



15-0008271146

विदेश मंत्रालय भारत सरकार  
Ministry of External Affairs Government of India  
Online Application Receipt

<b>Applicant Details:</b>	Application Reference No.(ARN) 15-0008271146	<b>Payment Details#</b>	Payment Status Not paid
Service Type	REISSUE	<b>Appointment Details:</b>	Passport Seva Kendra Address
Type of Application	NORMAL	<b>Appointment Id</b>	
Given Name	NARMEET	<b>Appointment Date and Time</b>	
Surname	RAI	<b>Reporting Date and Time</b>	
Father's Name	PIARA SINGH VIRDI	<b>Batch</b>	
Mother's Name	PRITPAL KAUR VIRDI	<b>Sequence No.</b>	
Spouse's Name	HARDEEP SINGH RAI	<b>Previous Passport Details</b>	
Date of Birth	23/09/1968	Old Passport No.	K5018400
Place of Birth	CHANDIGARH,CHANDIGARH,CHANDIGARH	Passport Issue Date	24/09/2012
Gender	FEMALE	Passport Expiry Date	23/09/2022
Marital Status	MARRIED	Place of Issue	CHANDIGARH
Employment Type	HOME MAKER		
Application Submitted Date	02/07/2015		
Present Residential Address	H.NO 21, GNE COLLEGE, STAFF COLONY I, GILL PARK, LUDHIANA, LUDHIANA, 141006, PUNJAB, INDIA		
<b>Applicants References Details:</b>			
First Reference	DR. SEHIJPAL SINGH, H.NO. 19, GNE COLLEGE CAMPUS, LUDHIANA, 9855279865		
Second Reference	PROF SUKHJIT SINGH SEHRA, H.NO. 45, GNE COLLEGE CAMPUS, LUDHIANA, 985595200		

**Please Read Carefully:**

- Please carry printed copy of this ARN slip.
- Check **Document Advisor** on website '[www.passportindia.gov.in](http://www.passportindia.gov.in)' to know the documents required at PSK. Carry original documents and their self attested photocopies. Final decision with regard to documents required is at the discretion of RPO staff at PSK.
- In case of minor applicants (below 4 years of age), carry the recent passport size photograph (4.5 X 3.5 cm) with white background.
- Only applicant is allowed inside the PSK. However, in case of exceptions such as Senior Citizen / Physically Challenged / Illiterate / Minor applicants, one person from the family may be allowed to accompany inside PSK.
- At PSK, a paper token will be issued to you after checking of documents. Your application will be processed at Counter A followed by counters B and C. At all stages, please be alert and watch the token display screens to know the counter at which your application will be processed. Please collect acknowledgement slip from the Exit counter before leaving PSK. Also, you are requested to fill the feedback form at the exit counter.
- Thanks for showing your interest in 'Passport Seva SMS Services' enrolment. Please pay Rs 35/- (THIRTY FIVE ONLY) in cash as the Enrolment Charges during your visit to Passport Seva Kendra.
- Help us to serve you better.

# Details as per the Payment Date. Payment once made for availing passport services will not be refunded.



The following table lists Applicant Categories along with the Documents to be Submitted. The Document No. mentioned in Documents to be Submitted column is the reference given to the document mentioned in List of Documents table.

Applicant Categories	Documents to be Submitted
Additional Booklet (Exhaustion of Visa pages)	1 (if address is different from old Passport), 4
Expiry of old passport	
1. Within the time period of one year before expiry and three year after expiry of old Passport	1 (if address is different from old Passport), 4
2. After three years of expiry of old passport	1 (if address is different from old Passport), 4
3. Renewal of Short Validity Passport (SVP)	1 (if address is different from old Passport), 4, 14
4. Government/ Public Sector/ Statutory body employees (Still serving)	1 (if address is different from old Passport), 4, 11 or 33
5. Retired government official	1 (if address is different from old Passport), 4, 6
6. Students going for higher studies abroad upto 2 years from expiry of Passport	1 (if address is different from old Passport), 4, 15
Damaged Passport (Passport number is readable, name is legible and Photo is intact)	1 (if address is different from old Passport), 2, 4, 16
Lost/ Damaged beyond recognition/ Stolen Passport	1, 2, 16, 17, 18 (if available) Note: Other documents which have to be submitted are as per the case, as in the case of fresh Passport.
Change in Particulars	
1. A woman applying for change of name/ surname in existing Passport due to marriage	(i) 4, 19 (if he has Passport) (ii) 8 or 12 or 13
2. Divorcees/ Separated applying for change of name OR for deletion of spouse's name in existing Passport	(i) 4, 30 (ii) if divorced, 20 or 21 (issued by Qazi) (iii) if separated, 12
3. Re-married applicants applying for change of name/ spouse's name	(i) 4, 19 (of present husband, if he has Passport) (ii) 8 (Re-marriage certificate) or 12 or 29 (iii) 13 or 21 (as the case may be in respect of first spouse)
4. Change of name in other circumstances (minor change in name-both male and female i.e. spelling discrepancy between Passport and documents which phonetically does not result in total change in name)	4, 30
5. Major change in name (cases different from minor change case)	4, 7, 30
6. Change in name in case of Government/ Public Sector/ Statutory body employees	4, 9, 10, 30
7. Change in Sex	4, 22, 23
8. Change of Appearance	4, 24
9. Change/ Correction of DoB	2, 4, 25 (if change in DoB is more than 2 years or in case of conflicting documents), 31
10. Change/ Correction of place of birth	4, 25 (if change in place of birth involves State change or Country change), 26, 32
11. Change in Current Address	1 (changed address), 4
12. Change in Signature	4
13. Addition of Spouse Name	(i) 4 (ii) 8 or 12 or 29
14. Change of Father/ Mother name	4, 5 (of father/mother with changed name - if available) or 27 or 28
15. ECR Deletion	1 (if address is different from old Passport), 3, 4

Document No.	List of Documents
1.	<p><b>Proof of Present Address.</b> For Proof of Address attach one of the following documents:</p> <ol style="list-style-type: none"> <li>Water bill/ Telephone (landline or post paid mobile bill)/ Electricity bill (at least 2 bills are required - One bill should be of last year and the other bill of current year)</li> <li>Photo passbook of running Bank Account (Scheduled Public Sector Banks, Scheduled Private Sector Indian Banks and Regional Rural Banks only)</li> <li>Income Tax Assessment Order</li> <li>Election Commission Photo ID card</li> <li>Gas connection bill</li> <li>Certificate from Employer of reputed and widely known companies on letter head (Only public limited companies can give address proof on company letter head along with seal. Computerised print-outs shall not be entertained)</li> <li>Spouse's passport copy (First and last page including family details), (provided the applicant's present address matches the address mentioned in the spouse's passport)</li> <li>Applicant's current and valid ration card</li> </ol> <p><b>NOTE 1:</b> If any applicant submits only ration card as proof of address, it should be accompanied by one more proof of address out of the given categories.</p> <ol style="list-style-type: none"> <li>Parent's passport copy, in case of minors (First and last page)</li> <li>Aadhaar Letter/ Card (If aadhaar card issuance date is less than a year from passport application processing date at PSK, it should be accompanied by one more proof of address out of the given categories)</li> <li>Registered Rent Agreement (for a period of more than one year)</li> </ol>
2.	<p><b>Proof of Date of Birth.</b> For Proof of Date of Birth attach one of the following documents:</p> <ol style="list-style-type: none"> <li>Birth certificate issued by a Municipal Authority or any office authorized to issue Birth and Death Certificate by the Registrar of Births &amp; Deaths</li> <li>School leaving certificate / Secondary School leaving certificate/ Certificate of Recognized Boards from the school last attended by the applicant or any other recognized educational institution</li> <li>Affidavit sworn before a Magistrate/Notary stating date/place of birth as per the specimen in Annexure "A" by illiterate or semi-illiterate applicants (Less than 5th class).</li> </ol> <p>For applicants born on or after 26.01.89, only Birth Certificate issued by the Municipal Authority or any office authorized to issue Birth and Death Certificate by the Registrar of Births &amp; Deaths is acceptable. The Birth Certificate should ordinarily contain the name of child, name of father and mother, date of birth, place of birth, sex, registration number and date of registration. If the Birth Certificate doesn't contain the name of child, a declaration on plain paper signed by parents, is required to be submitted specifying the name of the child.</p>
3.	Documentary proof for any one of the Non-ECR (previously ECNR) categories, Refer Column 2.15 under <b>Section-B</b> of passport instruction booklet
4.	Old Passport in original with self-attested photocopy of its first two and last two pages, including ECR/Non-ECR page (previously ECNR) and the page of observation (if any), made by Passport Issuing Authority and validity extension page, if any, in respect of short validity passport
5.	Passport of parents in original with self-attested photocopy of its first two and last two pages, including ECR/Non-ECR page (previously ECNR) and the page of observation (if any), made by Passport Issuing Authority and validity extension page, if any, in respect of short validity passport
6.	Pension Payment Order
7.	Paper clipping of two leading daily newspapers in original (one daily newspaper should be of the area of Applicant's Permanent Address and the other at Current Address or nearby area)
8.	An attested copy of marriage certificate issued by Registrar of Marriage
9.	Gazette Notification changing name in applicant's department

10.	Fresh ID Certificate in changed name
11.	No Objection Certificate (NOC) (as per Annexure 'M')
12.	Affidavit sworn before First Class Judicial Magistrate or Executive Magistrate on Non-Judicial stamp paper for re-issue of passport (which was obtained prior to marriage) by married applicants who are unable to provide the prescribed marriage certificate or joint affidavit with spouse due to marital discord, separation or without formal divorce decree by the Court or due to total desertion by the spouse as per specimen at Annexure 'K'
13.	A joint affidavit from husband and wife along with a joint photograph, (Specimen at Annexure 'D') When joint affidavit is not possible the affidavit should indicate the reason for it. If applying for passport for the first time, this affidavit is required only if there is a change in the first name.
14.	Proof of documents which eliminate the cause of issuance of Short Validity Passport (SVP)
15.	Proof of going abroad for studies like Copy of college admission letter or Copy of application submitted for visa or Copy of bank loan paper etc
16.	Affidavit stating how and where the Passport got lost/ damaged (Annexure 'L')
17.	Police report in original
18.	Self-attested photocopy of first two and last two pages, including ECR/Non-ECR page of old Passport
19.	Self attested photocopy of the spouse's Passport
20.	Court certified copy of Divorce decree
21.	Self attested copy of Divorce certificate
22.	Sworn affidavit regarding change of sex
23.	Certification from hospital where he/she underwent sex change operation successfully
24.	Recent photograph (required only in case of DPC/SPC/CSC applications). The photo should be most recent showing the latest appearance. A notarised statement is required in case of request from Sikhs who want to change from turban photo to clean shaven ones or the other way.
25.	First class judicial magistrate/ Sub-divisional magistrate civil court order (if change in date of birth is more than 2 years/ in case of conflicting documents/ if change in place of birth involves change of State or Country) (In case change of place of birth involves change of country, also attach Document No. 7)
26.	Affidavit stating the reason for change in Place of Birth
27.	Proof such as service record/ pension order/ property documents showing that parents had changed their name
28.	If parents are deceased , such proof that they had changed their name during lifetime
29.	A joint affidavit from husband and wife along with a joint photograph, (Specimen at Annexure 'D') When joint affidavit is not possible the affidavit should indicate the reason for it. If applying for passport for the first time, this affidavit is required only if there is a change in the first name.
30.	Deed poll/sworn affidavit as per Annexure 'E'
31.	Affidavit stating the reason for change in Date of Birth
32.	Proof of Place of Birth
33.	Prior Intimation Letter (PI) (as per Annexure 'N')

**Note:** The list of documents provided in the table above is indicative. The decision of APO/RPO shall be considered final.