



# APPLICATION FOR INDIAN PASSPORT

CONSULATE GENERAL OF INDIA

Consular Wing

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Houston, TX 77056

Tel: (713) 626-2148/2149

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www.cgihouston.org

1. FOR A NEW PASSPORT (AFTER TEN YEAR (FINAL))

2. DUPLICATE PASSPORT IN LIEU OF LOST, STOLEN OR DAMAGED PASSPORT

PASTE A PHOTO HERE

**Note: This application can be used at the Embassy of India, Washington, DC or at any other Consulate Generals of India provided the applicant resides in states of Consulate's jurisdiction.**

1. (a) FULL NAME (Expanded initials) _____ <i>(First) (Middle) (Last/Surname)</i>			(b) ALIASES, if any		
(c) HAVE YOU EVER CHANGED YOUR NAME? Yes ___ No ___ If yes, please write your name in full _____				(d) MAIDEN NAME, in case applicant is a married woman	
2. PLACE OF BIRTH		3. COUNTRY OF BIRTH		4. DATE OF BIRTH _____ <i>(DD) / (MM) / (YYYY)</i>	
5. SEX	6. COLOR OF EYES	7. COLOR OF HAIR		8. HEIGHT	
9. VISIBLE DISTINGUISHING MARKS, if any				10. MARITAL STATUS	
11. PROFESSION					
12. BUSINESS/OFFICE ADDRESS:				TEL. NO.	
13. FULL NAME OF HUSBAND			NATIONALITY		TEL. NO.
14. FULL NAME OF WIFE			NATIONALITY		TEL. NO.
15. (a) FULL NAME OF FATHER				COUNTRY OF HIS BIRTH	
(b) FULL NAME OF MOTHER				COUNTRY OF HER BIRTH	
(c) NATIONALITY OF FATHER AT THE TIME OF APPLICANT'S BIRTH			(d) NATIONALITY OF MOTHER AT THE TIME OF APPLICANT'S BIRTH		
16. WHEN DID APPLICANT FIRST LEAVE INDIA?		17. WHEN WAS HE/SHE IN INDIA LAST?		18. HOW LONG HAS APPLICANT CONTINUOUSLY RESIDED ABROAD?	
19. PRESENT IMMIGRATION STATUS *ECR / ECNR** _____ (Please attach documentary evidence, such as copy of degree/green card) *Emigration clearance required **Emigration clearance not required (b) EDUCATIONAL QUALIFICATION (in order to determine emigration status)					
20. PERMANENT ADDRESS IN INDIA				TEL. NO.	
21. (a) PERMANENT ADDRESS IN USA				TEL. NO.	
(b) ALIEN REGISTRATION CARD (GREEN CARD), EMPLOYMENT AUTHORIZATION CARD NUMBER _____ (Please attach a photocopy)					
22. (a) NAME OF APPLICANT'S ELDEST SON OR DAUGHTER (First child)					
(b) NAME OF APPLICANT'S ELDEST BROTHER OR SISTER					

23. ARE YOU A CITIZEN OF INDIA BY <input type="checkbox"/> Birth <input type="checkbox"/> Descent <input type="checkbox"/> Naturalization <input type="checkbox"/> Registration?	
24. DID YOU EVER POSSESS ANY OTHER NATIONALITY OR TRAVEL DOCUMENT OF ANY OTHER COUNTRY? <i>If so, please give details</i>	
25. IS THIS APPLICATION FOR A PASSPORT FOR THE <input type="checkbox"/> First time, or, <input type="checkbox"/> New passport in replacement of an expired passport, or, <input type="checkbox"/> Duplicate passport?	
26. IF THIS APPLICATION IS FOR A DUPLICATE PASSPORT, WAS THE PREVIOUS PASSPORT LOST OR DAMAGED? <i>(if damaged, please attach damaged passport)</i>	
27. PRESENT PASSPORT NO. _____	DAMAGED OR LOST PASSPORT NO. _____
Date of Issue _____ Place of Issue _____ Date of Expiry _____ <b>(THESE DETAILS MUST BE PROVIDED OTHERWISE APPLICATION WILL REMAIN UNPROCESSED)</b>	
28. WERE YOU EVER REFUSED A PASSPORT? <input type="checkbox"/> Yes <input type="checkbox"/> No	WAS YOUR PASSPORT EVER ORDERED TO BE IMPOUNDED OR REVOKED? <input type="checkbox"/> Yes <input type="checkbox"/> No
If answer to any of these questions is "YES", please enclose a copy of the official communication received by you and give other details	
29. LOCAL DRIVER'S LICENSE NUMBER OR ANY OTHER IDENTIFICATION Date of issue _____ Place of issue _____	
30. IS APPLICANT IN <input type="checkbox"/> Govt. service <input type="checkbox"/> public undertaking service <input type="checkbox"/> statutory bodies service of India? <i>If so, please give details and enclose "No Objection Certificate" from your employer in original.</i>	
31. (a) ARE ANY CRIMINAL PROCEEDINGS PENDING AGAINST APPLICANT IN ANY COURT IN INDIA? <i>If so, please give details.</i>	
(b) HAS APPLICANT EVER BEEN REPATRIATED FROM ABROAD TO INDIA AT THE EXPENSE OF GOVT. OF INDIA? <i>If so, please give details</i>	
32. (a) BRIEFLY STATE CIRCUMSTANCES OF LOSS/THEFT/DAMAGE OF PASSPORT AND ATTACH REPORT LODGED WITH THE LOCAL POLICE IN CASE OF LOSS OF PASSPORT. <i>Please attach your explanation in the form of sworn affidavit, duly notarized as per prescribed performa.</i>	
(b) DETAILS OF RESTRICTION, IF ANY, PUT ON APPLICANT'S DAMAGED/LOST PASSPORT	
(c) DID APPLICANT AVAIL OF TRANSFER OF RESIDENCE, FOREIGN TRAVEL SCHEME FACILITY ON LOST/DAMAGED PASSPORT? <i>If so, please give details.</i>	
<b>34. DECLARATION:</b> <b><i>I solemnly affirm that</i></b>	
(i) I owe allegiance to the sovereignty and integrity of India, and	
(ii) Information given above in respect of myself, my son/daughter/ward is correct and nothing has been concealed and I am aware that it is an offense under the Passport Act 1967 to knowingly furnish false information or suppress material information, which attract penal and other punishments under the acts.	
(iii) I undertake to be entirely responsible for expenses of my son/daughter/ward.	
(iv) I have not lost, surrendered or been deprived of my citizenship of India. I have not voluntarily acquired the citizenship of another country.	
(v) The information furnished by me in this form is correct.	
(vi) I have neither applied for, nor been granted asylum.	

\_\_\_\_\_  
(Signature or thumb impression of applicant or his/her legal guardian)  
(Left thumb impression of male and right thumb impression of female)

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**TWO SPECIMEN SIGNATURES OF APPLICANT**

**APPLICATION WILL REMAIN UNPROCESSED WITHOUT APPLICANT'S SPECIMEN SIGNATURES**

# Guidelines for Passport Application:

## General:

1. Your passport is a valuable document. It should always be kept either in your own custody or in the custody of a person duly authorized by you. If lost or destroyed, the fact and circumstances should be immediately reported to the local police and the nearest Indian Mission. Passports should not be sent across international borders in mail.
2. The maximum life of an Indian international passport is ten (10) years and cannot be renewed beyond that. After ten years a fresh passport needs to be issued. Kindly fill up the application form accordingly. Please ensure you obtain a fresh passport a few months before it expires.
3. Your passport must not be altered or mutilated in any way nor any endorsement made on it by any person other than a duly authorized official of the Government of India.
4. Applicants are advised to send their applications, passports, and fees etc.- by Certified or Registered mail only. Embassy/Consulate is not responsible for loss of passport in the mail. It is advisable to retain a photocopy of pages containing your personal particulars in the passport, as this facilitates issuance of a duplicate passport in cases of loss or theft of passport.
5. A child's name is no longer endorsed in the passport of the parents. Each child should have a separate passport. **However, an affidavit has to be submitted by the applicant.**
6. Please also refer to the General information on passport and consular services for more details on renewals/issuance of new passport.
7. **Declaration in column 26 of the application form should be notarized in applications for replacement of lost passports, or passports which have not been renewed for over six months after their expiry.**

## Application:

8. Each column of the passport application should be filled in completely, legibly (block letters/Typed) and accurately and submitted along with your old passport. The old passport would be returned along with the new passport. Incomplete or illegibly filled forms will be returned without processing.
9. Please attach a photocopy of applicant's Resident Alien/ Employment Authorization card duly notarized.
10. In case of change in appearance, a Notary Public should attest a copy of the photograph.
11. Paste one Passport size photograph on the first page of

the application and enclose 3 more with the application. In case you are applying for a new/duplicate passport in lieu of a lost passport, enclose six additional photos along with the application.

## Mailing:

12. For returning the Passport by Certified mail please send a self-addressed stamped envelope along with your application **OR** include an additional amount of US \$5.00 in case of a single passport and an extra US \$1.00 for every additional passport towards return mail charges. If you wish an **overnight mail delivery service** please enclose an additional **US \$15.00**. The amount should be remitted in favor of Embassy of India/Consulate General of India (as the case may be) by certified check or money order. Payments by **Account numbers, Checks and CODs are not acceptable.**

## Fees:

13. Passport fee once received cannot be refunded, even if the application is withdrawn or passport is refused. Kindly indicate clearly on the form the type of passport desired (32 or 60 pages). You could also convey this by a letter along with the application form.
14. **New Passport Fee:**  
\$ 40.00 (32 pages & 10 years validity)  
\$ 50.00 (60 pages & 10 years validity)
15. **Emergency fee for issue of a new passport (after current passport has completed 10 years) on the same day is US \$90.**

## Special requirement in cases of Lost/Damaged Passports:

16. If applying for a new passport in lieu of a lost or damaged passport, please submit a letter explaining circumstances of the loss/damage. In cases of lost passports a police report, along with six copies of the application duly filled in and seven passport-size photographs are required. The fee for issue of a duplicate passport **in lieu of lost/damaged passport is US \$125. Please also see instruction in para 7 above.**

## Other passport Services:

17. There is a separate form, miscellaneous services form, for change of name, birth/life/marriage/police clearance certificate and endorsement for emigration check not required etc.