


Instruction Manual Mission Application


1

1. Registration Process


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Click on "Register" as shown:-

 **Passport Seva at Indian Embassies and Consulates**
Consular, Passport & Visa Division
Ministry of External Affairs, Government of India

 **Passport Seva**
Service Excellence

Passport Seva at Indian Embassies and Consulates. Only Indians living abroad are eligible to apply for Passport Services using Passport Seva System under the jurisdiction of the respective Indian Missions



Dr. Subrahmanyam Jaishankar
External Affairs Minister

Vision

To deliver passport services to citizens in a timely, transparent, more accessible, reliable manner and in a comfortable environment through streamlined processes and committed, trained and motivated workforce




Before You Apply

Steps to Apply

- Register by clicking on "Register" Link
- Login with the registred login ID and Password on "User Login" link
- In the Applicant Home Page, click on "Apply for Ordinary Passport/Emergency Certificate/Police Clearance Certificate/Surrender of Indian Passport/Diplomatic Passport/Official Passport/Identity Certificate" link to file a new application
- After successful submission,take a printout of the online submitted form


[More](#)

User Login/ Registration


-  **Register**
Register to apply for Passport Services
-  **User Login**
Login using Login Id and Password
-  **Embassy/Consulate Connect**

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Fill in The details required and click on Register

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Only Indians living abroad are eligible to apply for Passport Services using Passport Seva System under the jurisdiction of the respective Indian Missions (Embassy/High Commission) or Posts (Consulate Generals) abroad. Fields marked with asterisk (*) are mandatory

Embassy/Consulate *	Australia - Canberra
Given Name (Max 45 Characters) *	Aditya
Surname (Max 45 Characters)	Kapoor
Date of Birth (DD/MM/YYYY) *	13/11/1998
E-mail Id (Max 35 Characters) *	adikaptya1@gmail.com
Do you want your Login Id to be same as E-mail Id? *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Login Id *	adikaptya1@gmail.com Check Availability
Password *
Confirm Password *
Hint Question *	Birth City
Hint Answer *
Enter Characters Displayed *	 Change the picture displayed AUKSVU4

[Close](#) [Register](#)

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Registration is Confirmed. Now, Check your email id for the activation link.

The screenshot displays the Passport Seva System portal. At the top, a blue banner reads "Registration is Confirmed. Now, Check your email id for the activation link." Below this, the user's profile is shown as "Dr. Subrahmanyam Jaishankar, External Affairs Minister". A central white notification box contains the following text: "Only Indians living abroad are eligible to apply for Passport Services using Passport Seva System under the jurisdiction of the respective Indian Missions (Embassy/High Commission) or Posts (Consulate Generals) abroad." and "Thank you for registering on the Passport Seva for Indian Embassies Portal. To activate your account, please click the link in the email sent to your email Id. This link will be active only till 06/05/2020." The main content area is titled "Before You Apply" and includes "Steps to Apply" with a list of instructions: 1. Register by clicking on "Register" link. 2. Login with the registered login ID and Password on "User Login" link. 3. In the Applicant Home Page, click on "Apply for Ordinary Passport/Emergency Certificate/Police Clearance Certificate/Surrender of Indian Passport/Diplomatic Passport/Official Passport/Identity Certificate" link to file a new application. 4. After successful submission, take a printout of the online submitted form. Navigation options include "User Login" (Login using Login Id and Password) and "Embassy/Consulate Connect" (Connect to your Embassy/Consulate). The footer contains "Latest News", "Associated Links", and "Case Studies".


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Click on the URL and activate your account

The screenshot shows an email from "passport.admin@passportindia.gov.in" received at 6:16 PM (1 minute ago). The email content is as follows: "Dear Applicant, Congratulations! You have been registered successfully on Passport Seva System!! Only Indians living abroad are eligible to apply for Passport Services using Passport Seva System under the jurisdiction of the respective Indian Missions (Embassy/High Commission) or Posts (Consulate Generals) abroad. Please go through the below mentioned points before proceeding with your account activation: 1. The password of the registered User ID expires after every 90 days. Please make a note of your Date of Birth and Hint Question/Answer entered at the time of registration. You can reset your account password by clicking the 'Forgot Password?' link available at the Passport Seva for Indian Embassies User Login screen. 2. Please ensure that the details entered in the Online Application Form (especially passport printable details shown as passport preview before online submission of application) are correct. You will not be able to make any changes in your application post submitting the same online. 3. Take a printout of the online submitted form (Use print application after selecting the Application Reference Number (ARN) on applicant home page) for submission at Mission/Post along with supporting documents as mentioned on the Mission (and Outsourced service provider (if any)) website. 4. Please refer to the Mission/Post website section on the Passport services for latest information on various topics such as application submission process, fee structure, documents to be submitted etc. For any clarification, you can refer to the FAQs (Frequently Asked Questions) and Contact Us section on the Mission/Post website. Please click the link below to activate your account: <https://portal@passportindia.gov.in/Online/confirmAction?validationString=1439855745065474> Best regards, Passport Seva Communications Team". The URL is circled in red.

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Put your userId and submit to activate

 **Passport Seva at Indian Embassies and Consulates**
Consular, Passport & Visa Division
Ministry of External Affairs, Government of India

Welcome to the Passport Seva Portal at Indian Embassies. Only Indians living abroad are eligible to apply for Passport Services using Passport Seva Sys

Account Activation


User Id*

[Activate](#)

External Links
Passport India
Ministry of External Affairs
National Portal of India
e-Visa

External Links
MADAD Consular Services Management System
Foreigners Division, MHA
National Voters' Services Portal
Bureau of Immigration

Legal Information
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 **Passport Seva at Indian Embassies and Consulates**
Consular, Passport & Visa Division
Ministry of External Affairs, Government of India

Welcome to the Passport Seva Portal at Indian Embassies. Only Indians living abroad are eligible to appl

Account Activation

Your account has been activated successfully. Please click on HOME to redirect to Passport Seva for Indian Embassies portal

[Home](#)

External Links
Passport India
Ministry of External Affairs
National Portal of India
e-Visa

External Links
MADAD Consular Services Management System
Foreigners Division, MHA
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Bureau of Immigration

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Copyright Policy
Hyperlinking Policy

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2. Login Process

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Click On "Existing User Login" as follows:-

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Before You Apply

Steps to Apply

- Register by clicking on "**Register**" Link
- Login with the registered login ID and Password on "**User Login**" link
- In the Applicant Home Page, click on "**Apply for Ordinary Passport/Emergency Certificate/Police Clearance Certificate/Surrender of Indian Passport/Diplomatic Passport/Official Passport/Identity Certificate**" link to file a new application
- After successful submission, take a printout of the online submitted form

More

Frequently Asked Questions (FAQ)

Passport Act and Rules

User Login/ Registration

- Register
Register to apply for Passport Services
- User Login**
Login using Login Id and Password
- Embassy/Consulate Connect
Connect to your Embassy/Consulate

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Put Login Id, Password, Captcha and click on Login

Passport Seva at Indian Embassies and Consulates
Consular, Passport & Visa Division
Ministry of External Affairs

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Only Indians living abroad are eligible to apply for Passport Services using Passport Seva System under the jurisdiction of the respective Indian Missions (Embassy/High Commission) or Posts (Consulate Generals) abroad.

Login Id * ADIKAPTYA1@GMAIL.COM

Password *

Enter Characters Displayed * 5T2H2C3

Change the picture displayed
5T2H2C3

Cancel Login Forgot password?

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3. How to Fill Passport Form

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After Login, User will be directed to “Applicant Home” Page as shown:-
Click on “Apply for Ordinary Passport to apply passport

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Welcome to the Passport Seva at Int

Applicant Home

Important Note:



- Take a printout of the online submitted form along with required supporting documents for submission at Embassies/Consulates/other authorized application submission centre as mentioned on the Mission (and Outsourced service provider (if any)) website.
- Please refer to the Embassies/Consulates website section on the Passport services for latest information on various topics such as application submission process, fee structure, documents to be submitted etc. For any clarification, you can refer to the FAQs (Frequently Asked Questions) and Contact Us section on the Embassies/Consulates website (and the website of Outsourced service provider (if any)).


To start filling your application online, click on the link given below


- > **Apply for Ordinary Passport** - Application for Fresh Passport/Re-issue of Passport (Blue cover passport)
- > Apply for Police Clearance Certificate - Application for Police Clearance Certificate
- > Apply for Emergency Certificate - Application for Emergency Certificate (White cover passport for one-way travel to India in case of non-availability of a valid Passport)
- > Apply for Diplomatic/Official Passport - Application for Diplomatic/Official Passport (Maroon/Grey cover passport)
- > Apply for Surrender of Indian Passport - Application for Passport Surrender Certificate After Acquiring Foreign Nationality/Renunciation of Indian Citizenship
- > Apply for Identity Certificate - Application for Identity Certificate

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Fill in the details required and click on next

Welcome ADIKAPTYA1@GMAIL.COM   Logout

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Welcome to the Passport Seva at Indian Embassies and Consulates. Only Indians living abroad are eligible to apply for Passport Services using Passport Seva System under

1 PASSPORT TYPE 2 APPLICANT DETAILS 3 FAMILY DETAILS 4 APPLICANT ADDRESS DETAILS 5 EMERGENCY CONTACT 6 PREVIOUS PASSPORT DETAILS 7 OTHER DETAILS 8 PASSPORT PREVIEW 9 PASSPORT DETAILS VERIFICATION

APPLICATION FORM FOR ORDINARY PASSPORT

Fields marked with asterisk (*) are mandatory

Passport Type

Applying for* Fresh Passport Re-issue of Passport

Type of Application* Normal Tatkaal

Type of Passport Booklet* 36 Pages 60 Pages

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Fill "Applicant details" and Click on next

APPLICATION FORM FOR ORDINARY PASSPORT

Fields marked with asterisk (*) are mandatory

Applicant Details

Given Name* Surname*

Gender* Male Female Transgender

Have you ever been known by other names (aliases)?* Yes No

Have you ever changed your name? Yes No

Date Of Birth (DD/MM/YYYY)* Place of Birth (Village/Town/City)*

Is your Place of Birth out of India? Yes No

Country*

Marital Status*

Citizenship of India by* Registration/Naturalization Descent Born

PAN (if available)

Voter Id (if available)

Employment Type* Educational qualification*

Is either of your parent (In case of minor/spouse, a government servant)? Yes No

Is applicant eligible for Non-EOR category? [Click Here](#) Yes No

Visible distinguishing mark Aadhaar Number (if available)

I, the holder of above mentioned Aadhaar Number, hereby give my consent to Passport Seva to obtain my Aadhaar Number, Name and Fingerprint/Iris for authentication with UIDAI. I have no objection using my identity and biometric information for validation with Aadhaar (CIQR) database only for the purpose of authentication.

I Agree Yes No

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Fill "Family Details" and Click on next

Passport Seva System under the jurisdiction of the respective Indian Missions (Embassy/High Commission) or Posts (Consulate Generals) abroad.

1 PASSPORT TYPE 2 APPLICANT DETAILS 3 FAMILY DETAILS 4 APPLICANT ADDRESS DETAILS 5 EMERGENCY CONTACT 6 PREVIOUS PASSPORT DETAILS 7 OTHER DETAILS 8 PASSPORT PREVIEW 9 PASSPORT DETAILS VERIFICATION

APPLICATION FORM FOR ORDINARY PASSPORT

Fields marked with asterisk (*) are mandatory

Family Details

Note: Please enter Father, Mother or Legal Guardian Names as applicable (specifying at least one of these is mandatory).

Father's Given Name (First Name + Middle Name)	Father's Surname
VINAY	KAPOOR
Mother's Given Name (First Name + Middle Name)	Mother's Surname
MAMTA	KAPOOR
Legal Guardian's Given Name (if applicable)	Legal Guardian's Surname

Back Save Next

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Fill the "Printable Address Details" and click next

APPLICATION FORM FOR ORDINARY PASSPORT

Applicant Address Details

Fields marked with asterisk (*) are mandatory.

Passport Printable Address Details

Note:

- Proof of address must be submitted along with the application form if the same is different from the address printed in the previous/latest held passport.
- In case, you are specifying a foreign address - please refer to the website of the relevant Embassy/Consulate/Outsourced Service Provider (OSP) to check your eligibility (and list of required supporting documents) to get foreign address printed on the passport.

Is your passport printable address out of India? Yes No

Fields marked with * will be printed on Passport.

House No. and Street Name*	Village/Town/City*
34 MODEL TOWN	MUKHERJEE NAGAR
State/UT*	District*
Delhi	North East Delhi
PIN Code*	110032
Telephone Number	Mobile Number*
02299422954	9999999999
E-mail Id*	Police Station* Check your Police Station
ADIKARTYA1@GMAIL.COM	Shastri Park

Other Address Details

Is your other address out of India? Yes No

House No. and Street Name*	Village/Town/City*
34 MODEL TOWN	MUKHERJEE NAGAR
State/UT*	District*
Delhi	North East Delhi
Police Station*	PIN Code*
Shastri Park Check your Police Station	110032
Mobile Number*	Telephone Number
9999999999	

Back Save Next

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Fill the "Emergency Contact" details and click next

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1 PASSPORT TYPE 2 APPLICANT DETAILS 3 FAMILY DETAILS 4 APPLICANT ADDRESS DETAILS 5 EMERGENCY CONTACT 6 PREVIOUS PASSPORT DETAILS 7 OTHER DETAILS 8 PASSPORT PREVIEW 9 PASSPORT DETAILS VERIFICATION

APPLICATION FORM FOR ORDINARY PASSPORT

Emergency Contact Details

Fields marked with asterisk (*) are mandatory

Name and Address: *

Mobile Number: *

Email:

Telephone Number:

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Fill the "Identity Certificate/Passport Details" details and click next

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APPLICATION FORM FOR ORDINARY PASSPORT

Identity Certificate/Previous Passport Details

Fields marked with asterisk (*) are mandatory

Have you ever held/hold any Identity Certificate? (Identity Certificate (IC-Yellow cover booklet) is normally issued to stateless people residing in India) *

Yes
 No

Details of Previous/Current Diplomatic/Official Passport: * - Maroon/Grey colour passport issued to people holding diplomatic status or deputed by the Government of India for official duty abroad

Details Available
 Details Not Available / Never Held Diplomatic/Official Passport

Have you ever applied for passport, but not issued? : *

Yes
 No

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Verify your details in "Passport Details Verification" page and Click Submit

APPLICATION FORM FOR ORDINARY PASSPORT

Applicant Form Summary

Passport Type Applying for FRESH	Type of Application NORMAL
Type of Passport Booklet 32 Pages	
Applicant Details:	
Given Name ADITYA	Surname KAPoor
Gender MALE	Date Of Birth 12/11/1998
Have you ever been known by other names? N	Have you ever changed your name? N
Is your Place of Birth out of India? Y	
Place of Birth (Village/Town/City) DASRAD	
Country AFGHANISTAN	Educational Qualification GRADUATE AND ABOVE
Marital Status SINGLE	Citizenship of India by PAN

I understand:

- That Ministry of External Affairs (MEA) (or its implementation partner agencies/stakeholders/third parties) may undertake required checks to confirm the accuracy and authenticity of evidence I have provided and documents I have submitted with this application.
- That the information I provide, including biometric data (if any), will be treated in confidence, but it may be disclosed to other government departments, agencies, local authorities, foreign governments, and other implementation partner agencies/stakeholders/third parties to enable MEA or those bodies to perform their duties.
- That providing biometric information, if collected as part of an application, is confirmation of my consent to getting the biometric information checked to verify identity.
- That the Passport and related services applications may be handled by the Indian Mission/Post abroad/ Passport Office/other offices including outside of the country in which I have applied and that this may involve the transfer of my application and supporting documents to and from the respective offices.
- That my details may, in certain circumstances, be passed to Police, Intelligence and other Fraud Detection & Prevention agencies. I also understand that such agencies may provide related information about me to MEA.

Place: Date:

I agree

[Back](#) [Submit](#)

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Your application has been submitted successfully.

Welcome ADIKAPTYA1@GMAIL.COM

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Consular, Passport & Visa Division
Ministry of External Affairs, Government of India

Welcome to the Passport Seva at Indian Embassies and Consulates. Only Indians living abroad are eligible to apply for P

APPLICATION FORM FOR ORDINARY PASSPORT

Thank you


Your application form has been submitted successfully.
Your Application Reference Number is : 20-2000890782
You can Print Application Form using Print Application Form button available at Applicant Home.
Click here to go to Home Page [Home](#)


External Links Passport India Ministry of External Affairs National Portal of India e-Visa	External Links MADAD Consular Services Management System Foreigners Division, MHA National Voters' Services Portal Bureau of Immigration	Legal Information Terms & Conditions Privacy Policy Copyright Policy Hyperlinking Policy
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User can print their Application Form by clicking on "Print Application Form"

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Applicant Home

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To start filling your application online, click on the link given below

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- > [Apply for Police Clearance Certificate - Application for Police Clearance Certificate](#)
- > [Apply for Emergency Certificate - Application for Emergency Certificate \(White cover passport for one-way travel to India in case of non-availability of a valid Passport\)](#)
- > [Apply for Diplomatic/Official Passport - Application for Diplomatic/Official Passport \(Maroon/Grey cover passport\)](#)
- > [Apply for Surrender of Indian Passport - Application for Passport Surrender Certificate After Acquiring Foreign Nationality/Renunciation of Indian Citizenship](#)
- > [Apply for Identity Certificate - Application for Identity Certificate](#)
- > [Apply for Background Verification for GEP - Application for Background Verification for GEP](#)

Search by ARN, FILE NO, APPLICANT NAME

Showing: 1/1

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SELECT	ARN	FILE NO	APPLICANT NAME	SUBMISSION DATE	APPLICATION TYPE
<input type="checkbox"/>	20-2000890782		ADITYA KAPOOR	29/04/2020	Passport

[Print Application Form](#)