

FAQs on Passport Services

Q.No.1. What documents are required for making application for renewal of passport?

- a.Application form
- b.Four Photographs (size 40mm x40mm or 50mm x50mm) non-biometric, with light colour background and showing frontal view of full face (80% coverage) of the applicant.
- c.Original Indian Passport [copies of relevant pages (laminated pages, address page, or any other pages carrying endorsements & valid visa/residence permit, etc.) could be submitted initially in case the applicant wishes to keep the original passport with him/her during processing period.
- d.A copy of local Residence Permit or a copy of the passport page where Residence Permit/Visa has been endorsed is to be provided.

Please note the following while making applications:

- a)The online system does not accept names in initials/abbreviated forms such as SK SINGH, KNR NAIR etc. Applicants are therefore required to give their full names. Please do not prefix Mr., Mrs., Dr. or Shri, Late etc.
- b)Date of birth should be mentioned in the form of DD/MM/YYYY.
- c)Signature and thumb impressions should be confined in the prescribed box. In case a child cannot sign, his/her thumb impression may be provided. A parent should sign the declaration/application on behalf of a minor child but not in the places (boxes) provided for applicant's specimen signature/thumb impression.
- d)Please fill up the form in block capital letter.
- e)A self addressed stamped (for registered post) medium size envelope is required for return of documents unless the documents are to be collected in person on due date.

Q.No.2. Do I have to come to the Mission in person to apply or can I send the application by post?

Application can be deposited at the Embassy on any working day between 9.30 AM to 12.30 PM and 3.00 PM to 4.00 PM

Alternatively, the passport application may be sent by post. Postal applicants are required to send a self-addressed stamped (for registered post) medium size envelope is required for return of documents unless the documents are to be collected in person on due date.

Q.No.3. What is a jumbo Passport?

Jumbo passport booklet contains 60 pages. Frequent travellers may apply for it.

Q.No.4 How long does it take to issue a new passport?

The processing time is 4 weeks, if the passport application is complete in all respect.

Q.No.5 Do I need to enclose my original passport with my passport application?

You may enclose either the passport in original or copies of relevant pages (laminated pages, address page, or any other pages carrying endorsements & valid visa/residence permit, etc.). If you are sending the copy of the passport with your application, you will be required to send your original passport for cancellation at the time of issue of new passport.

Q.No. 6 What documents are required for endorsement of my wife's/husband's name in my new passport?

For endorsement of spouse's name, please enclose a copy of marriage certificate and copies of laminated/details pages of the passport of your spouse.

Q.No. 7 How can I ensure that my Indian address is printed in my new passport?

Only one address gets printed in the passport. You should indicate your preference by check-marking (☑) on the address which should be printed in your new passport. However, for making any change in the Indian address, a documentary proof would be required.

Q.No. 8 What document should I send to get ECNR stamp on my passport?

The practice of putting ECNR stamp on passport has been discontinued. Therefore, no document is required to be sent for this purpose.

Q.No. 9 My passport is still valid. However, all pages of my passport are exhausted. What should I do? Can I have an additional booklet? How can I apply for the same?

If nearly all pages in your passport have been utilized, you may apply for re-issue of passport. You can apply for a normal MRP booklet or a Jumbo MRP booklet. Additional booklets are not issued now.

Q.No. 10 My passport is due to soon expire. When is the latest time I should apply for renewal/re-issue?

Application for renewal of passports, which are expiring within 12 months, can be accepted for processing/granting. If there have been any changes/corrections in the details of the applicant on first inner cover page of the passport, a new passport should be applied

Q.No 11 I understand that after issue of new passport, my old passport will be cancelled. Does this mean that all valid visas on my old passport will also be cancelled?

The old passport is required to be cancelled at the time of issue of new passport but the Embassy does not cancel the visas on the passport. However, some countries require that the visa should be on a valid passport. Please check the regulations of the relevant country.

Q.No.12 I have a hand written passport which still has validity for more than a year. Can I apply for a Machine Readable Passport?

Yes. You may apply for re-issue of a passport on this ground.

Q.No. 13 How can I make an application for issue of passport for my newly-born child?

Along with registration of birth of your newly-born child, you may apply for issue of his/her passport. Application for birth registration and issue of passport can be made simultaneously. The detailed procedure is as under:

- Application Form for Indian Passport
- Copy of application form for Registration of Birth of Child, duly registered at <http://indiancitizenshiponline.nic.in> under the category "**Registration of birth of a minor child at an Indian Consulate under section 4(1) of the citizenship act, 1955**"
- Four passport-size recent photographs
- Passports in original of both the parents along with photocopies of their passports' important pages (front and back pages and pages where residence permits have been granted)
- Visa copy, both front and back side / Copy of Residence Permit for both the parents.
- Hospital Discharge Certificate
- Marriage Certificate issued by the Registrar of marriages if the name of spouse is not entered in either of the parent's passport
- Personbevis issued by Skatteverket giving the name of the child and both his parents (Extract of Population Register issued by Swedish Tax Authority)
- An affidavit signed by both parents that they have not applied for any other nationality for the child
- A self-addressed stamped REK envelope- if you want the passport to be posted back to you (Applicants living in Latvia may send self-addressed envelope with 10 International Reply Coupons).
- Proof of bank-giro payment of SEK 850/- (SEK 835/- includes three components: SEK 210/- for registering child's birth with the Embassy, SEK 210/- for issue of a Birth Certificate and SEK 415/- for issue of an Indian Passport to the child) [Inclusive of ICWF Fees SEK 15/-]
- Always mention your contact telephone numbers / email address on your application.
- **Incomplete application or application with photographs, which do not meet the specifications will not be processed.**

Q. No. 14 I would like to change my Indian address in my passport. Will I have to pay extra charges for this? Can this change be reflected in my current passport?

You will have to apply for a fresh passport as now corrections are not allowed in the laminated pages of the passport.

Q.No. 15 If I send copy of my passport with my passport application, should I send all the 36 pages or the first, the last and the page showing my VISA is enough?

Please send/enclose clear copy of the laminated first page, last page, address page, valid residence permit page and any other relevant page of your passport which contains any endorsement.

Q.No.16 Would the renewal of my passport change my passport number?

Yes. A new passport booklet is issued with a new number.

Q.No.17 I am an Indian national living in Sweden/Latvia for the past 3 years. I am applying for permanent immigration to any other country and for this I require a Police Clearance Certificate from the Indian Embassy. Could I make a bank transfer and if so, please confirm your bank details. Also please let me know the documents to be sent to you.

To obtain a police clearance certificate, the applicants must submit/send to the Embassy:

- Completed Application Form for Police Clearance Certificate
- One recent passport-size photograph (front view against light background, to be pasted/stapled on application form)
- Original Indian Passport
- Copy of passport pages which contain photograph and other personal particulars (first and last page)
- One letter explaining why the certificate is required
- Submit a proof of bank-giro payment of SEK 222/-
- The documents are to be submitted by the applicants between 9.30 AM to 12.30 PM and 3.00 PM to 4.00 PM. They can be collected also between 9.30 AM to 12.30 PM and 3.00 PM to 4.00 PM on the appointed day as advised by the official on the counter.
- If the document is to be sent back by post after necessary attestation, a self-addressed adequately-stamped envelope should be deposited in addition to the documents mentioned above and the counter official informed about the return of the documents by post.
- The same service can be applied for by post also by sending the above-mentioned documents by post along with an envelope for return of the documents.

Q.No.18 I do not have a birth certificate. Is it possible to get my birth certificate from the Indian Embassy? If so, what documents do I need to provide?

On the basis of entries made in your Indian passport, a certificate regarding your date of birth/ place of birth may be issued by the Embassy. You are required send/submit **a letter** mentioning the purpose for which Birth Certificate required, your **Indian passport** and dully filled in **Application Form for Miscellaneous Passport Services**. .

Prescribed fee for the above service will be SEK 222/-. The applicants are required to transfer fee directly to the Embassy's bank account BG No. 5816-4930. Cash/Card payment will not be accepted. Applicants are requested to enclose a proof of bank transfer. Please send one good quality self-addressed stamped (for registered post) medium size envelope for return of documents unless the documents are to be collected in person between 09:30 & 12:30PM or 3.00 PM to 4.00 PM on due date. Always mention your contact telephone numbers/email address on your application. Incomplete application will not be processed.

Q.No.19 What document do I need to produce to the Passport office in India, if I wish to apply for a passport in respect of my child in India?

You have to fill a relevant affidavit 'Minor passport applicant specimen affidavit to be submitted by the parent who is abroad'. Your signature will then be attested by the Embassy. A fee of SEK 120/-will be charged for the services. You can get the attested document on the next working day during the above timings. Or you may submit a self-addressed stamped (for registered post) medium size envelope for return of documents to you by post. Thereafter, you may send this attested document to the concerned passport authority in India for issue of passport in respect of your child.

Q.No. 20 I have been recently issued my new passport. However, I notice that there is a minor mistake in printing of my name / father's name /mother's name. How can I get it rectified?

Please bring in your passport and other supporting documents including your previous cancelled passport (mentioning correct names) to the Embassy. If there is a printing/clerical mistake by the Embassy, a new passport will be issued without any fees.

Q.No. 21 I wish to apply for addition/change of surname in my passport after marriage. How do I apply for it?

Or

I was issued my passport without mentioning my surname. In Sweden/Latvia, I am required to give my surname in my all documents. Therefore, I wish to add my surname in my passport. What formalities do I require to complete? How do I apply for it?

Or, I wish to change my name from ABC to XYZ and I wish to get the new name entered in my passport. What formalities do I require to complete? How do I apply for it?

We are now issuing machine-readable passports only and change of name by way of making endorsements in the passport pages is not read by the passport reading machines. It is, therefore, preferable that the applicant should simultaneously apply for re-issue of passport by following the instructions indicated under Question 1.

The procedure for **change of name/addition of surname in a passport** is as under:

In case of marriage, re-marriage, divorce or other circumstances that lead to a change of name of an Indian citizen the name in the passport must be altered. The following documents / items are required for the application:

- a) Application Form for Miscellaneous Passport Services, filled out completely.
- b) Current passport of the applicant.
- c) Photocopy of the relevant pages of the spouse's passport.
- d) 2 recent passport-size colour photographs of the applicant.
- e) In case of change of name due to (re-)marriage, a copy of marriage certificate & marriage photograph.
- f) In case of a change of name of the applicant (for reasons other than marriage / divorce), the new name must be published in newspapers, both in Sweden/Latvia and in India, in the area of the applicant's residence(s). Original newspapers must be submitted along with the application. The applicant needs to visit the Embassy with his/her passport and sign an affidavit in the presence of the Consular Officer.
- g) Copy of the residence permit.
- i) Please bring one good quality self-addressed stamped (for registered post) medium size envelope for return of documents unless the documents are to be collected in person on due date.
- j) Always mention your contact telephone numbers/email address on your application.
- k) Processing takes 4 weeks from the date of receipt of complete application. Incomplete application will not be processed.

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