

## Requirements of documents related to Passport Services offered to Indian Nationals

1. Any changes in laminated pages of a passport would require applying for a fresh passport booklet.
2. If an applicant is married, he/she has to include his/her Spouse name in passport, for that Marriage Registration Certificate is must. Concealment of marriage is an offence.
3. For change of name in the passport, applicant has to provide either:
  - a) Two newspaper clippings for change of name in the passport

OR

Name change Gazette notification published in the Union/State Official Gazette

- b) Two public documents supporting the change of name
4. Re-Issuance of Passport on Expiry of Its Validity
  - i) Applicant can apply for re-issue of passport when its validity is expiry within one year.
  - ii) For new passport / re-issue of passport apply online in the following link: <http://portal6.passportindia.gov.in/Online/index.html>
  - iii) Application for new passport/re-issue of passport and check-list please visit the VFS Global website: <https://services.vfsglobal.com/zaf/en/ind/>
  - iv) Original passport/documents will be produced to VFS Global at the time of submission of application. All originals will be returned immediately after verification. High Commission of India / Consulates General of India will not be responsible for safe custody of original documents;

PROCESSING TIME: 42 days (Provided all necessary documents are in order)

After completion of your online application, please book an appointment with VFS Global:

Contact by phone: [012 425 3007](tel:0124253007).

Contact by email: [info.inza@vfshelpline.com](mailto:info.inza@vfshelpline.com) for submission.