

APPLY FOR PASSPORT



“Apply for Passport” requires online registration of users through website <https://portal2.passportindia.gov.in/AppOnlineProject/welcomeLink> and once the registration is successfully done further proceeding would be executed at Police and Passport department level.

Steps are elaborated as under:

Step-1:

Steps to be followed for User Registration:

1. Create a New user by clicking “Register Now” option available in home page of the website.


A screenshot of the Passport Seva website. The header includes the Indian national emblem, the text 'Passport Seva', 'Consular, Passport & Visa Division', and 'Ministry of External Affairs, Government of India'. A 'Passport Services Index' box shows 'Last Week' statistics: 'Applications Processed: 1,26,324' and 'Passports Issued: 1,15,366'. A search bar is visible. A banner below the header states 'mPassport Seva is now available on Android and Windows Platforms. It ca'. The main content area is divided into three columns: 'Vision' featuring a portrait of Shri Salman Khurshid and a quote; 'Apply' with 'Existing User' (Login) and 'New User' (Register Now) buttons, and a 'Track Status' button; and 'For Official Use' with a 'Login for Office Users' section listing 'Mission/Post' (Immigration, Police) and 'ISP Nashik' (Dashboards, CCE).

APPLY FOR PASSPORT

2. User should fill-up the required details in below specified format for further proceeding:

User Registration

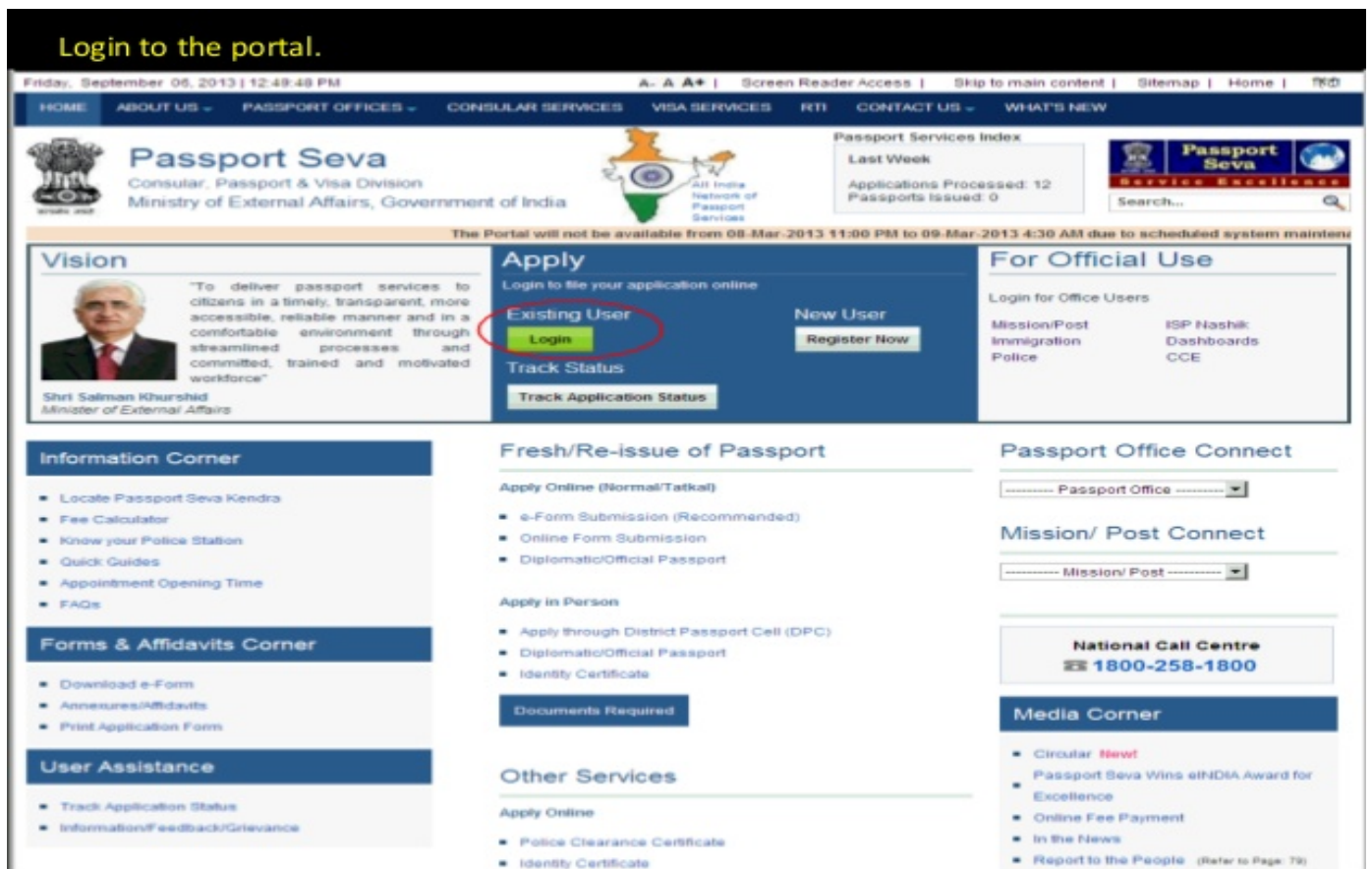
Fields marked with asterisk (*) are mandatory

Passport Office* (As per Present Address)	----- Select -----	Tibetan Refugees applying for Identity Certificate must register with 'Delhi' Passport Office.
Given Name (Max 35 Characters)*	<input type="text"/>	First Name + Middle Name Initials and honorifics (e.g. Dr., Col., etc.) are not allowed.
Surname (Max 35 Characters)	<input type="text"/>	
Date of Birth (DD/MM/YYYY)*	DD/MM/YYYY	
E-mail Id (Max 35 Characters)*	<input type="text"/>	
Do you want your Login Id to be same as E-mail Id?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Login Id*	<input type="text"/>	Check Availability
Password*	<input type="password"/>	Password Policy
Confirm Password*	<input type="password"/>	
Hint Question*	----- Select -----	
Hint Answer*	<input type="text"/>	
Enter characters displayed*		Change the picture displayed

[Register](#) [Clear](#)

3. Once user is registered in the portal, passport application can be made by login into the portal with the registered credentials

Login to the portal.



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

Passport Services Index
Last Week
Applications Processed: 12
Passports Issued: 0

The Portal will not be available from 08-Mar-2013 11:00 PM to 09-Mar-2013 4:30 AM due to scheduled system maintenance

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"

Apply
Login to file your application online

Existing User
[Login](#)

New User
[Register Now](#)

For Official Use
Login for Office Users
Mission/Post Immigration Police
ISP Nashik Dashboards CCE

Information Corner
Locate Passport Seva Kendra
Fee Calculator
Know your Police Station
Quick Guides
Appointment Opening Time
FAQs

Forms & Affidavits Corner
Download e-Form
Annexures/Affidavits
Print Application Form

User Assistance
Track Application Status
Information/Feedback/Grievance

Fresh/Re-issue of Passport
Apply Online (Normal/Tatkal)
e-Form Submission (Recommended)
Online Form Submission
Diplomatic/Official Passport
Apply in Person
Apply through District Passport Cell (DPC)
Diplomatic/Official Passport
Identity Certificate
Documents Required

Passport Office Connect
----- Passport Office -----

Mission/ Post Connect
----- Mission/ Post -----

National Call Centre
1800-258-1800

Other Services
Apply Online
Police Clearance Certificate
Identity Certificate

Media Corner
Circular **New!**
Passport Seva Wins eNDA Award for Excellence
Online Fee Payment
In the News
Report to the People (Refer to Page: 7)


APPLY FOR PASSPORT


4. Enter the user's login id, password and captcha characters to login into the system

Enter User Id, password and displayed Captcha characters and click Login.

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

 Search...

4:30 AM due to scheduled system maintenance. For RPO Pune current opening time of appointments is 3:00 PM. W.e.f. 11th March, 2013 the appointment opening time for RP

Information Corner

- Locate Passport Seva Kendra
- Fee Calculator
- Know your Police Station
- Quick Guides
- Appointment Opening Time
- FAQs

Forms & Affidavits Corner

- Download e-Form
- Annexures/Affidavits
- Print Application Form

User Assistance


- Track Application Status
- Information/Feedback/Grievance

Login

Fields marked with asterisk (*) are mandatory

Login Id*

Password*

Enter characters displayed*  **Captcha Characters**

Change the picture displayed

Register(New User) | Having trouble Logging in ?


APPLY FOR PASSPORT


5. Applying for the fresh/ reissues passport, click on the first option

Select required service (e.g. Apply for Fresh Passport / Reissue of Passport).

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APPLICANT HOME ABOUT US PASSPORT OFFICES CONSULAR SERVICES VISA SERVICES RTI CONTACT US WHAT'S NEW

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

 **Passport Seva**
Service Excellence
SANDEEP@CHAUHAN
Last Login 05/09/2013 14:43:07 [Logout](#)

2013 4:30 AM due to scheduled system maintenance. For RPO Pune current opening time of appointments is 3:00 PM, W.e.f. 11th March, 2013 the appointment opening time f

Services

- View Saved/Submitted Applications
- Apply for Fresh Passport/Reissue of Passport
- Apply for Police Clearance Certificate
- Apply for Diplomatic/Official Passport
- Apply for Identity Certificate
- Download e-Form
- Upload e-Form
- Fee Calculator
- Document Advisor
- Locate Passport Seva Kendra
- Change Password
- Modify Profile

Applicant Home

[Apply for Fresh Passport/Reissue of Passport](#)

[Apply for Police Clearance Certificate](#)

[Apply for Diplomatic/Official Passport](#)

[Apply for Identity Certificate](#)

[View Saved/Submitted Applications](#)


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APPLY FOR PASSPORT

Passport may be applied in two ways i.e. “*Download e-form, fill-up and upload*” & “*Online application*”. By following the either of the processes user may get the appointment schedule for the verification of the mandatory documents. Online appointment process requires the payment before the confirmation of the schedule.

Step-2

- ✚ Further applicant has to visit the Passport Sewa Kendra on the specified date and time along with the required documents for verification.

Step-3

- ✚ Passport Sewa Kendra forwards the verification request to the concern district SP.

Step-4

- ✚ District SP further shares the verification request with the concern Police Station and Police Headquarters

Step-5

- ✚ Police Station verifies the applicant’s details, their association with crime (if any), past records etc and accordingly submit the report to the District SP. Police Headquarters also revert with the verification report to the District SP. Application form is not sent to Police Headquarters. (Presently applicable to 40 Districts Namely Bhopal, Gwalior, Jabalpur, Indore, Ujjain, Balaghat, Ratlam, Sagar, Katni, Jhabua, Chhatarpur, Vidisha, Narsinghpur, Sheopur, Chhindwara, Rewa, Seoni, Burhanpur, Shajapur, Raisen, Khandwa, Satna, Betul, Khargone, Dhar, Ashoknagar, Hoshangabad, Dewas, Damoh, Tikamgarh, Barwani, Harda, Neemuch, Mandsaur, Bhind, Shivpuri, Mandla, Panna, Morena and Shahdol)

Step-6

- ✚ SP shares the outcomes of the verification process with the Passport Sewa Kendra and further Passport Sewa Kendra forwards the information to passport department for necessary action (Whether passport can be issued or not).