

Note: Please print out a copy of this checklist, Sign and submit the same along with your application.

Passport Application Checklist

Place a tick in the box for documents you are submitting or if the statement is applicable to your case.		
Section A: Standard documents	You	Staff
<ul style="list-style-type: none"> • Fill online Application form - available at www.vfsglobal.com/india/australia <ul style="list-style-type: none"> o Download and print the online filled form. o Complete remaining questions on the form manually and sign where applicable. o Applicants are advised to ensure accuracy of the details entered in the online Form. o Any Errors on the printed form cannot be modified by Pen/Pencil at the time of Submission. o In case of an abbreviated name, e.g. Mr. M.K Sharma - Please provide full name while completing online passport application and documentary proof as initials are no longer accepted by Government of India o Applicants applying for Complete name change or Change of name after marriage/divorce, Fill online application form with the name you wish to be on your new passport. 		
<ul style="list-style-type: none"> • ONE recent photograph (2 inch x 2 inch), meeting strict specifications. see www.vfsglobal.com/india/australia for more details. Self-service Photo Booth is available for this photo specification at India Passport & Visa Services Centers in Adelaide, Canberra, Sydney, Brisbane, Perth & Melbourne. (Photo booth is not suitable for Infants/ Children) 		
<ul style="list-style-type: none"> • Current Original passport <ul style="list-style-type: none"> o Except in the case of Lost Passport or First passport for a Minor under 18 years 		
<ul style="list-style-type: none"> • Complete Form U 		
<ul style="list-style-type: none"> • Current Visa Status <ul style="list-style-type: none"> o VEVO/Visa Grant Notice/Visa sticker is an acceptable proof for a valid visa status. For all bridging visas, a 'Visa Grant Notice' must also be provided (along with VEVO) clearly specifying the category of visa applied for. o In the case of First passport for a Minor - Both parents Visa status copy required 		
<ul style="list-style-type: none"> • Mode of payment:- <ul style="list-style-type: none"> o Eftpos / Credit card –MasterCard or Visa Card issued in Australia (at VFS counters) o Cash (at VFS Counters only) o Money / Postal Order payable to "VFS Services Australia Pty Ltd" only o Post Applications- Complete Credit Card Authorization form Note: - Personal Cheque and company Cheque are not acceptable. - Courier Fee is mandatory (Applications received by post will be sent by post) 		
Section B : Additional documents based on specific conditions		
Condition 1: Has your passport expired more than one month ago from the date you plan to lodge your application?		
<ul style="list-style-type: none"> • If Yes, Complete Form I (Attested by JP) 		
Condition 2: Is your Current Signature different from the one on your passport?		
<ul style="list-style-type: none"> • If Yes, Provide a Statutory declaration (Attested by JP) Stating the signature belongs to one and the same person. 		
Condition 3: Has your marital status been changed since issuance of your current Indian Passport?		
<ul style="list-style-type: none"> • If you got married, Attach a copy of your Marriage Certificate (Attested by JP) OR if one of you (husband or wife) already has the spouse name on the passport, simply submit a copy of the front and back page as a proof. 		
<ul style="list-style-type: none"> • In case you are deleting your spouse name after Divorce, attach copy of the divorce certificate (Attested by JP). [If you were married after being divorced, attach a copy of your Marriage Certificate and Divorce certificate (Attested by JP)] 		

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Condition 4: Do you need to have address changed on your new passport?		
<ul style="list-style-type: none"> If yes, attach copy of any utility bill (Attested by JP) as a proof of new address. P.S. If you are not a permanent resident in Australia, an Australian address is not acceptable. 		
Condition 5: Is your appearance considerably changed? (E.g. From with a turban to without a turban)		
<ul style="list-style-type: none"> If yes, attach Form J (Attested by JP) with a current photo. 		
Condition 6: Do you need to have your surname changed in your new passport? (After Marriage or Divorce)		
<ul style="list-style-type: none"> If you are changing your surname after marriage, attach a copy of your marriage certificate (Attested by JP). If your husband already has your name (With the new surname) on his Indian passport, simply submit a copy of the front and back page as proof. In Either Case you must also complete and submit Form M (Attested by JP) P.S. Joint photograph of husband & wife need to be attached with Form M 		
<ul style="list-style-type: none"> If you are changing your surname after divorce, attach a copy of divorce certificate (Attested by JP) And copy of your previous passport showing your previous surname. 		
Condition 7: Do you need to have your complete name changed in your new passport?		
<ul style="list-style-type: none"> If yes, attach the original newspaper page (With page number & date visible) containing the advertised name change. Ads must be in an Indian National newspaper as per the address in your passport also in an Australian National newspaper as per your present residence (Application can only be lodged after 30 days of the ads appearing in the newspapers) 		
<ul style="list-style-type: none"> Attach Form L (Attested by JP) 		
Condition 8: Are you applying for a new passport to replace your Lost or Damaged Passport?		
In Addition to standard documents and any of the checklist points as applicable, you will also need to submit the below (Jumbo Passport cannot be applied for)		
<ul style="list-style-type: none"> Submit Form V (Attested by JP) 		
<ul style="list-style-type: none"> If your passport is Lost, submit a copy of the police report (With Full name, Date & Place where the passport was lost). Without this your application can not be processed. Only Provision of Police report (Event) number is not acceptable. 		
<ul style="list-style-type: none"> If your passport is Damaged, submit a copy of the front and back page, in addition to the original passport. 		
<ul style="list-style-type: none"> If your passport is Lost or Damaged, you must submit reference letters from 2 Indian nationals (Residing in Australia) along with self-attested copy of their Indian passports (Front & Back page) 		
<ul style="list-style-type: none"> If your passport is Lost or Damaged, you must also submit copies of documents supporting personal details mentioned in your passport (Name, Date of Birth & Place of Birth) 		
Condition 9: Are you applying passport re-issuance for Minor (Under 18 years)?		
In Addition to standard documents and any of the checklist points as applicable, you will also need to submit the below documents.		
<ul style="list-style-type: none"> If Minor is unable to sign or provide a thumb impression: - Leave Signature Boxes Blank on Passport Application form and attach a letter stating child is too young to sign or provide a thumb impression. Both parents must sign the letter. 		
<ul style="list-style-type: none"> Attach both parents passport copy (First & Last page - Attested by JP). 		
<ul style="list-style-type: none"> Both parents sign online passport application Form (Question # 28) 		
<ul style="list-style-type: none"> If Minor child has single parent/legal guardian and details of both parents cannot be submitted, a copy of court custody papers must be submitted (Attested by JP) 		

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Condition 10: Are you applying for the First passport of Minor (Under 18 years) or for the first Passport for a minor whose name is presently on Mother's Passport?		
In Addition to standard documents and any of the checklist points as applicable, you will also need to submit the below documents.		
<ul style="list-style-type: none"> Form K - Duly filled and signed by both parents for Child's birth registration with Indian Authorities (If Child is Over 1 year from the date of application, Apply for birth registration separately) - http://www.vfsglobal.com/india/australia/registration_of_birth.html 		
<ul style="list-style-type: none"> If Minor is unable to sign or provide a thumb impression: - Leave Signature Boxes Blank on Passport Application form and attach a letter stating child is too young to sign or provide a thumb impression. Both parents must sign the letter. 		
<ul style="list-style-type: none"> Attach copy of Applicant's birth certificate (Attested by JP) 		
<ul style="list-style-type: none"> Attach both parents passport copy (First, Last & Visa page - Attested by JP) - If Spouse name is not on parents passports, Provide a copy of parents' marriage certificate (Attested by JP) 		
<ul style="list-style-type: none"> Both parents sign online passport application Form (Question # 28) 		
<ul style="list-style-type: none"> If Minor child has single parent/legal guardian and details of both parents cannot be submitted, a copy of court custody papers must be submitted (Attested by JP) 		
<ul style="list-style-type: none"> If a child is eligible to apply for a foreign passport and wishes to apply for an Indian passport, Statutory declaration (Attested by JP) from parents is required: - (The below format may be used to prepare the Statutory Declaration) We _____ (Name of Father & Mother) are the father and mother of _____ (Name of Child) who is minor (Under 18 years) and on whose behalf we are applying for the first passport, solemnly declare that we have not applied for Australian/ Foreign passport for _____ (Name of Child) and if at any point in time in the future such an application is made, we shall ensure that our child's Indian Citizenship shall formally be renounced and the Indian passport issued by HCI Canberra/ CGI Melbourne/Sydney/Perth shall be returned for cancellation. 		
<ul style="list-style-type: none"> I understand that during the process of my application I may be asked to submit some more documents 		

The applicant hereby confirms that he/she has read the above, ticked the boxes against documents submitted & ensures that all the necessary documentation has been submitted.

VFS Officer (Name & Sign)



Applicant (Name & Sign)

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Credit Card Authorization (to be completed for applications sent by post)

I authorize VFS Services Australia Pty Ltd to debit my credit card for application charges as applicable on [https://www.vfsglobalonline.com/ihcausonline/\(S\(x0dgry452b3q2445i1js2w55\)\)/FeeCalculator.aspx](https://www.vfsglobalonline.com/ihcausonline/(S(x0dgry452b3q2445i1js2w55))/FeeCalculator.aspx)

Please note Debit cards are not accepted for postal applications.

Card Number	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
Credit Card Expiry Date	<div><div><div></div><div></div></div><div><div></div><div></div></div><div>M</div><div>M</div><div>Y</div><div>Y</div></div>
Card Type (Tick appropriate box)	<div><div></div><div></div><div></div><div></div></div> <p>Visa card or Master card issued in Australia only. 1.95% surcharge including GST applicable on total payable.</p>
Cardholder's name (As printed on Card)	<div></div>
Cardholder's Signature	<div></div>
Applicant's Passport Number	