

PASSPORT ISSUE / RE – ISSUE CHECKLIST

NOTE: APPLICANT MUST COME IN PERSON

1. Online application form with a valid web file number. Please keep this number safe for future use ☐
2. 3 x colour photographs on white background as per photo specifications (5cm * 5cm) ☐
3. 1 x colour photo on an A4 sheet with applicant's signature (5cm * 5cm) ☐
4. Original passport with self-attested passport copies (1st page, last page, valid visa/permit page and any observation pages) ☐
5. Proof of residence in South Africa with applicants name on it, if not on applicants name please provide an affidavit, Identification & residence proof. ☐
6. Personal Particulars Form (Form found under DOWNLOAD FORM) ☐
7. Address in passport should be an Indian address ☐
8. Payment can be made with a debit/credit card at VFS or a cash deposit inside the bank (Original proof is required to be provided), NO EFT's are accepted. ☐
9. Additional forms as per your case (please refer to page "download form" on the VFS website) ☐

LIST OF DOCUMENTS REQUIRED FOR A PASSPORT ISSUE / RE - ISSUE

IF THE APPLICANT HAS LOST OR DAMAGED THEIR PASSPORT

1. Police declaration in original (which will be kept with the EMBASSY) in case of loss/theft of passport ☐
2. Affidavit Form L (See Download Form section on VFS Website) ☐

IF THE PASSPORT IS EXPIRED (BETWEEN 1 & 3 YEARS)

1. A self-explanatory letter as to why the passport was not renewed in time

IF THE PASSPORT IS EXPIRED (MORE THAN 3 YEARS)

1. A self-explanatory letter as to why the passport was not renewed in time
2. Affidavit regarding non-acquisition of foreign nationality

CHANGES IN PASSPORT DETAILS

(A NEW PASSPORT WILL BE ISSUED FOR ANY CHANGE IN THE LAMINATED
PAGES OF EXISTING PASSPORT)

IMPORTANT: PLEASE NOTE THAT CERTAIN CERTIFICATES ISSUED OUTSIDE
OF INDIA

MUST BE APOSTILLED BY THE MINISTRY OF FOREIGN AFFAIRS. ORIGINALS
MUST BE PRESENTED FOR VERIFICATION.

CHANGE OF INDIAN ADDRESS

1. New address should appear on the application form along with proof of Indian
Address change such as Utility bill.
2. Copy of Voter ID Card; Copy of Aadhar card; Copy of passbook issued by Government
authorized public sector banks e.g State Bank of India (without ID Proof); Copy of
passbook issued by a private sector bank
e.g HDFC, Axis Bank, ICICI (With a photo ID Card); Copy of property registration or copy
of parent's /spouse passport along with one proof from aforementioned list.
3. A request letter from the applicant declaring the change requested. This letter is to be
signed as per the

signature on the passport.

CHANGE IN NAME/S

1. A specimen deed affidavit provided on the VFS website should be typed out for any change of name/address on the passport including parents' names, Indian address spelling, and personal particular's or spouse name.

In addition to the above if the applicant is separating or including a surname, the above affidavit should also be produced.

2. A request letter from the applicant declaring the change requested. This letter is to be signed as per the signature on the passport.

3. Proof of supporting documents for the above changes.

CHANGE IN MARITAL STATUS

1. Original marriage certificate attested by MEA Patiala House New Delhi. Self-attested photocopy of marriage

Certificate and passport residence permit card of applicant's spouse.

2. OR divorcees applying for a change of name are require to furnish the divorce decree authenticated by Court

3. OR in case of change of name following death of spouse, photocopy of death certificate of spouse (Original to be shown at the time of submission of the application.

4. OR remarried applicants applying for change of name. Change in spouse's name will be required to produce divorce decree/death certificate of first spouse. If divorce decree /marriage certificate is issued by authorities other than the French, it is to be attested by the Indian Mission/Post in that country.

5. A request letter from the applicant declaring the change requested. This letter is to be signed as per the

signature on the passport.

CHANGE IN SIGNATURE

1. Original bank letter as proof of signature

INCLUSION OF SPOUSE NAME

1. Affidavit on the website to be completed & signed by the applicant & spouse , this is required to be typed and not hand written.
2. Joint photograph to be pasted.
3. Self – attested copy of marriage certificate.
4. Self – attested copy of spouse passport (1st page , last page & valid permit page)
5. Original documents to be verified against the copy at VFS.
6. Request for change of name by a woman applicant after marriage should be accompanied by a separate affidavit provided on the website.
7. A request letter from the applicant declaring the change requested. This letter is to be signed as per the signature on the passport.

MINORS (UNDER 15 YEARS MAY APPLY FOR 5 YEAR VALIDITY ONLY)

1. Certified Proof of residence of parent/guardian
2. Declaration of parent/ guardian must be signed by both parents.
3. New born passport applications must be accompanied by birth registration issued by Indian Government and an undertaking letter from both parents stating that the child has no foreign oblique nationality.

4. South African birth certificate (if applicable)
5. Copies of parents passport (1st page, last page & permit page)
6. Copy of parents' marriage certificate.
7. Personal Particular Form must be completed by all minors (Form found under DOWNLOAD FORM)
8. Personal Particular Form of both parents (Form found under DOWNLOAD FORM) applicable to Durban only

ANY CHANGES REQUIRED ON THE PASSPORT MUST BE INDICATED ON THE FORM AND SUBMITTED WITH SUPPORTING DOCUMENTATION.

PLEASE NOTE

1. There should be two signatures on the form one is on first page below photograph and second is on the last page of the application form.
2. The proof of the payment should be included and please mention the passport number as a reference on payment
3. Please select the Indian mission as per the jurisdiction mentioned below

| JURISDICTION | PROVINCES |
|--------------|---|
| JOHANNESBURG | GAUTENG, LIMPOPO, NORTH WEST & MPUMALANGA PROVINCES |
| CAPE TOWN | WESTERN & NORTHERN CAPE PROVINCES |
| DURBAN | NATIONAL KWAZULU NATAL, FREE STATE & EASTERN CAPE |

PLEASE NOTE ANY ADDITIONAL DOCUMENTS MAY BE REQUESTED BY THE
MISSION AT
ANY GIVEN TIME

I hereby certify that I have submitted a complete application and that I know and accept the minimum processing times required for my visa application.

SIGNATURE:

DATE: _____