

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

Passport Application Checklist

Passport re-issuance for Minor under 18 years

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
● Fill online Application form - available at https://services.vfsglobal.com/aus/en/ind/ ● Download and print the online filled form.(Register on the website (https://mportal.passportindia.gov.in/gpsp) and create your User Id for filling an online application form) ● Uploading a photograph, signature, and all required documents is mandatory when completing the online application form ● Additionally, hard copies of all supporting documents must be attached and submitted along with the application. ○ Both parents must sign the last page of Passport Application Form. ○ If you want to update your parents name then submit a copy of their passport or any other supporting document issued by Indian government. ○ Applicants are advised to ensure accuracy of the details entered in the online Form. ○ Any Errors on the printed form cannot be modified by Pen/Pencil at the time of Submission. ○ All the details should be visible after printing the Passport Application Form. ○ 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 ○ 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. ○ Provide accurate contact details (telephone/mobile number) to reach you for any additional information. Land: _____ Mobile: _____ ○ It is mandatory to provide Indian address either in "Passport Printable Address Details" or "Other Address Details" field in passport application as the Indian address would be required for carrying out police verification. Passport applications deficient of this information would be returned to applicant. ○ If you have provided Indian address in the "Passport Printable Address" then the "Other Address Details" field should be Australian Address. ○ Documents issued outside India (e.g., by Australia or any other foreign government) must be duly attested by a Justice of the Peace or the concerned Indian Mission/Post in that country. (NSW residents kindly submit documents attested by a Notary Public only. NSW notaries available at: https://notarynsw.org.au/find-a-notary) ○ Non-English documents must be accompanied by a certified English translation. ○ For reissue of passports, applicants must select valid reasons.		
● Two recent photographs (35 mm x 45 mm) Not less than 6 months, meeting strict specifications. Provide and upload photographs as per the guidelines of International Civil Aviation Organisation (ICAO). ● The photograph and signature must be uploaded while filling in the form online (It is advisable to upload digital photograph) Note: The application will not be accepted if the photo and signature are not uploaded prior to submission.		
● Current Original passport ○ Except in the case of Lost Passport		
● Complete Personal Particular Form		
● Applicants must submit their application to the VFS Centre of the Mission/Consulate having consular jurisdiction over their place of residence and provide a copy of valid address proof.		

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• Current Visa Status - 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 not older than 30 days) clearly specifying the category of visa applied for.		
• Mode of Payment:- - 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 returned by post)		
• Appointment Letter:- - o All Applicants visiting the application centre for submitting their applications in person are required to schedule an appointment. (Applications sent by Post/Courier do not require scheduling an appointment) - o Visit https://services.vfsglobal.com/aus/en/ind/ to schedule an appointment.		
Section B: Additional documents based on specific conditions		
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.		
• If Minor is unable to sign then provide a thumb impression and upload it at the time of filling the form online.		
• Attach copies of passports of both the parents (First & Last page) - Attested by JP or Notary. (NSW residents kindly submit documents attested by a Notary Public only, list of NSW notaries available at: https://notarynsw.org.au/find-a-notary)		
• Current Visa Status of both parents - 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 not older than 30 days) clearly specifying the category of visa applied for.		
• Both parents should sign the passport application Form.		
• Annexure D' - Duly filled and signed by both parents/legal guardian(s).		
• If Minor child has single parent/legal guardian and details of both parents cannot be submitted, 'Annexure C' must be submitted (Attested by JP or Notary) (NSW residents kindly submit documents attested by a Notary Public only, list of NSW notaries available at: https://notarynsw.org.au/find-a-notary)		
• If single parent submits the application when other parent is overseas, other parent's consent on affidavit (Notary attested) should be submitted with the application and Annexure 'C'.		
• If a local guardian submits the application, parents' consent and affidavits from two responsible persons who know both the local guardian and the minor should be submitted with the application and Annexure 'C'.		
Condition 1: Has your passport expired more than one month ago from the date you plan to lodge your application?		
• If yes, complete Form I (Attested by JP or Notary) (NSW residents kindly submit documents attested by a Notary Public only, list of NSW notaries available at: https://notarynsw.org.au/find-a-notary)		
Condition 2: Do you need to have your name order change / splitting name in your new passport?		

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Splitting of given name into first name and surname without any changes or addition/deletion of any part of the name may be allowed subject to production of at least two documents in the said name		
Condition 3: Is your appearance considerably changed? (E.g. From with a turban to without a turban)		
If yes, attach Form J (Attested by JP or Notary) with a current photo. (NSW residents kindly submit documents attested by a Notary Public only, list of NSW notaries available at: https://notarynsw.org.au/find-a-notary)		
Condition 4: Do you need to have address changed on your new passport?		
- If yes, attach copy of any utility bill (Attested by JP or Notary) as a proof of new address. (NSW residents kindly submit documents attested by a Notary Public only, list of NSW notaries available at: https://notarynsw.org.au/find-a-notary) - If applicant does not have address proof in own name, an Indian address of parents/close relatives may be provided along with their valid ID proof/NOC. The address must be verifiable for police verification. Additional declarations may be requested by the Mission/Consulate on a case-to-case basis. P.S. If you are not a PR in Australia, an Australian address is not acceptable.		
Condition 5: Do you need to have change of name in your new passport? (Complete name change, Addition / Removal / Change of Surname,		
- If yes, please provide following supporting documents: - Attach the copies of two Australian National News Papers (or) the Indian Gazette notification of the concerned State Government and; - Copies of at least two public/school documents issued in the desired name to ascertain that the applicant has actually changed his/her name. Permanent residency holders can submit two public documents issued by Australian government. All others would have to submit two such documents issued by Indian authorities.		
Condition 6: 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)		
Submit Form V (Attested by Notary) (NSW residents kindly submit documents attested by a Notary Public only, list of NSW notaries available at: https://notarynsw.org.au/find-a-notary)		
If your passport is Lost, submit a copy of the FIR / 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.		
If your passport is Damaged, submit a copy of the front and back page, in addition to the original passport.		
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)		
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)		
High Commission or Consulate General of India may seek more information or documents if necessary to process the application.		

FOR OFFICIAL PURPOSES ONLY

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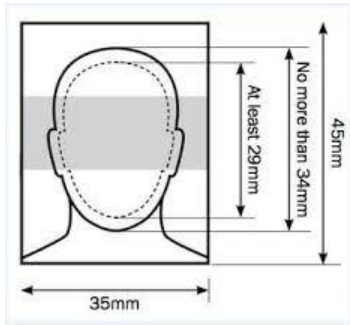
Credit Card Authorization (to be completed for applications sent by post)

I authorize VFS Services Australia Pty Ltd to debit my credit card for application charges as applicable on <https://www.vfsvisaservice.com/IHCAUSOnline/FeeCalculator.aspx> Please note Debit cards are not accepted for postal applications.

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

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Photo Specifications



Guidelines for ICAO Compliant Photographs for Passport Applications

Here are the photograph guidelines as per ICAO standards to be adhered to photograph capturing or uploading for passport services.

- Close up of the head and top of the shoulders such that the face takes up 80-85% of the photograph.
- The photograph should be in color and dimensions should be 630*810 Pixels.
- Photos should be unaltered by computer software.
- Background of the photograph should be White.
- The photographs must –
 - o Show the applicant looking directly at the camera.
 - o Show the skin tones naturally.
 - o Have appropriate brightness and contrast.
 - o Show the applicants eyes open and clearly visible.
 - o Should not have hair across the eyes.
 - o Be taken with uniform lighting and not show shadows or flash reflections on the face and no red eye.
 - o Mouth should not be open.
 - o Be taken from distance of 1.5 meters from a camera (not too close) o Should not be blurred
- It should have full face, front view, eyes open.
- Photo should be present full head from top of hair to bottom of chin.
- Centre head within frame (head should not be tilted).
- There should not be any distracting shadows on the face or in the background (should not have reflection of the glasses; glasses to be taken off to avoid reflections).
- Illumination shall not cause any red eye effects visible in the eyes or other effects reducing the visibility of the eyes.
- Head coverings are not permitted except for religious reasons, but the facial features from bottom of chin to top of forehead and both edges of the face must be clearly shown.
- The expression on the face should look natural.