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

Passport Application Checklist
For First Passport - 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://embassy.passportindia.gov.in/) and create your User Id for filling an online application form) o Photo & Thumb impression of minor must be uploaded at the time of filling the form online. o Both **parents** must **sign** the last page of Passport Application Form. o Applying for Minor's first passport, select citizenship **By Birth**. 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 All the details should be visible after printing the Passport Application Form. 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 Provide accurate contact details (telephone/mobile number) to reach you for any additional information. Land: _____ Mobile: _____ o 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. o If you have provided Indian address in the "Passport Printable Address" then the "Other Address Details" field should be Australian Address.		
• **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). • **Uploading the photograph and thumb impression of minor is mandatory while filling out the online form.** **Note:** The application will not be accepted if the photo and thumb impression are not uploaded prior to submission.		
• Complete **Personal Particular Form**		
• 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.**		
• **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.		

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Section B : Additional documents based on specific conditions		
First passport of 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.		
● Apply for birth registration separately online on the website - https://indiancitizenshiponline.nic.in/ - Download and print the online filled form - Both **parents** should **sign** the registration form.		
● Form K - Duly filled and signed by both parents for Child's birth registration with Indian Authorities.		
● If Minor is unable to sign then provide a thumb impression and upload it while filling out the form online.		
● Attach copy of Applicant's **birth certificate** (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)		
● 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)		
● Copy of marriage certificate of parents.		
● Both **parents** should **sign** the declaration page of 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 you are applying child's passport after 1 year of his or her birth then provide a covering letter by mentioning the reason for not applying with in one year of child's birth.		
High Commission **or** Consulate General of India may seek more information or documents if necessary to process the application.		

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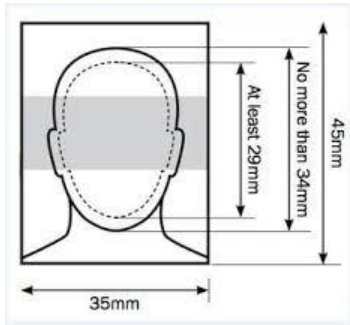**Credit Card Authorization (to be completed for applications sent by post)**

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 ☐ MasterCard ☐ 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.