

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

## Surrender of Indian Passport Checklist

Place a tick in the box for documents you are submitting or if the statement is applicable to your case.

## Section A: About Renunciation of Indian Citizenship & Surrender of Indian Passports

The Indian Citizenship Act, 1955, does not allow dual citizenship. Many individuals continue to retain their Indian passports and some even travel on them and there are yet others who get fresh passports issued by suppression of information even several years after they have acquired foreign citizenship. Keeping an Indian passport/acquiring an Indian passport/travelling on an Indian passport after acquisition of foreign citizenship constitutes an offence under the Indian Passport Act, 1967, and attracts penalties.

Indian passport holders who have acquired foreign citizenship are required to surrender their Indian passports to the nearest India Passport & Visa Services centre immediately after acquisition of foreign citizenship. The Government of India has fixed the fee for Surrender of Indian Passport.

## Section B: Documents Required

# 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) (<https://mportal.passportindia.gov.in/gpsp>) and create your User Id for filling an online application form)
  - Uploading a photograph, signature, and copies of 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.
- After completing details online, download the application form, print and sign where applicable.
- Any Errors on the printed form cannot be modified by Pen/Pencil at the time of Submission.
- Both **parents** should **sign** the passport application Form in case of Minor.
- Applicants are advised to ensure accuracy of the details entered in the online Form.
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- **Original Indian Passport** for cancellation.  
(If your Indian Passport is lost and not in your possession, submit a **Statutory Declaration** attested by a JP or Notary with details for the passport not being in your possession)  
(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 the name in the foreign passport differs from the name in the last held Indian passport,
- documentary proof of name change (such as name change certificate, marriage certificate, gazette notification, divorce decree, or other legal document) should be submitted.

- **One recent photograph** (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 a photograph, signature, and copies of 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.

**Note:** The application will not be accepted if the photo, signature and documents are not uploaded prior to submission.

- Photocopy of current foreign passport.
- Photocopy of foreign citizenship certificate

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <ul style="list-style-type: none"><li>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.</li></ul>                                                                                                                                                                                                                                                                                                                      |  |  |
| <ul style="list-style-type: none"><li><b>Appointment Letter:-</b><ul style="list-style-type: none"><li>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)</li><li>Visit <a href="https://services.vfsglobal.com/aus/en/ind/">https://services.vfsglobal.com/aus/en/ind/</a> to schedule appointment</li></ul></li></ul>                                                                          |  |  |
| <ul style="list-style-type: none"><li><b>Mode of payment:-</b><ul style="list-style-type: none"><li>Eftpos / Credit card - MasterCard or Visa Card issued in Australia (at VFS counters)</li><li>Cash (at VFS Counters only)</li><li>Money / Postal Order payable to "VFS Services Australia Pty Ltd" only</li><li>Post Applications- Complete Credit Card Authorization form</li></ul><b>Note:</b> - Personal Cheque and company Cheque are not acceptable.<br/>- Courier Fee is mandatory (Applications received by post will be returned by post)</li></ul> |  |  |
| <ul style="list-style-type: none"><li>High Commission <b>or</b> Consulate General of India may seek more information or documents if necessary to process the application.</li></ul>                                                                                                                                                                                                                                                                                                                                                                           |  |  |

**FOR OFFICIAL PURPOSES ONLY**

Submission Officer Comments -

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)**

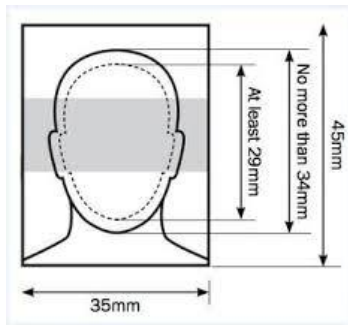
I authorize VFS Services Australia Pty Ltd to debit my credit card for application charges as applicable on <https://www.vfsvisaservice.com/IHCAUSOnline/FeeCalculator.aspx>

Please note Debit cards are not accepted for postal applications.

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

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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.