

**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.		
<b>Section A: Standard Documents</b>	<b>You</b>	<b>Staff</b>
<ul style="list-style-type: none"> <li>● <b>Fill online Application form</b> - available at <a href="https://services.vfsglobal.com/aus/en/ind/">https://services.vfsglobal.com/aus/en/ind/</a> <ul style="list-style-type: none"> <li>○ Download and print the online filled form. (Register on the website (<a href="https://embassy.passportindia.gov.in/">https://embassy.passportindia.gov.in/</a>) and create your User Id for filling an online application form)</li> <li>○ Applicant should provide a thumb impression on the first page. (Underneath the photograph) on the Passport Application</li> <li>○ Both <b>parents</b> must <b>sign</b> the last page of Passport Application Form.</li> <li>○ Applicants are advised to ensure accuracy of the details entered in the online Form.</li> <li>○ Any Errors on the printed form cannot be modified by Pen/Pencil at the time of Submission.</li> <li>○ All the details should be visible after printing the Passport Application Form.</li> <li>○ 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</li> <li>○ Provide accurate contact details (telephone/mobile number) to reach you for any additional information. Land: _____ Mobile: _____</li> <li>○ It is mandatory to provide <b>Indian address</b> 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.</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>● <b>Two recent photographs</b> (2 inch x 2 inch) Not less than 6 months meeting strict specifications. see <a href="https://services.vfsglobal.com/aus/en/ind/">https://services.vfsglobal.com/aus/en/ind/</a> for more details. IPVSC Centres in Australia provide photography services as per the guidelines of International Civil Aviation Organisation (ICAO). This service is chargeable and available for standard photographs of adults and children. (Assistance may not be available for Infant and applicants with Special Needs). Please click the link below to refer the guidelines. <a href="https://www.vfsglobal.com/one-pager/india/australia/passport-services/English/pdf/photograph-guidance-for-applicants.pdf">https://www.vfsglobal.com/one-pager/india/australia/passport-services/English/pdf/photograph-guidance-for-applicants.pdf</a></li> </ul>		
<ul style="list-style-type: none"> <li>● Complete <b>Personal Particular Form</b></li> </ul>		
<ul style="list-style-type: none"> <li>● Current <b>Visa Status of both parents</b> <ul style="list-style-type: none"> <li>○ VEVO/Visa Grant Notice/Visa sticker is an acceptable proof for a valid visa status. <b>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.</b></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. - Courier Fee is mandatory (Applications received by post will be returned by post) </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 an appointment.</li> </ul> </li> </ul>		

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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.**

- |  |  |  |
|--|--|--|
| <ul style="list-style-type: none"> <li>Apply for birth registration separately online on the website - <a href="https://indiancitizenshiponline.nic.in/">https://indiancitizenshiponline.nic.in/</a> <ul style="list-style-type: none"> <li>Download and print the online filled form</li> <li>Both <b>parents</b> should <b>sign</b> the registration form.</li> </ul> </li> </ul>  |  |  |
| <ul style="list-style-type: none"> <li>Form K - Duly filled and signed by both parents for Child's birth registration with Indian Authorities.</li> </ul>  |  |  |
| <ul style="list-style-type: none"> <li>If Minor is unable to sign then provide a thumb impression on first page of application form below the photograph column.</li> </ul>  |  |  |
| <ul style="list-style-type: none"> <li>Attach copy of Applicant's <b>birth certificate</b> (Attested by JP or Notary) (NSW residents kindly submit documents attested by a Notary Public only, list of NSW notaries available at: <a href="https://notarynsw.org.au/find-a-notary">https://notarynsw.org.au/find-a-notary</a>)</li> </ul>  |  |  |
| <ul style="list-style-type: none"> <li>Attach copies of <b>passports of both the parents</b> (First, Last &amp; Visa page - Attested by JP or Notary) (NSW residents kindly submit documents attested by a Notary Public only, list of NSW notaries available at: <a href="https://notarynsw.org.au/find-a-notary">https://notarynsw.org.au/find-a-notary</a>)</li> </ul>  |  |  |
| <ul style="list-style-type: none"> <li>Copy of marriage certificate of parents.</li> </ul>   |  |  |
| <ul style="list-style-type: none"> <li>Both <b>parents</b> should <b>sign</b> the passport application Form.</li> </ul>  |  |  |
| <ul style="list-style-type: none"> <li><b>Annexure D'</b> - Duly filled and signed by both parents/legal guardian(s).</li> </ul>   |  |  |
| <ul style="list-style-type: none"> <li>If Minor child has single parent/legal guardian and details of both parents cannot be submitted, '<b>Annexure C</b>' 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: <a href="https://notarynsw.org.au/find-a-notary">https://notarynsw.org.au/find-a-notary</a>)</li> </ul> |  |  |
| <ul style="list-style-type: none"> <li>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.</li> </ul>  |  |  |

High Commission **or** Consulate General of India may seek more information or documents if necessary to process the application.

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)**

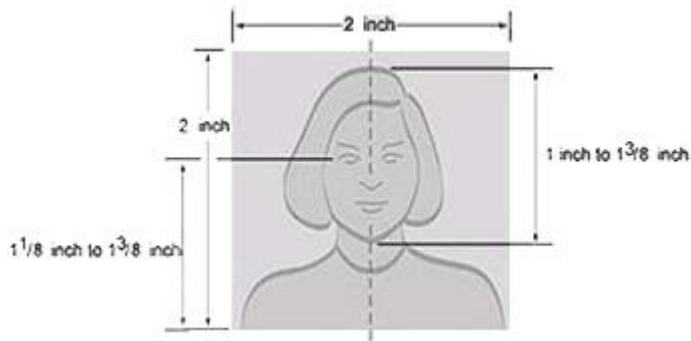
I authorize VFS Services Australia Pty Ltd to debit my credit card for application charges as applicable on <https://www.vfsvisaservice.com/IHCAUSOnline/FeeCalculator.aspx>

Please note Debit cards are not accepted for postal applications.

<b>Card Number</b>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>Credit Card Expiry Date</b>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> M M Y Y
<b>Card Type</b> (Tick appropriate box)	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> Visa card or Master card issued in Australia only. 1.20% surcharge including GST applicable on total payable.
<b>Cardholder's name</b> (As printed on Card)	<input type="text"/>
<b>Cardholder's Signature</b>	<input type="text"/>
<b>Applicant's Passport Number</b>	<input type="text"/>

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## Photo Specifications



Photograph should be in colour and strictly as per the specifications below.

- Un-mounted - 2 inch x 2 inch in size.
- Face should cover about 70 to 80% of the photo area.
- Frame Subject with Full Face, Front view, Eyes open
- Taken within the last 6 months to reflect your current appearance.
- The photographs must be clear, well defined and taken against a plain white or light-coloured background.
- Appropriate brightness and contrast showing your skin tones naturally.
- Even lighting (no shadows across or behind the face)
- Face must be square to the camera with a neutral expression, neither frowning nor smiling and with your mouth closed.
- If you must wear a head covering for religious reasons, make sure your full facial features are not obscured.
- Non-tinted prescription glasses may be allowed if your eyes are clearly visible. Make sure that the frame does not cover any part of your eyes. Sunglasses are not acceptable.
- Headphones, wireless hands-free devices, or similar items are not acceptable in your photo.
- Photograph for Child/babies - The photograph should show the baby or child awake, looking straight at the camera with mouth closed and nothing covering the mouth. It should also show both edges of the face clearly (no toys, blankets, chair backs or other people visible) and no hair across the eyes.