

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

## Passport Application Checklist

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
<ul style="list-style-type: none"> <li>● <b>Fill online Application form</b> - available at <a href="http://www.vfsglobal.com/india/australia">www.vfsglobal.com/india/australia</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 <b>sign</b> the first page (underneath the photograph) and last page of the Passport Application Form.</li> <li>○ Both <b>parents</b> should <b>sign</b> the Passport Application Form in case of Minor.</li> <li>○ If applying for Minor's first passport then select citizenship <b>By Birth</b>.</li> <li>○ If you need to update your parents name then submit a copy of their passport or any other supporting document issued by Indian government.</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>○ Applicants applying for Complete name change <b>or</b> Change of name after marriage/divorce, Fill online application form with the name you wish to be on your new passport.</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 back to applicant.</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>● <b>Two recent photographs</b> (2 inch x 2 inch), meeting strict specifications. see <a href="http://www.vfsglobal.com/india/australia">www.vfsglobal.com/india/australia</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 Adult and children. (Assistance may not be available for Infant and applicants' with Special Needs).</li> </ul>		
<ul style="list-style-type: none"> <li>● <b>Current Original passport</b> <ul style="list-style-type: none"> <li>○ Except in the case of Lost Passport or First passport for a Minor under 18 years</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>● <b>Complete Personal Particular Form</b></li> </ul>		
<ul style="list-style-type: none"> <li>● <b>Current Visa Status</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) clearly specifying the category of visa applied for.</b></li> <li>○ In the case of renewal or first passport for a Minor - Both parents Visa status copy required.</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> </li> </ul> <p><b>Note:</b> - Personal Cheque and Company Cheque are not acceptable. - Courier Fee is mandatory (Applications received by post will be returned by post)</p>		

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<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="http://www.vfsglobal.com/india/australia">www.vfsglobal.com/india/australia</a> to schedule appointment.</li> </ul> </li> </ul>		
<b>Section B : Additional documents based on specific conditions</b>		
Condition 1: Has your passport expired more than one month ago from the date you plan to lodge your application?		
<ul style="list-style-type: none"> <li>• If Yes, Complete <b>Form I</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>		
Condition 2: Is your Current Signature different from the one on your passport?		
<ul style="list-style-type: none"> <li>• If Yes, Provide a <b>Statutory declaration</b> (Attested by JP or Notary) Stating the signature belongs to one and the same person. (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>		
Condition 3: Do you need to have your surname changed in your new passport ( <b>After Marriage / remarriage / Divorced</b> )? Or you need to add/delete your spouse name in your new passport?		
<ul style="list-style-type: none"> <li>• Except the details provided in the application form, no other documents are required.</li> </ul>		
Condition 4: Do you need to have your name order change / splitting name in your new passport?		
<ul style="list-style-type: none"> <li>• If yes, submit a <b>self-declaration</b>.</li> </ul>		
Condition 5: Is your appearance considerably changed? (E.g. From with a turban to without a turban)		
<ul style="list-style-type: none"> <li>• If yes, attach <b>Form J</b> (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: <a href="https://notarynsw.org.au/find-a-notary">https://notarynsw.org.au/find-a-notary</a>)</li> </ul>		
Condition 6: Do you need to have address changed on your new passport?		
<ul style="list-style-type: none"> <li>• If yes, attach copy of any <b>utility bill</b> (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: <a href="https://notarynsw.org.au/find-a-notary">https://notarynsw.org.au/find-a-notary</a>)</li> </ul> <p><b>P.S.</b> If you are not a PR in Australia, an Australian address is not acceptable.</p>		
Condition 7: Do you need to have change of name in your new passport? (Complete name change, Addition / Removal / Change of Surname, Married woman wishing to revert to maiden name when not divorced or widowed etc.)		
<ul style="list-style-type: none"> <li>• If yes, please provide following supporting documents: <ul style="list-style-type: none"> <li>○ Attach the copies of two Australian National <b>News Papers (or)</b> the Indian <b>Gazette notification</b> of the concerned State Government and;</li> <li>○ Copies of <b>at least two public/school documents</b> 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.</li> </ul> </li> </ul>		
Condition 8: 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)		
<ul style="list-style-type: none"> <li>• Submit <b>Form V</b> (Attested by Notary)</li> </ul>		
<ul style="list-style-type: none"> <li>• If your passport is Lost, submit a copy of the <b>FIR / Police report</b> (With Full name, Date &amp; Place where the passport was lost). Without this your application can not be processed. Only Provision of Police report (Event) number is not acceptable.</li> </ul>		

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<ul style="list-style-type: none"> <li>If your passport is Damaged, submit a copy of the front and back page, in addition to the original passport.</li> </ul>		
<ul style="list-style-type: none"> <li>If your passport is Lost or Damaged, you must submit <b>reference letters</b> from 2 Indian nationals (Residing in Australia) along with self-attested copy of their Indian passports (Front &amp; Back page)</li> </ul>		
<ul style="list-style-type: none"> <li>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 &amp; Place of Birth)</li> </ul>		
<b>Condition 9: Are you applying passport re-issuance for Minor (Under 18 years)?</b>		
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>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 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>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>		
<b>Condition 10: Are you applying for the First passport of Minor (Under 18 years) or for the first Passport for a minor whose name is presently on Mother's Passport?</b>		
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>High Commission <b>or</b> Consulate General of India may seek more information or documents if necessary to process the application.</li> </ul>		

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<p>Passports will be issued/reissued only after completion of police verification in India on the Indian address provided in the Passport application, except for the following cases :</p> <ul style="list-style-type: none"> <li>(i) Reissue of passport to PR holders residing abroad continuously for more than 05 years,</li> <li>(ii) Passport renewal application in case of a minor for a 5 year validity passport where the minor is born abroad and never resided in India during the preceding five years when application for re-issue is submitted by both parents along with Annexure D,</li> <li>(iii) Reissue of passport to applicants who do not have any permanent address in India and whose previous passport has been issued from the same Mission/Post or other Post within the same country,</li> <li>(iv) Issuance of fresh passport to minors born abroad subject to registration of birth and at least one parent having Indian passport.</li> </ul> <p>For the above cases, passport will be issued before completion of the police verification in India."</p>		
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**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> <div> <div>M</div> <div>M</div> <div>Y</div> <div>Y</div> </div>
<b>Card Type</b> (Tick appropriate box)	<div> <div>  <div></div> </div> <div>  <div></div> </div> </div> <p>Visa card or Master card issued in Australia only. 1.20% surcharge including GST applicable on total payable.</p>
<b>Cardholder's name</b> (As printed on Card)	<div></div>
<b>Cardholder's Signature</b>	<div></div>
<b>Applicant's Passport Number</b>	