

AFFIDAVIT FOR CHANGES PERTAINING TO PASSPORT RENEWAL

Version: 24/01/2024

LIST OF DOCUMENTS REQUIRED FOR CHANGES PERTAINING TO PASSPORT RENEWAL

Applications to send via post:

⚠ Please do not send any original supporting document eg: Birth/Marriage/Educational certificates/Residence card etc.

⚠ Please do not forget to add [Contact Form](#)

⚠ Please do not forget to add **Payment Proof**

Applicants intending to submit with walk-in appointment:

- If you have multiple applications to submit, kindly book separate appointments for each application.

- Kindly **carry originals** of all relevant documents that are applicable for reissue of your passport for verification purposes.

- If your situation is not indicated below, kindly clarify with our [helpline](#) prior booking appointment.

- Each appointment is slotted for a maximum of 15 minutes.

It is important that you are ready with your supporting documents arranged in order as indicated in Checklist to ensure that we can serve you and everyone within an expected waiting time limit.

- We will be unable to accept incomplete/incorrect applications.

1 One photograph conforming to Indian Government norms as per specifications mentioned on our website (5 cm * 5 cm) ☐

- A Photo service complying with the Indian norms are available in our offices. (It is advised to take photos of newborn /minor applicant from a professional photo service. Please carry enough COINS for photo/photocopy services. Details of charges: <https://services.vfsglobal.com/nld/en/ind/additional-services>).

2 Original Indian passport and copy of the same (first and last page) ☐

3 Copy of Dutch residence permit card ☐

4 Additional Documents as per your case below ☐

5 Declaration form: to be filled by all applicants when submitting any application ☐

ADDITIONAL DOCUMENTS AS PER YOUR CASE

If the applicant has changed their name (for substantial change in name):

- Provide two supporting public documents in India, such as Aadhar Card, Voter Card or PAN Card etc. with the updated name. ☐
- Applicants seeking to change first name or surname, or both are required to place advertisements in a prominent newspaper of usual place of residence in Netherlands AND in a prominent daily newspaper of area of permanent address in India/Department of Publication, Government of India ☐

Important: Applicant must wait 5 weeks after publication before applying

Full page of the publication where name change was declared by applicant. Document should clearly show the date, name of the Newspaper/Publication/Gazette and the content. Unreadable scanned copies will not be accepted.

In case of Maiden Name Change

- Affidavit for Maiden Name Change duly filled in and signed ☐
- Supporting documents to show change of maiden name (marriage certificate) ☐
- In case your marriage certificate is issued by the Indian Government it must be apostilled by the Ministry of External Affairs (MEA) ☐
- In case your marriage certificate is issued by Dutch authorities it must be apostilled by the Ministry of Foreign Affairs in the Netherlands ☐

In case of Change of Signature

- Affidavit for Change of signature duly filled in and signed ☐

In case of Change of Appearance

- Affidavit for Change of appearance duly filled in and signed ☐
- One Photo showing old appearance ☐
- One Photo showing new appearance ☐

I hereby certify that I have submitted a complete application and that I know and accept the minimum processing times required for my application.

Date: _____

Signature: _____