

# PASSPORT ISSUE/RE-ISSUE

## N.B. APPLICANT MUST COME IN PERSON

Version: 30/08/2021

In compliance with the regulations of International Civil Aviation Organisation (ICAO), only machine readable printed passports are now to be accepted for international travel.

Indian Passports are generally issued with a validity of 10 years (except in the case of children of age less than 18 years where it is issued for a validity of 5 years). Their re-issue thereafter involves the issuance of a new passport. Wherever any change are required in personal particulars pages of the passport, a new passport needs to be obtained as the practice of hand written endorsements in the existing passport no longer exists.

Similarly, a new passport needs to be obtained where the existing Passports have run out of available pages for visas etc. A new passport can be issued one year before final expiry or on final expiry of any passport issued for full validity of 10 years (5 years in the case of minors).

### LIST OF DOCUMENTS REQUIRED FOR A PASSPORT ISSUE/RE-ISSUE

- 1 **An Indian Government passport application form duly filled in online**   
(<https://portal3.passportindia.gov.in/Online/index.html> )
  - Signature/thumb impression of applicant should be on first and last page. Print out should be in a portrait mode. Each page on a separate sheet.
- 2 **Four photographs 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> ).
- 3 **Original Indian passport along with self-attested copies of first and last pages (in case of lost passport the copy or at least the passport number should be provided)**
- 4 **Self-attested photocopy of the Dutch residence permit (front and back) and original for verification**
- 5 **Declaration Form : to be filled by all applicants submitting any application**
- 6 **Additional documents mentioned below as per your case**

### LIST OF ADDITIONAL DOCUMENTS

#### If the applicant has lost or damaged their passport

- Police declaration in original (which will be kept with the Embassy) in case of loss/theft of passport
- Affidavit Form L (see Download Form section on VFS website)

#### If the applicant is minor

- No objection letter signed by both parents
- Passport copy of both parents
- Residence card copy of both parent (if applicable)

#### If the passport is expired (between 1 and 3 years)

- A self-explanatory letter as to why the passport was not renewed in time

#### If the passport is expired (over 3 years)

- A self-explanatory letter as to why the passport was not renewed in time
- Affidavit regarding non-acquisition of foreign nationality

#### If the applicant is not holding a valid visa, resident card or receipt for renewal

- Applicant must go to the Embassy of India, Hague (9:30 am to 11:00am)

### CHANGES IN PASSPORT DETAILS

**(A new passport will be issued for any change in the laminated pages of the existing passport)**

**IMPORTANT: Certificates issued other than India, needs be Apostilled by the country of origin.**

**In case of changing the Indian address**

- copy of Voter ID card; copy of Aadhar card; copy of passbook issued by Government authorized public sector banks e.g. State Bank of India (without ID proof); copy of passbook issued by a private sector bank e.g. HDFC, Axis Bank, ICICI (with a photo ID card); copy of property registration or copy of parent's/spouse passport along with one proof from the aforementioned list

**In case of changing the Indian address to Dutch address**

- Uittreksel with the applicant address details (less than 6 months old) or any utility bill issued for the name of applicant

**If adding / deleting spouse name**

- Original marriage certificate, Apostilled, with a self-attested photocopy and self-attested photocopies of passport and residence permit card of the applicant's spouse (original Passport and resident card to be shown at the time of submission of application)
- **OR** divorcees applying for a change of name are required to furnish the divorce decree authenticated by the Court
- **OR** in case of change of name following death of spouse, photocopy of death certificate of the spouse (Original to be shown at the time of submission of the application)
- **OR** remarried applicants applying for change of name/change of spouse's name will be required to produce the divorce /death certificate in respect of first spouse, marriage certificate (see conditions above) and photocopy of present spouse's Passport (original passport to be shown at the time of submission of the application).

**If the applicant has changed their name subsequent to marriage / remarriage / divorce / death of spouse etc.**

- Annexure D (Affidavit for Maiden Name Change in case of marriage) / Deed Poll/Sworn Affidavit in case of re-marriage, divorce or death of spouse
- **AND** Original marriage certificate with a self-attested photocopy and self-attested photocopies of Passport of the applicant's spouse (original Passport to be shown at the time of submission of application)
- **OR** divorcees applying for a change of name are required to furnish the divorce decree authenticated by the Court
- **OR** in case of change of name following death of spouse, photocopy of death certificate of the spouse (Original to be shown at the time of submission of the application)
- **OR** remarried applicants applying for change of name/change of spouse's name will be required to produce the divorce /death certificate in respect of first spouse, marriage certificate and photocopy of present spouse's Passport (original passport to be shown at the time of submission of the application).

**If the applicant has changed their name for reasons other than the above (substantial change in name)**

Applicants seeking to change first name or surname or both are required to place advertisements to that effect in a prominent newspaper of usual place of residence in Netherlands and in a prominent daily newspaper of area of permanent address in India.

**Important: Applicant must wait 5 weeks after publication before applying**

- Deed Poll/Sworn Affidavit for change of name (Annexure E) Please see consular services section of our website – Affidavit's related to Passport Particulars
- Original clippings of the newspaper advertisements (newspaper page).

**For any other changes in the laminated pages of the passport, a new passport will be issued i.e. change in appearance, change in signature etc.**

- Please see consular services section of our website – Affidavit's related to Passport Particulars

**Note:** The above are the general mandatory requirements. The applicant may be advised to submit some more documents, after scrutiny of the application on a case to case basis.

I hereby certify that I have submitted a complete application and that I know and accept the minimum processing times required for my application. I also understand that during the process of my application I may be asked to submit some more documents.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_