

## PASSPORT ISSUE/RE-ISSUE

The Online application form is available at <https://mportal.passportindia.gov.in/gpssp/> .

**Please note that it is mandatory to upload your photograph, signature or thumbprint, Swiss residence permit, proof of Swiss address, Annexure D (No Objection Certificate from parents for minor/newborn applicants), copies of the front and last pages of the current passport, and all other required supporting documents.**

### Required Documents:

**Printed & signed online application** (on first page under the photograph and the last page of application form. All signatures in the application form should be signed with either blue or black ballpoint pen only. Those who cannot affix their signature, e.g. infants and minors, should put their thumb impression instead of signature below the photograph (male applicants should use left thumb impression and female applicants should use right thumb impression). The signature of the applicant should exactly fit in the prescribed signature box provided on the first page.

**Two passport-size photographs** – (i) If the background is not uniform, the applicant needs to make it uniform, preferably white background. (ii) The applicant should crop the photo to ensure that approximately 85% of the image is covered by the applicant's face. (iii) The pixel size should be 630x810 for better quality. (iv) The maximum file size of the photograph must not exceed 250 KB. (v) Applicants wearing a turban must ensure that their forehead and face are clearly visible in the photographs, and the turban does not cover them. Must follow official guidelines: front-facing, eyes open (babies relaxed), plain light background, correct head size, no shadows.

**Guidelines for ICAO Compliant Photographs for Passport Application** – [Guidelines for ICAO Compliant Photographs for Passport Application.pdf](#)

**SOP for Applicant Portal GPSP2.0** - [SOP for Applicant Portal GPSP2.0.pdf](#)

**Original Indian passport**, plus color photocopy of front & last page

**Swiss residence permit copy** (Aufenthaltstitel) and Meldebescheinigung / Utility bill (address proof)

**Proof of payment receipts** (Please make your payment in favour of "VF SERVICES (UK) Limited" Weststrasse 2, 3005 Bern via E-Banking IBAN (CH31 0023 0230 5583 7301 X) or You may generate the QR code by accessing the following link <https://qrbill.ubs.com/app/CAL/>

**Annexure D**-No objection Certificate by Parents for **minor/newborn applicants**. Consent letter/Statutory declaration from both parents

Self-attested copies of **parents' passports and residence permit**

**Any changes requested** in the new passport must be supported by a **signed covering letter and relevant documents**.

Please note that the **Tatkal facility is currently unavailable**. The standard processing time is **approximately 5 to 7 weeks** from the date of receipt of all required documents.

**Use Track Status in passport portal for status.**

<https://mportal.passportindia.gov.in/mission/TrackApplication>

**Notes-**

- Passport application can be submitted one year before the date of expiry of the existing passport.** For e.g. if the passport expires on 15.02.2027 the application can be submitted any time after 15.02.2026.
- If there are **any changes** to the details in the applicant's existing passport, it is **mandatory to submit supporting documentation along with a signed covering letter explaining the changes.**
- Incomplete applications will not be processed** until all required documents are received, causing delays.
- Indian address is mandatory while filling the application form for Police Verification Purpose.** Proof of that Indian address is mandatory. Address in the name of applicant's parents or spouse is also accepted.
- The name fields in the form must match passport given name(s) and surname accurate to passport Ensure the correct application category is selected (renewal vs. extra pages vs. new issue) to avoid delays.

**This list is not exhaustive and does not guarantee approval. The High Commission of India or its Consulates reserve the right to request additional documents if required**