

SURRENDER OF INDIAN PASSPORT – DO NOT HAVE MOST RECENT INDIAN PASSPORT ADULT

Applicant's Name			Passport no.	
Email ID			Mobile no.	____ - ____ - ____

☒ **THE FOLLOWING IS A LIST OF DOCUMENTS TO BE SUBMITTED FOR APPLYING FOR SURRENDER OF INDIAN PASSPORT. YOU NEED TO MAIL THIS CHECKLIST AND OTHER DOCUMENTS WITH YOUR APPLICATION. PLEASE MAKE SURE YOU PRINT THIS DOCUMENT, COMPLETE IT AND INCLUDE IT IN YOUR APPLICATION AS THE COVER PAGE.**

○ **IMPORTANT GUIDELINES**

- ✦ **Please ensure that all data entries provided in your application match your existing passport.** If not, please provide the supporting documentation.
 - ✦ **Please select the correct Indian mission based on the place where you reside in the USA and the mission's jurisdiction.** Mission jurisdiction can be viewed at <http://visa.vfsglobal.com/usa/en/ind/attend-centre>
 - ✦ **Online applications are only accepted if filled out in the current year & Govt. online form must be printed on the portrait format.**
 - ✦ **After submission online, no changes can be made.** In case of an error, please fill a new online application form
 - ✦ **If your application lacks any of the documents listed in this checklist, your application will be put "on Hold" and an email notification highlighting the deficiencies will be sent to you.** You must complete application within 7 days from the date of receipt of the email notification. Post receipt of missing documents, VFS India Consular application Centre will update the system in 48 – 72 business hours hence track the status only after 48-72 hours.
 - ✦ **Envelope should be superscribed as "SURRENDER DECLARATION – WITHOUT PASSPORT. One Envelope can contain only one application only.**
 - ✦ **All the photocopies of the documents that are being submitted must be in full page and clearly legible.** Photos should be visible and other information should be clearly readable.
 - Please note:**
 - ✦ **VFS INDIA CONSULAR APPLICATION CENTRE employees cannot edit or make any changes to your online application form.**
 - ✦ **THE CONSULATE RESERVES THE RIGHT TO CALL FOR ADDITIONAL DOCUMENTS, AS CONSIDERED NECESSARY.**
 - ✦ **YOUR APPLICATION STATUS WILL BE UPDATED IN 48 – 72 HOURS POST ITS DELIVERY TO THE VFS INDIA CONSULAR APPLICATION CENTRE. TO TRACK THE STATUS ONLINE, [CLICK HERE](#)**
- DON'T STAPLE THE DOCUMENTS**

✦ **MANDATORY DOCUMENTS**

1.

GOVERNMENT APPLICATION ONLINE FORM – ORIGINAL

Application Form. The applicant has to sign the form (First and Last page). To complete the form – please visit: <https://mportal.passportindia.gov.in/mission/>

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2.	<u>PHOTOGRAPH & SIGNATURE – ORIGINAL</u> Photograph ☐ Please provide 2 most recent passport size color photos (not older than 6 months) of the applicant (hard copies). - Photos to be 2 inches x 2 inches in size, in color, depicting front pose strictly against white background only on photographic paper. ☐ For detailed photograph upload instructions – please click here
3.	TWO - DECLARATION OF SURRENDER OINDIAN PASSPORT CERTIFICATE – ORIGINAL ✚ If one does not have the most recent Indian passport Duly FILLED and SIGNED Declaration of Surrender of Indian Passport (Click here to fill/download) This needs to be duly signed and submitted ✚ The applicant's name should appear the same way as in the Indian passport even if the name in the US / Non-US passport is different. ✚ Valid phone numbers and email addresses must be entered in the online application. ✚ If incorrect contact details are entered, it will cause a delay in the processing of the application. ✚ Note: Declaration of Surrender of Indian Passport is issued only if 10 years have passed since Naturalization Applicants are required to submit 2 signed copies of the Declaration of Surrender of Indian Passport.
4.	<u>PROOF OF ADDRESS – COPY</u> <u>Proof of address must match with</u> the present address as per application: (any ONE of the below documents) - State Issued ID OR - Driving license OR - Utility Bill - Water (should be recent, no more than 3 months old) OR - Utility Bill - Gas (should be recent, no more than 3 months old) OR - Utility Bill - Electricity (should be recent, no more than 3 months old) OR - Valid Lease Agreement OR - Mortgage OR - Income Tax return OR - For College/University Students living on campus in University housing/dormitories, a letter from your institution on the institution letterhead explaining the exact address that you presently reside in will suffice. NOTE: DO NOT CUT YOUR DRIVER'S LICENCE COPY DOWN TO SMALLER SIZE Important: PO BOX number is NOT ACCEPTABLE as valid Proof of address
5.	<u>PHOTOCOPY OF US/NON-US PASSPORT</u> Photocopy of the information page and the last two amendment pages of the US / Non-US passport

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6.	<u>AFFIDAVIT OF NATURALIZATION AFTER THE EXPIRY OF INDIAN PASSPORT – ORIGINAL & NOTARIZED</u> If the applicant was naturalized after the date of expiry of the latest held Indian passport. A notarized affidavit may be submitted explaining the background and the reason for this gap.
7.	<u>NAME CHANGE DOCUMENT (IF APPLICABLE) – COPY</u> For Former Indian nationals, if your name in your Indian Passport or Indian Government issued document is different in any way from the name in the Current Passport, a copy of ONE of the following documents must be provided: Marriage Certificate showing the name change if the last name was changed at marriage OR Official Court Order for the change of first name or full name. OR Notarized affidavit if only middle name initial is added. OR Endorsement of name change during the naturalization process Note: The name as on Indian Passport will appear on the Surrender Certificate since it is the surrender of Indian passport.
8.	<u>SWORN AFFIDAVIT – ORIGINAL -Click here to download</u> † <u>Sworn affidavit duly notarized in original is required.</u>
9.	<u>NATURALIZATION CERTIFICATE – COPY</u> Former Indian National † A copy of Naturalization Certificate More than one Nationality after having Indian Citizenship † ALL NATURALIZATION COPIES OR † PROOF OF NATIONALITY FROM ALL COUNTRIES for which citizenship was / is held. † If Naturalized through parents and NO Naturalization Certificate available, then Copies of parents naturalization certificate(s) Notarized statement signed by BOTH parents stating the circumstances that their child received his/her naturalization status and why the child does not possess his/her certificate
10.	<u>PROOF OF INDIAN ORIGIN – COPY</u> If you DO NOT possess a Copy of the Indian Passport, it is mandatory to provide any TWO documents from the below. ☐ Copy of the Election Card/ Voter ID ☐ Copy of Board Certificate (SSC) or higher level Copy of Birth Certificate† ☐ Copy of parent's proof of Indian origin (First 3 pages and last 2 pages of parents Indian passport copy /Parents Birth Certificate) Kindly note: This document is applicable only if an applicant submits their Birth Certificate

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11.	<u>POLICE REPORT – COPY</u> ☐ Applicants naturalized after 2010 Provide a police report in case an Indian passport is missing. ☐ Copy of Green Card NOTE: CURRENT POLICE REPORT MUST NOT BE MORE THAN 6 MONTHS OLD.
12.	<u>AFFIDAVIT OF LOSS – ORIGINAL AND COPY – Click here to download</u> † If one does not have the most recent Indian passport One must provide an Affidavit of Loss duly notarized AND † One of the below-mentioned document Copy of your Indian birth certificate OR † School leaving certificate issued by State / Central Board OR † Any document showing Proof of Former Indian Citizenship.
13.	SWORN AFFIDAVIT (for Minors who got Naturalized through Parents)– Click here to download
14.	FEE PAYMENTS & COURIERS Complete the process online on VFS INDIA CONSULAR APPLICATION CENTRE's website to send your application and requisite documents. Don't forget to enclose the Application confirmation receipt & return the Courier label (if generated online) else enclose the pre-paid label To complete the questionnaire & create a profile: Click here to proceed If paying by Money order or Banker or Cashier check then it should be made in favor of "VFS Services (USA) Inc.
15.	CHECKLIST 1 Checklist (original) to be printed and enclosed with your application

(Signature of the Applicant)

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Important Notes

- † The Documents in the Checklist are mandatory for the application to be processed.
- † The Indian Embassy / Consulates have the right to request additional documentation.
- † 1 Copy of this checklist must be submitted with your documents.
- † Applicants are advised that they **DO NOT** print the document on both sides of the paper as "DOUBLE SIDED"
- † HANDWRITTEN DOCUMENTS ARE NOT ACCEPTED
- † Application with a lack of documents will be considered incomplete and will remain on hold for 21 days.
On non-receipt of the missing documents, the application shall be Abandoned and returned to the applicant. In this case, the applicant would have to restart the entire process again since the old application will be voided.
- † Only Consular fee + ICWF fee will be refunded back to the applicant in case the application is rejected