

SURRENDER OF INDIAN PASSPORT - POSSESSING 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 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**

- ❖ **IT IS ABSOLUTELY MANDATORY** to complete [VFS ONLINE REGISTRATION PROCESS](#) before sending your physical application. Failure to complete online registration process will result in returning your application unprocessed.
- ❖ **Please ensure that all data entries provided in your application must 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 and should not be more than 320 days old from the day of submission to the VFS Indian Consular application Centre & Govt. Online form must be printed on 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 APPLICATION WITH 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**

GOVERNMENT APPLICATION ONLINE FORM – ORIGINAL

Application Form. In the case of Minor both parent's signatures

Also minors below **5** years a thumb impression is required. For minors above the age of **5** years, the applicant has to sign the form. To complete the form – please visit: <https://embassy.passportindia.gov.in/>

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	<p><u>PHOTOGRAPH & SIGNATURE – ORIGINAL</u></p> <p>Photograph</p> <ul style="list-style-type: none"> • 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 specifications – please click here
	<p><u>TWO DULY FILLED AND SIGNED SURRENDER OF INDIAN PASSPORT CERTIFICATE – ORIGINAL</u></p> <p>Click here to fill the form online on VFS Portal and the surrender certificate will be sent across over email for printout. This needs to be duly signed and submitted</p>
	<p><u>PROOF OF ADDRESS – COPY</u></p> <p>Proof of address must match with the present address as per application: (any ONE of the below documents)</p> <ul style="list-style-type: none"> - 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. - Marriage Certificate in case the address in spouse's name, birth certificate of child in case of minor applicant along with parent's address proof. - In case of applicant residing with parents/children/ relatives, a notarized undertaking from them with one of the copies of address proof as indicated above. -In case of applicant residing in a hotel or temporary lodging for a short period of time and does not have a -- permanent address proof, then can submit copy of notarized hotel bills as proof of residence. -Please note – expired documents like lease/ driving license copies are not acceptable. Please provide alternate valid documents <p>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</p>
	<p><u>PHOTOCOPY OF US/NON-US PASSPORT</u></p> <p>Photocopy of the information page and the last two amendment pages of the US / Non-US passport</p>
	<p><u>AFFIDAVIT OF NATURALIZATION AFTER THE EXPIRY OF INDIAN PASSPORT – ORIGINAL & NOTARIZED</u></p> <p>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.</p>

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	<p><u>NAME CHANGE DOCUMENT (IF APPLICABLE) – COPY</u></p> <p>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:</p> <p>Marriage Certificate showing the name change if the last name was changed at marriage</p> <p>OR</p> <p>Official Court Order for the change of first name or full name.</p> <p>OR</p> <p>Notarized affidavit if only middle name initial is added.</p> <p>OR</p> <p>Endorsement of name change during the naturalization process</p> <p>Note: The name as on the Indian Passport will appear on the Surrender Certificate since it is a surrender of an Indian passport.</p>
	<p><u>MOST RECENT INDIAN PASSPORT – ORIGINAL</u></p> <ul style="list-style-type: none"> ❖ Actual original signed passport. ❖ Photocopy of first three pages of the passport and last two pages of the passport
	<p><u>NATURALIZATION CERTIFICATE – COPY</u></p> <p>Former Indian National</p> <ul style="list-style-type: none"> ❖ A copy of Naturalization Certificate More than one Nationality after having Indian Citizenship ❖ ALL NATURALIZATION COPIES <p>OR</p> <ul style="list-style-type: none"> ❖ PROOF OF NATIONALITY FROM ALL COUNTRIES for which citizenship was / is held. ❖ 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
<input type="checkbox"/>	PARENTAL AUTHORISATION FOR MINORS : Click here to download
<input type="checkbox"/>	SWORN AFFIDAVIT BY PARENTS (FOR MINORS ONLY) – Click here to download
<input type="checkbox"/>	<p>FEE PAYMENTS & COURIERS</p> <p>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 and enclose the acceptable pre-paid label, if you opt to use your own courier labels</p> <p>To complete the questionnaire & create a profile: Click here to proceed</p> <p>If paying by Money order or Banker's check then it should be made in favor of "VFS Services (USA) Inc. PERSONAL CHECKS ARE NOT ACCEPTABLE</p>
	<p>CHECKLIST</p> <p>1 Checklist (original) to be printed and enclosed with your application</p>

(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 none 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 or abandoned.
- ❖ VFS Service charges, Courier fee and convenience charges won't be refundable in case you decide not to send your application, cancel your application, application is rejected, and incomplete application is returned by the Indian Consular application Centre.



Introducing
Photo Solution Service
Now upload and edit your photograph digitally



GET STARTED