

INSTRUCTIONS FOR FILLING UP THE PASSPORT APPLICATION FORM (DIPLOMATIC/ OFFICIAL)

A. GENERAL INSTRUCTIONS

This Diplomatic/ Official Passport Application Form, issued by the Government of India, is machine-readable. It will be scanned by the Intelligent Character Recognition (ICR) enabled scanners. Incomplete or inappropriately-filled application form will not be accepted. Please follow the instructions given below while filling the form.

- Use CAPITAL LETTERS only, throughout the application form, as shown in the image below –

Applicant's Given Name					
s	h	a	s	h	i

Incorrect

Applicant's Given Name					
S	H	A	S	H	I

Correct

- Use standard fonts and avoid stylized writing.
- Use black or blue ball point pen only. Do NOT fill the application form with ink-pen or pencil.
- Write as clearly as possible. Use a pen with a thinnest possible tip.
- Put a cross (X) in the boxes where you have to choose one or more options as your answer and leave the other option(s) blank. For example, if your gender is male, put a cross in the box against male as shown in the image below –

Gender * Male Female

Do NOT put dots (•), tick marks (✓), etc, in the boxes, to choose the appropriate option as your answer.

- Write clearly within the boxes without touching the boundaries. Try and write in the centre of the box, as shown in the image below –

M	E	H	T	A
---	---	---	---	---

Incorrect

M	E	H	T	A
---	---	---	---	---

Correct

- Leave one box blank after each complete word, while filling up the boxes.

Father's Given Name												
D	E	V	A	N	G	J	I	G	N	E	S	H

Incorrect

Father's Given Name													
D	E	V	A	N	G		J	I	G	N	E	S	H

Correct

- Do NOT write anything outside the given boxes. Adjust the information you need to fill, within the given number of boxes.
- Do NOT overwrite in case of a mistake. **Just strikeout the character and continue to write in the next box.**

S	R	I	D	H	A	R
---	---	---	---	--------------	---	---

Incorrect

S	R	I	D	X	H	A	R
---	---	---	---	---	---	---	---

Correct

- Do NOT fold or smudge the application form.
- Do NOT write "NA" or "N/A" or "NOT APPLICABLE" in any boxes in the form to convey that the column is not relevant for your case. Leave that column blank.

Note:

- Particulars given in the application form will be printed in the passport booklet. Therefore, you must be careful in filling up the application form and submit the form without mistakes. The applicant shall be held responsible for any mistake in the application form submitted.
- Furnishing of incorrect information/ suppression of information would lead to rejection of application and would attract penal provisions as prescribed under the Passports Act, 1967.

WHERE TO APPLY: Normally applications for diplomatic and official passports are entertained only at the Consular, Passport and Visa (CPV) Division, Patiala House, New Delhi. However you can also choose to apply at any Passport Office if you reside outside the National Capital Region.

B. COLUMN-WISE GUIDELINES FOR FILLING UP "PASSPORT APPLICATION FORM (DIPLOMATIC/ OFFICIAL)"

Photograph:

Your photograph will be clicked when you visit the CPV Division or the Passport Office. Hence pasting of photograph in the application form is not mandatory.

Signature/Thumb Impression:

- This signature/ thumb impression will be scanned and printed in the passport. Therefore, it must be kept strictly within the box, without touching the boundaries.
- Illiterate applicants should put their left hand thumb impression instead of signature. Use right hand thumb in case the applicant's left thumb is permanently disfigured and unfit for use. Clearly mention under the signature box that right hand thumb impression has been put.
- In case of minor applicants, this box should contain the minor's signature or thumb impression as the case may be. Minor's parents should not put their signature or thumb impression in this box.
- Use only blue/ black ball point pen for signature.

Column 1: Applying for

Put a cross against **Fresh Passport** if you do not hold a diplomatic/ official passport; else put a cross against **Re-issue of Passport**.

Column 2: Type of Passport

Put a cross against the type of passport, i.e., Diplomatic Passport or Official Passport, you are applying for.

Column 3: Applicant Details

<Column 3.1: Applicant's Given Name & Surname>

You must furnish your full name as you want it to appear on your passport. For instance, if you have filled in your surname as

J	A	I	N
---	---	---	---

 and your given name as

P	I	Y	U	S	H	K	U	M	A	R
---	---	---	---	---	---	---	---	---	---	---

, the same will appear on your passport as:

Surname: JAIN
Given Name: PIYUSH KUMAR

Note:

- In case you do not use a surname - leave the "Surname" column blank and write your full name in "Applicant's Given Name" column. Some Embassies (Embassy of U.S.A., etc.) insist on surname for issue of visa. If you use a surname you must furnish the same here.
- No initials should be written and all initials (if any) in the applicant's name should be expanded. For instance, for the name used above, writing the Given Name as "P.K.JAIN" or "PIYUSH K JAIN" is not correct.
- No honorifics, titles such as Major, Doctor etc should be written.
- Surname could have two words like Roy Choudhary or Das Gupta.

<Column 3.2: Date of Birth>

Write your date of birth in the DD-MM-YYYY (date-month-year) format.

<Column 3.3: Place of Birth>

- If you were born in India, write the place (such as village or town or city), district, and the State or Union Territory in which the place is located, under the respective headings.
- If you were born outside India, write the country in which the place is located. In this case, leave the Place of Birth (such as village or town or city), District and State/UT boxes blank.
- If you were born before the partition of India (i.e. before 15/08/1947), at a place that now lies in Pakistan or Bangladesh, write the place of birth (such as village or town or city) and the country as "Undivided India". In this case, leave the District and State/UT boxes blank.

<Column 3.4 & 3.5> Put a cross against an appropriate box to specify your 'Gender' and 'Employment Type'.

<Column 3.6, 3.7, 3.8 & 3.9> Write the 'Name of the Organization', 'Designation', 'Pay Band' and 'Grade Pay' details in these columns.

Column 4: Family Details

<Column 4.1, 4.2, 4.3 & 4.4> Write your family details as asked in the Passport Application Form (Diplomatic/ Official)

- You need to attach Court decree/order in respect of your legal guardian.
- If your spouse has a passport, write his/her name in Column 4.3 as written in the passport.

Column 5: Present Residential Address Details

<Column 5.1: House No. and Street Name>

Write complete postal address of your present residence (house number, street name, village or town or city, district, State or Union Territory, country and pin) under the respective headings.

You must also write your contact details, if any (mobile number, telephone number (with area code), and e-mail ID).

<Column 5.2: Is permanent address same as present address?>

Put a cross against **Yes** or **No** to indicate if your permanent address is the same as your present residential address.

If your permanent address is not the same as your present residential address, then you are required to furnish the details in Column 6.

Column 6: Permanent Residential Address Details

If your permanent address is different from the present residential address (mentioned by you in Column 5), only then fill details in this Column.

Write complete postal address of your permanent address details (house number, street name, village or town or city, district, State or Union Territory, country and pin) under the respective headings, along with the contact details, if any (mobile number, telephone number (with area code), and email ID) of the person residing at the permanent address.

Column 7: Previous Passport/ Application Details (ordinary/ official/ diplomatic passport)

<Column 7.1: Details of latest held/ existing/ lost/ damaged ordinary passport>

- If you are applying for re-issue of passport, write the passport number, date of issue, date of expiry, and place of issue of the latest held/ existing/ lost/ damaged **ordinary passport** in the respective boxes.
- Write the Date of Issue and Date of Expiry in the DD-MM-YYYY (date-month-year) format.

<Column 7.2: Details of latest held/ existing/ lost/ damaged diplomatic/ official passport>

- Write the passport number, date of issue, date of expiry, and place of issue of the latest held/ existing/ lost/ damaged **diplomatic/ official passport** in the respective boxes.
- Write the Date of Issue and Date of Expiry in the DD-MM-YYYY (date-month-year) format.

<Column 7.3: Have you ever applied for passport, but not issued?>

Put a cross against **Yes** if you have ever applied for a passport prior to the present application and the same was not issued. If yes, write the file number, month and year of applying, name of the passport office where you had applied in the given boxes.

Put a cross against **No** if you have never applied for a passport prior to the present application.

Column 8: Details of countries to be visited/ transited

Write the names of the countries you will visit on official duty, along with the names of the countries to be transited, and the purpose and duration of the visit, under respective headings in the given column.

In the space provided below this column, put your signature or left hand thumb impression (right hand thumb impression if left hand is permanently disfigured or unfit for use), along with current date (in DD-MM-YYYY format) and place.

If the applicant is a minor, either parent or legal guardian is required to sign.

C. LIST OF SUPPORTING DOCUMENTS

1. Please enclose original safe custody certificate of valid ordinary passport (if held) from your office.
2. If Diplomatic/ Official passport previously held by the applicant were kept in the safe custody of the Ministry of External Affairs, the original certificate should be enclosed.
3. Diplomatic/ Official/ Ordinary passport which is around 10 years old or more (from the date of issue) must be submitted with the application for cancellation.
4. Official retiring in less than six months from the date of application, is required to give an undertaking from his/her office that he/she will surrender diplomatic/official passport to his/her office immediately after return.

Note: Please produce original documents at the time of submission of the application form.