

## SERVICES LIST

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The various lists of passport services available for applicants are:

- **Issue of Fresh Passport** (Normal, Tatkaal): Fresh Passport issuance involves applying for a Passport for the first time, i.e. the applicant has never held any Passport before
- **Re-issue of Passport** (Normal, Tatkaal): Re-issue of passport means issuing of another passport in lieu of an existing passport in the following cases:
  - The passport has either expired or is about to expire. Application for a new passport can be made up to 1 year before the expiry or within 3 years after the expiry of the existing passport
  - Last passport of the applicant has expired more than three years ago.
  - The pages in the existing passport booklet have exhausted
  - The passport booklet is damaged but recognizable (i.e. Passport number is readable and photograph is intact)
  - The passport booklet is lost or damaged beyond recognition
  - For change in the personal particulars or other details specified in the passport
- **Miscellaneous Service:** This service involves issue of Police Clearance Certificate (PCC)

**Note:** Tatkaal scheme provides for urgent issuance of Passport to an applicant. Fee for a tatkaal scheme is higher than a normal passport application fee.