क्षेत्रीय पासपोर्ट कार्यालय, पुणे
विदेश मंत्रालय
भारत सरकार
REGIONAL PASSPORT OFFICE, PUNE
MINISTRY OF EXTERNAL AFFAIRS
GOVERNMENT OF INDIA

PRESS RELEASE

Passport Mobile Seva Kendra at Film & Television Institute of India (FTII) from 27th to 29th of October 2025 & 3rd, 4th & 6th November 2025

1. As part of the Ministry of External Affair's initiative to make passport appointments available at an earlier date and to improving last-mile delivery of passport services, the Regional Passport Office (RPO) Pune is making passport services available at the **Film & Television Institute of India (FTII)** via the Passport Mobile Van from **27th to 29th of October 2025 & 3rd,4th & 6th November 2025**

2. **Documents:** Please carefully read given checklists for both adult and minor applicants before submitting the application online.

[To check applicant's genuineness, the section 5 of the Passports Act 1967 read with Rule 5 of the Passports Rules, 1980 stipulates that Passport Authority may make all such enquiry and may require an applicant to submit such additional information, documents as may be considered necessary by the Passport Authority, for the proper disposal of the application.]

3. **How to book mobile van appointments:**
   i. Visit the Passport India website (https://www.passportindia.gov.in) and submit the application under the NORMAL scheme.
   ii. After making the online payment, go to the 'schedule appointment page', select location 'Mobile Van' and book the appointment.

4. **Date & location details of Passport Mobile Seva Kendra:**

   i) Dates: 27th to 29th of October 2025 & 3rd, 4th & 6th November 2025
   ii) **Location: Film & Television Institute of India (FTII) Near FTII Ground and the reception point of FTII.**
   iii) **Time:** 08:30hrs to 18:00hrs (Applicants should report 15 minutes prior to their scheduled appointment time as mentioned on the online application receipt)

Date: 09.10.2025
Place: Pune

Checklist for Normal Application – Adult Applicant

Please carry the checklist and documents as mentioned.

Applicant's complete name: .....
(as in the application)
Application Reference Number: ..... Select **Fresh or Re-issue case**

A. Documents required in ORIGINAL & one (clearly visible) self-attested photocopy set: (Please write Yes or No as required.)

		Yes/No
Date of Birth Proof: (with complete Date of Birth mentioning day, month & year clearly)	QR Code Birth Certificate, preferably mentioning Aadhaar number; **OR** Class 10th Passing Certificate by recognised educational board **(in Fresh case)**	
	Passport **(must in re-issue case)**	
ID Proof: (Name and DoB must be complete and same in all IDs.)	Latest complete eAadhaar with scannable QR code **(must in all cases)**	
Present Address Proof:	Does the applicant have **present complete address proof within Maharashtra** in his/her **own complete name?**	
non-ECR Proof: (not for applicants over 50 years of age)	Class 10th Passing Certificate, Class 12th Passing Certificate, or Degree certificate issued by UGC recognized education institute, etc.	
Addition, deletion or replacement of spouse's name	Marriage certificate/Joint Photo declaration (Annexure J) signed by both husband & wife, and/or Divorce order/decree or death certificate of first spouse with Passports, and/or PAN Cards/DLs of couple, as applicable	
Government Servant	Duly filled and signed Annexure H	
Are the **details mentioned** [such as complete name, Gender, Date & Place of Birth of applicant and family (father, mother, spouse)] the **same in all the documents?**		
Appointment Receipt	Is the Online **Appointment Receipt PDF** attached?	

B. Special Cases: In addition to above, additional documents are required in the following cases:

Lost Passport cases (Online application must be submitted under Lost passport category)	(i) Original FIR, (ii) Annexure F (iii) self-attested photocopy of first two and last two pages of passport, (iv) Emergency Certificate (when passport is lost abroad), (v) As applicable, lost passport fees should be paid during the online application submission process.
Damaged Passport cases (Online application must be submitted under Damaged passport category)	(i) Original passport, (ii) Annexure F (available on Passport India website), (iii) Emergency Certificate (when passport is damaged abroad), (iv) As applicable, damaged passport fees should be paid during the online application submission process.
Ongoing court cases	(i) Original order(s) from all concerned court(s) where case(s) is(are) ongoing and (ii) Undertaking (available on Passport India website) giving details of all court cases as per GSR 570 (E)

Name Change cases: Including those changing full name after marriage/divorce/remarriage *Applicant, spouse & parents' documents, as applicable]*	(i) Original State Gazette Notification of the concerned State Government or Two original newspaper clippings. The declaration should say **in English** that ***"I am changing my name from 'X Y Z' to 'A B C'*** **for passport issuance."** (where 'X Y Z' is the old name and 'A B C' is the new name.) (ii) eAadhaar/PVC Aadhaar, and (iii) PAN Card/Voter ID/Driving Licence with full new name
Date and/or Place of Birth change cases	(i) QR Code Birth Certificate mentioning Aadhaar number, (ii) Previous birth certificate cancellation proof (iii) eAadhaar/PVC Aadhaar, and (iv) PAN Card/Voter ID/Driving Licence, with correct DoB, and (v) Detailed signed clarification

'Smart ID Cards' NOT accepted: Aadhaar is NOT a Date of Birth proof. Cut out Aadhaar, "Smart ID Cards" i.e. IDs such as Aadhaar, PAN Card, Voter ID, etc. printed on plastic by private entities/stationery shops are NOT accepted.

Scan QR Codes: Before visiting, please scan the QR code on supporting documents such as the Birth Certificate, eAadhaar, etc using scanner facility of DigiLocker and mAaadhaar mobile apps and ensure that the QR code on these supporting documents can be scanned and thus, documents can be verified.

DigiLocker & mAadhaar: Before submitting online application & visiting PSK/POPSK, please download mAadhaar and DigiLocker mobile apps and FETCH Birth Certificate, Aadhaar, Class 10 (Matriculation) Passing Certificate & other documents on these apps to verify document authenticity.

- *DigiLocker-issued (not uploaded) documents will be accepted only if they were already shared at the time of online passport application submission.*
- *Documents uploaded to DigiLocker Drive are NOT treated as authentic documents.*
- *Print-outs of Digilocker documents are NOT accepted.*

[Disclaimer:

- *This is very simplified information that is generally applicable in most cases, is meant for awareness purpose and is subject to change. For detailed and updated information, document accepted and to download Annexures, visit Passport India website (www.passportindia.gov.in).*
- *Desist from dealing with agents/touts who may make false promises about arranging an earlier appointment or faster passport service delivery. The Government has not authorized any such intermediary/representative.*
- *Police verification is done by the police authorities. Applicants should follow the Police Verification Report (PVR) guidelines/instructions issued by the police authorities, and provide additional documents to and cooperate with police.]*

Checklist for Normal Application for Minor Applicant

Please carry the checklist and documents as mentioned.

Applicant's complete name: .....
(as in the application)
Application Reference Number: ..... Select **Fresh or Re-issue case**

A. Documents required in ORIGINAL & one (clearly visible) self-attested photocopy set: (Please write Yes or No as required.)

		Yes/No
Date of Birth Proof: (with complete Date of Birth mentioning day, month & year clearly)	QR Code Birth Certificate, preferably mentioning Aadhaar number; **OR** Class 10th Passing Certificate by recognised educational board (in Fresh case)	
	Passport (must in re-issue case)	
ID Proofs: (Name and DoB must be complete and same in all IDs.)	Latest complete eAadhaar with scannable QR code (must in all cases)	
Present Address Proof:	Is the present complete address proof within Maharashtra? (The address proof can be in parent's name.)	
non-ECR Proof:	Class X/Matriculation Passing Certificate (for 15 to 18-year-olds)	
Are the **details mentioned** [such as complete name, Date & Place of Birth of applicant, and family (father, mother, spouse)] the **same in all the documents?**		
Annexure D (i.e. both parents' consent). Both parents should be present and sign Annexure D as per their passports. Available on Passport India website.	**Will mother & father be present for the appointment along with their passports &** eAadhaar, PAN Card?	
	Are **Mother & father's complete names** on their passports & IDs **same as their complete names on the minor's birth certificate?**	
	Minor (below 4 years only) applicant's Photo: Recent passport size photo (4.5 X 3.5 cm) with white background; Close up of head and top of shoulders be such that face takes up 80-85% of photo.	
Appointment Receipt	Is the Online Appointment Receipt PDF attached?	

B. Special Cases: In addition to above, additional documents are required in the following cases:

Annexure C *(when only one parent's consent is available and other parent's consent is not available; Available on Passport India website.)*	i. In point 2 of Annexure C, mention the **other parent's name** whose consent cannot be obtained. ii. Select **correct reason(s)** out of the "(a) to (i) of point 2". iii. Submit [according to the reason(s) selected], the following: • Abroad parent's attested 1st & last passport pages, visa, ticket/boarding pass, latest arrival & departure stamp pages; • Divorce Court Order or Divorce Petition; • Child custody order (Mention clearly whether other parent has visitation rights or not); • Original Missing Person Report i.r.o. other parent.

Lost Passport cases (Online application must be submitted under Lost passport category)	(i) Original FIR, (ii) Annexure F (iii) self-attested photocopy of first two and last two pages of passport, (iv) Emergency Certificate (when passport is lost abroad), (v) As applicable, lost passport fees should be paid during the online application submission process.
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Name Change cases: Including those changing full name after marriage/divorce/remarriage *Applicant, spouse & parents' documents, as applicable]*	(i) Original State Gazette Notification of the concerned State Government or Two original newspaper clippings. In case of minors, the declaration should say that ***"I, (parent's name), am changing my child's name from 'X Y Z' to 'A B C'* for passport issuance."** (where 'X Y Z' is the old name and 'A B C' is the new name.) (ii) eAadhaar/PVC Aadhaar, and (iii) PAN Card or School Issued ID for minors) with full new name
Date and/or Place of Birth change cases	(i) QR Code Birth Certificate mentioning Aadhaar number, (ii) Previous birth certificate cancellation proof (iii) eAadhaar/PVC Aadhaar, and (iv) PAN Card or School Issued ID with correct DoB, and (v) Detailed clarification signed by parents

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