

Steps for Online Form Submission

- Step 1 Register through the Embassy passport seva online portal
<https://mportal.passportindia.gov.in/mission/>
- Step 2 Login to the Embassy passport seva online portal with the registered login id
- Step 3 Click desired service
"Apply for Ordinary Passport"
"Apply for Police Clearance Certificate"
"Apply for Emergency Certificate"
"Apply for Diplomatic/Official/Passport"
"Apply for Surrender of Indian Passport."
- Step 4 For issue of passport
for New Born Click "fresh passport"
for renewal of passport Click "Re-issue of passport"
under re-issue select the appropriate reason for applying passport.
- For instance, if applying re-issue of passport without any change in the current details mentioned in the passport, the following link is to be clicked:-
"Validity expired within 3 year/due to expire"
- Step 5 Select type of Application "Normal" or "Tatkal"
- Step 6 Select passport booklet Normal - 36 pages Jumbo - 60 pages
- Step 7 Fill in the required details in the form and submit application
- Step 8 Take the print out of online submitted application
- Step 9 Submit the printed application with 02 photograph and set of required documents at M/s SGIVS Global LLC, Oman.
