Steps for Online Form Submission

Step 1 Register through the Embassy passport seva online portal
https://embassy.passportindia.gov.in/

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 BLS International.

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