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 SGIVS Global LLC, Oman.

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