

## **General Guidelines**

- It is an offence to hold more than one valid passport at a time.
- The application for a Passport or passport related service is to be filled online on Embassy passport seva online portal <https://mportal.passportindia.gov.in/mission/>
- All applicants (including minors) seeking passport related service should submit the application in person for identification.
- An ordinary passport is valid for ten years from the date of issue. Minors are issued passports for 5 years or up to attaining 18 years, whichever is earlier. However, the Passport Issuing Authority can issue passport even for a short duration subject to certain conditions.
- Online application form for Passport service, should be properly filled with complete and correct details in all respects. The application for the service in any other form is not acceptable.
- It is an offence under the Passport Act 1967 to furnish false information in the application. Passport facilities would be denied on grounds of suppression of material information, submission of incorrect particulars, willful damage/loss of passport or for unauthorized change/tampering. The passport can be impounded or revoked for violation of one or more of the provisions of the Passport Act.
- All signatures in the application should be with ballpoint pen of black or blue ink. Those who cannot affix their signatures like infants, minors or illiterate should put their thumb impression in the place of signature. The signature of the applicant should exactly fit in the prescribed column.
- All applications to be accompanied by photocopy of the current passport (first and last page and the page of observation including ECR/ECNR, if any, made by Passport Issuing Authority). A copy of ID card / residence card also to be enclosed.
- A passport expired more than three years ago should be supported by a Sworn Affidavit explaining the circumstances and the reasons for the late renewal.
- Emergency service for issue of passport can be availed of by payment of an additional fee under the Tatkal Scheme. (Kindly refer to fee-structure for more details related to fee)

- The delivery of processed documents will be done preferably to the applicant himself/herself or to the person authorized by the applicant in writing and accompanied by the official receipt given to him/her at the time of submission.
- The fees for renewal and various passport related services including all kinds of miscellaneous services on passport, are prescribed by Government of India from time to time and are subject to change.
- The Passport will be retained during the period of the processing of application.
- Photographs should be in accordance with The International Civil Aviation Organisation (ICAO) Guidelines for Passport Photographs.

**(i) The photograph should be latest not older than 6 months.**

(ii) The image should be 2 inches by 2 inches;

(iii) The image must have adequate brightness and contrast;

(iv) The skin tone should be natural. In case of over-exposure or under-exposure of the photo, the skin is either too dark or too light, photo will not be acceptable;

(v) It should show a close up of the head and (partial) shoulders;

(vi) The image should be straight looking, centered with neutral expression;

(vii) Face should be in sharp focus and clear with no ink marks/creases/lines;

(viii) The face (from forehead edge to bottom of chin) should be 70 to 80% of the photo or one inch height;

(ix) The eyes must be open and no hair obscuring the face;

(x) Prescription glasses if worn should be clear and thin framed and should not have flash reflection or obscure the eyes;

(xi) Head coverings, hair, head-dress or facial ornaments should not obscure the face;

- (xii) The photo must have plain white background;
- (xiii) There must be no other people or object in the photo;
- (xiv) The lighting must be uniform with no shadows on the face or behind;
- (xv) Red eye photos are not allowed; (xvi) No lines are allowed.
- (xvii) The photo should be ideally printed by professional photo studio with continuous tone; and good resolution. Polaroid photos or photos printed with ordinary printers are not suitable.

Passports Applications with photos that do not match the ICAO specifications are liable to be rejected by foreign immigration authorities, and could result in extreme inconvenience to the passport holder. Passport applicants are advised not to submit photos with any of the defects listed above.

For more details on salient features of ICAO guidelines and photograph illustrations, you may visit [https://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex\\_A-Photograph\\_Guidelines.pdf#search=photograph](https://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf#search=photograph)

#### **PLEASE NOTE THE FOLLOWING:**

- Editing of applicant's personal information **WILL NOT** be allowed after their applications are physically received at SGIVS Global LLC, Oman.
- The application will be **REJECTED** on technical grounds if there is a variance with information in passport.
- The rejected application will be returned to the applicant and they will have to redo the entire process.
- Any variance in the data mentioned in the applicant's passport and that mentioned in the online application form will be the sole responsibility of the applicant and they have to ensure that the data is validated correctly before sending their application to Collection/Delivery Center. SGIVS Global LLC, Oman is not authorized to 'Edit' the details in the application form.
- It is absolutely necessary to use your Recent Original Indian Passport details whilst filling

your Passport Application.

- Information on the government online passport application form, your existing passport and all supplementary forms must be identical.
- To change your personal details, you must select the appropriate options at <https://embassy.passportindia.gov.in/> website.
- Prior approval of Embassy of India is required for any major changes in the details different from current passport. The applicants can approach concerned officer at the Embassy directly or by appointments taken through SGIVS Global LLC, Oman.

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