

## **PASSPORT CHECKLIST 1**

### **CHECKLIST FOR FRESH (NEW BORN) PASSPORT**

(PLEASE PRINT A COPY AND ATTACH ON TOP YOUR DOCUMENT AT THE TIME OF SUBMITTING TO THE EMBASSY)

Sr.No.	DOCUMENT REQUIRED	ENCLOSED and UPLOADED OR NOT
1.	An Indian Government passport application form duly filled and signed <a href="https://mportal.passportindia.gov.in/mission/">online</a> ( <a href="https://mportal.passportindia.gov.in/mission/">https://mportal.passportindia.gov.in/mission/</a> ) Thumb print of the child should be on the form in lieu of signature. Print out should be in a portrait mode. Each page on a separate sheet.	<input type="checkbox"/>
2.	Application form for registration of birth of a minor child at an Indian consulate duly filled and signed <a href="https://indiancitizenshiponline.nic.in/#">online</a> ( <a href="https://indiancitizenshiponline.nic.in/#">https://indiancitizenshiponline.nic.in/#</a> ) (Section 4.1) alongwith necessary documents mentioned on Indian citizenship portal. New born Name should be as per birth certificate issued by municipality only.	<input type="checkbox"/>
3.	Two photographs 35mm x 45mm (width x height). conforming to Indian Government norms as per specifications mentioned on our website ( <a href="#">Link</a> and <a href="#">SOP</a> ). (It is mandatory to upload the Photo, signature and relevant documents on Passport seva portal from the applicant end).  Photograph and photocopy facility is not available at the Embassy.	<input type="checkbox"/>
4.	No Objection certificate signed by both parents ( <a href="#">Annexure C</a> or <a href="#">D</a> case to case basis).	<input type="checkbox"/>
5.	Photocopies of the parent's marriage certificate and original for verification. (Foreign married certificates require apostilled stamp).	<input type="checkbox"/>
6.	Photocopy of both parents' passport (first and last pages as well as any pages including any endorsements) and originals for verification.	<input type="checkbox"/>

7.	Photocopy of the Dutch resident permit of both parents and originals for verification.	<input type="checkbox"/>
8.	Original and one copy of full version of Birth Certificate issued by local municipality.	<input type="checkbox"/>
9.	Photocopy of one of the following to prove the Indian address of the parents of the child: electricity, gas, landline/mobile telephone bill.	<input type="checkbox"/>
10.	Photocopy of an uittreksel (extract from the municipality) with the Dutch address of the child.	<input type="checkbox"/>
11.	Prepaid self-addressed Envelope for return of Ready Passport or documents must be provided with the application. Click <a href="#">here</a> for customized link for generating Return DHL Express Waybill from Embassy of India, The Hague to the respective Residential address.	<input type="checkbox"/>
<b>ADDITIONAL DOCUMENTS AS PER YOUR CASE</b>		
<b>In case more than one year has elapsed since the birth of the child or if one of the parents holds Dutch</b>		
12.	A letter from the concerned municipality stating that the child has not acquired Dutch nationality and an explanation letter for not registering the birth of the child.	<input type="checkbox"/>
<b>In case of single parent applying without consent of other parent (child born outside of wedlock or whereabouts of other parent unknown)</b>		
13.	<u>Annexure C</u> - N.B. Single parent has the choice to mention the name of other parent or not  <u>Appendix 12</u> - signed by parent present to apply. (JOINT AFFIDAVIT TO BE SUBMITTED BY BOTH BIOLOGICAL PARENTS OF MINOR CHILD BORN OUTSIDE OF WEDLOCK )	<input type="checkbox"/>

I hereby certify that I have submitted a complete application and that I know and accept the minimum processing times required for my application. I am aware my Passport application may get rejected if photo/signatures/supporting documents are not uploaded properly.

Date

Signature \_\_\_\_\_

**IMPORTANT—READ ME**

1. If you have multiple applications to submit, kindly book separate appointments for each application.
2. Kindly carry originals of all relevant documents that are applicable for reissue of your passport for verification purposes.
3. If your situation is not indicated below, kindly clarify with our email [attcons.thehague@mea.gov.in](mailto:attcons.thehague@mea.gov.in)
4. Each appointment is slotted for a maximum of 15 minutes. It is important that you are ready with your supporting documents arranged in order as indicated in Checklist to ensure that we can serve you and everyone within an expected waiting time limit.
5. We will be unable to accept incomplete/incorrect applications.
6. Applicant must come in person.
7. Certificates issued other than India, needs be Apostilled by that foreign country
8. Poor quality of uploaded photo / signature may cause rejection of your application. Please ensure to upload good quality photo and signature as per prescribed specifications.

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## **PASSPORT CHECKLIST 2**

### **CHECKLIST FOR RENEWAL OF PASSPORT**

(PLEASE PRINT A COPY AND ATTACH ON TOP YOUR DOCUMENT AT THE TIME OF SUBMITTING TO THE EMBASSY)

S.N.	DOCUMENT REQUIRED	ENCLOSED and UPLOADED OR NOT
1.	<p>An Indian Government passport application form duly filled and signed <a href="#">online</a>.</p> <p>All reasons for passport reissue should be specified (validity expired within 3 years/due to expire, change in existing personal particulars, etc.)</p> <p>Signature/thumb impression of the applicant should be on the first and last page. Print out should be in a portrait mode. Each page on a separate sheet.</p>	<input type="checkbox"/>
2.	<p>Two photographs 35mm x 45mm (width x height), conforming to Indian Government norms as per specifications mentioned on our website (<a href="#">Link</a> and <a href="#">SOP</a>). (It is mandatory to upload the Photo, signature and relevant documents on Passport seva portal from the applicant end).</p> <p>Photograph and photocopy facility is not available at the Embassy.</p>	<input type="checkbox"/>
3.	Original Indian passport along with self-attested copies of first and last pages (in case of lost passport, the copy or at least the passport number should be provided)	<input type="checkbox"/>
4.	Self-attested photocopy of the valid Dutch/ Dutch Caribbean residence permit (front and back) and original for verification	<input type="checkbox"/>
5.	Prepaid self-addressed Envelope for return of Ready Passport or documents must be provided with the application. Click <a href="#">here</a> for customized link for generating Return DHL Express Waybill from Embassy of India, The Hague to the respective Residential address.	<input type="checkbox"/>
<b>ADDITIONAL DOCUMENTS AS PER YOUR CASE</b>		
<b>If the applicant has lost or damaged their passport</b>		

6	i) Police report (which will be kept with the Embassy) in case of loss/theft of passport  ii) Affidavit Form L ( <a href="#">Affidavit in lieu of lost/damaged passport (Annexure-L)</a> )	<input type="checkbox"/>
<b>If the applicant is minor</b>		
7.	<a href="#">No objection letter</a> signed by both parents ( <a href="#">Annexure 'C'</a> or ' <a href="#">D</a> ') on case to case basis)  If one of the parent is staying abroad, notarised NOC from the country is needed.	<input type="checkbox"/>
8.	Passport copy of both parents	<input type="checkbox"/>
9.	Residence cards copy of both parent	<input type="checkbox"/>
<b>If the passport is expired (between 1 and 3 years)</b>		
10.	A self-explanatory letter as to why the passport was not renewed in time	<input type="checkbox"/>
<b>If the passport is expired (over 3 years)</b>		
<b>Applicants are advised to share details in email to <a href="mailto:attcons.thehague@mea.gov.in">attcons.thehague@mea.gov.in</a> for verification/interview. Thereafter application can be submitted with following documents</b>		
11.	A self-explanatory letter as to why the passport was not renewed in time.	<input type="checkbox"/>
12.	Affidavit regarding non-acquisition of foreign nationality.	<input type="checkbox"/>
<b>If the applicant is <u>not</u> holding a valid visa, resident card or receipt of renewal of residency from IND of the Netherlands</b>		
13	Applicants are advised to share details in email to <a href="mailto:attcons.thehague@mea.gov.in">attcons.thehague@mea.gov.in</a> for verification/interview.	

<p>In case of changing the PRESENT PRINTED Indian address: Any one of the below options:</p>		
14.	<p>Copy of Voter ID card; copy of Aadhar card; copy of passbook issued by Government authorized public sector banks e.g. State Bank of India (without ID proof); copy of passbook issued by a private sector bank e.g. HDFC, Axis Bank, ICICI (with a photo ID card); copy of property registration or copy of parent's/spouse passport along with one proof from the aforementioned list.</p> <p><b>Note: While filling online form, out of 'Passport Printable Address Details' and 'Other Address details,' one address has to be a Dutch address.</b></p>	<input type="checkbox"/>
<p><b>In case of changing the Indian address to Dutch address</b></p>		
15.	<p>Uittreksel in International/English Format from Town Hall with the applicant address details (less than 6 months old)</p>	<input type="checkbox"/>
<p><b>If adding / deleting spouse name</b></p>		
16.	<p>Original marriage certificate, Apostilled, with a self-attested photocopy and self-attested photocopies of passport and residence permit card of the applicant's spouse (original Passport and resident card to be shown at the time of submission of application)</p>	<input type="checkbox"/>
17.	<p>If the name of spouse is not matching with the Marriage Certificate, additional <b><u>sworn affidavit</u></b> (declaring 'one and same person' ) will be required to include spouse name in the renewed passport. (The sworn affidavit needs to be issued before applying for passport renewal.)</p>	<input type="checkbox"/>
18.	<p><b>OR</b> divorcees applying for a change of name are required to furnish the divorce decree authenticated by the Court.</p>	<input type="checkbox"/>
19.	<p><b>OR</b> in case of change of name following death of spouse, photocopy of death certificate of the spouse (Original to be shown at the time of submission of the application).</p>	<input type="checkbox"/>
20.	<p><b>OR</b> remarried applicants applying for change of name/change of spouse's name will be required to produce the divorce /death certificate in respect of first spouse, marriage certificate (see conditions above) and photocopy</p>	<input type="checkbox"/>

	of present spouse's Passport (original passport to be shown at the time of submission of the application)	
<b>If the applicant has changed their name after marriage / remarriage / divorce / death of spouse etc.</b>		
21.	(Affidavit for Maiden Name Change in case of marriage) / Deed Poll/Sworn Affidavit in case of re-marriage, divorce or death of spouse.	<input type="checkbox"/>
22.	AND Original marriage certificate with a self-attested photocopy and self-attested photocopies of Passport of the applicant's spouse (original Passport to be shown at the time of submission of application)	<input type="checkbox"/>
23.	OR divorcees applying for a change of name are required to furnish the divorce decree authenticated by the Court.	<input type="checkbox"/>
24.	OR in case of change of name following death of spouse, photocopy of death certificate of the spouse (Original to be shown at the time of submission of the application)	<input type="checkbox"/>
25.	OR remarried applicants applying for change of name/change of spouse's name will be required to produce the divorce /death certificate in respect of first spouse, marriage certificate and photocopy of present spouse's Passport (original passport to be shown at the time of submission of the application).	<input type="checkbox"/>
<b>If the applicant has changed their name for reasons other than the above (<u>substantial change in name</u>):</b>		
26.	Provide two supporting public documents in India, such as Aadhar Card, Voter Card or PAN Card etc. with the updated name.	<input type="checkbox"/>
27	<p>Applicants seeking to change first name or surname, or both are required to place advertisements in a prominent newspaper of usual place of residence in Netherlands <u>AND</u> in a prominent daily newspaper of area of permanent address in India/ <a href="#">Department of Publication, Government of India</a></p> <p><b>Important: Applicant must wait 5 weeks after publication before</b></p>	

	<p><b>applying.</b></p> <p>Full page of the publication where name change was declared by the applicant. Document should clearly show the date, name of the Newspaper/Publication/Gazette and the content. Unreadable scanned copies will not be accepted.</p>	
28.	<p><b>If change in Parent's name:</b></p> <p>Provide two supporting public documents in India, such as Passport copy, Aadhar Card, Voter Card or PAN Card, School Leaving Certificate etc. with correct names of the parents.</p>	<input type="checkbox"/>
29.	<p><b>For any other changes in the laminated pages of the passport, a new passport will be issued i.e., change in appearance, change in signature etc.</b></p> <p><b><a href="#">Affidavit For Name Change</a></b></p> <p><b><a href="#">Affidavit For Maiden Name Change</a></b></p> <p><b><a href="#">Affidavit for Change of Appearance</a></b></p> <p><b><a href="#">Sworn Affidavit</a></b></p>	<input type="checkbox"/>
30.	<p>Prepaid self-addressed Envelope for return of Ready Passport or documents must be provided with the application. Click <a href="#">here</a> for customized link for generating Return DHL Express Waybill from Embassy of India, The Hague to the respective Residential address.</p>	<input type="checkbox"/>

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Date

Signature

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3. If your situation is not indicated below, kindly clarify with our email [attcons.thehague@mea.gov.in](mailto:attcons.thehague@mea.gov.in)
4. Each appointment is slotted for a maximum of 15 minutes. It is important that you are ready with your supporting documents arranged in order as indicated in Checklist to ensure that we can serve you and everyone within an expected waiting time limit.
5. We will be unable to accept incomplete/incorrect applications.
6. Applicant must come in person.
7. Certificates issued other than India, needs be Apostilled by that foreign country
8. Poor quality of uploaded photo / signature may cause rejection of your application. Please ensure to upload good quality photo and signature as per prescribed specifications.
9. Incorrect address or Police station details may lead to rejection of application. Please confirm the concerned police station for your address to avoid any inconvenience.
10. Please put Signature/ Thumbprint of the APPLICANT at designated places on the Passport Application Form unless specified for Parent/guardian's signature.

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