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.	An Indian Government passport application form duly filled and signed online. All reasons for passport reissue should be specified (validity expired within 3 years/due to expire, change in existing personal particulars, etc.) 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.	❑
2.	Two photographs 35mm x 45mm (width x height). conforming to Indian Government norms as per specifications mentioned on our website (Link and SOP). (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.	❑
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)	❑
4.	Self-attested photocopy of the valid Dutch/ Dutch Caribbean residence permit (front and back) and original for verification	❑
5.	Prepaid self-addressed Envelope for return of Ready Passport or documents must be provided with the application. Click here for customized link for generating Return DHL Express Waybill from Embassy of India, The Hague to the respective Residential address.	❑
ADDITIONAL DOCUMENTS AS PER YOUR CASE		
If the applicant has lost or damaged their passport		

6	i) Police report (which will be kept with the Embassy) in case of loss/theft of passport ii) Affidavit Form L (Affidavit in lieu of lost/damaged passport (Annexure-L)	❑
If the applicant is minor		
7.	No objection letter signed by both parents (Annexure 'C' or 'D') on case to case basis) If one of the parent is staying abroad, notarised NOC from the country is needed.	❑
8.	Passport copy of both parents	❑
9.	Residence cards copy of both parent	❑
If the passport is expired (between1 and 3 years)		
10.	A self-explanatory letter as to why the passport was not renewed in time	❑
If the passport is expired (over 3 years) **Applicants are advised to share details in email to attcons.thehague@mea.gov.in for verification/interview. Thereafter application can be submitted with following documents**		
11.	A self-explanatory letter as to why the passport was not renewed in time.	❑
12.	Affidavit regarding non-acquisition of foreign nationality.	❑
If the applicant is not holding a valid visa, resident card or receipt of renewal of residency from IND of the Netherlands		
13	Applicants are advised to share details in email to attcons.thehague@mea.gov.in for verification/interview.	

In case of changing the PRESENT PRINTED Indian address: Any one of the below options:		
14.	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. ***Note: While filling online form, out of 'Passport Printable Address Details' and 'Other Address details,' one address has to be a Dutch address.***	❑
In case of changing the Indian address to Dutch address		
15.	Uittreksel in International/English Format from Town Hall with the applicant address details (less than 6 months old)	❑
If adding / deleting spouse name		
16.	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)	❑
17.	If the name of spouse is not matching with the Marriage Certificate, additional **sworn affidavit** (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.)	❑
18.	**OR** divorcees applying for a change of name are required to furnish the divorce decree authenticated by the Court.	❑
19.	**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).	❑
20.	**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 (see conditions above) and photocopy	❑

	of present spouse's Passport (original passport to be shown at the time of submission of the application)	
If the applicant has changed their name after marriage / remarriage / divorce / death of spouse etc.		
21.	(Affidavit for Maiden Name Change in case of marriage) / Deed Poll/Sworn Affidavit in case of re-marriage, divorce or death of spouse.	❑
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)	❑
23.	OR divorcees applying for a change of name are required to furnish the divorce decree authenticated by the Court.	❑
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)	❑
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).	❑
If the applicant has changed their name for reasons other than the above <u>(substantial change in name)</u>:		
26.	Provide two supporting public documents in India, such as Aadhar Card, Voter Card or PAN Card etc. with the updated name.	❑
27	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/ Department of Publication, Government of India **Important: Applicant must wait 5 weeks after publication before**	

	applying. **F**ull 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.	
28.	**If change in Parent's name:** 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.	❑
29.	**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.** **Affidavit For Name Change** **Affidavit For Maiden Name Change** **Affidavit for Change of Appearance** **Sworn Affidavit**	❑
30.	Prepaid self-addressed Envelope for return of Ready Passport or documents must be provided with the application. Click here for customized link for generating Return DHL Express Waybill from Embassy of India, The Hague to the respective Residential address.	❑

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
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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