

## APPLY FOR PASSPORT

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| Type of Document | Ordinary Passport is the usual category of passport issued to Indian citizens. Normal validity of an ordinary passport is 10 years (except in the case of children up to the age of 15 years where it is issued for a validity of 5 years). Thereafter the passport needs to be re-issued. Wherever any changes are required in personal particulars pages of the passport or where the existing Passport has run out of pages for visas etc , a new passport needs to be obtained. A new passport can be issued one year before final expiry or on final expiry of any passport issued for full validity of 10 years (5 years in the case of minors).  |
| How to Apply     | <ol style="list-style-type: none"><li>1. Fill up the <a href="#">form online</a> [for Fresh (new born) passport and Renewal of Passport.]<br/><br/>(It is mandatory to upload Photograph, Signature and relevant documents on Passport seva portal while filling up application form, as per check list).</li><li>2. All the applicants seeking Passport services should see the below checklist for details :<br/><br/>Fresh (<a href="#">Newborn</a>) <a href="#">Passport checklist</a><br/><br/><a href="#">Renewal of Passport checklist</a></li><li>3. Take a print out of the relevant checklist applicable in your case from S.N. 2 above and complete documentation as per this check list. Please ensure that this printed check list is placed on top of all documents, tick all the supporting documents you are enclosing in this checklist, while submitting your documents at the Embassy.</li><li>4. Take a printout of the online filled in application form. The form should be duly signed with photographs 35mm x 45mm (width x height), with a light background (click <a href="#">here</a> for photo specifications and <a href="#">SOP</a>) and necessary documents as per check list.</li><li>5. Book an appointment (<a href="#">link</a>).</li><li>6. Book prepaid airway bill with <a href="#">DHL EXPRESS</a> Courier service in the Netherlands for receiving processed documents. This should be submitted along with an A4 size self-addressed envelope.</li></ol> |

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|                 | 7 Submit application for Passport alongwith necessary documents and prepaid self-addressed envelope at <b>Embassy of India, Oranjestraat 12, 2514 JB The Hague (as per your appointment)</b> .   |
| Processing Time | Usual processing time is 4-6 weeks. Please refrain from making enquiries during this period. Processed documents will be dispatched via the prepaid courier provided by the applicant. Counter collections at the Embassy will not be entertained.<br><br>ii) Track your application status through your Passport seva portal account. |
| Fees            | Please visit the <a href="#">link</a>  |
| Delivery        | Processed document will be dispatched via the prepaid courier provided by the application. Counter collection at the Embassy will not be entertained.  |

**Note:**

(i) Indian Nationals on short term visit or Transiting from this country, and whose passport is lost/damaged/expired, can apply for a short term validity passport. No appointment is required for such cases.

(ii) A copy of FIR (only in lost cases) is mandatory. Process/requirement of documents are same as above.