



High Commission of India

1, Pandit Nehru Road, P.O. Box 32111, Lusaka (Zambia)

Tel. 253159 Fax 254118

Email: hc@india.zm

Checked

For office use only (Not to be filled in by the applicant)

1. File No.
2. Passport No.
3. Date of issue
4. Date of expiry
5. Receipt No.
6. Date

APPLICATION FORM FOR INDIAN PASSPORT

THIS FORM IS FOR ISSUE OF FRESH PASSPORT AFTER 10 YEARS (FINAL) & DUPLICATE PASSPORT (In case of lost). ALSO FOR ADDITIONAL BOOKLET/CHANGE OF NAME APPEARANCES

PLACE OR DATE OF BIRTH

- **PLEASE READ INSTRUCTIONS CAREFULLY BEFORE FILLING IN THIS FORM.**
incomplete application will not be accepted. This form may be duplicated if required.
- *Enclose your present passport (even though expired); required number of photographs as mentioned in instructions (4) photos for Fresh Passport Application); Photocopy of first five and last two pages of your passport and pages indicating Zambian visa; Employment Permit; Entry Permit; Valid Visa Status (along with originals).*
- *Applications are accepted from 09:30 hrs. to 12:00 hrs on working days and passports delivered irrespective of date of application only between 15:00hrs to 16:00hrs.*

Photograph

1. (a) FULL NAME (Expanded Initials)

i. Surname/Last Name: _____

ii. First Name _____

iii. Middle Name _____

(b) Aliases, if any _____

(c) Have you ever changed your name? Yes/No
If yes, please write your previous name in full _____

(d) Maiden name, in case applicant is a married woman _____

2. YOUR PLACE OF BIRTH _____
(Village/City & District)

3. COUNTRY OF BIRTH _____

4. DATE OF BIRTH _____ 5. SEX _____ 6. COLOUR OF EYES _____

7. COLOUR OF HAIR _____ 8. HEIGHT _____

9. VISIBLE DISTINGUISHING MARKS, IF ANY _____

10. MARITAL STATUS _____ 11. PROFESSION _____

12. BUSINESS/OFFICE ADDRESS (Physical) _____

(Postal) _____ Tel. No. _____

13.(a) FULL NAME OF FATHER _____

COUNTRY OF HIS BIRTH _____

(b) FULL NAME OF MOTHER _____

COUNTRY OF HER BIRTH _____

(c) Nationality of father at the time of applicant's birth _____

(d) Nationality of mother at the time of applicant's birth _____

14. FULL NAME OF HUSBAND _____

HIS NATIONALITY _____

15. FULL NAME OF WIFE _____

HER NATIONALITY _____

16. When did applicant first leave India _____

17. When was he/she in India last _____

18. How long has the applicant continuously resided abroad _____

19.(a) PRESENT EMIGRATION STATUS *ECR/ECNR** _____

(please present documentary evidence, such as copy of degree/Entry Permit).

*Emigration Check Required; **Emigration Check Not Required.

(b) EDUCATIONAL QUALIFICATIONS (in order to determine Emigration status)

20. (a) PERMANENT (PHYSICAL) ADDRESS IN India _____

Tel. No./ e-mail _____

(b) Period of continuous stay at the above address _____

21. (a) ADDRESS (PHYSICAL) IN Zambia/Malawi _____

(b) Period of continuous stay at the above address _____

Tel. No./e-mail _____

(c) Entry Permit/Employment Permit No. _____

22. (a) Name of applicant's eldest son or daughter (first child) _____

(b) Name of applicant's eldest brother or sister _____

23. Are you a citizen of India by birth /descent /Naturalization /Registration?

24. Did you ever possess any other nationality or travel document of any other country? If so, give details

25. Is this application for a passport for the First time /New passport in replacement of an expired passport / Duplicate passport in lieu of lost or damaged passport/other services? (Please check the appropriate answer)

26. If the application is for a duplicate passport, was the previous passport LOST or DAMAGED? _____

(If damaged, please attach damaged passport).

27. PRESENT PASSPORT NO./DAMAGED or LOST PASSPORT NO. _____

Date of issue _____ Place of issue _____ Date of expiry _____

(These details must be provided otherwise application will remain unprocessed)

28. Were you ever refused a passport? Yes/No

Was your passport ever ordered to be impounded or revoked? Yes /No

If answer to either of these questions is "YES", please enclose a copy of the official communication received by you and give other details

29. Local Driver's License or ID No. _____ Date and Place of Issue _____

30. Is applicant in Govt. service/public undertaking service/statutory bodies service of India? If so, please give details.

31. (a) Are any criminal proceedings pending against applicant in any court in India or Zambia? If so, please give details

(b) Has applicant ever been repatriated from abroad to India at the expense of Govt. of India? If so, please give details

32. (a) Briefly state circumstances of loss/theft/damage of passport and attach report lodged with the local police in case of loss of passport (Please attach your explanation in the form of a separate letter)

(b) Details of restriction, if any, put on applicant's damaged/lost passport _____

(c) Did applicant avail transfer of residence, foreign travel scheme facility on lost/damaged passport?

If so, please give details _____

SPECIMEN SIGNATURES OF APPLICANT

(To be signed with ball point pen)

34. DECLARATION

I solemnly affirm that:

- i) I owe allegiance to the sovereignty and integrity of India, and
- ii) Information given above in respect of myself, my son/daughter/ward is correct and nothing has been concealed and I am aware that it is an offence under the Passport Act 1967 to knowingly furnish false information or suppress material information, which attract penal and other punishments under the Acts.
- iii) I undertake to be entirely responsible for expenses of my son/daughter/ward.
- iv) I have not lost, surrendered or been deprived of my citizenship of India. I have not voluntarily acquired the citizenship of another country.
- v) I am not in a possession of any other travel document of any country.
- vi) I have neither applied for nor been granted asylum/refugee status.

Place _____

Date _____

Signature or thumb impression of applicant or his/her legal guardian
(Left thumb impression of male and right thumb impression of female)

IMPORTANT INSTRUCTIONS ON PASSPORT SERVICES

1. NEW PASSPORT OR RENEWAL AFTER 10 YEARS (FOR FINAL): Application for a new passport has to be made when applicant's old passport has completed 10 years (Final or F). The Application for a new passport can be made also up to one year before the expiry of the Passport. This is different from Extension of validity of a passport which is applied for in case of short validity passports (where validity is either 6 months or one year). This service can be rendered on passports only up to a total of ten years, which is the prescribed life of an Indian passport booklet after which the validity cannot be extended on the same booklet. Therefore a new booklet needs to be issued and applied for. In reckoning 10 years, life of any additional booklet in possession should also be added. Also, in case of possession of a duplicate passport 10 years has to be counted from the date of issue of the original passport in lieu of which the duplicate passport was issued. The application needs to be made on the "Application Form for an Indian Passport". Other requirements are: Old Passport (in original); Four Passport size photographs showing frontal view of full face; prescribed fee; Copy of the first five and last two pages of the passport; Copy of pages indicating Zambian/Malawian visa; Original Entry Permit or Employment Permit or other visa documents to be shown at the counter and a copy of both sides of documents deposited. In case your present passport does not contain the name of spouse and you wish to have it entered in your new passport, copy of marriage certificate must be sent. Old passport would be returned after cancellation. Valid visas in the old passport are not cancelled.

2. EXTENSION OF VALIDITY OR RENEWAL OF A SHORT VALIDITY PASSPORT: The validity of a passport can be extended up to 10 years from the date of issue. Please note that after the passport has completed 10 years, there is a need to apply for a New Passport. For Extension of validity "Application Form for Extension of Validity" must be filled up. Other requirements are: Passport in original; Two Passport size photographs showing frontal view of full face; a copy of your passport; copy of pages indicating Zambian/Malawian visa; original Entry Permit/Employment Permit to be shown at the counter and a copy of both sides of documents deposited. **There is no fee for extension of a short validity passport.**

3. APPLICATION FOR ADDITIONAL BOOKLET: Application is made for additional booklet when all the pages in the existing passport have been exhausted and the old passport booklet continues to be valid. The procedure is the same as for a New Passport mentioned above.

4. PASSPORT TO A MINOR CHILD: All minor children (up to 15 years of age) need to have a separate passport and their name no longer can be included in either parent's passport. Passport of the minor child will be valid for five years from the date of issue or till 15 years of age whichever is less. Requirements are: "Application form for a New Passport"; Three photographs; prescribed fee; Birth Certificate; Registration of birth at the Indian High Commission if child born in the Zambia/Malawian OR if the child's name is endorsed on either parent's passport, then passport of that parent (Passport in this case would be issued to the minor child only after deletion of child's name from the passport); Original Entry/Employment Permit or other visa documents to be shown at the counter and a copy of both sides of documents deposited, passports of both parents; consent of both parents in the form of a sworn affidavit in a prescribed proforma; consent letter in the form of a sworn affidavit in a prescribed proforma duly attested by an Indian Mission/Post if a parent is residing in another country.

5. DUPLICATE PASSPORTS (IN LIEU OF LOST/DAMAGED PASSPORTS): The application needs to be made on the "Application Form for an Indian Passport". Other requirements are: prescribed fee; 6 photographs; Police report (in original) about loss of passport; **Declaration at the end of the application form duly NOTARISED;** verification of particulars form in the prescribed proforma filled in fully; photocopy of both sides of Entry/Employment Permit or valid or expired visa (originals of these documents have to be shown at the counter at the time of application and presented whenever asked for by the Consular Officer); Photocopy of the passport and original passport in case of damaged passport; Current School ID and Letter from school/college in Zambia/Malawia (in case of students only); Matriculation certificate/School Leaving Certificate or any other school records in India or the Zambia/Malawia; Birth Certificate; Driver License (issued in India and the Zambia/Malawia); any Indian Photo Identity card or any Indian document indicating Indian nationality; Proof of stay in Zambia/Malawia (from the date indicated in the application form by the applicant), such as Telephone Bill, house lease, deed/bank certificate/insurance policy, job letter or any other evidence; Photocopy of passport of spouse/parents as applicable.

Applications for duplicate passport are not accepted by post. Applicant has to come in person for filing application for a duplicate passport.
It may take three to six months to complete the process of necessary verifications and duplicate passports can be issued only on receipt of clearances from the concerned authorities in India. Applicants are, therefore, requested to refrain from making written or telephone enquiries during this period. It is important to furnish full, accurate and truthful information in the form. Misrepresentation of facts may result in denial of passport facilities. Applications received with incomplete details will remain unprocessed. Habitual losers of passports may be denied further passport facilities.

6. CHANGE OF NAME: Application is made in the "Application for an Indian Passport". Three photographs and prescribed fee have to be submitted.

(i) in case of **CHANGE FROM MAIDEN NAME TO MARRIED NAME** or substitution of father's name with husband's name OR Divorcees applying for change of name or for substitution of husband's name with father's name in existing passport must in addition to the above furnish the following: Original Passport; Notarized copy of marriage certificate along with original or notarized copy of divorce deed duly authenticated by court along with original as applicable; copy of husband's passport; in case of Re-married ladies (Married ladies applying for change of name/husband's name in case of remarriage after divorce OR death of husband), divorce deed OR death certificate as the case may be in respect of her first husband.

(ii) in **ALL OTHER CASES**, Change to be advertised in two daily newspapers, one in Zambia/Malawia, and another in India (circulation in the area of your permanent and present residence); Submission of original newspaper clippings; an affidavit on change of name, duly notarized in the prescribed proforma has to be submitted also.

7. CHANGE OF DATE OR PLACE OF BIRTH: Applications for change in date or place of birth are not entertained unless (a) accompanied by a civil order from a competent court of jurisdiction, OR (b) the entry is incorrect due to an error/mistake by the Passport issuing authority at the time of issue of passport, OR (c) a competent authority issues an amendment or correction in the date and place of birth (the competent authority issuing the amending order should be the same authority whose certification was submitted at the time of first issue of passport such as Municipal authorities in the case of birth certificate or Educational board in the case of school certificate). Application has to be made in the "Application Form for an Indian Passport" along with passport in original and a fee as applicable for change of name.

8. CHANGE OF APPEARANCE: In case of change of appearance of an applicant, he/she should submit three photographs, one of them duly attested by the notary public. Application to be made in the "Application form for an Indian Passport" along with original passport and a fee as applicable for change of name.

9. TIMING: Applications for all passports/consular services (Like issue of new/duplicate passports, renewals and miscellaneous services on passports, legalization/attestation of documents) are accepted between **0830 a.m. and 1200 p.m.** No application is received after 1200 p.m. except in case of emergencies, such as death or illness in the family. The passports and other documents, irrespective of date or time of submission, are delivered only between **3:00 p.m. and 4:00 p.m.** on working days. This schedule does not apply to services where prior approval is required from authorities in India.

10. INCOMPLETE / FALSE INFORMATION Application forms should be filled in fully, legibly (in BLOCK CAPITAL LETTERS) and accurately. Applications received with incomplete details would remain unprocessed causing unnecessary delays. It is an offense under the Passports Act 1967 to give false information in the Application. Passport facilities can be denied on grounds of suppression of factual information, Misrepresentation of the facts, submission of false particulars, willful damage of passport and for making unauthorized changes in the passports. Your passport is a valuable document. It should always be either in your custody or in the custody of a person duly authorized by you. It must not be altered or mutilated in any way. If lost or destroyed, the fact and circumstances should be immediately reported to the nearest Indian Mission and to the local police. Please keep a photocopy of your passport in a safe place. Without them issuance of a duplicate passport in case of loss/damage/theft may be delayed. Please check the expiry date of your Passport on receiving it for the first time and remember to get your passport renewed well in advance of the expiry date.

11. NO REFUNDS Fees, once received, cannot be refunded, even if the application is withdrawn or service cannot be rendered.

NOTE: The above instructions are subject to change from time to time.
Please write or telephone the High Commission for updated information. (Tel: 253159, Fax: 254118, e-mail: cons.lusaka@mea.gov.in)

PLEASE SUBMIT THE FOLLOWING AFFIDAVIT, DULY NOTARIZED

AFFIDAVIT

I _____ Daughter/Son of

Mr. _____ and

Father's Name

Mrs. _____

Mother's Name

Name of Spouse _____

Solely Affirm That:

I was born at _____ (Name of Place)

On _____

- I have not lost, surrendered or been deprived of my citizenship of India.
- I owe allegiance to the sovereignty and integrity of India, I have not acquired or applied for Citizenship of another country.
- I have neither taken asylum nor applied for asylum/refugee status.
- I will take utmost care of my passport, if issued, and in case of loss/damage of passport by me, the Government of India will be at liberty to take appropriate action under the Passport Act, 1967.

The above statement is true in all respects.

Date _____

Place _____

Signature of the applicant _____