In order to start your Passport Application, you first need to Register on Government Online Passport website. Thus, for Applicant’s convenience, the Sample Government Online Passport Application Form is divided into two parts:

**Part 1:** Two step process to get registered on Government Online Passport website to apply for Passport Services.

**Part 2:** Steps by Step process to fill Government Online Passport Application Form.

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**PART 1**

**Step 1:** Enter the details below to successfully **REGISTER** yourself on Government Online Passport Seva website. Kindly enter **CORRECT** details on the form.

Select your correct Jurisdiction

Enter your Given name (first name) and surname.

Manually enter or select your Date of Birth

Enter your correct email Id. You will receive account activation link on this id.

Select Yes, if you want your login Id and to be the same as your email id

OR Enter Login Id, desired password and Hint Question

Click on Register to receive an account activation mail.
Step 2: Once you click on Register, you will receive an Account Activation Mail with a link from “Global Passport Seva Registration” Click on that link, Enter your User ID. You will then receive a confirmation mail of “Account Activation”.

Enter your User Id (email Id) and click on Activate.

Click the link “Apply for Ordinary Passport” to begin your government online Passport application.
**Part 2:**

**NOTE:**
Government Online Passport Application Form must be accurately and completely filled. Information must be identical as available in supporting documents. Mistakes on the form may lead to rejection or delay in application processing.

Please provide a document of proof of change for “Selected Personal Particulars” like Name change, addition or deletion of spouse name, surname change, date of birth, place of birth, address, signature or appearance or any other “Change in Exiting Personal Particulars”.

Please select the Passport Type you want to apply for.

Please select the type of Passport booklet.

Click on Clear to select the options again.

Click on Next to continue with your Government Online Passport Application.
For re-issue Passport service, select the re-issue reason.

If you select Re-issue reason as “Change in existing Personal Particulars” then please specify the personal particulars you want to change. You can select multiple options here.
**Applicant Details**

<table>
<thead>
<tr>
<th>Field</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Given Name</td>
<td>Please enter your First Name (Given Name) and Surname to be printed on your Passport.</td>
</tr>
<tr>
<td>Surname</td>
<td></td>
</tr>
<tr>
<td>Gender</td>
<td>Please select correct gender to be printed on your Passport.</td>
</tr>
<tr>
<td>Have you ever been known by other names?</td>
<td>Please enter your Marital Status to be printed on your Passport.</td>
</tr>
<tr>
<td>(aliases)?</td>
<td></td>
</tr>
<tr>
<td>Have you ever changed your name?</td>
<td>Please enter the correct “Date of Birth” and “Place of Birth” to be printed on your Passport.</td>
</tr>
<tr>
<td>Is your Place of Birth out of India?</td>
<td></td>
</tr>
<tr>
<td>Date Of Birth (DD/MM/YYYY)</td>
<td>Please enter your 10 digit alpha-numeric PAN Card number if available.</td>
</tr>
<tr>
<td>Place of Birth (Village/Town/City)</td>
<td></td>
</tr>
<tr>
<td>Marital Status</td>
<td>Please enter your 10 digit alpha-numeric Voter ID Card number if available.</td>
</tr>
<tr>
<td>Citizenship of India by*</td>
<td>Select YES, if you fall under any of the below list. Click on link “Click Here” to see the</td>
</tr>
<tr>
<td>Registration/ Naturalization</td>
<td>Non-ECR category list.</td>
</tr>
<tr>
<td>Dissolution</td>
<td></td>
</tr>
<tr>
<td>Birth</td>
<td></td>
</tr>
<tr>
<td>Educational Qualification</td>
<td></td>
</tr>
<tr>
<td>Employment Type</td>
<td></td>
</tr>
<tr>
<td>Voter Id (if available)</td>
<td></td>
</tr>
<tr>
<td>Visible distinguishing mark</td>
<td></td>
</tr>
<tr>
<td>Aadhaar Number (if available)</td>
<td></td>
</tr>
</tbody>
</table>

By checking the box, I agree that the holder of above mentioned Aadhaar Number, hereby give my consent to Passport Seva to allow my Aadhaar Number, Name and Fingerprints for authentication with UIDAI I have no objection using my identity and biometric information for validation with Aadhaar (OCR) database only for the purpose of authentication.

- **Click Back** to go to previous page.
- **Click on Next** to continue with your online application.
- **Click to save** in order to save your information in case of “expired session” OR exit in case you wish to fill the form later. Note your Temporary ID.
Please enter your father’s Given Name (a combination of First name +Middle name) and Surname to be printed on your Passport.

In case you select married, divorced, widow or separated then please enter your Spouse’s Given Name (a combination of First name +Middle name) and Surname.

Click Back to go to previous page.

Click on Next to continue with your online application.

Click to save in order to save your information in case of “expired session” OR exit in case you wish to fill the form later. Note your Temporary ID.
IF PASSPORT PRINTABLE ADDRESS IS IN INDIA

Select NO, if you want to print passport address which is in India.

Please enter your correct address. This address will be printable on your passport. In case of change of address, please enter your new address with change of address proof.

Please enter the telephone number (with ISD Code +STD code with 0 prefix) and mobile number (starting with ISD Code). The number must be contactable and reachable.

Please enter the name of nearest police station nearest to your current Indian address.
IF THE PASSPORT PRINTABLE ADDRESS IS OUT OF INDIA

Select YES, if you want to print passport address which is out of India.

Select the country to be printed on your Passport.

Enter the Address to be printed on your Passport.
Please enter Name, address, mobile number, email id and telephone number details which is contactable. Emergency contact details are used in case if your registered details are not reachable.

Click Back to go to previous page.

Click on Next to continue with your online application.

Click to save in order to save your information in case of “expired session” OR exit in case you wish to fill the form later. Note your Temporary ID.
Please select **YES**, in case you have any criminal proceeding pending against you in court and enter its details otherwise select **NO**.

Click **YES**, if you are denied of Indian Passport and provide the reason for denial otherwise select **NO**.

Enter the details in your previous Passport which can be lost/damaged or expired or whose pages are exhausted.
Please verify the information on the Passport Preview Detail page. In case of any edit/correction in the information then kindly click back option and edit the details. Your new passport will look similar to this passport preview page.
Applicant Details

- **First Name:**
- **Surname:**
- **Date of Birth:**
- **Gender:**
- **Father's Name:**
- **Mother's Name:**
- **Email:**
- **Mobile Number:**
- **Office Contact Number:**
- **Residential Address:**
- **City:**
- **State:**
- **Pin Code:**
- **Country:**

Applicant Emergency Contact Details

- **Relationship:**
- **Name:**
- **Mobile Number:**
- **Email:**

Applicant Previous Passport Details

- **Passport Number:**
- **Date of Issue:**
- **Place of Issue:**
- **Validity:**
- **Date of Expiry:**
- **Issuing Authority:**

Applicant Other Details

- **Relationship:**
- **Name:**
- **Mobile Number:**
- **Email:**
- **Present Address:**
- **Place of Birth:**
- **Highest Qualification:**
- **Date of Birth:**
- **Gender:**
- **Father's Name:**
- **Mother's Name:**
- **Date of Expiry:**

I declare...

- **D.O.B:**
- **Sex:**
- **Nationality:**
- **Address:**

Please Enter the Place of Birth to complete your Online Government Passport Application form.