HOW TO APPLY FOR DIPLOMATIC/OFFICIAL PASSPORT &VISA NOTE

- Download passport application forms (& forwarding note) form the web address: passport-gov.in
- Please read the instructions given in passport application form.
- Fill in the form
- Two photographs with white background are required: One is to be pasted on first page
 of the application form while the other on the second page & then attested across with
 office seal and signature of the head of office.
- Application form is to be submitted along with all necessary documents as applicable viz: Political/PMO clearance, copy of id of applicant or of the head of the office. If the applicant has an ordinary passport, it may be kept in the safe custody of the applicant's departments and a certificate to this regard i.e. "Safe Custody Certificate:" in original is to be attached with the application. [The non disclosure of passport(s), already held, is an offence under Passports Act, 1967]
- If the applicant is in possession of official/Diplomatic passport. The Passport is required to be submitted in original with the application form. In the event that the official/diplomatic passport has been cancelled by PV-II Section, MEA; the cancellation certificate in original is required to be submitted alongwith.
- The papers may be placed in the following order:
- 1. Passport Application form
- 2. Political clearance and then the
- 3. Other relevant document
- In case of group applications, it is advised that a separate group be formed in case the number of applications exceeds 20 (twenty)



Government of India Ministry of External Affairs Application For The Issue of A Diplomatic / Official

Paste your unsigned
recent colour
photograph (size:
3.5 X 3.5 cm, not in
uniform) &
attach another
photograph duly
attested at the back
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Teleph	one No	 D.									 	Mob	l ile `	No.												
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	9. Permanent Address with PIN code (if the permanent address is same as the present address write "Same" only)																									
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passport)	or applied for (if any). Atta	ich extra sheet for more than one							
Passport No.									
Date of Issue DD MM YYY	/Y								
Place of Issue									
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Countries to be visited on official Duty	Countries to be transited	Purpose and duration of visit							
Date	<u>I</u>	(Signature of the applicant							
Place		or parent in case of minor)							
CERTIFICATE 12. (a) I hereby certify that Shri/Smt./Kumari									
12. (a) Thereby certify that Shift Shie./Tee		proceeding abroad on official duty as							
indicated in item 12 above.									
	(b) I hereby certify that, Shri/Smt./Kumari								
Help of is Wife/ Son/ Daughter/Parent/Domestic who is going abroad on official									
duty as indicated in item 12 above.									
13. Are you working in PSU/ Autonomous Bodies (Yes) / (No)									
Strike out whichever is not applicable									
14. Pay scale & grade pay of the officer is Rs.									
		[Signature of Head of Office]							
Instructions:-									

- 1. All entries should be in Block letters written with black ball point pen. Only one application is required with two photographs. Child above 5 years of age or above is required to sign. It is mandatory to fill each item. Incomplete form will not be accepted.
- **2.** Please enclose **origina**l safe custody Certificate of Valid Ordinary Passport (if held) from your office. If Diplomatic/official passport previously held by the applicant was kept in the safe custody of the Ministry of External Affairs, the **original** certificate should be enclosed.
- **3.** Official/Diplomatic/Ordinary passport which is around 10 years old or more (from the date of issue) must be submitted with the application for cancellation.
- **4.** Official retiring in less than six months from the date of application, is required to give an undertaking from his/her office that he/she will surrender dip./off. passport to his/her office immediately after return.

GOVERNMENT OF INDIA/STATE GOVERNMENT

MINISTRY / DEPARTMENT OF										
No			Date							
Subject : Request for	issue of official /diplomatic pass	ports & visa note								
5.No	Name of applicant(s) please attach a list if required	Designation Payscale & Grade Pay	Present/previous passport(s) Number							

- 2. Passport application forms duly filled in: Attached/Not attached.
- 3. Details of Visit:

Countries to be visited on official duty	Countries to be transited	Purpose and duration

- 4. Political clearance/ PMO clearance: Enclosed
- 5. It is certified that the visit has been approved by the competent authorities, and the period of deputation will be treated as GOI/state Govt. Duty and he/she shall draw pay & allowances in India.

Signature of the forwarding officer alongwith

Name/stamp/Phone no.

(For official Use Only)

Safe Custody	Issue of passport	Dip Ppt:	Off. Ppt
Release from s/C	Visa Note for:		
Cancellation	Expected date of		
Remarke	delivery		