

HOW TO APPLY FOR DIPLOMATIC/OFFICIAL PASSPORT & VISA NOTE

- Download passport application forms (& forwarding note) from 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/STATE GOVERNMENT

MINISTRY / DEPARTMENT OF.....

No.....

Date.....

Subject : Request for issue of official /diplomatic passports & visa note

S.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		