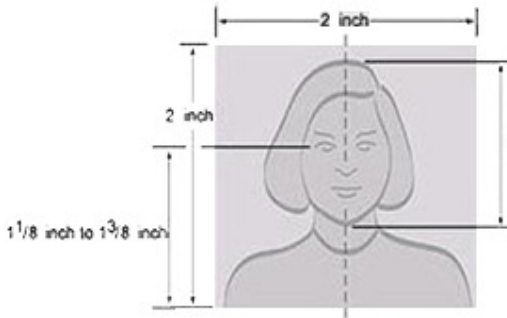


Note: It is a mandatory requirement to print out a copy of this checklist, mark the supporting documents required, sign and submit the same along with your application. Incomplete applications are not accepted and will be returned.

Passport Application Checklist

STANDARD DETAILS	
Contact Telephone: _____	
Complete the Government of India Passport Application form online . . Check, download, print and sign once filled. Any manual corrections on the online form are not acceptable. The Government Online Application Generates an appointment, this is not applicable for Australia. Submit your application as per Centre Operational Hours	
Complete one FORM U per application.	
Photo Specifications: Three, 2 inch x 2 inch on a light coloured background. Self-service Photo-booth available at our centres in Brisbane, Canberra, Melbourne, Perth and Sydney. The photo-booth is a self-operating standard Adult photo facility and cannot be adjusted to assist with Infant, Children or Special Needs applicants' photographs	
	
Current Original Passport (Except in the case of Lost Passport or First Passport for a minor under 15 years)	
Visa Status (Except in case of First Passport for a minor under 15 years) Copy of Visa Page with valid visa OR Residency Status from DIAC (Department of Immigration & Citizenship) issued within the last one month of the current date stating the type of residency applied for (e.g. Bridging Visa A, awaiting permanent residency)	
Are you Adding or Deleting your Spouse name in the Passport?	
If you are adding your spouse name after marriage, attach a copy of your Marriage Certificate attested by a Justice of Peace (J.P) OR if one of you (husband or wife) already has the spouse name on the passport, simply submit a copy of the front and back page as proof.	
In case you are deleting your spouse name after Divorce, attach a copy of the Divorce Certificate attested by a Justice of Peace (J.P)	
Do you need to have the Address changed on your New Passport?	
If, "YES" attach a Proof of New Address, Electricity Bill, Gas Bill, Property papers – copies only attested by a Justice of Peace (J.P) –. If you are not a Permanent Resident in Australia, an Australian address is not acceptable.	
Is your Appearance considerably changed? (E.g. From with a turban to without a turban)	
If, "YES" attach FORM J with a current photo signed by a Justice of Peace(J.P)	
Do you need to have your Surname changed in your New Passport ?(after Marriage or Divorce)	
If you are changing your Surname after marriage, attach a copy of your Marriage Certificate attested by a Justice of Peace (J.P) OR if your husband already has your name (with the new Surname) on his passport, simply submit a copy of the front and back page as proof. In Either case you must also complete and submit FORM M	
If you are changing your Surname after Divorce, attach a copy of your Divorce Certificate attested by a Justice of Peace (J.P) OR a copy of your previous passport showing your previous Surname	
Has your Passport expired more than one month ago from the date you plan to lodge this application?	
If, "YES" complete FORM I and attest by a Justice of Peace(J.P)	
Is your Current Signature different from the one on your present passport?	
If, "YES" provide a statutory declaration attested by a Justice of Peace (J.P), stating the signatures belong to one and the same person.	
Do you need to have your Complete Name changed in your new Passport?	
If, "YES" attach the Original Newspaper pages (with page and date visible) containing the advertised name change. Ads must be in an Indian National Newspaper as per the address in your passport and also in an Australian National Newspaper as per your present residence. Application can only be made after 30 days from the advertisement.	
Attach FORM L signed by a Justice of Peace (J.P)	

Note: It is a mandatory requirement to print out a copy of this checklist, mark the supporting documents required, sign and submit the same along with your application. Incomplete applications are not accepted and will be returned.

Are you applying for a New Passport to replace your Lost or Damaged Passport?	
In addition to the standard documents and any of the checklist points as applicable, you will also need to submit the below. Jumbo Passport Service cannot be applied for.	
If your Passport is Damaged, submit a copy of the front and back page, in addition to the original passport.	
If your Passport is Lost, submit a copy of the Police Report (with Full Name, Date & Place where the passport was lost). Without this your application cannot be processed. Only provision of a Police Report Number is not acceptable.	
If your Passport is lost or damaged, you must submit reference letters from 2 Indian Nationals along with a self-attested copy of their passport (front and back page)	
If your Passport is lost or damaged, you must also submit copies of documents supporting personal details mentioned in your Passport (Name, Date of Birth and Place of Birth)	

Are you applying for the First Passport for a Minor (under 15 years) or for the First Passport for a Minor whose name is presently on the Mothers Passport? OR A passport for your Minor if the current passport has or is about to expire?	
In addition to the standard documents and any of the checklist points as applicable, you will also need to submit the below.	
If your Minor child is unable to sign the application form or provide a Thumb Impression, then attach a letter stating the child is too small to sign or provide a Thumb Impression. Both Parents must sign the letter and the application form.	
Attach a copy of the Front Page, Back page (showing the spouse name), Page showing a Valid Visa, of the minor child's Mothers and Fathers passport- All pages must be attested by a Justice of Peace- J.P. If your spouse name is not on your passport, provide a copy of your marriage certificate as proof. (attested by a Justice of Peace- J.P.)	
In case parents hold a Bridging Visa, then residency proof from (DIAC) issued within the last one month of the current date, stating the type of residency visa applied for (e.g. Bridging Visa A awaiting Permanent Residency)	
If the Minor Child has a Single parent/Guardian and details of both parents cannot be submitted a copy of the Court Custody papers attested by a Justice of Peace (J.P) must be submitted.	

Attach a copy of your Minor Child's birth certificate attested by a Justice of Peace (J.P) OR a copy of your Passport page which shows your Minor child's name (attested by a Justice of Peace- J.P)	
If your Minor Child's Birth has not as yet been registered with any Indian Authority, then attach FORM K	
For the First Passport for a New Born Baby/Minor (under 15 years) born to parents with a permanent residence status in Australia, in addition to the criteria relating to Visa Status of Parents, a Statutory Declaration is also required stating the attached. Please ensure this is on a Statutory declaration Format and attested by a Justice of Peace (J.P) [We _____(name of the father & mother) are the Father and Mother of _____(name of the child) who is a minor(under 15 years) and on whose behalf we are applying for the First Passport solemnly declare:- That we have not applied for Australian/Foreign Citizenship or an Australian/Foreign Passport for _____(name of child) and if at any point in time in the future such an application is made, we shall ensure that our child's Indian Citizenship shall formally be renounced and the Indian Passport issued by HCI Canberra/CGI Sydney/Melbourne shall be returned for Cancellation.	

Do you have your name in abbreviated form? E.g. M.K.Sharma	
In case of an abbreviated name, e.g. Mr. M.K. Sharma – please provide full form of the name [your name, spouse name, parents name etc] with documentary proof as initials are no longer accepted by Government of India.	

Calculate the Fees you need to submit and add up.	
Review and add up the FEES you need to submit for your application.	
Cash/EFTPOS- Accepted at VFS Counters only.	
Credit Card – Master or VISA card issued in Australia- for applications sent by POST. Complete the Credit Card Authorization attached.	



Applicants Signature: _____

VFS Staff Signature/Name: _____

Note: It is a mandatory requirement to print out a copy of this checklist, mark the supporting documents required, sign and submit the same along with your application. Incomplete applications are not accepted and will be returned.

Credit Card Authorization (to be completed for applications sent by post)

I authorize VFS Services Australia Pty Ltd to debit my credit card for application charges as applicable on <http://www.vfs-in-au.net/oci.aspx> . Please note Debit cards are not accepted for postal applications.

Card no.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Card Type	<input type="checkbox"/>  <input type="checkbox"/>  Visa Card or Mastercard issued in Australia only. 1.5% surcharge + GST applicable on total payable.
Cardholder's name	<input type="text"/>
Cardholder's signature	<input type="text"/>
Applicants passport No/s	<input type="text"/>
Credit Card Expiry date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>