



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

Paste your unsigned recent colour photograph (size: 3.5 X 3.5 cm, not in uniform) & attach another photograph duly attested at the back

Signature box with arrow pointing left

Signature

Signature

Signature box with arrow pointing right

(Thumb Impression in case of child below 5 years (Left in case of a male and right in case of a female))

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 be rejected summarily.

1. Name of applicant as should appear in the Passport (Initials/Shri/Smt/Late etc are not allowed.)

Grid for Surname

Grid for Given Name

Note: Surname and Name must be indicated in separate rows. In case the applicant does not want to specify surname separately, then please strike out the surname row and write name in normal order against the given name row.

2. Present Pay Scale (NOT Basic pay) and Designation:

(Please attach photocopy of the applicant/forwarding officer's Identity Card)

3. Sex

Male [] Female []

4. Date of Birth: DD MM YYYY

[][] [][] [][][][]

5. Place of Birth: Village / Town

Grid for Village / Town

District, State / Country

Grid for District, State / Country

6. Father's Name (First Name-Middle Name-Surname, in this order)(Initials/Shri/Smt./Late not allowed)

Grid for Father's Name

7. Mother's Name (First Name-Middle Name-Surname, in this order)(Initials/Shri/Smt./Late not allowed)

Grid for Mother's Name

8. Name of Spouse (First Name-Middle Name-Surname, in this order)(Initials/Shri/Smt./Late not allowed)

Grid for Name of Spouse

9. Present Residential Address, including Street No. with PIN code

Grid for Present Residential Address

Telephone No.

Grid for Telephone No.

Mobile No.

Grid for Mobile No.

10. Permanent Address with PIN code (if the permanent address is same as the present address write "Same" only)

Grid for Permanent Address

11. Details of previous passport(s) held or applied for (if any). Attach extra sheet for more than one passport)

Passport No.

Date of Issue DD MM YYYY

Place of Issue

- (i) Please enclose **original** safe custody Certificate of Valid Ordinary Passport (if held) from your office.
- (ii) 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.
- (iii) 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.
- (iv) 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.

Countries to be visited on official Duty	Countries to be transited	Purpose and duration of visit

13. Are you working in PSU/ Autonomous Bodies (Yes) / (No)

Date
 Place

(Signature of the applicant or parent in case of minor)

CERTIFICATE

14. (a) I hereby certify that Shri/Smt./Kumari _____ is proceeding abroad on official duty as indicated in item 12 above.

(b) I hereby certify that, Shri/Smt./Kumari _____ is Wife/ Son/ Daughter/Parent/Domestic Help of _____ who is going abroad on official duty as indicated in item 12 above.

[Signature of Head of Office]
 with date & seal

*Strike out (a) or (b) whichever is not applicable

Additional signatures of applicants (for Defence Personnel only)

