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Passport FAQ Minor

What is the definition of minor for issue of passport?

Applicants **less than 18 years** of age are considered as minors for issuance of passport.

- In case of minors **up to the age of 15 years**, the validity of passport is restricted to **5 years** or till they attain the age of 18, whichever is earlier.
- In case of minors **between 15 to 18 years of age**, a **10-year** validity passport is issued. However, documentation required for minor's passport will be applicable up to attaining **18 years of age**.

NOTE: Depending on the category applied for, different fees are applicable. An ordinary passport is valid for **10 years** from the date of issue. It may please be noted that the Passport Issuing Authority can issue passports even for a shorter duration.

I have a one-month old baby? Does the baby require a separate passport or his/her name can be endorsed in one of the parents passport?

Endorsement of child's name in parent's passports is **not** allowed anymore. **Every minor must have his/her own passport.**

In case of minor's passport, whose parent is abroad, is it mandatory to obtain that parent's consent to apply for the child's passport? If so, what is the procedure?

It is very important that you apply for your Passport on the **CKGS website ONLY** at <https://passport.in.ckgs.us/> and follow the process as defined.

- Both parents should have valid passports
- You will be required to submit an **Original ANNEXURE C Affidavit** along with the passport application

On the **Passport Application - Get Started Page**, under **‘Choose your Passport services’** please select the **both** options **‘One parent has not given consent to travel’** and **‘Is any of your parent currently out of USA’**:

Full Passport Application Process

To understand the full process, please follow the below steps in sequential order:

Step 1	Passport Application Guide	https://passport.in.ckgs.us/passport-application-guide
Step 2	Passport Application – Get Started	https://passport.in.ckgs.us/get-started

Who has to sign the application for a step child?

It is very important that you apply for your Passport on the **CKGS website ONLY** at <https://passport.in.ckgs.us/> and follow the process as defined.

Passport application for a step child must be signed by the **Applicant** as well as by **both** Parents / **both** Guardians.

Signature specifications for Minors

- **Thumb impression** of the minor if **less than 5 years of age** must be done in the box alongside the photograph on **Page 1 of the Online Passport Application Form.**
- Use only a **BLACK or BLUE** inkpad. (Use **Left Thumb Impression** for Boys and **Right Thumb Impression** for Girls)

- **Signature** of the minor if **more than 5 years of age** must be done in the box alongside the photograph on **Page 1 of the Online Passport Application Form**.
- If the impression or signature is **OUTSIDE** of the box, the application will be **REJECTED**.
- **Thumb impression** of the minor if **less than 5 years of age** or **Signature** of the minor if **more than 5 years of age** must be done on **Page 2 and 3**.
- **BOTH** parents **OR** Legal Guardians to **SIGN 3rd page of application form.**
- The signed pages should be duly **NOTARIZED**.

[A. Selection of Passport Service](#)

On the **Passport Application - Get Started Page**, under '**Choose Your Passport Service**' please select the option '**Are you a step child**':

Full Passport Application Process

To understand the full process, please follow the below steps in sequential order:

Step 1	Passport Application Guide	https://passport.in.ckgs.us/passport-application-guide
Step 2	Passport Application – Get Started	https://passport.in.ckgs.us/get-started

Requirements for new passport for child born in USA to parents holding Indian Passports?

In cases where a **new passport** is required for **a child born in USA to parents holding Indian Passports**, the child can acquire U.S citizenship due to his place of birth being U.S.A.

- In case parents wish to obtain Indian passport for the child, they are required to register the birth of the child with the Indian Mission before applying for a passport for the newborn.
- Both the parents should sign a declaration of non-acquisition of a U.S nationality by the child and consent to issue of an Indian passport to the child.

In addition to the documents listed in the document checklist for a Passport Re-issue for Minor, you will need to submit the following documents:

- Application Form duly filled in and countersigned by both parents.
- Copy of the record of landing or immigration document/PR card of the parents.
- Copy of the birth certificate of the child showing the names of the parents.
- Affidavit for change in appearance of the child.

How to apply for a Passport of New Born child?

It is very important that you apply for your Passport on the **CKGS website ONLY** at <https://passport.in.ckgs.us/> and follow the process as defined.

Passport application for a new born child must be signed by **both** the Parents and the **thumb impression** of the new born baby must be done on the form as indicated below:

Signature specifications for Minors

- **Thumb impression** of the **new born child** must be done in the box alongside the photograph on **Page 1 of the Online Passport Application Form**.
- Use only a **BLACK or BLUE** inkpad. (Use **Left Thumb Impression** for **Boys** and **Right Thumb Impression** for **Girls**)
- If the impression or signature is **OUTSIDE** of the box, the application will be **REJECTED**.
- **BOTH** parents **OR** Legal Guardians to **SIGN 3rd page of application form.**
- The signed pages should be duly **NOTARIZED**.

A. Selection of Passport Service

On the **Passport Application - Get Started Page**, under '**Choose Your Passport Service**' please select the option '**Fresh passport for new Born Child**':

Full Passport Application Process

To understand the full process, please follow the below steps in sequential order:

Step 1	Passport Application Guide	https://passport.in.ckgs.us/passport-application-guide
Step 2	Passport Application – Get Started	https://passport.in.ckgs.us/get-started

Who has to sign the application for an adopted child?

It is very important that you apply for your Passport on the **CKGS website ONLY** at <https://passport.in.ckgs.us/> and follow the process as defined.

Passport application for an adopted child must be signed by the **Applicant** as well as by **both** Parents / **both** Guardians.

Signature specifications for Minors

- **Thumb impression** of the minor if **less than 5 years of age** must be done in the box alongside the photograph on **Page 1 of the Online Passport Application Form**.
- Use only a **BLACK or BLUE** inkpad. (Use **Left Thumb Impression** for **Boys** and **Right Thumb Impression** for **Girls**)
- **Signature** of the minor if **more than 5 years of age** must be done in the box alongside the photograph on **Page 1 of the Online Passport Application Form**.
- If the impression or signature is **OUTSIDE** of the box, the application will be **REJECTED**.
- **Thumb impression** of the minor if **less than 5 years of age** or **Signature** of the minor if **more than 5 years of age** must be done on **Page 2 and 3**.

- **BOTH** parents **OR** Legal Guardians to **SIGN 3rd page of application form.**
- The signed pages should be duly **NOTARIZED.**

A. Selection of Passport Service

On the **Passport Application - Get Started Page**, under '**Choose Your Passport Service**' please select the option '**Were you adopted**':

Full Passport Application Process

To understand the full process, please follow the below steps in sequential order:

Step 1	Passport Application Guide	https://passport.in.ckgs.us/passport-application-guide
Step 2	Passport Application – Get Started	https://passport.in.ckgs.us/get-started

Who has to sign the application for a Minor child born out of wedlock?

It is very important that you apply for your Passport on the **CKGS website ONLY** at <https://passport.in.ckgs.us/> and follow the process as defined.

- Passport application for a child born out of wedlock must be signed by the **Applicant** as well as by **both** Parents.
- Application can be submitted with the Signature of one parent **only if** the other parent is unavailable.
- You will be required to submit a **Duly Notarized Appendix - 27** along with your application.

Signature specifications for Minors

- **Thumb impression** of the minor if **less than 5 years of age** must be done in the box alongside the photograph on **Page 1 of the Online Passport Application Form.**
- Use only a **BLACK or BLUE** inkpad. (Use **Left Thumb Impression** for **Boys** and **Right Thumb Impression** for **Girls**)
- **Signature** of the minor if **more than 5 years of age** must be done in the box alongside the photograph on **Page 1 of the Online Passport Application Form.**
- If the impression or signature is **OUTSIDE** of the box, the application will be **REJECTED.**
- **Thumb impression** of the minor if **less than 5 years of age** or **Signature** of the minor if **more than 5 years of age** must be done on **Page 2 and 3.**
- **BOTH** parents **OR** Legal Guardians to **SIGN 3rd page of application form.**
- The signed pages should be duly **NOTARIZED**

A. Selection of Passport Service

On the **Passport Application - Get Started Page**, under '**Choose Your Passport Service**' please select the option '**Are you 'born out of wedlock' / 'Child of Single parent not**

formally divorced'':

Full Passport Application Process

To understand the full process, please follow the below steps in sequential order:

Step 1	Passport Application Guide	https://passport.in.ckgs.us/passport-application-guide
Step 2	Passport Application – Get Started	https://passport.in.ckgs.us/get-started

Who has to sign the application for a Minor child whose parents are Divorced?

It is very important that you apply for your Passport application on the **CKGS website ONLY** at <https://passport.in.ckgs.us/> and follow the process as defined. It is very important that you apply for your Passport on the CKGS website ONLY at <https://passport.in.ckgs.us/> and follow the process as defined.

- Passport application for a child whose parents are divorced must be signed by the **Applicant** as well as by **both** Parents.
- Application can be submitted with the Signature of one parent **only if** the other parent is unavailable.

Signature specifications for Minors

- **Thumb impression** of the minor if **less than 5 years of age** must be done in the box alongside the photograph on **Page 1 of the Online Passport Application Form**.
- Use only a **BLACK or BLUE** inkpad. (Use **Left Thumb Impression** for Boys and **Right Thumb Impression** for Girls)
- **Signature** of the minor if **more than 5 years of age** must be done in the box alongside the photograph on **Page 1 of the Online Passport Application Form**.
- If the impression or signature is **OUTSIDE** of the box, the application will be **REJECTED**.
- **Thumb impression** of the minor if **less than 5 years of age** or **Signature** of the minor if **more than 5 years of age** must be done on **Page 2 and 3**.
- **BOTH** parents **OR** Legal Guardians to **SIGN 3rd page of application form**.
- The signed pages should be duly **NOTARIZED**.

A. Selection of Passport Service

On the **Passport Application - Get Started Page**, under '**Choose Your Passport Service**' please select the option '**Are your parents Divorced**':

Full Passport Application Process

To understand the full process, please follow the below steps in sequential order:

Step 1	Passport Application Guide	https://passport.in.ckgs.us/passport-application-guide
Step 2	Passport Application – Get Started	https://passport.in.ckgs.us/get-started

Who has to sign the application for a Minor child if any of the parents is deceased?

It is very important that you apply for your Passport on the **CKGS website ONLY** at <https://passport.in.ckgs.us/> and follow the process as defined.

- Passport application for a child if any of the parents is deceased must be signed by the **Applicant** as well as by the Parent.
- A **Duly Notarized Copy of the Death Certificate of the deceased parent** must be provided along with the passport application.

Signature specifications for Minors

- **Thumb impression** of the minor if **less than 5 years of age** must be done in the box alongside the photograph on **Page 1 of the Online Passport Application Form**.
- Use only a **BLACK or BLUE** inepad. (Use **Left Thumb Impression** for **Boys** and **Right Thumb Impression** for **Girls**)
- **Signature** of the minor if **more than 5 years of age** must be done in the box alongside the photograph on **Page 1 of the Online Passport Application Form**.
- If the impression or signature is **OUTSIDE** of the box, the application will be **REJECTED**.
- **Thumb impression** of the minor if **less than 5 years of age** or **Signature** of the minor if **more than 5 years of age** must be done on **Page 2 and 3**.
- **BOTH** parents **OR** Legal Guardians to **SIGN 3rd page of application form.**
- The signed pages should be duly **NOTARIZED**.

A. Selection of Passport Service

On the **Passport Application - Get Started Page**, under '**Choose Your Passport Service**' please select the option '**Is any of your parent deceased**':

Full Passport Application Process

To understand the full process, please follow the below steps in sequential order:

Step 1	Passport Application Guide	https://passport.in.ckgs.us/passport-application-guide
Step 2	Passport Application – Get Started	https://passport.in.ckgs.us/get-started

My child is below 5 years of age. Will my child need to be physically present at the application centre for submitting his/her Passport application?

Minors up to the age of 5 years are not required to visit the Passport application center for submitting their application.

However, Only their Parents or their legal Guardians are allowed to submit the application on behalf of the child.

Do both parents of the Minor have to be present for submitting the Passport application on behalf of the Child (below the age of 5 years)?

Any one parent can submit the application as long as the documents are signed by both parents and duly notarized as per the document checklist.

Tatkal Process

What is the process to apply for a Tatkal Passport Service for applicants from Washington D.C jurisdiction?

‘TATKAL’ service is an **‘Emergency’** service which applicants can avail on any type of passport service and it is subject to approval to apply under **‘Tatkal’** from the Embassy/Consulates of India in USA.

You need to follow the below given steps to apply for a Tatkal Service.

Step 1:

Send an email to CKGS (tatkal.passport@ckgs.com) with the subject line **‘Tatkal Service Required’**.

The email should have the below mentioned **mandatory** details:

- Name of the Applicant
- Passport Number
- Email ID (*must be contactable else we will not be able to reach you*)
- Contact number (*must be contactable else we will not be able to reach you*)

Documents to be attached to the email are as follows:

- **Scanned Copy** of your **Valid Current Passport**
 - **Scanned Copy** of any of the following documents to show **Legal Status:**
 - Visa page
- OR**
- Green Card

OR

- EAD
- OR**
- I – 797
- **Scanned Copy of Residence Proof:**
 - Driver license
 - OR**
 - Utility Bill
 - OR**
 - State ID
 - OR**
 - Rental/Lease Agreement
 - OR**
 - Mortgage Deed
 - OR**
 - Landline Telephone bill

CKGS will coordinate with the Embassy for approval as to whether the applicant can apply under Tatkal. The nature of emergency must be to the satisfaction of Embassy. Once CKGS receives Embassy’s confirmation, you will be informed by email from (tatkal.passport@ckgs.com) and you may then proceed with **Step 2**.

Tatkal service will be rendered within 2 business days from the day complete application is received by the Embassy. Application processing may, however, take longer if additional information or clearance is required.

The application may **not** be **approved** if applicant **cannot justify the reason** for **Tatkal** service and in that case application will follow regular passport application process.

Step 2:

You need to apply for a **Tatkal Service** on the **CKGS website** only. Please see details below:

How to get started with the Tatkal Application?	Please follow the below steps in sequential order:	
	A	Passport Application Guide https://passport.in.ckgs.us/passport-application-guide
	B	Passport Application – https://passport.in.ckgs.us/get-started

	Get Started	
<p>Jurisdiction for Tatkal Application for Washington DC includes the following states: Bermuda, Delaware, District of Columbia, Kentucky, Maryland, North Carolina, Virginia and West Virginia</p> <p>Tatkal Applications for Atlanta jurisdiction, for the states: Alabama, Florida, Georgia, Mississippi, Puerto Rico, South Carolina, Tennessee and Virgin Islands, are also accepted ONLY in Washington, DC.</p>	<p>Washington DC Passport Application Center</p> <p>Address: Washington DC India Passport Application Center Cox and Kings Global Services (Passport Section) 1250 23rd St NW, Suite 100-90, Washington, DC 20037, USA</p>	
<p>Mode of Submission: Shipping</p>		<ul style="list-style-type: none"> ○ It is recommended that you purchase your shipment through CKGS as this will save you the need to travel, parking charges, as well as waiting time at the CKGS Application Center. ○ The Shipping page will appear as a part of the Tatkal Application process on the CKGS website if you opt for Shipping as your mode of submission.

<p>Mode of Submission: In Person</p>	<ul style="list-style-type: none"> ○ If you've opted for Walk-in Mode of submission, you can submit your application to CKGS Passport Application Center in Washington DC at the address below: <p style="text-align: center;">Washington DC India Passport Application Center Cox and Kings Global Services (Passport Section) 1250 23rd St NW, Suite 100-90, Washington, DC 20037, USA</p>								
<p>Documents Required</p>	<ul style="list-style-type: none"> ● Passport Application Form. ● Tatkal Request approval confirmation email. ● All relevant documents, letters and forms as per the document checklist which will be a part of the Tatkal Application process. <p>Some of the document requirements are given below:</p> <table border="1" data-bbox="443 1016 1374 1256"> <thead> <tr> <th data-bbox="443 1016 911 1059">ADULT</th> <th data-bbox="911 1016 1374 1059">MINOR</th> </tr> </thead> <tbody> <tr> <td data-bbox="443 1059 911 1137">Recent Original Indian Passport</td> <td data-bbox="911 1059 1374 1137">Recent Original Indian Passport (In case of renewal)</td> </tr> <tr> <td data-bbox="443 1137 911 1216">Spouse Passport (If endorsing spouse name)</td> <td data-bbox="911 1137 1374 1216">Parents Passport</td> </tr> <tr> <td data-bbox="443 1216 911 1256">US Legal Status details</td> <td data-bbox="911 1216 1374 1256">US Legal Status details</td> </tr> </tbody> </table>	ADULT	MINOR	Recent Original Indian Passport	Recent Original Indian Passport (In case of renewal)	Spouse Passport (If endorsing spouse name)	Parents Passport	US Legal Status details	US Legal Status details
ADULT	MINOR								
Recent Original Indian Passport	Recent Original Indian Passport (In case of renewal)								
Spouse Passport (If endorsing spouse name)	Parents Passport								
US Legal Status details	US Legal Status details								
<p>Timings</p>	<p>Monday to Friday (except Holidays) between 09:00 – 15:30. No appointment required.</p>								

IMPORTANT NOTES

- Handwritten passport details will also be sent to EOI in the spread sheet. After verification/ approval by EOI, email will be sent to the applicant to apply under Tatkal. **If case is not approved by Embassy**, applicant will be notified to apply **under normal category**.
- Tatkal service **will** not be rendered to **cases which require (a) Change in data in new passport**, and **(b) Passports issued with short validity**.
- The decision making of an application even after approving a **Tatkal Request**, rests solely and exclusively with the Embassy. The Embassy reserves the right to grant/deny a **Tatkal Service for Passport** without assigning reasons and the decision of the Embassy is final and binding upon you. **It is at the discretion of the Embassy to issue Tatkal Service. CKGS does not play any role in the decision making of an application.**
- If you hold a hand-written passport, the processing of your **Tatkal Application** will depend on the receipt of the documents requested by the Embassy and clearance from the last passport issuing authority of the concerned Government Department,

wherever applicable. The processing time for your passport under **Tatkal Service** may take longer.

What is the process to apply for a Tatkal Passport Service for applicants from Atlanta jurisdiction?

'TATKAL' service is an **'Emergency'** service which applicants can avail on any type of passport service and it is subject to approval to apply under **'Tatkal'** from the Embassy/Consulates of India in USA.

Tatkal Passport Service for applicants from the Atlanta jurisdiction will be actioned by the Embassy of India, Washington DC

You need to follow the below given steps to apply for a Tatkal Service.

Step 1:

An applicant needs to send an email to CKGS (tatkal.passport@ckgs.com) with the subject line **'Tatkal Service Required'**.

The email should have the below mentioned **mandatory** details:

- Name of the Applicant
- Passport Number
- Email ID (*must be contactable else we will not be able to reach you*)
- Contact number (*must be contactable else we will not be able to reach you*)
- Reason / document scanned for opting Tatkal service
- Remarks (if any)

You are also required to attach a scanned copy of the following documents:

- Copy of the Passport
- Copy of Visa or Green Card
- Residence Proof

CKGS will coordinate with the Embassy for approval as to whether the applicant can apply under Tatkal. The nature of emergency must be to the satisfaction of Embassy. Once CKGS receives the confirmation, you will be informed by email from (tatkal.passport@ckgs.com) and you may then proceed with **Step 2**.

Please Note:

- The **approval** from the Embassy normally takes **1 to 2 business days**.
- The application may **not** be **approved** if applicant **cannot justify the reason** for **Tatkal** service and in that case application will follow regular passport application process.
- The application **processing time** after receiving the application at Embassy is **3 to 4 business days**. Application processing may be longer in case additional information or clearance is required.

Step 2:

You need to apply for a **Tatkal Service** on the **CKGS website** only. Please see details below:

<p>How to get started with the Tatkal Application?</p>	<p>Please follow the below steps in sequential order:</p> <table border="1" data-bbox="443 309 1377 465"> <tr> <td data-bbox="443 309 499 387">A</td> <td data-bbox="499 309 847 387">Passport Application Guide</td> <td data-bbox="847 309 1377 387">https://passport.in.ckgs.us/passport-application-guide</td> </tr> <tr> <td data-bbox="443 387 499 465">B</td> <td data-bbox="499 387 847 465">Passport Application – Get Started</td> <td data-bbox="847 387 1377 465">https://passport.in.ckgs.us/get-started</td> </tr> </table>	A	Passport Application Guide	https://passport.in.ckgs.us/passport-application-guide	B	Passport Application – Get Started	https://passport.in.ckgs.us/get-started
A	Passport Application Guide	https://passport.in.ckgs.us/passport-application-guide					
B	Passport Application – Get Started	https://passport.in.ckgs.us/get-started					
<p>Tatkal Applications for Atlanta jurisdiction, for the states: Alabama, Florida, Georgia, Mississippi, Puerto Rico, South Carolina, Tennessee and Virgin Islands, are also accepted in Washington, DC.</p>	<p>All applications from Atlanta will be actioned by the Embassy of India, Washington DC</p> <p>Washington DC Passport Application Center</p> <p>Address: Washington DC India Passport Application Center Cox and Kings Global Services (Passport Section) 1250 23rd St NW, Suite 100-90, Washington, DC 20037, USA</p>						
<p>Mode of Submission: Shipping</p>	<ul style="list-style-type: none"> ○ It is recommended that you purchase your shipment through CKGS as this will save you the need to travel, parking charges, as well as waiting time at the CKGS Application Center. ○ The Shipping page will appear as a part of the Tatkal Application process on the CKGS website if you opt for Shipping as your mode of submission. 						
<p>Mode of Submission: In Person</p>	<ul style="list-style-type: none"> ○ If you've opted for Walk-in Mode of submission, you can submit your application to CKGS Passport Application Center in Washington DC at the address below: <p style="text-align: center;">Washington DC India Passport Application Center Cox and Kings Global Services (Passport Section) 1250 23rd St NW, Suite 100-90, Washington, DC 20037, USA</p>						
<p>Documents Required</p>	<ul style="list-style-type: none"> ● Passport Application Form. ● Tatkal Request approval confirmation email. ● All relevant documents, letters and forms as per the document checklist which will be a part of the Tatkal Application process. 						

	Some of the document requirements are given below:	
	ADULT	MINOR
	Recent Original Indian Passport	Recent Original Indian Passport (In case of renewal)
	Spouse Passport (If endorsing spouse name)	Parents Passport
	US Legal Status details	US Legal Status details
Timings	Monday to Friday (except Holidays) between 09:00 – 15:30.	

IMPORTANT NOTES

- The decision making of an application even after approving a **Tatkal Request**, rests solely and exclusively with the Embassy. The Embassy reserves the right to grant/deny a **Tatkal Service for Passport** without assigning reasons and the decision of the Embassy is final and binding upon you. **It is at the discretion of the Embassy to issue Tatkal Service. CKGS does not play any role in the decision making of an application.**

If you hold a hand-written passport, the processing of your **Tatkal Application** will depend on the receipt of the documents requested by the Embassy and clearance from the last passport issuing authority of the concerned Government Department, wherever applicable. The processing time for your passport under **Tatkal Service** may take longer.

What is the process to apply for a Tatkal Passport Service for applicants from New York jurisdiction?

‘TATKAL’ service is an ‘**Emergency**’ service which applicants can avail on any type of passport service and it is subject to approval to apply under ‘**Tatkal**’ from the Embassy/Consulates of India in USA.

Step 1:

You need to **take Prior Approval from the Indian Consulate, New York** to apply for a Tatkal Service. You are required to submit a Tatkal Approval Passport form to the **Consulate General of India, New York** through <https://www.indiainnewyork.gov.in/Pramit>

Please fill the below mentioned details on the Tatkal Approval Passport form:

- Name of the Applicant
- Passport Number
- Email ID (*must be contactable else we will not be able to reach you*)
- Contact number (*must be contactable else we will not be able to reach you*)
- Reason / document scanned for opting Tatkal service
- Remarks (if any)

Please **Upload** the below documents **before submitting** the Tatkal Approval Passport form:

- Copy of the first & last page of the passport
- Copy of valid US visa
- Copy of valid address proof

Step 2:

On the receipt of **Tatkal Request** approval from the **Consulate**, the applicant can continue with the **Tatkal Application** process on the **CKGS website**. Please see details below:

How to get started with the Tatkal Application?	Please follow the below steps in sequential order: <table border="1" data-bbox="448 376 1377 533"><tr><td data-bbox="448 376 499 454">A</td><td data-bbox="499 376 847 454">Passport Application Guide</td><td data-bbox="847 376 1377 454">https://passport.in.ckgs.us/passport-application-guide</td></tr><tr><td data-bbox="448 454 499 533">B</td><td data-bbox="499 454 847 533">Passport Application – Get Started</td><td data-bbox="847 454 1377 533">https://passport.in.ckgs.us/get-started</td></tr></table>	A	Passport Application Guide	https://passport.in.ckgs.us/passport-application-guide	B	Passport Application – Get Started	https://passport.in.ckgs.us/get-started
A	Passport Application Guide	https://passport.in.ckgs.us/passport-application-guide					
B	Passport Application – Get Started	https://passport.in.ckgs.us/get-started					
Jurisdiction for Tatkal Application in New York Include States: Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island and Vermont	New York Passport Application Center Address: New York India Passport Application Center Cox and Kings Global Services (Passport Section) 336 West 37 th Street, Suite 500, 5 th Floor New York, NY 10018, USA						
Mode of Submission: Shipping	<ul style="list-style-type: none">○ It is recommended that you purchase your shipment through CKGS as this will save you the need to travel, parking charges, as well as waiting time at the CKGS Application Center.○ The Shipping page will appear as a part of the Tatkal Application process on the CKGS website if you opt for Shipping as your mode of submission.						
Mode of Submission: In Person	<ul style="list-style-type: none">○ If you've opted for Walk-in Mode of submission, you can submit your application to CKGS Passport Application Center in New York at the address below: New York India Passport Application Center Cox and Kings Global Services (Passport Section) 336 West 37th Street, Suite 500, New York, NY 10018, USA						
Documents Required	<ul style="list-style-type: none">● Passport Application Form.● Tatkal Request approval confirmation email.● All relevant documents, letters and forms as per the document checklist which will be a part of the Tatkal Application process.						

	Some of the document requirements are given below:	
	ADULT	MINOR
	Recent Original Indian Passport	Recent Original Indian Passport (In case of renewal)
	Spouse Passport (If endorsing spouse name)	Parents Passport
	US Legal Status details	US Legal Status details
Timings	Monday to Friday (except Holidays) between 09:00 – 15:30.	

IMPORTANT NOTES

- The decision making of an application even after approving a **Tatkal Request**, rests solely and exclusively with the Consulate. The Consulate reserves the right to grant/deny a **Tatkal Service for Passport** without assigning reasons and the decision of the Consulate is final and binding upon you. **It is at the discretion of the Consulate to issue Tatkal Service. CKGS does not play any role in the decision making of an application.**

If you hold a hand-written passport, the processing of your **Tatkal Application** will depend on the receipt of the documents requested by the Consulate and clearance from the last passport issuing authority of the concerned Government Department, wherever applicable. The processing time for your passport under **Tatkal Service** may take longer.

For any query related to the Consulate, please visit Consulate's website (www.indiainnewyork.gov.in) and submit your Query/Issue in **“PRAMIT (Helpline)”** online Tab. Applicants can also track the status of their query from here.

What is the process to apply for a Tatkal Passport Service for applicants from Houston jurisdiction?

‘TATKAL’ service is an **‘Emergency’** service which applicants can avail on any type of passport service and it is subject to approval to apply under **‘Tatkal’** from the Embassy/Consulates of India in USA.

For **Tatkal Request for Passport**, applicants need to apply on the **CKGS website** only. After receiving the **Duly Filled and Signed** application as well as the supplementary documents, letters, and forms as per document checklist, **CKGS** will **coordinate** with the **Consulate** for **approval of Tatkal Request**.

Please Note:

- CKGS will seek prior approval from the **Consulate General of India, Houston** before accepting a **Tatkal Request for Passport**.
- Tatkal Service will be considered on a case to case basis depending on the emergency (which will be decided by the CGI).
- The application processing time after receiving the application at the **Consulate** is at least **5 to 7 business days**.

- Application processing may be longer in case additional information or clearance is required by the Consulate from the office which has issued the previous passport.

You need to apply for a **Tatkal Service for Passport** on the **CKGS website** only. Please see details below:

<p>How to get started with the Tatkal Application?</p>	<p>Please follow the below steps in sequential order:</p> <table border="1" data-bbox="443 454 1377 611"> <tr> <td data-bbox="443 454 499 533">A</td> <td data-bbox="499 454 842 533">Passport Application Guide</td> <td data-bbox="842 454 1377 533">https://passport.in.ckgs.us/passport-application-guide</td> </tr> <tr> <td data-bbox="443 533 499 611">B</td> <td data-bbox="499 533 842 611">Passport Application – Get Started</td> <td data-bbox="842 533 1377 611">https://passport.in.ckgs.us/get-started</td> </tr> </table>	A	Passport Application Guide	https://passport.in.ckgs.us/passport-application-guide	B	Passport Application – Get Started	https://passport.in.ckgs.us/get-started
A	Passport Application Guide	https://passport.in.ckgs.us/passport-application-guide					
B	Passport Application – Get Started	https://passport.in.ckgs.us/get-started					
<p>Jurisdiction for Tatkal Application in Houston Include States: Arkansas, Kansas, Louisiana, Oklahoma, Texas, New Mexico, Colorado and Nebraska</p>	<p>Houston Passport Application Center</p> <p>Address: Houston India Passport Application Center Cox and Kings Global Services (Passport Section) 1001 Texas Ave, Suite 220 (Level 2), Houston, TX 77002, USA</p>						
<p>Mode of Submission: Shipping</p>	<ul style="list-style-type: none"> ○ It is recommended that you purchase your shipment through CKGS as this will save you the need to travel, parking charges, as well as waiting time at the CKGS Application Center. ○ The Shipping page will appear as a part of the Tatkal Application process on the CKGS website if you opt for Shipping as your mode of submission. 						
<p>Mode of Submission: In Person</p>	<ul style="list-style-type: none"> ○ If you've opted for Walk-in Mode of submission, you can submit your application to CKGS Passport Application Center in Houston at the address below: <p style="text-align: center;">Houston India Passport Application Center Cox and Kings Global Services (Passport Section) 1001 Texas Ave, Suite 220 (Level 2), Houston, TX 77002, USA</p>						
<p>Documents Required</p>	<ul style="list-style-type: none"> • Passport Application Form. • Tatkal Request approval confirmation email. • All relevant documents, letters and forms as per the document checklist which will be a part of the Tatkal Application process. 						

	Some of the document requirements are given below:	
	ADULT	MINOR
	Recent Original Indian Passport	Recent Original Indian Passport (In case of renewal)
	Spouse Passport (If endorsing spouse name)	Parents Passport
	US Legal Status details	US Legal Status details
Timings	Monday to Friday (except Holidays) between 09:00 – 15:30.	

IMPORTANT NOTES

- The decision making of an application even after approving a **Tatkal Request**, rests solely and exclusively with the Consulate. The Consulate reserves the right to grant/deny a **Tatkal Service for Passport** without assigning reasons and the decision of the Consulate is final and binding upon you. **It is at the discretion of the Consulate to issue Tatkal Service. CKGS does not play any role in the decision making of an application.**
- If you hold a hand-written passport, the processing of your **Tatkal Application** will depend on the receipt of the documents requested by the Consulate and clearance from the last passport issuing authority of the concerned Government Department, wherever applicable. The processing time for your passport under **Tatkal Service** may take longer.

If your **Tatkal Request** is not granted / allowed, then your application will be processed as a **Regular Passport Application** and the **Tatkal Service Fee** (not the Consular fees or any other fee) **will be refunded to you.**

What is the process to apply for a Tatkal Passport Service for applicants from Chicago jurisdiction?

‘TATKAL’ service is an **‘Emergency’** service which applicants can avail on any type of passport service and it is subject to approval to apply under **‘Tatkal’** from the Consulates of India in USA.

For **Tatkal Service for Passport**, applicants need to apply on the **CKGS website** only. Then, applicant must **visit CKGS Passport Application center ‘in person’** along with the physically filled and signed application, as well as the supplementary documents, letters, and forms as per document checklist. **CKGS will coordinate with the Consulate for approval of Tatkal Request.**

Please Note:

- The **approval** from the Consulate normally takes **1 to 2 business days.**
- The application may **not** be **approved** if applicant **cannot justify the reason** for **Tatkal** service and in that case application will follow regular passport application process.

- The application **processing time** after receiving the application at the Consulate is **5 working days**. Application processing may be longer in case additional information or clearance is required by the Consulate.

<p>How to get started with the Tatkal Application?</p>	<p>Please follow the below steps in sequential order:</p> <table border="1" data-bbox="443 383 1377 533"> <tr> <td data-bbox="443 383 499 461">A</td> <td data-bbox="499 383 842 461">Passport Application Guide</td> <td data-bbox="842 383 1377 461">https://passport.in.ckgs.us/passport-application-guide</td> </tr> <tr> <td data-bbox="443 461 499 533">B</td> <td data-bbox="499 461 842 533">Passport Application – Get Started</td> <td data-bbox="842 461 1377 533">https://passport.in.ckgs.us/get-started</td> </tr> </table>	A	Passport Application Guide	https://passport.in.ckgs.us/passport-application-guide	B	Passport Application – Get Started	https://passport.in.ckgs.us/get-started
A	Passport Application Guide	https://passport.in.ckgs.us/passport-application-guide					
B	Passport Application – Get Started	https://passport.in.ckgs.us/get-started					
<p>Jurisdiction for Tatkal Application in Chicago Include States: Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, North Dakota, South Dakota and Wisconsin</p>	<p>Chicago Passport Application Center Address: Chicago India Passport Application Center Cox and Kings Global Services (Passport Section) 19 S La Salle St, Suite 1002, Chicago, IL 60603, USA</p>						
<p>Mode of Submission: Shipping</p>	<ul style="list-style-type: none"> It is recommended that you purchase your shipment through CKGS as this will save you the need to travel, parking charges, as well as waiting time at the CKGS Application Center. The Shipping page will appear as a part of the Tatkal Application process on the CKGS website if you opt for Shipping as your mode of submission. 						
<p>Mode of Submission: In Person</p>	<ul style="list-style-type: none"> If you've opted for Walk-in Mode of submission, you can submit your application to CKGS Passport Application Center in Chicago at the address below: <p style="text-align: center;">Chicago India Passport Application Center Cox and Kings Global Services (Passport Section) 19 S La Salle St, Suite 1002, Chicago, IL 60603, USA</p> 						
<p>Documents Required</p>	<ul style="list-style-type: none"> Passport Application Form. Tatkal Request approval confirmation email. All relevant documents, letters and forms as per the document checklist which will be a part of the Tatkal Application process. <p>Some of the document requirements are given below:</p> <table border="1" data-bbox="443 1984 1377 2022"> <tr> <td data-bbox="443 1984 911 2022">ADULT</td> <td data-bbox="911 1984 1377 2022">MINOR</td> </tr> </table>	ADULT	MINOR				
ADULT	MINOR						

	Recent Original Indian Passport	Recent Original Indian Passport (In case of renewal)
	Spouse Passport (If endorsing spouse name)	Parents Passport
	US Legal Status details	US Legal Status details
Timings	Monday to Friday (except Holidays) between 09:00 – 15:30.	

IMPORTANT NOTES

- The decision making of an application even after approving a **Tatkal Request**, rests solely and exclusively with the Consulate. The Consulate reserves the right to grant/deny a **Tatkal Service for Passport** without assigning reasons and the decision of the Consulate is final and binding upon you. **It is at the discretion of the Consulate to issue Tatkal Service. CKGS does not play any role in the decision making of an application.**
- If you hold a hand-written passport, the processing of your **Tatkal Application** will depend on the receipt of the documents requested by the Consulate and clearance from the last passport issuing authority of the concerned Government Department, wherever applicable. The processing time for your passport under **Tatkal Service** may take longer.

If your **Tatkal Request** is not granted / allowed, then your application will be processed as a **Regular Passport Application** and the **Tatkal Service Fee** (not the Consular fees or any other fee) **will be refunded to you.**

What is the process to apply for a Tatkal Passport Service for applicants from San Francisco jurisdiction?

‘TATKAL’ service is an **‘Emergency’** service which applicants can avail on any type of passport service and it is subject to approval to apply under **‘Tatkal’** from the Embassy/Consulates of India in USA.

You need to follow the below given steps to apply for a Tatkal Service.

Step 1:

Send an email to CKGS (tatkal.passport@ckgs.com) with the subject line **‘Tatkal Service Required’**.

The email should have the below mentioned **mandatory** details:

- Name of the Applicant
- Passport Number
- Email ID (*must be contactable else we will not be able to reach you*)
- Contact number (*must be contactable else we will not be able to reach you*)

Documents to be attached to the email are as follows:

- **Scanned Copy** of your **Valid Current Passport**
- **Scanned Copy** of any of the following documents to show **Legal Status:**

- Visa page
- OR**
- Green Card
- OR**
- EAD
- OR**
- I – 797
- **Scanned Copy of Residence Proof:**
 - Driver license
 - OR**
 - Utility Bill
 - OR**
 - State ID
 - OR**
 - Rental/Lease Agreement
 - OR**
 - Mortgage Deed
 - OR**
 - Landline Telephone bill

CKGS will coordinate with the Consulate for approval as to whether the applicant can apply under Tatkal. The nature of emergency must be to the satisfaction of the Consulate. Once CKGS receives the Consulate’s confirmation, you will be informed by email from (tatkal.passport@ckgs.com) and you may then proceed with **Step 2**.

Tatkal service will be rendered within 2 business days from the day complete application is received by the Consulate. Application processing may, however, take longer if additional information or clearance is required.

The application may **not** be **approved** if applicant **cannot justify the reason** for **Tatkal** service and in that case application will follow regular passport application process.

Step 2:

You need to apply for a **Tatkal Service** on the **CKGS website** only. Please see details below:

<p>How to get started with the Tatkal Application?</p>	<p>Please follow the below steps in sequential order:</p> <table border="1" data-bbox="443 309 1377 459"> <tr> <td data-bbox="443 309 499 383">A</td> <td data-bbox="499 309 842 383">Passport Application Guide</td> <td data-bbox="842 309 1377 383">https://passport.in.ckgs.us/passport-application-guide</td> </tr> <tr> <td data-bbox="443 383 499 459">B</td> <td data-bbox="499 383 842 459">Passport Application – Get Started</td> <td data-bbox="842 383 1377 459">https://passport.in.ckgs.us/get-started</td> </tr> </table>	A	Passport Application Guide	https://passport.in.ckgs.us/passport-application-guide	B	Passport Application – Get Started	https://passport.in.ckgs.us/get-started
A	Passport Application Guide	https://passport.in.ckgs.us/passport-application-guide					
B	Passport Application – Get Started	https://passport.in.ckgs.us/get-started					
<p>Jurisdiction for Tatkal Application in San Francisco Include States: Alaska, Arizona, California, Guam, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, Washington and Wyoming</p>	<p>San Francisco Passport Application Center</p> <p>Address: San Francisco India Passport Application Center Cox and Kings Global Services (Passport Section) 225 Bush Street, Suite 390 (Level 3), San Francisco, CA 94104, USA</p>						
<p>Mode of Submission: Shipping</p>	<ul style="list-style-type: none"> ○ It is recommended that you purchase your shipment through CKGS as this will save you the need to travel, parking charges, as well as waiting time at the CKGS Application Center. ○ The Shipping page will appear as a part of the Tatkal Application process on the CKGS website if you opt for Shipping as your mode of submission. ○ However, you are free to choose your own service provider for shipping of documents. 						
<p>Mode of Submission: In Person</p>	<ul style="list-style-type: none"> ○ If you've opted for Walk-in Mode of submission, you can submit your application to CKGS Passport Application Center in San Francisco at the address below: <p style="text-align: center;">San Francisco India Passport Application Center Cox and Kings Global Services (Passport Section) 225 Bush Street, Suite 390 (Level 3), San Francisco, CA 94104, USA</p>						
<p>Documents Required</p>	<ul style="list-style-type: none"> ● Passport Application Form. ● Tatkal Request approval confirmation email. ● All relevant documents, letters and forms as per the document checklist which will be a part of the Tatkal Application process. 						

	Some of the document requirements are given below:	
	ADULT	MINOR
	Recent Original Indian Passport	Recent Original Indian Passport (In case of renewal)
	Spouse Passport (If endorsing spouse name)	Parents Passport
	US Legal Status details	US Legal Status details
	Residence proof as per the Consular Jurisdiction of the Embassy	Residence proof as per the Consular Jurisdiction of the Embassy
Timings	Monday to Friday (except Holidays) between 09:00 – 15:30. No appointment required.	

IMPORTANT NOTES

- The decision making of an application even after approving a **Tatkal Request**, rests solely and exclusively with the Consulate. The Consulate reserves the right to grant/deny a **Tatkal Service for Passport** without assigning reasons and the decision of the Consulate is final and binding upon you. **It is at the discretion of the Consulate to issue Tatkal Service. CKGS does not play any role in the decision making of an application.**
- If you hold a hand-written passport, the processing of your **Tatkal Application** will depend on the receipt of the documents requested by the Consulate and clearance from the last passport issuing authority of the concerned Government Department, wherever applicable. The processing time for your passport under **Tatkal Service** may take longer.

Passport Services Guide

What are the various passport services and which forms have to be filled?

The various passport services are:

- **Fresh Passport for new born child**
- **Reissue of Passport for:**
 - **Passport pages exhausted**
 - **Passport Already Expired**
 - **Passport going to Expire**
 - **Handwritten Passport to Machine Readable Passport**
- **New Passport in lieu of**
 - **Lost passport**

- **Damaged passport**

NOTE: There will be no extensions of validity on passports issued. There will always be a re-issue on a new application.

On the CKGS **Passport Application – Get Started** page <https://passport.in.ckgs.us/get-started> , you will find all these options under ‘**Choose your passport service**’

How do I apply for a passport in the new system?

It is very important that you apply for your Passport on the **CKGS website ONLY** at <https://passport.in.ckgs.us/> and follow the process as defined.

Do not go directly to the Government of India website to fill the online government application form. You must go via the links on the **CKGS website** provided below and you will be guided to the Government of India website at the appropriate step.

For USA applicants, the CKGS website has been customized so that the **documents checklist, forms and letters** requirements are as per the instructions of the Embassy of India in USA.

The rules on the CKGS website will identify your **passport category, type, duration, fees** and help avoid errors. Further to assist you, many forms and letters that have repetitive information will get auto populated and you only have to fill in the missing fields.

To learn more, please follow the below steps in sequential order:

Step 1	Passport Application Guide	https://passport.in.ckgs.us/passport-application-guide
Step 2	Passport Application – Get Started	https://passport.in.ckgs.us/get-started

A. Passport Application Guide

It is recommended that you read the **Passport Application Guide** carefully on the CKGS website homepage as shown below or click on <https://passport.in.ckgs.us/passport-application-guide>

B. Passport Application – Get Started

Once you are familiar with the steps, you can proceed to the next stage which is **Passport Application - Get Started** on the CKGS website homepage as shown below or click on

<https://passport.in.ckgs.us/get-started>.

C. Emergency / Tatkal Passport Service

If you have an emergency, then click on “**Tatkal / RUSH**” on the CKGS website homepage as shown below or click on <https://passport.in.ckgs.us/passport/passport-search-tatkal>

D. Passport Widget

Simply fill in the questions on the widget to go to the next step:

E. Document Checklist

On the next step of the widget, you will find all the documents’ and forms’ requirements for your passport application:

F. Government of India Online PASSPORT website

On the CKGS website, we have given you a [sample of how to fill the Government online PASSPORT form](#). We suggest you print the sample form to assist you. We have also listed the common mistakes that are made, so that you can avoid making the same errors.

IMPORTANT:

You will have to leave the CKGS website and click on the link to go to the Government of India Online PASSPORT website <https://portal4.passportindia.gov.in/Online/index.html>

- On the Government of India website you will find the Online Passport form.
- Remember to fill in the correct jurisdiction which was identified at the Widget Stage.
- For best results print on white, bond-quality, non-glossy paper and use of a laser printer is recommended.
- **Sign** where indicated.

- 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.

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

Common Mistakes to avoid in your Online NRI Passport Application on the Government of India Website

- The Government of India Online NRI Passport Application website is best viewed through **Internet Explorer 8** or higher, **Mozilla Firefox® 35.x** or higher, **Chrome 36** or higher, or an equivalent browser software.
- Please read the **sample of how to fill the Government online PASSPORT form** to help you avoid making errors in your passport application form.
- Please **Sign** the Passport Application Form wherever indicated before submission.
- Ensure that the **signatures** on the **passport** and on the **Application Form** are the **same**.
- Ensure that the following details are the **same** as mentioned in your **old passport**. If not, the supporting documents must be attached.
 - Applicant's Name
 - Applicant's Spouse Name
 - Applicant's Father Name
- If you have **more than 1 original Passport**, then you need to provide the **copies** of **all the passports**.
- Only **Print your forms/applications on 1 side** of the page. **Double-sided printouts are not allowed**.
- **DO NOT** staple your **photographs/documents**.

G. New Web Reference Number

You will get a **NEW APPLICATION REFERENCE NUMBER** from the Government Online NRI passport application form which will now be the number to be used on the **CKGS website** to continue the process.

H. Returning to CKGS Website

After Completion of the Government of India Passport form, please log on to the CKGS website **www.passport.in.ckgs.us**. On the home page, click on the box which states '**Government Online NRI Passport Form Already Filled**' and continue the process.

I. Return to CKGS for Physical Documents Submission

On the next page, you need to fill in the **New Web Reference Number** received from the government site along with your **Passport Number** and your **Date of Birth**, to continue the passport application process.

J. Submission of physical application to CKGS

Once you have completed the online process, you will now have to **submit your physical application** to the CKGS Indian Passport Application Center as per the Jurisdiction of your application.

K. Shipping Label for Submission of physical application to CKGS

From the next page of the application flow, you can **Download** and **Print** the **Shipping Label** and **Barcode**. Remember that the processing of your application will commence **ONLY** once your **physical** application package is **received** by us at the **CKGS Indian Passport Application Center**, failing which the application cannot be processed.

What types of photographs are required for Passport?

The photo specifications are as follows:

The passport sized photo(s) which are glued to your application as well as any additional loose photos sent with application, must follow the strict guidelines mentioned below. If the photos submitted with your application does not meet these requirements, your application will remain on hold and will not be processed until acceptable photos are sent to the CKGS application center. An email will be sent to you requesting additional photographs, if necessary.

- Photo must be professional grade, a photo printed from a **home/personal printer** will be **rejected**
- The size of the photograph should be **51mm x 51mm (2 inches by 2 inches)**
- Your recent **colored** passport size photograph should be pasted in the box meant for affixing the photograph
- The photo must have adequate **brightness** and **contrast**
- Close of head and top of shoulder so that face takes up **70 – 80%** of the photograph
- **Ears** should be **visible**
- **Eyes** should be **open** and clearly visible (No hair across the eyes)
- Skin tone should be **natural**. It should not be too **dark** or too **light**
- Head coverings, hair or facial ornaments should **not** obscure the face
- The photograph must be taken in a **colored attire**, for example, a medium blue shirt etc.
- The attire should **not be** patterned / textured or pure white.
- Should not have ‘**Red eye**’
- Should not have **reflection** of the **flash**
- **Face** should be **directly facing** the **camera** (Portrait style)
- The background should be of **white color**
- Photograph should **not** be older than **6 months**
- In case of **minor**, no uniform
- If wearing **prescription glasses** then make sure that the frames do not cover any part of the eyes.
- Photograph should be without any distracting objects. For example: No chair at the background, toys or other people to be visible
- Photo must **not be stapled**
- Photo must be **scratch free**

To view sample photos, please [click here](#).

How can I get the documents notarized?

A **Notary** can be found in Local Banks, Credit Union City Country Offices, Attorney Offices, UPS or FedEx locations.

If you can't find anybody easily, search online for a ‘**notary public**’ with your city name.

Please Note: DO NOT sign the documents prior to visiting the Notary as the **Notary Officer** will require you to **SIGN in his/ her presence**.

In Washington DC jurisdiction, are the passports issued with a ghost image printed on it?

No. The Ghost image **is not printed** on the issued passport.

In Atlanta jurisdiction, are the passports issued with a ghost image printed on it?

Yes. The Ghost image **is printed** on the issued passport.

In New York jurisdiction, are the passports issued with a ghost image printed on it?

No. The Ghost image **is not printed** on the issued passport.

In Chicago jurisdiction, are the passports issued with a ghost image printed on it?

Yes. The Ghost image **is printed** on the issued passport.

In San Francisco jurisdiction, are the passports issued with a ghost image printed on it?

No. The Ghost image **is not printed** on the issued passport.

In Houston jurisdiction, are the passports issued with a ghost image printed on it?

The Indian Passports issued in Houston have **No** Ghost images. However, the Passports issued in India for Houston **have** ghost images.

Which US visa holders are not eligible to apply for the Indian passport service?

The following types of US visa holders are not eligible to apply for the Indian Passport Service:

Jurisdiction	B1/B2		AS6, AS7, AS8, A19 and C, CO8 Visa
San Francisco	Eligible for Passport Service	Not Eligible for Passport Service	Asylee applicants are required to visit the Consulate in person between 10 AM to 12.30 PM from Monday to Friday (except holidays). <ul style="list-style-type: none"> • CKGS will not accept these applications at its Center • CKGS call center will not be able to assist you in any way. All communication in this regard should be directed to the Consulate.
	Lost & Damaged Passport	Reissue of Passport for passport pages exhausted	
	Handwritten Passport to Machine Readable Passport	Reissue of Passport for Passport Already Expired	
		Reissue of Passport for Passport going to Expire (Upto 1 year)	
Washington			Asylee applicants are required to

	<table border="1"> <tr> <td>Eligible for Passport Service</td> <td>Not Eligible for Passport Service</td> </tr> <tr> <td>Lost & Damaged Passport</td> <td>Reissue of Passport for passport pages exhausted</td> </tr> <tr> <td>Handwritten Passport to Machine Readable Passport</td> <td>Reissue of Passport for Passport Already Expired</td> </tr> <tr> <td></td> <td>Reissue of Passport for Passport going to Expire (Upto 1 year)</td> </tr> </table>	Eligible for Passport Service	Not Eligible for Passport Service	Lost & Damaged Passport	Reissue of Passport for passport pages exhausted	Handwritten Passport to Machine Readable Passport	Reissue of Passport for Passport Already Expired		Reissue of Passport for Passport going to Expire (Upto 1 year)	<p>visit the Embassy in person between 10 AM to 12.30 PM from Monday to Friday (except holidays).</p> <ul style="list-style-type: none"> • CKGS will not accept these applications at its Center • CKGS call center will not be able to assist you in any way. All communication in this regard should be directed to the Embassy.
Eligible for Passport Service	Not Eligible for Passport Service									
Lost & Damaged Passport	Reissue of Passport for passport pages exhausted									
Handwritten Passport to Machine Readable Passport	Reissue of Passport for Passport Already Expired									
	Reissue of Passport for Passport going to Expire (Upto 1 year)									
Atlanta	<table border="1"> <tr> <td>Eligible for Passport Service</td> <td>Not Eligible for Passport Service</td> </tr> <tr> <td>Lost & Damaged Passport</td> <td>Reissue of Passport for passport pages exhausted</td> </tr> <tr> <td>Handwritten Passport to Machine Readable Passport</td> <td>Reissue of Passport for Passport Already Expired</td> </tr> <tr> <td></td> <td>Reissue of Passport for Passport going to Expire (Upto 1 year)</td> </tr> </table>	Eligible for Passport Service	Not Eligible for Passport Service	Lost & Damaged Passport	Reissue of Passport for passport pages exhausted	Handwritten Passport to Machine Readable Passport	Reissue of Passport for Passport Already Expired		Reissue of Passport for Passport going to Expire (Upto 1 year)	<p>Asylee applicants are required to visit the Consulate in person between 10 AM to 12.30 PM from Monday to Friday (except holidays).</p> <ul style="list-style-type: none"> • CKGS will not accept these applications at its Center • CKGS call center will not be able to assist you in any way. All communication in this regard should be directed to the Consulate.
Eligible for Passport Service	Not Eligible for Passport Service									
Lost & Damaged Passport	Reissue of Passport for passport pages exhausted									
Handwritten Passport to Machine Readable Passport	Reissue of Passport for Passport Already Expired									
	Reissue of Passport for Passport going to Expire (Upto 1 year)									
Chicago	<table border="1"> <tr> <td>Eligible for Passport Service</td> <td>Not Eligible for Passport Service</td> </tr> <tr> <td>Lost & Damaged Passport</td> <td>Reissue of Passport for passport pages exhausted</td> </tr> <tr> <td>Handwritten Passport to Machine Readable Passport</td> <td>Reissue of Passport for Passport Already Expired</td> </tr> <tr> <td></td> <td>Reissue of Passport for Passport going to</td> </tr> </table>	Eligible for Passport Service	Not Eligible for Passport Service	Lost & Damaged Passport	Reissue of Passport for passport pages exhausted	Handwritten Passport to Machine Readable Passport	Reissue of Passport for Passport Already Expired		Reissue of Passport for Passport going to	<p>Asylee applicants are required to visit the Consulate in person between 10 AM to 12.30 PM from Monday to Friday (except holidays).</p> <ul style="list-style-type: none"> • CKGS will not accept these applications at its Center • CKGS call center will not be able to assist you in any way. All communication in this regard should be directed to the Consulate.
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	Reissue of Passport for Passport going to									

		Expire (Upto 1 year)	
Houston	Eligible for Passport Service	Not Eligible for Passport Service	Asylee applicants are required to visit the Consulate in person between 10 AM to 12.30 PM from Monday to Friday (except holidays). <ul style="list-style-type: none"> • CKGS will not accept these applications at its Center • CKGS call center will not be able to assist you in any way. All communication in this regard should be directed to the Consulate.
	Lost & Damaged Passport	Reissue of Passport for passport pages exhausted	
	Handwritten Passport to Machine Readable Passport	Reissue of Passport for Passport Already Expired	
		Reissue of Passport for Passport going to Expire (Upto 1 year)	
New York	Eligible for Passport Service	Not Eligible for Passport Service	Asylee applicants are required to visit the Consulate in person between 10 AM to 12.30 PM from Monday to Friday (except holidays). <ul style="list-style-type: none"> • CKGS will not accept these applications at its Center • CKGS call center will not be able to assist you in any way. All communication in this regard should be directed to the Consulate.
	Lost & Damaged Passport	Reissue of Passport for passport pages exhausted	
	Handwritten Passport to Machine Readable Passport	Reissue of Passport for Passport Already Expired	
		Reissue of Passport for Passport going to Expire (Upto 1 year)	

Is the passport issued with a ghost image printed on it?

Washington DC Jurisdiction	New York Jurisdiction	Atlanta Jurisdiction	Chicago Jurisdiction	San Francisco Jurisdiction	Houston Jurisdiction
No. The Ghost image is not printed on the issued passport.	No. The Ghost image is not printed on the issued passport.	Yes. The Ghost image is printed on the issued passport.	Yes. The Ghost image is printed on the issued passport.	No. The Ghost image is not printed on the issued passport.	The Indian Passports issued in Houston have No Ghost

					<p>images.</p> <p>However, the Passports issued in India for Houston have ghost images.</p>
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Applicant inquiring about status of Passport

A. Log in to My Account

You can check the status of your **application** on the CKGS website <https://passport.in.ckgs.us/> by logging in to **'My Account'** from the Home Page as shown below:

B. Fill in your Details

On the Log in page, you will be required to fill in your **Web Reference Number, Date of Birth,** and **Current passport number:**

C. Tracking your Application

After logging into **'My Account'**, click on the **Track & Trace** tab to track the status of your application.

Applicant inquiring about the status on the Pending documents.

A. Log in to My Account

You can check the status of your **Pending documents** on the CKGS website <https://passport.in.ckgs.us/> by logging in to **'My Account'** from the Home Page as shown below:

B. Fill in your Details

On the Log in page, you will be required to fill in your **Web Reference Number, Date of Birth,** and **Current passport number:**

C. Tracking your Documents

After logging into '[My Account](#)', click on the **Missing / Additional Documents - Upload or Shipping** tab to track the status of your documents.

NOTE:

In case of Pending Additional Documents and Missing Documents, the following points should be kept in mind:

- **Original** Documents must be **shipped to CKGS**
- **Copies** of Documents must be uploaded on [My Account](#)

How to retrieve complete/partial application on the CKGS website?

On the CKGS website <https://passport.in.ckgs.us/>, an applicant can quickly fill in the **CKGS Temporary ID / Web Reference Number** to continue their application from where they left. The **Temporary ID / Web Reference Number** will be sent to them via the noreply.passport@ckgs.com email ID.

Note: To ensure you receive our alerts / updates, add noreply.passport@ckgs.com to your white list / Approved / Safe Sender list.

How to retrieve complete/partial application on the Government website?

A. Getting the Temporary ID from the Government website:

Once you fill the first page of the Online Passport application form on the Government website, <https://portal4.passportindia.gov.in/Online/index.html>, you need to save your application.

Once you save your application you will get a **Temporary Application ID**. You must note down this ID to continue filling your application in case you get disconnected or if you wish to continue filling your form later.

B. Completing a partially filled form on the Government website

Go to <https://portal4.passportindia.gov.in/Online/index.html> and click on User Login option and enter your Login Id and Password details.

Click on Select option and then on **“Retrieve partially saved Form”** to continue with your partially saved form.

How to generate Payment receipt?

A. Log in to My Account

You can generate a **Payment Receipt** from the CKGS website <https://passport.in.ckgs.us/> by logging in to '[My Account](#)' from the Home Page as shown below:

B. Fill in your Details

On the Log in page, you will be required to fill in your **Web Reference Number, Date of Birth, and Current passport number**:

C. Generating the Payment receipt

After logging into '[My Account](#)', you can download and print the Payment receipt from under the **Print Documents & Forms** section.

How to generate Shipping label?

A. Log in to My Account

You can generate a **Shipping Label** from the CKGS website <https://passport.in.ckgs.us/> by logging in to '[My Account](#)' from the Home Page as shown below:

B. Fill in your Details

On the Log in page, you will be required to fill in your **Web Reference Number, Date of Birth, and Current passport number**:

C. Generating the Shipping Label

After logging into '[My Account](#)', you can download and print the **shipping label** from under the **Service Details** section.

How to apply for Refund?

A. Navigating to Refunds from Homepage

On the CKGS website <https://passport.in.ckgs.us/>, click on **Payments / Refunds**

B. Initiating Refund Claim process

On the payment Information page, click on **Refund Claim** to proceed to the next step

C. Completing Refund Claim process

On the Refund Claim Information Page, fill in the Web Reference Number, Date of Birth, Current Indian Passport Number and mention the Reason of Refund as “**Cancel Application**”.

D. Application Cancellation

On the next screen, you will be informed that your application has been cancelled. Your Refund will be initiated (if applicable):

How to check status of Refund?

A. Navigating to Refunds from Homepage

On the CKGS website <https://passport.in.ckgs.us/>, click on **Payments / Refunds**

B. Tracking Refund Status

On the payment Information page, click on **Refund Status** to proceed to the next step.

C. Filling up details for Refund Status

On the Refund Status Information Page, fill in the Web Reference Number, Date of Birth, Current Indian Passport Number and mention the Reason of Refund.

D. Display Status Information

If refund is applicable to you, then the Refund Status will be displayed to you accordingly.

What types of passport booklets are available?

A. The following types of passport booklets can be selected from <https://passport.in.ckgs.us/get-started:>

- **Ordinary Passport** consists of 36 pages. It is valid for 10 years from the date of issue and can be renewed for another 10 years.
- **Jumbo passport** consists of 60 pages and will **not be issued to minors below 15 years of age.**

You can choose your Passport booklet type from under ‘**Choose Your Passport Booklet Type**’ as shown below:

I do not have a valid Legal Status in USA. Can I apply for a Passport?

If you do not have a valid Legal Status in USA, then you are **eligible** to apply for Passport related Consular services **only after approval for your respective Embassy / Consulate**. You must contact the Embassy / Consulate between 10 am to 12:30 pm on a working day **directly** for further details.

Once you receive an **approval letter** from the Embassy / Consulate, you can apply for your passport. Remember to attach the Approval letter received from the Embassy / Consulate.

For address and contact information, please go to

<https://passport.in.ckgs.us/indian-embassy-consulate-locations-jurisdiction>.

It is very important that you apply for your Passport on the **CKGS website ONLY** at <https://passport.in.ckgs.us/> and follow the process as defined.

Do not go directly to the Government of India website to fill the online government application form. You must go via the links on the **CKGS website** provided below and you will be guided to the Government of India website at the appropriate step.

To learn more, please follow the below steps in sequential order:

Step 1	Passport Application Guide	https://passport.in.ckgs.us/passport-application-guide
Step 2	Passport Application – Get Started	https://passport.in.ckgs.us/get-started

What are the Common Mistakes to avoid in the Online NRI Passport Application form on the Government of India Website?

- The Government of India Online NRI Passport Application website is best viewed through [Internet Explorer 8](#) or higher, [Mozilla Firefox® 35.x](#) or higher, [Safari 9.0](#) or higher, [Chrome 36](#) or higher, or an equivalent browser software.
- Please read the [sample of how to fill the Government online PASSPORT form](#) to help you avoid making errors in your passport application form.
- Please **Sign** the Passport Application Form wherever indicated before submission.
- Ensure that the **signatures** on the **passport** and on the **Application Form** are the **same**.
- Ensure that the following details are the **same** as mentioned in the **old passport**. If not, the supporting documents must be attached.

- Applicant's Name
- Applicant's Spouse Name
- Applicant's Father Name
- If you have **more than 1 original Passport**, then you need to provide the **copies of all the passports.**
- Only **Print your forms/applications on 1 side** of the page. **Double-sided printouts are not allowed.**
- **DO NOT** staple your **photographs/documents.**

I have been issued a category (C)(8)EAD (Employment Authorization Document to work in the US. Can I apply for an Indian Passport?

No, since your work permit falls under the (C) (8) category, you are **NOT ELIGIBLE** to apply for an Indian Passport.

I have been issued a category (C)(9) EAD (Employment Authorization Document) to work in the US. Can I apply for an Indian Passport?

Yes, you are **ELIGIBLE** to apply for an Indian Passport.

It is very important that you apply for your Passport on the **CKGS website ONLY** at <https://passport.in.ckgs.us/> and follow the process as defined.

Do not go directly to the Government of India website to fill the online government application form. You must go via the links on the **CKGS website** provided below and you will be guided to the Government of India website at the appropriate step.

To learn more, please follow the below steps in sequential order:

Step 1	Passport Application Guide	https://passport.in.ckgs.us/passport-application-guide
Step 2	Passport Application – Get Started	https://passport.in.ckgs.us/get-started

The photo printed on my passport is not very clear. Can I get it reprinted?

In case you feel the photograph in your new passport is not satisfactory and differs widely from the photo submitted, then you may **request** the Embassy/ Consulate to get it reprinted. <https://passport.in.ckgs.us/indian-embassy-consulate-locations-jurisdiction>

It is at the Embassy/ Consulates discretion if they chose to reprint the passport.

Note: You, the applicant will have to bear the cost of any Consular fee if charged by the Embassy and for any shipping (onward and return).

Damaged Passport

What is the procedure to apply for duplicate passport in case of damaged passport?

It is very important that you apply for your Passport application on the **CKGS website ONLY** at <https://passport.in.ckgs.us/> and follow the process as defined. You must apply for a new passport in lieu of your damaged passport.

Damaged passport is classified further based on the extent of damage:

1. Passport number is unreadable, name is illegible and Photo is not intact
2. Damaged beyond recognition/ mutilated/smudged entries/washed out/torn/ or apparently visibly damaged

A. Selection of Passport Service

On the **Passport Application - Get Started Page**, under '**Choose your Passport Service**' please select **New Passport in Lieu of 'Damaged'** passport:

Full Passport Application Process

To understand the full process, please follow the below steps in sequential order:

Step 1	Passport Application Guide	https://passport.in.ckgs.us/passport-application-guide
Step 2	Passport Application – Get Started	https://passport.in.ckgs.us/get-started

Exhaustion of Pages

The pages in my passport booklet are exhausted but the passport is still it has valid for 5 years. What is the procedure to apply for a new booklet?

It is very important that you apply for your Passport on the **CKGS website ONLY** at <https://passport.in.ckgs.us/> and follow the process as defined.

You must apply for Re-issue of passport if the pages in your valid passport are exhausted.

A. Selection of Passport Service

On the **Passport Application - Get Started Page**, under '**Choose Your Passport Service**' please select the option '**Passport pages exhausted**'.

Full Passport Application Process

To understand the full process, please follow the below steps in sequential order:

Step 1	Passport Application Guide	https://passport.in.ckgs.us/passport-application-guide
Step 2	Passport Application – Get Started	https://passport.in.ckgs.us/get-started

When is additional booklet / additional pages issued?

It is very important that you apply for your Passport on the **CKGS website ONLY** at <https://passport.in.ckgs.us/> and follow the process as defined.

Additional pages are **not** added to an existing passport booklet.

- If the pages in the passport booklet are exhausted, you need to apply for "Re-issue" of passport.
- A new passport booklet would be issued to you.

A. Selection of Passport Service

On the **Passport Application - Get Started Page**, under **‘Choose Your Passport Service’** please select the option **‘Passport pages exhausted’**.

Full Passport Application Process

To understand the full process, please follow the below steps in sequential order:

Step 1	Passport Application Guide	https://passport.in.ckgs.us/passport-application-guide
Step 2	Passport Application – Get Started	https://passport.in.ckgs.us/get-started

Validity Due to Expire

What should I do in case my passport is going to expire?

It is very important that you apply for your Passport on the **CKGS website ONLY** at <https://passport.in.ckgs.us/> and follow the process as defined.

If your passport is **going to expire**, then you need to apply for "Re-issue" of passport.

Selection of Passport Service

To apply for a "Re-issue of Passport" for **Passport going to Expire**, under **‘Choose your passport service’** please select the option **‘Passport going to Expire’**.

Full Passport Application Process

To understand the full process, please follow the below steps in sequential order:

Step 1	Passport Application Guide	https://passport.in.ckgs.us/passport-application-guide
Step 2	Passport Application – Get Started	https://passport.in.ckgs.us/get-started

Validity Expired

What should I do in case my passport has already expired?

It is very important that you apply for your Passport on the **CKGS website ONLY** at <https://passport.in.ckgs.us/> and follow the process as defined.

If your passport **has already expired**, then you need to apply for "Re-issue" of passport.

Selection of Passport Service

To apply for a "Re-issue of Passport" for **Passport Already Expired**, under ‘**Choose your passport service**’ please select the option ‘**Passport Already Expired**’.

Full Passport Application Process

To understand the full process, please follow the below steps in sequential order:

Step 1	Passport Application Guide	https://passport.in.ckgs.us/passport-application-guide
Step 2	Passport Application – Get Started	https://passport.in.ckgs.us/get-started

Lost / Stolen Passport

What do I do if I lose my passport?

It is very important that you apply for your Passport on the **CKGS website ONLY** at <https://passport.in.ckgs.us/> and follow the process as defined. You must apply for a new passport in lieu of your lost passport.

Loss of passport should be immediately reported to the nearest Police Station.

A. Selection of Passport Service

On the **Passport Application - Get Started Page**, under ‘**Choose your Passport Service**’ please select **New Passport in Lieu of ‘Lost’** passport:

Full Passport Application Process

To understand the full process, please follow the below steps in sequential order:

Step 1	Passport Application Guide	https://passport.in.ckgs.us/passport-application-guide
Step 2	Passport Application – Get Started	https://passport.in.ckgs.us/get-started

I lost my passport recently. I've applied for a new passport. I want to know if the new passport will have the same number as my old passport, or a new number?

The new passport will have a new passport number.

I recently lost my valid passport and do not have the details. Will it be possible for the Passport Office to trace the details from your system and give them to me for filling my application form for a duplicate/new passport?

While efforts are made to trace the details, basic details such as **name, date of birth, lost passport number and date of issue** are mandatory. For more information, you can visit the **Indian Embassy / Consulate** in person between 9:00 AM to 12:00 PM

To know about the **Contact Information** and **Address Details**, of the **Indian Embassy / Consulate Locations & Jurisdiction**, please visit <https://passport.in.ckgs.us/indian-embassy-consulate-locations-jurisdiction>.

Change of Appearance

My appearance has changed. What is the process to update the photograph in the passport?

It is very important that you apply for your Passport on the **CKGS website ONLY** at <https://passport.in.ckgs.us/> and follow the process as defined.

- To change the photograph in your passport, you have to apply for "Re-issue" of passport.
- To view sample photos and read photo guidelines, please [click here](#).
- Please note that **Change of Appearance and Signature** affidavit is mandatory for all applications except new born child.

A. Selection of Passport Service

To apply for a "Re-issue of Passport", under '**Choose your passport service**' please select

the passport service as applicable to you:

Full Passport Application Process

To understand the full process, please follow the below steps in sequential order:

Step 1	Passport Application Guide	https://passport.in.ckgs.us/passport-application-guide
Step 2	Passport Application – Get Started	https://passport.in.ckgs.us/get-started

Change of Name

My name has changed. Can I travel in my previous name? Otherwise, how do I change the name on my passport?

It is very important that you apply for your Passport on the **CKGS website ONLY** at <https://passport.in.ckgs.us/> and follow the process as defined.

Once you have changed your name, it is advisable to have your name changed on your passport as well.

- You must apply for a "Re-issue" of passport
- In circumstances (other than marriage, remarriage or divorce) for change of name, the applicant (both male and female) should furnish the following documents:
 - Clippings of two local newspapers (one local US and one local Indian) or the Gazette notification of the concerned State Government, as the case may be
 - At least two public/school documents issued in the desired/applied changed name to ascertain that the applicant has actually changed his/her name

A. Selection of Passport Service

On the **Passport Application - Get Started Page**, under **‘Choose your miscellaneous services’** please select **‘Do you want to change your name?’**

Full Passport Application Process

To understand the full process, please follow the below steps in sequential order:

Step 1	Passport Application Guide	https://passport.in.ckgs.us/passport-application-guide
Step 2	Passport Application – Get Started	https://passport.in.ckgs.us/get-started

How do I change my name on account of divorce?

It is very important that you apply for your Passport on the **CKGS website ONLY** at <https://passport.in.ckgs.us/> and follow the process as defined.

Once you have changed your name, it is advisable to have your name changed on your passport as well.

- You must apply for a "Re-issue" of passport if there is a change in name on account of divorce

A. Selection of Passport Service

On the **Passport Application - Get Started Page**, please select the option **'Yes'** for the question **"Are you Married"**

B. Removal of Spouse's Name

Then, select **"Deletion of Spouse name after Divorce"** on the widget:

C. Change your Name

On the **Passport Application - Get Started Page**, under **'Choose your miscellaneous services'** please select the option **'Do you want to change your name?'**:

Full Passport Application Process

To understand the full process, please follow the below steps in sequential order:

Step 1	Passport Application Guide	https://passport.in.ckgs.us/passport-application-guide
Step 2	Passport Application – Get Started	https://passport.in.ckgs.us/get-started

Explain the change in name process

The different scenarios of *Name Change*.

- A. When a person **adopts a name different from their birth name** (name since birth).
- B. When a person **re-arranges their current name**.
- C. When a person changes name **on account of divorce**.
- D. When the **Surname field is blank on passport** and full name is written in the Given Name field and the applicant wants to **split** his Given Name and add the surname to the passport.
- E. When a person changes name from Maiden to Married.

F. When a person wants to add Spouse's Surname to Maiden Surname.

A. When a person adopts a name different from their birth name (name since birth)

For example:

<u>Complete change in name</u>
Amit Sharma to Raj Kumar

It is very important that you apply for your Passport on the **CKGS website ONLY** at <https://passport.in.ckgs.us/> and follow the process as defined.

Once you have changed your name, it is advisable to have your name changed on your passport as well.

- You must apply for a "Re-issue" of passport
- In circumstances (other than marriage, remarriage or divorce) for change of name, the applicant (both male and female) should furnish the following documents:
 1. Clippings of two local newspapers (one local US and one local Indian) or the Gazette notification of the concerned State Government, as the case may be
 2. At least two public/school documents issued in the desired/applied changed name to ascertain that the applicant has actually changed his/her name

Selection of Passport Service

On the **Passport Application - Get Started Page**, under '**Choose your miscellaneous services**' please select '**Do you want to change your name?**'

Full Passport Application Process

To understand the full process, please follow the below steps in sequential order:

Step 1	Passport Application Guide	https://passport.in.ckgs.us/passport-application-guide
Step 2	Passport Application – Get Started	https://passport.in.ckgs.us/get-started

B. When a person who re-arranges their current name

For example:

<u>Re-arranging the current name</u>
Amit Kumar Sharma to Amit Sharma Kumar

It is very important that you apply for your Passport on the **CKGS website ONLY** at <https://passport.in.ckgs.us/> and follow the process as defined.

Once you have changed your name, it is advisable to have your name changed on your passport as well.

- You must apply for a "Re-issue" of passport
- In circumstances (other than marriage, remarriage or divorce) for change of name, the applicant (both male and female) should furnish the following documents:
 1. Clippings of two local newspapers (one local US and one local Indian) or the Gazette notification of the concerned State Government, as the case may be
 2. At least two public/school documents issued in the desired/applied changed name to ascertain that the applicant has actually changed his/her name

Selection of Passport Service

On the **Passport Application - Get Started Page**, under '**Choose your miscellaneous services**' please select '**Do you want to change your name?**'

Full Passport Application Process

To understand the full process, please follow the below steps in sequential order:

Step 1	Passport Application Guide	https://passport.in.ckgs.us/passport-application-guide
Step 2	Passport Application – Get Started	https://passport.in.ckgs.us/get-started

C. When a person changes name on account of divorce

For example:

<u>Change of Name after Divorce</u>
Ritu Kumar to Ritu Sharma
Ritu Sharma - Kumar to Ritu Sharma

It is very important that you apply for your Passport on the **CKGS website ONLY** at <https://passport.in.ckgs.us/> and follow the process as defined.

Once you have changed your name, it is advisable to have your name changed on your passport as well.

- You must apply for a "Re-issue" of passport if there is a change in name on account of divorce.

Step 1 Selection of Passport Service

On the **Passport Application - Get Started Page**, please select the option **'Divorced'** for the question **"Please select your 'Marital Status'"**

Step 2 Removal of Spouse's Name

Then, select **"Deletion of Spouse name after Divorce"** on the widget:

Step 3 Change your Name

On the **Passport Application - Get Started Page**, under **'Choose your miscellaneous services'** for the question **'Do you want to change your name?'**

Full Passport Application Process

To understand the full process, please follow the below steps in sequential order:

Step 1	Passport Application Guide	https://passport.in.ckgs.us/passport-application-guide
Step 2	Passport Application – Get Started	https://passport.in.ckgs.us/get-started

- D. When the Surname field is blank on passport and full name is written in the Given Name field and the applicant wants to split his Given Name and add the surname to the passport.

Eg:
Current Passport

<u>Given Name</u>	<u>Surname</u>
Amit KartikKumar	Blank

Expected in New Passport

<u>Given Name</u>	<u>Surname</u>
Amit Kartik	Kumar

It is very important that you apply for your Passport on the **CKGS website ONLY** at <https://passport.in.ckgs.us/> and follow the process as defined.

If the surname field is blank and the full name (first and last name) is written in the given name field, then to move/add the last name in the 'Surname' field, you will have to produce a **Duly Notarized Deedpoll Sworn Affidavit** for split of name.

Selection of Passport Service

On the **Passport Application - Get Started Page**, under '**Choose your miscellaneous services**' please select '**Do you want to split your name?**'

Full Passport Application Process

To understand the full process, please follow the below steps in sequential order:

Step 1	Passport Application Guide	https://passport.in.ckgs.us/passport-application-guide
Step 2	Passport Application – Get Started	https://passport.in.ckgs.us/get-started

- E. When a person changes name from Maiden to Married

When a person (traditionally the wife) assumes the family name of the spouse after marriage, is known as **maiden to married change in name**.

For example:

<u>Maiden name</u>	<u>Maiden name</u>
Ritu Sharma	Ritu Thakur

Please Note: In this case, **only** the last name can be changed. If the first name also changes along with the last name, then the applicant needs to follow the process of **complete name change**.

It is very important that you apply for your Passport on the **CKGS website ONLY** at <https://passport.in.ckgs.us/> and follow the process as defined.

Step 1 Selection of Passport Service

On the **Passport Application - Get Started Page**, please select the following options:

- Select **'Married'** for the question **"Please select your Marital Status"**

Step 2 Addition of Spouse's Name

Then, below the box **'Choose Your Passport Service'**, you can choose to endorse your spouse's name on your passport or opt for no changes.

Full Passport Application Process

To understand the full process, please follow the below steps in sequential order:

Step 1	Passport Application Guide	https://passport.in.ckgs.us/passport-application-guide
Step 2	Passport Application – Get Started	https://passport.in.ckgs.us/get-started

F. When a person wants to add a split/ hyphenated name after Marriage

When a person (traditionally the wife) wants to add the family name of the spouse after marriage.

For example:

<u>Maiden name</u>	<u>Maiden name</u>
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Ritu Sharma	Ritu Sharma - Thakur
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Please Note: In this case, **only** the last name can be changed. If the first name also changes along with the last name, then the applicant needs to follow the process of **complete name change**.

It is very important that you apply for your Passport on the **CKGS website ONLY** at <https://passport.in.ckgs.us/> and follow the process as defined.

Step 1 Selection of Passport Service

On the **Passport Application - Get Started Page**, please select the following options:

- Select **'Married'** for the question **"Please select your Marital Status"**

Step 2 Addition of Spouse's Name

Then, below the box **'Choose Your Passport Service'**, you can choose to endorse your spouse's name on your passport or opt for no changes.

Full Passport Application Process

To understand the full process, please follow the below steps in sequential order:

Step 1	Passport Application Guide	https://passport.in.ckgs.us/passport-application-guide
Step 2	Passport Application – Get Started	https://passport.in.ckgs.us/get-started

The Surname field is blank on my passport and my full name is written in the Given Name field. What is the process to add the surname to my passport?

It is very important that you apply for your Passport on the **CKGS website ONLY** at <https://passport.in.ckgs.us/> and follow the process as defined.

If the surname field is blank and the full name (first and last name) is written in the given name field, then to move/add the last name in the 'Surname' field, you will have to produce a **Duly Notarized Deedpoll Sworn Affidavit** for split of name.

A. Selection of Passport Service

On the **Passport Application - Get Started Page**, under **'Choose your miscellaneous**

services' please select the option **'Do you want to split your name':**

Full Passport Application Process

To understand the full process, please follow the below steps in sequential order:

Step 1	Passport Application Guide	https://passport.in.ckgs.us/passport-application-guide
Step 2	Passport Application – Get Started	https://passport.in.ckgs.us/get-started

Explain Maiden to Married change in name?

It is very important that you apply for your Passport on the **CKGS website ONLY** at <https://passport.in.ckgs.us/> and follow the process as defined.

When a person (traditionally the wife) assumes the family name of the spouse after marriage, that name replaces the birth name (Family name since birth), which is known as **maiden to married change in name.**

For example:

Maiden name	Married name
Ritu Sharma	Ritu Thakur

Please Note: In this case, **only** the last name can be changed. If the first name also changes along with the last name, then the applicant needs to follow the process of **complete name change.**

A. Selection of Passport Service

On the **Passport Application - Get Started Page**, please select the following options:

- Select **'Married'** for the question **"Please select your Marital Status"**

B. Addition of Spouse's Name

Then, below the box **'Choose Your Passport Service'**, you can choose to endorse your spouse's name on your passport or opt for no changes.

Full Passport Application Process

To understand the full process, please follow the below steps in sequential order:

Step 1	Passport Application Guide	https://passport.in.ckgs.us/passport-application-guide
Step 2	Passport Application – Get Started	https://passport.in.ckgs.us/get-started

Change of Date of Birth / Place of Birth

What is the process to change the date/place of birth in the passport?

It is very important that you apply for your Passport application on the **CKGS website ONLY** at <https://passport.in.ckgs.us/> and follow the process as defined.

To change the date/place of birth in the passport, you have to:

- Apply for a reissue of passport.
- Visit the Embassy / Consulate in person between 10 AM to 12.30 PM and seek approval before submitting the physical application to CKGS.
- Embassy/Consulate will annotate "CKGS to accept the application".
Applicant should carry the following documents at the time of visiting the EOI/Consulate.
 - Original Passport
 - Entire application form duly filled and signed
 - Old/ Cancelled passports (if any)
 - Revised Date of Birth / Place of Birth certificate
 - Document submitted to the substantiate applicant's date of birth / Place of birth on his / her previous application.**Note:** The list of documents is not exhaustive and Embassy/Consulate officials may ask for additional documents.
- To know the **Contact Information** and **Address Details** of the **Indian Embassy / Consulate Locations & Jurisdiction**, please visit <https://passport.in.ckgs.us/indian-embassy-consulate-locations-jurisdiction>

A. Selection of Passport Service

On the **Passport Application - Get Started Page**, under '**Choose your miscellaneous services**' please select the option '**Do you want to change your date and place of birth**':

Full Passport Application Process

To understand the full process, please follow the below steps in sequential order:

Step 1	Passport Application Guide	https://passport.in.ckgs.us/passport-application-guide
Step 2	Passport Application – Get Started	https://passport.in.ckgs.us/get-started

Addition / Deletion of Spouse's Name

What is the process to endorse my spouse's name on my passport?

It is very important that you apply for your Passport on the **CKGS website ONLY** at <https://passport.in.ckgs.us/> and follow the process as defined.

- To endorse your spouse's name on your passport, you have to apply for a re-issue of passport.
- Please note that it is **optional** to endorse your spouse's name on your passport.

A. Selection of Passport Service

On the **Passport Application - Get Started Page**, please select the following options:

- Select **'Married'** for the question **"Please select your Marital Status"**

B. Addition of Spouse's Name

Then, below the box **'Choose Your Passport Service'**, you can choose to endorse your spouse's name on your passport or opt for no changes.

Full Passport Application Process

To understand the full process, please follow the below steps in sequential order:

Step 1	Passport Application Guide	https://passport.in.ckgs.us/passport-application-guide
Step 2	Passport Application – Get Started	https://passport.in.ckgs.us/get-started

My spouse is a foreign citizen. So while applying for a passport, do I need to add prefix/suffix with his/her name that denotes nationality of the belonging country?

It is very important that you apply for your Passport on the **CKGS website ONLY** at <https://passport.in.ckgs.us/> and follow the process as defined.

While mentioning the name of a foreign spouse in the passport application form, **no prefix/suffix denoting nationality of the spouse should be added.**

A. Selection of Passport Service

On the **Passport Application - Get Started Page**, please select the following options:

- Select **'Married'** for the question **"Please select your Marital Status"**

B. Addition of Spouse's Name

Then, below the box **'Choose Your Passport Service'**, you can choose to endorse your spouse's name on your passport or opt for no changes.

Full Passport Application Process

To understand the full process, please follow the below steps in sequential order:

Step 1	Passport Application Guide	https://passport.in.ckgs.us/passport-application-guide
Step 2	Passport Application – Get Started	https://passport.in.ckgs.us/get-started

Change of Address

How do I change the address on my passport?

It is very important that you apply for your Passport on the **CKGS website ONLY** at <https://passport.in.ckgs.us/> and follow the process as defined.

A. Selection of Passport Service

To change the address in your passport, you have to apply for a **"Re-issue of Passport"** or **"New Passport in Lieu of Lost / Damaged Passport"**. Select the Passport service applicable to you from under **'Choose Your Passport Service'**.

B. Address Change

Under **'Choose Your Miscellaneous Services'** please tick the option **'Do you want to change your address'**.

Full Passport Application Process

To understand the full process, please follow the below steps in sequential order:

Step 1	Passport Application Guide	https://passport.in.ckgs.us/passport-application-guide
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Step 2	Passport Application – Get Started	https://passport.in.ckgs.us/get-started
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I do not have a valid state ID that reflects my true current address, is there an alternate method to prove my residency?

The **Proof of address** must match with the **present** address of the application. Only **one** of the following will be required as **proof**.

- **Only State Issued** – Driving license
NOTE: Do NOT cut your driver's license copy down to a smaller size
OR
- Utility Bill – **Water**
OR
- Utility Bill – **Electricity**
OR
- Utility Bill – **Gas**
OR
- Valid lease **signed** by landlord and tenant.
- **For College / University students** living on campus in University housing / dormitories - **A letter from institution** on the **institution's letter head** explaining the **exact address** that one presently resides in.

The following items are **NOT ACCEPTED**: cell phone bill, credit card statement, bank statement. **The address cannot include a P.O. Box.**

Common Mistakes to avoid while filling Online Government Passport Form

Common errors that an applicant must avoid while filling government form in order to avoid delays and rejections in the application?

Following are few of the **common errors** that an applicant can avoid while filling the government application form. By avoiding the following errors applicant can fill their government form more accurately and precisely.

1. Wrong Jurisdiction selection done by Applicant on the [Govt. form](#).
2. Uploaded photograph is not identical on the photo affixed on the Govt. form.
3. Upload photograph does not meet the [photo specifications](#).
4. Signature is not as per the requirement. Click on [How to Apply](#) for complete signature specification.
5. Given Name on Govt. Form does not match with the name mentioned on Current Indian Passport.
6. Surname on Govt. Form does not match with the name mentioned on Current Indian Passport.

7. Date of birth on Govt. Form does not match with the date of birth mentioned on Current Indian Passport.
8. Sex on Govt. Form does not match with the sex details mentioned on Current Indian Passport.
9. Passport number on Govt. Form does not match with the passport number mentioned on Current Indian Passport.
10. Place of birth on Govt. Form does not match with the place of birth mentioned on Current Indian Passport.
11. Issue date of passport on Govt. Form does not match with the issue date of passport mentioned on Current Indian Passport.
12. Place of issue on Govt. Form does not match with the place of issue on mentioned on Current Indian Passport.
13. Address on the government form does not match with the address on the Current Indian Passport.
14. Nationality mentioned on the government form does not match with the nationality on the Current Indian Passport.
15. Period of visa mentioned on the government form does not match with the period of visa mentioned on the Current Indian Passport.

Applying from Passport CAMP

Can I cancel my passport application?

Yes. You can cancel your passport application as per your requirement. However, in case of cancellation of application, **CKGS service fees and convenience fees will not be refunded.**

Can I apply for walk-in to collect my documents from CKGS?

No. For all camp services return shipping is **'Mandatory'**. Thus, applicant can select only shipping option under the question **"How would you like your proceed application returned?"**