

Frequently Asked Question (FAQs) on Passport

A. GENERAL

Q: How do I apply for a Re-issue of Indian Passport in New York?

A. Please follow these steps

- ◆ Visit CKGS website (<https://passport.in.ckgs.us>)
- ◆ Apply online for reissue of Passport
- ◆ Pay required fees online & Submit your application
- ◆ Print submitted copy of application
- ◆ Submit physical copy of application along with required documents to CKGS center by Walk-in or Mail/Post:

India Passport Application Center
Cox and Kings Global Services (Passport Section)
336 West 37th Street, Suite 500,
New York, NY 10018, USA1

Q: What is the processing time for re-issue of Indian Passport ?

A. It takes 5-6 working day if all required documentation are in order (excluding CKGS processing time).

Q: What are the various Passport Services are offered by Consulate through CKGS ?

A: We are offering following passport services:

a. Issue of Fresh Passport: You can apply for fresh passport if applying for the first time (e.g. Indian parents can register the birth of their US born child with Consulate, after that they can apply fresh passport through CKGS).

b. Re-issue of Passport: You can apply for re-issue of passport if you want another passport in lieu of an existing passport for any of the following reasons:

- ◆ Change in existing personal particulars.
- ◆ Validity expired within 3 years/ Due to expire.
- ◆ Validity expired more than 3 years ago.
- ◆ Exhaustion of pages.
- ◆ Damaged passport.
- ◆ Lost passport.

Q: An Ordinary Indian Passports booklet contains how many pages ?

A: An ordinary passport has blue cover, and consists of 36 or 60 pages. It is valid for 10 years from the date of issue and can be renewed for another 10 years.

Q: I am Indian Passport holder and my passport has less than 6 months validity, Can I travel with this passport ?

A: For any international travel Passport Must be valid for minimum 6 months, so you can not travel on this passport.

Q: I am an Indian Citizen, at present living in New Jersey, USA, last week my visa status has been expired, what should I do to re-issue of my expired Indian Passport ?

A: To re-issue your Indian Passport we need your valid visa status, if you do not have valid visa status you can visit our website (<https://www.indiainnewyork.gov.in>) and apply for Emergency Certificate (EC). If you already started the process of legalizing your stay in USA with USCIS then please submit your application along with notice of action issued by USCIS (i.e. I-797C etc.) based on this we will issue a Short Validity Passport (SVP), once you get your valid visa status you can apply for Full Validity of Passport (FVP).

Q. I have applied for reissue of Passport through CKGS, its showing processing at Consulate, How do I know the status of my Passport application ?

A: To know the status of your Passport application please visit CGI, New York website (<https://www.indiainnewyork.gov.in>) and submit your query in **PRAMIT**.

B. MINOR

Q: What is the definition of minor for issue of passport?

A: Applicants less than 18 years of age are considered as minor for issuance of passport.

Q: What would be the validity of a minor's passport?

A: The validity of a minor's passport is restricted to five years or till they attain the age of 18, whichever is earlier. But the minors aged between 15 to 18 years can apply either for a 10-year validity passport or for a passport which is valid till they attain the age of 18 years. Different fees are applicable depending upon which category they are applying for.

Q: Is it true that passport applications for minors under 18 require consent of either both parents or legal guardian?

A: It is necessary that either parent/legal guardian should give his / her consent while applying for minor's passport. Following documents have to be submitted in the given cases:

S.No.	Case	Documents to be submitted (Notarized)
1.	Passport application of a minor with consent of both parents	Annexure "D"

2.	Applied by Legal Guardian	Annexure "D"
3.	Minors with single parent (One parent deceased)	Annexure "D"
4.	Applied by one parent/guardian when consent of one or both parents is not possible	Annexure "C"

Q: I want to apply for my child's passport. Are signatures of both parents mandatory on Annexure D to be submitted along with the application? What if my spouse is refusing to sign the form?

A: Yes, notarized copy of Annexure D with the signature of both the parents is mandatory to be submitted along with the application. If either of the parents is not giving consent, then the parent applying for the minor's passport needs to submit Annexure C.

Q: I wish to apply for a passport for my child who is 12 months old. Can I apply for a 60 pages booklet?

A: No. Only 36 pages passport booklet are issued to minors.

Q: I want to apply for re-issue of Passport for my minor Son/Daughter, should my son/daughter needs to be present at CKGS center ?

A: No

C. STUDENTS

Q: I am a Indian student staying in New York. What proof of residence do I have to furnish?

A: Students studying in Jurisdiction of CGI New York, have to apply of Passport Service thorough CKGS Website (<https://passport.in.ckgs.us>).You can submit any one of following as valid US Residence Proof with your application.

- ◆ Driver's License (front and back page)
OR
- ◆ State ID (front and back page)
OR
- ◆ Utility bill such as gas, electric or water must not be older than 3 months/ Landline telephone Bill.
OR
- ◆ Month to Month Rental Lease agreement or Home Mortgage
OR
- ◆ For College / University Students living on campus in University housing / dormitories, a letter from your institution on the institution letterhead explaining the exact address that you presently reside in.

Q: My passport is getting expired shortly. When can I apply for reissue of the passport?

A: If you are a student, you can get your passport reissued within two years of Expiry of your existing passport (as per the 'Date of Expiry' printed on the passport) by specifying the reason for reissue as 'Validity Expired within 3 Years/Due to Expire'. Other applicants can apply for reissue of passport within one year of expiry of existing passport by specifying the reason for reissue stated above.

Q: Explain citizenship of India by birth, descent, registration, naturalization.

A:

- ◆ **Citizen of India by birth:** You are Citizen of India by birth if you are born in India.
- ◆ **Citizen of India by descent:** You are Citizen of India by descent if you are born outside India and either of your parents is a citizen of India at the time of your birth.
- ◆ **Citizen of India by registration/naturalization:** You are Citizen of India by Registration/Naturalization if you have been granted Indian Citizenship by Ministry of Home Affairs (MHA), Govt of India.

Q: Can an Indian passport be issued to applicants born in USA?

A: Indian passport can be issued to the "Citizen of India by Descent" i.e. person born to Indian parent(s) outside India. First parents need to register the birth of Child in Consulate, please visit our website for more details (<https://www.indiainnewyork.gov.in>) follow these steps : Home > Consular Services > Miscellaneous Consular Services > Registration of Birth

Q: I recently got married/divorced. How do I change my name on my passport?

A: To change the name in the passport, you have to apply for a "Re-issue" of passport through CKGS (<https://passport.in.ckgs.us>) and get the specified change done in the personal particulars by selecting desired Miscellaneous Service.

D. VALIDITY EXPIRED

Q: My passport expired 4 years ago. Can it be reissued? What is the procedure to re-issue it?

A: Please visit CKGS Website (<https://passport.in.ckgs.us>) and apply online for "Re-issue of Passport" under Passport already expired category. After online application please submit the physical copy of submitted application along with required documents to CKGS Center by Walk-in or Mail.

Q: What are the additional requirements if passport has expired more than three years ago?

A: Fresh police verification would take place if you apply for re-issue of passport after expiry of old passport more than three years ago. Processing time depend on availability of clear Police Verification report from Concerned Authority in India.

Q: I'm 25 now, but my last passport was issued when I was 15. What should I do?

A: You need to apply for "Re-issue" of passport through CKGS.

Q: What is the definition of damaged Passport?

A: Damaged passport is classified further based on the extent of damage, i.e.:

- ◆ Passport number is readable, name is legible and Photo is intact
- ◆ Damaged beyond recognition/ mutilated/smudged entries/washed out

Q: What is the procedure to apply for duplicate passport in case of lost or damaged passport?

A: To apply for duplicate passport in case of lost or damaged passport, you have to apply for apply for "Re-issue" of passport in lieu of damaged/lost Passport category through CKGS.

E. LOST/STOLEN PASSPORT

Q: I Lost/Damaged my passport, Can I apply it under Tatkal ?

A. No

Q. I lost my Indian Passport in New York, how do I reissue my Passport ?

A. Loss of passport should be immediately reported to the nearest Police Station and get obtain Police complaint Report. After this, apply for re-issue of passport under lost category through CKGS (<https://passport.in.ckgs.us>). Submit physical copy of application along with Police complaint report and other required documents to CKGS Center by Walk-in/Mail.

Applicants those who are not able to register Police Complaint without Consulate's letter, please follow these steps :

- ◆ Visit Consulate (3 East 64th Street, NY-10065), with photocopy of your lost Passport (if it is available)
- ◆ Apply for Consulate's letter to register Police Complaint for lost Passport
- ◆ Consulate will issue a letter in sealed envelop and handover it to applicant
- ◆ Submit this letter to concerned Police authority
- ◆ Concerned Police authority will issue a Police Complain Report
- ◆ Visit CKGS website (<https://passport.in.ckgs.us>) apply for reissue of Passport under lost Category
- ◆ Submit Physical application form along with required document (including Police Complaint Report) to CKGS Center by Walk-in or Mail.

Q: I am an Indian Citizen living Ohio,USA. I lost my Indian passport but I don't have photocopy of the same. What should I do?

A: Photocopy of the old passport is not a mandatory document to be submitted in case of lost/damaged/stolen passport. It should be produced, if it is available. But you will be required to produce, the previous passport details like Passport number, date of issue, date of expiry and place of issue, while filling the passport application form. If you do not have that information, then visit CGI, New York (3 East 64th Street, NY-10065) **OR** visit CGI, NY's website and submit your query in PRAMIT.

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

A: The new passport will have a new passport number, with a fresh validity of 10 years.

Q: I recently lost my valid passport, but do not have the details. Will it be possible for the Consulate to trace the details from your system and give me the details for filling my application form for Passport?

A: You need to visit CGI, New York (3 East 64th Street, NY-10065) and Provide your details **OR** visit CGI, NY's website and submit your query in PRAMIT, we will guide you accordingly.

Q: What can I do if I have lost my passport and have to travel to India urgently due to an emergency like serious illness or death in the family?

A: Please visit CGI, New York's website (<https://www.indiainnewyork.gov.in>) and apply for an Emergency Certificate (EC). EC will be issued for returning to India after verification of Indian nationality.

Q: I am in USA on B1/B2 visa, I lost my Passport in USA Can I obtain a new Passport ?

A: Visitors from India on B1 /B2 visa who are not normally resident in USA are advised to hold passports which are valid for the period of their visit. In case of lost, where it becomes necessary to obtain new Passport, a Short Validity Passport (SPV) would be reissued after clearance from the original Passport Issuing Authority in India **OR** an Emergency Certificate (EC) would be issue to applicant so that he will able to return India.

F. EXHAUSTION OF PAGES

Q: The pages in my passport booklet have exhausted, but it has a validity of 5 years. What is the procedure to apply for new booklet?

A: Visit CKGS Website (<https://passport.in.ckgs.us>) and apply for "Re-issue" of passport under Passport pages exhausted category. A new passport booklet would be issued to you with a fresh validity of 10 years.

Q: When an additional booklet/additional pages issued?

OR

My passport is nearly full but is valid for another 4 years, is it possible to add extra pages?

A: Additional pages are not added to a passport booklet. If the pages in the passport booklet have exhausted, you need to apply for "Re-issue" of passport under Passport pages exhausted category through CKGS website (<https://passport.in.ckgs.us>). A new passport booklet would be issued to you.

Q: My passport will expire in 2 years. What should I do?

A: You can apply for a re-issue of passport up to 1 year before the expiry **OR** within three years after the expiry of the existing passport without fresh police verification, provided there is no change in personal particulars and there is clear police report with respect to your previous passport and there is no adverse entry in the system. You can also apply for re-issue of passport if your previous passport expired more than three years ago, but fresh police verification would take place.

Q: My appearance has changed. What is the procedure to change my photograph in the passport?

A: To change the photograph in the passport, you have to apply for "Re-issue" through CKGS along with notarized affidavit of Change in Appearance .

G. CHANGE IN NAME

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

A: It is not advisable to travel in your previous name. To change your name in the passport, you have to apply for "Re-issue" of passport through CKGS. To check the complete list of documents to be submitted along with the application form, please visit (<https://passport.in.ckgs.us>).

Q: What documents are required when there is a change in name on account of divorce?

A: Following additional documents have to be submitted:- Court certified copy of Divorce Decree or self attested copy of Divorce certificate. To check the complete list of documents to be submitted along with the application form, please visit (<https://passport.in.ckgs.us>).

Q: There is a mistake in the spelling of my name in the passport. What can I do?

A: If you find any mistake/error in the particulars printed in the passport booklet as per the application form submitted, please visit Consulate and return the passport for necessary rectification. Any additional fees required to be paid would depend solely on merit of the case as decided by the Consulate. If there is a misrepresentation of facts, then penalty could also be imposed. However, applicants are requested to check all details while applying online so that passports are Printed without any typographical errors. If you have done a mistake while filling your passport application form i.e. you have filled your full name in the "Given Name" field, then you will need to re-apply for re-issue of Passport for change in personal particulars through CKGS.

Q: Explain major and minor change in name?

A:

- ◆ Minor change in name - change in name because of spelling discrepancy between passport and documents which phonetically do not result in total change in name.
- ◆ Major change in name - Cases other than minor change in name.

Q: If the applicant changes his/her name as given below, would it considered a major change or a minor change in name?

- ◆ **Case 1:** Sandeep Sharma to Sandeep Kumar Sharma
- ◆ **Case 2:** Sandeep Kumar to Sandeep Sharma
- ◆ **Case 3:** Ritu to Ritu Thakur

A: In Case 1 and Case 2, it is a major change in name. In Case 3, if change in name is due to marriage then it falls in the category "Change in name due to marriage". If change in name is not due to marriage, it is a major change in name.

H. CHANGE IN DATE OF BIRTH/PLACE OF BIRTH

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

A: To change the date/place of birth in the passport, you have to apply for a "Re-issue" through CKGS and get the specified change done in the personal particulars by choosing required option under Miscellaneous Services. To check the complete list of documents to be submitted along with the application form, please visit (<https://passport.in.ckgs.us>).

Q: I want to get the DOB changed in the passport since there is a typing error. What should I do?

A: If you find any mistake/error in the particulars printed in the passport booklet as per the application form you submitted, please return the passport for necessary rectification to Consulate. Any additional fees required to be paid would depend solely on merit of the case as decided by the Consulate. If there is a misrepresentation of facts, then penalty could also be imposed. However, applicants are requested to check all details while applying online so that passports are Printed without any typographical errors.

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

A: To endorse the spouse's name on your passport, you have to apply for a 'Re-issue' of passport through CKGS and get the specified change done in personal particulars by choosing required option under Miscellaneous Services. To check the complete list of documents to be submitted along with the application form, please visit (<https://passport.in.ckgs.us>).

Q: My spouse is a foreign citizen. What document(s) do I need to submit along with my passport application to include his/her name in my passport?

A: For the applicants whose spouse is a foreign citizen and the name needs to be included in the passport, one of the following documents need to be submitted along with the passport application:

i. Marriage Certificate issued by the Indian Mission/Post abroad.

OR

ii. Marriage Certificate issued by Foreign Government, duly attested/apostille either by:

- a. The Indian Mission/Post in the jurisdiction from where the Marriage Certificate was issued
- b. Concerned Authority in USA

OR

iii. Marriage Certificate issued in India by Indian authorities (Marriage Officer/Registrar of Marriage)

OR

iv. Marriage Certificate issued by Foreign Embassy/High Commission/Consulate of that country in USA (to which the foreign spouse is a citizen)

Q: 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?

A: While mentioning name of foreign spouse in the passport application form, no prefix/suffix denoting nationality of the spouse should be added. Only the actual name of the spouse needs to be mentioned.

Q: What documents are required for deletion of spouse's name on account of divorce?

A: Following additional documents have to be submitted:- Court certified copy of Divorce decree or self attested copy of Divorce certificate. To check the complete list of documents to be submitted along with the application form, please visit (<https://passport.in.ckgs.us>).

I. CHANGE OF ADDRESS

Q: How do I change the address on my passport?

A: To change the address in the passport, you have to apply for a "Re-issue" of passport through CKGS and get the specified change done in the personal particulars by choosing required option under Miscellaneous Services. To check the complete list of documents to be submitted along with the application form, please visit (<https://passport.in.ckgs.us>).

J. TATKAAL RELATED

Q: How to apply Passport under Tatkaal scheme ?

A: To know how to apply Passport under Tatkaal Scheme please visit our website and (<https://www.india.innewyork.gov.in>) and follow these steps : Home > Consular Services > Passport Services > TATKAL Passport Services

Q: Can I apply for a passport under the Tatkaal scheme at Consulate directly ?

A: No, you have to apply Tatkaal Passport through CKGS only.

Q: **What is the processing time for Passport under Tatkaal Scheme ?**

A: 1-2 working day (excluding CKGS processing & mailing time)

Q: **I have submitted Passport application under Tatkaal Scheme, I have family emergency can I pick up my Passport from Consulate ?**

A: Yes you can collect it directly from Consulate in case you have emergency, please visit our website and submit your requested under PRAMIT, we will inform you the pickup date and time accordingly.

Q: **For More FAQ Please [click here](https://passport.in.ckgs.us/faq) : (https://passport.in.ckgs.us/faq)**
