Passport Services – General Information

The Embassy provides passport services for two categories, fresh issuance of passport (for newborns to Indian parents) and renewal of passports for Indian nationals.

HOW TO SUBMIT THE PASSPORT APPLICATION (DOCUMENTS REQUIRED AND GUIDELINES FOR FILLING APPLICATION):

Duly filled in online application form **https://mportal.passportindia.gov.in/gpsp/AuthNavigation/Login**

NOTES: All fields and columns in the application form are mandatory and must be filled in completely.

Documents to be submitted with passport application:-

A. Re-issue of passport due to expiry of validity / exhaustion of pages

a. Printout of duly filled Application Form

b. Current Indian Passport (Original and Copy)

c. Specimen declaration of the Applicant on a Plain Paper -Annexure 'E'

d. Proof of present Egyptian address

e. Proof of valid residential status in Egypt

f. Two Recent passport size Photographs (Specification of Photograph can be found (here)

g. Indian address for police verification (if required)

B. Reissue of Passport due to change in personal particulars like:

I. Complete Change of Name

(i) Original Clippings of two (02) local Indian newspapers (after 02 months applicant can apply) **or** Gazette notification of the concerned State Government **or** Gazette Notification of India (Central Government), as the case may be;

(ii) at least two public/school documents issued in the desired name to ascertain that the applicant has actually changed his name.

(iii) In case of NRI applicants and their dependent family members who have been staying abroad on long term permanent or work visa/permit, two public documents issued by the local government/local school/educational institution where the student is enrolled. This would not be applicable for temporary residents and visitors from India or third countries.

II. Addition/deletion/change of spouse's name on passport on account of marriage/divorce/separation/remarriage

(1) For addition of spouse name in Passport:

A) Marriage Certificate

B) Passport copy of Spouse

C) In case of spouse being Egyptian national: Marriage Certificate duly attested by Ministry of Interior and Ministry of Foreign Affairs (Egypt)

(2) For deletion of spouse name: Divorce Order (Divorce by Indian Court if Indian Marriage Certificate)/Declaratory Order from Indian Court and attested by MEA, India

(3) For change of spouse name:

A) Divorce Order (Divorce by Indian Court if Indian Marriage Certificate)/Declaratory Order from Indian Court OR Death Certificate of first spouse and attested by MEA, India

B) Re-marriage certificate

C) Passport copy of Spouse (whose name to be added)

(III) For change of surname only by woman applicant following marriage/divorce

A) Marriage Certificate

B) Divorce Order (if name/surname change is based on divorce) {Divorce by Indian Court if Indian Marriage Certificate}/Declaratory Order and attested by MEA, India

IV. Reverting to maiden surname on account of divorce or separation

1. Applicant must have an earlier passport with maiden name. Proof of divorce or separation is required in such a case. However, If the copy of older passport of maiden name is not available, then applicant has to follow complete name change process as mentioned above.

V. Change in the name/spelling of Parents

1. Parent’s Passport Copy

VI. Change of appearance/signature

1. Self-signed declaration for the change of appearance

VII. Change of Address

1. Proof of present address like Aadhar Card/Electricity Bill/Telephone Bill/Gas Connection, etc.

C. Re-issue of Passport – due to Loss/Damage of earlier Passport

a. Printout of duly filled Application Form

b. Current Indian Passport reported lost/damaged (Two Copies)

c. Specimen declaration of the Applicant on a Plain Paper - Annexure 'E'

d. Specimen Affidavit for issuance of a passport in lieu of lost or damaged passport -Annexure 'F'

e. Letter explaining how Passport got lost/damaged.

f. Original Police Report mentioning lost Passport number along with translation copy

g. Proof of valid visa/residential status in Egypt, as the case may be:

h. Two Recent Passport size Photographs

D. Re-issue of Passport to minors

a. Printout of duly filled Application Form

b. Current Indian Passport (Original and Copy)

c. Annexure 'E'

d. Annexure 'D' or Annexure 'C' as applicable

e. Proof of valid visa/residential status in Egypt, as the case may be:

h. Two Recent Passport size Photographs

i. Passport copies of both the parents

k. For a minor child with a single parent due to divorce or death, documents such as divorce certificate or death certificate for the deceased parent, is necessary. Additionally, in divorce cases a custody order from an Indian Court is required.

IMPORTANT INSTRUCTIONS:

- While submitting application, please keep the documents with the application form.
- Processing Time: Normal Passport renewal- One month

Note: Processing time starts with arrival of application at the Embassy.

IMPORTANT NOTICES:

- Fee structure is subject to change as per Government of India orders.
- The Embassy can ask for additional documents from the applicant if needed, during the process of issuing the passport.
- The applicant should ensure that they choose the correct police station based on the Indian address entered in the passport application.
- All signatures in the application form should be signed with blue or black ballpoint pen and should exactly fit in the prescribed signature box. Those who cannot put their signature like infants, minors or illiterates, they should put their thumb impression in place of signature.
- It is an offence under the Passport Act 1967 to furnish false information or suppress information in the application.

Passport facilities would be denied on grounds of suppression of material information, submission of incorrect particulars, willful damage/loss of passport or for unauthorized change/tampering. The passport can be impounded or revoked for violation of one or more of the provisions of the Passport Act.

- After submission of application at Consular Section, no further changes are permitted.
- The Embassy shall not be responsible for errors in passports due to incorrect details or usage of special characters (&, @, # etc) filled by applicant in the application forms. In all such cases applicants would need to apply afresh.
- Fee once paid/submitted will not be refunded. For re-submission fresh application and fee will have to be borne by the applicant.
- Applicants are advised to submit requested supporting documents only and to refrain from submitting affidavits as documentary proofs, as the Embassy does not accept affidavits as a valid documentary proof for any consular service.
- The Embassy does not communicate over the phone for any fee payment. If you receive any such phone calls regarding payments over phone, please do not entertain such calls.
- Only matters related to death/critical illness of an immediate family member (parents, child, or siblings) are considered emergency cases.
- Applicants can renew passport up to a year before expiry and the Embassy expects applicants to renew the passport at least 6 months before expiry date. Any delay on the part of applicant in

renewal of passport will not be considered grounds as for an emergency in any scenario.

- Applicants are asked to refrain from booking travel tickets before getting valid passports. Any request for passport renewal under Emergency Cases on grounds of any upcoming travel plans will not be entertained.
- **No Tatkaal facility is available at Embassy of India, Cairo.**
- For more information, please visit FAQs section.
- If the issue/query is still not resolved, please visit Consular Section.

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FAQs for Passport

Who can apply for passport renewal ?
Any applicant holding Indian passport and a valid/applied status in Egypt (Visitor/Study/Work permit or Residency).

How do I submit the application ?
Step 1: Fill and submit the form online **https://mportal.passportindia.gov.in/gpsp/AuthNavigation/Login**

Step 2: Take a printout of the form submitted online and submit the hard copy of the form with passport size photo, supporting documents and fee.

Please Note: DO NOT USE ANY SPECIAL CHARACTERS (&, #) WHILE ENTERING ADDRESS DETAILS. THIS MAY LEAD TO A PRINT ERROR ON THE PASSPORT BOOKLET AND THE EMBASSY WILL NOT BE RESPONSIBLE FOR THAT.

What are the documents required for a normal passport renewal application ?
Duly filled online application form.

- A recent passport size photograph pasted on the application form of size (2inch x 2inch)**.**
- Original passport of the applicant
- One copy of first and last page of the current passport
- One copy of valid legal status in Egypt (Residency card / study permit / work permit / visitor record)
- One copy of Indian address proof (Self/Family/friend or someone who can verify applicant's antecedents during police Verification), if required
- Annexure E

Documentary requirements of specific cases (passport for Minor, lost passport etc) are listed on the "General Information" page

What is the Normal validity of a passport being renewed ?
Valid Status Applicants- 10 years for adult
5 Years for minor or till 18 years of age

Where do I submit the application ?
Applicant has to submit hard copy of application with all relevant documents at the Consular Section, Embassy of India, Cairo.

When can I renew my passport ?
Applicant can apply for renewal of passport anytime within 12 months of its expiry. It is recommended to necessarily renew passport that has less than 6 months of validity.
However, a passport may be renewed irrespective of the date of expiry in case of the following reasons:

1.Change in personal particulars (name, address, addition/deletion of spouse name etc.

2. Change in appearance or signature

3. Loss/damage of passport booklet

My passport has expired more than one year ago. Is there any extra document required from my side ?
A self-attested declaration on plain paper explaining the reason for late renewal is required if passport is expired more than 3 years ago.

What documents do I need for addition/deletion/change of my spouse's name on my passport ?
(I) For addition of spouse name in Passport:
A) Marriage Certificate
B) Joint declaration signed by both husband and wife

(II) For deletion of spouse name: Divorce Order (Divorce by Indian Court if Indian Marriage Certificate)/Declaratory Order(If divorce from foreign court)

(III) For change of spouse name:

A) Divorce Order (Divorce by Indian Court if Indian Marriage Certificate)/Declaratory Order OR Death Certificate of first spouse

B) Re-marriage certificate

(IV) For change of surname by women applicant following marriage/divorce:

A) Marriage Certificate

B) Divorce Order(Divorce by Indian Court if Indian Marriage Certificate)/Declaratory Order (if name / surname change is based on divorce)

What additional documents are required in case the applicant is a minor ?

Following documents are mandatorily required:

1. Annexure D signed by both parents (Or Indian court appointed guardian along with Indian court order or adoption deed)
2. Copy of passports of both the parents or guardian
3. Address ID proof of of the parents or the guardian.

What additional documents are required in case the applicant is a minor with single parent ?

Following documents are mandatory required:

1. Annexure C signed by custodial parent/guardian.

2. Proof of the custody through an Indian Court order etc.
3. Copy of passport of the custodial parent or guardian.
4. Address ID proof of the custodial parent or guardian.

IMPORTANT:In the cases of re-issuance of passport to minors, custody papers of Child(ren) issued by Egyptian courts will not be recognized. In such cases, a custody order by an Indian court is mandatory. Otherwise consent of both parents is required on **Annexure D**.

What additional documents are required in case the applicant's previous passport has been lost ?

Annexure F along with a Police Report clearly mentioning the lost passport details and letter explain loss of passport by applicant.

What additional documents are required in case the applicant's previous passport is damaged ?

Duly filled and signed Annexure F.

A. Declaration by applicant explain reason for passport damage.

There is a change in the spelling of my parent's name. What supporting documents do I need ?

Applicant needs to submit copy of their parent's Indian passports with correct name and declaration by applicant to change parents name.

I wish to split my name into Given and last name. Will it be a name change ? What documents do I need ?

No, splitting name into given and last name is not considered name change. At least two public/school documents issued in the desired name is required.

e.g. The following is permitted:

	OLD PASSPORT	NEW PASSPORT
Surname		Rastogi
First and Middle name	Rameshbhai Rajubhai Rastogi	Rameshbhai Rajubhai

The following is not permitted:

	OLD PASSPORT	NEW PASSPORT
Surname		Bhai
First and Middle name	Rameshbhai	Ramesh

What documents can I submit as proof of Egyptian address ?

- Government issued Photo ID
- Rental agreement
- Utility Bills viz. Home internet / Hydro / Water Bill
- Letter from University on its letter head (Only in case of students staying on Campus)
- Copy of Work/Study Permit carrying address

The following documents are not allowed as address proofs:

- Pre-paid Phone bills
- Bank statements

What documents can I submit as proof of Indian address ?
Passport

- Voter's ID
- Utility Bills viz. Electricity / Gas / Water etc.
- Government bank/PSU bank passbook
- landline phone bill
- Aadhaar Card / e-Aadhaar Card
- Driving Licence
- Valid Ration Card

The following documents are not allowed as address proofs:

- Private bank passbooks
- Rent agreements

I have not stayed in India for a long time and do not have an address in India in my name. What do I do ?
Applicant can give the address of their family / relative or a known person in India as long as they can verify their antecedents in case of police verification procedure.

What is the procedure for issue of fresh passport to a child born in Egypt to parents holding Indian passports ?
In case parents wish to obtain Indian passport for the child, birth registration with the Indian Mission is required before applying for passport for the newborn. Both the parents should sign a declaration of non-acquisition of Egyptian nationality by the child and consent to issue an Indian passport to the child. The Declaration should clearly mention that the child will not apply for Egyptian Citizenship till they turns 18 years of age. It may be noted that Indian rules do not allow dual citizenship and therefore, the Egyptian citizenship is required to be renounced before acquiring Indian Citizenship.

Note: You will need to fill online passport application for fresh passport and get it countersigned by both parents. Copy of the residency card of the parents would be needed. Also submit a copy of the birth certificate of the child showing the names of the parents.

There is a mistake in name/address on my passport. What should I do ?

The Embassy cannot make any changes in passport details as filled by the applicant in their form. As such applicants are advised to fill the form carefully. If applicant is required to correct a mistake, they will have to apply again for another renewal of passport and use the option 'Change in Personal Particulars'.

Is there a requirement of any minimum validity of passport to travel out of India ?

Yes, many countries require at least six months validity of passport before allowing you to travel to there. If you have less than 6 month’s validity passport then Please confirm this requirement from the airline you are travelling with or the concerned country, you are visiting.

Who can apply for fresh passport ?

New born child to Indian parents, who have not applied/obtained foreign passport. apply for passport renewal.