

**Requirements for Fresh or Renewal of Passport – Normal process (8 to 12 working days) - Passport fees
Rs.1600 + Parry Travels Service Charge**

Proof Of Present Address - Any one of the below documents:

1. Aadhaar Card - Mandatory
2. Water Bill
3. Telephone (landline or postpaid mobile bill)
4. Electricity bill
5. Income Tax Assessment Order
6. Election Commission Photo ID card
7. Proof of Gas Connection
8. Certificate from Employer of reputed companies on letter head
9. Spouse's passport copy (First and last page including family details mentioning applicant's name as spouse of the passport holder), (provided the applicant's present address matches the address mentioned in the spouse's passport)
10. Parent's passport copy, in case of minor (First and last page)
11. Rent Agreement
12. Photo Passbook of running Bank Account with the bank letter (Scheduled Public Sector Banks, Scheduled Private Sector Indian Bank's, and Regional Rural Banks only)

Proof Of Date of Birth - Any one of the below documents

1. Birth certificate issued by the Registrar of Births and Deaths or the Municipal Corporation or any other authority, empowered under the Registration of Births and Deaths Act, 1969 (18 of 1969); or
2. PAN - Permanent Account Number Card issued by the Income-tax Department having the date of birth of the applicant; or
3. Transfer or school leaving or matriculation certificate issued by the recognised school last attended or recognised educational board having the date of birth of the applicant; or
4. Copy of an extract of the service record of the applicant (only in respect of Government servants) or the Pay Pension Order (in respect of retired Government servants), duly attested or certified by the officer-in-charge of the administration of the concerned Ministry or Department of the applicant, having his date of birth; or
5. Driving licence issued by the Transport Department of the concerned State Government, having the date of birth of the applicant; or
6. Election Photo Identity Card issued by the Election Commission of India containing the date of birth of the applicant; or
7. Policy bond issued by the Life Insurance Corporations of India or Public Companies having the date of birth of the holder of the insurance policy.

Requirements for Fresh Passport for Minors (up to 18 years)

1. Birth Certificate or Bonafide Certificate in School Letter Head
2. Parent's Original Passport
3. If either father or mother does not have passport then they must execute an Affidavit for Minor on a Non-Judicial Stamp Paper
4. Affidavit by Legal Guardian (in case the parents are not legal guardians). In this case, apart from an affidavit by the legal guardian two responsible persons known to the legal guardian should also execute an affidavit.
5. In case where the parents are resident outside India, such consent from the parent(s), in the form of Sworn Affidavit, dully attested by the Indian Mission abroad, is acceptable. At least one parent of the minor child must hold a valid Indian passport, failing which passport to minor applicant shall be issued only after police clearance.
6. Recent photographs with white background in size ,35mm x 45mm , white back ground , wearing dark shade dress (If child age below 4 years)
7. Annexure D - Declaration of parent (Shall provide at the time of submission)

8. Any two address proof of parent (Either Father or Mother) with same address from the below list .
- Aadhar card
 - Driving license
 - Voter ID
 - Bank passbook with Photo with seal (or) last 6 months statements in original with seal and signature
 - BSNL Telephone bill

Important Notes

- Parent passport should be same address as well as spouse name to be included in the existing passport.
- Personal presence of any one parents along with child is required at the time submission at respective PSK centre

Requirements for Fresh or Renewal of Passport - Tatkal (5 to 8 working days) - Passport fees Rs.1600 + Tatkal Fees Rs.2000 + Parry Travels Service Charge

1. Last Passport issued (in case of re-issue only)
2. PVC Aadhaar Card/Complete Original Aadhaar Letter/ e-Aadhaar Card with digital signature verified mark issued by UIDAI or Aadhaar Card (Small cut-out Aadhaar card/smart card printed by non-UIDAI entities will not be accepted.)
3. Permanent Account Number (PAN) Card
4. Student Photo Identity Cards issued by Recognized Educational Institutions
5. Birth Certificates issued under the Registration of Births and Deaths Act, 1969 (18 of 1969)
6. Ration Card (latest or updated)
7. Electors Photo Identity Card (EPIC)
8. Driving Licenses (valid and within the jurisdiction of the State of submission of applicant)
9. Bank Passbook or Kisan Passbook or Post Office Passbook (with applicant's photo attested and with the latest transaction updated)
10. Scheduled Caste or Scheduled Tribe or Other backward class Certificate
11. Arms License issued under the Arms Act, 1959 (54 of 1959)
12. Pension Documents such as ex-servicemen's Pension book or Pension payment order issued to retired government employees, ex-servicemen's Widow or Dependent Certificates, Old Age Pension Order
13. Service Photo Identity Card issued by State/Central Government, Public Sector Undertakings, local bodies, or Public Limited Companies

Application to Apply

1. Aadhar card
2. PAN card
3. Mobile Number:
4. Email id:
5. Visible Identification mark:
6. Education qualification:
7. Occupation:
8. Nearby Police station Name:
9. Passport Page 36 or 60:
10. Process under Normal or Tatkal
11. Emergency contact person name:
Emergency contact person Relationship:
Current Address:
Mobile number:

Contact Email ID: parryvisa@parry.murugappa.com & Shajahan@parry.murugappa.com