

All Documents in Original

Passport Requirements (New)

- Original Ration Card / Aadharcard / Society Letter
- School leaving certificate / Birth certificate / Compulsory if Born after 1986
- Marriage certificate (if married)
- Mark sheet of last 3 yrs and degree + S.S.C. + H.S.C. in addition
- Electricity Bill - (Current Year latest & one year old same month bill) Both
- Telephone Bill - (Current Year latest & one year old same month bill) Both
- Updated Bank Statement last One Years Transaction with the stamp of the bank on 1st page.
- Additional Proof : Election Card / Pan Card
- Minimum 1 ½ working months.

Passport Requirements (Renewal)

- Original Ration Card / Aadharcard / Society Letter
- Marriage certificate (now if married & if spouse name is not there)
- Old Passport
- Birth certificate or School / College leaving certificate
- Electricity Bill - (Current Year Bill Month & Last Year Same month Year Bill
- Telephone Bill - (Current Year Bill Month & Last Year Same month Year Bill
- Updated Bank Statement last One Years Transaction with the stamp of the bank on 1st page.
- Additional Proof : Election Card / Pan Card

Passport Requirements (Minor) Below 15 years.

- Original Ration Card / Aadharcard / Society Letter
- Parents Passport
- Birth certificate
- Electricity Bill - (Current Year Bill Month & Last Year Same month Year Bill) Both
- Telephone Bill - (Current Year Bill Month & Last Year Same month Year Bill) Both
- Bank Statement last One Years with the stamp of the bank on 1st page.
- Photograph (7 Pics) 35 X 35 with white back ground (80 % face) (upto 6yrs)

Min time to get Passport is 45 to 50 working days.

- Passport office charges - ADT - Rs. 1,500/-
- Passport office charges - Minor (Below 15 Yrs) - Rs. 1,000/-
- Additional documentation charges is as per requirement.
- Address proof should match with all the documents.
- Birth date should match with all the documents.