

- **Q1. *When and how one can apply for renewal / re-issue of passport?***

A new passport can be issued on expiry of existing passport either one year before expiry of the passport or on exhaustion of pages. To apply for a new or reissue of passport, you need to fill Online Passport Application Form (EAP1) using URL <https://embassy.passportindia.gov.in>. For further detail, please visit our website: <http://www.cgiguangzhou.gov.in>. Click 'Passport & related Services' under "Consular & Visa" on homepage. Please note that **No handwritten passport application is accepted.** Physical presence of applicant is required at the time of submission of passport application.

- **Q2. *What type of photographs is required for Passport?***

Two Photographs (White background 5cm X 5cms only).

- **Q3. *What are documents required with the Passport application Form?***

- (i) Online passport application (Available on Consulate's website: <http://www.cgiguangzhou.gov.in>)
- (ii) Two Photographs (5 cm X 5 cm with white background).
- (iii) Original Passport.
- (iv) Copies of current passport- first two pages and last two pages.
- (v) Copies of China Residence Visa (last two years)/copy of lease agreement.
- (vi) Registration Form of temporary residence for visitors/work permit/ employment Contracts, etc. Kindly bring originals and copies of the same. Besides, additional documents, if any, may be required on case to case basis.

- **Q4. *What are the requirements for getting a new passport in lieu of lost Passport?***

If you have lost your Passport, you have to fill online passport application and bring a Report from Police Station for loss of your Passport and a confirmation report from Entry/Exit bureau office nearer to your residence, a written statement stating how the passport was misplaced / lost / stolen, photocopy of the lost passport, photocopy of the residence visas/residence proof with five recent photographs (size 5 cm X 5cm) with plain white background. Personal particulars Form (in triplicate) may also be required.

- **Q5. *What are the requirements for getting a passport for newborn baby?***

**(A) Registration of Birth of minor Child born aboard:-**

Application for registration of birth of a minor child under section 4 (i) of the Indian citizenship act 1955 is to be filled online at: [indiancitizenshiponline.nic.in](http://indiancitizenshiponline.nic.in) of the Ministry of Home Affairs website. Kindly fill Form I [see rule3]. Upload following documents with

online application with the photographs of the Child and bring print out of the on line registration application:-

- (i) Birth Certificate of Child
- (ii) Passports of parents
- (iii) Marriage certificate of parents

**(PLEASE NOTE IN THE CASES OF BIRTH REGISTRATION AND ISSUE OF NEW PASSPORT TO NEWBORN CHILD, YOU ARE ADVISED FIRST TO CONSULT THE CONCERNED OFFICIAL(S) IN THE CONSULATE DEALING WITH BIRTH REGISTRATION/ISSUE OF PASSPORT, TO KNOW THE DETAILED PROCEDURE AND REQUIREMENT OF DOCUMENTS, ETC. BEFORE VISITING THE CONSULATE FOR THE PURPOSE)**

### **(B) Passport application (for newborn)**

For getting a First passport for newborn child, you need to fill online passport Application Form bring two recent passport size photographs (size 5 cm X 5cm) of the baby with plain white background, original passports of the parents, photocopy of the passports of both parents, Marriage Certificate, original Birth certificate issued by the local authorities. Sworn Affidavit that newborn baby is not holding citizenship of any other country. Form 'H' signed by both the parents, and presence of both the parents or either parent with passports of both the parents.

- ***Q6. When passport for minor can be applied on attaining age of majority?***

Minors between 15 to 18 years of age may apply for 10 years validity passport subject to Verification done in India. Children, who are planning to go aboard for prosecution of further studies, are advised to apply well in advance before attaining the age of 18 years. **It may kindly be noted that for the verification purpose, physical presence of applicant is required at the time of submission of passport application.**

- ***Q7. What are the requirements for extension of validity/addition of pages or endorsements on existing passport?***

For renewal of a passport, extension of validity and on exhausting the pages, a fresh passport is re-issued. Kindly apply as per the procedure applicable for issue of a new passport as detailed above against Q1.

### **Miscellaneous Passport Services:**

- ***Q8. What are the requirements for 'Addition of Spouse's Name' in the passport?***

For availing this service, you need to fill online Passport Application Form. Bring original marriage certificate/passport of spouse.

• **Q9. What are the requirements for 'Change of Appearance' in the passport?**

- (i) Application in EAP-I form.
- (ii) Four latest passport size photographs [full frontal view of face against white background]
- (iii) Present passport in original with a photocopy of all relevant pages
- (iv) A sworn affidavit (for change of appearance from turban to without turban and vice versa)
- (v) Submit in person to establish identity

• **Q10. What are the requirements for 'Change of Name' in the passport?**

**A. ISSUE OF FIRST/SEPARATE PASSPORT**

**NEW PASSPORT - CHANGE OF NAME IN THE CASE OF MINOR CHILD**

(wherever the name is different from the name given in the birth certificate, or the name endorsed in the parent's passport, but no separate passport has been issued)

**Requirements**

- (i) Application in EAP-I form\*
- (ii) Five latest photographs [full frontal view of face against light background] (iii) Present passport in original and a photocopy of all pages.
- (iv) Deed Poll/Sworn Affidavit
- (v) Submit in person to establish physical identity (identification is exempted for minors below 5 years.

**Fee**

- Passport fee: As applicable for a new/reissue of passport, as per current fee schedule
- Additional fee for Deed Poll/Sworn Affidavit is charged as per current fee schedule.

**B. ALREADY HOLDING A PASSPORT (Male/Female/Adult or minor)**

**Requirements**

- (i) Application in EAP-I form\*
- (ii) Four latest passport size photographs [full frontal view of face against light background]
- (iii) Present passport in original and additional booklets, if any, and photocopies of all relevant pages (including visa page) of the passport.

- (iv) Deed Poll/Sworn Affidavit.
- (v) Clippings of press - notifications\* - in one leading newspaper with wide circulation at the place of permanent residence in India and in two papers in China [one in English and the other in Chinese]. The format of notification is as below:-

“I, \_\_\_\_\_ son/daughter of \_\_\_\_\_, holder of Indian Passport No. \_\_\_\_\_, issued at \_\_\_\_\_ on \_\_\_\_\_, resident of \_\_\_\_\_, Street \_\_\_\_\_/Post \_\_\_\_\_ / District \_\_\_\_\_ and presently working at \_\_\_\_\_ P.O. box No. \_\_\_\_\_ do hereby change my name from \_\_\_\_\_ to \_\_\_\_\_, with immediate effect.”

- (vi) In case of change of name of a minor child, copies of both parents’ passports must be submitted.
- (vii) Submit in person to establish physical identity/verification.

### **Fee**

- Passport fee: As applicable for a new/reissue of passport, as per current fee schedule.
- Additional fee for Deed Poll/Sworn Affidavit is charged as per current fee schedule.

## **C. LADIES - CONSEQUENT AFTER MARRIAGE, DIVORCE OR REMARRIAGE**

- (i) Application in EAP-I form.
- (ii) Four latest passport size photographs [full frontal view of face against light background]
- (iii) Present passport of both husband and wife in original with a photocopy of all pages
- (iv) Marriage Certificate duly attested by the Home Department of the concerned State in India. [If for any reason, Marriage Certificate is not available, a Sworn Affidavit from both the husband and wife]
- (v) Deed Poll/Sworn Affidavit.
- (vi) Submit in person to establish physical identity
- (vii) For change of name to maiden name also, the above procedure is to be followed.
- (viii) Divorcees/widows should furnish Divorce Deed authenticated by Court/Death Certificate duly attested by the State Govt., as the case may be.

### **□ Q11. *What shall I do if the lamination of my passport comes out or gets damaged?***

If the lamination of your passport has come out, please do not try to fix it on your own as it may further damage your passport. In such cases, you are requested to contact the Consulate General of India, Guangzhou for further assistance. On verifying the condition of the

Passport, Consulate may re-laminate passport free of cost. If the Passport is damaged beyond repair then you need to fill on line passport Application for issue of fresh Passport.

□ **Q12. What are the requirements for Emergency Certificate in lieu of lost Passport?**

If you have lost your Passport, please bring (a) loss of passport report from Police Station; (b) a confirmation report from Entry/Exit Bureau Office; (c) a written statement stating how the passport was misplaced / lost / stolen; (d) photocopy of the lost passport; (e) photocopy of any ID proof and return ticket with four recent photographs (size 3.5 cm X 3.5 cm) with plain white background. Application for EC is available at URL <https://embassy.passportindia.gov.in> or alternatively go to link [https://www.cgiguangzhou.gov.in/eoi.php?id=Application\\_Forms](https://www.cgiguangzhou.gov.in/eoi.php?id=Application_Forms) of Consulate's website.

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