

GUIDELINES UNDER AMNESTY SCHEME (as on 5th June 2020)
for applications brought by Indian Community Volunteers

CATEGORY 1

Documents required in cases where applicant's passport has **EXPIRED** and it is **AVAILABLE** with the applicant and has entered with a **ITALY VISA**.

	(A) Passport in original along with self-attested photo copies of those pages having personal particulars, visas, arrival/departure stamps and any other remarks / endorsements
	(B) Application form (with all columns filled in). Passport application is filled online. Please click on the link: https://portal3.passportindia.gov.in/Online/index.html <i>(i) Remember to fill all columns with correct information. No column should be left blank.</i> <i>(ii) One photograph to be pasted at the space provided on the first page of the application form. Another photo to be pasted on the fourth page. The photograph should be the latest, taken within the last six months of the size 2-inch X 2-inch with white background. No sunglasses should be worn.</i> <i>(iii) Signature on the first page of the application form in the space provided below the photograph. Another signature is required in the space provided on the last page.</i>
	(C) A declaration that the applicant has not acquired citizenship/passport/travel document of Italy or any other country and no criminal case has been filed in India or criminal proceedings are pending before a court in India (Specimen attached).
	(D) Two (2) copies of PP (personal particulars) form filled in completely and with latest photographs (Specimen attached).

CATEGORY 1.1

If there is a major **CHANGE IN APPEARANCE** of the applicant or his current photograph in comparison to photo on the available passport, the following additional documents are required.

	(A) A declaration regarding change of appearance countersigned by two witnesses. Photocopies of witnesses should be attached. (2-Specimen attached).
	(B) Original and self-attested photocopy or Legalised copy (copia legalizzata) of a valid or expired Permesso Di Soggiorno or Carta d'identita
	(C) Original and self-attested photocopy of any photo ID issued by Indian authorities such as Aadhaar card / PAN card / Voter ID Card.

CATEGORY 1.3

SPLITTING OF GIVEN NAME into Surname and Given Name

	(A) Original and self-attested photocopy of any two (02) photo IDs issued by Indian authorities such as Aadhaar card / PAN card / Voter ID Card or Driving License.
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FEE for 36 page booklet: € 62/- (Euro sixty two only)

CATEGORY 2

Documents required in cases where passport is **LOST** but its details or a photocopy are available with applicant

* IMP: PHYSICAL PRESENCE OF APPLICANT MUST IN ALL LOST PPT CASES

(applicants to appear in person along with volunteers or individually by taking appointment)

	<p>(A) Application form (with all columns filled in). Passport application is filled online. Please click on the link: https://portal3.passportindia.gov.in/Online/index.html</p> <p><i>(i) Remember to fill all columns with correct information. No column should be left blank.</i></p> <p><i>(ii) One photograph to be pasted at the space provided on the first page of the application form. Another photo to be pasted on the fourth page. The photograph should be the latest, taken within the last six months of the size 2 inch X 2 inch with white background. No sunglasses should be worn.</i></p> <p><i>(iii) Signature on the first page of the application form in the space provided below the photograph. Another signature is required in the space provided on the last page.</i></p>
	<p>(B) Self-attested photo copy of the lost passport. If instead only details, such as passport number, date of issue, place of issue are available, the same may be furnished on a plain paper duly signed by the applicant.</p>
	<p>(C) Two (2) copies of PP (personal particulars) form filled in completely and with latest photographs (Specimen attached).</p>
	<p>(D) A declaration that the applicant has not acquired citizenship/passport/travel document of Italy or any other country and no criminal case has been filed in India or criminal proceedings are pending before a court in India (Specimen attached).</p>
	<p>(E) ORIGINAL FIR MUST of the lost passport with number of the lost passport mentioned in the report.</p>
	<p>(F) One of the below documents is MUST Either original and self attested photocopy or Legalised copy (Copia Legalizzata) of</p> <ol style="list-style-type: none">i. a valid or expired PERMESSO DI SOGGIORNOii. or a valid or expired CARTA D'IDENTITAiii. or a valid or expired CODICE FISCALEiv. or a valid or expired TESSERA SANITARIAv. or CURRENT RESIDENCE PROOF – i.e letter or undertaking by the local employer or landlord certifying with their Carta d' Identita the applicant stay at the current address as mentioned in the passport application. Copy of the Carta d' Identita of the employer/landlord to be enclosed along with the letter
	<p>(G) Original and self attested photocopy of any photo ID issued by Indian authorities such as Aadhaar card / PAN card / Voter ID Card.</p>
	<p>(H) Declaration as per Annexure F (specimen attached).</p>

FEE for 36 page booklet: € 112/- (Euro one hundred twelve only)

CATEGORY 3**Documents required in cases where passport is DAMAGED/TAMPERED**

	(A) Passport in original along with self-attested photo copies of those pages having personal particulars, visas, arrival/departure stamps and any other remarks / endorsements
	(B) Application form (with all columns filled in). Passport application is filled online. Please click on the link: https://portal3.passportindia.gov.in/Online/index.html <i>(i) Remember to fill all columns with correct information. No column should be left blank.</i> <i>(ii) One photograph to be pasted at the space provided on the first page of the application form. Another photo to be pasted on the fourth page. The photograph should be the latest, taken within the last six months of the size 2 inch X 2 inch with white background. No sunglasses should be worn.</i> <i>(iii) Signature on the first page of the application form in the space provided below the photograph. Another signature is required in the space provided on the last page.</i>
	(C) 2 copies of PP (personal particulars) form filled in completely and with latest photographs (Specimen attached).
	(D) Self declaration explaining the circumstances in which the passport was damaged.
	(E) A declaration that the applicant has not acquired citizenship/passport/travel document of Italy or any other country and no criminal case has been filed in India or criminal proceedings are pending before a court in India (Specimen attached).
	(F) Original and self-attested photocopy or Legalised copy (copia legalizzata) of a valid or expired Permesso Di Soggiorno or Carta d'identita
	(G) Original and self-attested photocopy of any photo ID issued by Indian authorities such as Aadhaar card / PAN card / Voter ID Card.
	(H) Declaration as per Annexure F (specimen attached).

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CATEGORY 4

Documents required in cases where applicant's passport has **EXPIRED** and it is **AVAILABLE** with the applicant and has entered with a **NON-ITALY VISA**

OR

Applicant with 2 YEAR SHORT VALIDITY PASSPORT(SVP) ISSUED IN A COUNTRY OTHER THAN ITALY

	(A) Passport in original along with self-attested photo copies of those pages having personal particulars, visas, arrival/departure stamps and any other remarks / endorsements
	(B) Application form (with all columns filled in). Passport application is filled online. Please click on the link: https://portal3.passportindia.gov.in/Online/index.html <i>(i) Remember to fill all columns with correct information. No column should be left blank.</i> <i>(ii) One photograph to be pasted at the space provided on the first page of the application form. Another photo to be pasted on the fourth page. The photograph should be the latest, taken within the last six months of the size 2-inch X 2-inch with white background. No sunglasses should be worn.</i> <i>(iii) Signature on the first page of the application form in the space provided below the photograph. Another signature is required in the space provided on the last page.</i>
	(C) A declaration that the applicant has not acquired citizenship/passport/travel document of Italy or any other country and no criminal case has been filed in India or criminal proceedings are pending before a court in India (Specimen attached).
	(D) Two (2) copies of PP (personal particulars) form filled in completely and with latest photographs (Specimen attached).
	(E) Either PHYSICAL PRESENCE OF APPLICANT OR One of the below documents is MUST Either original and self attested photocopy or Legalised copy (Copia Legalizzata) of i. a valid or expired PERMESSO DI SOGGIORNO ii. or a valid or expired CARTA D'IDENTITA iii. or a valid or expired CODICE FISCALE iv. or a valid or expired TESSERA SANITARIA v. or CURRENT RESIDENCE PROOF – i.e letter or undertaking by the local employer or landlord certifying with their Carta d' Identita the applicant stay at the current address as mentioned in the passport application. Copy of the Carta d' Identita of the employer/landlord to be enclosed along with the letter
