

Embassy of India
Rome

Procedure for sending passport applications by Post

1. As per attached guidelines, an applicant will fill passport application form and arrange required documents, both photocopies and originals (wherever required).
2. For payment of passport fee, the applicant will arrange for a Postal Draft in favour of **Embassy of India, Rome** from any Poste Italiane Office.
3. An applicant is required to send a self-addressed medium size (A5) envelope with postal stamps affixed on it. The value of the stamps should not be less than what is required for sending a registered post by Poste Italiane. This self-addressed envelope will be used by the Embassy for dispatching old cancelled passport, new passport and other original documents, if any.
5. The complete set of application, with supporting documents, Postal Draft and self-addressed (complete and correct address) envelope as detailed above may be sent to the Embassy of India by registered post / courier. The address of the Embassy is as follows:

**Ambasciata dell'India
(Consular Section)
Via Venti Settembre, 05
00187 Rome**

6. Incomplete application forms or with less fee will NOT be processed and returned to the applicants.
7. The Embassy of India, Rome will not be responsible for postal delay and/or loss of documents in transit especially if the applicant's address on the self-addressed envelope is incorrect and/or incomplete.

Documents required in cases where applicant's passport has expired and it is available with the applicant.

	(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).

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.

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)

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

	<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) FIR of the lost passport with number of the lost passport mentioned in the report.</p>
	<p>(F) Original and self attested photocopy or Legalised copy (Copia Legalizzata) of a valid or expired Permesso Di Soggiorno or Carta d'identita</p>
	<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)

Documents required in cases where passport is damaged

	(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).

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

Annexure-‘F’

DECLARATION OF APPLICANT FOR OBTAINING PASSPORT IN LIEU OF LOST/DAMAGED PASSPORT

I S/o, D/o, W/o Shri..... residing atsolemnly affirm as follows:

1	<p>State how and when the passport was lost/ damaged and when FIR was lodged at which Police Station and how many passports were lost/ damaged earlier?</p> <p>बताइए कि कब और कैसे आपका पासपोर्ट खोया या नष्ट हुआ और कब किस पुलिस थाने में प्रथम सूचना रिपोर्ट दर्ज की गई और इससे पूर्व आपके कितने पासपोर्ट खो चुके हैं या नष्ट हो चुके हैं</p>		
2	<p>State whether you travelled on the lost/ damaged passport, if so state flight number and date and port of entry into India?</p> <p>बताइए कि क्या आपने अपने खोए या नष्ट हुए पासपोर्ट पर यात्रा की थी यदि हां तो उड़ान संख्या और तिथि एवं भारत में प्रवेश का स्थान बताएं</p>		
3	<p>State whether you availed of any TR concessions/FTs allowance and if so details thereof?</p> <p>बताइए कि क्या आपने टी. आर. छूट या एफ. टी. भत्तों का लाभ लिया. यदि हां तो इसकी जानकारी दें</p>		
4	<p>State whether non-resident Indian and if resident abroad, the details of the residence as follows:</p> <p>बताइए कि क्या आप अनिवासी भारतीय यानी कि एन आर आई हैं और अगर विदेश में रहते हैं तो निवास की निम्न जानकारी दें</p>		
S. No.	Name of the Country	Length of residence From..... to	Page Nos. of passport bearing departure and arrival stamps
5	<p>State whether the Passport had any objection by the PIA and if so the details thereof.</p> <p>बताइए कि क्या पासपोर्ट पर पासपोर्ट अधिकारियों की कोई आपत्ति थी यदि हां तो जानकारी दें</p>		
6	<p>State whether you were deported at any time at the expenses of the Government and if so was the expenditure incurred reimbursed to Government of India.</p> <p>बताइए कि क्या आपको कभी सरकारी खर्च पर भारत वापस भेजा गया है और यदि ऐसा किया गया है तो क्या आपने वापस भेजे जाने की लागत का भारत सरकार को भुगतान कर दिया है</p>		

I further affirm that I will take utmost care of my passport if issued and the Government will be at liberty to take any legal action under the Passports Act, 1967, if the lapse is repeated.

Date & Place:

(Name & Signature of applicant)

DECLARATION OF THE APPLICANT ON A PLAIN PAPER

I.....(name) son / daughter / wife of Shri residing at
..... date of birth
(Permanent address in India)
being an applicant for issue of passport, do hereby solemnly affirm and state the following:

2. That I am a citizen of India by birth / decent and that I have neither acquired the citizenship of Italy or any other country nor have surrendered or been terminated / deprived of my citizenship of India.
3. That I have not applied for asylum in Italy / any other country. No such application for Asylum has been rejected / pending or accepted in Italy / any other country.
4. That I have not acquired Passport or any type of travel document of Italy or any other country.
5. That no proceedings in respect of any criminal offence alleged to have been committed by me are pending before any criminal court in India.
6. That I left India on from to.....
on passport No. issued from.....

Date & Place.....

(Name & signature of applicant)

CHANGE IN APPEARANCE
CATEGORY 1

EMBASSY OF INDIA
ROME
CONSULAR SECTION

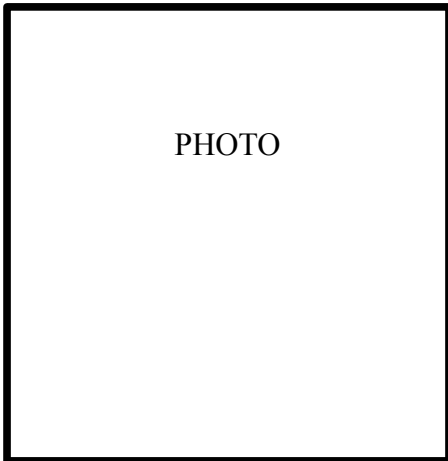
Affidavit for change of photograph

I, the undersigned _____
(S/o, D/o, W/o) _____
resident of _____ solemnly declare:-

1. That at the time of issuance of Passport No. _____
dated _____ to the undersigned, by the RPO _____
I did not use to sport religious garbs.

2. That of my own volition on _____ I, started to sport religious garb
resulting into change of my appearance.

3. That the present photograph as pasted here under and submitted with the passport application is the result
of this change in appearance and is mine.



Place and Date

Signed

In the presence of (two witnesses)

1. Name _____, holder of Indian
Passport No. _____ Dated _____ Issued at _____
Address _____

In the presence of (two witnesses)

2. Name _____, holder of Indian
Passport No. _____ Dated _____ Issued at _____
Address _____

CHANGE IN APPEARANCE
CATEGORY 2

EMBASSY OF INDIA
ROME
CONSULAR SECTION

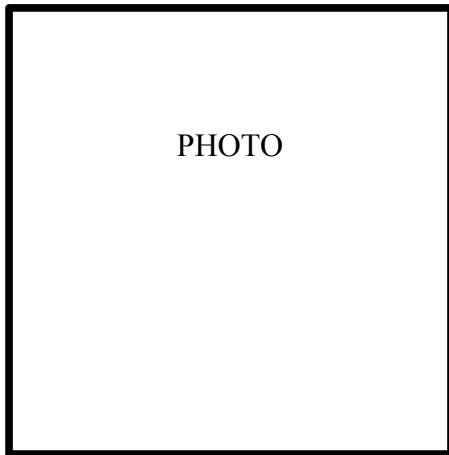
Affidavit for change of photograph

I, the undersigned _____
(S/o, D/o, W/o) _____
resident of _____ solemnly declare:-

1. That at the time of issuance of Passport No. _____
dated _____ to the undersigned by the RPO _____,
I used to sport religious garbs.

2. That of my own volition on _____ I, stopped sporting religious garb
resulting into change of my appearance.

3. That the present photograph as pasted here under and submitted with the passport application is the result
of this change of appearance and is mine.



Place and Date

Signed

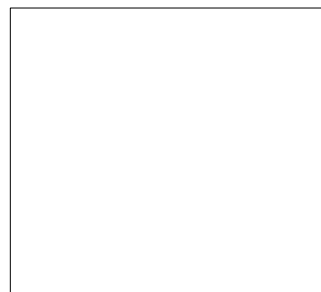
In the presence of (two witnesses)

1. Name _____, holder of Indian
Passport No. _____ Dated _____ Issued at _____
Address _____

In the presence of (two witnesses)

2. Name _____, holder of Indian
Passport No. _____ Dated _____ Issued at _____
Address _____

PERSONAL PARTICULARS FORM



1. Full name (Initials not allowed)

2. Sex: Male / Female / Others

(a) Has the applicant ever changed name?

(b) If yes, previous name:

4. Date of Birth:..... 5. Place of Birth

6. Profession

7. a) Father

(Surname) (Name)

b) Mother.....

(Surname) (Name)

c) Husband / wife

(Surname) (Name)

8 a) Permanent Address & Tel. No. along with Police Station 8(b) Present Residential Address & Tel. No, along with Police Station and residing since

.....

9. If you have not been resident at the address given at COLUMN 8(b) continuously for the last one year, please furnish other address(es) with duration(s) resided (Please furnish an additional set of P P Forms for each address with Police station.

From.....To.....

From.....To.....

.....

.....

10. **References:** Names and Addresses of two responsible persons in the applicant's locality who can vouch for the applicant.

(1) Name, Address & Tel. No.

(2) Name, Address & Tel. No.

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11. Citizenship of India by: Birth Descent Registration Naturalization

12. Furnish details of previous passport / travel document, if any:

(i) Passport/Travel document No: (ii) Date & Place of issue

For Police Use Only

Recommended Passport: **YES/NO**

Signature or Thumb Impression of the applicant
(Left Hand T.I. if male and Right Hand T.I. if female)