

# विदेश मंत्रालय भारत सरकार <br> Ministry of External Affairs, Government of India <br> Online Appointment Receipt 



## Please Read Carefully:

- Please reach Passport Seva Kendra (PSK) at 09:30 AM as mentioned above and you dont need to carry the printed copy of appointment receipt. An SMS with your appointment details is also accepted as proof of appointment during your visit to Passport Office.
- Check Document Advisor on website 'www.passportindia.gov.in' to know the documents required at PSK.Carry original documents and their self attested photocopies. Final decision with regard to documents required is at the discretion of RPO staff at PSK.
- In case of minor applicants (below 4 years of age), carry the recent passport size photograph ( $4.5 \times 3.5 \mathrm{~cm}$ ) with white background.Please Click here for photograph guidelines.
- Only applicant is allowed inside the PSK. However, in case of exceptions such as Senior Citizen / Physically Challenged / Illiterate / Minor applicants, one person from the family may be allowed to accompany inside PSK.
- At PSK, a paper token will be issued to you after checking of documents. Your application will be processed at Counter A followed by counters B and C. At all stages, please be alert and watch the token display screens to know the counter at which your application will be processed. After your visit to PSK, please login to Passport Portal to download acknowledgement slip. Also,you are requested to fill the feedback form at the exit counter.
- Corrosive substances, explosives, weapons and any sharp objects are not allowed inside the PSK. Please co-operate with security staff for frisking before entry in PSK. Your security is our primary concern.
- Take care of your belongings inside the PSK.
- Keep your mobile in silent mode inside PSK. Also video / photography is not allowed inside.
- Balance fee (if applicable) after editing the submitted form will be payable in cash at the Passport Seva Kendra.
- Help us to serve you better.
\# Details as per the Payment Date. Payment once made for availing passport services will not be refunded.
The Following documents needs to be furnished at PSK/PO for verification:
- Transfer/School leaving/Matriculation Certificate issued by the school last attended/recognized educational board
- Aadhaar Card (Address Proof)

