

HIGH COMMISSION OF INDIA
INDIA HOUSE, ALDWYCH, LONDON, WC2B 4NA.

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APPLICATION FOR RENEWAL OF PASSPORT

(THIS FORM SHOULD BE USED FOR RENEWING PASSPORTS THAT EXPIRED AFTER FIVE YEARS FROM THE DATE OF ISSUE)

TIME SCHEDULE OF SERVICES:

FRESH PASSPORT AND ADDITIONAL BOOKLET:
1 WORKING DAY

RENEWAL AND MISCELLANEOUS SERVICES: 2
WORKING DAYS:

FOR ENQUIRIES PLEASE TELEPHONE:

020 7240 1012 / 020 7240 0307 / 020 7240 0334
Timing: 10-00am to 1-00pm

BUSINESS HOURS

SUBMISSION OF APPLICATIONS: 9.30 AM TO 1.00 PM

COLLECTION OF PASSPORTS: 4.30 PM TO 5.30 PM

ON WORKING DAYS EXCEPT INDIAN NATIONAL AND
OTHER DECLARED HOLIDAYS:

The duly completed form may be sent to the Passport Section of the High Commission of India to the above address, together with:

- i. Three passport size photographs of the applicant
- ii. The fee, which is payable at the counters at India House by cash or crossed Postal Orders. **For application sent by post**, the passport fee must be paid through Postal Orders only. **No cash or cheques are accepted by post.**
- iii. A registered self addressed envelope, adequately stamped, should be sent along with the application sent by post for return of passport(s) by post.

ADDITIONAL REQUIREMENTS FOR PASSPORTS WHICH HAVE NOT BEEN RENEWED FOR ONE YEAR AFTER THEIR EXPIRY DATE

- a) An affidavit as prescribed by the High Commission of India (specimen attached) and sworn before a Notary Public or solicitor authorised to administer oath
- b) A letter from British Home Office stating that the applicant has not acquired British Nationality. This letter can be obtained from Immigration and Nationality Department, Nationality Office, 3rd floor, India Building, Water Street, Liverpool, L2 0QN. Tel: 0151 237 5475. Fax: 0151 255 5385.

NOTES

- 1) **Validity:** The normal initial validity of a passport is 5 years and it is renewable for another five years. Thereafter a new passport has to be applied for. An application for a new passport has to be made on a different form which will be supplied upon demand.
When to apply: Application may be made with passport (a) at any time within 6 months of the date of expiry of the passport but not before (b) at any time within 6 months after the date of expiry. (c) with 3 passport size photograph.
- 2) If as a result of marriage the holder desires her name to be changed to married name a new passport has to be applied for. Husband's passport and original marriage certificate should be forwarded in support of application.

THIS IS A SPECIMEN ONLY
AFFIDAVIT SHOULD BE EXECUTED ON A SEPARATE PAPER

AFFIDAVIT

I _____ wife/son/daughter of _____

and presently residing at _____

do hereby solemnly affirm and state as follows:

1. I am a citizen of India and holder of / had * travelled on my mother's passport

No. _____ dated _____ issued at _____ which expired on _____ .

2. I have made an application to the High Commission of India, India House, Aldwych

London for a new Indian Passport on _____

3. I have neither acquired nor applied for British or any other nationality nor do I hold any other travel document of any description and I continue to remain a national of India.

4. After the expiry of the above mentioned passport I had no occasion to leave the United Kingdom and had not, therefore, considered it necessary to apply for a new/separate passport earlier.

I was also not aware of the fact that I should have held a valid passport at all times.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provision of the Statutory Declaration Act, 1835.

Declared at _____

Date: _____

Applicant' s Signature