

Application for a Duplicate Passport to replace lost or Damaged Passport

CHECKLIST

Note	
If the applicant requires passport urgently and can not wait for printed full validity passport, a one year validity hand-written passport can be issued immediately, on his request and that would be only if his Indian nationality is proved prima facie. Within the validity of this short validity passport, the application along with the fee for full validity passport should be made afresh.	
STANDARD DOCUMENTS	
1. I have completed the online application Click here: Online Passport Application site	
With all questions answered	
<ul style="list-style-type: none"> • I have attached three recent passport size photographs. • I understand my contact number may be required to contact me in case additional details are required. I can be reached at (enter telephone no _____) 	
1b. APPLICANTS FROM: ACT,QLD,NT,WA:- Apply at High Commission of India, 3-5, Moonah Place, Yarralumla, ACT-2600. NSW,SA:- apply at Consulate General of India, Level 27, 25 Bligh Street, Sydney, NSW-2000 VIC,TAS:- apply at Consulate General of India, 15 Munro Street, Coburg, VIC- 3058	
2a. I have attached a copy of my photo ID	
2b. I have attached a copy of my visa page showing valid visa OR in case of no valid visa Residency Proof Status from DIAC (Department of Immigration & Citizenship)	
2c. I understand that in case of minor (under 15 years), both the parents sign the application form. If one parent signs the application then NOC is required from the other parent Click here: Affidavit from parent form download link	
2d. I understand a copy of court custody papers in case of a single separated parent is required	
2e. I have attached a Police report or Police event no in the case of lost passport.	
2f. I have attached my Current passport with additional booklets(if any) in case of damaged passport	
2g. I understand Reference letters from 2 Indian nationals along with self attested photocopy of Bio page (page of passport with photo and details) is required	
2h. I have attached self attested photocopies of documents supporting personal details mentioned in my Passport Bio page (, eg, Name, Date of Birth, Place of Birth etc)	
2i. Fee A\$ 315.00 in favour of "High Commission of India, Canberra Canberra / Consulate General of India, Sydney / Consulate General of India, Melbourne "as the case may be in the form of bank cheque or money order. Personal cheques or credit/Debit cards are NOT accepted . Cash is accepted at Counter only.	

3. I understand that if documents are to be returned by post, I will enclosed a Registered Post Pre paid (B4-size- 353mm x 250mm), self addressed envelope	
ADDITIONAL DOCUMENTS	
1. I understand that if my Passport has expired more than one month ago I will submit FORM (included with passport application form)(attested by JP).	
2. I understand that if I need to change my name, address or any other details, which appear in the old passport, I will need to review the appropriate checklist and provide the related documents. (See checklists – Change of name/appearance/address or surname after marriage)	
3. I understand that if my current signature is different from the one on my present passport I will provide a “Statutory Declaration” attested by a Justice of Peace.	

Certification:

I confirm that I have read and understood the above checklist, ticked the boxes against documents submitted & ensure that all the necessary documentation has been submitted.

Further I understand that the passport will be issued at the sole discretion of the High commission of India/ Consulate General of India and only if the Indian Citizenship is proved prima-facie.

Applicant (Name & Sign)