

# Checklist of

## **NAME / ADDRESS CHANGE IN APPLICATION**

for Indian Passport

### Documents required for age above 18+ years

#### **Proof of Date of Birth**

(minimum any two required)

- Current passport
- Aadhar card
- Driving license

#### **For address change**

(minimum any two required)

- Electricity bill of last & current year
- Bank passbook of running account
- Election card
- Rent Agreement
- Landline / post paid mobile bill
- Income Tax Assessment Order
- Proof of Gas Connection
- Certificate from Employer of reputed companies on letter head

\*Last education marksheet / degree certificate ( compulsory)

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### Documents required for minor age

#### **Proof of Date of Birth**

(minimum any two required)

- Current passport
- Birth Certificate ( for age up to 18 yr)
- School Leaving ( for age above 15 yr)
- Aadhar card
- School ID Card / Bonafied Certificate

#### **Proof of present address**

(minimum any two required)

- Rent Agreement
- Parent's landline / post paid mobile bill
- Proof of Gas Connection
- Last & first page of parent's passport copy
- Annexure D ( provided by us )
- Parent's Electricity bills of last & current year

\*Last education marksheet / degree certificate ( compulsory)

**\*Carry all original document's along with 1 Xerox copy, application form and appointment confirmation copy.**