

Checklist - Global Entry Program

Applicant's Name			Passport no.	
Email ID			Mobile no.	- - - - -



THE FOLLOWING IS A LIST OF DOCUMENTS TO BE SUBMITTED FOR APPLYING FOR PASSPORT RE-ISSUE. PLEASE PRINT AND SIGN A COPY OF THIS CHECKLIST, ALONG WITH YOUR APPLICATION.

	<p><u>IMPORTANT GUIDELINES</u></p> <ul style="list-style-type: none"> ➤ Please ensure that all data entries provided in your application match with your existing passport. ➤ Please select the correct Indian mission based on the place where you reside in the USA and the mission's jurisdiction. Mission jurisdiction can be viewed at http://visa.vfsglobal.com/usa/en/ind/attend-centre ➤ Online applications are only accepted if filled out in the current year. ➤ After submission online, no changes can be made. In case of an error, please fill a new online application form. <p><u>Please note:</u></p> <ul style="list-style-type: none"> ➤ VFS-INDIA CONSULAR APPLICATION CENTRE employees cannot edit or make any changes to your online application form. ➤ THE CONSULATE RESERVES THE RIGHT TO CALL FOR ADDITIONAL DOCUMENTS, AS CONSIDERED NECESSARY.
	<p><u>GOVERNMENT APPLICATION ONLINE FORM</u></p> <p>ONLINE APPLICATION FORM The application must be completed and submitted online by visiting: https://embassy.passportindia.gov.in - First-time applicants need to register and make an account to be able to fill an online application form. If registered already, please log in and fill the application</p>
<input type="checkbox"/>	<p>PROOF OF ADDRESS Driver's License (front and back page) OR State ID (front and back page) OR Utility bills such as gas, electricity, or water must not be older than 3 months/ Landline Telephone Bill. OR Month to Month Rental Lease agreement or Home Mortgage bill. OR Mortgage OR Income Tax return Important: PO BOX number is NOT ACCEPTABLE as valid Proof of address.</p>
<input type="checkbox"/>	<p>PHOTOGRAPH SPECIFICATIONS: 2 photos of size 51mm x 51 mm. o Photos must be compliant with specifications; Affix 01 photograph on Govt. form and 01 on change of appearance form. o For detailed photograph specifications – Please click here</p>
<input type="checkbox"/>	<p>FEE PAYMENTS AND COURIER ENVELOPES Complete the process online on VFS-INDIA CONSULAR APPLICATION CENTRE's website to send your application and requisite documents. To create a profile: Click here If paying by Money order or Banker or Cashier check then it should be made in favor of "VFS Services (USA) Inc.</p>

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CHECKLIST 1 Checklist (original) to be printed and enclosed with your application

(Signature of the Applicant)



Important Notes

- Please Note: Applicants are required to submit total of 2 photographs
- Affix **1 photograph** on EACH of the following documents:
 - Online Passport Application Form
 - Change of Appearance / Signature Form
- 1 copy of the document checklist must be enclosed in your envelope.
- The Indian Embassy/ Consulates have the right to request additional documents over and above the mandatory list.
- This checklist can be updated at any point. If the application is in transit, you may have to provide Additional/ New document /s as required.
- Send Original Documents only as indicated in the checklist.
- Check the number of documents required in the checklist.
- PHOTOCOPY of documents such as Green card, Visa copy, Driving License copy, etc. should appear on the Center of the page with a **Higher Zoom**.
- CAPITAL LETTERS must be used to fill the Online NRI Passport Application form on the Government Website.
- Applicants are advised that they **DO NOT** print the document on both sides of the paper as "DOUBLE SIDED PRINTED DOCUMENTS ARE NOT ACCEPTED".
- Please Sign the Passport Application Form wherever indicated before submission.
 - All minor applicants need to write their name or sign in the space provided. Minor applicants below 5 years may place thumb impression in the space provided
 - In case of self-attestation for Minors, parents or legal guardians should sign along with the applicant