



## Passport – Document Checklist

Fresh, renewal, minor, name change &amp; lost cases

Passport paperwork depends on your situation. Find your case below, gather its set plus the two constants every application needs, and we verify the lot against the official Document Advisor before anything is booked.

### THE TWO CONSTANTS

#### Every application needs these

- ☐ Proof of present address - Aadhaar, utility bill, rent agreement, bank passbook or similar.
- ☐ Proof of date of birth / identity - birth certificate, Aadhaar, PAN or school leaving certificate.

### CASE 1

#### Fresh passport – first-time adult

- ☐ Aadhaar and PAN for identity.
- ☐ Any annexure required for your particular circumstances.

### CASE 2

#### Renewal / re-issue

- ☐ Existing passport - original plus self-attested copies of the first and last pages.
- ☐ Proof of present address if it has changed since the last passport.
- ☐ Any document supporting a change requested on re-issue.

### CASE 3

#### Minor's passport (under 18)

- ☐ Child's birth certificate.
- ☐ Both parents' passports or identity/address proof.
- ☐ The applicable parental-consent annexure for the family situation.
- ☐ Recent photographs as specified for minors.

### CASE 4

#### Name or address change

- ☐ Existing passport plus proof of the new address, or
- ☐ The document evidencing the new name - marriage certificate or, cleanest of all, a published gazette entry.



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### CASE 5

#### Lost or damaged passport

- ☐ Police report / FIR for a lost passport.
- ☐ The damaged passport itself, where available.
- ☐ The specific affidavit / annexure these cases require, plus address and DOB proofs.

Passport assistance from Rs 499 - fee quoted in writing, government fees separate. Full guide:  
[www.harsiddhiservices.in/passport/](http://www.harsiddhiservices.in/passport/) - Checklist reviewed July 2026.