

## Checklist for

Re-issue of passport due to change in name (For reasons other than marriage or divorce) – Minors below 18 Years

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Note : Take a printout of this checklist form and tick the documents enclosed in your application, put your name, signature and date at the bottom

1. Printed copy of the duly filled passport application form at <https://portal6.passportindia.gov.in/Online/index.html> (Thumb impression/signature of the Minor applicant on the first page and signature of either of the parent/Guardian on the last page are required). New name to be filled in the online application form. ☐
2. 02 recent photographs of size 51mm x 51mm (one pasted on the designated place in the application form and other to be attached application form). application forms with photo of wrong specifications would be rejected ☐
3. Original Passport of the applicant and one self-attested photocopy of front and last page of the Passport (personal information pages). Please note that original Passport is mandatory, otherwise the application will be rejected. ☐
4. Self-attested copy of Visa / Aufenthaltstitel (Residence Permit) of the Minor applicant. ☐
5. Self-attested copies of parents'/Guardian passports and residence permits / visas. ☐
6. Declaration of Parent (Annexure C) for Minor Passport when one parent has not given consent. ☐
7. Consent Letter / Affidavit from parents / guardian (Annexure D). ☐
8. Self-attested photocopy of Proof of Current address in Germany (City Registration/ Meldebesatigung / Anmeldung / personalauweis) of the Minor applicant. ☐
9. Name change announcement published in two leading newspapers (one Indian and one German) – Original newspaper (with all the pages) to be submitted (Highlight the section where the name change appears) Or Publication in State Gazette – Original Gazette to be submitted (Highlight the section where the name change appears) Or State E-Gazette – Print the first page and the page where the name change appears. ☐
10. Copy of Two identity documents now issued with the changed new name from authorities of India. ☐

- 11. All documents related to minors or newborns must be self-attested by both parents. ☐
  - 12. If the applicant is a newborn or a minor, The parents need to bring a copy of their marriage certificate, which should be self-attested by both of the parents. ☐
  - 13. In case , any of the parents is foreign national - the applicant needs to get "Specimen Declaration by applicant's parent for Issue of Passport to Minor" form Landgericht (Notary in Germany). ☐
  - 14. In case previous passport has spelling errors, then applicant needs to submit two other Government documents, which can verify his/her identification. ☐
  - 15. Proof of payment (if made through bank transfer). ☐
  - 16. Print and enclose the Applicant Consent Form. ☐
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**Name :**

**Signature :**

**Date :**