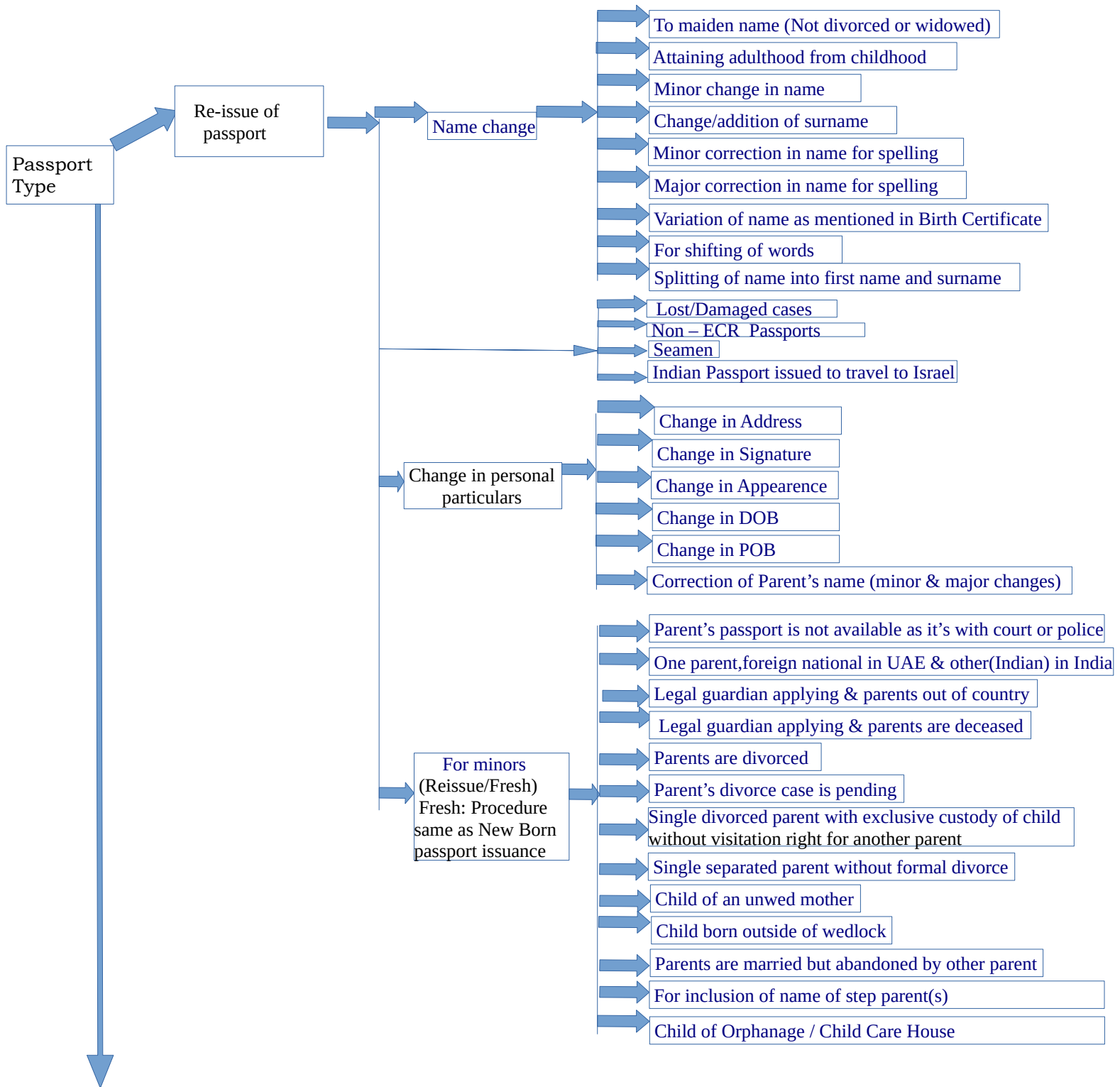
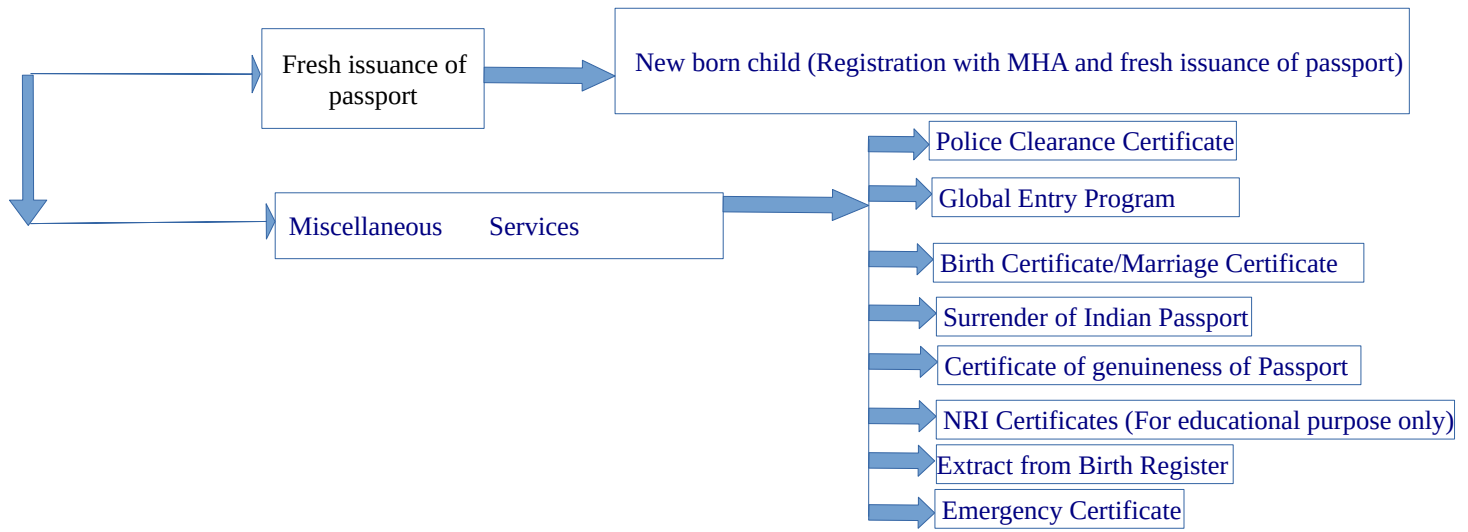


## Types of Passport services





## **Additional documents required for different passport services:**

### **Change of Name:**

#### **1. Reissue of passport to married women with maiden name, when not divorced or widowed, in the case of ladies**

- Clippings of two local newspapers or the Gazette notification of the concerned State Government [Click here for advertisement format](#)
- At least two public/school documents issued in the desired name
- Two public documents issued by the local government/local school/educational institution where the student is enrolled, in case of NRI applicants and their dependent family members who have been staying abroad on long term permanent or work visa/permit. This clause would not be applicable for temporary residents and visitors from India.

#### **2. Change of name on attaining adulthood from childhood after 18 years of age.**

- Clippings of two local newspapers or the Gazette notification of the concerned State Government [Click here for advertisement format](#)
- At least two public/school documents issued in the desired name  
Two public documents issued by the local government/local school/educational institution where the student is enrolled, in case of NRI applicants and their dependent family members who have been staying abroad on long term permanent or work visa/permit. This clause would not be applicable for temporary residents and visitors from India.

#### **3. Minor change in name.**

- Clippings of two local newspapers or the Gazette notification of the concerned State Government [Click here for advertisement format](#)
- At least two public/school documents issued in the desired name
- Two public documents issued by the local government/local school/educational institution where the student is enrolled, in case of NRI applicants and their dependent family members who have been staying abroad on long term permanent or work visa/permit. This clause would not be applicable for temporary residents and visitors from India.

#### **4. Change/addition of surname.**

- Clippings of two local newspapers or the Gazette notification of the concerned State Government [Click here for advertisement format](#)
- At least two public/school documents issued in the desired name
- Two public documents issued by the local government/local school/educational institution where the student is enrolled, in case of NRI applicants and their dependent family members who have been staying abroad on long term permanent or work

visa/permit. This clause would not be applicable for temporary residents and visitors from India.

**5. Minor Correction in spelling of name where change of spelling phonetically doesnot result in change in name. (e.g.,D'souza to De Souza)**

Additional documents required

- No proof of desired name is required.

Procedure to be followed

Kindly follow below link for applying the passport application online and for further proceedings:

<https://portal5.passportindia.gov.in/Online/index.html>

**Steps to Apply**

Prior approval from CGI, Dubai : Not Required

**6. Variation of a name as mentioned in Birth Certificate (e.g., Sanjiv to Sanjeev)**

Additional documents required

- No proof of desired name is required.

Procedure to be followed

Kindly follow below link for applying the passport application online and for further proceedings:

<https://portal5.passportindia.gov.in/Online/index.html>

**Steps to Apply**

Prior approval from CGI, Dubai : Not Required

**7. Shifting in words of names/changing arrangements of various parts of existing name without inserting/deleting any words/letters in the existing name:** Atleast a couple of personal documents, educational certificates etc. issued by Government authorities bearing desired name.

**8. Splitting of given name into first name and surname:** At least two public documents bearing desired name.

**9. Reissue of passport for correction in parent's name**

### A. Minor change in father's/mother's name

#### Additional documents required

Father's passport copy or Mother's passport copy as the case may be.

OR

Applicant's Birth Certificate

OR

Educational document of applicant such as School Leaving Certificate, Yearly Marksheet,  
certifying Father's/Mother's name as the case may be.

### B. Major/complete change in father's name

#### Additional documents required

Applicant must produce Father's/Mother's passport copy as the case may be

OR

Applicant's Birth Certificate

OR

Educational document of applicant such as School Leaving Certificate, Yearly Marksheet,  
certifying Father's/Mother's name as the case may be.

AND

Applicant may submit One and Same Certificate issued by the State/Central Government in India certifying both the names (of father/mother as the case may be) belong to same person.

OR

Divergence Certificate certifying both the name belong to same person

OR

Applicant may bring a letter from the Tehsildar/District Administration of the local district in India certifying that both the names (of father/mother as the case may be) belong to same person.

**10. Change in appearance:** No additional document is required.

### 11. Change in address

#### Additional documents required

#### A. Address correction as per father/mother's passport

- Applicant may produce documentary proof of address in name of father/mother

#### B. Applicants may produce any of the following documents as address proof :

- Aadhaar Card/ e-Aadhar
- Office/Public Works Department of the Central/State Government in respect of their employees

- Water Bill
- Applicant's current and valid ration card
- Driving License
- Election Commission Photo ID card
- Electricity Bill
- Gas Connection Bill
- Income Tax Assessment Order
- Marriage Certificate issued by the Registrar of Marriages alongwith address proof of spouse in respect of newly married women
- Parent's passports and parent's address proof in case of minors (if address is different)
- Parent's passport in case of minors (if address is the same)
- Passport of son/daughter in case of dependent parents (if address is the same)
- Passport of son/daughter in case of dependent parents and address proof of son/daughter (if address is different)
- Photo Passbook of running Bank Account (Scheduled Public Sector Banks, Scheduled Private Sector Indian Banks and Regional Rural Banks only)
- Proof of address (POA) issued by the India Post, Department of Posts
- Rent agreement
- Spouse's passport copy (if address is different) with spouse's address proof
- Telephone (landline or post-paid mobile bill)

12. **Change in signature:** No addition document is required

### **Issue of passports to minors**

#### **Note:**

1. In case of minor, both parent's original signature (sign should be same as per their respective passport) is required on the column of online application.
2. A minor child below 15 years of age is issued a passport with five years validity or till the minor attains the age of 18 years.
3. Children between ages of 15 and 18 years have the option to apply for a minor passport valid until he/she attains 18 years of age or full validity passport.
4. Legal guardian can also apply for the passport of a minor child. He/she needs to submit a certified copy of the Court order appointing him/her as a legal guardian besides standard documents.
5. No prior appointment is required for submitting passport application for minor at the nearest BLS centre.

1. **Cases wherein father's or mother's passport is not available as it is with court or police.**

- Court/Police paper legally translated in English certifying that passport of father or mother is with court or police,
- Annexure C ([Click here to download](#))

2. Cases wherein one parent (foreign national) is in UAE and other (Indian National) is in India.

- Parent who is in India will give a notarized sworn affidavit from Court in India authorizing the another parent (of foreign nationality) for submission of passport application on his/her behalf.
- Annexure D ([Click here to download](#))
- Annexure C ([Click here to download](#))

3. Cases wherein Legal guardian applying for minor child's passport and both the parents out of UAE (in India)

- Passport copy and valid visa copy of legal guardian.
- Both parent who are in India will give a notarized joint sworn affidavit from Court in India authorizing the guardian for submission of passport application on their behalf.

4. Cases wherein Legal guardian applying for minor child's passport and both parents are deceased

- Passport copy and valid visa copy of legal guardian.
- Certified copy of Court order appointing him/her as a legal guardian.

5. Cases wherein parents are divorced

- Application form for minor submitted by the parent who has been awarded custody of child by the Court.
- Consent of other parent.
- If other parent refused to give consent, then affidavit in the form of Annexure 'C' ([Click here to download](#)) from parent having custody of minor stating that the other parent is willfully denying or not granting permission for issue of passports to the children.

6. Cases wherein parent's divorce case is pending

- Consent of both the parents.  
OR
- Court permission to apply for child's passport from applicant's parent without the consent of other parent of the child.

7. Cases of child of a single divorced parent with exclusive custody of child without visitation right for other parent.

- Certified copy of Court order certifying the custody of the child
- Annexure "C" signed by single parent ([Click here to download](#))

8. Cases of child of a single separated parent without formal divorce.

- A declaration in format of Annexure "C" ([Click here to download](#)) from the parent having the custody of the child.

### 9. Renewal/Fresh issuance of passport to child of an unwed mother.

- A declaration in Annexure “C” ([Click here to download](#)) and Annexure “D” ([Click here to download](#)) from the single unwed mother.

### 10. Cases where child born outside of wedlock (parents married to different persons)

- Declaration in Annexure “C” ([Click here to download](#)) signed by both the parents. In the declaration they should confirm their relationship and declare that the child was born out of their relationship but without legal sanction of marriage.

### 11. Renewal/Fresh issuance of passport to child wherein parents are married but abandoned by other parent.

- A declaration in Annexure “C” ([Click here to download](#)) from parent with the custody of the child.

### 12. For inclusion of name of step parent(s)

- A self-declaration on a plain paper stating that he/she does not want to have biological father/mother’s name on his her passport and instead of that , the name of the step father/mother be mentioned against the column of father’s/mother’s name. The applicant also has to declare that in future if there is litigation, the entire onus to defend such a case will be on him/her and the Passport Issuing Authority shall not be held accountable for the act of the applicant.
- At least two educational/public documents where the name of the step father/mother is mentioned against the father/mother’s name column.
- Registered Marriage Certificate (of remarriage) of parent who is applying for minor passport.
- Death certificate from the authority concerned in respect of the death of the biological father/mother, if deceased.

### 13. Cases of child of Orphanage/ Child Care House

- Declaration given by the head of the Orphanage/Child Care House on the official letter head of the organization confirming the Date of Birth of the applicant.

### **Issue of passports to new born babies**

#### **Note :**

- Issuance of new Passport along with the registration of birth, for the child born in Dubai or any other Northern Emirates should be done with the Consulate General of India Dubai within a period of 1 year from the date of birth.
- In case of new born babies, both parent’s original signature (sign should be same as per respective passport) is required on the declaration column of the online application and on passport copy.
- No prior appointment is required for submitting passport application form at BLS centre.



## 1. New Born Passport

- Birth certificate issued by the Ministry of Health, UAE along with authentic English translation of the Birth Certificate if the original birth certificate is in Arabic.
- Original valid Passport of both the parents.
- For New born child name initials are not allowed in the birth certificate. If there is any initial in the name, then the birth certificate has to be changed with full name.
  - If parents want to continue with the initials in baby's passport in that case ICAO (International Civil Aviation Organization) declaration to be provided along with application (stating that they are aware, as per International Civil Aviation Organization initials are not allowed in passport and in future if applicant facing any issues they will take the responsibility)
- If either of parent holds a foreign nationality, a letter from the concerned Embassy or Mission of that country stating that the child has not acquired nationality of his/her parents would be required if the child is above 1 year of age.
- Copy of marriage certificate of parents.  
Mandatory to have the endorsement of spouse name in at least one of the parent's passport if name of the parents in the marriage certificate is not exactly as per passport.
  - If none of the parent passports are endorsed with spouse name. One can apply for new born baby's passport only once parent receive the passport from CGI Dubai, after adding spouse's name in the passport.

### Procedure to be followed

#### Step 1: Registration of birth with MHA

Child's parent should first register the child's birth u/s 4(1) of the Citizenship Act, 1955 at MHA (Ministry of Home Affairs) website link: <https://indiancitizenshiponline.nic.in/>

Step 2: Submission of passport application form with child registration form at the nearest BLS centre.

#### Step 3: Issuance of new Passport and Birth Registration Certificate

Kindly follow below link for applying the passport application online and for further proceedings:

<https://portal5.passportindia.gov.in/Online/index.html>

### Steps to Apply

Prior approval from CGI, Dubai : Not Required

- If the child registration not happened within a period of One Year from the date of birth, prior approval from the Embassy of India, Abu Dhabi or Consulate General of India, Dubai is required.

### New Born Passport for more than one year old

Documents required for approval of child more than one year old

1. Both the parents passport copy with visa page
2. Child's Birth Certificate
3. Marriage Certificate
4. Request Letter, signed by both parents, for registration of child as an Indian national issuance of passport giving reason for delay
5. MHA registration form signed by both parents

<https://indiancitizenshiponline.nic.in>

Note : For further assistance contact CGI Dubai.

2. Extract from birth register (issue of Birth Certificate who were born in UAE and birth has been registered with Consulate of India, Dubai)

### Additional documents required

- Application form **EAP – II** form ([Click here to download](#))
- 2 recent clear photos 51mm\*51mm not older than three months. [More details on photograph](#)
- Current valid Passport in original.
- One set of self attested photocopies of the first and last pages of the old passport containing the personal particulars, ECNR/observation/endorsement pages.
- Copy of the Registration of Birth Certificate issued by the CGI, Dubai.
- Personal appearance of applicant is compulsory to establish physical identity. But in case of minors both parent has to accompany the child.
- Prior approval from CGI, Dubai via email.

## **Lost/Damage of passports**

### **1. Lost Passport**

### Additional documents required

- Photocopy of the lost passport(of first, last, address page if separate page, any other endorsement pages and visa page with additional booklets, if any.
- FIR/Police Certificate/Translated version in English
- Declaration in Annexure “F” ([Click here to download](#))
- Cases if the valid UAE residence visa page is not available then Entry/Exit paper issued by UAE immigration authority with legal English translation is required.
- Consent of both the parents of the applicant, in case of minors. Parent’s passport original for verification and copies are required.

### **Note:**

- FIR must not be more than 6 months old.

## **2. Damaged Passport**

### Additional documents required

- Damaged passport, in original, with a clear photocopy (of first, last, address page if separate page, any other endorsement pages and visa page with additional booklets, if any.
- Consent of both the parents of the applicant, in case of minors. Parent’s passport original and copies are required. Copy of valid visa of parents.
- Declaration in Annexure “F” ([Click here to download](#))
- Copy of valid UAE visa

## **Non-ECR Passport**

### Additional documents required

Any one of the following document is required:

- All persons having educational qualification of matriculation (pass) and above
- ECR passport holder completed 3 years abroad, other than India – Application accepted with copies of entry/exit stamp and previous visas.
- All persons above the age of 50 years
- All children up to the age of 18 years. (For re-issue of passport, after they attain the age of 18 years, documents to prove their non-ECR category have to be submitted,

else ECR stamping will be done). In such cases, photocopy and original passport of parents who is having ECNR passport along with copy of birth certificate are required.

- Persons processing two years diploma from any institute recognized by the National Council for Vocational Training (NCVT) or State Council of Vocational Training (SCVT), or persons holding three years diploma/equivalent degree from institutions, such as Polytechnics recognized by the Central/State Governments of India.
- Nurses possessing qualifications recognized under the Indian Nursing Council Act, 1947.
- All professional degree holders, their spouses and dependent children. Examples of professional degree holders are Doctors holding MBBS degree or equivalent degree in Ayurveda or Homeopathy, accredited Journalists, Engineers, Chartered Accountants, Cost Accountants, Lecturers, Teachers, Scientist, Advocates, etc.
- All persons who have been staying abroad for more than three years (the period of three years may or may not be continuous) and their spouses. For the purpose of verification, spouse name should be endorsed on each others passport.
- Seamen who are in possession of Continuous Discharge Certificate (CDC), or Sea Cadets and Deck Cadets-
  - Who have passed the final examination of three years B.Sc. Nautical Sciences courses at T.S. Chanakya, Mumbai; and
  - Who have undergone three months pre-sea training at any of the Government approved training institutes, such as T.S. Chanakya, T.S. Rehman, T.S. Jawahar, MTI(SCI) and NIPM, CHENNAI, after production of identity cards issued by the Shipping Master at Mumbai/Kolkata/Chennai
- Persons holding Permanent Immigration visa or documents like Permanent Residence Card in UAE etc.

Note :

- In cases of claim of ECNR status based on stay abroad for three years, all ECR passport holders need to obtain Emigration clearance from the Protector of Emigration (POE), under Ministry of External Affairs (MEA) before travel to one of the 18 countries falling under the purview of the Emigration Act, 1983 (Afghanistan, Bahrain, Brunei, Indonesia, Iraq, Jordan, Kuwait, Lebanon, Libya, Malaysia, Oman, Qatar, Saudi Arabia, Sudan, Syria, Thailand, UAE, Yemen)
- Minors holding ECR passport issued from outside Dubai can change their ECR to ECNR status passports from the respective passport issuing authority. Those who completed Tenth Standard can submit passport application by attaching their Certificate copy and ECNR declaration.

## **Seaman**

### Additional documents required

- Original Indian Passport
- Continuous Discharge Card (CDC) copy,
- Vessel Landing Permit,

- Letter from Captain,
- Crew List,
- Entry exit paper from port,
- Photo testified letter and Valid Trade License from Company in Dubai,
- Only Eligible for Short validity passport (1 year).
- Authorization letter
- ID of the person who has been authorized to submit the documents.

### **Indian Passport issued to travel to Israel**

- For Business purpose - Invitation letter from company in Israel. Photo testified letter and Trade License from local Company in Dubai.
- For Tourism purpose – Hotel Booking and Ticket Booking is required. Photo testified letter from sponsor in UAE and passport copy of the sponsor.
- Sworn Affidavit duly attested by the Consulate General of India, Dubai.

### Miscellaneous Services

#### **1. Police Clearance Certificate**

- Online passport application data must exactly match with the particulars of the passport.

If an applicant while applying for PCC is providing the details which are different to details in the passport already held by him/her, then the applicant should apply for re-issue of passport with changed/current particulars as provided in the PCC application form. Only after the re-issue of passport with changed/existing particulars, the PCC application against such re-issued passport will be processed further for issue of PCC.

- Current original valid Indian Passport. Photocopy of Indian passport (All used pages/ stamped pages/endorsed pages along with UAE visa pages)
- Supporting documents stating purpose for PCC required (e.g. document checklist from the respective immigration /embassy).
- For other nationalities applying for Indian PCC proof of residency in India for the stay like work experience/educational certificate/any other valid documents is required.
- Personal Particulars form is required.

#### **Note :**

- Indian PCC for the purpose of acquiring Citizenship/Nationality of other country
- Original passport would be returned to the applicant after submission of PCC application
- All applicants should submit the application in person for identification
- Processing time would be subject to police clearance.

## 2. Global Entry Programme

In line with the Government of India's initiatives to make people centric services more approachable, it has been decided that w.e.f. October 1,2019, all Indian nationals who wish to get their background verification, for the purpose of US Global Entry Programme (GEP), can now avail this service in Dubai and Northern Emirates, provided they are holding a valid residential permit/visa to stay in UAE.

A number of Indian nationals used to travel back to India for this background verification but now this services has been centralized and the concerned applicants can now avail the above service in Dubai and Northern Emirates in the same manner as they apply for their passports in Global Passport Seva Portal (GPSP) <https://embassy.passportindia.gov.in> Afterwards they may register themselves, if not done earlier. After successful registration, they may login to the website and go to the services menu.

### How to apply

Step 1: Indian citizens applying for GEP should first apply online and submit their application in the US Custom and Border Protection website <https://www.cbp.gov/travel/trusted-traveler-programme/global-entry>

Step 2: Apply through <https://embassy.passportindia.gov.in/> for the completion of background verification in India.

Step 3: Select the region as United Arab Emirates. Register and login at <https://portal5.passportindia.gov.in/Online/index.html>

Step 4: A new service item has been created in the Menu for this service (Apply for Background Verification for GEP) along with other services, where applicants can fill their details etc and submit the same physically to the outsourced service centre (M/s BLS International in Dubai and other cities in Northern Emirates) and pay the fee of around AED 100/- (AED 95 + AED 8.05 (ICWF))

## 3. Birth Certificate / Marriage Certificate as per Passport

### Documents Required

- Current Passport of both husband and wife in original with clear photocopy (of first, last, address page if separate page, any other endorsement pages and visa page with additional booklets, if any. For minors (up to 18 years) parents' passport copies are required.

### Additional documents required

- Application in EAP II Form.

Note : Abu Dhabi/AI-Ain visa holders applying at centre in Dubai/Northern Emirates should provide the address proof in their name for the residency in Dubai/Northern Emirates i.e.

Tenancy Contract/Electricity Bill. For Dependents photo testified letter from the sponsor with the details of the accommodation mentioned and tenancy contract in the sponsor's name along with passport copy of the sponsor is required. If residing in company's accommodation then photo testified letter from the company (in English) on company letter head stating that their Visa is from Abu Dhabi but currently working and residing in Dubai/Northern Emirates.

NOTE : (All photo testified letters should have applicants photograph pasted on it and sponsor's signature /company seal should be across applicants photograph)

#### 4.Surrender of Indian Passport

##### Additional documents required

- Declaration in form XXII ([Click here to download](#)) in duplicate and Particulars for Form XXII ([Click here to download](#))
- Form number XXIV ([click here to download](#)) in duplicate
- Form number XXIV – A ([Click here to download](#)) in triplicate
- Current original Indian Passport for submission along with application form.
- Valid foreign passport, along with previous foreign passports if any, and photocopies of pages first two, last two and pages containing valid visa and other observations.
- Copy of Citizenship Certificate/ Naturalization Certificate/Registration Certificate [in English from foreign Country/ other Nationality Id copy which is having the date of acquiring new nationality. If any one of these documents is not available then Original letter (copy to be submitted) required from their respective Embassy/Consulate in UAE which states the date of acquiring nationality]
- If the applicant is born abroad and obtained foreign passport on the basis of birth in the country and not by naturalization then, the applicant is required to provide a photocopy of the full Birth Certificate duly attested by the concerned Indian Mission/ Post for the country.
- Sworn Affidavit - XXII Form prescribed under section 8 of the Citizenship Act, duly attested by the Consulate General of India, Dubai.
- Applicant to be holding valid visa

##### **Note:**

- The applicant should submit the application in person for identification. But in case of Minor's (Under Eighteen years of age) parents passport copies and residence visa copy are required and the minor should be accompanied by both the parents at the time of submission of the application for identification.
- All applicants who have had a name change after acquiring Foreign or any other nationality should fill in the surrender form using the name mentioned on their last/valid Indian Passport.

Applicant should also be aware that the surrender certificate will be issued on the name mentioned of their 'surrendered' Indian Passport.

- In the event of loss of previously held Indian passport, applicant will only be issued **Renunciation Certificate** with remark that original Indian passport not surrendered, subject to submission of an Affidavit for loss of passport, Police Report and a copy of the lost Indian passport, if any.
- In case the applicant has neither a passport nor a photocopy thereof, he/she should bring originals as well as photocopies of the supporting documents such as educational certificates, birth certificate, PAN number, ration card etc., along with visa application or OCI application or stand alone, as the case may be, to the Consulate for verification of his Indian nationality by the officer concerned.
- Processing time vary from application to application at the sole discretion of the Consulate General of India and some applications may take longer than others to get processed.
- The Consulate General of India reserves the right to ask for additional documents if required.
- Applicants are advised to transfer their valid visas from Indian Passport to Foreign passport to avoid further inconvenience.

#### Procedure to be followed

Kindly follow below link for applying the passport application online and for further proceedings:

<https://portal5.passportindia.gov.in/Online/index.html>

#### Steps to Apply

Prior approval from CGI, Dubai : Not Required

#### 5.Certificate of Genuineness of Indian Passport

##### Additional documents required

- Current Passport in original to be submitted with photocopy.
- An explanatory letter stating the reason for requirement of certificate.

#### 6.NRI Certificate ( For education purpose only)

- Current Passport in original to be submitted with photocopy.
- If the current passport is recently issued / short valid passport then original old passport is required. If Old passport is reported as Lost then he/she is not eligible to apply for NRI Certificate.



- A declaration by the applicant to the effect that he has not stayed in India for more than 182 days during the PREVIOUS Financial Year (1ST April, to 31st March) [Click here to download the declaration format](#)

- If the applicant wants to have the name of his/her son/daughter mentioned in the NRI certificate, then the applicant should give a copy of Passport (1st and last pages) of the child.

#### 7. Major correction in Name for spelling/ Change in DOB/ Change in POB

- Prior approval required from CGI, Dubai hence email us your query to [pptsec.dubai@mea.gov.in](mailto:pptsec.dubai@mea.gov.in)

#### 8. Emergency Certificate (EC)

##### **Step 1) Registration :**

To apply for Emergency Certificate, go to portal of Passport Seva at Indian Consulates and Embassies - <https://embassy.passportindia.gov.in/> Thereafter select the region/country – United Arab Emirates.

Or,

Click on the link - <https://portal5.passportindia.gov.in/Online/index.html>

This will direct you to registration link at portal of 'Passport Seva at Indian Embassies and Consulates' for United Arab Emirates.

After filling some requisite details, you will be registered and thereafter you can login using the registered credentials.

**Step 2) Login :** Login, and click on "Apply for Emergency Certificate"

**Step 3) Form Filling :** Fill the application carefully and submit the form online. Then take printout of the online submitted application form.

**Step 4) Photo & Signature :** Affix recent coloured photograph with white background at the designated place. Size of photo should be 51mm\*51mm. Follow the link for more details:

<https://www.blsindiavisa-uae.com/passport/passport-photo-specification.php>

**Step 5) Online Appointment :** Visit the website of BLS and book an appointment for desired time slot, date and location for submission of application using link:

<https://www.blsindiavisa-uae.com/appointmentbls/appointment.php>

**Step 6) Submission of application at BLS Centre :** Visit the nearest BLS Center on the scheduled time and date along with requisite documents and submit the application along with the prescribed fee. Signature on the application should be appended before the BLS staff at the designated places during submission.

**Documents required can be seen at the link:**

<https://www.blsindiavisa-uae.com/passport/passport-requirement-cgi.php>

Tracking of Emergency Certificate application : Status of EC applications can be seen using link <https://portal5.passportindia.gov.in/Online/index.html> and by clicking on 'Track Status' link.

**Step 7) Deliver of EC** : EC will be delivered either through courier or can be collected directly from BLS or Embassy/Consulate as per the option provided by the applicant.

**Advertisement format :**

**\*Format of newspaper notification for ADULT is given below:-**  
I, \_\_\_\_\_ son/daughter of \_\_\_\_\_, holder of Indian Passport  
No \_\_\_\_\_, issued at \_\_\_\_\_ on \_\_\_\_\_, permanent resident  
of \_\_\_\_\_ (full postal address in India to be given) and presently residing at \_\_\_\_\_  
(full postal address in UAE to be given) do hereby change my name from \_\_\_\_\_ to \_\_\_\_\_,  
with immediate effect.

**\*Format of newspaper notification for MINOR is given below:-**  
I, \_\_\_\_\_ father of \_\_\_\_\_, holder of Indian Passport  
No \_\_\_\_\_, issued at \_\_\_\_\_ on \_\_\_\_\_, permanent resident  
of \_\_\_\_\_ (full postal address in India to be given) and presently residing at \_\_\_\_\_  
(full postal address in UAE to be given) do hereby change my Son/daughter name from  
\_\_\_\_\_ to \_\_\_\_\_, with immediate effect.

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### Photograph Instructions

Following are the DOs and DON'Ts to be followed while affixing the photograph:

DOs	DON'Ts
<p>Two recent clear COLOUR photographs (not older than three months) as per the specifications given below</p> <p>Paste your recent passport size photograph (51 mm length x 51mm width) in colour in the box meant for affixing the photograph</p> <p>Background of the photograph should be plain white and the dress should be in dark colour</p> <p>Photograph should fit within the given box</p> <p>Frontal view of the full face should be visible in the photograph</p> <p>Photograph should be printed on good quality photo paper</p> <p>Print of the photograph should be clear and with a continuous-tone quality</p> <p>Expression of the face should be natural (no grinning, frowning or raised eyebrows)</p> <p>Eyes must be open and both edges of face must be clearly visible</p> <p>Head should be in the centre of the frame and both ears should be visible</p>	<p>Do not paste black and white photographs</p> <p>Dimensions of photograph should not be smaller than the box (i.e. 51 mm length x 51 mm width) provided in the application form</p> <p>Photograph with dark background or in uniform, or with eyes hidden under coloured or dark glasses will not be accepted</p> <p>Photograph in computer print will not be accepted</p> <p>Photograph is NOT to be signed</p> <p>Distracting shadows on the face or on the background should not be there</p> <p>Eyes must not be covered by hair. Glares on eyeglasses should be avoided with a slight upward or downward tilt of the head</p> <p>Photograph should not be damaged, for example: torn, creased, or marked</p> <p>Head coverings are not permitted except for religious reasons, but the facial features from bottom of chin to top of forehead and both edges of the face must be clearly visible</p> <p>Photographs cut from group photographs are not acceptable</p>

### Signature Instructions

Sign on Page 1, inside the box, below your photograph, and on page 4.

This signature/thumb impression will be scanned and printed in the passport. Therefore, it must be kept strictly within the box, without touching the boundaries.

Illiterate applicants should put left hand thumb impression instead of signature. Use right hand thumb in case the applicant's left thumb is permanently disfigured and unfit for use. Clearly mention under the signature box that right hand thumb impression has been put.

Minor Applicant (Below 18 years): all minor applicants need to write their name or sign in the space provided on the first page of the application form below the photograph. Minor applicant below 5 years may put left thumb impression on the space provided. Both parents should sign on the last page of the application.

Both parents must sign on page 4 of the online application form below the minor's signature/thumb impression.

**Use only blue/ black ball point pen for signature.**

**Note: If the signature is different, "Signature Change" must be specified under "Reissue – Change in personal particulars"**

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