

Steps to apply for fresh or renewal/reissue of Passport or Emergency Certificate(EC) or Police Clearance Certificate (PCC)

Step1: Registration- Register yourself by filling out basic details at Portal of Passport Seva - <https://mportal.passportindia.gov.in/mission/TrackApplication>



Step 2: Login- Login using Login ID and Password and fill the application form online (Passport or EC or PCC)



Step 3: Form filling & Photograph- Fill the application form carefully and submit the form online. Then take print out of online submitted application form and affix your recent coloured photograph. ([Click here for instructions for filling of Passport application form and Supplementary form](#))



Step 4: Online appointment for submission of printed form- Book an appointment for physical submission of the filled form at any of the BLS centers. (<https://www.blsinternational.com/india/uae/>)



Step 5: Submission of application as BLS Center- Visit the BLS center where you have taken appointment as per your appointment time and date and submit your application along with requisite documents prescribed fee.

Location of BLS centers- <https://www.cgidubai.gov.in/page/location-of-bls-centers/>

Document- Required documents can be seen at- <https://www.cgidubai.gov.in/page-links/?page=documents-required&type=sub>

Tracking- The status of passport application can be tracked by clicking “Track Status” on- <https://mportal.passportindia.gov.in/mission/TrackApplication>

Fee: Service Fee can be Checked at- <https://www.cgidubai.gov.in/page/prescribed-fees-for-different-passport-services/>



Step 6: Delivery of passport/EC/PCC- Passport/EC/PCC will be delivered either through courier or can be collected by the applicant from BLS center as per the option selected during submission of application form.