

No. VI/401/1/2/2015  
Government of India  
Ministry of External Affairs  
CPV Division

Patiala House Annexe, Tilak Marg  
New Delhi, the 20<sup>th</sup> September 2017

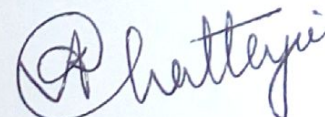
**OFFICE MEMORANDUM**

**Subject: Acceptance of registered/unregistered rent agreement as a proof of address for grant of passport facilities-Reg.**

The Ministry vide its Circular Numbers VI/402/2/37/2014 (8), dated 30.07.2014 and VI/401/1/2/2015, dated 19.06.2015 has issued instructions/guidelines to the Passport Authorities regarding acceptance of registered rent agreement as a valid document for the proof of address in respect of tenant applicants for grant of passport facilities to them.

2. It has come to the notice of the Ministry that a number of applicants are finding it difficult to obtain passport as the rent agreement they are possessing is not a registered one. Therefore, in order to obviate the hardship being faced by the bonafide applicants, with the approval of the Competent Authority, it has been decided that besides the instructions contained in Ministry's Circular Numbers VI/402/2/37/2014 (8), dated 30.07.2014 and VI/401/1/2/2015, dated 19.06.2015, henceforth, ***"the unregistered rent agreement shall also be accepted as a valid proof of address by the Passport Issuing Authorities for grant of passport facilities to the applicants."***

3. All the PIAs are requested to follow the revised instructions as stated in para '2' above to process the applications for grant of passport facilities to the applicants.



(Arun Kumar Chatterjee)  
Joint Secretary (PSP) &  
Chief Passport Officer  
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To,

- (i) All the Passport Issuing Authorities in India and Abroad
- (ii) Chief Technical Officer (PMU), CPV Division, MEA, New Delhi - It is requested to upload the above circular on the portal of the Ministry i.e. "www.passportindia.gov.in" in public domain.