

## 1. Introduction

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Digital Locker, one of the key initiatives under the Digital India initiative, is aimed at eliminating the usage of physical documents and enable sharing of e-documents with Passport Seva via a mechanism to verify “authenticity” of the documents online.

## 2. How to share documents from DigiLocker to Passport Seva?

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You can share the documents issued by Central/State Government from your DigiLocker account to Passport Seva system while filling the passport application form. The same can be done at **Self Declaration** screen and **Upload Supporting Documents** screen.

### Note:

- Documents or certificates issued by Central/State Government departments integrated with DigiLocker can be shared with Passport Seva
- You are not required to carry the original documents with you while visiting PSK/POPSK/Passport Office, if a particular document is already shared through DigiLocker.
- The following documents can be shared with Passport Seva from DigiLocker.

S. No.	Document Description
1	Aadhaar Card
2	Driving License
3	Voter ID Card
4	PAN Verification Record
5	Issue of Arm License
6	Birth Certificate
7	Caste Certificate
8	Ration Card
9	Pension Certificate
10	Insurance Policy Certificate- Life
11	Class X Passing Certificate
12	Electricity Bill
13	Telephone Bill

### 2.1 Share document from Self Declaration screen

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In self-declaration screen for Fresh/Re-issue Passport application form, you will get an option to share your DigiLocker uploaded documents for “**Proof of Birth**” and “**Proof of Present Residential Address**”.

You need to follow the below steps:

- a) In the self-declaration screen, a button “**Grant DigiLocker Access**” will be displayed in

case the selected document can be share via DigiLocker.



The screenshot shows a 'Self Declaration' form. At the top right, it says 'Fields marked with asterisk (\*) are mandatory'. Below this, a grey box contains the text: 'The selected documents (not shared through DigiLocker) need to be submitted at PSK/Passport Office for verification. If you have your documents in DigiLocker account, you can upload it by clicking on Fetch from DigiLocker button. To know more, click here.' The form has two dropdown menus: 'Proof of Birth (Select from drop-down)\* more information...' with 'Aadhaar Card/E-Aadhaar' selected, and 'Proof of Present Residential Address (Select from drop-down)\* more information...' with 'Bank Passbook with Photo' selected. A blue button with white text 'Grant DigiLocker Access' is highlighted with a red border.

**Figure 1: Grant DigiLocker Access Button on Self Declaration screen**

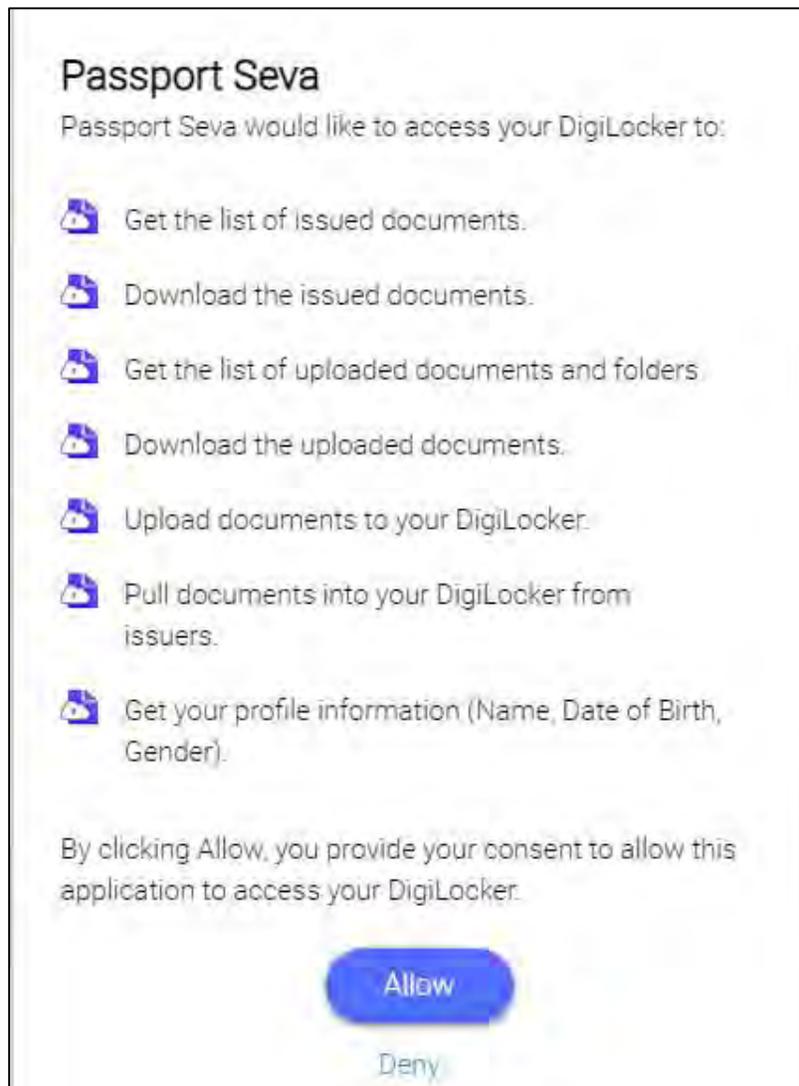
b) On click of the button “**Grant DigiLocker Access**”, a DigiLocker login screen will pop-up.



The screenshot shows the DigiLocker sign-in screen. At the top is the DigiLocker logo (a blue cloud with a document icon) and the text 'DigiLocker Document Wallet to Empower Citizens'. Below the logo is the heading 'Sign in to your account'. There is a text input field labeled 'Mobile / Aadhaar / Username'. To the right of the input field is a blue button with white text 'Sign in with OTP'. At the bottom of the screen, there is a blue horizontal line and the text 'Don't have DigiLocker account? Sign up'.

**Figure 2: Sign in pop-up for DigiLocker**

c) If you already have a DigiLocker account, you can Sign in and give your consent after successful login to share your documents to Passport Seva by clicking on “**Allow**” button. If you click on “**Deny**” button, document will not be shared from DigiLocker to Passport Seva. In case you don't have a DigiLocker account, you can register by clicking on “**Sign Up**” link.



**Figure 3: Consent to Fetch Documents from DigiLocker**

- d) After giving consent, you will be redirected to Passport Seva, consent message will be displayed along with a button “**Fetch from DigiLocker**”. Click this button to share the fetched document.

Self Declaration

Fields marked with asterisk (\*) are mandatory

The selected documents (not shared through DigiLocker) need to be submitted at PSK/Passport Office for verification. If you have your documents in DigiLocker account, you can upload it by clicking on Fetch from DigiLocker button. To know more, [click here](#).

Consent received. Now click on "Fetch from DigiLocker" to share your document from DigiLocker.

Proof of Birth (Select from drop-down)\* [more information..](#)  
 Aadhaar Card/E-Aadhaar

Proof of Present Residential Address (Select from drop-down)\* [more information..](#)  
 Bank Passbook with Photo

Fetch from DigiLocker

Figure 4: Fetch From DigiLocker Button after login in DigiLocker account

- e) Once the document is shared, the success message will be shown as ***"The document from DigiLocker has been uploaded successfully"***.

Self Declaration

Fields marked with asterisk (\*) are mandatory

The document from DigiLocker has been uploaded successfully.

The selected documents (not shared through DigiLocker) need to be submitted at PSK/Passport Office for verification. If you have your documents in DigiLocker account, you can upload it by clicking on Fetch from DigiLocker button. To know more, [click here](#).

Proof of Birth (Select from drop-down)\* [more information..](#)  
 Aadhaar Card/E-Aadhaar

Proof of Present Residential Address (Select from drop-down)\* [more information..](#)  
 Bank Passbook with Photo

Figure 5: Success message at Self Declaration screen

- f) If the selected document is not present in your DigiLocker account, then you will receive a message ***"Selected document is not present in your DigiLocker Account. Document could not be Uploaded!"***

You can visit the [official](https://digitallocker.gov.in) website of DigiLocker (<https://digitallocker.gov.in>) to know how to add documents in your DigiLocker account.

Self Declaration

Fields marked with asterisk (\*) are mandatory

Selected document is not present in your Digilocker Account  
Document could not be Uploaded!

The selected documents (not shared through DigiLocker) need to be submitted at PSK/Passport Office for verification. If you have your documents in DigiLocker account, you can upload it by clicking on Fetch from DigiLocker button. To know more, [click here](#):

Proof of Birth (Select from drop-down)\* [more information..](#)

Aadhaar Card/E-Aadhaar

Proof of Present Residential Address (Select from drop-down)\* [more information..](#)

Bank Passbook with Photo

Figure 6: Document not present message on Self Declaration screen

## 2.2 Share documents from Upload Supporting Documents screen

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In “**Upload Supporting Documents**” screen, after successfully submitting the passport application form, you can either share document from DigiLocker account or can upload the document manually. The following steps need to be performed:

- a) Based on the selected “**Attachment Type**” and “**Attachment Description**”, you will be displayed “**Grant DigiLocker Access**” button along with “Browse & Upload” option to upload the document in Passport Seva.

## Upload Supporting Documents Fields marked with asterisk (\*) are mandatory

**ARN: 21-1000008147**

Documents uploaded by you are:

Attachment Type *	Date Of Birth Proof ▼
Attachment Description *	Aadhaar Card/E-Aadhaar ▼
Document File Name *	<input type="button" value="Choose File"/> No file chosen (OR) <div style="border: 1px solid blue; padding: 5px; display: inline-block; margin-left: 10px;"> <b style="color: blue;">Grant DigiLocker Access</b>  <small>How it works?</small> </div>

**Note:**

- To view what documents to upload please refer to Document Advisor.
- Upload self-attested scanned copy (only pdf) of supporting documents.
- Maximum 4 documents can be uploaded for one application.
- Please bring original documents (not shared through DigiLocker) along with two self-attested photocopies at the time you visit the PSK.
- The registered Rent Agreement duly registered under Section 17 of the Registration Act, 1908 and executed in favour of the tenant by the landlord for a period of more than one year, will be accepted as a valid proof of address.
- If you have your documents in DigiLocker account, you can upload it by clicking on Fetch from DigiLocker button. To know more, click here.

**Figure 7: Grant DigiLocker Access button at Upload Supporting Documents screen**

- b) On click of the **“Grant DigiLocker Access”** button, a DigiLocker login screen will pop-up (same as Figure 2).
- c) If you already have a DigiLocker account, you can Sign in and give your consent after successful login to share your documents to Passport Seva by clicking on **“Allow”** button. If you click on **“Deny”** button, document will not be shared from DigiLocker to Passport Seva. In case you don't have a DigiLocker account, you can register by clicking on **“Sign Up”** link. (Please refer Figure 3)
- d) Based on the selection, you will be displayed the consent message along with **“Fetch from DigiLocker”** button to share the document to Passport Seva.

**Figure 8: Fetch from DigiLocker button at Upload Supporting Documents screen**

- e) Once the document is shared, the success message will be displayed as **“Document has been uploaded successfully”**.

**Figure 9: Success message at Upload Supporting Document screen**

- f) If the selected document is not present in DigiLocker Account, then you will receive a message **“Selected document is not present in your DigiLocker Account. Please Choose File to upload the document. Document could not be Uploaded!”**

You can visit the [official](https://digitallocker.gov.in) website of DigiLocker (<https://digitallocker.gov.in>) to know how to add documents in your DigiLocker account.

**Upload Supporting Documents** Fields marked with asterisk (\*) are mandatory

Selected document is not present in your Digilocker Account. Please Choose File to upload the document.  
Document could not be Uploaded!

ARN: 21-0000491356

Document Type	Document Description	Status	Delete
Date of Birth Proof	Driving License (Proof for DOB)	Uploaded	<input type="checkbox"/>
Address Proof	Aadhaar Card (Address Proof)	Uploaded	<input type="checkbox"/>

Attachment Type \*

Attachment Description \*

Document File Name \*  No file chosen

**Figure 10: Document not present message on Upload Supporting Documents screen**