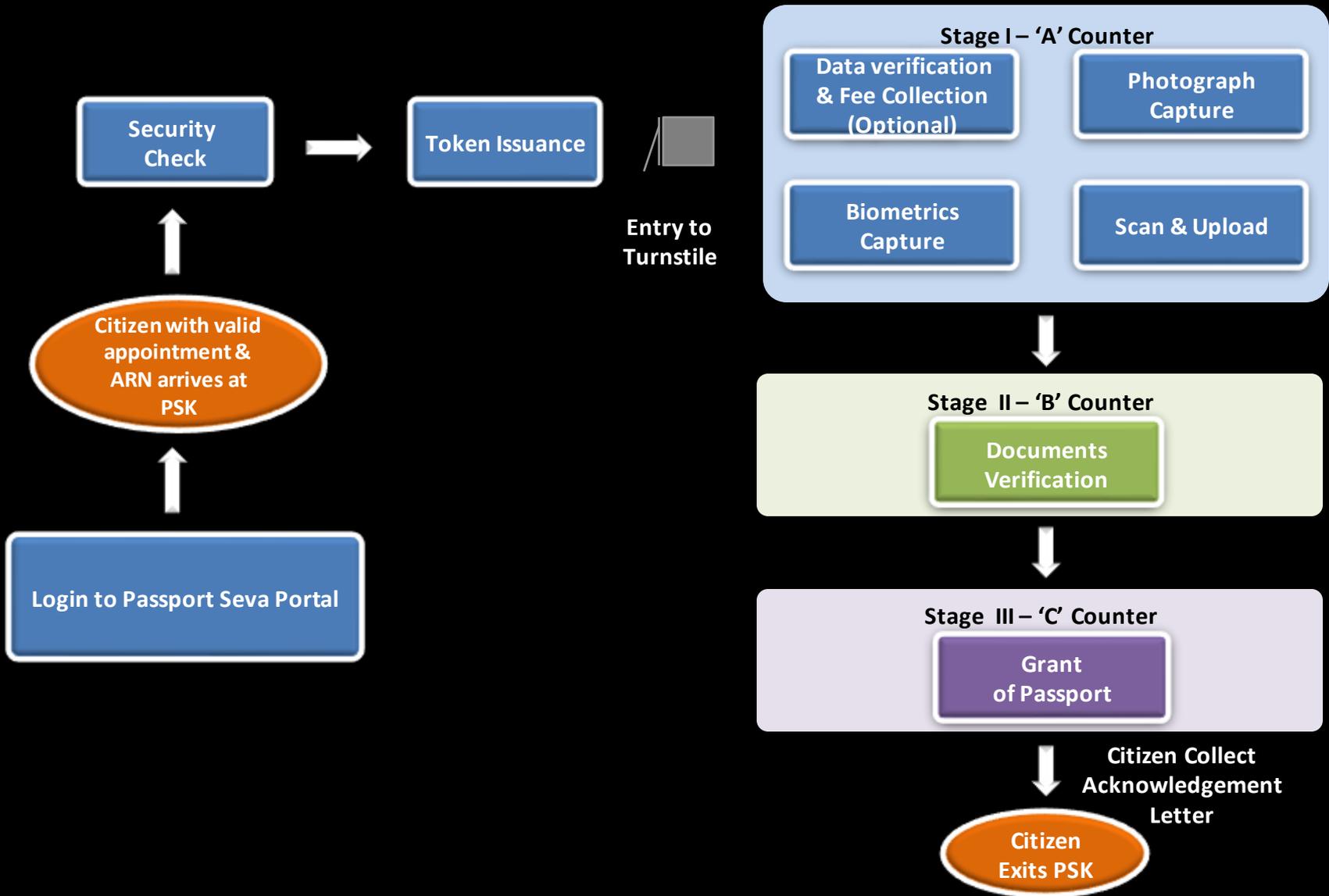


Steps to Submit an Application at Passport Seva Kendra

Glimpse of sequential flow to submit an application at Passport Seva Kendra



- 1. Book an appointment through Passport Seva Portal <http://passportindia.gov.in>
- 2. Visit the designated Passport Seva Kendra (PSK) per the appointment date/time, along with all the required original documents and photocopies. Applicant's presence is mandatory.

Special weekend drive for Passport applications submission is planned. Applicants having valid appointments of future date may also opt to reschedule their appc

- New User Registration
- Existing User Login
- Check Appointment Availability
- Track Application Status

VISION

To deliver passport services to citizens in timely, transparent, more accessible, reliable manner and in a comfortable environment through streamlined processes and committed, trained and motivated workforce

National Call Centre

1800-258-1800

Passport Office Page

Passport Office

Mission/Post Page

Region/Country

Login for Official Users

Official Users

Before You Apply

Information Corner Forms and Affidavits Document Advisor Feedback and Grievance

Document Required for Fresh Passport
Document Required for Re-issue of Passport
Document Required for PCC and Miscl. services
Document Required for Diplomatic/Official Passport
Documents required for Background Verification for GEP

Step 1: Security Check



Step 2: Pre-processing Area

Collect a token from the Token Issuance Counter.



Token:

The token contains a Token Number, which appears at the top of the token. This Token Number is used for further sequential processing of application at PSK.

TOKEN NO. : N 1

Service Area Counter Sequence : A ==> B ==> C ==> EXIT



N1-2013-09-06 11:02:13.577119-0

Applicant Name : UTSAV
Date of Birth : 01-10-1991
Date & Time : 06-09-2013 11:01 AM
Appointment No. : 100000131097313
ARN/File No. : BN1073590720113
Service Area : Citizen Service Executive - (A Counters)
Service Required : Re-Issue
Channel : Online
**No. of people
Accompanying** : 0

Please be alert and watch TV display to know the counter number on which your token is called for service.

Step 3: Waiting Lounge

Enter through the turnstile and wait in the waiting area till your Token Number is displayed on the Token display screen.



LCD Display:

Token Numbers are displayed on the Token display screen in the manner shown below. The Counter Number where the applicant needs to proceed for his processing appears next to the Token Number. When your Token Number is displayed, proceed towards the designated **PSK Counter 'A'**.

TOKEN NO.	COUNTER	TOKEN NO.	COUNTER
N 83	A15	T 13	A14
N 116	A13	T 14	A7
N 118	A9	W 65	A22
N 119	A6	W 66	A18
N 120	A8	W 67	A21
N 122	A5	-	-
N 124	A24	-	-
N 125	A20	-	-
N 126	A16	-	-
S 37	A12	-	-
S 38	A25	-	-
T 9	A4	-	-

Step 4: Processing Zone - PSK Counter 'A'

At the designated service counter, Citizen Service Executive(CSE) will scan and upload supporting documents into the Passport Seva system. The CSE will click your photograph, take fingerprints and will collect the applicable passport services fee (if not already paid online). Personal Particulars as in the system will be printed and given to you for verification and signature, this would be scanned and uploaded in the system.



After completion of processing at **PSK Counter 'A'**, wait in the waiting lounge till your Token Number is displayed on the Token display screen for further processing at designated **PSK Counter 'B'**.



Step 5: Application Verification Zone - PSK Counter 'B'

At the designated service counter, Verification Officer (VO) will check the original documents for completeness and correctness.



After completion of processing at **PSK Counter 'B'**, wait in the waiting lounge till your Token Number is displayed on the token display screen for further processing at designated **PSK Counter 'C'**.



Step 6: Granting Zone - PSK Counter 'C'

At the designated service counter, Granting Officer (GO) takes a decision on granting of the passport.



Step 7: Exit Gate

Collect the printout of the final status of your application (Acknowledgement Letter) from the Exit Counter. Keep this Acknowledgement Letter to track the status of your application.



Please note that:

- ✓ After successful application form submission, with final status as "Granted", the passport printing would be initiated in case of Post/No Police Verification.
- ✓ In case the application has been granted on Pre Police Verification basis, the passport printing would be initiated after a clear police report is received.

Regional Passport Office, Bangalore



**Passport Seva Kendra: Bangalore,
Lalbagh**
Prestige Libra, # 45, Lalbagh Road, Near
Urvashi Theatre, Bangalore-560027
Karnataka



Date : 06/06/2013 02:48 PM

Acknowledgement Letter

Applicant Name: UTSAV

Service Required: FRESH PASSPORT - Normal

File Number: BN1073590720113

Token No N 1	Service Completed At Counter GO (Granting)	Fee Receipt No (if any) BNGF1350011823
Application Status ** Granted	Police Verification Mode *** Pre Verification	Passport Validity (in years) 10 Years

The applicant can track the status of the application anytime and anywhere:

- Through the Passport India website: <http://passportindia.gov.in>
- By calling the Call Centre at: [1800-258-1800](tel:1800-258-1800)

Thank You
