

## PASSPORTS

All Passport applications should be submitted in person at one of the BLS Outsourcing Centers, to enable physical identification of the applicant, for physical verification of supporting documents, and for appending/affixing signature/thumb impression on the completed application form before final submission. Even minor children (except newly born babies) are required to be present at the Center at the time of submission of application.

In view of the Government of Kuwait stipulation that a minimum one year plus validity of Passport is mandatory for affixing/renewal of residency (*Iqama*) in Kuwait, Passports may be renewed up to 18 months before its expiry without assigning any special reason. Passport renewal applications shall be accepted even before this period, for valid reasons to be given in writing, e.g. Exhaustion of pages due to frequent travels, Change/correction in personal particulars, Splitting name in to Given Name and Surname where the Surname column is blank in the current Passport, Change in marital status, Change in appearance/signature, Minor/major damage (explanation in Annexure-F required), or Loss of valid Passport (Lost Report from local Police authorities and explanation in Annexure-F required).

An ordinary Passport is valid for ten years from the date of issue. However, the Passport Issuing Authority (PIA) can issue Passport even for a shorter duration. Minor children are issued Passports for 5 years or up to the date of attaining 18 years, whichever is earlier.

The Embassy reserves the right to summon additional documents from the applicant, if needed, for verification during application processing.

### Police Verification:

Passport applicants may kindly note that the prior police verification (Pre - PV) in India is mandatory in cases where clear verification is not available in the previous Passport data (in other cases also Embassy may initiate Police Verification after issue of the Passport). Time taken for verification by State Police authorities differ from State to State. **Since State Police Authorities in India are authorized up to 30 days for completing verification, applicants are advised to make provision for a minimum of 45 days for application processing**, which involves Document and Data Verification, Granting, Police Verification, Printing, Lamination and Despatch of Passports. In cases where prior police verification (Pre-PV) is not required, application processing will be completed in the Embassy and

Passport dispatched to the applicant within 5-7 working days. Cases where incomplete application, incorrect details, photographs not as per prescribed format, signature mismatch, lack of supporting documents, absence of prescribed Annexures/Declarations etc, are noticed at the time of processing, applicants will be required to visit the Embassy/BLS Outsourcing Center to complete the documentation, and this period will be added to the processing time.

### **Jumbo Passport Booklets with 60 pages:**

Applicants who are required to undertake frequent travel abroad and therefore anticipate exhaustion of pages before expiry of normal validity of the Passport, may apply for a Jumbo booklet containing 60 pages by paying total Passport fee of 31.00 KD. All documentation and procedure for Jumbo booklets remain the same as that for a Normal booklet (except the enhanced fee).

### **Tatkaal Category Passport:**

Application for urgent issue of Passports under Tatkaal Category, without prior police verification (Pre-PV) should be accompanied by an undertaking in the prescribed format detailing the reason/s of urgency, copy of two photo Identification documents in India in the present address and additional fee of KD 46.000 (in addition to the normal fee as applicable for the specific category). **Approval for Tatkaal category service will be granted by the Embassy for applicants meeting the eligibility criteria, based on previous Passport data, supporting documents and relevant guidelines in this regard.** Please note that only a Short validity Passport (up to two years validity) may be granted in cases where clear police verification is not available in the previous Passport data of the applicant. Once an application is accepted under Tatkaal Category with additional fee, the Passport will be despatched within 3 working days.

### **Residency Requirement:**

**Applicants who do not have valid residency in Kuwait** as on the date of application [entry visa, residency expired/not renewed, visit visa(if Passport is Lost or Damaged)] **shall be issued only a Short Validity Passport of maximum 2 years period**, subject to all other usual checks and procedure.

If the residency is due to expire or expiry of residency is anticipated during the application processing/police verification, such applicants are advised to approach the Kuwait Government Authorities concerned for temporary extension of residency (up to 3 months) before submission of Passport renewal application.

### **Procedure for Passport Application:**

All applications are required to be completed online, either at :

(A) One of the BLS Outsourcing Centers (*online Form Filling at BLS Centers for an approved fee of 0.300 fils – optional service*);

**OR**

(B) By the applicants themselves.

**If the applications are filled online by the applicants themselves, the following Procedure applies:**

(i) Onetime registration at

<https://portal5.passportindia.gov.in/Online/index.html> (Passport Seva at Indian Embassies and Consulates) and create a USER ID.

(ii) **Login** using the newly created USER ID and fill in the user-friendly application form online at the same portal.

(iii) After submitting the form online, take a print out of the application.

(iv) Affix a photo in the prescribed format at the designated place. (*Photos can also be taken at BLS Outsourcing Centers for an approved fee of 0.300 fils - optional service*)

**Photo Requirements:** The photograph should **be in colour and of the size of 2 inch x 2 inch (51 mm x 51 mm)** and the digital size of file should not exceed 100 KB each and must not be less than 20 KB. Minimum resolution of the file should be 350 pixels (Width) X 350 pixels (Height) and maximum 1000 pixels (Width) X 1000 pixels (Height). Bit Depth of image file should be 24 bit and DPI range should be between 200 and 300. The photo print should be clear and with a continuous tone quality. It should have full face, front view, eyes open. Photo should present **full head from top of hair to**

**bottom of chin.** Center head within frame. **The background should be plain white or off white.**

Head coverings are not permitted except for religious reasons. **Even when applicant use head coverings in such cases, the facial features from top of forehead to bottom of chin and both edges of the face including eyebrows must be clearly visible in the Photograph.** The expression on the face should look natural. Ensure the print is clear and has a continuous tone quality. **Do not retouch or otherwise enhance or soften the photo.**

Head should face the camera directly and should not tilt or turn (portrait style). Photo must show both edges of the face clearly. The eyes must be open, level and clearly visible and must not be covered by hairs or eyeglass frames. Glare on eyeglasses should be avoided with a slight upward or downward tilt of the head. No tinted or dark glasses.

**(v)Signatures/Thumb impression in the application are required to be affixed only before the Submission Officer at BLS Outsourcing Center.** The signature of the applicant should exactly fit in the prescribed column (35mm x 45mm).All signatures in the application form should be done with ballpoint pen of black or blue ink. Those who are unable to affix their signature like infants, minor children or illiterate applicants should affix their **thumb impression in the signature column** (*male applicants should use left hand thumb impression and female applicants should use right hand thumb impression*).

#### **Submission of completed application:**

Submit a clear print out of the online application, along with required documents [Original Passport of the applicant; Self attested copy of the Passports, Civil ID/Residence Page(of both parents and applicant for minor children), and other requisite documents], mandatory Annexures and prescribed fee at one of the BLS Outsourcing Centers.

All applications should be complete in all respects- all columns should be correctly and legibly filled up, no column should be left blank or unfilled/un-responded or vaguely filled with a dash, tick etc. The applicant should fill the Surname column and the Given Name column correctly.

**Present Address:** In the Passport Printable Address details (in India)

column, please ensure that complete postal address including PIN code is filled correctly. **Please note that Police Verification will be got done in this address.** Therefore, Address details, Police Station details, Contact Number and Email Address should be mentioned correctly, supported by valid Proof of Address.

### **Important Notice:**

It is an offence under the Passport Act 1967 to furnish false information in the application (*including in Date of Birth / Place of Birth / Marital Status and Spouse Name / Educational Qualification , Previous Passport details/ Emergency Certificate details, Deportation / Repatriation from Foreign Country, Ongoing Criminal Case/ Proceedings / Warrant / Summons / Conviction by Court ,Impounding / Revocation of Passports / Denial of Passport Services, Acquisition of Foreign Citizenship / Foreign Passports, Surrender/ Renunciation of Indian Citizenship*). Passport facilities would be denied on grounds of suppression of material information, submission of incorrect particulars, willful damage/loss of Passport or for unauthorized change/tampering. The Passport can be Impounded or Revoked for violation of one or more of the provisions of the Passport Act. It is an offence to hold more than one valid Passport at a time.

### **Tracking Application Status:**

Application processing at the Embassy of India involves Document Verification, Previous file/Data check and Granting (*maximum up to 4-5 working days*), after which Police Verification will be initiated (*where necessary*) at your Present Address in India.

Please use Application Reference Number (e.g: xx-xxxxxxxxxx) and your Date of Birth to track your application processing status at <https://portal5.passportindia.gov.in/Online/index.html>. If the status is shown as **“Passport Application is Under Review at Indian Embassy”**, it indicates that your application is pending with the respective State Police authorities for verification. Verification status can be checked from the police authorities using the ‘File Number (KUxxxxxxxxxxxxxxxx)’ sent to the

email address provided by you in the Passport application, or with old Passport particulars.

Time taken for Police Verification by State Police authorities vary from State to State in India. While it is completed within 5-7 days in some places, it might take up to 30-32 days in other places. After receipt of Clearance from the respective SP Office/Commissioner's Office, the printing process will begin. After Printing, Lamination and Stamping the new Passport will be handed over (maximum *2-3 working days*) to BLS Center for delivery (pick up at the respective Center or despatch by courier, as the case may be).