



# **Manual** **(Passport Renewal)**

# Open the link below

[Passport Seva at Indian Embassies \(passportindia.gov.in\)](http://passportindia.gov.in)

## ① Select “Continent”

“Please select the Region/Country from where you wish to apply for Passport”

Please select the region/country from where you wish to apply for Passport/Miscellaneous Services

ALL



ASIA PACIFIC



AFRICA AND MIDDLE  
EAST



EUROPE



AMERICAS



Afghanistan



Algeria



Angola



Argentina



Armenia



Australia



Austria



Azerbaijan



Bahrain



Bangladesh



Belarus



Belgium



Bhutan



Botswana



Brazil



Brunei Darussalam



Bulgaria



Burkina Faso



Cambodia



Cameroon



Canada



## ② Select “which country are you applying from”

Please select the region/country from where you wish to apply for Passport/Miscellaneous Services

ALL



ASIA PACIFIC



AFRICA AND MIDDLE  
EAST



EUROPE



AMERICAS



Afghanistan



Australia



Bangladesh



Bhutan



Brunei Darussalam



Cambodia



China



Fiji



Hong Kong



Indonesia



Iran



Japan



Kyrgyzstan



Laos



Malaysia



Maldives



Mongolia



Myanmar



Nepal



New Zealand







Pakistan




### ③ Select “Register”

If you have an account, select “User Login”


User Login/ Registration

-  **Register**  
Register to apply for Passport Services
-  **Track Status**  
Track your Application Status real time
-  **User Login**  
Login using Login Id and Password
-  **Embassy/Consulate Connect**  
Connect to your Embassy/Consulate

# “For Registration” Enter The Details below



Only Indians living abroad are eligible to apply for Passport Services using Passport Seva System under the jurisdiction of the respective Indian Missions (Embassy/High Commission) or Posts (Consulate Generals) abroad. Fields marked with asterisk (\*) are mandatory



|  |   |  |
|--|---|--|
| Embassy/Consulate *                                  | a | <input type="text" value="Japan - Tokyo"/>   |
| Given Name (Max 45 Characters) *                     | b | <input type="text" value="KMCC"/>  |
| Surname (Max 45 Characters)                          | c | <input type="text" value="JAPAN"/>   |
| Date of Birth (DD/MM/YYYY) *                         | d | <input type="text" value="03/10/2024"/>  |
| E-mail Id (Max 35 Characters) *                      | e | <input type="text" value="kmccjapan@gmail.com"/>   |
| Do you want your Login Id to be same as E-mail Id? * | f | <input type="radio"/> Yes <input checked="" type="radio"/> No  |
| Login Id *   | g | <input type="text" value="kmccjapan"/><br><a href="#">Check Availability</a>   |
| Password *   | h | <input type="password" value="Enter Password"/>  |
| Confirm Password *                                   | i | <input type="password" value="Confirm Password"/>  |
| Hint Question *                                      | j | <input type="text" value="Favourite Colour"/>  |
| Hint Answer *  | k | <input type="text" value="....."/>   |
| Enter Characters Displayed *                         | l | <br><a href="#">Change the picture displayed</a><br><input type="text" value="&amp;NMLEV"/> |


Close Register m


- a • Select “Embassy/Consulate, where you want to apply”
- b • Enter Given Name
- c • Enter Surname
- d • Enter Date of Birth
- e • Enter Email address
- f • If you select “Yes” Login ID will be Email address, If you select “No” you should create a Login ID
- g • Create Login ID
- h • Create Password (must have “numbers, lowercase letters, uppercase letters and special characters)
- i • Enter same Password as above
- j • Select any Hint Question
- k • Enter Hint Answer
- l • Enter Characters Displayed
- m • Press Register button



# ④ Click Apply for Ordinary Passport

Welcome KMCCJAPAN   Logout

 Passport Seva at Indian Embassies and Consulates  
PSP Division  
Ministry of External Affairs, Government of India

 **Passport Seva**  
Service Excellence

Welcome to the Passport Seva at Indian Embassies and Consulates. Only Indians living abroad are eligible

### Applicant Home

**Important Note:**

- Take a printout of the online submitted form along with required supporting documents for submission at Embassies/Consulates/other authorized application submission centre as mentioned on the Mission (and Outsourced service provider (if any)) website.
- Please refer to the Embassies/Consulates website section on the Passport services for latest information on various topics such as application submission process, fee structure, documents to be submitted etc. For any clarification, you can refer to the FAQs (Frequently Asked Questions) and Contact Us section on the Embassies/Consulates website (and the website of Outsourced service provider (if any)).

To start filling your application online, click on the link given below

- > Apply for Ordinary Passport** - Application for Fresh Passport/Re-issue of Passport (Blue cover passport)
- > Apply for Police Clearance Certificate - Application for Police Clearance Certificate
- > Apply for Emergency Certificate - Application for Emergency Certificate (White cover passport for one-way travel to India in case of non-availability of a valid Passport)
- > Apply for Diplomatic/Official Passport - Application for Diplomatic/Official Passport (Maroon/Grey cover passport)
- > Apply for Surrender of Indian Passport - Application for Passport Surrender Certificate After Acquiring Foreign Nationality/Renunciation of Indian Citizenship
- > Apply for Identity Certificate - Application for Identity Certificate
- > Apply for Background Verification for GEP - Application for Background Verification for GEP

## APPLICATION FORM FOR ORDINARY PASSPORT

Fields marked with asterisk (\*) are mandatory

### Passport Type

Applying for\*

Fresh Passport  Re-issue of Passport

Reissue Reason

Change In Existing Personal Particulars

Validity Expired Within 3 Years/Due To Expire

Exhaustion Of Pages

Damaged Passport

Lost Passport

Validity Expired More Than 3 Years Ago

Type of Application\*

Normal  Tatkaal

Type of Passport Booklet\*

36 Pages  60 Pages

Clear

Next

- Select **“Re-Issue of Passport”**
- Select **“Validity Expired Within 3 Years/ Due To Expire”**
- You can choose **“Normal or Tatkaal”**
- You can choose **“36 or 60 pages”**
- Click **“Next”**

# ⑤ Fill Applicant Details

## APPLICATION FORM FOR ORDINARY PASSPORT

Fields marked with asterisk (\*) are mandatory

### Applicant Details

|  |  |
|--|--|
| Given Name* <b>a</b>   | Surname <b>b</b>   |
| <input type="text" value="KMCC"/>  | <input type="text" value="JAPAN"/>   |
| Gender* <b>c</b>   | <input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgender |
| Have you ever been known by other names (aliases)?* <b>d</b>   | <input type="radio"/> Yes <input checked="" type="radio"/> No  |
| Have you ever changed your name?* <b>e</b>   | <input type="radio"/> Yes <input checked="" type="radio"/> No  |
| Date Of Birth (DD/MM/YYYY)* <b>f</b>   | Place of Birth (Village/Town/City)* <b>g</b>   |
| <input type="text" value="03/10/2024"/>  | <input type="text" value="KANHANGAD"/>   |
| Is your Place of Birth out of India?* <b>h</b>   |  |
| <input type="radio"/> Yes <input checked="" type="radio"/> No  |  |
| State/UT* <b>i</b>   | District* <b>j</b>   |
| <input type="text" value="Kerala"/>  | <input type="text" value="Kasaragod"/>   |
| Marital Status* <b>i</b>   | Citizenship of India by* <b>j</b>  |
| <input type="text" value="Married"/>   | <input type="radio"/> Registration/ Naturalization <b>j</b>  |
|  | <input type="radio"/> Descent  |
|  | <input checked="" type="radio"/> Birth   |
| PAN (if available)   | Voter Id (if available)  |
| <input type="text"/>   | <input type="text"/>   |
| Employment Type* <b>k</b>  | Educational qualification* <b>l</b>  |
| <input type="text" value="Others"/>  | <input type="text" value="Graduate And Above"/>  |
| Is either of your parent (in case of minor)/spouse, a government servant?* <b>m</b>  | <input type="radio"/> Yes <input checked="" type="radio"/> No <b>m</b>                               |
| Is applicant eligible for Non-ECR category?* <a href="#">Click here</a> <b>n</b>   | <input checked="" type="radio"/> Yes <input type="radio"/> No <b>n</b>                               |
| Visible distinguishing mark  | Aadhaar Number (if available) <b>o</b>   |
| <input type="text"/>   | <input type="text"/>   |
| I, the holder of above mentioned Aadhaar Number, hereby give my consent to Passport Seva to obtain my Aadhaar Number, Name and Fingerprint/Iris for authentication with UIDAI. I have no objection using my identity and biometric information for validation with Aadhaar (CIDR) database only for the purpose of authentication. |  |
| I Agree <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  |  |

**p**

**q**

- a** • Enter "Given Name"
- b** • Enter "Surname"
- c** • Select "Gender"
- d** • Select "Yes or No" "If you have ever been any other names"  
If you select "Yes" Please enter your **other name**
- e** • Select "Yes or No" "If you ever changed your name?"  
If you select "Yes" Please enter your **Changed name**
- f** • Select "Date of Birth (dd/mm/yyyy)"
- g** • Enter "Place of Birth (Refer old Passport)"
- h** • Select "Yes or No" "If your Place of Birth out of India"  
If you select "Yes" Please select which **Country** are you born  
If you select "No" Please select your **State and District (India)**
- i** • Select "Marital Status"
- j** • Select "Citizenship of India by"
- k** • Select "Employment Type"
- l** • Select "Educational qualification"
- m** • Select "Yes or No" "Is either of your parent (in case of minor)/spouse, a government servant?"
- n** • Select "Yes or No" Is applicant eligible for Non-ECR category
- o** • Enter "Aadhaar Number"
- p** • Select "Yes"
- q** • Select "Next Button"





# ⑥ Fill Family Details

## APPLICATION FORM FOR ORDINARY PASSPORT

Fields marked with asterisk (\*) are mandatory

### Family Details

**Note:** Please enter Father, Mother or Legal Guardian Names as applicable (specifying at least one of these is mandatory).

Father's Given Name (First Name + Middle Name) **a**

Father's Surname **b**

Mother's Given Name (First Name + Middle Name) **c**

Mother's Surname **d**

Legal Guardian's Given Name (if applicable)

Legal Guardian's Surname

**Note:** Selected marital status is "Married". It is mandatory to provide spouse name. For deletion of spouse name from Passport, select marital status accordingly.

Spouse's Given Name\* **e**

Spouse's Surname **f**

Since applicant is minor, enter the following details:

Father/Legal Guardian's File/Passport Number

Father/Legal Guardian's Nationality **g**

Mother/Legal Guardian's File/Passport Number

Mother/Legal Guardian's Nationality **h**

Back

Save

Next **i**

- a** • Enter "Father's Given Name"
- b** • Enter "Father's Surname"
- c** • Enter "Mother's Given Name"
- d** • Enter "Mother's Surname"

**Note:** Selected marital status is "Married". It is mandatory to provide spouse name. For deletion of spouse name from Passport, select marital status accordingly.

- e** • Enter "Spouse's Given Name"
- f** • Enter "Spouse's Surname"
- g** • Enter "Father/Legal Guardian's Nationality"
- h** • Enter "Mother/Legal Guardian's Nationality"
- i** • Select "Next Button"



# ⑦ Fill Applicant Address Details

## APPLICATION FORM FOR ORDINARY PASSPORT

Fields marked with asterisk (\*) are mandatory

### Applicant Address Details

#### Passport Printable Address Details

**Note:**

- Proof of address must be submitted along with the application form if the same is different from the address printed in the previous/latest held passport.
- In case you are specifying a foreign address - please refer to the website of the relevant Embassy/Consulate/Outsourced Service Provider (OSP) to check your eligibility (and list of required supporting documents) to get foreign address printed on the passport.
- It is mandatory to provide one Indian address in the form for police verification. You can give your parent's or relatives Indian address in case residing outside India.

Is your passport printable address out of India?\* **a**  Yes  No

Fields marked with # will be printed on Passport.

|  |  |
|--|--|
| # House No. and Street Name*                     | # Village/Town/City*                                     |
| <input type="text"/>                             | <input type="text"/>                                     |
| # State/UT*                                      | # District*  |
| <input type="text" value="Kerala"/>              | <input type="text" value="Kasaragod"/>                   |
| #PIN Code*                                       | <input type="text" value="671531"/>                      |
| Telephone Number                                 | Mobile Number*   |
| <input type="text"/>                             | <input type="text"/>                                     |
| E-mail Id*                                       | Police Station* <a href="#">Know your Police Station</a> |
| <input type="text" value="KMCCJAPAN@GMAIL.COM"/> | <input type="text" value="HOSDURG"/>                     |

#### Other Address Details

Is your other address out of India?\* **b**  Yes  No

|   |  |
|---|--|
| Address Line 1* (House No. and Street Name) | Address Line 2* (Village/Town/City etc.) |
| <input type="text"/>                        | <input type="text"/>                     |
| Address Line 3 (ZIP code and Country etc.)  | Region/Country*                          |
| <input type="text"/>                        | <input type="text" value="Japan"/>       |
| Mobile Number*                              | Telephone Number                         |
| <input type="text"/>                        | <input type="text"/>                     |

Back

Save

Next **c**

Fields marked with # will be printed on Passport.

- a** • Select "Yes or No" If your passport printable address is out of India  
If you select "Yes" Please select the Country and Address (Refer old Passport)  
If you select "No" Please enter your Indian Address (Refer old Passport)
- b** • Is your other address out of India" Select "Yes"  
Enter "your address details where do you live out of India"
- c** • Select "Next Button"



Is your passport printable address exactly similar to the Indian address printed on the previous (i.e. Latest held ordinary passport) passport?

If not - do you have valid address proofs for the new address? **d**

I want to make changes in the specified Passport Printable Address

No Change in Address/I have valid Address Proof

- d** • Select "No Change in Address/ I have valid Address Proof Button"



# ⑧ Fill Emergency Contact Details

APPLICATION FORM FOR ORDINARY PASSPORT

Fields marked with asterisk (\*) are mandatory

### Emergency Contact Details

Name and Address: \* **a**

Mobile Number: \* **b**

Email: **c**

Telephone Number:

**d**

- a** • Enter “Name and Address” e.g. Friends or Relatives near you
- b** • Enter “Mobile Number” e.g. Friends or Relatives near you
- c** • Enter “Email Address” e.g. Friends or Relatives near you
- d** • Select “Next Button”

# ⑨ Fill Previous Passport Details

APPLICATION FORM FOR ORDINARY PASSPORT

Fields marked with asterisk (\*) are mandatory

### Previous Passport Details

Enter details of latest held/existing/lost/damaged Ordinary Passport. \* - Dark Blue cover booklet

Passport Number: **e**

Place of Issue (Village/Town/City): **f**

Date of Issue (DD/MM/YYYY) **g**

Date of Expiry (DD/MM/YYYY) **h**

File Number: **i**

Details of Previous/Current Diplomatic/Official Passport: \* - Maroon/Grey colour passport issued to people holding diplomatic status or deputed by the Government of India for official duty abroad

Details Available

Details Not Available / Never Held Diplomatic/Official Passport **j**

Have you ever applied for passport, but not issued? : \*

Yes

No **k**

**l**

- e** • Enter “Passport Number” (Refer old Passport)
- f** • Enter “Place of Issue” (Refer old Passport)
- g** • Enter “Date of Issue (dd/mm/yyyy)” (Refer old Passport)
- h** • Enter “Date of Expiry(dd/mm/yyyy)” (Refer old Passport)
- i** • Enter “File Number” (Refer old Passport)
- j** • Select “Details Not Available / Never Held Diplomatic/Official Passport”
- k** • Have you ever applied for passport, but not issued “Select NO”
- l** • Select “Next Button”



10

# Select Other Details

Fields marked with asterisk (\*) are mandatory

## Other Details

1) Provide the following details if there are any criminal proceedings pending against the applicant.

1.1) Are any proceedings in respect of an offence alleged to have been committed by you pending before a criminal court in India?\*

- Yes  
 No

1.2) Has any warrant or summons for your appearance been issued and pending before a court under any law for the time being in force? \*

- Yes  
 No

1.3) Has a warrant for your arrest been issued by a court under any law for the time being in force? \*

- Yes  
 No

1.4) Has an order prohibiting your departure from India been made by any court? \*

- Yes  
 No

2) Provide the following details if the applicant has been convicted by a court in India.

2.1) Have you at any time during the period of five years immediately preceding the date of this application been convicted by a court in India for any offence involving moral turpitude and sentenced in respect thereof to imprisonment for not less than two years?\*

- Yes  
 No

3) Provide the following details if the applicant has been refused/denied passport.

3.1) Have you ever been refused/denied passport? \*

- Yes  
 No

3.2) Has your passport ever been impounded?\*

- Yes  
 No

3.3) Has your passport ever been revoked?\*

- Yes  
 No

4) Provide the following details if applicant has applied for or been granted foreign citizenship.

4.1) Have you ever applied for or been granted citizenship by any other region/country?\*

- Yes  
 No

4.2) Have you ever held the passport of any other country at any time?\*

- Yes  
 No

4.3) Have you ever surrendered your Indian passport?\*

- Yes  
 No

4.4) Have you ever applied for renunciation of Indian citizenship?\*

- Yes  
 No

5) Provide the following details if applicant has returned to India on Emergency Certificate.

5.1) Have you ever returned to India on Emergency Certificate (EC)?\*

- Yes  
 No

5.2) Have you ever been deported from any country?\*

- Yes  
 No

5.3) Have you ever been repatriated from any country back to India?\*

- Yes  
 No

Back

Save

Next



Read above carefully and select "Yes or No"

✘ • Select "Next Button"



# 11 Passport Preview Details

## Passport Preview Details

| भारत गणराज्य REPUBLIC OF INDIA  |                            |                         |                          |
|---|----------------------------|-------------------------|--------------------------|
| Applicant's Photo   | राष्ट्र/Type               | राष्ट्र कोड/CountryCode | पासपोर्ट नं./PassportNo. |
|   | P                          | IND                     |                          |
|   | उपनाम/Surname              |                         |                          |
|   | JAPAN                      |                         |                          |
| Applicant's Signature   | दिया गया नाम/Given Name(s) |                         |                          |
|   | KMCC                       |                         |                          |
|   | राष्ट्रीयता/Nationality    | लिंग/Sex                | जन्म तिथि/Date of Birth  |
|   | INDIAN                     | M                       | 03/10/1987               |
| जन्म स्थान/Place of Birth   |                            |                         |                          |
| KANHANGAD, KERALA   |                            |                         |                          |
| जारी करने का स्थान/Place of Issue   |                            |                         |                          |
| जारी करने की तिथि/Date of Issue   |                            |                         |                          |
| समाप्ति की तिथि/Date of Expiry  |                            |                         |                          |
| पिता/कानूनी अभिभावक का नाम/Name of Father/Legal Guardian  |                            |                         |                          |
| KMCC JAPAN  |                            |                         |                          |
| माता का नाम/Name of Mother  |                            |                         |                          |
| KMCC JAPAN  |                            |                         |                          |
| पति या पत्नी का नाम/Name of Spouse  |                            |                         |                          |
| KMCC JAPAN  |                            |                         |                          |
| पता/Address   |                            |                         |                          |
| [REDACTED]  |                            |                         |                          |
| पुराने पासपोर्ट का नं. और इसके जारी होने की तिथि एवं स्थान/Old Passport No with Date and Place of Issue |                            |                         |                          |
| [REDACTED]  |                            |                         |                          |
| फाइल नं./File No.   |                            |                         |                          |

Back

Next



✘ • Select "Next Button"



CAUTION

Please validate Passport Preview details carefully before proceeding further. Press OK to continue, or Press Passport Preview to go back and validate/make corrections in Passport Printable details.



Passport Preview

OK

✘ • Please double check **PASSPORT PREVIEW DETAILS** carefully and select "Next Button"

Online Application procedure has been finished.  
Please refer next page for physical submission.



# Procedures After Online Application

**Need to submit following items to Indian embassy  
Applicant can submit directly to embassy or send by post**

- **Print out filled online application form and sign it.**
- **Current passport and its copy.**
- **Original Alien Registration Card or Residence Card and its copy**
- **Three (3) recent passport-size photographs with light background (5cm x 5 cm)**

**Reference of photographs : [Click Here](#)**

- **Request letter**
- **Application fee**
- **Self-addressed envelope and sending fee for returning documents**
- **Others (other documents might be needed depends on application)**

## **Reference of Request letter**

From,  
Applicant Name  
Applicant Address

Date :

To,  
The Officer in - charge,  
Embassy of India, Tokyo, Japan.

**Subject : Request for Passport renewal.**

Dear Sir,

I am hereby submitting the application for my passport renewal.

My passport (No: M2※※※※※) will be expiring on dd/mm/yyyy.

The procedure given at embassy's website is followed and all the required documents are also enclosed with.

Kindly process at the earliest convenience.

Yours faithfully,

Applicant Name,  
(Signature)

### Enclosures:

- **Original current passport (No: M2※※※※※) and its copy**
- **Completed online application form**
- **Three recent passport-size photographs**
- **Copy of Residence Card**
- **Application fee**
- **Self-addressed envelope and sending fee for returning documents.**





**If you need any further assistance,  
please feel free to reach out**

**Tap here** 



**[kmccjapan@gmail.com](mailto:kmccjapan@gmail.com)**



**[KMCC JAPAN Instagram](#)**



**[KMCC JAPAN FaceBook](#)**