

Manual (Passport Renewal)

Open the link below

Passport Seva at Indian Embassies (passportindia.gov.in)

① Select "Continent"

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





2 Select "which country are you applying from"

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

ALL



AFRICA AND MIDDLE **EAST**

EUROPE

AMERICAS











Afghanistan



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

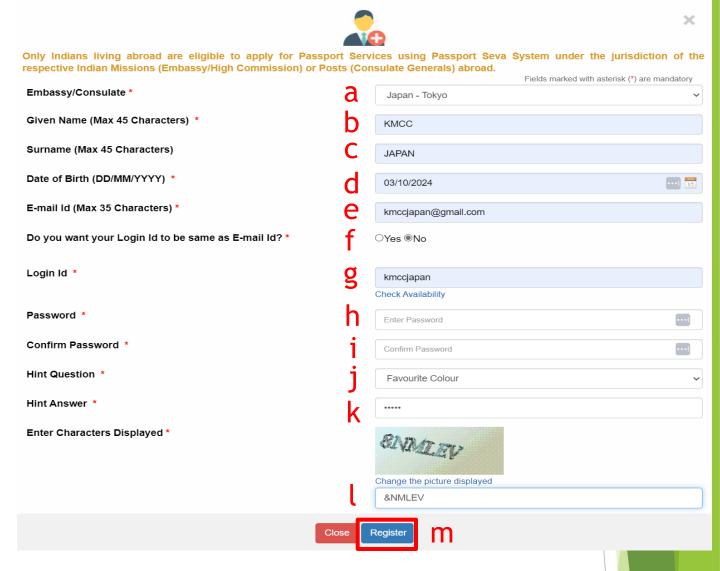


Embassy/Consulate Connect

Connect to your Embassy/Consulate



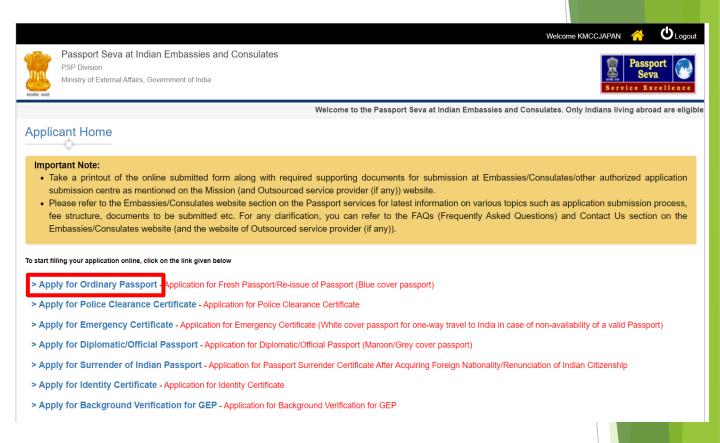
"For Registration" Enter The Details below

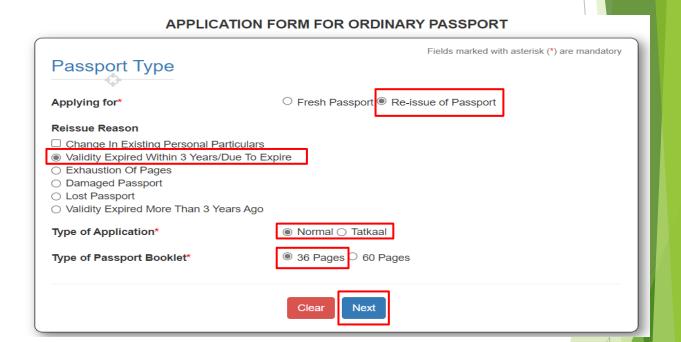


- a · Select "Embassy/Consulate, where you want to apply"
- **b** Enter Given Name
- C Enter Surname
- d Enter Date of Birth
- e · Enter Email address
- f · If you select "Yes" Login ID will be Email address,
 If you select "No" you should create a Login ID
- g · Create Login ID
- h · Create Password (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
- I Enter Characters Displayed
- m · Press Register button



4 Click Apply for Ordinary Passport



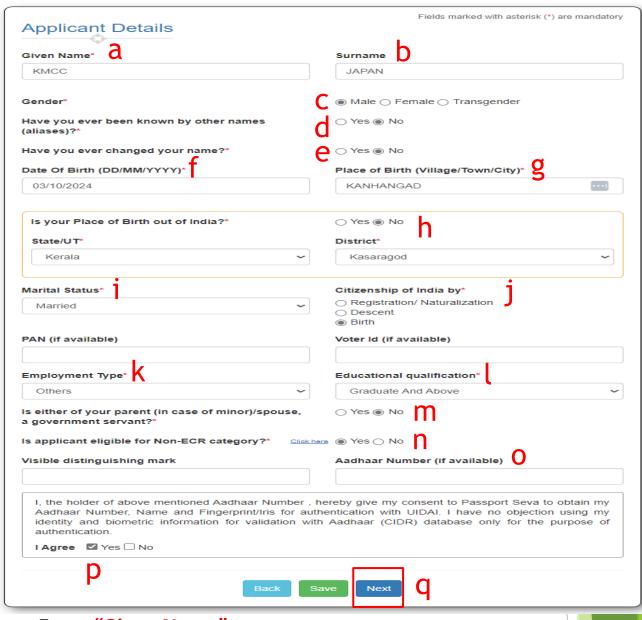


- Select "Re-Issue of Passport"
- Select "Validity Expired Within 3 Years/ Due To Expire"
- You can choose "Normal or Tatkaal"
- You can choose "36 or 60 pages"
- Click "Next"



5 Fill Applicant Details

APPLICATION FORM FOR ORDINARY PASSPORT



- 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"
- I 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

Family Details	Fields marked with asterisk (*) are mandatory
Note: Please enter Father, Mother or Legal Guardian is mandatory).	n Names as applicable (specifying at least one of these
Father's Given Name (First Name + Middle Name)	Father's Surname
KMCC	JAPAN
Mother's Given Name (First Name + Middle Name)	Mother's Surname
KMCC	JAPAN
Legal Guardian's Given Name (If applicable)	Legal Guardian's Surname
Spouse's Given Name*	Spouse's Surname f
KMCC	JAPAN
Since applicant is minor, enter the following deta Father/Legal Guardian's File/Passport Number	Father/Legal Guardian's Nationality
	INDIA
Mother/Legal Guardian's File/Passport Number	Mother/Legal Guardian's Nationality
	INDIA

- 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

PLICATION FORM FOR ORDINARY PASSPORT

Applicant Address Details	Fields marked with asterisk (*) are mandatory
Passport Printable Address Details	
 address printed in the previous/latest held passp In case you are specifying a foreign addresses/Consulate/Outsourced Service Provid supporting documents) to get foreign address printed 	ess - please refer to the website of the relevant ler (OSP) to check your eligibility (and list of required inted on the passport. in the form for police verification. You can give your
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*
# State/UT *	# District *
Kerala ~	Kasaragod
#PIN Code*	671531
Telephone Number	Mobile Number *
E-mail Id *	Police Station * Know your Police Station
KMCCJAPAN@GMAIL.COM	HOSDURG
Other Address Details Is your other address out of India?* Address Line 1* (House No. and Street Name)	Yes No Address Line 2 * (Village/Town/City etc.)
Address Line 3 (ZIP code and Country etc.)	Region/Country *
Mobile Number *	Telephone Number
Back	Save

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?

I want to make changes in the specified Passport Printable Address

No Change in Address/I have valid Address Proof

Select "No Change in Address/ I have valid Address Proof Button"



8 Fill Emergency Contact Details

ARRI ICATION FORM FOR ORDINARY BASSBORT

ALT EICATION TOKIN	FOR ORDINART FASSFORT
Emergency Contact Details	Fields marked with asterisk (*) are mandatory
Name and Address: * a	Mobile Number: *
KMCC JAPAN	080000000
Email:	Telephone Number:
KMCCJAPAN@GMAIL.COM	
Back	Save Next 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

Previous Passport Details Enter details of latest held/existing/lost/dama	Fields marked with asterisk (*) are mandatory ged Ordinary Passport. * - Dark Blue cover booklet
Passport Number:	Place of Issue (Village/Town/City):
Date of Issue (DD/MM/YYYY)	Date of Expiry (DD/MM/YYYY)
File Number:	
Details of Previous/Current Diplomatic/Official holding diplomatic status or deputed by the Gove O Details Available Details Not Available / Never Held Diplomatic/	2
Have you ever applied for passport, but not is Yes No	ssued?:*
Back	K Save Next

- 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"
- I Select "Next Button"



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 O 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?* 1.4) Has an order prohibiting your departure from India been made by any court? * Yes \bigcirc 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 O No 3.2) Has your passport ever been impounded?* Yes O No 3.3) Has your passport ever been revoked?* 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?* O No 4.2) Have you ever held the passport of any other country at any time?* \bigcirc No 4.3) Have you ever surrendered your Indian passport?* Yes O No 4.4) Have you ever applied for renunciation of Indian citizenship?* O 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 O No 5.2) Have you ever been deported from any country?* ○ Yes \bigcirc No 5.3) Have you ever been repatriated from any country back to India?* O Yes O No Next

Read above carefully and select "Yes or No"





(11)

Passport Preview Details

Passport Preview Details

	टाइप/Type	राष्ट्र कोड/CountryCode	पासपोर्ट नं./PassportNo.
	Р	IND	
	उपनाम/Surname		
12 To base 18 To 18 To 1	JAPAN		
Applicant's	दिया गया नाम/Given Name(s)		
Photo	KMCC		
46.5	राष्ट्रीयता/Nationality	लिंग/Sex	जन्मतिथि/Date of Birth
	INDIAN	M	03/10/1987
	जन्म स्थान/Place of Birth		
	KANHANGAD, KERALA		
	जारी करने का स्थान/Place of Issue		
Applicant's			
Signature			0.100
9	जारी करने की तिथि/Date of Issue		समाप्ति की तिथि/Date of Expiry
कानूनी अभिभावक का नाम/Name of Fat CC JAPAN का नाम/Name of Mother CC JAPAN	ther/Legal Guardian		
CC JAPAN का नाम/Name of Mother CC JAPAN या पत्नी का नाम/Name of Spouse CC JAPAN	ther/Legal Guardian		
का नाम/Name of Mother CC JAPAN या पत्नी का नाम/Name of Spouse	ther/Legal Guardian		
CC JAPAN का नाम/Name of Mother CC JAPAN या पत्नी का नाम/Name of Spouse CC JAPAN	ther/Legal Guardian		
CC JAPAN का नाम/Name of Mother CC JAPAN या पत्नी का नाम/Name of Spouse CC JAPAN	ther/Legal Guardian		
CC JAPAN का नाम/Name of Mother CC JAPAN या पत्नी का नाम/Name of Spouse CC JAPAN	ther/Legal Guardian		
का नाम/Name of Mother CC JAPAN या पत्नी का नाम/Name of Spouse CC JAPAN Address		of Issue	
का नाम/Name of Mother CC JAPAN या पत्नी का नाम/Name of Spouse CC JAPAN Address	ther/Legal Guardian	of Issue	
CC JAPAN का नाम/Name of Mother CC JAPAN या पत्नी का नाम/Name of Spouse CC JAPAN Address		of Issue	
का नाम/Name of Mother CC JAPAN या पत्नी का नाम/Name of Spouse CC JAPAN Address		of Issue	
CC JAPAN का नाम/Name of Mother CC JAPAN या पत्नी का नाम/Name of Spouse CC JAPAN Address		of Issue	
CC JAPAN का नाम/Name of Mother CC JAPAN या पत्नी का नाम/Name of Spouse CC JAPAN Address		of Issue	

★ · Select "Next Button"



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

ок

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 -



Date:

From.

Applicant Name Applicant Address

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



KMCC JAPAN Instagram



KMCC JAPAN FaceBook