

**CONSULATE GENERAL OF INDIA
GUANGZHOU**

**APPLICATION FORM FOR MISCELLANEOUS SERVICES
ON AN INDIAN PASSPORT**

(a) Extension of validity of the Short Validity Passports (b) Change of Address (Observation)
(c) PCC (d) Birth certificate on the basis of passport particulars (e) For endorsing Surname separately from the given name as shown in the passport (f) Additional Endorsements like inclusion of spouse name (g) Child Deletion (h) Any Other Service (Specify) (Please delete inapplicable)

Applicant must paste
(40 x 40 mm) one photograph
here with half the signature on
the photograph and half on the
application

Amount of fee (paid in cash): (RMB) _____ (to be filled in by the applicant)

1. Full Name _____ Sex (Tick Mark): Male/Female
2. Applicant's Car Driving License No./Labour Card(Pataka) No./Health Card no./Identity Card no. _____ Date & Place of Issue _____
3. Residential Address* :

(i) In India	(ii) In country of domicile
_____	_____
_____	_____
_____	_____
Tel./Tlx./Fax/E-Mail _____	Tel./Tlx./Fax/E-Mail _____
4. Profession and business address* _____
_____ Tel./Tlx/Fax/E-Mail _____

*Please give complete physical location and not just the P.O. Box no. Please indicate Flat/Apartment/Villa no., No./Name of the Building, No./Name of the Street, Area/Zone important landmarks to help identify the building etc. and telephone/telex/fax no. and e-mail address, if any

5. Is applicant registered with this Consulate or the Embassy in Beijing? If not, is he a member of any Indian Organisation/Association? Give details?

6. Name of Father _____
Name of Mother _____
Name of Spouse & Nationality _____

7. Current Passport No. _____ Valid upto _____
Place of issue _____ Date of issue _____

8. Particulars of children to be deleted :

Name	Place & Date of Birth	Sex (M/F)
_____	_____	_____
_____	_____	_____

9. DECLARATION :

I solemnly affirm that :

- (i) I owe allegiance to the sovereignty and integrity of India
- (ii) Information given above is correct and nothing has been concealed and I am aware that it is an offence under the Passport Act 1967 and the rules made thereunder to knowingly furnish wrong/incorrect information or suppress material information; and
- (iii) I undertake to be entirely responsible for expenses of my son/daughter/ward

Signature of applicant or T.I of his legal guardian (Left hand thumb impression of male & right hand thumb impression of female)

Place _____ Date _____

10. Two specimen signatures or thumb impressions required for service/for issue of additional booklet within the space given below

FOR OFFICE USE

GENERAL INSTRUCTIONS

1. EXTENSION OF VALIDITY

In certain urgent/ emergency cases, Tatkal passports are issued for shorter duration of six months or more. In such cases the remaining validity of the passport could be restored without payment of additional fee as the fee for 10 years is collected at the time of issue of short validity passport. In such cases, passports issued from Embassy of India, Guangzhou are serviced in 7 working days. Passports issued by the other Passport Issuing Authorities are serviced in maximum 40 days or on receipt of clearance from the concerned Passport Issuing Authority, whichever is earlier.

Requirements -EAP-II form*/Passport in original and photocopy of pages 1, 2, 33, 35 and visa page of the passport/Two passport size photographs/An Empost sticker for sending the serviced passport by post/No Fee

Note: An amount of RMB.60/- is payable for restoration of validity of restricted validity duplicate passport (issued in Lost/Damaged cases).

2. POLICE CLEARANCE CERTIFICATE

Requirements-EAP II form/One latest passport size photograph (full frontal view of face against light background)/Passport in original with a photocopy of cover pages, page 1,2,35 and visa page/**Time Taken** For passport issued in Guangzhou -5 days, for passport issued outside Guangzhou - Max. 40 days/**Fee** RMB. 40/-

3. CHANGE OF ADDRESS (Observation)

Requirements- **EAP-II form** /Two recent photographs (frontal view against light background)/ Present passport (in original) with photocopy of all pages/Please attach documentary evidence of address change like Nativity Certificate in original issued by District Collector /Tehsildar /Commissioner/Panchayat or copies of ration card, voter ID card, Income tax receipt, water, electricity or telephone bill in your name and attested by the state government authorities/ **Time Taken** for passport issued at Guangzhou-5days, for passports issued outside Guangzhou -40days / **Fee**-RMB. 90/- (for observation, where address is indicated in the non-laminated page).

4. ENDORSEMENT OF SPOUSE NAME

Requirements - EAP II form/photo copies of passport of both husband and wife/original passport of the spouse whose name is to be endorsed/Marriage certificate duly attested by the home department of the respective state/or a joint sworn affidavit of marriage signed by both the husband and wife/ 2 photographs of the spouse whose name is to be endorsed/ time taken 3 working days/If the marriage certificate is attested by the concerned state home department the fee is RMB 40/-, if not 80 which includes fee of joint sworn affidavit

5. Birth certificate as per passport particular.

Requirements - EAP II form/photo copy of the applicant /two photographs/ original passport of the applicant / for other than Guangzhou issued passport, a personal particular form, in

duplicate should be filled in which the address should be written as mentioned in the passport/ Time taken - 3 working days for Guangzhou issued passports and 40 days for Non Guangzhou issued passports/Fee – RMB 40/-