

List of documents required for a fresh passport

Proof of Address	
List of acceptable documents	
1	Water Bill
2	Telephone (landline or post paid mobile bill)
3	Electricity bill
4	Income Tax Assessment Order
5	Election Commission Photo ID card
6	Proof of Gas Connection
7	Certificate from Employer of reputed companies on letter head
8	Spouse's passport copy (First and last page including family details mentioned in the passport) (provided the applicant's present address matches the address mentioned in the passport)
9	Parent's passport copy, in case of minors(First and last page)
10	Aadhaar Card
11	Rent Agreement
12	Photo Passbook of running Bank Account (Scheduled Public Sector Banks and Regional Rural Banks only)

Note:

- Applicants are required to submit the proof of address of the present address only, irrespective of the date of application. They should mention all the places of stay during previous one year (from the date of application filling) in the Passport Application Form.
- Furnishing of Aadhaar card will expedite processing of passport applications.
- Aadhaar letter/card or the e-Aadhaar (an electronically generated letter from the website of UIDAI), as the proof of address (POA) and Proof of Identity (POI) for availing passport related services. Acceptance of **Aadhaar as PoA and PoI** would be subject to the availability of Aadhaar card.
- **(For Minor):** For minor applicants, present address proof document in the name of parent(s) can be submitted.
- **(For Document No. 7):** Only public limited companies can give address proof on company letter head.
- **(For Document No. 11):** To view the Circular, [click here](#).
- **(For Document No. 12):** To view the list of banks whose Photo Passbook is acceptable as proof of address, [click here](#).

- Documents containing address out of 12 documents listed under Tatkaal application, could also be accepted if given by the applicant in the Passport Application Form. To view list of acceptable documents [click here](#)

Proof of Date of Birth (DOB)

List of acceptable documents	
1	Birth Certificate issued by the Registrar of Births and Deaths or the Municipal authority,whosoever has been empowered under the Registration of Births Act, 1956, India
2	Transfer/School leaving/Matriculation Certificate issued by the school
3	Policy Bond issued by the Public Life Insurance Corporations/Companies
4	Copy of an extract of the service record of the applicant (only in respect of retired Government Servants), duly attested/certified by the Ministry/Department of the applicant
5	Aadhaar Card/E-Aadhaar
6	Election Photo Identity Card (EPIC) issued by the Election Commission
7	PAN Card issued by the Income Tax Department
8	Driving License issued by the Transport department of concerned state
9	A declaration given by the Head of the Orphanage/Child Care Home certifying the DOB of the applicant

Note:

- Documents mentioned in point 4 to 8 are acceptable as proof of Date of Birth only if it has the photo of the applicant