



Paste your unsigned recent colour photograph ( size: 3.5 X 3.5 cm, not in uniform) & **attach another photograph duly attested at the back**

A diagram illustrating a signature process. It consists of two rectangular boxes, one on the left and one on the right. An arrow points from the left box to the right box, and another arrow points from the right box back to the left box. Both arrows are labeled "Signature".

All entries should be in Block letters written with black ball point pen. Only one application is required with two photographs. Child above 5 years of age or above is required to sign. It is mandatory to fill each item. Incomplete form will be rejected summarily.

[illegible][illegible]

Note: Surname and Name must be indicated in **separate rows**. In case the applicant does not want to specify surname separately, then please strike out the surname row and write name in **normal order** against the given name row.

**(Please attach photocopy of the applicant/forwarding officer's Identity Card)**

Male ☐ Female ☐

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[illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible]

11. Details of previous passport(s) held or applied for (if any). Attach extra sheet for more than one passport)

Passport No.

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Date of Issue DD MM YYYY

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Place of Issue

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(i) Please enclose **original** safe custody Certificate of Valid Ordinary Passport (if held) from your office.

(ii) If Diplomatic/official passport previously held by the applicant was kept in the safe custody of the Ministry of External Affairs, the **original** certificate should be enclosed.

(iii) Official/Diplomatic/Ordinary passport which is around 10 years old or more (from the date of issue) must be submitted with the application for cancellation.

(iv) Official retiring in less than six months from the date of application, is required to give an undertaking from his/her office that he/she will surrender dip./off. passport to his/her office immediately after return.

12.

| Countries to be visited on official Duty | Countries to be transited | Purpose and duration of visit |
|------------------------------------------|---------------------------|-------------------------------|
|                                          |                           |                               |

13. Are you working in PSU/ Autonomous Bodies (Yes) / (No)

Date .....

Place .....

(Signature of the applicant  
or parent in case of minor)

### CERTIFICATE

14. (a) I hereby certify that Shri/Smt./Kumari \_\_\_\_\_ is proceeding abroad on official duty as indicated in item 12 above.

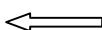
(b) I hereby certify that, Shri/Smt./Kumari \_\_\_\_\_ is Wife/ Son/ Daughter/Parent/Domestic Help of \_\_\_\_\_ who is going abroad on official duty as indicated in item 12 above.

[Signature of Head of Office]  
with date & seal

\*Strike out (a) or (b) whichever is not applicable

Additional signatures of applicants (for Defence Personnel only)

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