

**SECTION V – SPECIMEN OF AFFIDAVITS/DECLARATIONS**

**ANNEXURE 'A'**

**SPECIMEN AFFIDAVIT TO BE SUBMITTED BY ILLITERATE APPLICANTS AS PROOF OF DATE OF BIRTH IN CASE NO  
OTHER DOCUMENT MENTIONED AT PARA A(b) OF SECTION IV IS AVAILABLE**

(To be executed on non-judicial stamp paper)

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I .....S/o W/o D/o ..... presently residing at ..... hereby state as follows:  
I was born on ..... at ..... situated in the District. .... in the State of ..... I have no documentary proof in support of my place and date of birth.  
I do not possess any educational qualification and I am an illiterate person.  
I take oath and solemnly declare/affirm that the particulars furnished by me above are correct and that I have not concealed or misrepresented any facts.  
Place .....

Date .....

Verified on this ..... day of ..... of the year ..... that the contents of my above affidavit are true and correct to the best of my knowledge and belief and nothing in material has been concealed therefrom.  
The contents of the affidavit has been read out to me

Deponent  
Attested  
Signature and official seal of attesting authority

**Note:** Affidavit to be attested by the Magistrate/Notary

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**ANNEXURE 'B'**

**ALL CENTRAL GOVERNMENT EMPLOYEES STATE GOVERNMENT EMPLOYEES, EMPLOYEES OF STATUTORY BODIES  
AND PUBLIC SECTOR UNDERTAKINGS ARE REQUIRED TO PRODUCE A  
NO OBJECTION CERTIFICATE**

(on original Stationery)

Certified that SHRI/SHRIMATI/KUM ..... is a temporary/permanent employee of this (office address) ..... from ..... (date) ..... and is at present holding the post of ..... This Ministry/Department/Organization has no objection to his acquiring Indian Passport. The undersigned is duly authorised to sign this No Objection Certificate.

Date .....

Name & Designation with Tel No.

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**ANNEXURE 'C'**

**INTIMATION BY AN EMPLOYEE TO HIS EMPLOYER  
OF HIS INTENTION TO APPLY FOR A PASSPORT**

**(for all central government employees, state government employees, employees of statutory bodies and public sector undertakings who  
are not producing a no objection certificate.)**

(on official stationery)

Certified that I, SHRI/SHRIMATI/KUM ..... am a temporary/permanent employee of this ..... (office address) from  
..... (date), and am at present holding the post of ..... I have intimated my employer of my intention to apply for a passport.

Name and Designation

Tel. No.

Date

Signature & Seal

The Head of Office

(in acknowledgement of the receipt of the said intimation)

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ANNEXURE 'D'

**AFFIDAVIT TO BE SUBMITTED WITH THE APPLICATION FOR A PASSPORT OF A MINOR CHILD BY EITHER PARENT (WHO ARE SEPARATED BUT NOT FORMALLY DIVORCED) OR BY A SINGLE PARENT OF THE CHILD BORN OUT OF WEDLOCK**

(To be executed on non-judicial stamp paper)

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I, (name of single parent) solemnly declare and affirm as follows:

1. That I am the mother/father of (name of the child) who is a minor child and on whose behalf I have made an application for his/her passport.
2. That I am judicially separated from the mother/father of (name of minor).  
OR  
That no legally valid marriage ever existed between me and Mr./Ms. (the father/mother the minor child).  
OR  
The father/mother of (name of the child) has deserted me after conception/ delivery
3. That (name of the minor)..is exclusively under my care and custody since separation/ delivery.

Signature & address of Deponent

Date:

(Sworn before the First Class Judicial Magistrate or Notary Public)

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ANNEXURE 'E'

**SPECIMEN AFFIDAVIT TO BE SUBMITTED ALONG WITH APPLICATION FOR PASSPORT BY A WOMAN APPLICANT FOR CHANGE OF NAME AFTER MARRIAGE (JOINT AFFIDAVIT TO BE SUBMITTED ALONG WITH HER HUSBAND)**

(To be executed on non-judicial stamp paper)

We 1.....

(maiden name of wife)

2.....

(name of husband)

solemnly declare and affirm as under:

1. That we are married under .....Marriage Act/Rights/Customs and are living together as married couple since .....

(date of marriage)

2. That ..... would henceforth be known as .....

(maiden name of wife)

(name of wife after marriage)

by virtue of our marriage.

3. That our joint photograph is affixed below.

Date:

Signature & address of Deponents

1.....

2.....

- Note:**
1. This affidavit may be sworn before a Magistrate/Notary.
  2. The Joint photograph of the couple is to be pasted on the bottom left hand side of the affidavit paper and attested by the Magistrate/Notary with his/her signature and rubber stamps (half on the photograph and half on the affidavit)
  3. Declaration 2 above to be ignored by applicants who seek endorsement of name of spouse in respect of reissue of a previously issued passport.
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**ANNEXURE 'F'**  
**SPECIMEN AFFIDAVIT FOR CHANGE IN NAME/DEED POLL/SWORN AFFIDAVIT**

(On non-judicial stamp paper)

By this deed I, the undersigned.....(New Name) previously called ..... (Old name), doing.....(give profession or vocation) and resident of .....(address) solemnly declare:-

1. That for and on behalf of myself and my wife and children and remitter issue wholly renounce/relinquish and abandon the use of my former name/surname of .....and in place thereof I do hereby assume from this date the name/surname ..... and so that I and my wife, children and remitter issue may hereafter be called, known and distinguished not by my former name/surname, but assumed name/surname of .....

2. That for the purpose of evidencing such my determination declare that I shall at all times hereafter in all records, deeds and writings and in all proceedings, dealings and transactions, private as well as upon all occasions whatsoever use and sign the name of ..... as my name/surname in place and in substitution of my former name/surname.

3. That I expressly authorize and request all persons in general and relatives and friends in particular, at all times hereafter to designate and address me, my wife, my children, remitter issue by such assumed name/surname of .....accordingly.

4. In witness whereof I have hereunto subscribed my former and adopted name/surname of ..... and ..... affix my signature and seal, if any, this ..... day of .....

Signed sealed and delivered by the above name  
Former name.....

Date.....

In the presence of:

Name.....

Name .....

Address.....

Address .....

(This deed poll/affidavit may be signed and attested in presence of a Magistrate/Notary or Consular Officer in an Indian Mission abroad)

**Note:** In case of change of name, applicant should insert advertisements in two reputed newspapers (one local newspaper of the area in which he/she is residing and 2<sup>nd</sup> in newspaper of the area of permanent address) and submit original newspapers at time of applying for passport in his/her new name.

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**ANNEXURE 'G'**  
**SPECIMEN VERIFICATION CERTIFICATE**  
(On official stationery of verifying authority)

Reference Number

Applicant's  
Photo

(Verification Certificate issuing officer should attest the photograph of the applicant with his/her signature and rubber stamp in such a way that half the signature and stamp appear on the photograph and half on the certificate).

**Verification Certificate**

This is to certify that Sh./Smt./Kum. .... son of/wife of/daughter of ..... whose personal particulars are given below has good moral character and reputation and that after having read the provisions of Section 6(2) of the Passports Act, 1967. I certify that these provisions are not attracted in case of this applicant and I, recommend issue of an Indian Passport to him/her. Applicant has been staying at his/her address continuously for the last one year.

Date of Birth .....  
Place of Birth .....  
Educational Qualification .....  
Profession (Govt./Private Service/Others) .....  
Permanent Address .....  
Present Address .....

Place  
Office Address with location  
Date:

Signature .....

Office  
Seal

Full Name .....  
Designation .....  
I Card No. ....  
(Enclose a photocopy of I Card)  
Telephone No. (O).....(R).....

**Notes:**

1. The applicant's passport size photograph is also required to be affixed on the Verification Certificate and attested by the officer issuing the Verification Certificate with his/her signature and rubber stamp in such a way that half the signature and stamp appear on the photograph and half on the certificate.
2. If the applicant has resided at more than one place during the last one year then all previous addresses with the relevant dates should be mentioned.
3. This Verification Certificate may be got signed by any of the following:
  - (i) A Deputy Secretary/Director/Joint Secretary/Add. Secretary/Special Secretary/Secretary/Cabinet Secretary to Government of India.
  - (ii) A Joint Secretary/Additional Secretary/Special Secretary/Chief Secretary to a State Govt.
  - (iii) A Sub-Divisional Magistrate/Additional DM/District Magistrate of the district of residence of applicant.
  - (iv) A District Superintendent of Police/Range, DIG/IG/DGP of district of residence of applicant.
  - (v) A colonel and above or equivalent ranks in the Air Force and the Navy.
  - (vi) The General Manager of a Public Sector Undertaking
  - (vii) All members of any All India Service or Central Service who are equivalent to or above the rank of a Deputy Secretary to the Government i.e. in the pay scale of Rupees 12,000-16,500 or above.
  - (viii) Resident Commissioners/Additional Resident Commissioners of all State Governments based in Delhi.
4. Anyone who issues incorrect verification certificate may be prosecuted under section 12(2) of the Passport Act, 1967.
5. **SECTION 6(2) OF THE PASSPORT ACT, 1967**  
"Subject to the other provisions of this Act, the passport authority shall refuse to issue a passport or travel document for visiting any foreign country under clause ( C ) sub-section 5 of anyone or more of the following grounds, and on no other ground, namely:
  - (a) that the applicant is not a citizen of India.
  - (b) that the applicant may, or is likely to engage outside India in activities prejudicial to the sovereignty and integrity of India.
  - (c) that the departure of the applicant from India may, or is likely to be detrimental to the security of India.
  - (d) that the presence of the applicant outside India may, or is likely to prejudice the friendly relations of India with any foreign country.
  - (e) that the applicant has, at any time during the period of five years immediately preceding the date of his application been convicted by a court of India for any offence involving moral turpitude and sentenced in respect thereof imprisonment for not less than two years.
  - (f) that criminal proceedings in respect of an offence alleged to have been committed by the applicant are pending before a court in India.
  - (g) that a warrant or summons for the appearance, of a warrant for the arrest, of the applicant has been issued by a court under any law for the time being in force or that an order prohibiting the departure from India of the applicant has been made by any such court.
  - (h) That the applicant has been repatriated and has not reimbursed the expenditure incurred in connection with such repatriation.

**ANNEXURE 'H'**

**DECLARATION OF PARENTS/SINGLE PARENT OR GUARDIAN IF PASSPORT IS FOR MINOR: TO BE SIGNED BY BOTH THE PARENTS/SINGLE PARENT OR GUARDIAN)**

I/We affirm that the particulars given above are in respect of (name of the child) ..... son/daughter of Shri. .... and Shrimati ..... of whom I/we am/are the Parents/Single Parents/Guardians. I/We undertake the entire responsibility for his/her expenses. I/We solemnly declare that he/she has not lost, surrendered or been deprived of his/her citizenship of India and that the information given in respect of him/her in this application is true. It is also certified that I/we am/are holding/not holding valid Indian passport(s) and the name of the child mentioned is not included in Passport of either parent.

**Details of passport(s) hold by the both or either parent:**

Passport No. (father) (mother) .....

(in case both parents do not hold passports, please write **NO**)

Date & Place of Issue: .....

Child's name included in Mother's/Father's passport..... on page No.....

AND/OR OR

(Signature) (Signature) (Signature)  
Father Father Guardian  
Name & Signardians/T.I. of both the Parents/Single Parent/Guardian (Left hadn T.I. if male and Right hand T.I. if female)