

CHECK LIST OF DOCUMENTS FOR BIRTH REGISTRATION AND ISSUE/RE-ISSUE PASSPORT FOR MINOR

Please put all documents in the following order below the checklist. The applicant should come personally at the High Commission for submitting the application, during public hours on any working day.

| Sl. No. | Check list | Documents |
|---------|--------------------------|---|
| 1 | <input type="checkbox"/> | Printout (two sets) of Birth Registration application form submitted online with photograph & signature/thumb impression |
| 2. | <input type="checkbox"/> | Birth certificate from Government Birth Registration Office (with notarized translation in English) –Original and copy [duly attested/apostilled by Ministry of Foreign Affairs (MoFA), Pakistan (if issued in Pakistan) OR by Ministry of External Affairs, India (if issued in India)] |
| 3 | <input type="checkbox"/> | If one of the parent is Pakistani, a copy of Marriage Certificate (MC)/ ‘Nikahnama’ (a notarized English translation is required if MC is in Urdu) must be attested/apostilled by MoFA, Pakistan (in case MC issued in Pakistan) OR attested/apostilled by the Ministry of External Affairs, India (in case MC issued in India) {Bring Original Marriage Certificate in both cases} |
| 4 | <input type="checkbox"/> | Passport Application Form (two sets) duly signed by both parents (Child’s thumb impression should be affixed in the “Signature Box”) |
| 5 | <input type="checkbox"/> | Personal Particular Form (two sets) of the Indian and Pakistani parents with photograph & signature/thumb impression. A Personal Particular form of minor is also required in case of re-issue of Passport |
| 6. | <input type="checkbox"/> | Any one of the following affidavits, as applicable: a. Affidavit of Parents for Separate Passport in favour of Minor Child – Affidavit 2A (to be signed by both Indian parents if residing in Pakistan), or b. Affidavit 2B signed by one parent if the other parent’s signature cannot be obtained, or c. Affidavit 2C1 & Affidavit 2C2 if one parent is a non-Indian |
| 7 | <input type="checkbox"/> | Original and copy of the Passport & CNIC of non-Indian parent/parents with notarized English translation along with copy of utility bill (Electricity/Water/Gas/Telephone, etc.) not more than 3 months old [If the name of the applicant is different than the name mentioned in the utility bill, an affidavit is required mentioning the relation whose name is mentioned in the utility bill and also submit the copy of his/her CNIC card (show original) along with its notarized English translation] Original and copy of passport of Indian parent(s) |
| 8 | <input type="checkbox"/> | Copy of valid visa and/or Resident Permit (RP) [RP in respect of Indian parent(s) and applicant must be attested/apostilled by MoFA, Pak] (If the valid visa in respect of Indian parent and applicant is not affixed in the passport, the letter issued by the Ministry of Interior, Pakistan is required mentioning the duration of the valid visa and it must be attested/apostilled by MoFA) |
| 9 | <input type="checkbox"/> | Affidavit certifying that the Indian parent and/or the applicant have not applied for Pakistani or any other nationality in English (signed by the Indian parent(s) on behalf of self and the minor child) If applied for Pakistani citizenship, an affidavit is required certifying that the same has not yet been obtained at the time of the application of the Passport. Further, a letter is required from Ministry of Interior, Government of Pakistan certifying that the case of citizenship is pending with the Government of Pakistan. The letter must be duly signed by Ministry of Interior and attested/apostilled by Ministry of Foreign Affairs (MoFA), Pakistan |
| 10 | <input type="checkbox"/> | Four (4) extra passport size photographs of the child |
| 11 | <input type="checkbox"/> | Fees : Pak Rs. 2400/- + 211/- (contribution towards ICWF) for Birth registration and Pak Rs. 6000/- + 211/- (contribution towards ICWF) for ordinary 36 page booklet with 5 years validity |

Signature of the applicant