

**Special Passport Drive for Normal and Tatkaal Applicants at
Passport Seva Kendra (PSK) Pune
on 11th April 2026**

1. As part of the Ministry of External Affairs' initiative to make passport appointments available at an earlier date and to improve the delivery of passport services to citizens with urgent travel needs, the Regional Passport Office (RPO) Pune is organizing a **Special Passport Drive for Normal and Tatkaal category applicants**. This drive will be conducted at **Passport Seva Kendra (PSK), Pune on Saturday, 11th April 2026**
2. The Normal passport category requires applicants to submit complete and correct documents as prescribed under the Passport Rules. Applicants are advised to carefully read the instructions available on the Passport India website and ensure **document sufficiency and eligibility** to avoid inconvenience on the day of appointment. Incomplete or incorrect documentation may lead to non-acceptance of the application.

The Tatkaal scheme requires additional documents and has stricter eligibility guidelines. **Many applicants fail on either or both criteria and thus cannot submit applications successfully.** The applicants are requested to carefully read the Tatkaal Advisory & Tatkaal Undertaking and ensure document sufficiency & eligibility to avoid any potential issues on the appointment day. To know about Tatkaal ineligible categories, please visit:

<https://www.passportindia.gov.in/psp/TatkaalPassports>.

[To check applicant's genuineness, the section 5 of the Passports Act 1967 read with Rule 5 of the Passports Rules, 1980 stipulates that Passport Authority may make all such enquiry and may require an applicant to submit such additional information, documents as may be considered necessary by the Passport Authority, for the proper disposal of the application.]

3. How to book special drive appointments:

- i. Visit the Passport India website (<https://www.passportindia.gov.in>) or mPassport Seva App and submit the application under the Tatkaal/Normal scheme.
- ii. After making the online payment, go to the 'schedule appointment page', select location '**PSK Pune**' and book the appointment for the specific date.

4. Date & location details of Special Drive:

- i. **Date:** 11th April 2026 (Saturday)
- ii. **Location:** Mont Claire Building, S. No. 134/1, Part MP-1, Commercial First Floor, Office No. 101 & 102, Baner Pashan Link Road, Pashan, Pune – 411021
- iii. **Category:** Normal and Tatkaal Appointments (Fresh & Re-issue)
- iv. **Time:** 09:00hrs to 17:00hrs (Applicants should report 15 minutes prior to their scheduled appointment time as mentioned on the online application receipt)

Date: 06/04/2026

Place: Pune

Checklist for Normal Application – Adult Applicant

Please carry the checklist and documents as mentioned.

Applicant's complete name:

(as in the application)

Application Reference Number: Select **Fresh** or **Re-issue** case

A. Documents required in ORIGINAL & one (clearly visible) self-attested photocopy set: (Please write Yes or No as required.)

		Yes/No
Date of Birth Proof: (with complete Date of Birth mentioning day, month & year clearly)	QR Code Birth Certificate, preferably mentioning Aadhaar number; OR Class 10 th Passing Certificate by recognised educational board (in Fresh case)	
	Passport (must in re-issue case)	
ID Proof: (Name and DoB must be complete and same in all IDs.)	Latest complete eAadhaar with scannable QR code (must in all cases)	
Present Address Proof:	Does the applicant have present complete address proof within Maharashtra in his/her own complete name ?	
non-ECR Proof: (not for applicants over 50 years of age)	Class 10 th Passing Certificate, Class 12 th Passing Certificate, or Degree certificate issued by UGC recognized education institute, etc.	
Addition, deletion or replacement of spouse's name	Marriage certificate/Joint Photo declaration (Annexure J) signed by both husband & wife, and/or Divorce order/decreed or death certificate of first spouse with Passports, and/or PAN Cards/DLs of couple, as applicable	
Government Servant	Duly filled and signed Annexure H	
Are the details mentioned [such as complete name, Gender, Date & Place of Birth of applicant and family (father, mother, spouse)] the same in all the documents ?		
Appointment Receipt	Is the Online Appointment Receipt PDF attached?	

B. Special Cases: In addition to above, additional documents are required in the following cases:

Lost Passport cases (Online application must be submitted under Lost passport category)	(i) Original FIR, (ii) Annexure F (iii) self-attested photocopy of first two and last two pages of passport, (iv) Emergency Certificate (when passport is lost abroad), (v) As applicable, lost passport fees should be paid during the online application submission process.
Damaged Passport cases (Online application must be submitted under Damaged passport category)	(i) Original passport, (ii) Annexure F (available on Passport India website), (iii) Emergency Certificate (when passport is damaged abroad), (iv) As applicable, damaged passport fees should be paid during the online application submission process.
Ongoing court cases	(i) Original order(s) from all concerned court(s) where case(s) is(are) ongoing and (ii) Undertaking (available on Passport India website) giving details of all court cases as per GSR 570 (E)
Name Change cases: Including those changing full name after marriage/divorce/remarriage <i>Applicant, spouse & parents' documents, as applicable]</i>	(i) Original State Gazette Notification of the concerned State Government or Two original newspaper clippings. The declaration should say in English that “I am changing my name from ‘X Y Z’ to ‘A B C’ for passport issuance.” (where ‘X Y Z’ is the old name and ‘A B C’ is the new name.) (ii) eAadhaar/PVC Aadhaar, and (iii) PAN Card/Voter ID/Driving Licence with full new name
Date and/or Place of Birth change cases	(i) QR Code Birth Certificate mentioning Aadhaar number, (ii) Previous birth certificate cancellation proof (iii) eAadhaar/PVC Aadhaar, and (iv) PAN Card/Voter ID/Driving Licence, with correct DoB, and (v) Detailed signed clarification

Checklist for Normal Application for Minor Applicant

Please carry the checklist and documents as mentioned.

Applicant's complete name:

(as in the application)

Application Reference Number:

Select **Fresh or Re-issue case**

A. Documents required in ORIGINAL & one (clearly visible) self-attested photocopy set: (Please write Yes or No as required.)

		Yes/No
Date of Birth Proof: (with complete Date of Birth mentioning day, month & year clearly)	QR Code Birth Certificate, preferably mentioning Aadhaar number; OR Class 10 th Passing Certificate by recognised educational board (in Fresh case)	
	Passport (must in re-issue case)	
ID Proofs: (Name and DoB must be complete and same in all IDs.)	Latest complete eAadhaar with scannable QR code (must in all cases)	
Present Address Proof:	Is the present complete address proof within Maharashtra? (The address proof can be in parent's name.)	
non-ECR Proof:	Class X/Matriculation Passing Certificate (for 15 to 18-year-olds)	
Are the details mentioned [such as complete name, Date & Place of Birth of applicant, and family (father, mother, spouse)] the same in all the documents ?		
Annexure D (i.e. both parents' consent). Both parents should be present and sign Annexure D as per their passports. Available on Passport India website.	Will mother & father be present for the appointment along with their passports & eAadhaar, PAN Card?	
	Are Mother & father's complete names on their passports & IDs same as their complete names on the minor's birth certificate ?	
	Minor (below 4 years only) applicant's Photo: Recent passport size photo (4.5 X 3.5 cm) with white background; Close up of head and top of shoulders be such that face takes up 80-85% of photo.	
Appointment Receipt	Is the Online Appointment Receipt PDF attached?	

B. Special Cases: In addition to above, additional documents are required in the following cases:

Annexure C (when only one parent's consent is available and other parent's consent is not available; Available on Passport India website.)	i. In point 2 of Annexure C, mention the <u>other parent's name</u> whose consent cannot be obtained. ii. Select <u>correct reason(s)</u> out of the "(a) to (i) of point 2". iii. Submit [according to the reason(s) selected], the following: - Abroad parent's attested 1st & last passport pages, visa, ticket/boarding pass, latest arrival & departure stamp pages; - Divorce Court Order or Divorce Petition; - Child custody order (Mention clearly whether other parent has visitation rights or not); - Original Missing Person Report i.r.o. other parent.
Lost Passport cases (Online application must be submitted under Lost passport category)	(i) Original FIR, (ii) Annexure F (iii) self-attested photocopy of first two and last two pages of passport, (iv) Emergency Certificate (when passport is lost abroad), (v) As applicable, lost passport fees should be paid during the online application submission process.

Damaged Passport cases (Online application must be submitted under Damaged passport category)	(i) Original passport, (ii) Annexure F (available on Passport India website), (iii) Emergency Certificate (when passport is damaged abroad), (iv) As applicable, damaged passport fees should be paid during the online application submission process.
Name Change cases: Including those changing full name after marriage/divorce/remarriage <i>Applicant, spouse & parents' documents, as applicable]</i>	(i) Original State Gazette Notification of the concerned State Government or Two original newspaper clippings. In case of minors, the declaration should say that <i>“I, (parent’s name), am changing my child’s name from ‘X Y Z’ to ‘A B C’ for passport issuance.”</i> (where ‘X Y Z’ is the old name and ‘A B C’ is the new name.) (ii) eAadhaar/PVC Aadhaar, and (iii) PAN Card or School Issued ID for minors) with full new name
Date and/or Place of Birth change cases	(i) QR Code Birth Certificate mentioning Aadhaar number, (ii) Previous birth certificate cancellation proof (iii) eAadhaar/PVC Aadhaar, and (iv) PAN Card or School Issued ID with correct DoB, and (v) Detailed clarification signed by parents

‘Smart ID Cards’ NOT accepted: Aadhaar is NOT a Date of Birth proof. Cut out Aadhaar, “Smart ID Cards” i.e. IDs such as Aadhaar, PAN Card, Voter ID, etc. printed on plastic by private entities/stationery shops are NOT accepted.

Scan QR Codes: Before visiting, please scan the QR code on supporting documents such as the Birth Certificate, eAadhaar, etc using scanner facility of DigiLocker and mAadhaar mobile apps and ensure that the QR code on these supporting documents can be scanned and thus, documents can be verified.

DigiLocker & mAadhaar: Before submitting online application & visiting PSK/POPSK, please download mAadhaar and DigiLocker mobile apps and FETCH Birth Certificate, Aadhaar, Class 10 (Matriculation) Passing Certificate & other documents on these apps to verify document authenticity.

- *DigiLocker-issued (not uploaded) documents will be accepted only if they were already shared at the time of online passport application submission.*
- *Documents uploaded to DigiLocker Drive are NOT treated as authentic documents.*
- *Print-outs of Digilocker documents are NOT accepted*

[Disclaimer:

- *This is very simplified information that is generally applicable in most cases, is meant for awareness purpose and is subject to change. For detailed and updated information, document accepted and to download Annexures, visit Passport India website (www.passportindia.gov.in).*
- ***Desist from dealing with agents/touts*** who may make false promises about arranging an earlier appointment or faster passport service delivery. ***The Government has not authorized any such intermediary/representative.***
- *Police verification is done by the police authorities. Applicants should follow the Police Verification Report (PVR) guidelines/instructions issued by the police authorities, and provide additional documents to and cooperate with police.]*

Checklist for Tatkaal Adult Application

[Please fill out this checklist, separate for each applicant]

Applicant's complete name:.....

(as in the application)

Application Reference Number:.....

Select **Fresh** or **Re-issue** case

A. Documents required in ORIGINAL & one (clearly visible) self-attested photocopy set: (Please write Yes or No as required.)

		Yes/No
Date of Birth Proof: (with complete Date of Birth mentioning day, Month & year clearly)	QR Code Birth Certificate, preferably mentioning Aadhaar number; OR Class 10 th Passing Certificate by recognised Educational board (in Fresh case)	
	Passport (must in re-issue case)	
Three ID Proofs: (Name and DoB must be complete and same in all IDs.)	Passport (must in re-issue case)	
	Latest complete eAadhaar with scannable QR code (must in all cases)	
	PAN Card with hologram	
	Voter ID with hologram sticker or Driving Licence	
Present Address Proof:	Does the applicant have present complete address proof within Maharashtra in his/her own complete name ?	
non-ECR Proof not for applicants over 50 years of age)	Class X/Matriculation Passing Certificate, Class XII Passing Certificate, or Degree certificate issued by UGC recognized education institute, etc.	
Addition, deletion or replacement of spouse's name	Marriage certificate/Joint Photo declaration (Annexure J) signed by both husband & wife, and/or Divorce order/decreed or death certificate of first spouse with Passports, and/or PAN Cards/DLs of couple, as applicable	
Government Servant	Duly filled and signed Annexure G	
Are the details mentioned [such as complete name, Date & Place of Birth of applicant, and family (father, mother, spouse)] the same in all the documents ?		
Tatkaal Eligibility & Undertaking	Does the applicant belong to Tatkaal ineligible category? Signed Undertaking to be submitted at PSK (ineligible category details are given in Table – A)	
Appointment Receipt	Is the Online Appointment Receipt PDF attached?	

Checklist for Tatkaal Application for Minor Applicant

[Please fill out this check list, separate for each applicant.]

Applicant's complete name.....

(as in the application)

Application Reference Number:..... Select **Fresh or Re-issue case**

A. Documents required in ORIGINAL & one (clearly visible) self-attested photo copy set: (Please write Yes or No as required.)

		Yes/No
Date of Birth Proof: (with complete Date of Birth mentioning day, month & year clearly)	QR Code Birth Certificate, preferably mentioning Aadhaar number; OR Class10 th Passing Certificate by recognised educational board (in Fresh case)	
	Passport(must in re-issue case)	
Two ID Proofs: (Name and DoB must be complete and same In all IDs.)	Passport(must in re-issue case)	
	Latest complete Aadhaar with scannable QR code (must in all cases)	
	QR Code Birth Certificate, preferably mentioning Aadhaar number	
Present Address Proof:	Is the present complete address proof within Maharashtra? (The address proof can be in parent's name.)	
non-ECR Proof:	Class X /Matriculation Passing Certificate (for 15 to 18-year-olds)	
Are the details mentioned [such as complete name, Date & Place of Birth of applicant, and family (father, mother, spouse)] the same in all the documents ?		
Annexure D (i.e. both parents' consent). Both parents should be present and sign Annexure D as per their passports.	Will mother & father be present for the appointment along with their passports & IDs (i.e. eAadhaar & PAN Card)?	
	Are Mother & father's complete names on their passports & IDs same as their complete names on the minor's birth certificate ?	
	Minor (below 4 years only) applicant's Photo: Recent passport size photo (4.5X3.5cm) with white background; Close up of head and top of shoulders be such that face takes up 80-85% of photo.	
Tatkaal Eligibility & Undertaking	Does the applicant belong to Tatkaal ineligible category? Signed Undertaking to be submitted at PSK (ineligible category details are given in Table – A)	
Appointment Receipt	Is the Online Appointment Receipt PDF attached?	

Ineligible applications: Many Tatkaal scheme applicants fall under ineligible categories, do not have same details in the documents, and /or do not possess the required number of proper documents. Applicants must comply with of the requirements and eligibility.

‘Smart ID Cards’NOT accepted: Aadhaar is NOT a Date of Birth proof. Cutout Aadhaar, “Smart ID Cards” i.e. IDs such as Aadhaar, PAN Card, Voter ID, etc. printed on plastic by private entities/stationery shops are **NOT** accepted.

DigiLocker & mAadhaar: Before submitting online application & visiting PSK/POPSK, please download mAadhaar and DigiLocker mobile apps and FETCH Birth Certificate, Aadhaar, Class 10 (Matriculation) Passing Certificate & other documents on these apps to verify document authenticity.

- *DigiLocker-issued (not uploaded) documents will be accepted only if they were already shared at the time of online passport application submission.*
- *Documents uploaded to DigiLocker Drive are NOT treated as authentic documents.*

Table – A

Tatkaal scheme is not available for the following categories (Please select, if applicable.):

Fresh issue cases	Re-issue cases
Citizens of India by Registration/Naturalization (granted citizenship by MHA)	Lost/stolen passport cases
	Re-issue of Short Validity Passport
Children adopted by Indian or Foreign parents	Passport damaged beyond recognition cases
Child born out of wedlock and has single parent	Change in sex, appearance or signature
Children born out of surrogacy	Change/correction of date of birth or place of birth
Minors with single parent(One parent deceased)	Change of father/mother/spouse name
Major change in name	
Those with present address outside jurisdiction of the RPO	
Minor’s application with Annexure C (Ex. Minors whose Parents are divorced or separated etc.)	
Applicants repatriated from a broad at Government cost	
Applicants deported to India or travelled on Emergency Certificate	
Persons of Naga origin including minors (below 18 years)	
Persons of Naga origin residing outside Nagaland	
Persons of J&K origin including minors (below18 years)	
Applicants who attract section 6(2)(e) or 6(2)(f) (<i>related to criminal court cases</i>)	
Applicants with adverse police report, put under watch list, habitual passport losers or who had earlier travelled on forged or fake passports	

**The above list is indicative and list may change from time to time.*
