

Checklist for

Re-issue of passport due to change in name (For reasons other than marriage or divorce) – Adults – 60 Pages

Note : Take a printout of this checklist form and tick the documents enclosed in your application, put your name, signature and date at the bottom

1. Printed copy of the duly filled passport application form at <https://portal6.passportindia.gov.in/Online/index.html> (Applicant should sign at appropriate places on the first and last page of the application).The application should be filled with the changed name. ☐
 2. 02 recent photographs of size 51mm x 51mm (one pasted on the designated place in the application form and other to be attached application form). application forms with photo of wrong specifications would be rejected ☐
 3. Original Passport of the applicant and one self-attested photocopy of front and last page of the Passport (personal information pages). Please note that original Passport is mandatory, otherwise the application will be rejected. ☐
 4. Self-attested photocopy of valid Visa/Aufenthaltstitel (Residence Permit) of the applicant. ☐
 5. Self-attested City Registration Certificate (Meldebescheinigung) of your current German address is mandatory for all types of document processing. ☐
 6. Name change announcement published in two leading newspapers (one Indian and one German) – Original newspaper (with all the pages) to be submitted (Highlight the section where the name change appears) Or Publication in State Gazette – Original Gazette to be submitted (Highlight the section where the name change appears) Or State E-Gazette – Print the first page and the page where the name change appears.. ☐
 7. Copy of Two identity documents now issued with the changed New name from Authority of India. ☐
 8. Payment Proof (in case of Postal Application). ☐
 9. Proof of payment (if made through bank transfer). ☐
 10. Print and enclose the Applicant Consent Form. ☐
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Name :

Signature :

Date :