

Checklist for

Re-issue of Passport due to change of name after marriage or remarriage -
Adults - 36 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). ☐
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. Self-attested photocopy of Spouse Passport (first page and last pages-personal information pages). ☐
7. Self-attested copy of Marriage Certificate issued by government authorities OR original Joint Affidavit along with marriage photo to be signed by both husband and wife. ☐
8. Self-attested photocopy of divorce decree (For name change after divorce or remarriage). ☐
9. **In case of Divorce:** For going back to maiden name, self attested copy of Decree of Divorce (If asked, a certified english translation of the same along with attestation from the concerned Indian Embassy/Consulate should also be provided. Original may be presented if asked to produce the same. If the Decree of Divorce is issued by local court in Germany, the same should be notarized and attested by the court in the jurisdiction of Embassy/Consulate) along with the self-attested photocopy of any Identity Document with the maiden name issued by the concerned government authority. ☐

- 10. **In the case of Death of Spouse:** For going back to maiden name, self-attested copy of Death Certificate (If asked, a certified English translation of the same along with attestation from the concerned Indian Embassy/Consulate should also be provided) along with the self-attested photocopy of any Identity Document with the maiden name issued by the concerned government authority. ☐
 - 11. Self-attested photocopy of divorce decree (For name change after divorce or remarriage). ☐
 - 12. Proof of payment (if made through bank transfer). ☐
 - 13. Print and enclose the Applicant Consent Form. ☐
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Name :

Signature :

Date :