

Frequently Asked Questions related to Passport Matters

Q: I have a hand-written passport, which is expiring after two years. Can I apply for renewal of passport now?

A: Yes. One can apply for conversion of hand-written passport to the machine readable passport any time, irrespective of date of expiry of the current passport.

Q: What is the procedure and documentation for applying for new passport?

A: Please refer to the following link: <https://www.eoiprague.gov.in/page/passport/> .

Q: What is the procedure for applying passport for new born baby?

A: First of all, parents of the new born baby need to fill birth registration form online, within six months of the baby's birth at the following link: <https://indiancitizenshiponline.nic.in/Home2.aspx?formcode=09> and upload the requisite documents such as birth certificate, passport copies of parents, marriage certificate of parents. Secondly, apply for registration of child's birth on SEWA portal at the following link: <https://indianconsularservices.mea.gov.in/consularServices/>. Thereafter, both parents need to visit the Embassy along with the baby and copies of online filled form and the uploaded documents and two photograph. Simultaneously, parents need to fill online passport application for the baby. Detailed procedure and documentation of passport application may be seen at the following link: <https://www.eoiprague.gov.in/page/passport/>. In case of minor child, an additional affidavit needs to be signed by both parents at the Consular window of the Embassy. The affidavit may be downloaded from [here](#).

Q: Is presence of both parents required at the Embassy for applying passport of a minor child?

A: Yes. In case of passport of a minor child, an affidavit form needs to be filled and signed by both parents in front of the Consular Officer at the Embassy. If any of the parents is not able to come to Embassy, he/she should submit an affidavit duly notarized, stating 'no objection' to the child's passport renewal.