रें ह्येन सुमा पहिर सेर रों (IC) वु हें मारा प्र सें व मा प्र मारा सा

IC application can be now submitted online using Online Form or e-Form options from Passport Seva website <u>http://www.passportindia.gov.in</u>:

Follow the procedures given below:

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STEP- 1: Visit Passport Seva website <u>www.passportindia.gov.in</u> (Home Screen, Figure 1)

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(Figure 1)

STEP- 2: Register yourself by creating a User id and Password (Appeared Screen; Figure 2)

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STEP- 3: Log in Procedure

After registering yourself, you will get an immediate notification mail from the Passport Seva to the mail id you have given at the time of register. (The contain will be as below and you need to log in through the link mention in your mail)

Dear User,

You have been registered successfully! Click the link below to get your account activated: <u>https://portal2.passportindia.gov.in/AppOnlineProject/user/confirmA</u> <u>ction?validationString=3553942666647888</u> Thanks Regards Passport Seva

After log in, you will see the below home page (click Apply for Identity Certificate; Figure 3)

र्वोग्नःनःनाशुम्रःन्। देनःक्रुेव्यःयेगम्रःक्षुनःमळ्मम्रःशुःस्तःक्षेत्रःग्रेःक्वेनाय्वेनायःवत्तायः (Email id) र्वेनादेभ्यःवन् गम्बयःनक्षुनम्रावेगायर्वेत्रःदेसःधेना मस्ययनक्षुनस्यदेश्वरूत्वनाक्षेत्रःग्रेध्येत्।

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STEP- 4: On clicking Apply for Identity Certificate, the below screen will appear (Figure 4)

र्वोग्रगन्दिन्म। (Apply for Identity Certificate) क्षेत्रामवत्रायतिष्ट्रेश्वास्त्राम्यायायायायायायायायायायाया क्षेत्राम्रुनाग्रीण्येन्। (नमेर्ग्सेत्रायक्रुतायन्यत्विया)

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Services	Apply for Identity	^v Certificate				
View Saved/Submitted Applications	You can apply for an Ident	ity Certificate using two alter	natives:			
 Apply for Fresh Passport/Re-issue of Passport 	Alternative 1				_	
 Apply for Police Clearance Certificate 	1. You can fill the app Click here to fill the	lication form online (internet application form online	connecti	on is required to fill th	ne form online).	
 Apply for Background Verification for GEP 	Alternative 2					
Apply for Diplomatic/Official Passport	1. You can download	the soft copy of the form. Cli	ck here to	o download the soft o	copy of the form	
Apply for Identity Certificate	2. Fill it offline (interne	et connection is not required	to fill the	form offline)		
> Apply for Surrender Certificate	3. Upload the filled to	rm. Click here to upload the	filled form	n		
> Download e-Form	Note: Identity Certificate	(IC) is issued to Tibetan R	efugees	and Stateless peop	le residing in Indi	a.
> Upload e-Form	,	68.0 jū				
> Fee Calculator						
						(Figure 4)

There are two alternatives given:

वर्नवेखन्यम्बायायाक्षेर्था येन्यं हो

- 1. Click here to fill the application form online;
- 2. Click here to download the soft copy of the form;

And you can choose either one alternative and complete the application form.

ારેન્ શેન્ શેને મુંચ્યું સુધાર પ્રસ્તા મુંચ્યું સુધાર સ સુધાર સુધા સુધાર સુધ

STEP- 5: On choosing the second alternative, the online form will be like the one shown below (Figure 5)

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	Present Address	Applying for *	C Fresh Identity Certificate C Re-issu	e of Identity Certificate		
	Others Details	Given Name (Max 45 Characters) *	· · · · · · · · · · · · · · · · · · ·	First Name + Middle Name Initials and honorifics (e.g. Dr.,Col.,etc.) are not		
	Previous IC Details	Surname (Jun 48 Chandren)		allowed.		
	Self Declaration	Have you ever been known by other names (aliases)?*	Ves No			
		Have you ever changed your name?*				
		Gender *	O Male O Female			
		Date of Birth *	17.			
		Village/ Town/ City(Place Of Birth)*				
		State / UT (If born in India)	Select			
		District (If born in India)	Select			
		Country (If Born Abroad)	Select			
		Height (in cm)*				
		Colour of Eyes	Select			
		Colour of Hair	Select			
		Visible distinguishing mark				
		Marital Status *	Select			
		Place/Country of Origin	Select 💌			
		Registration Certificate Number*		Registration Certificate Number is not mandatory for minor Applicants (below 18 years).		
		Employment Type *	Select			
		Educational qualification *	Select			
				Save My Details Next >>		
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(Figure 5)

You have to fill the form correctly step by step as per the instruction. And the last page of the form will be like the one shown below (Figure 6)

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Applicant Details		Fields marked with esta	rial (A) are mandet	S	elf Declaration			
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Present Address		I owe allegiance to the	sovereignty, unity &	integrity of India, and h	ave not voluntari	ily acquired citizenship or travel document of any other country. I		
Others Details		nave not lost, surrendered or been deprived of the clitzenship of india and i animm that the information given by me in this form and the enclosures is true and I am solely responsible for its accuracy, and I am liable to be penalized or prosecuted if found otherwise. I am aware that under the Passnorts and the say material information with a view to						
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		You can de-select the	checkbox if you do	not wish to share you	r data with the a	above mentioned service providers.		
		✓ I Agree				< Prev Save My Details Preview Application Form		
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						(Figure 6)		

So, after completing you need to tick on (**I Agree**) and then click on (**Submit Form**). Once submit you will get a **12 digit Application Reference Number** (ARN) which indicate that your application form is successfully registered.

Step-6 Go to the option "View saved/ submitted application" on the left side table, see figure no 7.

मॅकिंग्स'म'र्डुमा'म। देवर्ग्तायार्थित र्धेमार्थ्य गिः (view saved/submitted application) र्वेना नवत क्वें मानवा मार्थ्य महत्व यस महत्व यस्त महिनाया हुन



Step- 7 To print the submitted Form, go to option "**View/Print submitted Form**" (See Figure No. 8)

में सम्पर्वतुत्रमा हिन्ग्री जगनन्वे प्योन स्पेना मन्न जुरु गवन हुन्त "View/Print submitted Form "र्वेना महत्व न्में सा ने वस्र मानस्य मस्य महत्व मन्न महन्न माने माने प्राप्त का स्वान स्वान स्वान स्वान स्व

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Apply for Diplomatic/ Passport	Official	Manage Appointment Print Applica View Status View / Print Status					Print Application View / Print Submi	tion Receipt bmitted Form		
Apply for Identity Cert	tificate	Note:								
Download e-Form		• Yo	u will need to	o re-submit the ap	plication	in case the for	n submission proc	ess at PSK is not completed	within 90 days of su	ubmitting the
Upload e-Form		application online. • In case you want any change in submitted application details, please visit Passport Seva Kendra (PSK).								
Fee Calculator		 rou can scnedule an appointment using "manage appointment button, your application must be submitted (i.e. Date of Submission should not be blank) in order to avail this facility. In case you have taken an appointment, please ensure to getyour token issued (at PSK) 								
Document Advisor		before the scheduled appointment time. • You can print the application receipt using "Print Application Receipt" button. Your application must be submitted (i.e Date of Submission								
Locate Nearest Pass Kendra	sport Seva	should not be blank) in order to avail this facility. You can retrieve the partially saved form using "Retrieve Partially Saved Form" button. Your application must NOT be submitted (i.e Date of Submission should be blank) in order to avail this facility.								
Change Password		• Yo	ur partially sa artially saved	wed form will be au	utomatic	ally deleted from	n the system after 9 of Submission is t	0 calendar days from the last	saved date. ad at PSK You mus	at submit the
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After clicking "View/Print submitted Form", your complete filled application form will appear as shown in Figure No. 9 and 10. "View/Print submitted Form" नव्हत्यादेद्देशासुप्तगेत्रसार्य्वनाकाळंत्रावगृत्यविद्यादेत्त्वर्यादेद्देशासुप्तगेत्रसार्य्वनाकाळंत्रावगृत्यविद्यादेत्त्वर्यादेद्देशासुप्तगेत्रसार्य्वनाकाळंत्रावगृत्यविद्यादेत्त्वर्यादेद्देशासुप्तगेत्रसार्य्वनाकाळंत्रावगृत्यविद्यादेत्त्वर्यादेद्देशासुप्तगेत्रसार्य्वनाकाळंत्रावगृत्यविद्याद्वर्यादेद्देशासुप्तगेत्रसार्य्वनाकाळंत्रावगृत्यविद्याद्वर्यादेद्देशासुप्तगेत्रसार्य्वनाकाळंत्रावगृत्यविद्याद्वर्यादेद्देशासुप्तगेत्रसार्यात्वर्यात्र स्त्रित्वाकाळाळं त्यगृत्यविद्याद्वर्यात्वर्यात्वर्यात्वर्यात्वर्यात्वर्यात्वर्यात्वर्यात्वर्याक्त्यात्वर्यात्व

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	Attps://portal.passportindia.gov.in/AppOnlineProject/secure/previewIcFormAction?arn=13-0001644810		
-	How to Apply for Identity Certificate		^
 N N 	Identity Certificate (IC) is normally issued to Tibetan Refugees residing in India, from the Regional Passport Office, Delhi (RPO Delhi) on recommendation by the Bureau of His Holiness the Dalai Lama (HHDD), New Delhi. In addition to Tibetan refugees, Stateless people residing in India may also apply for Identity Certificate at the Passport Office (IDEN) in the start refugees, IC issuance is subject to clearance by Ministry of External Affairs (Consular, Passport and Visa (CPV) PV-III division). In addition, clearance by State Government (Department of Home Affairs / Police) / FRRO is also required for grant of No Objection to Return to India (NOR) to be stamped on the Identity Certificate Please read the following instructions related to documentary requirements and other details for Identity Certificate		
A	applications:		
< E < 0	 Where to Apply: Tibetan Refugees residing in India need to apply at RPO Delhi. Stateless people residing in India need to apply at the passport office within whose jurisdiction they currently reside in. 		
A P	Photograph: Please paste a coloured photograph (4.5 cm X 3.5 cm) with white background in the box provisioned for photograph in the printed application form.		
Α	 Documents Required: Please submit one copy of each of the following documents, preferably in the same order: 		
x a a a a	 IC Application Form duly filled and signed in ink Recommendation Letter from the Bureau of His Holiness the Dalai Lama (HHDL), New Delhi in case of applicants who are Tibetan Refugees Registration Certificate issued by FRRO/ FRO to the applicant Registration Certificate issued by FRRO/ FRO to the parents in case of minor applicants Proof of Date of Birth Proof of Address in India Note:Passport Office may demand additional documents relevant to your specific case, if required 		
C ≥	File Number (For Office Use Only) GOVERNMENT OF INDIA, MINISTRY OF EXTERNAL AFFAIRS Identity Certificate		
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	Countries for which identity certaicate is required								
Purpose of visit			MARRIED						
Emergency Contact Do	etails								
Name and Address			RING ROAD 10 L	AJPAT NAGAP	R IV DELHI 11	0024			
Previous Identity Certi	ficate/ Applica	ation Details	ficate						
Details of latest held/ exit	sting/ lost/ dama	aged Identity Certi	ncate	20	4 2/204 2				
Identity Certificate Numb	er 10075852		Date of issue	20/	12/2012				
Date of Expiry	19/06/2013		Place of Issue	VIE	NNA				
A. C.									
Fee amount in (Rs)									
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1.			2.						
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7.			8.						
9.			10.						
Self Declaration									
I solemnly declare that :-									
(i) I am 🗔 Stateless of		N	ationality.						
(ii) I have not obtained an	Indian/ Foreign 1	ravel document be	efore because						
(iii) The information given	by me in reply to	the questions in t	this form is true.						
I am aware of the terms and conditions of issue of Identity Certificate and if I do not return to India before final expiry of the validity of the Certificate of Identity, I shall lose my claim to obtain any Indian travel documents and I shall approach the country of any residence for obtaining travel documents on the grounds that I have shifted my residence from India to that country.									
Place DEL	.HI	Signature/Left Ha	and Thumb Impression o	r 🗆					
Date 07/0	12/2013	Applicant (If appli sign)	icant is minor, either pare	ont to					
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(Figure 10)

At the end of the form, you will see a "Print and Close" option as shown in (Figure 10) choose "Print" to take the print out of the complete filled

application (the application form will have Three pages). Your online application submission is completed.

Note: You are required to sign or to give the thump impression on the printed application form (there are two space to sign) and then submit it to the Bureau of His Holiness the Dalai Lama within a month, with same required documents as before.