



## **Instructions**

This form should be correctly filled and forwarded if the validity of a passport should be extended and the details contained therein be amended or new details be included. Form IM '35' C should be used for the inclusion or deletion of the names of children below 16 years of age in a travel document. Please note, that if the signature/photograph is to be changed a new passport should be applied for. Documents should be produced with photostat copies.

- (A) The passport number, name, permanent address should be filled in by the applicant.
- (B)
  - (i) If it is necessary to amend the surname or other names in the travel document or to change the name after marriage, please write the manner in which the amendment should be made. The certificate of birth /marriage in proof, should be forwarded.
  - (ii) Write the manner in which the profession/designation or job description should be included/amended. Document/certificate in proof should be forwarded.
  - (iii) If your identity card number is not included in the travel document, or the number has since changed, write the new identity card number and submit same.
  - (iv) Write in the cage the number of years for which the period of validity should be extended. The passport is valid for five years and can be renewed for a maximum of another 05 years. An identity certificate/emergency certificate is valid for 02 years from the date of issue and can be renewed for a maximum of another 02 years. The fee for renewal is Rs. 200.00 per year.
  - (v) If a passport has been issued with a restricted endorsement and whenever such endorsement has to be amended/deleted please submit along with relevant supporting documents.
  - (vi) Fee for validating a specified countries (middle-east) passport, for all countries is Rs. 5,000.00
  - (vii) Any other amendments. Please specify.

*Fees:* The fee for each endorsement except for the extension of the period of validity and validating for all countries, is Rs. 500.00. Fees are subject to revision. Make payments to the relevant counter and obtain a receipt. Please retain same for future references.