

Issue of Passports to Indian migrants to facilitate them acquiring Italian Stay Permit for Work

Passport application will comprise of the following steps:

1. Online Passport application
2. Compilation of supporting documents
3. Checklist for Passport application
4. Dispatch of application and supporting documents by Post
5. Online tracing

1. Online Passport application:

- a. Fill the online application form at <https://embassy.passportindia.gov.in/> , and take printout of the application form. Remember to fill the application form with utmost care and provide correct information. The application form consists of four pages.
- b. Passport application should be filled with the same details as the existing passport. Any corrections in the existing passport must be supported with documents. Applicants may seek splitting of name and surname however change of Name shall not be permissible.
- c. Sign the application form at earmarked space (within the allotted box) on the first page and on the space provided on the last page. All signatures on the application should be by a ball point pen of blue or black ink and have to be dark. Those who cannot affix their signatures / illiterate should put their thumb impression in the place of signature.
 - i. Left hand thumb impression in the case of male, and
 - ii. Right hand thumb impression in the case of female
- d. Signature should match with the signature in the existing passport.
 - i. If the applicant wants to change the signature, he/she may do so. In that case, new signature should be appended in the box provided on the first page of the application form. New as well as old signature should be appended at the last page (New signature in the given box on last page and Old signature at the blank space below the line)
- e. Three recent color photographs. [Click here](#) for photo specifications. Two photographs (not older than 3 months) should be pasted on the application. One photograph to be pasted at the space provided on the first page of the application form. Second photograph to be pasted at the blank space available on fourth/last page of the application form after the declaration part.
- f. Third photograph to be sent with the application, without pasting on the application form.

Your passport application is now ready, please move on to supporting document part.

2. Compilation of supporting documents:

Applications are categorized in the following four categories*.

- A. Category I : Passport is available with applicant
- B. Category II : Passport is lost, but details and FIR is available
- C. Category III : Passport is damaged
- D. Category IV : Passport is lost, FIR and details are not available.

Please click on your category for the documents required for submission of the application**. In addition to the documents mentioned for each category, any change in the passport particulars should be supported by valid documents.

Important note : If there is a major change in appearance of the applicant or his current photograph in comparison to photo on the available passport,(this can be due to Age or Turban), it is **mandatory** to provide Affidavit for Change in Appearance [Click here](#) for Affidavit. An additional fee of 25 Euros is to be submitted in such cases if the passport is valid for more than one year at the time of submission of the application.

A. Category I: Documents required in cases where applicant's passport has expired and it is available with the applicant.

- a) Passport in original along with self-attested photo copies of those pages having personal particulars (first and last page with name and address), visas, arrival/departure stamps and any other remarks / endorsements.
- b) A declaration that the applicant has not acquired citizenship/ passport/travel document of Italy or any other country and no criminal case has been filed in India or criminal proceedings are pending before a court in India ([Click here](#) for declaration).
- c) Two (2) copies of PP (personal particulars) form filled in completely and with latest photographs ([Click here](#) for PP Form).
- d) Original and self-attested photocopy of any photo ID issued by Indian authorities such as Aadhaar card / PAN card / Voter ID Card.
- e) Original and self-attested photocopy or Legalised copy (copia legalizzata) of a valid or expired Permesso Di Soggiorno along with copy of richevuta if applied for reissue of Permesso Di Soggiorno.
- f) Original and self-attested photocopy or Legalised copy (copia legalizzata) of a valid or expired Carta d'identita, or any other proof like any Utility bill-electricity/water/fuel bill or rent agreement, Ospity along with translation in English) for address proof in Italy.
- g) Letter of regular or irregular employment from the employer if any.
- h) Affidavit for change of appearance if applicable ([Click here](#) for Affidavit).

Category I Fee: Demand Draft (Assegno Circolare) from Bank or Post Office in favor of Consulate General of India amounting to:

- a. 62 Euros: for applications without change of appearance.
- b. 62 Euros: for applications with Affidavit for change of appearance, when the passport is expired or is expiring within next one year.
- c. 87 Euros: for application with Affidavit for change of appearance, when the passport is valid for more than one year.

B. Category II: Documents required in cases where passport is lost but its details or a photocopy are available with applicant

- a) Self-attested photo copy of the lost passport. If instead only details, such as passport number, date of issue, place of issue are available, the same may be furnished on a plain paper duly signed by the applicant.
- b) FIR of the lost passport with number of the lost passport mentioned in the report.
- c) Duly filled Declaration as per 'Annexure F' for applying reissue of passport in lieu of Lost Passport ([Click here](#) for Annexure F).
- d) A declaration that the applicant has not acquired citizenship/passport/travel document of Italy or any other country and no criminal case has been filed in India or criminal proceedings are pending before a court in India (([Click here](#) for declaration)).
- e) Two (2) copies of PP (personal particulars) form filled in completely and with latest photographs ([Click here](#) for PP Form).
- f) Original and self-attested photocopy of any photo ID issued by Indian authorities such as Aadhaar card / PAN card / Voter ID Card.
- g) Original and self-attested photocopy or Legalised copy (copia legalizzata) of a valid or expired Permesso Di Soggiorno along with copy of rricevuta if applied for reissue of Permesso Di Soggiorno.
- h) Original and self-attested photocopy or Legalised copy (copia legalizzata) of a valid or expired Carta d'identita, or any other proof like any Utility bill-electricity/water/fuel bill or rent agreement, Ospity along with translation in English) for address proof in Italy.
- i) Letter of regular or irregular employment from the employer if any.
- j) Affidavit for change of appearance if applicable(specimen attached).

Category II Fee: Demand Draft (Assegno Circolare) from Bank or Post Office in favor of Consulate General of India amounting to:

- d. 112 Euros: for applications without change of appearance.
- e. 112 Euros: for applications with Affidavit for change of appearance, when the passport is expired or is expiring within next one year.
- f. 137 Euros: for application with Affidavit for change of appearance, when the passport is valid for more than one year.

C. Category III: Documents required in cases where passport is damaged

Definition of Damaged Passport: Physical damage to the passport/ pages being torn/ ink or any liquid being spilled on passport leaving mark while Passport number is readable, name is legible and photo is intact or damaged beyond recognition

- a) Damaged Passport in original along with self-attested photo copies of those pages having personal particulars (first and last page with name and address), visas, arrival/departure stamps and any other remarks / endorsements.
- b) Duly filled Declaration as per 'Annexure F' for applying reissue of passport in lieu of Damaged Passport ([Click here](#) for Annexure F).
- c) A declaration that the applicant has not acquired citizenship/passport/travel document of Italy or any other country and no criminal case has been filed in India or criminal proceedings are pending before a court in India ([Click here](#) for declaration).

- d) Two (2) copies of PP (personal particulars) form filled in completely and with latest photographs ([Click here](#) for PP Form).
- e) Original and self-attested photocopy of any photo ID issued by Indian authorities such as Aadhaar card / PAN card / Voter ID Card.
- f) Original and self-attested photocopy or Legalised copy (copia legalizzata) of a valid or expired Permesso Di Soggiorno along with copy of ricevuta if applied for reissue of Permesso Di Soggiorno.
- g) Original and self-attested photocopy or Legalised copy (copia legalizzata) of a valid or expired Carta d'identità, or any other proof like any Utility bill-electricity/water/fuel bill or rent agreement, Ospity along with translation in English) for address proof in Italy.
- h) Letter of regular or irregular employment from the employer if any.
- i) Affidavit for change of appearance if applicable(specimen attached).

Category III Fee: Demand Draft (Assegno Circolare) from Bank or Post Office in favor of Consulate General of India amounting to:

- g. 112 Euros: for applications without change of appearance.
- h. 112 Euros: for applications with Affidavit for change of appearance, when the passport is expired or is expiring within next one year.
- i. 137 Euros: for application with Affidavit for change of appearance, when the passport is valid for more than one year.

D. Category IV: Documents required in cases where passport is lost and the applicant has no photocopy / details of the passport and has also not filed FIR for loss of passport with the police.

- a) Self-declaration explaining the circumstances under which the passport was lost, where and when. Why FIR for loss of passport was not filed with police authorities. The date when the applicant left India and the date of arrival in Italy.
- b) Duly filled Declaration as per 'Annexure F' for applying reissue of passport in lieu of Lost Passport ([Click here](#) for Annexure F).
- c) A declaration that the applicant has not acquired citizenship/passport/travel document of Italy or any other country and no criminal case has been filed in India or criminal proceedings are pending before a court in India ([Click here](#) for declaration).
- d) Two (2) copies of PP (personal particulars) form filled in completely and with latest photographs ([Click here](#) for PP Form).
- e) Original and self-attested photocopy of any two(2) photo ID issued by Indian authorities such as Aadhaar card / PAN card / Voter ID Card.
- f) Original and self-attested photocopy or Legalised copy (copia legalizzata) of a valid or expired Permesso Di Soggiorno along with copy of ricevuta if applied for reissue of Permesso Di Soggiorno.
- g) Original and self-attested photocopy or Legalised copy (copia legalizzata) of a valid or expired Carta d'identità, or any other proof like any Utility bill-electricity/water/fuel bill or rent agreement, Ospity along with translation in English) for address proof in Italy.
- h) Letter of regular or irregular employment from the employer if any.
- i) Affidavit for change of appearance if applicable(specimen attached).

Category IV Fee: Demand Draft (Assegno Circolare) from Bank or Post Office in favor of Consulate General of India amounting to :

- j. 112 Euros: for applications without change of appearance.
- k. 112 Euros: for applications with Affidavit for change of appearance, when the passport is expired or is expiring within next one year.
- l. 137 Euros: for application with Affidavit for change of appearance, when the passport is valid for more than one year.

*The list of documents for each category is indicative and **not** exhaustive; applicant may be called with more supporting documents for verification as deemed fit on case to case basis.

**It is recommended to include maximum numbers of documents from given list in order to enable us to process your passport application expeditiously.

Note: Applications received without proper signature and photo corresponding to the required standards shall not be entertained. Applications received with incomplete supporting documents are liable to be rejected; fee won't be refunded in such cases.

3. Checklist for dispatch of the passport application:

Applicant must ensure to include the checklist and tick the documents enclosed by him/her in the application. [Click here](#) for check list.

Complete application should have the following parts:

- a. Duly signed application form with two photographs pasted with glue and one additional photo in the envelope.
- b. Supporting documents as per the category explained above.
- c. Prescribed fee in form of Demand Draft (Assegno Circolare) from Bank or Post Office in favor of Consulate General of India
- d. Duly filled check list.
- e. Envelope 1: Self-addressed prepaid envelope (**Busta Pre-affrancata Posta Raccomandata**)(A5 size) . Envelope must have prepaid postal stamps affixed on it. The value of the stamps should not be less than what is required to send a registered post by Poste Italiane. This self-addressed envelope will be used by the Embassy for dispatching old cancelled passport, new passport and other original documents, if any for receipt of ready passport.
- f. Envelope 2: Addressed to the Consulate, containing all of the above

4. Dispatch of application and supporting documents to Consulate by Post:

Duly filled application form with the supporting documents in original, self-attested copies, Demand Draft (Assegno Circolare) for the requisite fee, checklist has to be send by Post Italia (Busta Pre-affrancata Posta Raccomandata)

Addressed to:
Mr. Rajesh Bhatia, Consul,
Consulate General of India,
Piazza Paolo Ferrari, 8,
20121 Milano MI,

5. Online tracing of application

You can trace the status of your passport application online at http://www.cgimilan.gov.in/cgimilanapp/visa_status.php?typ=Passport

Annexures and Affidavits:

1. [Annexure F](#)
2. [Self-Declaration for Nationality](#)
3. [Personal Particulars Form](#)
4. [Affidavit for Change in appearance](#)
5. [Check list](#)

Flowchart:

1. Fill online application form and take printout.
2. Sign the application form at the earmarked space.
3. Paste two recent photographs at earmarked space on the application form.
4. Collect the supporting documents.
5. Print the checklist from the Website and tick the documents attached in the post.
6. Demand draft/ Assegno Circolare of prescribed Passport fee.
7. Prepaid-Self-addressed envelope (**Busta Pre-affrancata Posta Raccomandata**) for return of ready passport by Post for the weight category 150-200 gms.
8. Send all of the above by Registered Post to the Consulate.
9. Trace the status online.

Query resolution: In case of any queries or doubts related to the above category of applications we may be reached at the number: +39 3290884057 from 0930 hours to 1700 hours on working days.