

Documents Required for Non-ECR

Non-ECR Category	Document(s) Required
All holders of Diplomatic/official Passports	No separate document is required except Diplomatic passport.
All GAZETTED Government servants, their spouses and dependent children.	<ol style="list-style-type: none">1. For Gazetted Government servants<ol style="list-style-type: none">i) Identity Certificate as per Annexure A ORii) No Objection Certificate as per Annexure G ORiii) Prior Intimation Letter (PI) as per Annexure H2. For spouses of gazetted government servants<ol style="list-style-type: none">i) Identity Certificate as per Annexure A ORii) An attested copy of marriage certificate issued by Registrar of3. For dependent children of gazetted government servants<ol style="list-style-type: none">i) Identity Certificate as per Annexure A ORii) Birth Certificate issued by Municipal Authority or any office authorized to issue Birth Certificate by Registrar of Births and Deaths ORiii) School leaving certificate / Secondary School leaving certificate/ Certificate of Recognized Boards from the school last attended by the applicant or any other recognized educational institution ORiv) Passport copy of the government servant
All persons having educational qualifications of matriculation and above	Matriculation or Higher Educational Pass Certificate
All persons above the age of 50 years	<ol style="list-style-type: none">1. i) Birth Certificate issued by the Municipal Authority or any office authorized to issue Birth and Death Certificate by the Registrar of Births & Deaths ORii) School leaving certificate / Secondary School leaving certificate/ Certificate of Recognized Boards from the school last attended by the applicant or any other recognized educational institution
All children up to the age of 18 years. (For re-issue of passport, after they attain the age of 18 years, documents to prove their non-ECR category has to be submitted, else ECR stamping will be done)	Birth Certificate issued by Municipal Authority or any office authorized to issue Birth Certificate by Registrar of Births and Deaths

Non-ECR Category

Document(s) Required

Income-Tax payers (including Agricultural Income-Tax payees) in their individual capacity, their spouses and dependent children below the age 18 years

1. i) Proof of assessment of income tax and actual payment of income tax for last one year
OR
ii) Income Tax return statement (with income tax being paid by the applicant) for last one year that is stamped by income tax authorities and a copy of the PAN card
Note: i) Proof of payment of advance tax is not sufficient. You need to submit additional documents as specified above
ii) Applicants submitting NIL income tax return statement are not eligible.
2. For spouses, certificate signifying relation
i) An attested copy of marriage certificate issued by the Marriage Registrar needs to be submitted. For verification, spouse's name needs to be endorsed in the applicant's passport.
OR
3. For dependent children certificate signifying relation
i) Birth Certificate issued by Municipal Authority or any office authorized to issue Birth Certificate by Registrar of Births and Deaths
OR
ii) School leaving certificate / Secondary School leaving certificate/ Certificate of Recognized Boards from the school last attended by the applicant or any other recognized educational institution

Persons possessing two years diploma from any institute recognized by the National Council for Vocational Training (NCVT) or State Council of Vocational Training (SCVT), or persons holding three years diploma/equivalent degree from institutions, such as Polytechnics recognized by the Central/State Governments of India

Pass Certificate issued by the Institute

Nurses possessing qualifications recognized under the Indian Nursing Council Act. 1947

Nursing Certificate

All professional Degree holders , their spouses and dependent children. Examples of professional degree holders are Doctors holding MBBS degree or equivalent degree in AYURVED or HOMEOPATHY, accredited Journalists, Engineers, Chartered Accountants, Cost Accountants, Lecturers, Teachers, Scientists, Advocates, etc

1. Certificate of the professional degree held
2. For spouses, certificate signifying relation
i) An attested copy of marriage certificate issued by the Marriage Registrar needs to be submitted. For verification, spouse's name needs to be endorsed in the applicant's passport.
3. For dependent children certificate signifying relation
i) Birth Certificate issued by Municipal Authority or any office authorized to issue Birth Certificate by Registrar of Births and Deaths
OR
ii) School leaving certificate / Secondary School leaving certificate/ Certificate of Recognized Boards from the school last attended by the applicant or any other recognized educational institution

Non-ECR Category

Document(s) Required

All persons who have been staying abroad for more than three years (the period of three years could be either in one stretch or broken) and their spouses

1. Passport copy (first two and last two pages, including ECR/Non-ECR page and the page of observation (if any), made by Passport Issuing Authority)
2. For spouses certificate signifying relation
 - i) An attested copy of marriage certificate issued by Registrar of Marriage
 - OR
 - ii) Spouse name should be endorsed on each others passport
3. Applicant has to submit a written statement detailing all the dates of exit and entry into India and produce the passport for verification. (Format: Sl. No, Date of Exit, Port of Exit, Page Number of passport containing the stamp, Similarly details of corresponding entry. The last column should mention number of days spent outside India. This should be more than three years (1095 days).

Seamen who are in possession of Continuous Discharge Certificate (CDC), or Sea Cadets and Deck Cadets

1. Who have passed the final examination of three years B.Sc. Nautical Sciences courses at T.S. Chanakya, Mumbai and
2. Who have undergone three months pre-sea training at any of the Government approved training institutes, such as T.S. Chanakya, T.S. Rehman, T.S. Jawahar, MTI (SCI) and NIPM, CHENNAI, after production of identity cards issued by the Shipping Master at Mumbai/Kolkata/Chennai

Continuous Discharge Certificate

Persons holding Permanent Immigration Visa, such as the visas of UK, USA and Australia.

Copy of Immigration Visas, or the Permanent Resident card of the country of stay

Note: If the applicant does not have Non-ECR status then All such ECR passport holders need to obtain Emigration Clearance Certificate from the Protector-General of Emigrants, Ministry of Overseas India Affairs.

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Proof of Address

List of acceptable documents:	
1	Water Bill
2	Telephone (landline or post paid mobile bill)
3	Electricity bill
4	Income Tax Assessment Order
5	Election Commission Photo ID card
6	Proof of Gas Connection
7	Certificate from Employer of reputed companies on letter head
8	Spouse's passport copy (First and last page including family details), (provided the applicant's present address matches the address mentioned in the spouses passport)
9	Parent's passport copy, in case of minors(First and last page)
10	Aadhaar Card
11	Registered Rent Agreement
12	Photo Passbook of running Bank Account (Scheduled Public Sector Banks, Scheduled Private Sector Indian Banks and Regional Rural Banks only)

Note:

- Applicants are required to submit the proof of address of the present address only, irrespective of the date from which he/she has been residing at the given address. However, he/she is required to mention all the places of stay during previous one year (from the date of application filling) in the Passport application form.
- Furnishing of Aadhaar card will expedite processing of passport applications.
- Aadhaar letter/card or the e-Aadhaar (an electronically generated letter from the website of UIDAI), as the case may be, will be accepted as **Proof of Address (POA)** and **Proof of Photo-Identity (POI)** for availing passport related services. Acceptance of **Aadhaar as PoA and PoI** would be subject to successful validation with Aadhaar database.
- **(For Minor):** For minor applicants, present address proof document in the name of parent(s) can be submitted.
- **(For Document No. 7):** Only public limited companies can give address proof on company letter head along with seal. Computerised print-outs shall not be entertained.
- **(For Document No. 11):** To view the Circular, [click here](#).
- **(For Document No. 12):** To view the list of banks whose Photo Passbook is acceptable as proof of address, [click here](#).
- Any of the remaining documents containing address out of sixteen documents listed under Tatkaal application, could also be accepted as proof of residence if such documents have the same present residential address as given by the applicant in the Passport Application Form.

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Proof of Date of Birth (DOB)

List of acceptable documents:	
1	Birth Certificate issued by the Registrar of Births and Deaths or the Municipal Corporation or any other prescribed authority,whosoever has been empowered under the Registration of Birth and Deaths Act, 1969 to register the birth of a child born in India
2	Transfer/School leaving/Matriculation Certificate issued by the school last attended/recognised educational board
3	Policy Bond issued by the Public Life Insurance Corporations/Companies having the DOB of the holder of the insurance policy
4	Copy of an extract of the service record of the applicant (only in respect of Government servants) or the Pay Pension Order (in respect of retired Government Servants), duly attested/certified by the officer/in-charge of the Administration of the concerned Ministry/Department of the applicant
5	Aadhaar Card/E-Aadhaar
6	Election Photo Identity Card (EPIC) issued by the Election Commission of India
7	PAN Card issued by the Income Tax Department
8	Driving License issued by the Transport department of concerned state Government
9	A declaration given by the Head of the Orphanage/Child Care Home on their official letter head of the organization confirming the DOB of the applicant

Note:

- Documents mentioned in point 4 to 8 are acceptable as proof of Date of Birth only if it has the precise Date of Birth of the applicant.

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