

## FAQ on Passport

### Frequently Asked Question (FAQs) on Passport

#### **A. GENERAL**

**Q: An Ordinary Indian Passports booklet contains how many pages ?**

**A:** An ordinary passport has blue cover, and consists of 36 or 60 pages. It is valid for 10 years from the date of issue and can be renewed for another 10 years.

**Q: I am Indian Passport holder and my passport has less then 6 months validity, Can I travel with this passport ?**

**A.** For any international travel Passport Must by valid for minimum 6 months, so you can not travel on this passport.

**Q: I am an Indian Citizen, at present living in Kuala Belait, Brunei, last week my visa status has been expired, what should I do to re-issue of my expired Indian Passport ?**

**A:** To re-issue your Indian Passport we need your valid visa status, if you do not have valid visa status you can visit our website (<https://www.hcindiabrunei.gov.in>) and apply for Emergency Certificate (EC). If you already started the process of legalizing your stay in Brunei with Brunei Immigration then please submit your application along with notice of action issued by Brunei Immigration based on this we will issue a Short Validity Passport (SVP), once you get your valid visa status you can apply for Full Validity of Passport (FVP).

#### **B. MINOR**

**Q: What is the definition of minor for issue of passport?**

**A:** Applicants less than 18 years of age are considered as minor for issuance of passport.

**Q: What would be the validity of a minor's passport?**

**A:** The validity of a minor's passport is restricted to five years or till they attain the age of 18, whichever is earlier. But the minors aged between 15 to 18 years can apply either for a 10-year validity passport or for a passport which is valid till they attain the age of 18 years. Different fees are applicable depending upon which category they are applying for.

**Q: Is it true that passport applications for minors under 18 require consent of either both parents or legal guardian?**

**A:** It is necessary that either parent/legal guardian should give his / her consent while applying for minor's passport. Following documents have to be submitted in the given cases:

<b>S.No.</b>	<b>Case</b>	<b>Documents to be submitted (Notarized)</b>
1.	Passport application of a minor with consent of both parents	Annexure "D"
2.	Applied by Legal Guardian	Annexure "D"
3.	Minors with single parent (One parent deceased)	Annexure "D"
4.	Applied by one parent/guardian when consent of one or	Annexure "C"

	both parents is not possible	
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**Q: I want to apply for my child's passport. Are signatures of both parents mandatory on Annexure D to be submitted along with the application? What if my spouse is refusing to sign the form?**

**A:** Yes, notarized copy of Annexure D with the signature of both the parents is mandatory to be submitted along with the application. If either of the parents is not giving consent, then the parent applying for the minor's passport needs to submit Annexure C.

**Q: I wish to apply for a passport for my child who is 12 months old. Can I apply for a 60 pages booklet?**

**A:** No. Only 36 pages passport booklet are issued to minors.

**Q: I want to apply for re-issue of Passport for my minor Son/Daughter, should my son/daughter needs to be present the High Commission?**

**A:** Yes.

### **C. STUDENTS**

**Q: My passport is getting expired shortly. When can I apply for reissue of the passport?**

**A:** All applicants can apply for reissue of passport within one year of expiry of existing passport by specifying the reason for reissue 'Validity Expired within 3 Years/Due to Expire'.

**Q: Explain citizenship of India by birth, descent, registration, naturalization.**

**A:**

**a. Citizen of India by birth:** You are Citizen of India by birth if you are born in India.

**b. Citizen of India by descent:** You are Citizen of India by descent if you are born outside India and either of your parents is a citizen of India at the time of your birth.

**c. Citizen of India by registration/naturalization:** You are Citizen of India by Registration/Naturalization if you have been granted Indian Citizenship by Ministry of Home Affairs (MHA), Govt of India.

**Q: Can an Indian passport be issued to applicants born in Brunei?**

**A:** Indian passport can be issued to the "Citizen of India by Descent" i.e. person born to Indian parent(s) outside India. First parents need to register the birth of Child in the High Commission, please visit our website for more details (<https://www.hcindia-brunei.gov.in>) follow these steps : Home › Consular Services › Miscellaneous Consular Services › Registration of Birth

### **D. VALIDITY EXPIRED**

**Q: What are the additional requirements if passport has expired more than three years ago?**

**A:** Fresh police verification would take place if you apply for re-issue of passport after expiry of old passport more than three years ago. Processing time depend on availability of clear Police Verification report from Concerned Authority in India.

**Q: What is the definition of damaged Passport?**

**A:** Damaged passport is classified further based on the extent of damage, i.e.:

a. Passport number is readable, name is legible and Photo is intact

b. Damaged beyond recognition/ mutilated/smudged entries/washed out

### **E. LOST/STOLEN PASSPORT**

**Q: I Lost/Damaged my passport, Can I apply it under Tatkal?**

**A.** No. Further to mention that Tatkal Scheme is not available in this High Commission.

**Q: I am an Indian Citizen living Temburong, Brunei Darussalam. I lost my Indian passport but I don't have photocopy of the same. What should I do?**

**A:** Photocopy of the old passport is not a mandatory document to be submitted in case of lost/damaged/stolen passport. It should be produced, if it is available. But you will be required to produce, the previous passport details like Passport number, date of issue, date of expiry and place of issue, while filling the passport application form.

**Q: I lost my passport recently. I've applied for a reissue of passport. I want to know if the new passport will have the same number as my old passport, or a new number?**

**A:** The new passport will have a new passport number, with a fresh validity of 10 years.

**Q: I recently lost my valid passport, but do not have the details. Will it be possible for the High Commission to trace the details from your system and give me the details for filling my application form for Passport?**

**A:** You need to visit High Commission of India, Brunei Darussalam (Lot No. 62514, Simpang 336, Jalan Duta, Diplomatic Enclave, BC4115, Bandar Seri Begawan) and Provide your details.

**Q: What can I do if I have lost my passport and have to travel to India urgently due to an emergency like serious illness or death in the family?**

**A:** Please visit HCI, Brunei Darussalam's website (<https://www.hcindiabrunei.gov.in>) and apply for an Emergency Certificate (EC). EC will be issued for returning to India after verification of Indian nationality.

**Q: I am in Brunei on Visit visa/ Tourist Visa, I lost my Passport in Brunei Can I obtain a new Passport ?**

**A:** Visitors from India on Visit visa/ Tourist visa who are not normally resident in Brunei are advised to hold passports which are valid for the period of their visit. In case of lost, where it becomes necessary to obtain new Passport, a Short Validity Passport (SPV) would be reissued after clearance from the original Passport Issuing Authority in India **OR** an Emergency Certificate (EC) would be issue to applicant so that he will able to return India.

#### **F. EXHAUSTION OF PAGES**

**Q: My passport will expire in 2 years. What should I do?**

**A:** You can apply for a re-issue of passport up to 1 year before the expiry **OR** within three years after the expiry of the existing passport without fresh police verification, provided there is no change in personal particulars and there is clear police report with respect to your previous passport and there is no adverse entry in the system. You can also apply for re-issue of passport if your previous passport expired more than three years ago, but fresh police verification would take place.

#### **G. CHANGE IN NAME**

**Q: There is a mistake in the spelling of my name in the passport. What can I do?**

**A:** If you find any mistake/error in the particulars printed in the passport booklet as per the application form submitted, please visit Consulate and return the passport for necessary rectification. Any additional fees required to be paid would depend solely on merit of the case as decided by the Consulate. If there is a misrepresentation of facts, then penalty could also be imposed. However, applicants are requested to check all details while applying online so that passports are Printed without any typographical errors. If you have done a mistake while filling

your passport application form i.e. you have filled your full name in the "Given Name" field, then you will need to re-apply for re-issue of Passport for change in personal particulars through VFS.

**Q: Explain major and minor change in name?**

**A:**

a. Minor change in name - change in name because of spelling discrepancy between passport and documents which phonetically do not result in total change in name.

b. Major change in name - Cases other than minor change in name.

**Q: If the applicant changes his/her name as given below, would it considered a major change or a minor change in name?**

**a. Case 1:** Sandeep Sharma to Sandeep Kumar Sharma

**b. Case 2:** Sandeep Kumar to Sandeep Sharma

**c. Case 3:** Ritu to Ritu Thakur

**A:** In Case 1 and Case 2, it is a major change in name. In Case 3, if change in name is due to marriage then it falls in the category "Change in name due to marriage". If change in name is not due to marriage, it is a major change in name.

#### **H. CHANGE IN DATE OF BIRTH/PLACE OF BIRTH**

**Q: I want to get the DOB changed in the passport since there is a typing error. What should I do?**

**A:** If you find any mistake/error in the particulars printed in the passport booklet as per the application form you submitted, please return the passport for necessary rectification to Consulate. Any additional fees required to be paid would depend solely on merit of the case as decided by the Consulate. If there is a misrepresentation of facts, then penalty could also be imposed. However, applicants are requested to check all details while applying online so that passports are Printed without any typographical errors.

**Q: My spouse is a foreign citizen. What document(s) do I need to submit along with my passport application to include his/her name in my passport?**

**A:** For the applicants whose spouse is a foreign citizen and the name needs to be included in the passport, one of the following documents need to be submitted along with the passport application:

i. Marriage Certificate issued by the Indian Mission/Post abroad.

**OR**

ii. Marriage Certificate issued by Foreign Government, duly attested/apostille either by:

a. The Indian Mission/Post in the jurisdiction from where the Marriage Certificate was issued

b. Concerned Authority in Brunei Darussalam.

**OR**

iii. Marriage Certificate issued in India by Indian authorities (Marriage Officer/Registrar of Marriage)

**OR**

iv. Marriage Certificate issued by Foreign Embassy/High Commission/Consulate of that country in Brunei Darussalam (to which the foreign spouse is a citizen)

**Q: My spouse is a foreign citizen. So while applying for a passport, do I need to add prefix/suffix with his/her name that denotes nationality of the belonging country?**

**A:** While mentioning name of foreign spouse in the passport application form, no prefix/suffix denoting nationality of the spouse should be added. Only the actual name of the spouse needs to be mentioned.

### **I. CHANGE OF ADDRESS**

**Q: I want to change the address in the passport since my permanent address in India has been changed. What should I do?**

**A:** While filling up online passport application form, use your new address with full details and submit the duly filled in passport application with two supporting documents in your name mentioned with the new address.

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