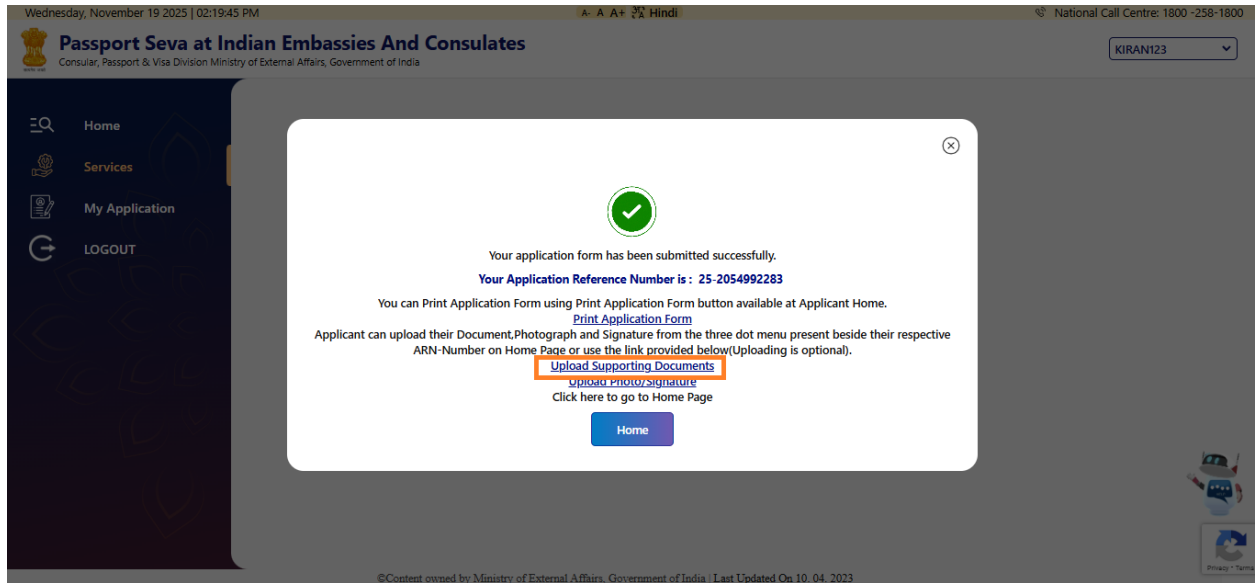
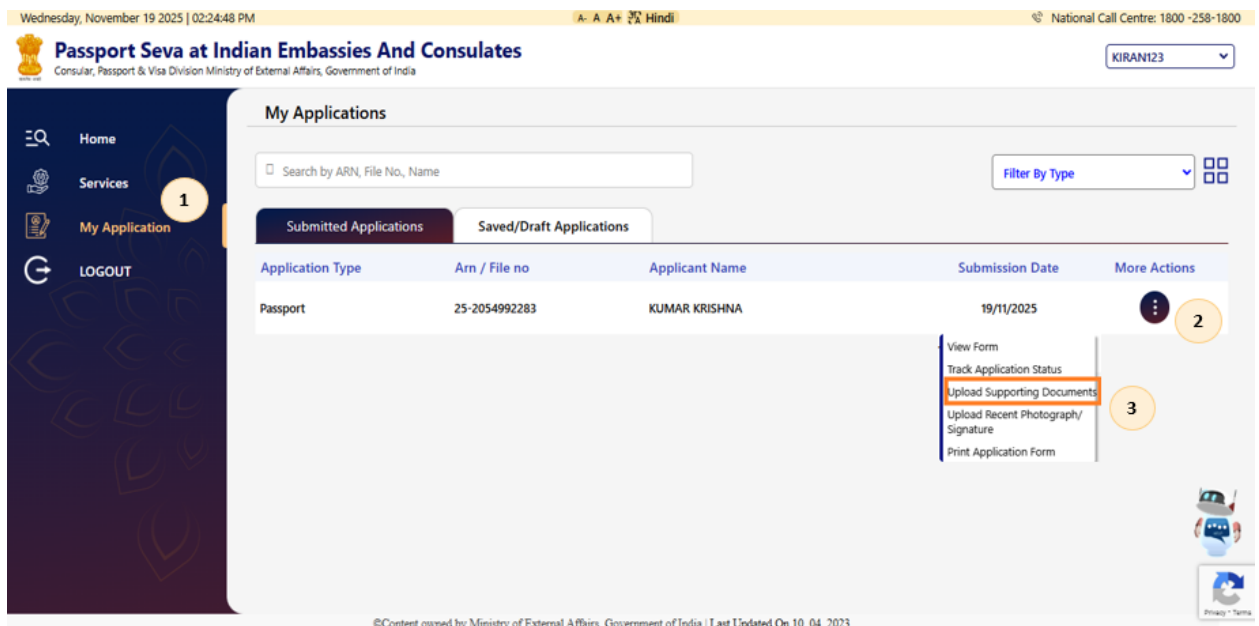


SOP for document uploading in Applicant Portal

1. Login and Navigation



Once the form is submitted, a pop-up message will be displayed. Select “**Upload Supporting Documents**” to continue with the document upload process.



Applicant can click on **1) My Application 2) Select more actions 3 dots 3) choose Upload Supporting Documents**

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Upload Supporting Documents (Optional)

Fields marked with asterisk (*) are mandatory

Select Category*
Select

Sub Category*
Select

Uploaded Documents

Attachment Type	Attachment Description	Upload documents
You have not uploaded any document(s)		

Please bring original documents along with two self- attested photocopies at the time you visit Mission/OSP.

Note

- Before uploading the nomination form, ensure that you have downloaded the nomination form from here and fill in the details.
- Maximum 5 documents (including photograph and signature) can be uploaded for one application.
- The registered Rent Agreement duly registered under Section 17 of the Registration Act, 1908 and executed in favour of the tenant by the landlord for a period of more than one year, will be accepted as a valid proof of address.

File supported: PDF Maximum size: 1 MB

Upload

National Call Centre: 1800 -258-1800

KIRAN123

Privacy Terms

The application will display the document upload page, where you can upload the required supporting documents.

2. Document Requirements

- Maximum Size allowed 1 MB
- The total of all uploaded documents should be not more than 1 MB
- Please ensure the document uploaded is in PDF format
- Maximum 5 documents (including photograph and signature) can be uploaded for one application (In Upload Supporting Documents - Only 3 documents can be uploaded).
- The maximum number of attempts allowed to upload documents is 12 (including photograph and signature)
- If the applicant wishes to delete and re-upload the documents, a maximum of 12 attempts is permitted.

3. Uploading a Document: Steps to be followed

The screenshot displays the 'Upload Supporting Documents (Optional)' page on the Passport Seva at India website. The page is divided into two main sections: 'Select Category*' and 'Uploaded Documents'. The 'Select Category*' section has two dropdown menus: 'Documents' (labeled 1) and 'Address Proof' (labeled 2). Below these is a 'Choose File' button (labeled 3) with a file icon. To the right, the 'Uploaded Documents' section shows a table with columns 'Attachment Type' and 'Attachment'. A message states 'You have not uploaded any document(s)'. Below this, a note provides instructions: 'Please bring original documents along with the time you visit Mission/OSP.' and lists requirements for document uploads. A file explorer window is open, showing a list of files including 'Address Proof.pdf' (labeled 4). The 'Upload' button (labeled 5) is at the bottom. A sidebar on the left contains links for Home, Services, My Application, and LOGOUT. The top right shows the user's name 'KIRAN123' and a National Call Centre number.

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Upload Supporting Documents (Optional)

Fields marked with asterisk (*) are mandatory

Select Category*

Documents 1

Sub Category*

Address Proof 2

3

Choose File Address Proof.pdf

File supported: PDF Maximum size: 1 MB

Upload 5

Uploaded Documents

Attachment Type Attachment

You have not uploaded any document(s)

Please bring original documents along with the time you visit Mission/OSP.

Note

- Before uploading the nomination form, ensure that you have downloaded the nomination form from here and fill in the details.
- Maximum 5 documents (including photograph and signature) can be uploaded for one application.
- The registered Rent Agreement duly registered under Section 17 of the Registration Act, 1908 and executed in favour of the tenant by the landlord for a period of more than one year, will be accepted as a valid proof of address.

File explorer window showing files:

Name	Status	Date modified	Type
10th Marks Sheet	✓	11/19/2025 11:08 AM	Address Proof
Address Proof	✓	11/19/2025 11:07 AM	Address Proof
Address Document	✓	11/19/2025 11:07 AM	Address Proof
Previous Passport Document	✓	11/19/2025 11:07 AM	Address Proof
Visa Documents	✓	11/19/2025 11:07 AM	Address Proof

File name: Address Proof All Files

Open Cancel

National Call Centre: 1800-258-1800

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Choose the option to upload a document 1) **Select Category** 2) **Sub Category** 3) **Click on Choose file** 4) **Select the file from the local device** 5) **Click on Upload**

The screenshot shows the same 'Upload Supporting Documents' page, but now a confirmation message is displayed. The message box says 'Document has been uploaded successfully!' and has an 'OK' button. The 'Uploaded Documents' section now shows 'You have not uploaded any document(s)'. The 'Choose File' button is now disabled and labeled 'No file chosen'. The sidebar and top navigation remain the same.

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Upload Supporting Documents (Optional)

Fields marked with asterisk (*) are mandatory

Select Category*

Documents

Sub Category*

Address Proof

Choose File No file chosen

File supported: PDF Maximum size: 1 MB

Upload

Document has been uploaded successfully!

OK

You have not uploaded any document(s)

Please bring original documents along with two self-attested photocopies at the time you visit Mission/OSP.

Note

- Before uploading the nomination form, ensure that you have downloaded the nomination form from here and fill in the details.
- Maximum 5 documents (including photograph and signature) can be uploaded for one application.
- The registered Rent Agreement duly registered under Section 17 of the Registration Act, 1908 and executed in favour of the tenant by the landlord for a period of more than one year, will be accepted as a valid proof of address.

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A confirmation message stating “Document has been uploaded successfully!” will be displayed on the screen.

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LOGOUT

Upload Supporting Documents (Optional)

Fields marked with asterisk (*) are mandatory

Select Category*
Select

Sub Category*
Select

Choose File No file chosen

File supported: PDF Maximum size: 1 MB

Upload

Attachment Type	Attachment Description	Upload documents
Documents	Address Proof	View

Please bring original documents along with two self- attested photocopies at the time you visit Mission/OSP.

Note

- Before uploading the nomination form, ensure that you have downloaded the nomination form from here and fill in the details.
- Maximum 5 documents (including photograph and signature) can be uploaded for one application.
- The registered Rent Agreement duly registered under Section 17 of the Registration Act, 1908 and executed in favour of the tenant by the landlord for a period of more than one year, will be accepted as a valid proof of address.

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Once uploaded, the document will be displayed on the screen for your review.

Note: The total of all uploaded documents should be no more than **1 MB**

4. View the Uploaded Document

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Upload Supporting Documents (Optional)

Fields marked with asterisk (*) are mandatory

Select Category*
Select

Sub Category*
Select

Choose File No file chosen

File supported: PDF Maximum size: 1 MB

Upload

Attachment Type	Attachment Description	Upload documents
Documents	Address Proof	View

Please bring original documents along with two self- attested photocopies at the time you visit Mission/OSP.

Note

- Before uploading the nomination form, ensure that you have downloaded the nomination form from here and fill in the details.
- Maximum 5 documents (including photograph and signature) can be uploaded for one application.
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Applicant may click on the **View** button to access the uploaded document. It will be displayed in a new window.

5. Delete the Uploaded Document

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Upload Supporting Documents (Optional) Fields marked with asterisk (*) are mandatory

Select Category*
Select

Sub Category*
Select

Choose File No file chosen

File supported: PDF Maximum size: 1 MB

Upload

Uploaded Documents

Attachment Type	Attachment Description	Upload documents
Documents	Address Proof	View ✕

Please bring original documents along with two self- attested photocopies at the time you visit Mission/OSP.

Note

- Before uploading the nomination form, ensure that you have downloaded the nomination form from here and fill in the details.
- Maximum 5 documents (including photograph and signature) can be uploaded for one application.
- The registered Rent Agreement duly registered under Section 17 of the Registration Act, 1908 and executed in favour of the tenant by the landlord for a period of more than one year, will be accepted as a valid proof of address.

If the applicant wishes to remove the uploaded document, they can do so by clicking the red colored delete button.

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Upload Supporting Documents (Optional) Fields marked with asterisk (*) are mandatory

Select Category*
Select

Sub Category*
Select

Choose File No file chosen

File supported: PDF Maximum size: 1 MB

Upload

Uploaded Documents

Attachment Type	Attachment Description	Upload documents
Documents	Address Proof	View ✕

Please bring original documents along with two self- attested photocopies at the time you visit Mission/OSP.

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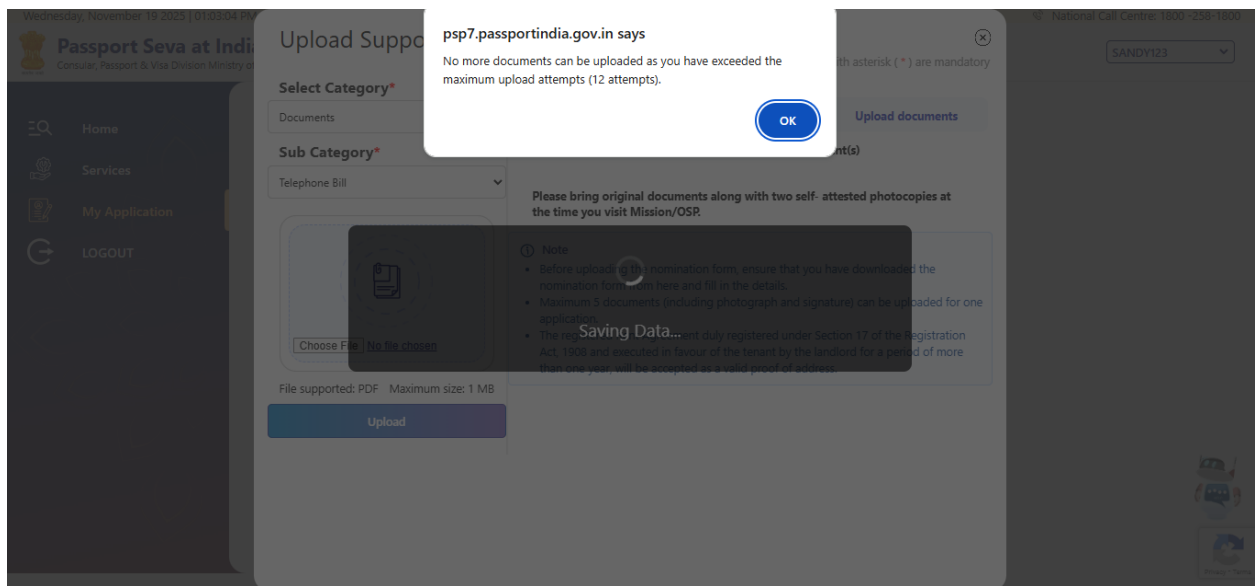
Document deleted successfully.

OK

After the document is successfully deleted, a confirmation message stating “Document deleted successfully” will be displayed on the screen.

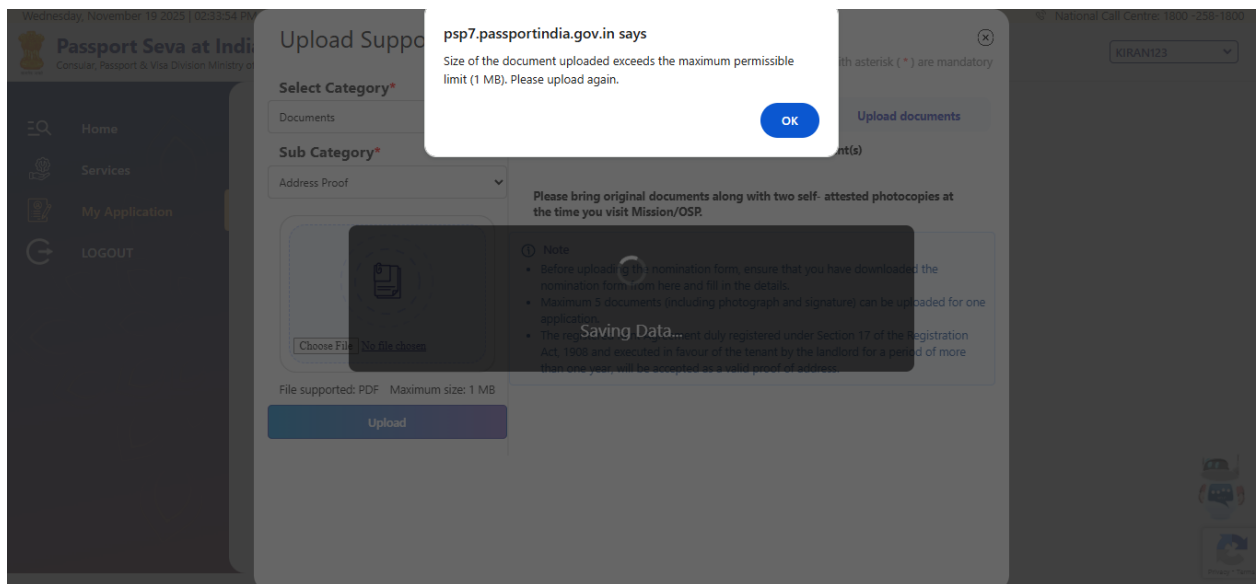
Note: If the applicant intends to delete and re-upload the documents, a maximum of 12 attempts is permitted (including photograph and signature).

6. Error Handling



Error “No more documents can be uploaded as you have exceeded the maximum upload attempts (12 attempts)”

Solution: This form should be ignored. The applicant must fill and submit a new form for processing.



Error: Size of the document uploaded exceeds the maximum permissible limit (1 MB). Please upload again.

Solution: Ensure that the total size of all documents uploaded is not more than 1 MB.