

**Passport Police Verification Form-Part-1**  
**(To be filled by Verification Police Officer)**

Objective:- To certify applicant's Nationality, Identity and Address through local enquiries, physically visiting applicant's address, through people living in the area, secret informants, meeting witnesses who are residents of the same locality/district as that of the address of the applicant, verifying the documents submitted by the applicant in his/her Passport application, etc.

**1 Applicant's Information:-**

- 1.1 Full Name : \_\_\_\_\_  
1.2 Father's Name : \_\_\_\_\_  
1.3 Date of Birth : \_\_\_\_\_ 1.4 Gender : \_\_\_\_\_  
1.5 Current Full Address : \_\_\_\_\_  
City/Town/Village : \_\_\_\_\_  
Police Station : \_\_\_\_\_ State : \_\_\_\_\_ PIN Code \_\_\_\_\_  
Country : \_\_\_\_\_  
1.6 Residing on the aforesaid address since which date : \_\_\_\_\_  
1.7 Contact Number : \_\_\_\_\_

**2 Verifying Police Official's Details:-**

- 2.1 District : Gurugram 2.2 Police Station : \_\_\_\_\_  
2.3 Police Post (It applicable) : \_\_\_\_\_  
2.4 Name : \_\_\_\_\_  
2.5 Rank & Belt No : \_\_\_\_\_ 2.6 Contact Number : \_\_\_\_\_

**3 Nationality/Identity Verification:-**

- 3.1 Have you verified the applicant's Nationality ? (Yes /No)  
3.2 Is the applicant an Indian Citizen ? (Yes /No)

**3.3 Detailed verification (for male applicants between the ages of 16 and 40 years):-**

(i) Type of identity document verified by asking the applicant to online download one document (Aadhar card, PAN card, Driving license, Voter Card, etc) on a mobile phone, laptop, tab or computer in front of the verifying police official, taking a self-attested copy of the same from the applicant as well as cross-checking the same with the copy of the document earlier submitted by the applicant at the time of online application for grant of passport.

**(Tick the relevant document and enter the number)**

- a) Aadhaar No. \_\_\_\_\_  
b) PAN No. No. \_\_\_\_\_  
c) Driving License No. \_\_\_\_\_  
d) Voter Card No. \_\_\_\_\_

e) Any other document authorized as valid by the MEA, Government of India.

Have you taken a self-attested copy of the aforesaid document of the applicant?(Yes /No)

**Witnesses' details:-**

**Witness No. 1**

- Full Name : \_\_\_\_\_
- Father's/Husband Name : \_\_\_\_\_
- Date of Birth : \_\_\_\_\_ Gender : \_\_\_\_\_
- Permanent Full Address : \_\_\_\_\_  
City/Town/Village : \_\_\_\_\_  
Police Station : \_\_\_\_\_ State : \_\_\_\_\_  
PIN Code : \_\_\_\_\_ Country : \_\_\_\_\_
- Current Full Address : \_\_\_\_\_  
City/Town/Village : \_\_\_\_\_  
Police Station : \_\_\_\_\_ State : \_\_\_\_\_  
PIN Code : \_\_\_\_\_ Country : \_\_\_\_\_
- Residing on the aforesaid address since which date : \_\_\_\_\_
- Contact Number : \_\_\_\_\_
- Aadhar Card, PAN Card, Driving License, Voter ID, etc : \_\_\_\_\_

I have you taken a self-attested copy of the aforesaid document of the witness? (Yes /No)

**Declaration:-** I hereby state that the applicant Sh. \_\_\_\_\_ S/o/D/o \_\_\_\_\_ is an Indian Citizen, has given his/her true identity, the applicant is residing at his/her address i.e \_\_\_\_\_ Since approximately \_\_\_\_\_ and has good character.

**Signature of the witness.**

**Date** \_\_\_\_\_

**Witness No. 2**

- Full Name : \_\_\_\_\_
- Father's/Husband Name : \_\_\_\_\_
- Date of Birth : \_\_\_\_\_ Gender : \_\_\_\_\_
- Permanent Full Address : \_\_\_\_\_  
City/Town/Village : \_\_\_\_\_  
Police Station : \_\_\_\_\_ State : \_\_\_\_\_  
PIN Code : \_\_\_\_\_ Country : \_\_\_\_\_
- Current Full Address : \_\_\_\_\_  
City/Town/Village : \_\_\_\_\_

Police Station : \_\_\_\_\_ State : \_\_\_\_\_

PIN Code : \_\_\_\_\_ Country : \_\_\_\_\_

- Residing on the aforesaid address since which date: \_\_\_\_\_
- Contact Number : \_\_\_\_\_
- Aadhar Card, PAN Card, Driving License, Voter ID, etc : \_\_\_\_\_

I have you taken a self-attested copy of the aforesaid document of the witness? **(Yes /No)**

**Declaration:-** I hereby state that the applicant Sh. \_\_\_\_\_

S/o/D/o \_\_\_\_\_ is an Indian Citizen, has given his/her true identity, the applicant is residing at his/her address i.e \_\_\_\_\_

Since approximately \_\_\_\_\_ and has good character.

**Signature of the witness.**

**Date** \_\_\_\_\_

### **3.4 Normal verification (for other applicants):-**

Type of identity document verified from the applicant on the spot by taking a self-attested copy of one of the documents submitted by the applicant earlier at the time of online application for grant of passport (Aadhar card, PAN card, Driving license, Voter card, etc) after cross-verifying it on the spot by comparing it with the original of the aforesaid document.

**(Tick the relevant document and enter the number)**

- a) Aadhaar No. \_\_\_\_\_
- b) PAN No. No. \_\_\_\_\_
- c) Driving License No. \_\_\_\_\_
- d) Voter Card No. \_\_\_\_\_

e) Any other document authorized as valid by the MEA, Government of India.

Have you taken a self-attested copy of the aforesaid document of the applicant? **(Yes /No)**

### **4 Address Verification of the applicant:-**

4.1 Have you physically visited and thoroughly verified the applicant's address? **(Yes /No)**

4.2 Date and Time of visiting the applicant's address \_\_\_\_\_

4.3 Have you clicked the geo-tagged photograph (with date and time stamp) of the applicant in front of applicant's residence/ of the applicant's residence as par the SOP? **(Yes /No)**

If no, record the reasons in writing \_\_\_\_\_

**5 Additional Information:-**

5.1 Any other relevant information about the applicant: \_\_\_\_\_

\_\_\_\_\_

5.2 Verifying police Official's remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

|     |         |  |
|-----|---------|--|
| (a) | Clear   |  |
| (b) | Adverse |  |

If adverse, then the reasons for the same: \_\_\_\_\_

\_\_\_\_\_

**6 Declaration:-**

I (Rank, Belt No. and Name of Verifying Police Official) \_\_\_\_\_

\_\_\_\_\_

Hereby certify that I have verified the Nationality, Identity Document(s) and Address of the (Applicant's Name) \_\_\_\_\_

And my aforesaid report is true and correct and nothing material has been concealed therein.

(Signature of the Verifying Police Official)

(Rank, Name & Belt No)

\_\_\_\_\_

Date : \_\_\_\_\_

Mobile No. : \_\_\_\_\_

Stamp/Seal of Verifying Police Official

**Passport Police Verification Form-Part-II**  
**(To be filled by MHC of the Police Station)**

**Objective:-** To report about the criminal record of the applicant after checking the Police Station, the CCTNS and ICJS records.

**Note:** If any major change in the name of the applicant comes to notice, then further and thorough verification shall be done by the SHO himself for criminality check.

- 1.1 Have you checked the Police Station's record ? **Yes / No**
- 1.2 Have you checked the CCTNS database ? **Yes / No**
- 1.3 Have you checked ICJS database ? **Yes / No**
- 1.4 Have you attached a detailed and signed report on the basis of 1.1, 1.2, and 1.3? **Yes / No**

**Declaration:-**

I (Rank, Belt No. and Name of MHC) \_\_\_\_\_

\_\_\_\_\_ hereby certify that my aforesaid report and my aforesaid attached detailed report is derived from official records, is true and correct and nothing material is concealed there in.

**(Signature of the MHC)**

**(Name & Belt No)** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Mobile No:** \_\_\_\_\_

**Stamp/Seal of MHC**

**Passport Police Verification Form-Part-III**  
**(To be filled by SHO of the Police Station)**

**Objective:-** To make recommendation based on the reports received in the Part - I & II of this form.

**Recommendation:-**

1.1 I **agree / do not agree** with the police verification report of the Verifying Police Official.

1.2 I **agree/do not agree** with the police verification report of the MHC.

1.3 Based on the above reports, I **recommend / do not recommend** the issuance of a Passport to the applicant.

1.4 If not recommended, then the reasons for the same : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(Signature of the SHO)

(Rank, Name & Belt No of SHO) \_\_\_\_\_

Date : \_\_\_\_\_

Mobile No. : \_\_\_\_\_

Stamp/Seal of the SHO