

Annexure 2

Brief Idea - How to fill the Passport Form

For filling the online form please log in to the link <https://passport.gov.in/nri/online.do>

INDIAN MISSION	Please select Mbabane Eswatini
SERVICE DESIRED	You can choose one of the following services as appropriate: <ul style="list-style-type: none">• Fresh Passport: if application is for new born baby.• Re-issue of passport: if validity of your present passport is expiring within one year or pages are about to exhaust.• New passport in lieu of damaged/lost passport: if your present passport is lost or damaged.• Passport for children up to 15 years of age: if the child is minor.
SURNAME	Surname is usually the last name or family title. Therefore, please enter your last name such as Iyer, Patel, Nair, Sharma etc. In case you do not have surname, then just leave it blank. In case of re-issue of passport, please write as given in your existing passport.
GIVEN NAME	Enter the name as it appears in your passport. Makes sure to enter it correctly without making any mistakes, no abbreviation or honorary titles are allowed
PREVIOUS NAME	If you have ever changed your name, please indicate the previous name in full. This will be applicable to a person who has changed the name, or a lady who has changed her name/ surname subsequent to marriage.
SEX	Write 'Male', 'Female' or 'Others' as appropriate
DATE OF BIRTH	Enter in the format of DD/MM/YYYY. It should be same as in your existing passport.
PLACE OF BIRTH	If born in India, please mention the name of village/town/city/state in India. If born outside India, mention the name of place and country. If born before partition of India, at a place which now falls within Pakistan or Bangladesh, please fill the name of the place followed by country as "Undivided India
QUALIFICATION	Write your highest educational qualification in this column.
PROFESSION	Write your current profession
VISIBLE MARK	Mention the marks which are visible from outside like cut mark or moles or any other distinguishable marks on face, hand, legs etc.
HEIGHT, COLOUR OF EYES, COLOUR OF HAIR	As appropriate
ADDRESS TO BE PRINTED IN PASSPORT	Please fill in your complete permanent address in India with PIN code. If you want to change your address which is different from the one mentioned in your passport then please refer to the Passport section of this website.
OTHER ADDRESS	Your present address in Eswatini
PHONE NO.; MOBILE NO.; E-MAIL ADDRESS	Please provide your phone, mobile and e-mail address. This will be useful in case we want to contact you for any additional information while processing your application. MARITAL

MARITAL STATUS	Please choose as appropriate
SPOUSE'S NAME AND NATIONALITY	If applicable, write your spouse name as mentioned in your existing passport. If you want to add your spouse name, then please refer to the Passport section of this website.
FATHER/MOTHER'S NAME	It should be same as in your existing passport.
PREVIOUS PASSPORT	If you had held a passport or currently holding a passport, give details of previous passport including File number which is generally given on the last cover page of the passport
PHOTOGRAPH	Uploading photograph is not mandatory.
Appointment Date	Taking appointment date is not mandatory. The printed physical form can be submitted on any working day between 0900 hrs to 1230 hrs only.

After taking the printout of the completed form, following column needs to be filled with hand.

07. Write the name of your close relative/friend/neighbor or any known person whom we can contact in case of you land in any emergency like accident/death/illness etc. Please mention his mobile number compulsorily.

09. If you have local driving license issued by Eswatini, then please mention its number, date and place of issue in this column.

10. Please mention your highest educational qualification in this column. This is useful to decide your ECR/ECNR category.

11. In the first blank space write when you first leave India for the first time. In the second blank space write when you have last visited India for any holiday, family visit, vacation etc.

12. Please mention for how long you are living outside India continuously. It could be in years and months.

13. Look for ECR stamp on the passport or on the last laminated page of the passport. If ECR stamp is found then tick the ECR box and if no ECR stamp is there then tick ECNR box.

In new laminated passports the ECR remarks is given at the top of the last laminated page of the passport. If there is no remark then it is ECNR.

14. Write the full address of the company where you work or your husband/parents' company along with telephone number. If the space is insufficient then please write it at the top of the page or at the bottom of the page.

15. If you are born in India then you are Indian by birth and if you are born outside India, you are Indian by descent. Kindly tick the appropriate box.

16. If you have any other countries nationality or passport or at any time before you were holding any other country's passport/nationality/travel document, then please write yes otherwise write no.

17. If you are ever refused to be given passport by any Passport Offices in India or by any Indian Embassy/Mission, then please write yes otherwise write no.

18. If your passport ever revoked means cancelled without giving new passport or impounded means taken back by Passport Offices in India or by any Indian Embassy/Mission, then please write yes otherwise write no.

19. Write name, address and phone number of two of their friends, relatives either in India or in Eswatini. Writing phone number is must.

20. If working in any Government of India service/job of any kind, then NOC from the government office is required. If not then write No.

21. If any criminal case is pending in any court in India then give the details otherwise write NO.

22 & 23 Fill this column only if the application is due to loss or damage of the passport, otherwise write NA

24. If applicant is not registered with Indian Mission/Post or any Indian organization, then please get yourself registered with this Mission at the link given below:

<http://www.hcimbabane.gov.in>

25. If name of your child appears in your passport then please provide details in this column.

26. Signing this declaration is must. No passport service will be provided if signature, date and place are left blank. Your signature should be same as in the existing passport. If you want to change your signature then refer to the Passport section of this website.

27. Fill this column in case of minors only

28. Fill this column in case of minors only. Write name of applicant in the first blank space, name of mother in the second blank space, name of father in the third blank space. Both the parents should sign the application at the appropriate place. It should be same as in their passports.

29. Please sign as per the passport within the boundaries of the box provided. It is to be signed by all applicants whether minor or major.