

# High Commission of India Lilongwe (Malawi)

Steps for Applying Online Passport and other Consular services

- Please visit our website: <u>www.hcililongwe.gov.in</u>
- Go to Consular >> Online Consular Services >> Select the service
- The link will take to the page <u>https://embassy.passportindia.gov.in/</u>
- Select Africa & Middle East >> Malawi
- Register by clicking on "Register" Link on the left side.
- Login with the registered login ID and Password on "User Login" link.
- In the Applicant Home Page, select the service required among the following:
  - Apply for Passport
  - Police Clearance Certificate (PCC)
  - Emergency Certificate
  - Surrender of Indian Passport (Renunciation Certificate)
  - Identity Certificate
- After successful submission of online application, take a printout of the online submitted form.
- Visit the High Commission along with required supporting documents.

### For more information, please visit High Commission's website, Facebook & Twitter page:

| Website:  | http://www.hcililongwe.gov.in/         |  |  |
|-----------|--|--|--|
| Facebook: | https://web.facebook.com/IndiaInMalawi |  |  |
| Twitter:  | https://twitter.com/India_in_Malawi    |  |  |

### **1. Visit the website https://embassy.passportindia.gov.in/<u>and select</u> Malawi.**



# **3. Complete the Registration form.**

| 🛛 🔒 https:/        | //portal5. <b>passportindia.gov.in</b> /Online/index.html   |   | 🛛 🛠 🕁   |
|--------------------|---|---|---|
| India              |   |   |   |
| onsulates. Only    | Only Indians living abroad are eligible to apply for Passport<br>respective Indian Missions (Embassy/High Commission) or Po | Services using Passport Seva System under the jurisdiction<br>osts (Consulate Generals) abroad. | Assport Seva<br>n of the<br>y/High Commission |
|                    | Embassy/Consulate *   | Malawi - Lilongwe   |   |
|                    | Given Name (Max 45 Characters) *  | Enter Given Name  | arent, more                                   |
|                    | Surname (Max 45 Characters)   | Enter Sumame  | prkforce                                      |
| Refere V           | Date of Birth (DD/MM/YYYY) *  |   |   |
| Steps to           | E-mail Id (Max 35 Characters) *   | Enter E-mail Id   |   |
| Regist             | Do you want your Login Id to be same as E-mail Id? *  |   | Services                                      |
| In the     Certifi | Login ld *  | Enter Login id  |   |
| Passp<br>• After s | Password *  | Enter Password  | sword   |
|                    | Confirm Password *  | Confirm Password  |   |
| Frequent           | Hint Question *   |   | ∽ nsulate                                     |
| Passport           | Hint Answer *   | Enter Hint Answer   |   |
|                    | Enter Characters Displayed *  | 2F76MGG   |   |
|                    |   | Change the picture displayed Enter Characters Displayed   | Passport Office                               |
|                    | Clos  | e Register  |   |

# 4. Activate your account by clicking the link on registered mail.

| + |  | 2 |
|---|--|---|
| - | passport admin@passportindia.gov.in<br>👔 to me =   | 1 |
|   | Dear Applicant.  |   |
|   | Congratulations! You have been registered successfully on Passport Seva System.!!  |   |
|   | Only Indians living abroad are eligible to apply for Passport Services using Passport Seva System under the jurisdiction of the respective Indian Missions (Embassy/High Commission) or Posts (Consulate Generals) abroad.   |   |
|   | Please go through the below mentioned points before proceeding with your account activation:   |   |
|   | 1. The password of the registered User ID expires after every 90 days. Please make a note of your Date of Birth and Hint Question/Answer entered at the time of registration. You can reset your account password by disking the Forgot Password? Tink available at the Passport Seva for Indian Embassies User Login screen.                    |   |
|   | 2. Please ensure that the details entered in the Online Application Form (especially passport printiple details shown as passport preview before online submission of application) are correct. You will not be able to make any<br>changes in your application post submitting the same online.   |   |
|   | 3. Take a printed of the online submitted form (Use print application after selecting the Application Reference Number (ARN) on applicant home page) for submission at Masion/Post along with supporting documents as<br>mendioned on the Master (and Outsourced service provider ((famp)) metate.   |   |
|   | 4. Please refer to the Mission Post website section on the Passport services for latest information on various topics such as application submission process, fee structure, documents to be submitted etc. For any clarification,<br>you can refer to the FAQs (Frequently Asked Questions) and Contact Us section on the Mission Post website. |   |
|   | Please alish the link helow to autivate your assount   |   |
|   | esta i portelit seassocrimola povimiOnima continut Action 7 valicazion Drimpe 1430055745005474   |   |
|   | Best regards,<br>Respond Serve Communications Team   |   |







#### х Indian Missions (Embassy/High Commiss Only Indians living abroad are eligible to apply for Passport Services using Passport Seva Dr. Subr System under the jurisdiction of the respective Indian Missions (Embassy/High Commission) External Af or Posts (Consulate Generals) abroad. a timely, transparent, more Thank you for registering on the Passport Seva for Indian Embassies Portal. To activate your mfortable environment through account, please click the link in the email sent to your email ld. This link will be active only till and motivated workforce 08/09/2020 User Login/ Registration Before You Apply

### Steps to Apply

- Register by clicking on "Register" Link
- Login with the registred login ID and Password on "User Login" link
- In the Applicant Home Page, click on "Apply for Ordinary Passport/Emergency Certificate/Police Clearance Certificate/Surrender of Indian Passport/Diplomatic Passport/Official Passport/Identity Certificate" link to file a new application
- After successful submission, take a printout of the online submitted form



Register

Register to apply for Passport Services



**User Login** Login using Login Id and Password

More ≽

### 6. Login with Registered ID and Password.

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🛛 🔒 https://portal5.passportindia.gov.in/Online/index.html

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### 7. Select the service required.



Passport Seva at Indian Embassies and Consulates Consular, Passport & Visa DMsion Ministry of External Affairs, Government of India Welcome SOMVEER



Welcome to the Passport S

### Applicant Home

#### Important Note:

- Take a printout of the online submitted form along with required supporting documents for submission at Embassies/Consulates/other authorized application submission centre as mentioned on the Mission (and Outsourced service provider (if any)) website.
- Please refer to the Embassies/Consulates website section on the Passport services for latest information on various topics such as application submission process, fee structure, documents to be submitted etc. For any clarification, you can refer to the FAQs (Frequently Asked Questions) and Contact Us section on the Embassies/Consulates website (and the website of Outsourced service provider (if any)).

#### To start filling your application online, click on the link given below

- > Apply for Ordinary Passport Application for Fresh Passport/Re-issue of Passport (Blue cover passport)
- > Apply for Police Clearance Certificate Application for Police Clearance Certificate
- > Apply for Emergency Certificate Application for Emergency Certificate (White cover passport for one-way travel to India in case of non-availability of a valid

#### Passport)

- > Apply for Diplomatic/Official Passport Application for Diplomatic/Official Passport (Maroon/Grey cover passport)
- > Apply for Surrender of Indian Passport Application for Passport Surrender Certificate After Acquiring Foreign Nationality/Renunciation of Indian Citizenship
- > Apply for Identity Certificate Application for Identity Certificate
- > Apply for Background Verification for GEP Application for Background Verification for GEP

### 8. Complete all the steps in the online application.

| Passport Seva<br>Consular, Passport<br>Ministry of External | a at Indian Embassies and Consula<br>& Visa Division<br>Affairs, Government of India | tes   | ,                    | Welcome SOMVEER       | Passport<br>Seva                      |
|---|--|---|----------------------|-----------------------|---------------------------------------|
| sion) or Posts (Consulate Gene<br>BASSPORT TYPE             | abroad.  | 4 5 6<br>ANT ADDRESS EMERGENCY CONTACT PREVIOUS PASSPORT<br>DETAILS DETAILS   | 7<br>OTHER DETAILS   | 8<br>PASSPORT PREVIEW | 9<br>PASSPORT DETAILS<br>VERIFICATION |
|   | APPLICAT<br>Passport Type  | TION FORM FOR ORDINARY PASSPORT   | asterisk (*) are mar | ndatory               |                                       |
|   | Applying for*<br>Type of Application*<br>Type of Passport Booklet*                   | <ul> <li>Fresh Passport</li> <li>Re-issue of Passport</li> <li>Normal</li> <li>Tatkaal</li> <li>36 Pages</li> <li>60 Pages</li> </ul> |                      |                       |                                       |
|   |  | Clear Next  |                      |                       |                                       |

Passport Seva at Indian Embassies and Consulates Consular, Passport & Visa Division Ministry of External Affairs, Government of India





| PASSPORT TYPE APPLICANT DETAILS FAMILY DETAILS APPLICANT ADDRESS EMERGED   |   |
|--|---|
| APPLICATION FORM FO  | OR ORDINARY PASSPORT  |
| Applicant Details  | Fields marked with asterisk (*) are mandatory   |
| Given Name* SOMVEER  | SINGH   |
| Gender*  | Male      Female      Transgender   |
| Have you ever been known by other names<br>(aliases)?*   | ⊖ Yes 	● No   |
| Have you ever changed your name?*<br>Date Of Birth (DD/MM/YYYY)*   | O Yes 	● No<br>Place of Birth (Village/Town/City)*  |
| 22/04/1989   | DELHI   |
| Is your Place of Birth out of India?* State/UT* Delhi  | O Yes ● No<br>District <sup>e</sup><br>North West Delhi   |
| Marital Status*  | Citizenship of India by*  |
| PAN (if available)   | Voter Id (if available)   |
| Employment Type*   | Educational qualification*  |
| Is either of your parent (in case of minor)/spouse, a government servant?*   | O Yes 	● No   |
| Is applicant eligible for Non-ECR category?*<br>Click In<br>Visible distinguishing mark  | Yes No Aadhaar Number (if available)  |
| I, the holder of above mentioned Aadhaar Num<br>obtain my Aadhaar Number, Name and Finger<br>objection using my identity and biometric inform<br>only for the purpose of authentication. | ber , hereby give my consent to Passport Seva to<br>print/Iris for authentication with UIDAI. I have no<br>nation for validation with Aadhaar (CIDR) database |
| Back S   | ave Next  |

9. Please make sure you have entered all the details correctly. All the details in existing passport should be same in the passport preview as under. If you want to change or add any entry on passport like change in address or addition of spouse name, supporting documents would be required.

The application should be signed and one recent colour passport size photo with white background need to be pasted and one extra photo to be submitted.



10. After submitting the application, take the print out and visit the High Commission with all supporting documents. Photocopies of all the documents including Passport should be clear.

### Status of the applications can be tracked from your account.



Passport Seva at Indian Embassies and Consulates Consular, Passport & Visa Division Ministry of External Affairs, Government of India



Welcome SOMVEER

Clogout

Welcome to the Passport Seva

## Applicant Home

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- Please refer to the Embassies/Consulates website section on the Passport services for latest information on various topics such as application submission process, fee structure, documents to be submitted etc. For any clarification, you can refer to the FAQs (Frequently Asked Questions) and Contact Us section on the Embassies/Consulates website (and the website of Outsourced service provider (if any)).

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- > Apply for Identity Certificate Application for Identity Certificate
- > Apply for Background Verification for GEP Application for Background Verification for GEP

| Search by ARN, FILE NO, APPLICANT NAME          |               | Showing:1/1 |                | Prev            | ious << 1 >> Nex |
|---|---------------|-------------|----------------|-----------------|------------------|
| SELECT  | ARN           | FILE NO     | APPLICANT NAME | SUBMISSION DATE | APPLICATION TYPE |
| ۲   | 20-2001916940 |             | SOMVEER SINGH  | 31/08/2020      | Passport         |
| Print Application Form Track Application Status |               |             |                |                 |                  |