

New Delhi  
5<sup>th</sup> August, 2014

**CIRCULAR**

**Subject: Simplifying passport application process: Self-attestation of documents**

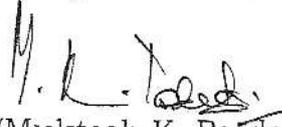
The Department of Administrative Reforms & Public Grievances has directed all Ministries / Departments to review the existing requirement of affidavits and attested copies by Gazetted Officers, while seeking any public service by citizens.

2. It may be mentioned that the Passport Offices adopted the provision of self-certification of documents e.g.; birth certificate, educational documents, address proof from the applicants instead of asking of documents attested by Gazetted Officers way back in 2000. However, there are certain cases in respect of which attested copies of documents are still sought, as per the prescribed provision. These are as under:

- (a) For minors, attested copies of parents passports are sought;
- (b) For proof of marriage, where Marriage Certificates are submitted, attested copies of the same are sought;
- (c) For issue of ordinary passport to Govt. Servant upon retirement / resignation attested copies of Pension Payment Order / notification of retirement or communication accepting resignation of the Govt. Official is sought.

3. It has been decided to discontinue the requirement of attested photocopies of original documents in all the cases including the above. The applicants, therefore, may submit self-attested documents of all the original documents at the time of submission of their passport applications. Under the self-certification method, original documents are required to be produced at the time of verification / final processing.

4. It may be noted that affidavits viz., Annexure A, C, D, E, G, I, K, and L have evidentiary and legal value. Therefore, all the Annexures (A to M) will continue to be accepted as prescribed in the Passports Rules.

  
(Muktesh K. Pardeshi)  
Joint Secretary (PSP) &  
Chief Passport Officer

**All PIAs in India and abroad**