



# JANA MAHITI REPORT

2016

## PASSPORT VERIFICATION

Citizens may report on the nature, number, pattern, types, location, frequency and values of actual acts of bribe taking on this website. The reports, perhaps for the first time, provide a snapshot of bribes being paid (or taken), across Indian cities. I Paid A Bribe uses these reports to make out a case for improving systems and procedures in the government, tightening law enforcement and regulation, thereby reducing the scope for corruption while obtaining services from the government.



# 12 Mn

visits since launch.



# 75 000

reports since launch.



# 639

cities in 30 different countries.

# About our organisation

Janaagraha Centre for Citizenship and Democracy is a not-for-profit organization based in Bengaluru with the mission of transforming the quality of life in India's cities and towns.

Janaagraha works with both citizens and governments to achieve this goal. It does not have any statutory or enforcement powers when addressing the issue of 'retail' corruption (i.e. corruption experienced by citizens on a day to day basis to avail public services).

However, it strives to help citizens get redressed by forwarding their bribe reports on [www.ipaidabribe.com](http://www.ipaidabribe.com) (IPAB) to the appropriate government departments for further action. Janaagraha seeks to work with the Government of Karnataka on this issue.

"I Paid a Bribe" is a Janaagraha initiative, aimed at tackling corruption by harnessing the collective energy of citizens. It provides a platform for citizens to share their corruption-related experiences.

It also enables citizens to report instances where they have had to pay bribes in connection with various transactions relating to government services, and where they successfully resisted paying

bribes. It also provides a space for people to share the good experiences they have had while interacting with officials and departments, where they did not have to face corruption.

The reported bribery cases relate to what citizens have experienced on a day-to-

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day basis to avail public services. Since its launch on 15th of August 2010, the website has received over 12 million visits and over 75,000 reports from across 639 Indian cities. The website today is present not only in India, but also in 30 other countries.

I Paid A Bribe uses these reports to make out a case for improving systems and procedures in the government, tightening law enforcement and regulation, thereby reducing the scope for corruption while obtaining services from the government.

# THE PASSPORTS ACT, 1967

The Passports Act 1967 (Act No. 15 of 1967) is an Act “for the issue of passports and travel documents, to regulate the departure from India of citizens of India and for other persons and for matters incidental or ancillary thereto.” The Act applies to the whole of India extending to citizens of India living outside the country

## POLICE VERIFICATION

Passport is a very valuable document. Thus in order to ensure that it does not go in to wrong hands Police verification is deemed to be required for the issuance of passports.

Whenever a citizen applies for a passport the regional passport officer sends the application for police verification which is conducted through the jurisdictional police station.

The local police are expected to verify and report whether,

- The address furnished in the application is genuine and correct.
- The applicant holds Indian Citizenship.
- The applicant has any criminal antecedents.

The need for Police Verification is prescribed under the Schedule III of the Passport Rules, 1980.

## THE PASSPORT RULES 1980

Some provisions relating to Passport Verification:

1. Schedule III provides discretion to Passport Issuing Authority to get Police Verification conducted (Page 84 Passport Act/Rules)

### Exceptions:

- Pre-Police verification is not required for the issue of passports in the case of government servants on the submission of Identity Certificate as per Annexure B.
- Pre-Police Verification is not required for the issue of passports in the case of minors whose parents hold valid passports.

2. Schedule III page 85 prescribes that no fresh Passport Verification is needed for the re-issue of Passports up to 1 year before expiry or within 3 years after expiry of existing passports provided if there is clear PVR with respect to previous passport and there must be no adverse entries made against the individual.

3. Police Verification is also not required for the children of government or public sector or statutory body employees (Schedule III Page 98).

4. Schedule III column 16, also mentions

that no Police verification is required for minors if valid passports are held by both or either parents .

### Exceptions:

- Post police verification is required if no valid passports are held by the parents of the minors.
5. In Schedule III (Page 46) it says that no police verification is required for minors below the age of 15 for the issue of 5 years validity passport.
  6. The same Schedule mentions that Police verification is required for minors between the ages 15 and 18 for the issuing of passport with a validity of 10 years.

## TATKAL SCHEME (SCHEDULE III, PAGE 46)

Post-Police verification will be done in all the cases of issue of passport under Tatkaal scheme.

The residents of Jammu & Kashmir cannot apply under the Tatkaal Scheme and Mandatory Pre-Police Verification is required (Schedule III, Page 97).

## PASSPORT VERIFICATION REPORT (PVR) SCHEDULE III, PAGE 126

If Police Verification Report says that there is no adverse entry against the individual in the case of existing passport then POLICE CLEARANCE CERTIFICATE (PCC) is issued on the same day at the Passport Seva Kendra (PSK).

PCC will be issued only after the completion of police verification process in the below cases:

1. If the minor who had been issued the passport without the police verification has now become a major.
2. If the applicant was a dependent of a government employee for whom the police verification was not required.
3. If police verification process could not be completed at the time of issuance due to various reasons.
4. If the present address of applicant is different from the address mentioned in the passport.
5. In any other cases where passport was issued without Police Verification.

### The difference between Police Verification Report and Police Clearance Certificate is that:

1. PCC is issued by PSK
2. PVR is issued by the local Police Station

## Important Terms

### POLICE CLEARANCE CERTIFICATE

Police Clearance Certificate (PCC) is issued to Indian Passport holders in case they have applied for Residential Status, Employment or Long term visa or for immigration. PCC cannot be issued for persons going abroad on Tourist Visa (Schedule III).

### POLICE VERIFICATION REPORT

All first time passport applicants are required to undergo the police verification process for issuance of passports, as per the decision of the Passport Office.

If the Passport Office deems fit that police verification is not required then it may be skipped. The moment passport application form is received the next

process begins with the application being forwarded to the state's Police Department's Passport Verification Cell to initiate the verification process. Local police officer arrives at one's residence for verification purpose thereafter (Schedule III).

An applicant must be a resident of the address that has been provided in the application form when submitting it to obtain a passport.

For verification the local police officer arrives at the applicant's residence with one copy of the application form and all supporting documents including address proof that the applicant submitted to ensure presence and verification of applicant to send report.



*Route of verification for passports*

Police may also advise applicants to fill a residence verification form and get it signed by two neighbours to complete verification report.

Criteria for those neighbours are that they should belong to two different families with the addresses nearby the applicant's and must know each other.

Applicants are instructed to sign a set of police verification document by filling respective places in the form.

Verification officer may also continue with interacting with applicant's neighbours to get details about the applicant before submitting his report.

## The Verification Process

### RPO

The RPO is vested with the authority to issue the passports besides revocation and impounding and exercise control over PSK under them.

They handle all back-end functions required for processing passport applications. Passport offices are responsible for printing, lamination, dispatch of passports, liaising with Ministry of External Affairs (MEA), at the State /UT administration and police

They also have the power to decide whether verification is at all necessary for issuing passport.

### (PSK) PASSPORT SEVA KENDRA

PSK's are extended arms of PO's and render front-end services related to passport issuance. These Kendras cover functionalities from token issuance to granting of applications for passport issue /re-issue and other services.

The main vision of Passport Seva Kendra is to deliver passport services in a timely, transparent, more accessible, and reliable manner, and in a comfortable environment through streamlined processes.

Passport is an essential document for the ones travelling abroad for education, pilgrimage, tourism, business purposes and family visits.

During the last few years there has been an increase in the number of application for passports.

To improve the delivery of passport services to Indian citizens MEA has launched the Passport Seva Project in May 2010.

First of all, the applicant needs to register at the Passport Seva Portal to create his User ID & Password. After registering he has to login and fill the required details in

the form and submit it. After submitting the form, the applicant has to take an appointment with the PSK.

Once the appointment is confirmed he'll get the Application Reference Number (ARN). With this number the applicant has to visit PSK with all required documents.

## Unit Officers (Commissioners of Police and Superintendents of Police of Districts

### POLICE STATION OF THE RESPECTIVE LOCALITY

The documents are forwarded to the police stations of the respective localities of the applicants as indicated by them in the application.

Once the applications are received by the police stations of the respective locality, the Police visits the houses of applicants to verify if they are residing at the particular address mentioned in the application. Verification of the criminal antecedents is done through records at the police station.

### RPO

The RPO is vested with the authority to issue the passports besides revocation, impounding, and exercise control over PSK's under them.

It is imperative to note here that even though the issuance is based on the police report, according to the provisions of Schedule III of the Passport Rules, 1980 the RPO is the sole authority to decide whether to issue the passport or not.



*The return route of verified passport application*

# PROCEDURE FOR PASSPORT VERIFICATION

Persons should get their passport in advance before they travel. It also serves as an important identification document. However, it is argued that the verification process is imperative to ensure that the passport is not issued to a citizen who is otherwise not entitled or eligible to get one.

## POLICE VERIFICATION MODES

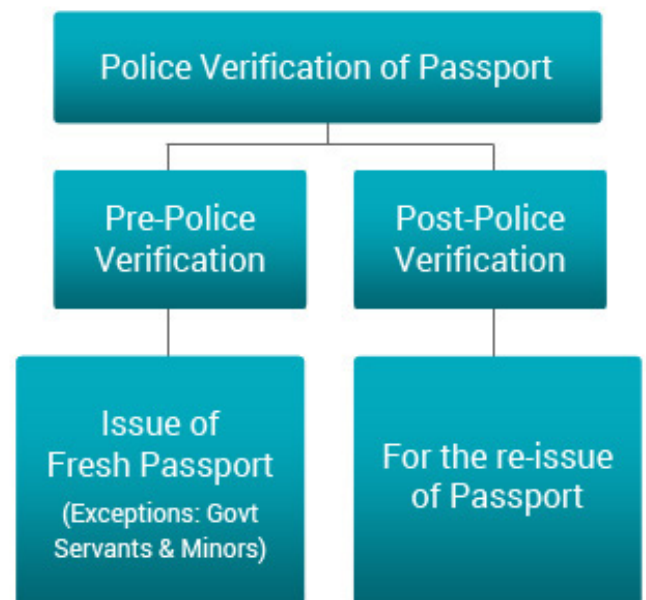
There are two modes of verification for issuing of passport:

1. Police Verification required on a Post-Passport Issuance basis.
2. Police Verification required on Pre-Passport Issuance basis.

Depending on whether an application is for issue of fresh passport or reissue of passport, RPO shall decide whether Police Verification is required for issuance of Passport to the applicant.

In most cases, for issuing of fresh passport, pre-police verification would be required, exceptions being Government servants on submission of Identity Certificate as per Annexure 'B', Passport Rules, 1980, or minors whose parents hold valid passport, etc., or if the RPO deems it fit not to conduct verification.

In most cases of reissue, depending on records available in the Passport Seva system, police verification may not be required or only post police verification may be required, exceptions being reissue of passport in lieu of lost passport or complete change of name.

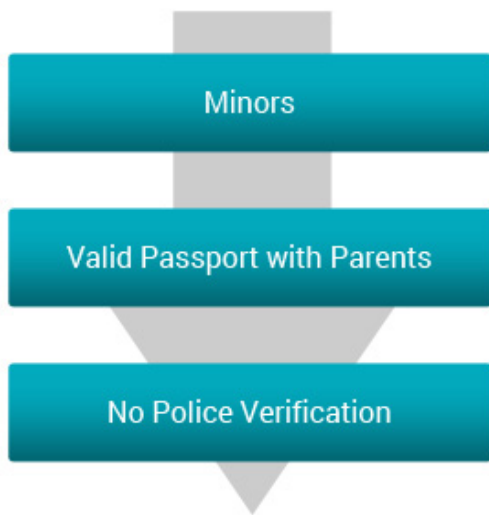


*Police Verification Modes*

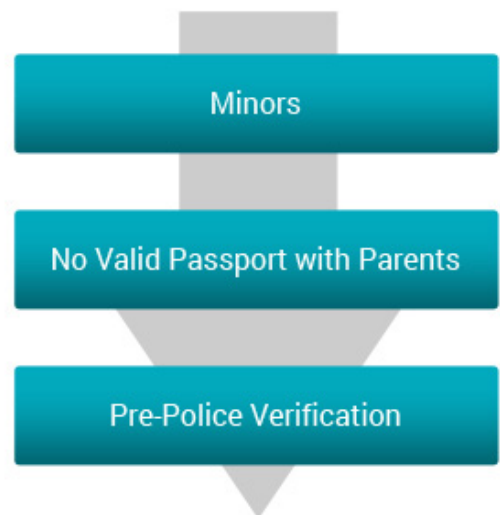
### POLICE VERIFICATION IN CASE OF A MINOR

If either parent of the minor holds a valid passport with spouse name endorsed, passport will be issued to the minor without any police verification. Original passport of parent(s) should be presented for the verification of particulars. If parent(s) hold a valid passport, but spouse name is not endorsed, then they must get the spouse name added in their passport.

For this, they have to apply for reissue of passport and get the specified change done in personal particulars. If either parent does not hold a valid passport, passport will be issued to the minor only after police verification or the applicant may apply under Tatkaal scheme to get the passport on post-police verification basis.



*Valid Passport with Parents*



*No Valid Passport with Parents*



**POLICE VERIFICATION FOR GOVERNMENT/PUBLIC SECTOR/STATUTORY BODY EMPLOYEES**

Government/Public Sector/Statutory body employees can be issued passport without police verification, if they submit Identity Certificate in original as per Annexure "B" as an additional document along with the application form.

They can be issued a passport on post-police verification basis, if they submit No Objection Certificate (NOC) (as per Annexure "M") as an additional document along with the application form.



*Submission of No Objection Certificate*



*Submission of Identity Certificate*

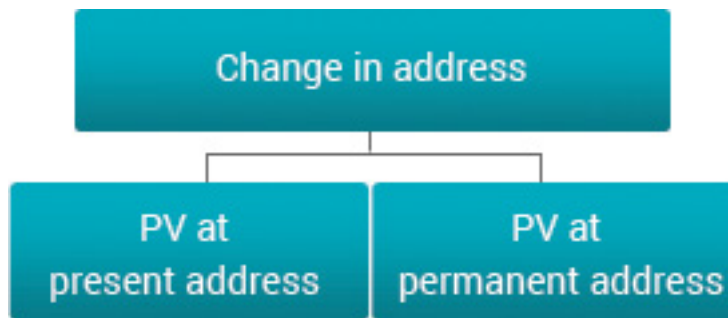
### POLICE VERIFICATION IN CASE OF CHANGE OF NAME OF GOVT./PSU/STATUTORY BODY EMPLOYEES

The following documents are required (Passport Rules 1980):

1. Issue of fresh passport: In case of change in name of Govt./PSU/statutory body employees, Pre Police Verification (PV) will be done. Post Police Verification (PV) will be done on submission of Tatkaal documents.
2. Reissue of passport: In case of change in name of Govt./PSU/statutory body employees, if the old passport has clear or exempted Police Verification (PV) Report and required documents are submitted No Police Verification (PV) will be done.

### CHANGE IN ADDRESS

If the applicant has a house in one city and moves to another, police verification will be done at both permanent and present address. In case the applicant has changed addresses quite often in less than a year, then the police verification will be done at all the addresses where the applicant has resided in the last one year.



*Change in address*

### IN CASE OF CHANGE OF NAME

For change of name the passport holder has to attach the required documents along with their application form.

Old passport in original with self-attested photocopy of its first two and last two pages including Emigration Check Required or ECR/Non-ECR page and page of observation (if any) is required to be submitted.

# Lacunae in Police Verification

## SHORTCUTS

Generally a Police Constable (PC) is sent for Police Verification of the applicant and the Station House Officer (SHO) authenticates the report furnished by the PC.

## NO NATIONAL DATABASE

The applicant is expected to attach proof of address through Aadhar Card or voter ID while applying for a passport. For verification of criminal antecedents however, it may be stated that no all-India database of crime and criminals exists at present since many states have not digitised crime records.

In Karnataka digitised records of all crimes registered as FIRs, for more than ten years are available in respect of the state. In the absence of an all India database, any verification of criminal antecedents by the police is rendered perfunctory since manual verification is impractical.

It is safe to conclude therefore that verification of criminal antecedents would be an unscientific and perfunctory exercise until an All-India database is available in all state police departments. In this backdrop, police verification of criminal antecedent hardly serves any purpose at present except providing a sense of satisfaction to the Passport Issuing Authorities that the application has been cleared by the police

## APPLICANT IS CALLED TO THE POLICE STATION

Considering the huge number of applications referred to the police for verification it is highly impossible for each application to be verified by a PSI.

Police often resort to shortcuts by summoning applicants to the police station causing much inconvenience to them. IPAB reports indicate that the citizens undergo harassment in such a situation where the environment at the police station causes unease to them and may also be used by the police to extract a bribe.

The situation is worse for female applicants who feel vulnerable and harassed at the police station. The applicant can be coerced into paying a bribe.

## LACK OF ORGANISATION

As indicated in many IPAB reports, prior to the visit to the applicant's house, the Police department does not call and confirm the attendance of the applicant in the house which results in wastage of the resources of the department. The absence of this practice defeats the envisioned purpose of Police Verification.

## Corruption Trap

### HINTING/DEMANDING

The reports on IPAB reveal that the police officers visiting a house for verification demand bribes as if it's their right. Some of them demand bribes stating that it's required for the completion of the procedure.

Some officers make it appear as if it is a legitimate fee. Some officers hint that the process will be completed soon and smoothly. The Modus Operandi (MO) here is to hint the possible consequences of not bribing

### VEILED THREATS

Going by the trend of reports on IPAB, veiled threats are made to extort bribes by hinting that there can be an adverse report concerning the passport application if a bribe is not paid. These threats also include purposely delaying of the PVR.

### CALLED TO THE POLICE STATION

The atmosphere in a police station can be forbidding for an applicant. This results in a sort of a duress resulting in his paying a bribe.

### COSTS AND EXPENSES

Often, police officials may come up with justification for their bribe demand indicating that the bribe money may cover their fuels and other expenses.



# ANALYSIS OF I PAID A BRIBE DATA

The IPAB platform is replete with information about bribe instances and such a crowd sourced data can be used to draw a rough macro-level estimate of how pervasive the problem of retail corruption is in case of Passport Verification by the Police.

The following are some data visualizations drawn from the crowd sourced data on [www.ipaidabribe.com](http://www.ipaidabribe.com) based on the high incidence of complaints.

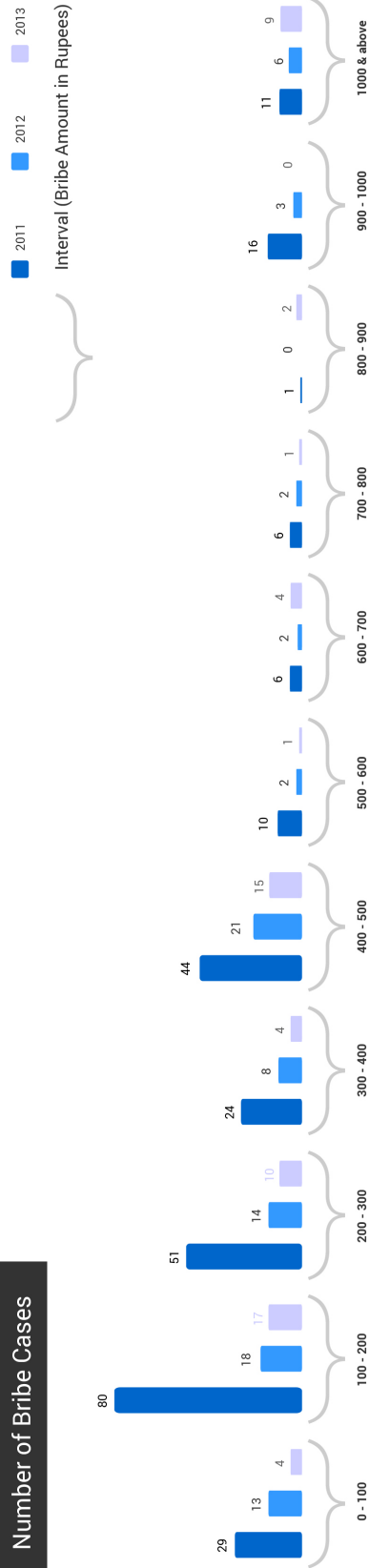
POLICE STATION	AMOUNT RS	NUMBER OF INSTANCES	AVERAGE RS
HAL	2700	7	386
Koramangala	3870	7	553
HSR Layout	1900	4	475
Kadugodi	1200	3	400
Mahadevapura	500	3	167

*Average bribe amount per instance*

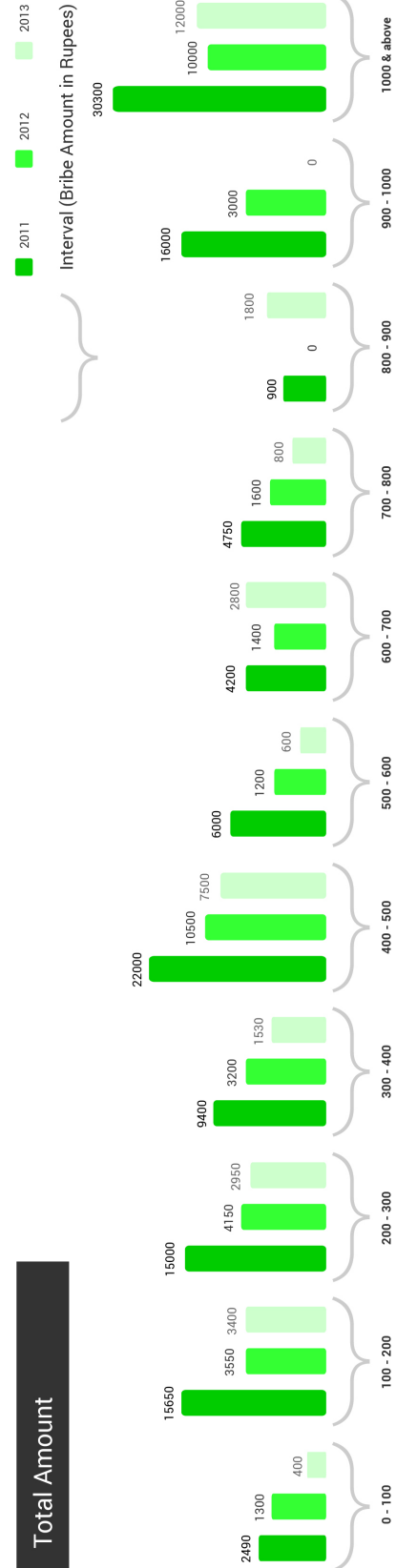
# Passport Verification Analysis

## Volume of Bribes Paid

Number of Bribe Cases



Total Amount



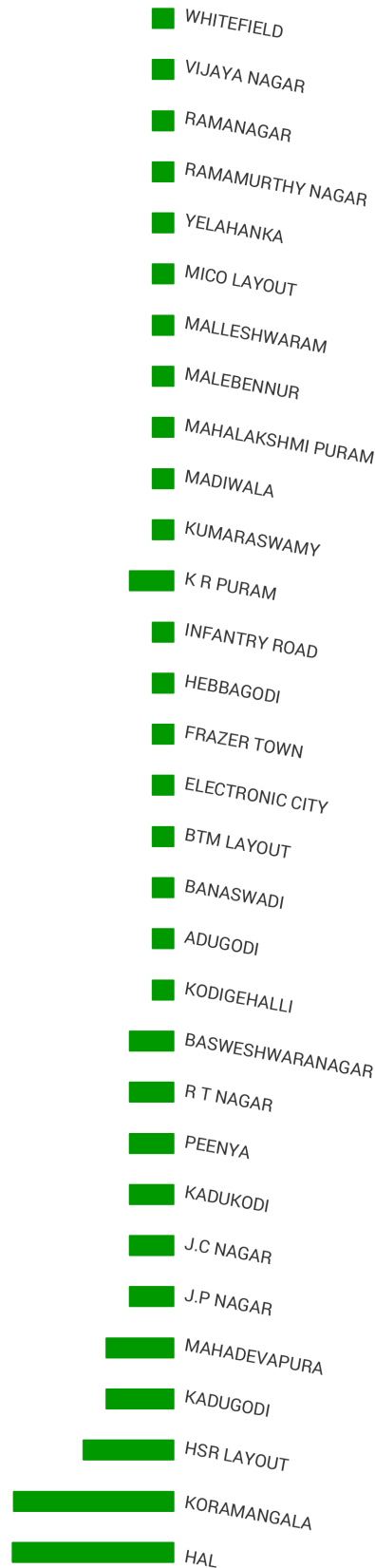


**Note:** This is not a year-on-year comparison, but a mere representation of crowdsourced cases

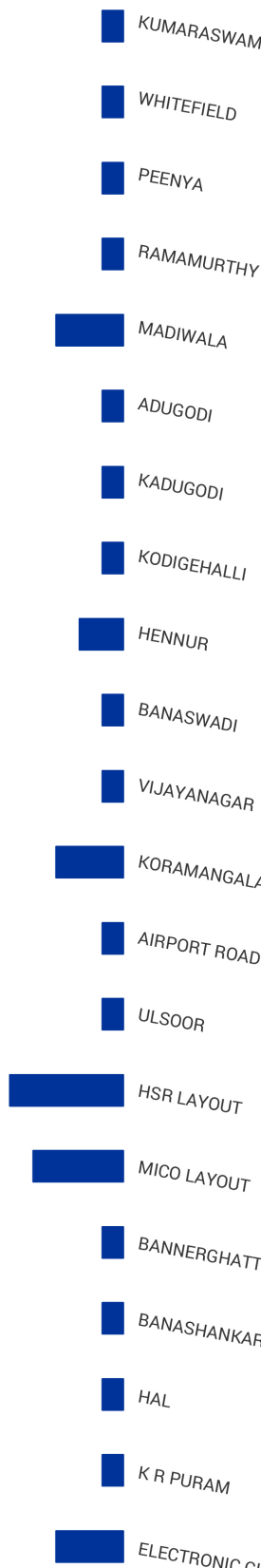
# Passport Verification Analysis

## Police Station Wise Bribes Paid

2011



2012





2013

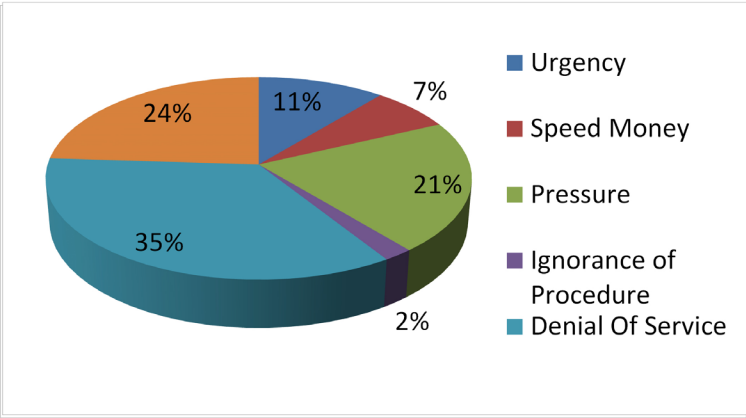
- PEENYA
- PARAPANNA AGRAHARA
- OLD AIRPORT ROAD
- MAHALAKSHMI PURAM
- MAGADI ROAD
- MADIWALA
- KADUGONDANAHALLI
- K R PURAM
- J P NAGAR
- HENNUR
- ELECTRONIC CITY
- CHANNAMMANAKERE ACHUKATTU
- BTM II STAGE
- BASAVESHWARANAGAR
- AIRPORT ROAD
- ADUGODI
- VARTHUR
- MAHADEVAPURA
- J P NAGAR
- HSR LAYOUT
- HAL
- BYAPANAHALLI
- VIVEK NAGAR
- MICO LAYOUT

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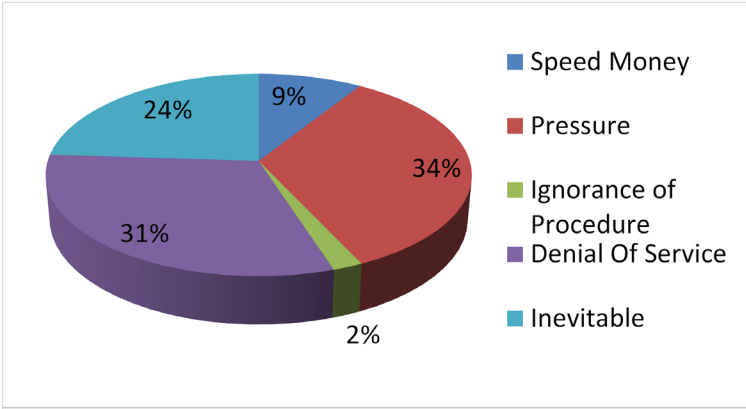
# Passport Verification Analysis

## *Reasons for Paying Bribes*

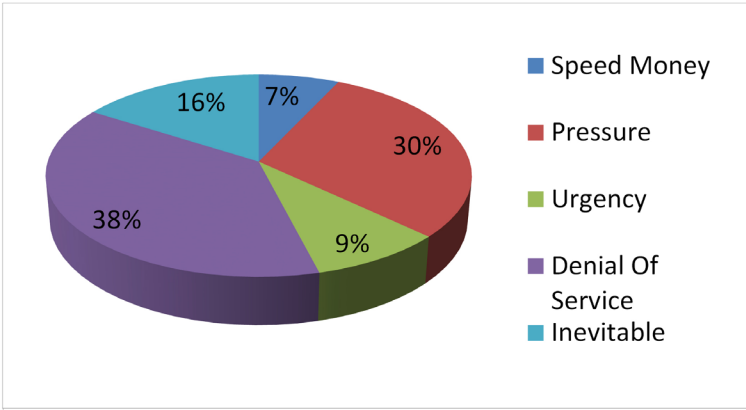
2011



2012



2013

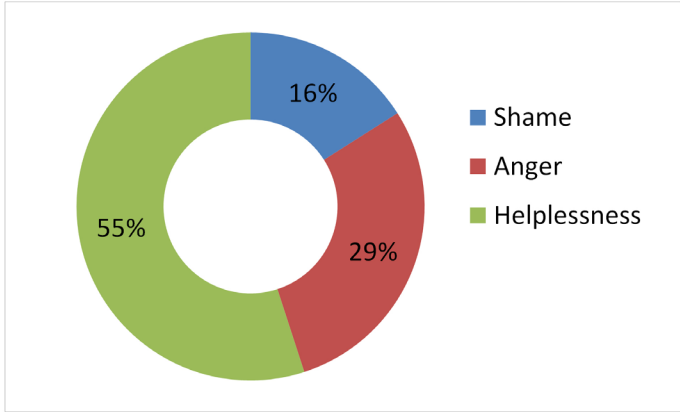


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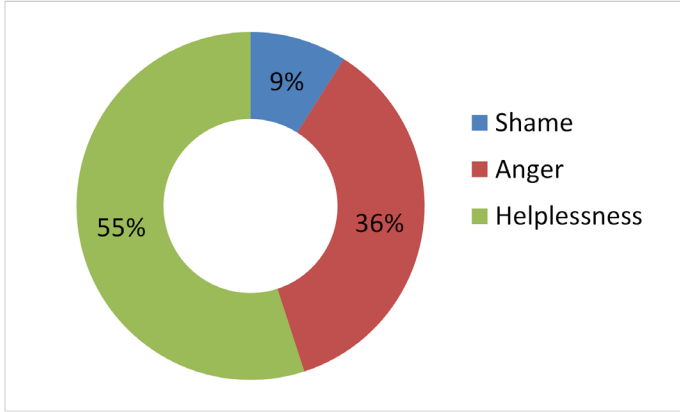
# Passport Verification Analysis

*Reactions after Paying Bribes*

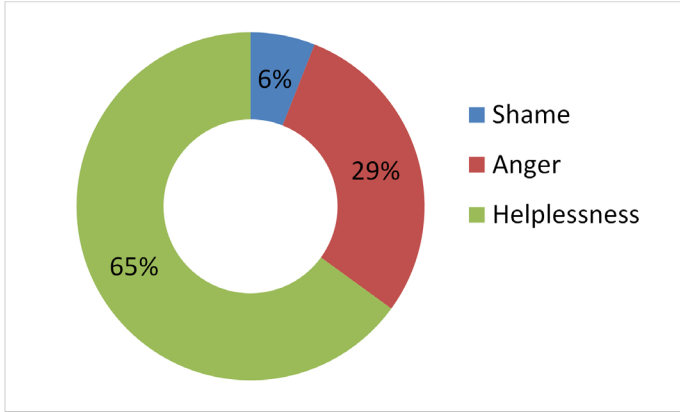
2011



2012



2013



**Note:** This is not a year-on-year comparison, but a mere representation of crowdsourced cases

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*I had to pay him bribe without which he wouldn't process my application and when I gave him 200 rupees he said he has to pay for the writer, computer guy and the sub inspector too.*

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## Citizens' Voices

The following are some reports from I Paid a Bribe quoting the experiences of complainants:

### Deepak SP

21-04-2014

I had to pay him bribe without which he wouldn't process my application and when I gave him 200 rupees he said he has to pay for the writer, computer guy and the sub inspector too. And the next day i.e 6th of April when I had been again to the police station for identity verification he asked me again and I did not pay him. 2 other people paid him a bribe of 500 rupees each.

### Suneel Rao

05-04-2014

He checked all the documents and when I asked if he needed other documents, he said please pay Rs 100 and verification would be done. He collected 100 Rs from each person (from 10 people on that day). Since we did not want any issues in getting the passport, we gave the money. Similar case with others. 5 days later my mother went to the police station enquiring if any person would be visiting our house for verification. The inspector said he would be sending someone. There was no verification done and I was charged 100 Rs. Why should we pay bribe to get the verification done even after producing all the valid documents?

### Aravind Ahuja

10-01-2014

The police person who was in-charge of it duly completed all the process and took me another cabin to get a signature from the senior police officer. Here has asked me to pay a 'fee' of Rs.200. When i asked why is a fee required he said that the office who needs to sign this is on leave for the next few days and he must go to his house to get it signed. When i was hesitant he told that the forms will be submitted at a later point in time when the officer comes back from leave and signs it (which I got to know will be 3-4 days from today). I was left with no option but to pay the bribe to him so that it is signed and sent to the passport office today itself.

# Consequences of not paying a bribe

## DELAY

If the police officers are not bribed at the time of verification then the passport verification report may not be submitted within the stipulated time which would result in the delay of passports being issued by the RPO.

## ADVERSE REPORT

It is possible that an adverse report may be sent stating some fictitious reasons such as the applicant was not available at the given address.

In the event an adverse report is sent against an individual, he has to write to the RPO and request for re-verification.

The applicant may now have to undergo the entire process all over again.

## FALSE REPORT

A false report may be damaging to the applicant and may result in delay in issuance of Police Clearance Certificate.

No applicant would like to have a negative report against him if otherwise his record is good.

Fearing a false report against him, an applicant tends to bribe the police officers. As a result the applicant will have to go through a time consuming and agonising process to prove his bona fides.



# Eliminating corruption in Passport Verification

## DISPENSING WITH THE VERIFICATION PROCESS

1. Dispensing with the verification process by carrying out necessary amendments to Schedule III of Passport Rules, 1980.

Corruption may be eliminated at the passport verification stage by Regional Passport Office by carrying out a few corrective measures namely:

- RPO may insist on more than one document for proof of address, such as Aadhar Card, Voters ID, Permanent Drivers License, Bank Passbook, Ration Card, etc
  - The Regional Passport Office may insist on a declaration by the applicant indicating the duration for which the applicant has lived in the particular address.
  - Insist on a sworn statement or an affidavit testifying to the facts mentioned in the application including whether the applicant is/was involved in a criminal case or jailed at any time.
  - Call applicants for a personal interview through a random sample.
2. Amendments to Passport Rules: amendments have to be introduced in the Schedule III of passport act 1980 to dispense with the verification process.

## INTERNATIONAL BEST PRACTICES

Following are some examples of practices of issuing passport. The focus here is to check if other countries practice Police Verification or not.



## *Developing Countries*

### BANGLADESH

1. Bangladesh government has introduced Machine Readable Passport (MRP). In order to obtain an MRP, applicants have to submit the Passport Application form which can be found on the website: <http://www.passport.gov.bd/>. For minor applicants (under 15 years), the colourful picture of an applicant's father and mother (30 x 5), needs to be provided. For everyone else, National ID card or certificate of registration and relevant documents, and attested photocopies for the same are required.
2. After filling all the required points in the application form for an MRP, the applicant will be required to report to the Passport Office for providing biometric data along with a printed version of the Online Application form, and the system will assign them to their Regional Passport Office.
3. The average processing and delivery time for the passport is 45 days after the biometric enrolment. The government also carries out a background check and police verification about the applicant, and obtains information about his address, family members, etc.
4. After this the applicant is notified as to when his passport is ready for collection, which can then be collected either by the applicant in person, by any other person authorized on his behalf, or by mail/postal/courier service.

#### POLICE VERIFICATION/PHYSICAL VERIFICATION- YES

### SRI LANKA

The documents that are required for getting a passport are:

1. The original and a photocopy of the birth certificate / assumption age of the applicant
2. National Identity Card and a photocopy of it
3. Marriage Certificate (if applicable)

The passport application form and documents submitted by the applicant for obtaining a passport are returned to him when the passport is issued. The applicant however should keep the application form and documents secure until the expiration of the period for which the passport is valid.

The passport is then issued within 10 working days if an application for a passport is made on normal basis. However, it can be issued on the same day as well if the passport is required on an urgent basis.

#### POLICE VERIFICATION/PHYSICAL VERIFICATION- NO



## MALAYSIA

The applicant has to apply at the Immigration Office or Malaysian Representative Office. The applicant must appear in person at the Immigration Office or Malaysian Representative Office (if it is in some other country abroad).

### Requirements: above 18 years of age

For all new applicants born in Malaysia, following documents are required:

1. Identity Card (MyKad).
2. If the applicant does not have MyKad, temporary identification Certificate and Birth Certificate is required.
3. Two recent photographs with white or off-white background.

For applicants born outside Malaysia, following documents are required:

1. Identification Card(MyKad).
2. Form with Birth Certificate/ Certificate of Status.
3. Travel Document/s used for return to Malaysia.
4. Two recent photographs with plain white or off-white background.

### Requirements: below 18 years of age

For all new applicants who are born in Malaysia, following documents are required:

1. Identification Card (MyKad).
2. Birth Certificate.
3. Parent's Identification Card.
4. Two recent photographs with plain white or off-white background.

For applicants born outside Malaysia, following documents are required:

1. Form with Birth Certificate/ Certificate of Status.
2. Travel documents used to return to Malaysia.
3. Parent's Identification Card.
4. Two recent photographs with plain white or off-white background.

## POLICE VERIFICATION/PHYSICAL VERIFICATION- NO

## PAKISTAN

The documents that are required for getting a passport are:

1. Arrival of Applicant at Customer Service Counter
  - The applicant will approach the customer service counter at Regional Passport Office.
  - Applicant will be guided about the process flow of the System for applying the passport.
  - In case the applicant has all the requisite documents he/she will be guided to the Token Counter.
  - Separate passport will be issued to each and every applicant irrespective of age.
  - All sorts of endorsements including names of children in parents' in passports is prohibited in the Machine Readable Passport.
2. Token Counter + Capturing of Photograph
  - The applicant will produce the original CNIC or Children Registration Certificate (CRC), in case of below 18 years of age, along with its copies and Bank Chalan Form.
  - The Camera operator will proceed with capturing of applicants photograph.
  - Token will be issued to the applicant.
3. Biometric Data Capture (Finger Prints)
  - The applicant after obtaining token will approach the Biometric Counter as soon as his token appears at Biometric Capturing Counter.
  - DEO at the Counter will capture his right thumb, right index finger, left thumb and left index finger impressions.
4. Data Entry
  - The applicant will move to the Data Entry Counters as soon as his token number appears on the Counter.
  - The Data Entry Operator will enter all the required data of the applicant while the data entry screen will also be visible to the applicant.
  - In case of any modification in data the applicant should guide by the Data Entry Operator accordingly. After the data entry the completed Data Entry Form will be printed by the operator and will be presented to the applicant for verification.
  - The applicant will verify all its contents by signing the form.
  - The applicant will be asked to collect duplicate token from the coordination assistant next to data entry counter.
5. Verification as per Office Record (ECL/BL)
  - The verification against office record will be carried out.
  - Verification against Exit Control List (ECL) and Black List (BL).
  - In case of slightest doubt about the National Status of the applicant the case may be referred to Special Branch/IB for confirmation of his National Status as a citizen of Pakistan.
6. Interview & Decision by Assistant Director
  - Finally the applicant will appear before Assistant Director when his token appears on AD counter along with all the original documents.
  - The Assistant Director will interview the applicant and declare his verdict to the applicant whether his case is to be allowed or overruled.
  - Assistant Director will defer the case of applicant



below 18 years of age and will handover the printed form to the applicant for attestation of his photograph from a Class 1 Govt. officer.

- The attester will have to write his/her CNIC No. along with the official stamp on the form.
- On production of completed form by the applicant previously deferred Token will be reactivated.

## POLICE VERIFICATION/PHYSICAL VERIFICATION- NO

### NEPAL

#### 1. Machine Readable Passport

- Application forms: Duly filled in and signed two original copies of the form in an A4 size paper (29.7 cm x 21.1 cm) with the following specifications:
  - Paper size: 29.7cm x 21cm (A4 size).
  - Printed area size: 27cm x 18.5cm (Length and Breadth).

The applicant must fill in and submit the two original forms with the same information.

#### Documents Required:

- Original Passport and Citizenship Certificate: The applicant should submit their current passport and Citizenship Certificate along with two copies of both. If you do not have the original citizenship and submit the copy of citizenship (Nepali version), the Embassy has to verify the authenticity of the copy of citizenship through the concerned District Administration Office in Nepal.

In such situation, the processing of application in turn will take more time than normal processing time. Normally, it takes three months to process the MRP.

- Three recent color photographs (quality) with such specifications: Borderless, color, white background, eyes open, clearly visible ears, neutral expression of face, face coverage: 70% to 80% of photo area, no shadow on the face and on the background, size 35 mm x 45 mm or 2in x 2in).
- You should send separate money order of US\$ 150/- for each applicant (with at least one year's validity) is payable to the Embassy of Nepal, with the name of the applicant written on it.

In case of accidental/willful damage and tampering of passport, the applicant is required to send a money order of \$300/- along with the documents mentioned.

- In case of the lost/stolen passport, a police report

(incident report indicating the holder's identity and particulars of the lost passport) is required.

The name of the passport holder, lost passport number, issue and expiry date of lost passport must be mentioned in the police report. Police report with incomplete information will disqualify your application.

The Local Police Office is requested to include the above mentioned information in the report. The applicant must send the police report along with a self explanation letter regarding loss of their passport, duly filled in application form, original citizenship certificate, a copy of the lost passport and a money order of Us \$ 300 payable to the Embassy of Nepal.

Before processing the lost passport application, the Embassy will verify the documents that the applicant has submitted, with the concerned authorities in Nepal, if it deems necessary. Therefore, the processing of lost passport application always takes more than three months.

- The applicant is required to mail all the documents in a 9"x12" size envelope with tracking number. An additional prepaid return envelope of 9"x12" size with tracking number and address of the applicant must be included to send the MRP back to you once it is ready.

If the applicant is sending more than one applications together, they are advised to enclose separate prepaid return envelope for each application.

The Embassy will not be responsible for the loss and damage of any documents while sending and receive them.

- Children of Nepalese citizens are required to submit the following documents to get MRP:
  - Original Passport.
  - Original Nabalig Parichaya Patra or Birth Registration Certificate.
  - Copy of Citizenship Certificate of Parents.
  - Relationship Certificate.

Upon submission of these documents, children above sixteen years old will get MRP valid for two years only. Thereafter, it is mandatory to submit original Citizenship Certificate to get MRP with ten years validity.

- Original or notarized copy of marriage certificate is required in case the applicant wishes to change or add the surname after marriage

- Nepalese women married to foreigners but not having acquired foreign citizenship, must retain their Nepali surname even if they wish to include the surname of their spouse.
- The applicant has to verify all the information in the form as mentioned in the Passport Guidelines below before sending them to the Embassy.
- Submission of forged documents and making false declaration relating to passport and citizenship certificate is a punishable offence. Action will be taken against such applicants as per the prevailing law.

## 2. Temporary Passport

Temporary Passport can be issued to the applicant who has duly applied for Machine Readable Passport and urgently needs to travel outside the USA during the processing of Machine Readable Passport.

All Temporary Passports are valid until November 23, 2015. For Temporary Passport, the applicant should request the Embassy in writing with the genuine and self-explanatory reason.

The documents required are:-

- a request letter.
- a separate money order of \$20/-.
- an additional return envelope and two photographs.

Once the new Passport (MRP) is ready, the applicant is required to send the temporary passport back to the Embassy for cancelation.

## 3. Travel Document

Nepalese citizens, who are unable to submit the required documents, are advised to apply for Travel Document.

The Travel Document is valid for one way travel to Nepal only. The applicant can apply for new Passport in Nepal.

The applicants are required to submit a duly filled in application form, copy of passport and citizenship/ Nabalig Parichaya Patra/ birth certificate, two recent color photo, a letter requesting for travel document, a money order of \$ 40/- and a return envelope to send back the travel document.

**POLICE VERIFICATION/PHYSICAL VERIFICATION- NO**

## *Developed Countries*

### UNITED KINGDOM:

The documents required for getting a passport are:

1. In order to be eligible to get a passport it's not sufficient just to be born in UK.
2. At the time of birth, either the mother or father was a British citizen or settled in UK when that person was born.
3. Original copies need to be sent as Id proof.
4. Application can be tracked 3 weeks after the applicant has applied by post/immediately if done online.
5. After applying, people are called for 'Her Majesty's Passport Interview' in which questions confirming about the facts of the applicant will be asked and then after the interview that office will work on the application.
6. And the passport will be sent either by hand deliver or post by Royal Mail Recorded Delivery.

**POLICE VERIFICATION/PHYSICAL VERIFICATION- NO**

### UNITED STATES OF AMERICA:

The documents required for getting a passport are:

1. Birth certificate of state/city.
2. Certificate of Citizenship.
3. Government Id /Driving License.
4. Social Security Number.
5. Receive passport or denial letter within three weeks.

**POLICE VERIFICATION/PHYSICAL VERIFICATION- NO**

### SINGAPORE:

The documents required for getting a passport are:

1. Identity card.
2. Current Singapore Passport (a police report or declaration if your passport is lost).
3. One recent passport-sized colour photo of the applicant meeting the following specifications.
4. The applicant gets notified by post to collect the passport once it is ready.
5. An acknowledgement card will be mailed within one week from the date after ICA receives your application.
6. They have a new application for passport online electronic system (APPLE) where all the citizens are encouraged to use in order to apply or renew Passport.

**POLICE VERIFICATION/PHYSICAL VERIFICATION- NO**

### CANADA:

The documents required for getting a passport are:

1. Complete the application form.
2. Gather all necessary documents.
3. Proof of Canadian citizenship(original), document



supporting identity, two passport size photos and date the photos were taken, name and address of the photographer to be mentioned at the back of the photo.

4. Any valid Canadian travel document issued in the applicant's name.
5. Submit application and payment of fees.
6. Receive passport within 10-20 days.

**POLICE VERIFICATION/PHYSICAL VERIFICATION- NO**

# What can the RPO do additionally

It is thus in the interest of all stakeholders that the existing practice of police verification of passport applications is dispensed with.

The Regional Passport Officers may however consider passport applications by adopting a few additional steps namely:

## QUARTERLY REPORTS FROM ALL ENFORCEMENT AGENCIES OF PERSONS TO WHOM GRANT OF A PASSPORT IS NOT DESIRABLE

The RPO may create a database on the basis of quarterly reports obtained from all enforcement and other agencies in the country showing the names of persons with details of cases, indicating why the agency is of the view that it is not desirable to issue an Indian passport to them.

This database may be updated quarterly. However the decision to issue or deny a PP to an individual rests entirely with the RPO on the basis of the above information.

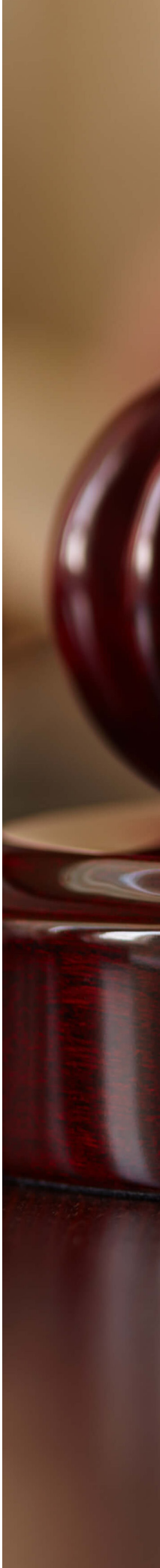
## GOOGLE SEARCH FOR APPLICANTS' NAMES

A concise google search of the applicants' names to detect any information that may adversely affect the issue of a Passport.

An illustrative list of some of the agencies from whom the information may be obtained are furnished below:

1. All State Police forces
2. Intelligence Bureau / Subsidiary Intelligence Bureau in every state
3. Central Bureau of Investigation
4. Income Tax Department
5. Enforcement Directorate
6. Customs Department
7. Narcotics Control Bureau
8. Credit Information Bureau India Limited
9. Wildlife Crime Control Bureau
10. Research and Analysis Wing
11. Ministry of External Affairs
12. Reserve Bank of India

A detailed proforma could be prescribed by the RPO to the agency.



## Advantages and Benefits to Citizens

### ELIMINATING CORRUPTION

Primarily the corruption which is endemic in the current Passport verification procedure is eliminated.

### DISPENSE WITH INVASIVE PROCESS

The invasive nature of the process viz. policeman visiting a resident at his/her residence, can be dispensed with. Even some of the developing countries do not have such a practice.

### DATA DRIVEN APPROACH

The process of verification becomes more broad-based, scientific and data driven and is not restricted to merely the police report. Data available with other agencies are also brought under the ambit of verification.

### AVOIDABLE CORRESPONDENCE

Issue of Passports would be sped up as time is saved in avoidable correspondence and dependence on reports from another agency like the Police.

### TIME AND RESOURCES

Time and resources saved by the Police at the police station level can be channelized better to provide safety and security to citizens.

*A detailed proforma  
could be prescribed by the  
RPO to the agency.*

# Abbreviations

**IPAB**  
I Paid A Bribe

**PVR**  
Police Verification Report

**PCC**  
Police Clearance Certificate

**PC**  
Police constable

**PSI**  
Police Sub-Inspector

**FIR**  
First Information Report

**RPO**  
Regional Passport Office/Officer

**PSK**  
Passport Seva Kendras

**MEA**  
Ministry of External Affairs

**IB**  
Intellegence Bureau

**DCP**  
Deputy Commissioner of Police

**SP**  
Superintendent of Police

**DGP**  
Director General of Police

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PROCESS REFORM VERIFICATION NOTE BY ST RAMESH

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# Research Support

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