

## PASSPORT SERVICES

Welcome to the passport services of the High Commission of India, Kampala. Applications for passport services are received at the High Commission from 0930 hrs to 1200 hrs on all working days.

Application forms for all services and suggested formats for affidavits etc. can be downloaded free of cost from this website or obtained from the High Commission.

Passport applications are required to be filled in online at <https://passport.gov.in/nri/OnlineRegistration.jsp> After completing application online, please print the filled form and submit it to the High Commission along with relevant documents and fees. Fee is required to be deposited in cash at the High Commission.

It is an offence to furnish false information in the application. Passport facilities may be denied on grounds of suppression of factual information, submission of false particulars, willful damage of passport, and for making unauthorized changes in the passports.

Please note that Government of India has introduced machine readable passports (MRP) from 26<sup>th</sup> August, 2007. Effective from the date, the passports are prepared by printing system located in India. Normally it takes two-three week's time from the date of submission to deliver new passports.

The passport is a valuable document. Please take utmost care for its safe keep. It is advisable to keep its photocopy in a safe place. Without the relevant details, issue of a duplicate passport may be delayed. If lost, damaged or destroyed, the facts and circumstances should be immediately reported to the nearest Indian Mission and to the local police.

### 1. New Passport:

A new passport can be issued:

- (a) As a first passport to an child born in Uganda, Rwanda or Burundi whose either parent or both parents is/are Indian(s)
- (b) If the existing passport has expired
- (c) Upto One year before the current passport expires
- (d) If the pages of the current passport are exhausted or about to be exhausted

Complete the application online at <https://passport.gov.in/nri/OnlineRegistration.jsp> and submit a print out of the application at the High Commission along with the following:

- 3 colour photographs (size 2 X 2 inches with white background)

- Previous passport with a photocopy showing details of personal particulars & residence permit
- Personal Particulars Form (hyper link)
- In case of minors, original passports of both parents with copies of relevant pages are required. One of the parents, along with the child, needs to be present at the High Commission.
- In case of a first passport to an Indian child born in Uganda, Rwanda or Burundi, the original Birth Certificate, issued by the Registrar of Birth, with one photocopy needs to be submitted.

**Fees:**

- Adults (Passports with 36 pages) UG Shillings 190,000
- Minors (below 15 years of age) UG Shillings 130,000
- Adults (Passports with 60 pages) UG Shillings 255,000
- First passport for a child UG Shillings 190,000 (inclusive of fee for Registration of Birth of the child)

**2. Duplicate Passport:**

A duplicate passport can be obtained if the earlier passport is lost or stolen.

Complete the application online at <https://passport.gov.in/nri/OnlineRegistration.jsp> and submit a print out of the application at the High Commission along with the following documents:

- A letter explaining the circumstances leading to loss of passport
- 4 Colour photographs (size 2 X 2 inches with white background)
- One photocopy of previous passport showing details of personal particulars & residence permit
- Police report
- Letter from the employer
- Personal Particular Form (Hyperlink)

**Fees:** UGX 380,000

**3. Replacement for a Damaged Passport:**

Complete the application online at <https://passport.gov.in/nri/OnlineRegistration.jsp> and submit a print out of the application at the High Commission along with the following documents:

- 4 colour photographs (size 2 X 2 inches with white background)
- Original previous passport along with a photocopy showing details of personal particulars & residence permit
- Personal Particular Form (Hyperlink)

**Fees:** UGX 380,000

#### **4. Change of Name:**

Change of name in the passport requires issue of a new passport.

Complete the application online at <https://passport.gov.in/nri/OnlineRegistration.jsp> and submit a print out of the application at the High Commission alongwith the following document

- Written undertaking by the applicant for change in name
- 3 colour photographs (size 2 X 2 inches with white background)
- Previous passport
- One photocopy of previous passport showing details of personal particulars & residence permit
- Personal Particulars Form (hyper link)
- In case of minors, original passports of both parents with copies of relevant pages are required. One of the parents, along with the child, needs to be present at the High Commission.
- Original cuttings of advertisements for change in name in prominent newspapers in Uganda as well as in the place of residence in India

If the application is from a lady for issue of a new passport in her married name, following her marriage, the following documents, in addition to the above, are required:

- Original marriage certificate issued by the Registrar of Marriage, along with a photocopy OR a notarized joint photo affidavit signed by both, husband and wife
- Husband's original passport with a copy of relevant pages.
- Divorce certificate/death certificate in original, with a copy, in case of an earlier marriage of either of the parties.

**Note:** Rates may change from time to time for passport, visa and consular services on the basis of directions received from the Government of India.