



West Bengal Police

LIST OF DOCUMENTS REQUIRED FOR POLICE VERIFICATION

The following are the documentary requirements with respect to the passport application:

1. Proof of Identity:

One or more from the following list of documents are required :

- i. Previously held Indian passport
- ii. Birth Certificate
- iii. Driving License issued by the Transport Department
- iv. First page of Bank Passbook (active account)
- v. Aadhar card
- vi. Elector's Photo ID card (EPIC)
- vii. PAN card issued by the Income Tax Department
- viii. Government Service ID card
- ix. Certificate of Degree and Mark sheet issued by State Education Board/ CBSE/ Recognized University
- x. Records of Primary/ Secondary schools (Relevant clarifications may also be asked regarding school/ institute attended)
- xi. Transfer / School Leaving / Madhyamik certificate issued by the school last attended / recognized educational board
- xii. Gazette notification (in case of name change)

2. Proof of Spouse's Name (whichever is applicable):

- i. Marriage Certificate issued by competent authority
- ii. Divorce Decree of court
- iii. Previously held Indian passport having name of spouse printed on it
- iv. Gazette notification (in case of name change)

3. Proof of Nationality:

As per the Indian Constitution, the Citizenship Act, and the mode of acquisition of Citizenship, conclusive documents for determining nationality of the individual up to the satisfaction of the police verification officer should be provided:

❖ Documents for Citizenship by birth:

I) Born in India on or after 26 January, 1950 and before 1 July, 1987:

- i. Previously held Indian Passport; or;
- ii. Birth Certificate & Conclusive proof of Date of Birth and Place of Birth as follows:

Applicant's Birth Certificate + Applicants Voter ID card
or

Applicant's Birth Certificate + Education Documents.
or

Applicant's Voter ID card + Parents' Voter ID card by which the applicant's date of birth is
proven to be before July 1, 1987.

or

Applicant's Voter ID card + Parent's Death Certificate by which the applicant's date of birth is
proven to be before July 1, 1987.

or

Applicant's Voter ID card + Education Documents by which the applicant's date of birth is proven to be before July 1, 1987.

or

Applicant's Aadhar Card+ Electric Bill + Land deed by which the applicant's date of birth is proven to be before July 1, 1987.

Or

Any other conclusive proof of date and place of birth by which the applicant's date of birth is proven to be before July 1, 1987.

Note: If only Voter ID card and/or Aadhar Card of applicant are available, the E.O. will conduct thorough field enquiry to establish applicant's Indian citizenship.

II. Born in India on or after 1" July, 1987 and before 3rd December, 2004:

i. Previously held Indian Passport; **OR;**

ii. Birth Certificate and proof that either of applicant's parents was citizen of India at the time of his/her birth. For this purpose, the Enquiring Officer should confirm one of the parent's citizenship proof (Voter ID / Birth Certificate / Death Certificate (if died) / School Certificate/Deed of land/ Passport etc.) at the time of the birth of the Applicant; **OR;**

iii. Conclusive proof of date of birth and place of birth and proof that either of applicant's parents was citizen of India at the time of his/her birth. For this purpose, the Enquiring Officer should confirm one of the parent's citizenship proof (Voter ID / Birth Certificate / Death Certificate (if died) / School Certificate/Deed of land/ Passport etc.) at the time of the birth of the Applicant.

III. Born in India on or after 3rd December, 2004:

i. Previously held Indian Passport; **OR;**

ii. Birth Certificate and Proof that both parents of the applicant are citizens of India or one of his/her parents is a citizen of India and the other is not an illegal migrant at the time of his/her birth. For this purpose, the Enquiring Officer should confirm both of the parent's citizenship proof (Voter ID / Birth Certificate / Death Certificate (if died) / School Certificate/Deed of land/ Passport/ Migrant Certificate etc.) at the time of the birth of the Applicant; **OR;**

iii) Conclusive proof of date of birth and place of birth and Proof that both parents of the applicant are citizens of India or one of his/her parents is a citizen of India and the other is not an illegal migrant at the time of his/her birth. For this purpose, the Enquiring Officer should confirm both of the parent's citizenship proof (Voter ID / Birth Certificate / Death Certificate (if died) / School Certificate/Deed of land/ Passport/ Migrant Certificate etc.) at the time of the birth of the Applicant.

❖ **For Citizenship by descent, registration, naturalization, etc.,** relevant documents as per law and up to the satisfaction of the verifying office should be provided.

4. Proof of Address:

- i. Applicant staying in own house (Any one):
 - i. Electricity Bill
 - ii. Aadhar Card
 - iii. Registered Sale deed.
 - iv. Voter Id Card (EPIC)
- ii. Applicant staying in allotted/rented premises on rent agreement (Any one):
 - i. Electricity Bill
 - ii. Aadhar Card
 - iii. Voter Id Card (EPIC)
 - iv. Registered Rent Agreement
 - v. Quarter Allotment letter
- iii. Applicant staying in house of relative/friend/etc:

An undertaking (on plain paper, preferably in the handwriting of the house owner) by the house owner specifying the bonafides of applicant, duration of stay of applicant and relationship with applicant should be submitted along with proof of address of house owner (Any one);

- i. Aadhar Card
- ii. Voter Id Card (EPIC)
- iii. Registered Sale deed.

5. Proof of duration of stay:

Any one of the above listed documents substantiating the period of stay of the applicant at the given address (at least for the last one year) should be presented and submitted.

Note:

- 1. All original documents should be presented by the applicant during police verification.
- 2. In case it is found that any documents submitted are forged or fraudulently obtained, strict legal action shall be initiated.