

**PASSPORT APPLICATION RECEIPT CENTER  
OPP: I-MAX THEATRE,  
1st Floor TRAFFIC POLICE SAIFABAD BUILDING.  
HYDERABAD.**

At this centre only **Fresh Application** form are accepted from Applicant who's address falls under the jurisdiction of the following police stations.

CENTRAL ZONE :	EAST ZONE :
1) ABIDS 2) BEGUMBAZAR 3) OSMANIA UNIVERSITY 4) SULTAN BAZAR 5) AFZALGUNJ 6) CHADERGHAT 7) MALAKPET 8) AMBERPET 9) SAIDABAD	1) KACHIGUDA 2) NALLAKUNTA 3) GANDHINAGAR 4) NARAYANAGUDA 5) SAIFABAD 6) NAMPALLY 7) RAMGOPALPET 8) CHIKKADPALLY 9) MUSHEERABAD
WEST ZONE :	NORTH ZONE :
1) SHAHINAYATH GUNJ 2) MANGALHAT 3) KULSUMPURA 4) HABEEB NAGAR 5) ASIF NAGAR 6) HUMAYUN NAGAR 7) TAPPACHABUTRA 8) GOLCONDA 9) LANGER HOUSE 10) PANJAGUTTA 11) SANJEEVA REDDY NAGAR 12) BANJARA HILLS 13) JUBILEE HILLS	1) GOPALAPURAM 2) CHILKALGUDA 3) LALAGUDA 4) TUKARAMGATE 5) MAHANKALI 6) MONDA MARKET 7) MARREDPALLY 8) KARKHANA 9) BEGUMPET 10) BOWENAPALLY 11) TRIMULGHERRY 12) BOLLARAM
SOUTH ZONE :	
1) CHARMINAR 2) HUSSAINIALAM 3) KAMATIPURA 4) KALAPATHAR 5) BAHADURPURA 6) SHAH ALI BANDA 7) MIRCHOWK 8) DABEERPURA 9) MOGHALPURA	10) BHAVANI NAGAR 11) CHATRINAKA 12) FALAKNUMA 13) CHANDRAYANA GUTTA 14) SANTOSH NAGAR 15) REIN BAZAR 16) KANCHANBAGH 17) MADANNAPET

**Working Hours:** From 1400 Hrs to 2030 Hrs on all Working days Except Government Holidays.

**The following documents to be enclosed at the time of submission of the fresh application form by applicant in person.**

**Proof of Residential any of the following documents.**

- 1) Residential Certificate issued by the M.R.O
- 2) Income Tax Assessment Order
- 3) Spouse Passport Copy
- 4) Parents Passport Copy (In Case of Minor Passport only)
- 5) BSNL Land Line Telephone bill (for Min 1 yrs)
- 6) Bank Statement (Current) of one year period
- 7) Electricity bill in applicant / parents / spouse / spouse parents name but for spouse, spouse parents any link documents should be submitted.
- 8) Water Bill
- 9) Election Photo Identity Card
- 10) Service Identity Card issued by Central / State / PSO local Bodies
- 11) SC/ST/OBC Certificate
- 12) Freedom Fighter Identity Card
- 13) Property Documents
- 14) Pension Documents
- 15) Letter from Reputed Company duly mentioning address as well as period of stay.

**Note:- Supporting Documents :**

- 1) Ration Card, Driving License, Gas Connection Bill are only supporting documents. They have to be accompanied by any of the documents listed in (1) to (15) above.

**Proof of Date of Birth.**

**I – In case of MINOR**

1. Birth Certificate issued by Registrar of Birth and Death if born after 26-01-1989.

**II – In case of ADULT**

1. Birth Certificate issued by Registrar of Birth and Death.
2. S.S.C Secondary School Certificate
3. In case of Illiterate applicant, please submit sworn affidavit.

**III – In case of Widows / Widower / Divorces please furnish requisite documents as mentioned in the instruction attached to application form.**

**FOR GOVERNMENT SERVANTS:**

**TWO ORIGINAL Identity Certificate and self declaration in Annexure – I to be submitted**

**FOR MINOR CHILDREN:**

**Parents Declaration is required in Annexure – H format.**

FOR FEMALE APPLICANTS :

If applying after marriage, Marriage Certificate is to be enclosed along with (1) Joint Photo and if name is changed the applicant should submit the cutting of change of name published in the government gazette or advertisement in (2) leading news papers .

**Mode of Payment :** ONLY D.D's IN FAVOUR OF

**“ REGIONAL PASSPORT OFFICER, SECUNDERABAD ”**

Fees :-

- 1) Adult Rs. 1000/- DD + Rs. 100 Cash as user charges
- 2) Children Rs. 600/- DD + Rs. 100 Cash as user charges