

No. V.I/401/24/2002
Ministry of External Affairs
CPV Division

New Delhi
22nd January, 2014

CIRCULAR

Subject: Acceptance of Affidavits sworn before/attested by Executive Magistrate.

It has been decided that the Affidavits (i.e., Annexure 'A', 'C', 'D', 'E', 'F' and 'L') submitted with the Passport Application form sworn before/ attested by Executive Magistrate may also be accepted henceforth as valid documents. The consolidated list of Affidavits / Annexures with the concerned authorities before whom it should be sworn / attested by is reproduced below:

Annexure	Subject	To be sworn before / attested by
A	Affidavit to be submitted by illiterate applicants as proof of Date of Birth in case no other proof is available	Judicial Magistrate or Executive Magistrate or Notary Public
B	Central Government employees, State Government employees, employees of Statutory bodies and Public Sector Undertakings, their Spouse and Children upto the age of 18 years	To be issued by the Controlling authorities of employee - as prescribed
C	Affidavit to be submitted with the application for a passport of a minor child by either parent (who are separated but not formally divorced) or by a single parent of the child born out of wed lock	Judicial Magistrate or Executive Magistrate or Notary Public
D	Joint Affidavit to be submitted along with application for passport by a woman applicant for change of name after marriage	Judicial Magistrate or Executive Magistrate or Notary Public
E	Affidavit for change in name	Judicial Magistrate or Executive Magistrate or Notary Public
F	Verification Certificate for Tatkaal application	to be issued by prescribed authorities
G	Declaration by applicant parent or guardian if passport is for minor when one parent has not given consent	Judicial Magistrate or Executive Magistrate

H	Declaration of applicant parent or guardian if passport is for minor	To be signed by parents / legal guardian
I	Affidavit	Executive Magistrate or Notary Public
J	Verification Certificate for Apex Business Organisations	to be issued by prescribed authorities
K	Affidavit for re-issue of passport, which was obtained prior to marriage, by married applicants who are unable to provide the prescribed marriage certificate or joint affidavit with spouse due to marital discord, separation or without formal divorce decree by the court or due to total desertion by the spouse	Judicial Magistrate or Executive Magistrate
L	Affidavit for a passport in lieu of lost/damaged passport	Judicial Magistrate or Executive Magistrate or Notary Public
M	No Objection Certificate - for Govt. employees, employees of Statutory bodies and Public Sector Undertakings	To be issued by the Controlling authorities of employee - as prescribed

The above may kindly be brought to the notice of all concerned for information and compliance.


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

1. All PIAs in India & abroad
2. All Passport Seva Kendras
3. All Sections in CPV Division
4. Passportindia Portal