

Elite Travels Private Limited

1/1, Omalur Main Road, Salem – 636 009.
Phone No : 0427 – 2431891, 2431892, 2431890
Fax No : 0427 – 2431543.

REQUIREMENTS FOR A FRESH PASSPORT :

- 1. 6 Colour photos (35X35mm size) IN CLOSE –UP WITH DARK COLOUR PLAIN BACKGROUND.**
- 2. Documents for Date of Birth Proof: Any one of the following.**
 - ❖ **Old Passport** – Original & 2 Photo copies of first 4 & last 4 pages duly self attested by the applicant (or)
 - ❖ **Transfer Certificate (T.C.)** – Original & 2 Photo copies duly self attested by the applicant (or)
 - ❖ **School Marksheet (with Date of Birth)** - Original & 2 Photo copies duly self attested by the applicant (or)
 - ❖ **Birth Certificate (with Name)** - Original & 2 Photo copies duly self attested by the applicant.
- 3. Documents for Residence Proof (Any one of the following documents with continuous transactions for atleast last 1 year)**
 - ❖ **Ration Card (All Pages)** - Original & 2 Photo copies duly self attested by the applicant (or)
 - ❖ **Telephone Bill for the last one year** - Original & 2 Photo copies duly self attested by the applicant (or)
 - ❖ **Election ID Card (recently issued)** - Original & 2 Photo copies duly self attested by the applicant.
 - ❖ **Hostel bills (2 bills/year) + Warden Letter** - Original & 2 Photo copies duly self attested by the applicant (or) (Recent Bill + 1 Bill for every 6 months for atleast last 1 Year.)
 - ❖ **Bonafide certificate for students of School/ College.**

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4. For obtaining ECNR (Emigration Check Not Required) endorsement.

- ❖ +2 Marksheet.
- ❖ **Degree Convocation** - Original & 2 Photo copies duly self attested by the applicant Provisional + All Semester Marksheets (or)
- ❖ Diploma Convocation (or) Provisional + All Semester Marksheets

5. For People who are in Government Service/PSU/Statutory Bodies

- ❖ **N.O.C.** - No Objection Certificate with specified format on official letter sheet (with Photo Attestation)

6. For people who are Retired from Government Service /PSU/Statutory Bodies

- ❖ **Pension Book** - Original & 2 Photo copies duly self attested by the applicant
- (or)
- ❖ **Relieving Order** - Original & 2 Photo copies duly self attested by the applicant.

Points to Note before procuring the documents:

- ❖ Applicant should apply for a passport only with his / her **Present Address**
 - ❖ If the applicant is residing in the Present Address less than 1 year, he / she has to mention , where he/she stayed for the last 1 year & he /she has to apply only with **Residence Proof** for the mentioned period.
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