

## Embassy of India

### Tokyo

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“TATKAAL” Passport Service is an ‘Emergency’ Passport Service. All applicants (except below mentioned categories) residing in the Jurisdiction of Embassy of India, Tokyo and having valid Passport and Valid Visa Status are eligible to apply for re-issue of Passport under Tatkaal Passport Scheme.

#### **Following Category of applicants can not apply under Tatkaal Passport Scheme:**

- Major change in name
- Minor’s application with Annexure C (Ex. Minors whose Parents are divorced or separated, etc)
- Applicants repatriated from abroad at Government cost
- Applicants deported to India or travelled on Emergency Certificate
- Persons of Naga origin including minors (below 18 years)
- Persons of Naga origin residing outside Nagaland
- Persons of J&K origin including minors (below 18 years)
- Applicants who attract section 6(2)(e) or 6(2)(f) (related to criminal court cases)
- Applicants with adverse police report, put under watch list, habitual passport losers or who had earlier travelled on forged or fake passports
- Fresh issue cases:
  - Citizens of India by Registration/Naturalization (granted citizenship by MHA)
  - Children adopted by Indian or Foreign parents
  - Child born out of wedlock and has single parent
  - Children born out of surrogacy
  - Minors with single parent
- Re-issue cases:
  - Lost/stolen passport cases
  - Re-issue of Short Validity Passport
  - Passport damaged beyond recognition cases
  - Change in sex, appearance or signature
  - Change/correction of date of birth or place of birth
  - Change of father/mother/spouse name
- Tatkaal service cannot be extended to those applicants whose Indian Passport have expired for more than 3 years ago or who do not have valid visa.

#### **Documents Required for Tatkaal Applications**

For obtaining passport under Tatkaal scheme, along with the address, birth, applicants over the age of 18 years have to submit any three of the documents specified in the below-mentioned List of Acceptable Documents and applicants below the age of 18 years have to submit any two of the documents from Serial numbers 1 to 6 specified in the below-mentioned List of Acceptable Documents.

1. PVC Aadhaar Card/Complete Original Aadhaar Letter/ e-Aadhaar Card with digital signature verified mark issued by UIDAI or Aadhaar Card (Small cut-out Aadhaar card/smart card printed by non-UIDAI entities will not be accepted.)
2. Permanent Account Number (PAN) Card
3. Student Photo Identity Cards issued by Recognized Educational Institutions
4. Birth Certificates issued under the Registration of Births and Deaths Act, 1969 (18 of 1969)
5. Ration Card (latest or updated)
6. Last Passport issued (in case of re-issue only)
7. Electors Photo Identity Card (EPIC)
8. Driving Licenses (valid and within the jurisdiction of the State of submission of applicant)
9. Bank Passbook or Kisan Passbook or Post Office Passbook (with applicant's photo attested and with the latest transaction updated)
10. Scheduled Caste or Scheduled Tribe or Other backward class Certificate
11. Arms License issued under the Arms Act, 1959 (54 of 1959)
12. Pension Documents such as ex-servicemen's Pension book or Pension payment order issued to retired government employees, ex-servicemen's Widow or Dependent Certificates, Old Age Pension Order
13. Service Photo Identity Card issued by State/Central Government, Public Sector Undertakings, local bodies, or Public Limited Companies

#### **Processing Time**

- **Tatkaal Applications**: 3-5 working days from the date of receiving the application at the Embassy.
- **Normal Applications**: 4-6 weeks from the date of receiving the application at the Embassy
- In complex cases, such as adoption, application on behalf of a minor from single parent, major change in name, change in Place of Birth, Change of Date of Birth, lost passport, incorrect documentation, the processing time will be more depending on the nature of the applications.

#### **Note:**

- Issue of passport is subject to provisions of Passport Act 1967 and relevant rules/regulations and no adverse report. The final authority for the issuance of passport under the Tatkaal scheme lies with Embassy of India, Tokyo and no claim for reimbursement of fees will be entertained. The application may be put on hold by the Passport Issuing Authorities if not found fit for Tatkaal service even if it falls under the eligibility criteria. Fee once paid will not be refunded.
- No bookings or travel arrangements should be confirmed until a Passport decision has been made. Embassy will not be responsible for any financial loss of bookings made in anticipation of obtaining a Passport under Tatkaal Passport Scheme.
- It is a criminal offense under the Passport Act 1967 to furnish any false information or to suppress any material information with view to obtaining passport.