

Frequently Asked Questions and their Answers (FAQs) on Passport

Q 1. When should I apply for re-issue my passport?

A: The passport can be applied for reissue from one year before its expiry or for change in the entries in the existing passport including complete name change, change of name after marriage, change in appearance, change in date of birth, change in place of birth, change in sex or change in signature.

Q 2. Where can I apply for my passport and what are the documents required for renewal of passport?

A: An Indian nationals residing in the territory of Slovenia can apply for re-renewal of passport to the Consular Wing of Embassy of India, Ljubljana on any Consular day [Wednesday or Friday] between 1000-1200 Hrs. The following documents are required for making an application for renewal : -

- (i) Online submitted application form (<https://portal3.passportindia.gov.in/Online/index.html>)
- (ii) Original Indian Passport
- (iii) Self attested copy of first and last page of Indian Passport
- (iv) Self attested copy of local residence permit
- (v) Two recent colour photograph (5 cm x 5 cm) with white background and showing frontal view of full face of the applicant

Q 3. What documents are required for applying passport to my newly-born child

The passport application of a newly-born child is to be processed once registration of birth of your child is complete. Following documents are required for the passport of a newly-born child : -

- (i) Online submitted application form (<https://portal3.passportindia.gov.in/Online/index.html>) [application form is signed by both the parents to confirm their no objection tot he issue of passport]
- (ii) Copy of birth certificate of the child issued by the local authorities
- (iii) Self – attested copy of the first and last pages of passports of the child's parents
- (iv) Self-attested Local residence permit of parents
- (v) Parents and newly borne child are required to come to the Embassy in person for registration of birth and applying for passport of the child. Need all the original certificates (ii, iii and iv) and marriage certificate at the time of register of birth of the child in the Embassy. All the certificate will be returned upon verification.
- (vi) Two recent colour photograph (5 cm x 5 cm) with white background and showing frontal view of full face of the child
- (vii) Thumb impression of the child is to be put in specimen signature box on the application form in front of Consular Officer

Q 4. When will my passport be issued?

A: The normal processing time of passport is 3-4 weeks including transit time. In case any problem arises, the Embassy contacts to the applicant and asks for submission of additional document.

Q 5. Can I submit my passport application by post/courier?

A. Embassy does not accept application by Post/Courier. Applicant needs to submit the application in person at the Consular Section of Embassy of India – Ljubljana. In case of new born application, both parents and the newly born child are required to be present at the time of application submission.

Q 6. Can a Tatkal passport application be submitted to the Embassy ?

A: No. Embassy of India in Slovenia does not issue passport under Tatakal scheme.

Q 7. How can I get my new Indian address printed on my passport ?

A. The applicant should carefully fill new address while submitting application online [<https://portal3.passportindia.gov.in/Online/index.html>]. Applicant is required to submit address proof to change address in passport.

For more details, please visit : <https://www.passportindia.gov.in/>
