

HIGH COURT OF JHARKHAND, RANCHI

NOTICE

Dated: 15/05/2026

This is for information to all the employees of the High Court and Members of the Bar Association that a Mobile Passport Van will be deputed within the Court premises to assist with passport applications on any date after 20th June 2026.

This facility is being provided for document verification and other formalities required in the matter of issuance of Passport of all the employees of the High Court and Members of Bar Association along with their family members.

Accordingly, interested applicants are required to follow the instructions (Copy enclosed in 03 sheets) and submit the copy of application receipt containing Application Reference Number (ARN) to the Accounts (Establishment) Section on or before 15th June 2026. The information regarding date and time of availing the facility of Mobile Passport Van will be provided to the applicants upon confirmation by the Regional Passport Office, Ranchi.

By Order of the Court,


Registrar General

Dated 15/05/2026

Regional Passport Office, Ranchi
(Mobile Passport Seva Service)

पासपोर्ट बनाने की प्रक्रिया:-

- Passport Seva Portal पर रजिस्टर करें
- ऑफिशियल वेबसाइट पर जाएँ: www.passportindia.gov.in.
- "New User Registration" पर क्लिक करें।
- ज़रूरी जानकारी भरें, जिसमें आपके मौजूदा पते के आधार पर सबसे नज़दीकी Regional Passport Office (RPO), Ranchi को चुने।
- एक लॉगिन ID और पासवर्ड बनाएँ।
- आपको भेजे गए ईमेल लिंक के ज़रिए अपना अकाउंट एक्टिवेट करें।
- पोर्टल पर लॉगिन करें।
- एप्लीकेशन फ़ॉर्म ऑनलाइन भरें।
- "Apply for Fresh Passport/Re-issue of Passport" चुनें।
- जानकारी सही-सही भरें (नाम, पता, परिवार की जानकारी, शिक्षा)। स्पेलिंग की गलतियों से बचने के लिए हर जानकारी को अपने दस्तावेजों से मिलाकर देखें।
- आवेदन जमा कर "Pay and Schedule Appointment" पर क्लिक करें।
- ऑनलाइन पेमेंट करना ज़रूरी है (Credit/Debit Card, Internet Banking, या UPI के माध्यम से भुगतान कर सकते हैं)।
- PSK Ranchi के लिए अपॉइंटमेंट बुक करें।
- एप्लीकेशन रसीद का प्रिंट निकालें, जिसमें Application Reference Number (ARN) दिया हो।
- पासपोर्ट शिविर में अपने मूल दस्तावेज एवं उनकी स्व अभिप्रमाणित छाया प्रति के साथ निर्धारित तिथि एवं समय पर अपना आवेदन प्रक्रिया पूर्ण कराएँ।
- पुलिस जांच पूर्ण कराएँ।
- पासपोर्ट अपने घर पर स्पीड पोस्ट के माध्यम से डाक द्वारा प्राप्त करें।

I. Documents required for fresh Passport (When applicant has never held a passport) :-

1. For Applicant above 18 years of age :-

- a. Proof of present address: - Aadhaar Card (either original PVC card or digitally signed E-verified Aadhar with tick mark)/ Election commission photo id card/ Certificate from Employer of reputed companies on letter head/ Electricity bill/ photo passbook of running bank account/ Water bill/ Rent agreement/ Driving license/ Proof of gas connection/ Income tax assessment order/ Spouse passport copy (First and last page including family details mentioning applicant's name as spouse of Passport holder)
- b. Proof of Date of Birth: - Birth certificate/ Pan Card/ Transfer or school leaving or matriculation certificate/ Driving License/ Election commission photo ID card/ Policy bond issued by Life insurance.
- c. Non-ECR proof (for applicant aged 18-50 years): - Matriculation or higher educational pass certificate/final mark sheet.

2. For Minor applicant :-

- a. Proof of Date of Birth: - Birth Certificate (mandatory for those born on or after 01 October 2023)/ Transfer or school leaving or matriculation certificate/ Pan Card.
- b. Proof of present address: - Parent's address proof as mentioned above in point number 1(a) and Parent's Passport if available.
- c. A declaration affirming the particulars furnished in the application about the minor as per Annexure D (Both parents must be present at the PSK/POPSK/Mobile Van)/ Annexure C if one parent is working/visiting abroad (Passport copy, Visa copy, departure/immigration stamp need to be furnished as mentioned in Annexure C).
- d. Minors between 15-18 years may obtain full validity passport of 10 years or up to 18 years of age. ECNR proof as mentioned above in point number 1 (c) would be required if applicant opts for 10 years validity (if applicable).

3. For Central/State Government employees:-

- a. Proof of Date of Birth: - Transfer or school leaving or matriculation certificate/ Pan Card/ Driving License/ Election Commission photo ID card/Birth Certificate.
- b. Proof of present address: - Aadhar card (either original PVC card or digitally signed E-verified Aadhar with tick mark)/ Election commission photo id card/ Certificate from Employer of reputed companies on letter head/ Electricity bill/ photo passbook of running bank account/ Water bill/ Rent agreement/ Driving license/ Proof of gas connection/ Income tax assessment order/ spouse passport copy (First and last page including family details mentioning applicant's name as spouse of passport holder)
- c. Annexure A/ Annexure G/ Annexure H.
- d. ECNR proof needs to be furnished if applicant is not a Gazetted officer.

4. For Applicants in Judicial Service:-

- a. Proof of Date of Birth
- b. Proof of present address
- c. Non-ECR proof
- d. Annexure A/ Annexure G/ Annexure H is not applicable.

II. Documents required for Re-issue of Passport (If any applicant ever held a passport, they must choose re-issue option even if Passport is lost/damaged/expired etc.):-

1. For Applicant above 18 years of age:-
 - a. Old Passport in original and self attested photocopies of first two and last two pages.
 - b. Proof of present address (if address change or Passport has expired).
 - c. For addition of spouse name- Marriage certificate/ Joint photo declaration signed by both husband and wife as per Annexure J with spouse photo ID in original.
 - d. For deletion of spouse name- Divorce Papers
 - e. If Passport is lost, a Police report/ FIR /Diary copy in original along with undertaking as per Annexure F need to be furnished and while submitting Passport Application, applicant must choose lost/damaged as applicable if Passport is lost/damaged.
2. For Minor Applicant:-
 - a. Old Passport in original.
 - b. Parents' address proof.
 - c. A declaration affirming the particulars furnished in the application about the minor as per Annexure D (Both parents must be present at the PSK/POPSK/Mobile Van)/ Annexure C if one parent is working/visiting abroad (Passport copy, Visa copy, departure/immigration stamp need to be furnished as mentioned in Annexure C).
 - d. Minors between 15-18 years may obtain full validity passport of 10 years or up to 18 years of age. ECNR proof like Matriculation or Higher educational pass certificate would be required if applicant opts for 10 years validity (if applicable).
 - e. If Passport is lost, a Police report/ FIR /Diary copy in original along with undertaking as per Annexure F need to be furnished and while submitting Passport Application, applicant must choose lost/damaged as applicable if Passport is lost/damaged.
3. For Central/State Government employees:-
 - a. Old Passport in original and self attested photocopies of first two and last two pages.
 - b. Proof of present address (if address change or Passport has expired).
 - c. Annexure A/ Annexure G/ Annexure H.
 - d. For addition of spouse name- Marriage certificate/ Joint photo declaration signed by both husband and wife as per Annexure J with spouse photo ID in original.
 - e. For deletion of spouse name- Divorce Papers
 - f. If Passport is lost, a Police report/ FIR /Diary copy in original along with undertaking as per Annexure F need to be furnished and while submitting Passport Application, applicant must choose lost/damaged as applicable if Passport is lost/damaged.
4. For Applicants in Judicial Service:-
 - a. Old Passport in original and self attested photocopies of first two and last two pages.
 - b. Proof of present address (if address change or Passport has been expired).
 - c. For addition of spouse name- Marriage certificate/ Joint photo declaration signed by both husband and wife as per Annexure J with spouse photo ID in original.
 - d. Annexure A/ Annexure G/ Annexure H is not applicable.
 - e. If Passport is lost, a Police report/ FIR /Diary copy in original along with undertaking as per Annexure F need to be furnished and while submitting Passport Application, applicant must choose lost/damaged as applicable if Passport is lost/damaged.

Note :- Applicants may visit Document Advisory available at www.passportindia.gov.in for any further information/queries regarding documentation.