

How to Apply for Identity Certificate

Identity Certificate (IC) is normally issued to Tibetan Refugees residing in India, from the Regional Passport Office, Delhi (RPO Delhi) on recommendation by the Bureau of His Holiness the Dalai Lama (HHDL), New Delhi. In addition to Tibetan refugees, Stateless people residing in India may also apply for Identity Certificate at the Passport Office within whose jurisdiction they are currently residing.

IC issuance is subject to clearance by Ministry of External Affairs (Consular, Passport and Visa (CPV) PV-III division). In addition, clearance by State Government (Department of Home Affairs / Police) / FRRO is also required for grant of No Objection to Return to India (NORI) to be stamped on the Identity Certificate.

Please read the following instructions related to documentary requirements and other details for Identity Certificate applications:

- **Where to Apply**

- Tibetan Refugees residing in India need to apply at RPO Delhi.
- Stateless people residing in India need to apply at the passport office within whose jurisdiction they currently reside in.

- **Photograph**

- Please paste a coloured photograph (4.5 cm X 3.5 cm) with white background in the box provisioned for photograph in the printed application form.

- **Documents Required**

Please submit one copy of each of the following documents, preferably in the same order:

- IC Application Form duly filled and signed in ink
- Recommendation Letter from the Bureau of His Holiness the Dalai Lama (HHDL), New Delhi in case of applicants who are Tibetan Refugees
- Registration Certificate issued by FRRO/ FRO to the applicant
- Registration Certificate issued by FRRO/ FRO to the parents in case of minor applicants
- Proof of Date of Birth
- Proof of Address in India

Note: Passport Office may demand additional documents relevant to your specific case, if required.



File Number (For Office Use Only)

GOVERNMENT OF INDIA, MINISTRY OF EXTERNAL AFFAIRS
IDENTITY CERTIFICATE FORM

Please fill this form in CAPITAL LETTERS using blue/ black ink ball point pen only. Furnishing of incorrect information/ suppression of information would lead to rejection of the application and would attract penal provisions as prescribed under the Passports Act, 1967. Please produce your original documents at the time of submission of the form.

1. Service Required

1.1 Applying for Fresh Identity Certificate Re-issue of Identity Certificate

1.2 If re-issue, specify reason(s)

- Validity Expired within 3 years/ Due to Expire Exhaustion of Pages
 Validity Expired more than 3 years ago Lost Passport
 Change in Existing Personal Particulars Damaged Passport

1.3 If change in existing personal particulars, specify reason(s)

- Appearance Signature Given Name
 Surname Date of Birth Spouse Name
 Address Others, Please specify

Please paste your unsigned recent colour photograph with white background of size 4.5cm X 3.5cm

Signature/ Left Hand Thumb Impression of Illiterate Applicant and Minors who cannot sign

2. Applicant Details

2.1 Applicant's Given Name (Given Name means First name followed by Middle name (If any))(Initials not allowed)

Surname

2.2 Are you known by any other name (alias)? Yes No If Yes, provide details below

Alias Name, Given Name

Alias Name, Surname

2.3 Have you ever changed your name? Yes No If Yes, provide details below

Previous Name, Given Name

Previous Name, Surname

2.4. Gender Male Female Transgender

2.5. Date of Birth (DD-MM-YYYY) - -

2.6. Place of Birth

Village/Town/City

Country

(If born abroad)

District

(If born in India)

State/UT

(If born in India)

2.7. Height of applicant (in cm)

2.8. Colour of Eyes Black Brown Blue Green Others (Specify)

2.9. Colour of Hair Black Brown Grey White Others (Specify)

2.10. Visible Distinguishing Mark

2.11. Marital Status Single Married Divorced Separated Widow/ Widower

2.12. Place/Country of Origin

2.13. Registration Certificate (RC) Number

Father's/ Legal Guardian's RC Number
(For minors only)

Mother's/ Legal Guardian's RC Number
(For minors only)

2.14. Aadhaar Number

2.15. Employment Type Self Employed Others Homemaker Private

Not Employed Student Retired-Private Service

2.16. Educational Qualification

5th pass or less Between 6th and 9th Standard 10th pass and above Graduate and above

3. Family Details

3.1 Father's Given Name (Given Name means First name followed by Middle name (If any))(Initials not allowed)

Surname

3.2. Mother's Given Name (Given Name means First name followed by Middle name (If any))(Initials not allowed)

Surname

3.3 Legal Guardian's Given Name (If applicable) (Initials not allowed) allowed)

Surname

3.4 Spouse's Given Name (Given Name means First name followed by Middle name (If any))(Initials not allowed)

Surname

3.5 If applicant is minor, provide following details

Parent's Identity Certificate (IC) Details (If IC has been applied for but not received, give File Number)

Father/ Legal Guardian's IC/ File Number

Mother/ Legal Guardian's IC/ File Number

3.6 Period of Stay in India Since birth Others (specify) Years Months

4. Present Residential Address Details (Where applicant presently resides)

House No. and Street Name

Village or Town or City

District
(If born in India)

Police Station

State/UT
(If born in India)

PIN

Mobile
Number

Telephone Number

E-mail ID

5. Is Permanent address same as present address? Yes No If No, provide details in Column 5.1 below

5.1 Permanent Residential Address Details

House No. and Street Name

Village or Town or City

District

Police Station

State/UT

Country

PIN

Telephone
Number

5.2 Permanent Address Abroad

6. Countries for which Identity Certificate is required

(i)

(iii)

(ii)

(iv)

6.1 Purpose of Visit Study Business Tourism Pilgrimage Employment

Others (Specify)

7. Emergency Contact Details

Name and Address (Mention address only if different from present residential address)

Mobile Number

Telephone Number

E-mail ID

8. Previous Identity Certificate/ Application Details

8.1 Details of latest held/ existing/ lost/ damaged Identity Certificate

Identity Certificate Number Date of Issue (DD-MM-YYYY) Date of Expiry (DD-MM-YYYY)

- - - -

Place of Issue

8.2 Have you ever applied for Identity Certificate, but not issued? Yes No

If Yes, provide the following details below

File Number Month and Year of applying -

Name of passport office where applied

9. Fee amount in (Rs)

10. Enclosures

- (i) (vi)
- (ii) (vii)
- (iii) (viii)
- (iv) (ix)
- (v) (x)

11. Self Declaration

I solemnly declare that :-

(i) I am Stateless / of _____ Nationality.

(ii) I have not obtained an Indian/ Foreign travel document before because _____

(iii) The information given by me in reply to the questions in this form is true.

I am aware of the terms and conditions of issue of Identity Certificate and if I do not return to India before final expiry of the validity of the Certificate of Identity, I shall lose my claim to obtain any Indian travel documents and I shall approach the country of any residence for obtaining travel documents on the grounds that I have shifted my residence from India to that country.

Place

Date (DD-MM-YYYY)

- -

Signature/ Left Hand Thumb Impression of Applicant
(If applicant is minor, either parent to sign)