

VI/401/01/05/2020  
Government of India  
Ministry of External Affairs  
(PSP Division)

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Patiala House Annexe, Tilak Marg  
New Delhi, the 29<sup>th</sup> May, 2020

Office Memorandum

**Subject: Guidelines regarding change of name of the applicant in passport- reg.**

Ministry, vide Notification GSR No. 1171 (E), dated 26.12.2016, framed rules, including the procedure to be followed and the documents to be submitted for re-issue of passport with the changed name of the applicant. These are given below:

(i) Following marriage, remarriage or divorce, except details provided by the applicant in the application, no proof of marriage/dissolution of marriage or any court orders/decrees would be required in the following cases:

(a) An applicant applying for re-issue of passport for incorporation of the name of his/her spouse;

(b) A woman applying for change of name/surname in existing passport due to marriage;

(c) Divorcees applying for change of name or for deletion of spouse's name in existing passport;

(d) Re-married applicants applying for change of name/spouse's name in passport.

(ii) In other circumstances for change of name, the applicant (both male and female) should furnish:

(i) clippings of two local newspapers or the Gazette notification of the concerned State Government, as the case may be;

(ii) at least two public/school documents issued in the desired name to ascertain that the applicant has actually changed his name.

2. In case of NRI applicants and their dependent family members who have been staying abroad on long term permanent or work visa/permit, two public documents issued by the local government/local school/educational institution where the student is enrolled may be accepted. This would not be applicable for temporary residents and visitors from India or third countries.

3. The following cases are to be considered as name change and the above provisions are to be applied in these cases:

(i) Married woman wishing to revert to maiden name when not divorced or widowed;

(ii) Change of name upon attaining adulthood from childhood;

(iii) Minor change in name; and

(iv) Change/addition of surname.



#### Minor correction in name

4. It is necessary to differentiate between a change in name and a minor correction in a name. The following cases are not to be considered as a change in name and the above provisions are not to be applied in these cases:

(i) Spelling correction/change of spelling which phonetically does not result in change in name (e.g., D'souza to De Souza);

(ii) Variation of a name as mentioned in Birth Certificate (e.g., Sanjiv to Sanjeev)

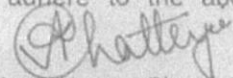
(iii) Shifting of words/changing arrangements of various parts of existing name without inserting/ deleting any words /letters in the existing name (e.g., Parmeshwaran Shiva Kumaran to Shiva Parmeshwaran Kumaran). The most recent name as shown in at least a couple of personal documents, educational certificates etc. issued by Government authorities are to be submitted in such cases. However, shifting parts of name should not be allowed where the initial name/abbreviation is father's name as is the practice in Tamil Nadu, Andhra Pradesh and Telengana or where the last name is the father's name as is the practice in Maharashtra. In such cases, procedure stipulated above should be followed.

(iv) Splitting of given name into first name and surname may be allowed subject to production of at least two public documents in the said name. In most countries, there is a requirement to mention surname, which is not the case in India. Applicants may be allowed to split the existing parts of the name into first name and surname, without any change or addition/deletion of any part of the name. For example, if an applicant held a passport showing DILIP KUMAR as the GIVEN NAME with the SURNAME is blank, he may be allowed to enter DILIP as FIRST NAME and KUMAR as SURNAME. If an applicant held a passport in the name of SANJU MOHAN PRASAD with SURNAME field blank, he may be allowed to enter SANJU MOHAN or SANJU as the FIRST NAME and PRASAD or MOHAN PRASAD as SURNAME. It has to be borne in mind that there is no separation in name into first/ given name and surname in most of the IDs/Documents issued in India.

5. In case of government servants or retired government servants, application for change of name may be accepted in lieu of paper clippings with the original or attested copy of official gazette through which the government servant had notified change of his/ her name for the purpose of service record, along with copy of duly attested departmental id card/pensioner's card.

6. The provisions of this OM apply primarily to the cases of re-issue of passports and not in the case of fresh issue of passports, that is, only to those persons who have already held or hold an Indian passport.

7. All the Passport Issuing Authorities are requested to adhere to the above instructions for compliance.



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All the PIAs in India and abroad