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

- O Tibetan Refugees residing in India need to apply at RPO Delhi.
- O 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:

- OIC 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
- O Registration Certificate issued by FRRO/ FRO to the applicant
- © Registration Certificate issued by FRRO/ FRO to the parents in case of minor applicants
- OProof of Date of Birth
- O Proof of Address in India

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



File	Nu	mb	er (For	Off	ice	Us	e O	nly))			

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 Ce	ertificate						
-2 If re-issue, specify reason(s) Please paste your unsigned recent colour									
☐ Validity Expired within 3 years/ Due to Expire ☐ Exhaustion of Pages ☐ photograph with white									
Validity Expired more than 3 years ago Lost Passport background of size 4.5cm X 3.5cm									
Change in Existing Personal Pa	rticulars	Damaged Passport							
1.3 If change in existing persona	l particulars, sp	ecify reason(s)							
Appearance Signature	Given	Name							
☐ Surname ☐ Date of Bir	th Spous	e Name							
Address Others, Ple	ase specify								
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				oplicant and Minors who					
				cannot sign					
2. Applicant Details									
2.1 Applicant's Given Name (Give	n Name means F	irst name followed by Midd	lle name (I	f any))(Initials not allowed)					
		Surname	\Box						
		Surname							
2.2 Are you known by any other	name (alias)?	☐ Yes ☐ No	If Yes, p	rovide details below					
Alias Name, Given Name									
Alias Name, Surname									
2.3 Have you ever changed your	name?	☐ Yes ☐ No	If Yes, p	rovide details below					
Previous Name, Given Name									
Previous Name, Surname									
2.4. Gender	ale Transge	nder		Page 2 of 6					

2.5. Date of Birth (DI	D-M	M-Y	YYY)		- [- [_		
2.6. Place of Birth																								
Village/Town/City																								
Region/Country (If born abroad) District																								
(If born in India) State/UT	Щ																	I						
(If born in India)																								
2.7. Height of applic	ant ((in (cm)																					
2.8. Colour of Eyes		Bla	ıck		Bro	wn		Blι	ıe		Gre	en			Othe	ers (Spe	cify)						
2.9. Colour of Hair		Bla	ick		Bro	wn		Gr	ey		Wh	ite] (Othe	ers (Spe	cify)						
2.10. Visible Disting	uish	ing	Mar	k																				
2.11. Marital Status		Sing	gle		Marr	ied		Div	orc	ed		Se	par	ate	d		Wic	dow	/ Wi	idov	ver			
2.12. Place/Region/	П	\Box	-							П	Т													
Country of Origin																								
2.13. Registration Co	ertif	icate	e (R0	C) Nu	ımb	er																		
Father's/ Legal Guard (For minors only)	dian's	s RC	C Nu	mber																				
Mother's/ Legal Guard (For minors only)	dian'	's R(C Nu	ımbe	r																			
2.14. Aadhaar Numb	er]					
2.15. Employment		Self	Em	ploye	ed		 Oth	ers	•		Ho	me	mal	cer	•	•		F	riva	ate				
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2.16. Educational Qu	ualif	icati	ion																					
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3. Family Details																								
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5. Is Permanent add			_				ress	?		Yes	S		No	If 1	No, 1 b	pro elov	vide w	e de	tails	s in	Col	umı	n
5.1 Permanent Resi			dress	Det	ails																		
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District																							
Police Station																							
State/UT																							
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5.2 Permanent Add	ress A	broa	ad				ı ı																
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6. Regions/Countr	ies for v	whic	h Ide	ntity	Се	rtifi	cat	e is	req	uire	d												
(i)								(i	ii)														
(ii)								(i	v)														
6.1 Purpose of Visit	St	udy		Bus	ines	ss			Τοι	urisr	n		Pilg	rim	age] En	nplc	ym	ent		
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7. Emergency Conta Name and Address (ldrocc	only	, if d	liffai	ront	fro	m n	roca	ant	roci	don	tial	ado	droc	·c)						
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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?
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)
(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 trave 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) Page 6 of 6