

Date: \_\_\_\_\_

To,  
The Central /Public Information Officer,  
Regional Passport Office,

\_\_\_\_\_,  
Pin: \_\_\_\_\_,

Respected Central Public Information Officer,

Please provide us the below requested information, as per the Right to Information Act 2005, section 6(I). As per the RTI act Section 7(I) and section 2(J)(II), kindly send this at the earliest or within 30 days, through the certified copies at below mentioned address or through electronic mail ( Email-Id )

1. I have applied for a new passport on \_\_\_\_\_ at Regional passport office, \_\_\_\_\_ and file reference number for the same is \_\_\_\_\_. Please send me the daily progress made on my passport application and action taken reports so far.
2. Kindly let me know the names and designation of the authorized officers with whom my application was lying during this period and action taken by him/her. Kindly give me a reason for not delivering passport within 45 days as given in citizen charter.
3. Please inform me name of the police station/dept to whom application was referred for police verification with outward number, date of dispatch and date when reply was received by you. Provide a photocopy of letter addressed to police for verification and proof of mailing be submitted to me.  
Please find my passport application copy, receipt and acknowledgment from passport office enclosed with this application.

I hereby inform that following formalities have been completed by me:

1. That I have deposited the requisite fee of Rs. \_\_\_\_\_/- by way of Cash / banker cheque / Draft / Postal Order/ others (Write the serial number of DD / Cheque/Postal Order) favoring \_\_\_\_\_ dated \_\_\_\_\_.
2. That I belong to Category of below Poverty Line (BPL): Yes / No (Strike whichever is not applicable). If yes, I am attaching the valid photocopy of the certificate. Yes / No
3. That I am 'Citizen' of India and I am asking the information as 'Citizen'.
4. I assure that I shall not allow/ cause to use/ pass/share/display/ or circulate the information received in any case and under any circumstances, with any person or in any manner which would be detrimental to the Unity and Sovereignty or against the Interest of India.

Name & Signature:

Address:

Mobile No. :