**HOW TO APPLY- A STEP-BY-STEP GUIDE**

**PASSPORT**

**Step 1**: The Passport application is an online form and has to be completed on the website of Passport Seva.

When filling the form select Embassy/Consulate “USA- San Francisco”, then select correct passport related service, enter all details carefully to the end and then print and sign the hard copy of the form.

https://embassy.passportindia.gov.in/

Once you have completed the form on the Passport Seva Portal, please also note the” Application Reference Number (ARN)”, print it and return to the VFS Website (visa.vfglobal.com/usa/en/ind/apply-passport) to complete the application onward submission process.

Note: Filling or submitting online form on the Govt. website does not complete the process, you will have to submit the physical application to the VFS India Consular Application Centre.

**Step 2**: Create a profile and pay fees on VFS website. This step must be completed before you send your application to VFS for processing.

You need to follow the below steps to complete the mail-in application submission process.

1. Create a profile and register on the VFS website https://services.vfsglobal.com/usa/en/ind/postal-interimto complete the subsequent steps. If you are part of a family or group, you’ll have to create an individual profile for each member of the family or group.

2. If you opt to send your own courier labels or prefer to via money order or banker’s check then ensure you keep all the information ready before completing the online registration. Entering incorrect details or dummy information will lead to delay or rejection of your applications.

3. Download and print the checklist and required affidavits to be submitted. You must provide all documents in order to prevent delay in processing.

**Step 3**: Once you have completed the mail-in application registration, you will be ready to dispatch your physical application packet via the shipping method selected by you to the VFS Indian Consular Application Centre.

Applicants opting to submit application in person as against applying by post are required to book an appointment to submit their application at the VFS Indian Consular Application Centre.