



# INTRODUCTION

Many rules and regulations affect tourism both directly and indirectly and tourism professionals should be aware of the latest rules and travel formalities which need to be completed before undertaking any outbound travel.

Travel formalities are as follow:

1. Passport
2. Visa
3. Compulsory vaccinations
4. Travel insurance
5. Foreign exchange
6. Restricted are permits

# Passport

- A passport is an official document issued by a competent public authority of a country to its nationals , to help the holder to cross any border or port of the country, without any hindrance or delay.
- It is issued only when the government does not have any objection for the person to leave his country.
- The passport issued in the name country.
- It is a booklet issued to holder by Ministry of External Affairs with the help of the Ministry of Home Affairs.
- It is the holder's international identity.

- To be valid for international travel , a passport must be used within the period of validity specified on it.
- The passports have a limited validity , usually between 5 and 10
- Any citizen of the country can apply for passport and if the government has no objection to issue.

# Definition

- ❖ A passport can be defined as an official document issued by a government or competent public authority , identifying a traveller as a citizen or a national of a country, giving particulars about his/her (with his/her photograph) , and recognizing his/her right to return to that country.
- ✓ The word passport has originated from the French meaning, passer , i.e. to pass through any port, or harbour.
- ✓ The passport can be used for as following:
  - Means of access to another country
  - Means of identification
  - Evidence of legal entry to another country

*All passports generally bear the following information of the passport holder , which may vary from country to country:*

- Family name/surname
- Nationality
- Place of birth
- Date of issue
- Holder's signature
- Name of father /legal guardian
- Name of spouse
- Validity period(expiry date)
- Endorsement
- Emigration status
- Given name
- Date of birth
- Gender
- Place of issue
- Holder's photograph
- Name of mother
- Address
- Children
- Validity for certain countries as well as restrictions to travel to others

# First page

भारत गणराज्य REPUBLIC OF INDIA

एकके द्वारा, भारत गणराज्य के राष्ट्रपति के आदेश पर, जो सभी के विचार  
प्रकारे संशय से, अत्युत्तम एवं अविनाशनीय है। कि वे भारत को फिर से  
दोहा-दोहा के प्रकार पर ही आने-जाने से, और जो प्रत्येक की पूर्ण सफल  
और सुख प्रदान करें विनाशनीय और अविनाशनीय है।

THESE ARE TO REQUEST AND REQUEST IN THE NAME OF  
THE PRESIDENT OF THE REPUBLIC OF INDIA ALL THOSE WHOM  
IT MAY CONCERN TO ALLOW THE BEARER TO PASS FREELY  
WITHOUT LET OR HINDERANCE AND TO AFFORD HIM OR HER  
EVERY ASSISTANCE AND PROTECTION OF WHICH HE OR SHE  
MAY STAND IN NEED.

भारत गणराज्य के राष्ट्रपति के आदेश पर  
BY ORDER OF THE PRESIDENT  
OF THE REPUBLIC OF INDIA



के. पी. विश्वनाथन / K.P. VISWANATHAN  
अधीक्षक / SUPERINTENDENT  
पासपोर्ट कार्यालय / PASSPORT OFFICE  
मलप्पुरम / MALAPPURAM

पासपोर्ट  
PASSPORT



सत्यमेव जयते

भारत गणराज्य  
REPUBLIC OF INDIA

# citizenship

- The term citizen defines as 'a member of a state or commonwealth , either native or naturalized'.
- A person can get only one citizenship and can hold only one passport at a time.
- citizenship can be awarded to a person on the basis of six condition as following:

1. By birth
2. Through parents
3. By normalization or application
4. Political asylum
5. Through marriage
6. Citizenship by honour or invitation



## **1. By birth**

By being born in a particular nation or a country, a person is entitled to receive that country's citizenship.

## **2. Through parents**

One can get the citizenship of parents by natural course

## **3. By normalization or application**

If a person is settled in a particular country for many years and then wishes to have citizenship of that country, he/she would receive citizenship, only after fulfillment of that country procedures.

#### **4. Political asylum**

Political asylum is given only in extraordinary situations, especially to those who have become victims of political/social problems.

#### **5. Through marriage**

If one of the spouse holds a different citizenship the if the other spouse wishes, he/she can get the spouse's citizenship.

#### **6. Citizenship by honour or invitation**

This is given only to vary extraordinary persons. For example, Neil Armstrong.

# Types

Three types of passports are currently issued in India. They are as follows:

- **Passport/ordinary passport/normal passport**
- **Official passport**
- **Diplomatic consular passport**

## □ Passport/ordinary passport/ normal passport

This dark blue coloured passport is issued to any citizen of India.



## Official passport/special passport

This white/grey coloured passport is issued to government officials or other persons travelling on government missions. The request to issue such a passport has to be made by the concerned person's department along with personal information of the applicant.



## ❑ Diplomatic consular passport

This **red** coloured passport is issued to persons holding diplomatic persons of a country for official international travel and residence.



## Other documents:

### Laissez-Passer

Issued by national governments or international organizations (such as the U.N.) as emergency passport, travel on humanitarian grounds, or for official travel.

### Certificate or identity

also called Alien's passport, or informally, a Travel Document. Issued under certain circumstances, to non-citizen residents.

## Permits

Allow residents of some countries who are unable to obtain a permit to travel outside the country and return. like **U.S. Re-entry Permits** and **Japan Re-entry Permits**.

## Chinese Travel Document

Issued by the People's Republic of China to Chinese citizens in lieu of a passport.

## Hajj passport

used only for a hajj pilgrimage to Mecca.



## How to apply for a passport:

### **1) Get the passport application form:**

Through online registration, after doing registration get print outs o the application form.

### **2) How to fill the form:**

The passport application form is machine readable.

The instructions as follow:

- use capital letters only , without any mistake.
- Use black/blue ball pen only
- Do not fill the form with pencils or ink-pen
- Write clearly within the box without touching the boundaries
- Do not write anything outside the box
- Incomplete application will not accepted

### **3) Where to apply:**

for online registration, the applicant has to submit the printout of application form with required documents to passport office /speed post centers /district passport cells /passport collection centers.

### **4) Urgent passport:**

refer ***Tatkal Scheme***

