

Renewal/Issue of Indian passports and related services for Indians in Lao PDR

As part of worldwide implementation of the Passport Seva Project, the **Global Passport Seva Program** has been rolled out in Lao PDR. Members of the Indian Community in Lao PDR are advised to use the new portal <https://embassy.passportindia.gov.in> for availing the Passport Services with effect from **December 7, 2020**.

Steps to apply for Passport Services online at <https://embassy.passportindia.gov.in> :-

Step 1: Please select the region/country from where you wish to apply for Passport/Miscellaneous Services. **Click on Laos**, a new window open [<https://portal6.passportindia.gov.in/Online/index.html>].

Step 2: Register by clicking on "**Register**" Link. A new window open. Please select '**Laos-Vientiane**', fill remaining details and click Register. Your Login ID and password are created.

Step 3: Go to "**User Login**" link and Login with the registered Login ID and Password created above.

Step 4: In the Applicant Home Page, click on "**Apply for Ordinary Passport/Emergency Certificate/Police Clearance Certificate/Surrender of Indian Passport/Diplomatic Passport/Official Passport/Identity Certificate**" link to file a new application.

Step 5: Fill all details and submit the form online.

Step 6: After successful submission, take a printout of the online submitted form.

Step 7: Affix your recent coloured photograph (white background with size 2" X 2") at the designated place.

Step 8: Submit the print out of the application along with required documents and prescribed fee at Embassy of India, No. 125, Unit 7, Ban Saphanthong Kang, Sisattanak District, Vientiane, Lao PDR.

Prescribed Fee for Passport Renewal and PCC	Documents required to be submitted
Passport Renewal (36 pages) – US\$ 75	Photocopy of passport
Passport Renewal (60 pages) – US\$ 100	Copy of work/stay permit
Passport Renewal (minor) – US\$ 50	2 Colour photographs(white background with size 2"X2")
Police Clearance Certificate – US\$ 25	
Please note that all Indian nationals are also required to pay US\$ 2 per service for Indian Community Welfare Fund.	

GENERAL INSTRUCTIONS FOR PASSPORT APPLICANTS

- All applications should be filled in with full details. Incomplete applications would be rejected.
- All applications must be accompanied by photocopies of their current passports, self-attested by the applicants. In case of minors below 18 years, their parents must attest the photocopies.
- Applicants must check all entries in Passport application forms before submission. It is the responsibility of applicant to give correct details, spelling etc.
- All applications must be submitted with copy of Work Permit/Stay permit. In case of children, their parents Work Permit/stay permit with photocopy must be submitted.
- Applicants are responsible for details mentioned in application form and are liable for legal action if they provide false information.
- Photos submitted for all types of passport services must be recent (less than 3 months).
- Fees would not be refunded in case of refusal of services.
