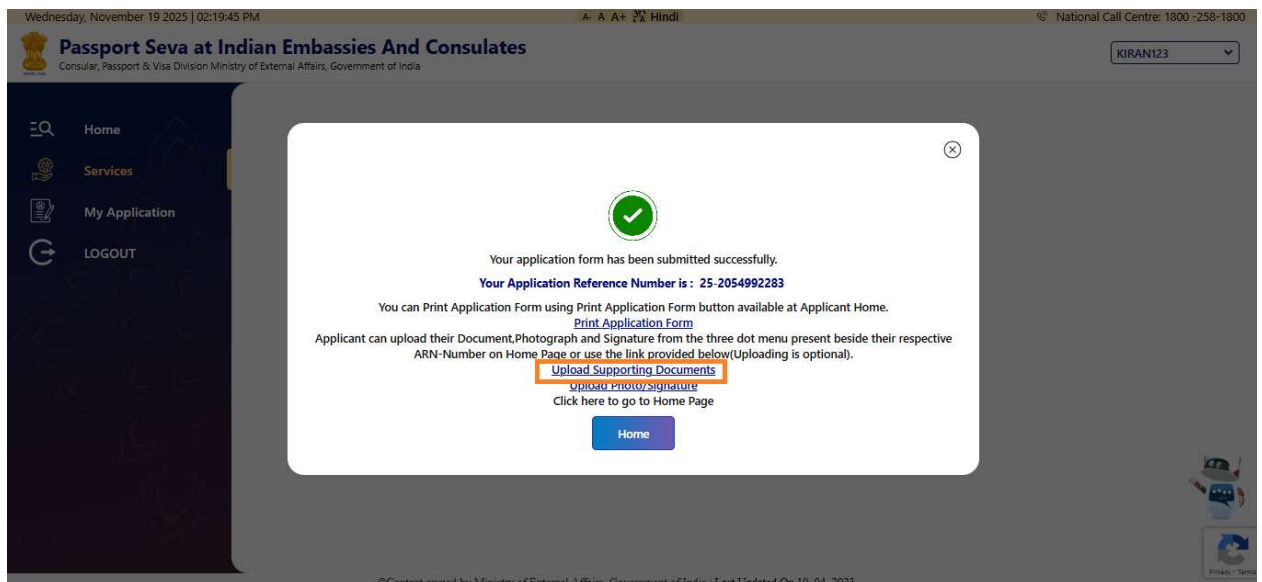
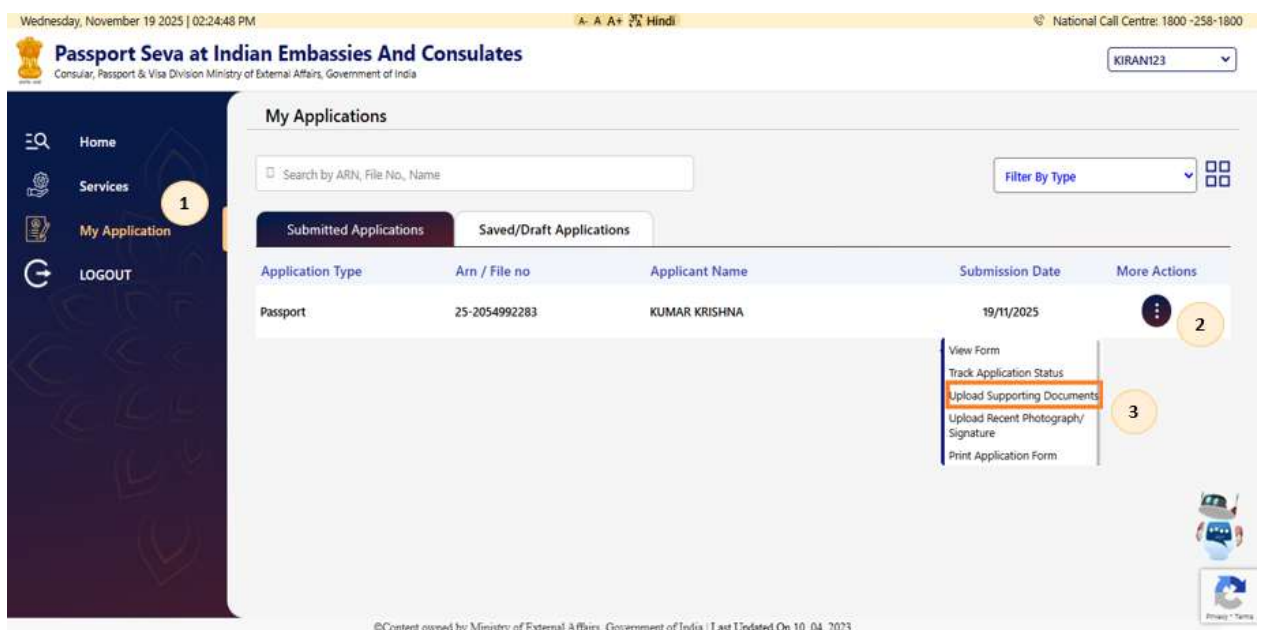


SOP for document uploading in Applicant Portal

1. Login and Navigation



Once the form is submitted, a pop-up message will be displayed. Select “**Upload Supporting Documents**” to continue with the document upload process.



Applicant can click on **1) My Application 2) Select more actions 3 dots 3) choose Upload Supporting Documents**

The screenshot displays the 'Upload Supporting Documents (Optional)' page on the Passport Seva portal. The page includes a sidebar with navigation links: Home, Services, My Application, and LOGOUT. The main content area has a header with the title and a close button. Below the header, there are two dropdown menus for 'Select Category*' and 'Sub Category*'. A file upload section shows a 'Choose File' button, a 'No file chosen' status, and an 'Upload' button. A table titled 'Uploaded Documents' is present, with columns for 'Attachment Type', 'Attachment Description', and 'Upload documents'. A note states 'You have not uploaded any document(s)'. A disclaimer text reads: 'Please bring original documents along with two self-attested photocopies at the time you visit Mission/OSP.' A 'Note' section contains three bullet points: 'Before uploading the nomination form, ensure that you have downloaded the nomination form from here and fill in the details.', 'Maximum 5 documents (including photograph and signature) can be uploaded for one application.', and 'The registered Rent Agreement duly registered under Section 17 of the Registration Act, 1908 and executed in favour of the tenant by the landlord for a period of more than one year, will be accepted as a valid proof of address.'

The application will display the document upload page, where you can upload the required supporting documents.

2. Document Requirements

- Maximum Size allowed 1 MB
- The total of all uploaded documents should be not more than 1 MB
- Please ensure the document uploaded is in PDF format
- Maximum 5 documents (including photograph and signature) can be uploaded for one application (In Upload Supporting Documents - Only 3 documents can be uploaded).
- The maximum number of attempts allowed to upload documents is 12 (including photograph and signature)
- If the applicant wishes to delete and re-upload the documents, a maximum of 12 attempts is permitted.

3. Uploading a Document: Steps to be followed

The screenshot displays the 'Upload Supporting Documents (Optional)' page on the Passport Seva portal. The page includes a sidebar with navigation links: Home, Services, My Application, and LOGOUT. The main content area has two sections: 'Select Category*' and 'Sub Category*'. The 'Select Category*' dropdown is set to 'Documents' (Step 1). The 'Sub Category*' dropdown is set to 'Address Proof' (Step 2). Below these, there is a 'Choose File' button (Step 3) and a file upload area showing 'Address Proof.pdf'. To the right, there is a table titled 'Uploaded Documents' with columns 'Attachment Type', 'Attachment', 'Status', 'Date uploaded', and 'Type'. The table is currently empty, with a message 'You have not uploaded any document(s)'. Below the table, there is a note and a list of instructions. A file explorer window is open, showing the 'Downloads' folder with a file named 'Address Proof.pdf' selected (Step 4). The 'Upload' button is at the bottom (Step 5). The page also includes a footer with the National Call Centre number 1800-258-1800.

Wednesday, November 19, 2025 | 00:33:54 PM

Passport Seva at India
Consular, Passport & Visa Division Ministry of External Affairs

Home
Services
My Application
LOGOUT

Upload Supporting Documents (Optional)

Fields marked with asterisk (*) are mandatory

Select Category*
Documents 1

Sub Category*
Address Proof 2

3
Choose File Address Proof.pdf

File supported: PDF Maximum size: 1 MB 5

Upload

Uploaded Documents

Attachment Type	Attachment	Status	Date uploaded	Type
You have not uploaded any document(s)				

Please bring original documents along with two self-attested photocopies at the time you visit Mission/OSP.

Note

- Before uploading the nomination form, ensure that you have downloaded the nomination form from here and fill in the details.
- Maximum 5 documents (including photograph and signature) can be uploaded for one application.
- The registered Rent Agreement duly registered under Section 17 of the Registration Act, 1908 and executed in favour of the tenant by the landlord for a period of more than one year, will be accepted as a valid proof of address.

4

File explorer: Downloads

Address Proof.pdf

Open Cancel

National Call Centre: 1800-258-1800

KIRAN123

Choose the option to upload a document **1) Select Category 2) Sub Category 3) Click on Choose file 4) Select the file from the local device 5) Click on Upload**

The screenshot shows the same 'Upload Supporting Documents' page as before, but with a confirmation message displayed. The message is from 'psp7.passportindia.gov.in' and states 'Document has been uploaded successfully!'. The 'OK' button is visible. The 'Sub Category*' dropdown is still set to 'Address Proof'. The 'Choose File' button is now disabled, and the file upload area shows 'No file chosen'. The 'Upload' button is still visible. The page also includes a footer with the National Call Centre number 1800-258-1800.

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Passport Seva at India
Consular, Passport & Visa Division Ministry of External Affairs

Home
Services
My Application
LOGOUT

Upload Supporting Documents (Optional)

Fields marked with asterisk (*) are mandatory

Select Category*
Documents

Sub Category*
Address Proof

Choose File No file chosen

File supported: PDF Maximum size: 1 MB

Upload

psp7.passportindia.gov.in says
Document has been uploaded successfully!

OK

Upload documents

You have not uploaded any document(s)

Please bring original documents along with two self-attested photocopies at the time you visit Mission/OSP.

Note

- Before uploading the nomination form, ensure that you have downloaded the nomination form from here and fill in the details.
- Maximum 5 documents (including photograph and signature) can be uploaded for one application.
- The registered Rent Agreement duly registered under Section 17 of the Registration Act, 1908 and executed in favour of the tenant by the landlord for a period of more than one year, will be accepted as a valid proof of address.

National Call Centre: 1800-258-1800

KIRAN123

A confirmation message stating “Document has been uploaded successfully!” will be displayed on the screen.

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Passport Seva at India
Consular, Passport & Visa Division Ministry of External Affairs

Home
Services
My Application
LOGOUT

Upload Supporting Documents (Optional)

Fields marked with asterisk (*) are mandatory

Select Category*
Select

Sub Category*
Select

Choose File No file chosen

File supported: PDF Maximum size: 1 MB

Upload

Attachment Type	Attachment Description	Upload documents
Documents	Address Proof	View

Please bring original documents along with two self- attested photocopies at the time you visit Mission/OSP.

Note

- Before uploading the nomination form, ensure that you have downloaded the nomination form from here and fill in the details.
- Maximum 5 documents (including photograph and signature) can be uploaded for one application.
- The registered Rent Agreement duly registered under Section 17 of the Registration Act, 1908 and executed in favour of the tenant by the landlord for a period of more than one year, will be accepted as a valid proof of address.

National Call Centre: 1800 -258-1800

KIRAN123

Once uploaded, the document will be displayed on the screen for your review.

Note: The total of all uploaded documents should be no more than **1 MB**

4. View the Uploaded Document

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Passport Seva at India
Consular, Passport & Visa Division Ministry of External Affairs

Home
Services
My Application
LOGOUT

Upload Supporting Documents (Optional)

Fields marked with asterisk (*) are mandatory

Select Category*
Select

Sub Category*
Select

Choose File No file chosen

File supported: PDF Maximum size: 1 MB

Upload

Attachment Type	Attachment Description	Upload documents
Documents	Address Proof	View

Please bring original documents along with two self- attested photocopies at the time you visit Mission/OSP.

Note

- Before uploading the nomination form, ensure that you have downloaded the nomination form from here and fill in the details.
- Maximum 5 documents (including photograph and signature) can be uploaded for one application.
- The registered Rent Agreement duly registered under Section 17 of the Registration Act, 1908 and executed in favour of the tenant by the landlord for a period of more than one year, will be accepted as a valid proof of address.

National Call Centre: 1800 -258-1800

KIRAN123

Applicant may click on the **View** button to access the uploaded document. It will be displayed in a new window.

5. Delete the Uploaded Document

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Passport Seva at India
Consular, Passport & Visa Division Ministry of External Affairs

Home
Services
My Application
LOGOUT

Upload Supporting Documents (Optional)

Fields marked with asterisk (*) are mandatory

Select Category*
Select

Sub Category*
Select

Choose File No file chosen

File supported: PDF Maximum size: 1 MB

Upload

Attachment Type	Attachment Description	Upload documents
Documents	Address Proof	View □

Please bring original documents along with two self- attested photocopies at the time you visit Mission/OSP.

Note

- Before uploading the nomination form, ensure that you have downloaded the nomination form from here and fill in the details.
- Maximum 5 documents (including photograph and signature) can be uploaded for one application.
- The registered Rent Agreement duly registered under Section 17 of the Registration Act, 1908 and executed in favour of the tenant by the landlord for a period of more than one year, will be accepted as a valid proof of address.

If the applicant wishes to remove the uploaded document, they can do so by clicking the red colored delete button.

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Passport Seva at India
Consular, Passport & Visa Division Ministry of External Affairs

Home
Services
My Application
LOGOUT

Upload Supporting Documents (Optional)

Fields marked with asterisk (*) are mandatory

Select Category*
Select

Sub Category*
Select

Choose File No file chosen

File supported: PDF Maximum size: 1 MB

Upload

Attachment Type	Attachment Description	Upload documents
Documents	Address Proof	View □

Please bring original documents along with two self- attested photocopies at the time you visit Mission/OSP.

Note

- Before uploading the nomination form, ensure that you have downloaded the nomination form from here and fill in the details.
- Maximum 5 documents (including photograph and signature) can be uploaded for one application.
- The registered Rent Agreement duly registered under Section 17 of the Registration Act, 1908 and executed in favour of the tenant by the landlord for a period of more than one year, will be accepted as a valid proof of address.

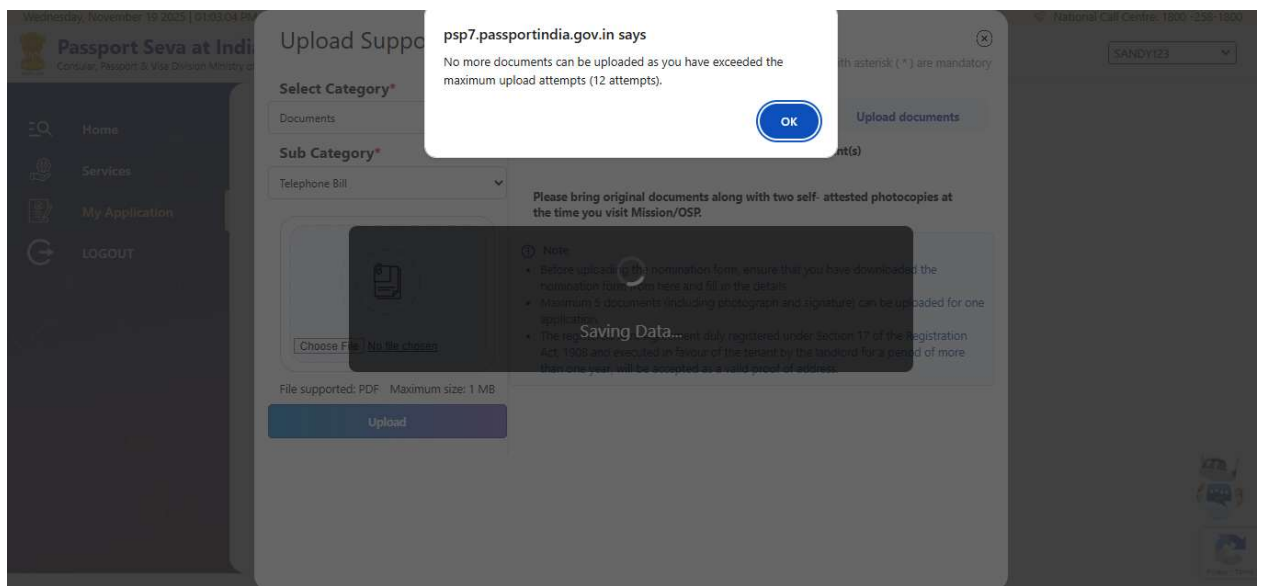
Document deleted successfully.

OK

After the document is successfully deleted, a confirmation message stating “Document deleted successfully” will be displayed on the screen.

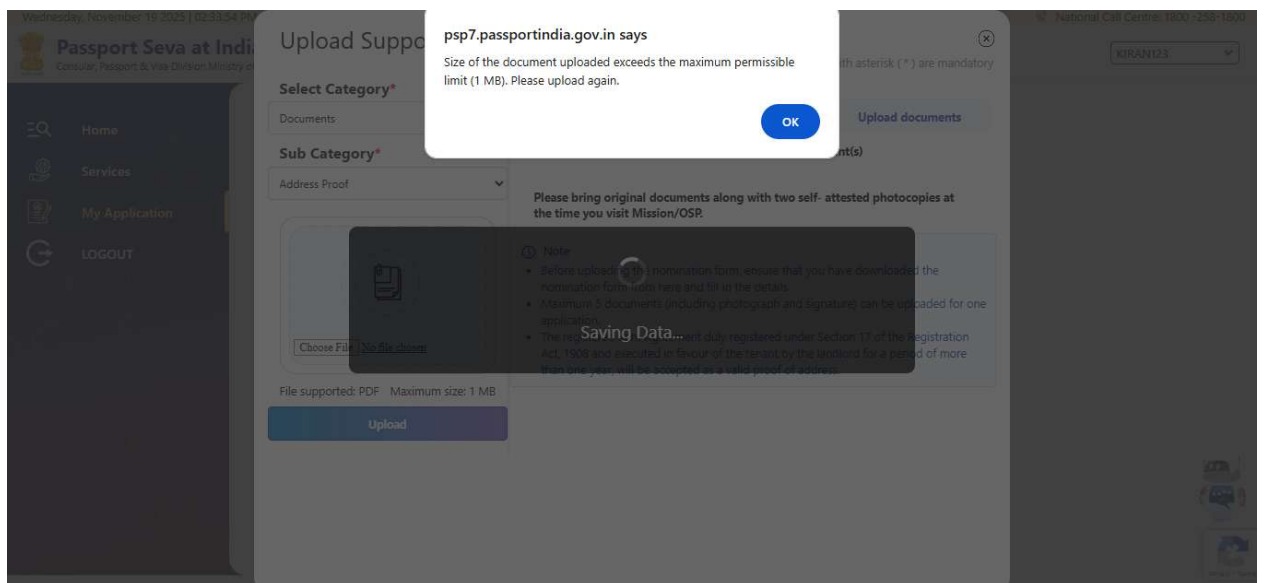
Note: If the applicant intends to delete and re-upload the documents, a maximum of 12 attempts is permitted (including photograph and signature).

6. Error Handling



Error “No more documents can be uploaded as you have exceeded the maximum upload attempts (12 attempts)”

Solution: This form should be ignored. The applicant must fill and submit a new form for processing.



Error: Size of the document uploaded exceeds the maximum permissible limit (1 MB). Please upload again.

Solution: Ensure that the total size of all documents uploaded is not more than 1 MB.