



**Embassy of India
Rome**

PUBLIC ADVISORY

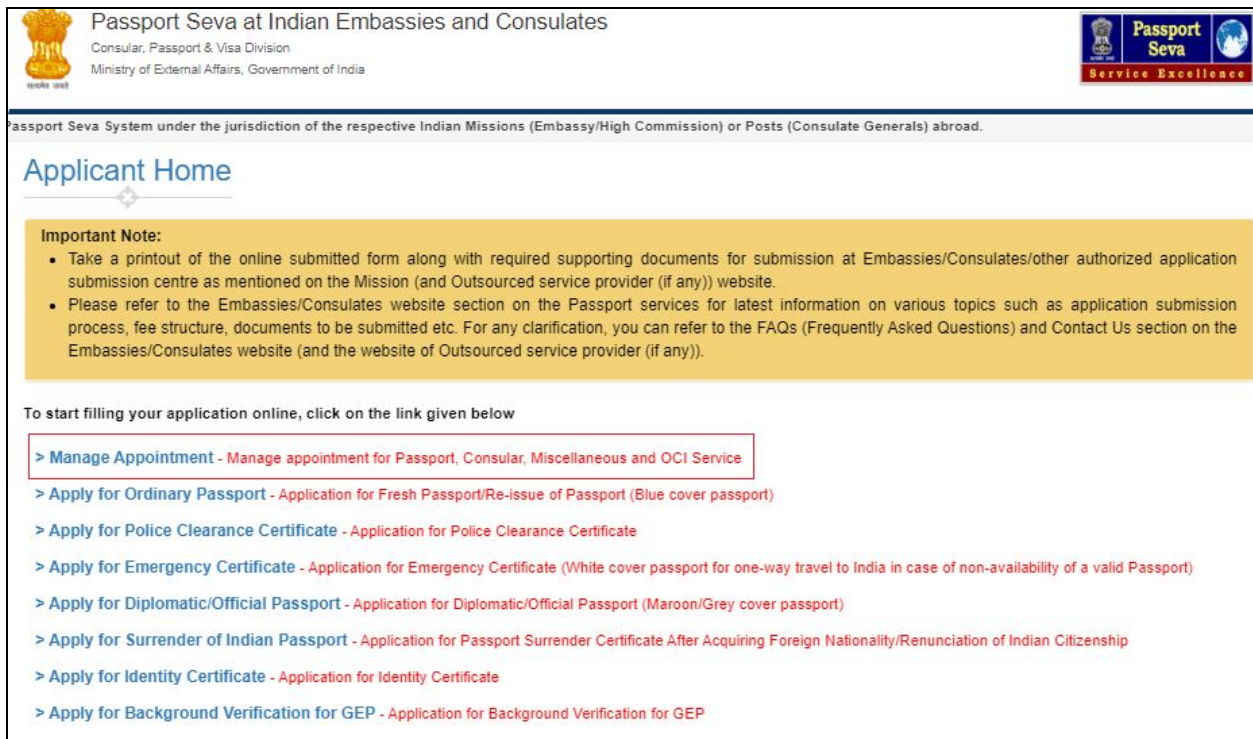
APPOINTMENT SYSTEM FOR PASSPORT RENEWAL

IMP: Appointments will be visible and open for booking online from 1000 hrs on 30th June (Tuesday) onwards

② Please note appointments for passport application submission by normal re-issue applicants and amnesty scheme applicants can be booked on any working day from Monday to Friday only for timings between 0930am to 1pm

If your passport is expired or lost and you want to obtain a new passport please book an appointment as follows:

1. Open <https://embassy.passportindia.gov.in/> and select the region/country as **Italy**.
2. If **new user**, register by clicking on "**REGISTER**" link on right hand side of webpage.
3. Select "**Italy-Rome**" in the drop-down box against Embassy/Consulate in the first column/field of the Register form.
4. If already registered, then login with the registered login ID and Password using "**User Login**" link on right hand side of webpage.
5. After logging in, the **APPLICANT HOME**, webpage will open.
6. On that click on "**MANAGE APPOINTMENT**" link to schedule an appointment to visit the Embassy/Consulate.



Passport Seva at Indian Embassies and Consulates
Consular, Passport & Visa Division
Ministry of External Affairs, Government of India

Passport Seva System under the jurisdiction of the respective Indian Missions (Embassy/High Commission) or Posts (Consulate Generals) abroad.

Applicant Home

Important Note:

- Take a printout of the online submitted form along with required supporting documents for submission at Embassies/Consulates/other authorized application submission centre as mentioned on the Mission (and Outsourced service provider (if any)) website.
- Please refer to the Embassies/Consulates website section on the Passport services for latest information on various topics such as application submission process, fee structure, documents to be submitted etc. For any clarification, you can refer to the FAQs (Frequently Asked Questions) and Contact Us section on the Embassies/Consulates website (and the website of Outsourced service provider (if any)).

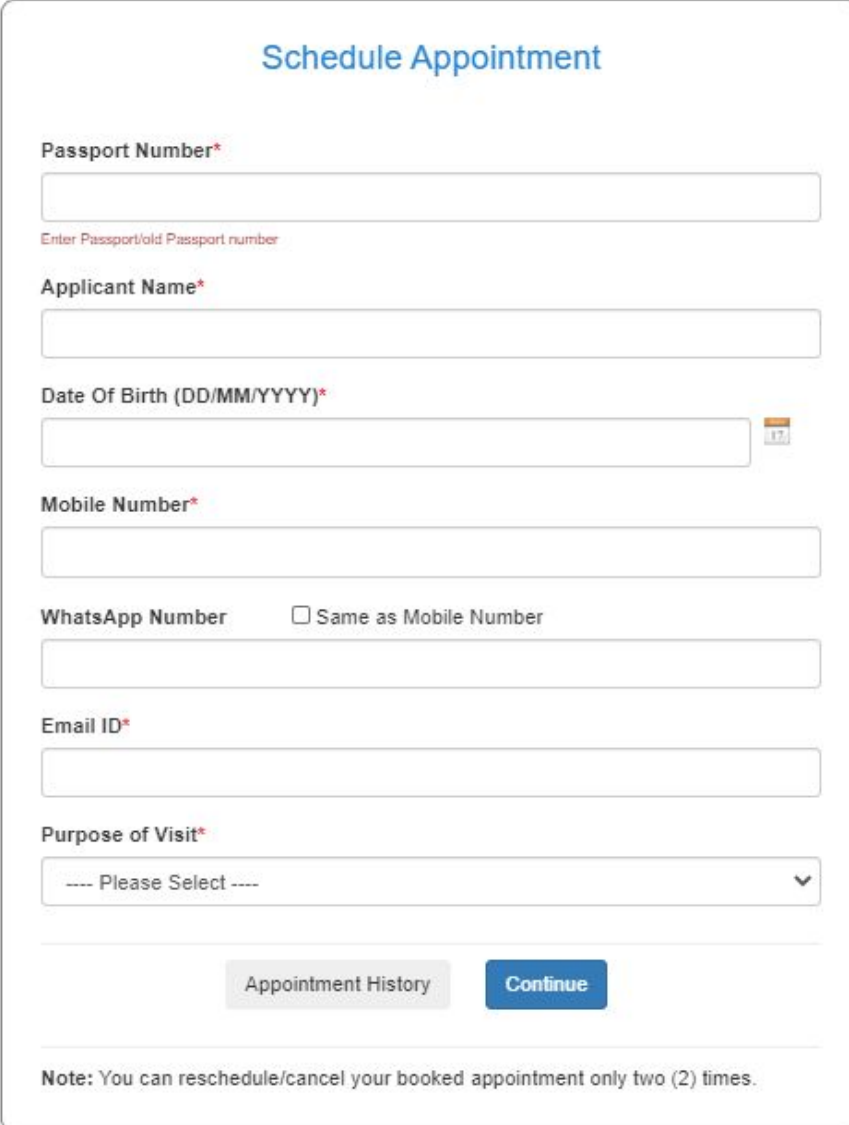
To start filling your application online, click on the link given below

- > **Manage Appointment** - Manage appointment for Passport, Consular, Miscellaneous and OCI Service
- > Apply for Ordinary Passport - Application for Fresh Passport/Re-issue of Passport (Blue cover passport)
- > Apply for Police Clearance Certificate - Application for Police Clearance Certificate
- > Apply for Emergency Certificate - Application for Emergency Certificate (White cover passport for one-way travel to India in case of non-availability of a valid Passport)
- > Apply for Diplomatic/Official Passport - Application for Diplomatic/Official Passport (Maroon/Grey cover passport)
- > Apply for Surrender of Indian Passport - Application for Passport Surrender Certificate After Acquiring Foreign Nationality/Renunciation of Indian Citizenship
- > Apply for Identity Certificate - Application for Identity Certificate
- > Apply for Background Verification for GEP - Application for Background Verification for GEP

Figure 1: Manage Appointment link

7. Fill in your details (Passport/Old Passport number, Name, Date of Birth, Mobile Number, Email ID) in the **Schedule Appointment form**.

Note: Enter correct passport number and date of birth in DD/MM/YYYY format as per the passport/old passport



Schedule Appointment

Passport Number*

Enter Passport/old Passport number

Applicant Name*

Date Of Birth (DD/MM/YYYY)*

Mobile Number*

WhatsApp Number Same as Mobile Number

Email ID*

Purpose of Visit*


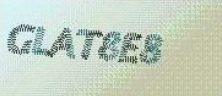
---- Please Select ----

Note: You can reschedule/cancel your booked appointment only two (2) times.

Figure 2: Schedule Appointment form

8. Select **“PURPOSE OF VISIT”** as per the category available in the drop-down menu which will be as follows:
 - i. Submission of application for Passport re-issue
 - ii. Submission of application under amnesty scheme
9. Click the **Continue** button to navigate to the next screen.
10. System will show date and available time slots. Choose appointment date and time slot.

Choose Appointment Date and Slot

Passport Number	██████████
Applicant Name	KANAK GUPTA
Date Of Birth	30/01/1993
Mobile Number	██████████
WhatsApp Number	██████████
Email ID	██████████
Purpose of Visit	Submission of application for Passport/Miscellaneous service
Appointment Location & Address	Italy - Rome EMBASSY OF INDIA VIA XX SETTEMBRE, 5, 00187, ROME, ITALY
Appointment Date	<input type="text" value="03/06/2020"/> 
Available Slots	<input checked="" type="radio"/> 09.00 - 09.30 <input type="radio"/> 09.30 - 10.00 <input type="radio"/> 10.00 - 10.30 <input type="radio"/> 10.30 - 11.00 <input type="radio"/> 11.30 - 12.00 <input type="radio"/> 12.00 - 12.30 <input type="radio"/> 12.30 - 13.00 <input type="radio"/> 13.30 - 14.00 <input type="radio"/> 14.00 - 14.30 <input type="radio"/> 14.30 - 15.00 <input type="radio"/> 15.00 - 15.30 <input type="radio"/> 15.30 - 16.00 <input type="radio"/> 16.00 - 16.30 <input type="radio"/> 16.30 - 17.00
Enter Characters Displayed	 Change the picture displayed <input type="text" value="GLAT8E8"/>
<input type="button" value="Book Appointment"/>	

Note: You can reschedule your booked appointment only two (2) times.

Figure 3: Appointment date and time slot selection

11. After verifying the details, click the **Book Appointment** button. System will display success message and appointment details.

Appointment Details

Appointment booked successfully.

Applicant Details	
Passport Number	██████████
Applicant Name	KANAK GUPTA
Date Of Birth	30/01/1993
Mobile Number	██████████
WhatsApp Number	██████████
Email Id	██████████
Purpose of Visit	Submission of application for Passport/Miscellaneous service
Appointment Details	
Appointment Number	200000003506420
Appointment Date & Time	03/06/2020 , 09:00 AM - 09:30 AM
Appointment Location & Address	Italy - Rome EMBASSY OF INDIA VIA XX SETTEMBRE, 5, 00187, ROME, ITALY
<input type="button" value="Print Appointment Receipt"/>	

Note: Please reach Embassy/Consulate five (5) minutes before the appointment time.

Figure 4: Print Appointment Receipt

- 12.** Use **Print Appointment Receipt** button to take a printout of appointment receipt which contains details of the applicant and appointment.
- 13.** Visit the **Indian Embassy in Rome on Via XX Settembre, 00187 Rome, five (5) minutes before the appointment time.**
- 14.** An appointment confirmation email is sent on the provided email id of the registered user.
- 15.** Please bring **PRINT OUT of the APPOINTMENT RECEIPT for ENTRY into Embassy.**

16. Please note, due to COVID restrictions, NO ENTRY WITHOUT PRIOR APPOINTMENT.

Applicant Details	
Passport Number	[REDACTED]
Applicant Name	KANAK GUPTA
Date of Birth	30/01/1993
Mobile Number	[REDACTED]
WhatsApp Number	[REDACTED]
Email Id	[REDACTED]
Purpose of Visit	Submission of application for Passport/Miscellaneous service
Appointment Details	
Appointment Number	200000003506420
Appointment Date & Time	03/06/2020 , 09:00 AM - 09:30 AM
Appointment Location & Address	Italy - Rome EMBASSY OF INDIA VIA XX SETTEMBRE, 5, 00187, ROME, ITALY
Appointment Booked Time	5/30/2020, 7:45:32 PM
Note: Please reach Embassy/Consulate five (5) minutes before the appointment time.	

Close
Print Application Receipt

Figure 5: Appointment Receipt