



**INSTRUCTIONS FOR FILLING OF APPLICATION FORM FOR OBTAINING OFFICIAL (WHITE) PASSPORT  
FOR PARTICIPATION IN INDIAN SCIENTIFIC EXPEDITION TO ANTARCTICA (ISEA)**

1. The form can be downloaded from <http://passportindia.gov.in/AppOnlineProject/online/diplomatic>
2. **Printing of passport form** : Passport form consists of three pages. Both pages should be printed on separate sheet of paper. DO NOT print the form back to back.
3. **Filling of passport form:**
  - 3.1 Form should be filled in BLACK BALL PEN only. Forms filled in any other colour shall be rejected.
  - 3.2 Do not Fill Sr. No. 9
  - 3.3 A total of 02 signatures are required in black ball pen. Signature should be within the box without touching the edges of the box
    - 3.3.1 One signatures are required on page 1 in box on top right corner below the photo
    - 3.3.2 One signature at page 3 in box below Sr.No. 9.
  - 3.4 DO NOT FILL THE DETAILS IN CERTIFICATE. Do not get it signed or stamped by Head of Office. Leave it blank
4. **Enclosures:**
  - 4.1 If there is any other passport in possession personal (blue) or official (white) please submit alongwith the application form or else new passport will not be made.
  - 4.2 Applicants need to submit four recent passport size photographs (size 4.5 x 3.5 cm) on white background. Scanned photographs will not be entertained.
  - 4.3 Photocopy of proof of identity such as Office Identity card/voter ID/Pan Card to be submitted
5. **Submission of passport form**
  - 5.1 Forms have to be submitted in triplicate. One set to be completed as described at Sr. No. 3
  - 5.2 Remaining two sets only to be signed as described at Sr. No. 3.3 and leave the rest of the form blank
  - 5.3 Send the forms by speed post or courier to the following address

**“The Programme Director (Logistics),  
National Centre for Antarctic & Ocean Research,  
Headland Sada, Vasco-da-Gama, Goa – 403 804.**
  - 5.4 The envelope containing the application form should be super scribed as **“Application form for obtaining Official Passport –ISEA”**.
6. **Date of Submission:** Forms should reach **NCAOR latest by 15 September, 2015**