

Annexure 'N'

Prior Intimation (PI) from the Government/PSU/Statutory Body employee to his/her Administrative Office
for submission of Passport application for himself/herself (On Plain Paper)

Place:

Date:

[To be addressed to the Controlling/Administrative Authority with full postal address]

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.....PIN:

Tel:

Fax:

Email:

Subject: Prior Intimation for Submission of Passport Application

Sir/Madam,

I hereby give prior intimation that I am applying for an ordinary Passport to Regional Passport
Office,

2. This is for your kind information and record.

Yours faithfully,

Signature:

Name:

Date of Birth:

Designation:

Name of Office Where Working:

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Name of Organisation:

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Address of Present Office:

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Residential Address:

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