



**Embassy of India
Abu Dhabi**

ADVISORY

**Procedure for accepting Passport applications at BLS Centers
through PRO**

Presently, any passport application is required to be submitted by the individual applicant along with requisite documents, in person, at the nearest BLS Center. However, it has been brought to the notice of this Embassy that the on - going pandemic situation has created difficulty in mobility of individuals, especially those from far-flung areas including Al Ruwais in the Emirate of Abu Dhabi to visit BLS Center in Abu Dhabi and even applicants in and around Abu Dhabi, Al-Ain may prefer an alternate safe mode of submitting application to avoid exposure to crowded places.

2. As such, the Embassy had earlier exempted physical presence of senior citizens (above 60 years), minor children (below 12 years), pregnant women and differently abled applicants vide our advisory dated 17.06.2020. In addition to this, to maintain adequate social distancing and proper crowd management, it has been decided that passport applications of employees of all categories of a particular company including employer/senior management/ CEOs/ MDs etc. may be submitted through the authorized/ company PRO at the nearest BLS Center by adhering to the following procedure :

- 1) The concerned employer/company should issue an official letter addressed to the Embassy, authorizing the company PRO to submit duly filled and completed passport applications along with requisite documents on behalf of the employee(s).
- 2) The individual employee should also give a letter authorizing the same PRO to submit the passport application on his/ her behalf.
- 3) The PRO upon producing his credentials/ID document(s), can submit the passport application(s) along with relevant documents including above authorizations at the nearest BLS Center and pay the requisite fee by cash at the counter.

4) BLS may consider having a separate counter to handle receipt / delivery from / to PROs on need basis.

5) As being practiced now, the individual applicant / PRO in this case also can exercise the option of collecting the new and old cancelled passports in person at BLS Center, where applied or through courier.

Abu Dhabi
22.11.2020