



KCE/CCC/003/17-18

Date: 27.02.2018

### Circular

A Passport Camp has been arranged at our college for our students and staff members on 15.03.2018 by Citizen Consumer Club (CCC) in association with Travelshop, Thanjavur. Those who would like to apply for new (renewal) passport can approach and register their name with Mr.K.Albert Lawrence, CCC Co-ordinator with the photocopies of the following applicable documents as well as fees on or before 12.03.2018.

#### **Document Required for Passport**

1. Aadhar Card (Compulsory)
2. Supporting document (Any one with same address as in Aadhar card)
  - a. Bank Passbook/Voter ID/ Pan card with Letter/ Driving License
3. Education Certificates
  - a. 10th Mark sheet
  - b. 12th Mark sheet
  - c. Bonafide from college
4. Old Passport (If you are applying for Renewal)
5. Neighbour reference address with contact details + nearby police station
6. Amount – Rs. 1600/- Per Person.  
(Passport Fees: Rs.1500/- and Service Charge: Rs.100/-)

*J. Donneten*  
*27/2/18*  
**PRINCIPAL**

Copy to

- (i) Secretary
- (ii) CEO
- (iii) Vice-Principal
- (iv) All HoDs