

To

The Public Information Officer,

[Name & Address of the Passport Office where you applied]

Subject: Request for Information Regarding Delay in Issuance of Passport under RTI Act, 2005

Respected Sir/Madam,

I, [Your Name], applied for a passport at [Name of Passport Office/PSK] on [Date of Application], with Application Reference Number (ARN): [Your ARN]. Despite completion of all formalities, including police verification, I have not received any update regarding the dispatch of my passport.

Kindly provide the following information under the RTI Act, 2005:

1. Current status and day-to-day progress of my passport application (ARN: [Your ARN]).
2. Names and designations of officials who have processed/handled my application so far.
3. Reasons for the delay in issuing my passport, if any.
4. Certified copies of file notings and correspondence regarding my application.
5. Expected timeline for completion and dispatch of my passport as per the Citizen Charter.

I have paid the prescribed RTI application fee of Rs. 10/-.

Please send the information to my address/email below.

Thank you.

Yours faithfully,

[Your Name]

[Your Address]

[Your Email]

[Your Mobile Number]