



STANDARD OPERATING PROCEDURES

FOR CANCELLATION OF MULTIPLE PASSPORTS

“2022”

**Directorate General Immigration & Passports
Ministry of Interior
Govt. of Pakistan**

Standard Operating Procedure (S.O.P) for Cancellation of Multiple Passports



1- Introduction:

Computerized National Identity Card (CNIC) is the basic document for issuance of Passports to the citizens of Pakistan. NADRA reported in November 2021 that approximately **38,000** citizens managed to obtain more than one CNIC from NADRA and subsequently a large number of them managed to obtain passports against these CNICs as well.

2. As per prevailing legal provisions, holding of more than one CNIC/ passport by a single person with different citizenship number / credentials is a punishable offence under **Section (6) of Passport Act, 1974**.

3. In order to facilitate the general public, Federal Government has approved exemption as one time dispensation from the provision of section 6(j) of the Passport Act 1974 till 31-12-2022 in addition to already registered applicants vide **SRO No.612(I)/2022** dated **20.05.2022**.

4. The amnesty approved by the Federal Government, to be administered on the pattern of previously granted amnesties for cancellation of wrongly acquired CNICs / Passports or attempts, against processing fee.

2- Mechanism & Process:

1. Multiple Passports holders are broadly categorized as follows:

S. No.	Nature of Cases	Processing fee
1.	<ul style="list-style-type: none">Individuals who obtained more than one Passports, by concealing true identity, on the basis of different CNIC numbers with same particulars or change of marital status, in female cases.	10,000



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2.	<ul style="list-style-type: none">• Individuals who obtained more than one Passports with slight difference in name / parentage, affixing / prefixing surname, caste etc, with different CNICs numbers.• Individuals who obtained more than one Passport on the basis of more than one CNIC numbers with difference of date of birth.	25,000
3.	<ul style="list-style-type: none">• Individuals who obtained / attempted to obtain more than one Passport, by concealing true identity, with altogether different / particulars on the basis of his /her different CNIC numbers.	50,000

3- Required Documents:

The applicant shall submit following documents to this Directorate General of Immigration & Passports, Hqrs, Islamabad.

- a. Statement on oath on Rs.20/- non-judicial stamp paper, duly attested by Notary Public (as per specimen at Page No.07). Applicants abroad may submit such statement on plain paper duly attested by Pakistan Missions abroad.
- b. Copies of both CNICs/CRCs
- c. Certificate/Token from NADRA regarding surrender of CNIC obtained with wrong / fake particulars.
- d. All Passports, in original, obtained on surrendered CNICs, shall be submitted. Police lost report, in case said passports are lost.
- e. In case the Passport has been acquired on the basis of retained / correct CNIC, a copy of the passport is to be attached.
- f. Copy of the token (if applied for passport and blocked in AFIS).
- g. Attested copies of documents (educational, birth, domicile and other certificates in support of his/her actual name.



- h. Husband CNIC and Marriage Certificate, in case of married female applicants. Divorce deed, in case of divorced female applicants.
- i. **Original Police Character Certificate**

4- Process for Disposal of Cases

I. IMPASS is expecting thousands of cases to be processed under the said amnesty. For efficient disposal of such cases, following process flow is prescribed:

- i. In the first instance, applicants will surrender wrong / incorrect CNIC to NADRA, for cancellation. After getting wrong CNIC cancelled and activation of CNIC with correct particulars, the applicant shall submit his application at IMPASS for cancellation of Passport obtained on incorrect / cancelled CNIC.
 - ii. NADRA has to determine the real identity of the applicant and issue him CNIC with correct credentials by cancelling wrong CNIC.
- II. The applicant shall submit his application in the following manner:
- (i) Applicants shall submit their applications, along with required documents, to the Directorate General Immigration & Passports (Hqrs) Islamabad by:
 - a. Post
 - b. Zonal Headquarters i.e. Karachi, Lahore, Quetta, Peshawar, Rawalpindi, Multan
 - c. Foreign Mission, if Applicants living abroad.
 - (ii) On receipt of application, PCL Section shall register the cases for record. Applications received on or before **31.12.2022** shall be processed under the approved amnesty. Cases received after the cut of date shall not be entertained.



- (iii) Initial scrutiny of documents will be made by concerned branch official. In case of deficient / incomplete documents applicants shall be intimated through Post to submit the same.
- (iv) Concerned official, after receipt of complete documents, will send acknowledgement to applicants.
- (v) The cases shall be scrutinized by the PCL Section and Incharge PCL Section. The complete cases, in batches, may be forwarded to Scrutiny Committee, headed by Deputy Director (Policy).

Scrutiny Committee	
• Deputy Director (Policy) -----	Chairman
• Assistant Director (PCL) -----	Member
• Assistant (PCL) -----	Secretary

- (vi) Cases complete in all aspects shall be submitted for final approval before the committees mentioned below:-

Category	Departmental Dup Review Committee
Category 1 & 2 As mentioned at Para No. 2 of SOP	<ul style="list-style-type: none">• Director General ----- Chairman• Director (Hqrs) ----- Member• Deputy Director ----- Member• Assistant Director (PCL) ----- Secretary
Category 3 As mentioned at Para No. 2 of SOP	Ministry of Interior Dup Review Committee <ul style="list-style-type: none">• Additional Secretary / Joint Secretary, Ministry of Interior.• Director General, Immigration & Passports.• Section Officer (P&C).• Assistant Director (PCL)

- (vii) After approval by the competent authority and before issuance of clearance letter, applicants may be advised to submit their requisite processing fee at designated branched of the National Bank of Pakistan at Zonal Headquarters i.e. Karachi, Lahore, Quetta,



Peshawar, Rawalpindi, Multan. Concerned Zonal Headquarters / Foreign Mission, after confirming the same from Bank scroll, will forward to PCL Section. After receiving the receipt of processing fee, PCL Section shall forward the cases to Director (Database / Software) for blockage / release of Passport data.

- (viii) Name of the individual shall be removed from PCL after confirming data blockage / release.
- (ix) The minimum processing time for disposal of these cases shall be 03 months
- (x) The applicants, living abroad can obtain clearance letter from the concerned missions.

PCL



Directorate General Immigration & Passports

بیس روپے مالیتی سٹامپ پیپر پر درج کروائیں

بیان حلفی

نہایت ادب سے گزارش ہے کہ میں مسی..... ولد..... سکنہ..... اقرار کرتا ہوں کہ میرے پاس دو شناختی کارڈز/ پاسپورٹ تھے یا دوسرے کے لیے درخواست دی ہوئی تھی جسکی تفصیل درج ذیل ہے۔

غلط کوائف

غلط نام..... ولدیت.....
غلط شناختی کارڈ نمبر.....
غلط پاسپورٹ نمبر/ ٹوکن نمبر.....
غلط شناختی کارڈ پر تاریخ پیدائش.....

درست کوائف

درست نام..... ولدیت.....
درست شناختی کارڈ نمبر.....
درست پاسپورٹ / ٹوکن نمبر.....
درست شناختی کارڈ پر تاریخ پیدائش.....
درست / مکمل پتہ.....

- ۱۔ غلط شناختی کارڈز/ نام میں کینسل کروا دیے جسکے کینسلیشن لیٹر کی نقل درخواست کے ساتھ لف ہے۔ اور میں نے اپنا غلط پاسپورٹ/ ٹوکن معذرت کے ساتھ کینسل کروانا چاہتا ہوں۔
- ۲۔ اور یہ کہ میں معافی کا طلب گار ہوں اور آئندہ ایسا کوئی غیر قانونی کام نہ کرنے کی یقین دہانی کرواتا ہوں۔
- ۳۔ برائے مہربانی میرا غلط پاسپورٹ/ ٹوکن چھو کہ اوپر دیا گیا ہے منسوخ کیا جائے، غلط شناختی کارڈز/ نام میں جمع کروا دیے۔
- ۴۔ برائے مہربانی میرا درست پاسپورٹ/ ٹوکن جو کہ اوپر دیا گیا ہے مجھے مہیا کیا جائے اور مجھے اس پر سفر کرنے کی اجازت دی جائے جو کہ صحیح شناختی کارڈز/ نام اپلائی کیا ہوا ہے۔
- ۵۔ میرا نام پاسپورٹ کنٹرول لسٹ سے خارج کیا جائے۔

درخواست گزار

صحیح نام:

صحیح شناختی کارڈ نمبر:..... موبائل نمبر..... ای میل.....
گواہ نمبر ۱..... گواہ نمبر ۲.....

گواہان اپنا نام، ولدیت اور شناختی کارڈ نمبر ضرور لکھیں اور شناختی کارڈ کی کاپی بھی ساتھ لگائیں۔

(سٹامپ پیپر اور چھ کسٹمر سے تصدیق کروا جائے)

غلط پاسپورٹ کی کینسلیشن کے لیے درج ذیل کاغذات جمع کروائے جائیں:

- (1) بیس روپے مالیت کے سٹامپ پیپر پر مجوزہ فارمیٹ پر بیان حلفی۔
- (2) درست شناختی کارڈ کی نقل۔
- (3) شناختی کارڈ کینسلیشن کا ثبوت
- (4) درست پاسپورٹ کی نقل۔
- (5) شادی شدہ خواتین کی صورت میں شوہر کے شناختی کارڈ اور نکاح نامہ کی تصدیق شدہ کاپی۔
- (6) پولیس کیریئر سرٹیفکیٹ
- (7) ڈومیسائل، پیدائشی سرٹیفکیٹ کی تصدیق شدہ نقول
- (8) غلط پاسپورٹ (اصل)، گمشدگی کی صورت میں پولیس گمشدگی رپورٹ۔