

RTI Application for Passport Delay: RPO PSK Sample (2026)

**RTI Wiki**

Right to Information, India

RTI Application for Passport Delay

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Direct answer. If a passport application is stuck beyond the time-line on <https://passportindia.gov.in>, file a free RTI to the PIO of the Regional Passport Office asking for the police verification status, any deficiency note and the expected printing date. The PIO must reply in 30 days.

Drafting notes. This is a sample application. Customise each item before filing. See Guide for applicants for procedure, fee, and appeal path. After 14 November 2025, requests seeking information about a named individual engage Section 8(1)(j) as amended by Section 44(3) of the Digital Personal Data Protection Act, 2023. See the practitioner note for the test the Public Information Officer must apply.

When to use this RTI

- Your passport file is older than the published Tatkal or normal time-line
- Police verification status has been pending for an unreasonable period
- You want the deficiency note, if any, raised on your file
- You want the expected print and despatch date

When NOT to use this RTI

- If you applied very recently and the time-line has not crossed
- If you are seeking another applicant's passport details (Section 8(1)(j))

- If you want the PIO to issue the passport through RTI (RTI gives records, not the passport)

Sample RTI application

To,
The Public Information Officer
Regional Passport Office
[Full Address, Pin Code]

Sub: Request for information under Section 6(1) of the RTI Act, 2005,
regarding pending passport application file number _____.

Sir / Madam,

I had applied for issue / re-issue of passport on _____ vide file number _____ at the [Passport Seva Kendra / Post Office PSK / RPO]. The passport has not been received within the time-line mentioned on the Passport Seva website. I seek the following information.

Application particulars:

File number / ARN: _____
Date of submission: _____
Type (fresh / re-issue / Tatkal): _____
PSK or RPO of submission: _____

Information sought:

- [1] Current status of file number _____ as on the date of this RTI.
- [2] Certified copy of the police verification report received in your office, with date of receipt. If pending, the date of forwarding to the police authority.
- [3] Reasons in writing for delay beyond the time-line on <https://passportindia.gov.in> for this category of application.
- [4] Whether any deficiency or query has been raised on my file. If yes, the date of communication to me and the reply received.
- [5] Date by which the passport is expected to be printed and despatched.
- [6] Names, designations and office addresses of officers handling my file.
- [7] Names of officers whose assistance is sought by the PIO under Section 5(4) of the RTI Act.

Application fee of Rs 10 is enclosed in the form of Indian Postal Order. Please send the information to the address below.

Yours faithfully,
 [Signature]
 [Name, file number, address]
 [Phone, email]
 [Date]

If the PIO does not reply or refuses without reasons: First Appeal

[Date]
 To,
 The First Appellate Authority
 [Public Authority Name]
 [Address]

Sub: First appeal under Section 19(1) of the RTI Act, 2005, against the order of the PIO dated [____] / against deemed refusal under Section 7(2), in respect of my RTI dated [____].

Sir / Madam,

1. I had filed an RTI application dated [____] seeking the information described in the enclosure (Annexure A).
2. The PIO has [refused / not replied / partly replied] vide letter dated [____]. The reply does not satisfy the requirements of Sections 7(8) and 8 of the RTI Act, 2005, for the reasons set out below.
3. Grounds of appeal:
 - (a) The reply does not record reasons for refusal, contrary to Section 7(8) and Section 19(5).
 - (b) The PIO has not applied Section 8(2) public-interest balancing.
 - (c) Severable parts under Section 10 have not been supplied.
 - (d) [add specific factual grounds].
4. Prayer: I pray that the FAA may be pleased to direct the PIO to supply the information sought, free of cost under Section 7(6), and to record findings on PIO conduct.

Yours faithfully,
 [Name and signature]
 [Address, phone, email]

Frequently asked questions

Should I file the RTI with the RPO or with the police?

Both, in parallel. The RPO holds the application file; the local police district holds the police verification record. The RPO RTI gets you the file status; the police RTI gets you the verification status.

Will police verification details be disclosed?

Verification reports relating to your own application are disclosable on RTI. Records of other applicants are restricted under Section 8(1)(j).

Can the RTI speed up my passport?

RTI exposes the bottleneck. Once the bottleneck is on paper, internal escalation, social media and the consular grievance officer move faster.

Related

- Guide for RTI applicants
- All sample RTI applications
- AI RTI Drafter
- PIO RTI Reply Guide
- FAA guide
- PIO reply after DPDP Rules 2025
- Detailed passport RTI guide
- Section 8 exemptions

Sources

1. The Right to Information Act, 2005 (Sections 6, 7, 8, 10, 11, 19)
2. The Right to Information (Regulation of Fee and Cost) Rules, 2012
3. The Digital Personal Data Protection Act, 2023, Section 44(3)
4. Passport Seva, Ministry of External Affairs, <https://passportindia.gov.in>
5. Passports Act, 1967 and Passport Rules
6. Bureau of Immigration, <https://boi.gov.in>
7. Central Information Commission orders on passport delay at <https://cic.gov.in>

Last reviewed: 9 May 2026. **Sources verified:** statutory references and portal links cross-checked on 9 May 2026.

applicant, application, passport-delays, rti, sample-rti



Right to Information Wiki
The working reference for India's Right to Information Act, 2005.



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