

## File Closure Request

**[Instructions to applicant: Please print this form, fill it out correctly, sign it, and scan it properly as a PDF (NOT as an image file). Please send the duly filled, signed, scanned PDF from the email address mentioned in the application to [\[ RPO Mail \]](#)**

To  
The Passport Issuing Authority (PIA),  
Regional Passport Office,  
Address

Applicant's Complete Name: \_\_\_\_\_ (as in the application)  
Application Number/ARN Number: \_\_\_\_\_

Respected Sir/Madam,

I request you to close the above-mentioned application(Please submit separate applications if more than one application is required to be closed).

2. I understand that if I had previously requested to close any other application(s) submitted under RPO Kolkata, the concerned application(s) will also be closed.

3. I have submitted or will submit a new application online and will follow the process via the concerned PSK/POPSK.

Sign: \_\_\_\_\_

Applicant's Complete Name: \_\_\_\_\_ (as in the application)

Date: \_\_\_\_\_

[Please note that the signature should be the same as that in the passport application].

[In case of minors, signature of both parents/ one parent, as applicable in the passport application , is required].