Procedure to obtain Exit Permit on-line from the FRRO’s Web link: <https://indianfrro.gov.in/eservices/eServicesMenu.jsp>

**A)     Requirements If staying in a Hotel or Guest House or Ashram**

1. Obtain “Form C” from the hotel/guest house/ ashram;
2. Organise the Flight Ticket showing departure date from India;
3. Now **apply on-line for the Exit permit on FRRO’s Web link:**<https://indianfrro.gov.in/eservices/eServicesMenu.jsp> on FRRO’s Website

[**www.boi.gov.in**](http://www.boi.gov.in/)**;**
4. **Scan and upload the following documents to the on-line application for exit-permit: a) Recent colour photograph (passport size) of self; b) Previous and New Passport Bio-Data pages; c) Entry Visa page; d) Immigration Entry Stamp page (if available); e) Form C;  g) Police FIR Copy ( in case of lost passport) h) Letter from the Embassy (if required); i) Departure flight ticket.**
5. Following above the FRRO’s Office will conduct a police verification of the applicant. Once the verification report is received by the FRRO and there’s no adverse report then the Exit Permit is issued by the FRRO after obtaining the Exit Permit Fee on-line from the applicant.

**In case applying in Delhi then the FRRO Office is as follows:**

**FRRO,**

**East Block No.8, Sector 1, R.K. Puram, New Delhi.**

**(Behind Hyatt Regency Hotel), Tel 011 – 26192183.**

**B)     Requirements If staying with a friend as guest**

1. Obtain a signed letter from the host certifying that she is staying there as a personal guest  and not paying any money (to be uploaded);
2. Obtain photo copies of the host’s “Residence Identity Proof” in the form of current electricity bill/telephone bill which must bear the name of the host and the full address of the residence. These bills must be self-attested  by the host (to be uploaded);
3. Obtain photocopies of the host’s own Identity Proof which could be in the form of either Passport or Aadhaar card or Election Identity Card. This document must bear the host’s name and signature and these copies too have to be self-attested by the host (to be uploaded);
4. Organise the copy of the Flight Ticket showing departure from India (to be uploaded);
5. Now **apply on-line for the Exit Permit on the FRRO’s Website:**[**www.boi.gov.in**](http://www.boi.gov.in/)**;**
6. Scan and upload recent colour photograph (passport size) of self, previous and new Passport Bio-Data pages/ Entry Visa page/ Immigration entry stamp page (if available)/ documents mentioned at Sl. no. 1,2,3/ Police FIR Copy (in case of lost passport), Letter from the Embassy (if available); Departure flight ticket;
7. Following above the FRRO’s Office will conduct a police verification of the applicant. Once the verification report is received by the FRRO and there’s no adverse report then the Exit Visa is issued by the FRRO after obtaining the Exit Permit Fee on-line from the applicant.