

## **TRANSFER OF INFORMATION IN THE NEW PASSPORT**

1. In case, a passport has been renewed within or outside the Kingdom, the holder must submit both the old and the new passports to the Faculty & Personnel Services Department (Building 21 – Room: 613) at the earliest to update the new passport information in the Government passport system.
2. Any renewal endorsement on the same passport should also be reported to the Faculty & Personnel Services Department so that the new expiry date of the passport is also entered in the Government passport system.
3. Any correction/amendment in the expiry date of the passport/passport holder's name/date of birth and the issuance of new passport or renewal endorsement on the same passport should be reported immediately so that necessary action could be taken in order to avoid the delays at the time of issuance of exit/re-entry visas for travelling abroad.
4. Before submitting the new passport for transfer of information, please make sure that the old passport has been cancelled by the issuing embassy/passport authority.
5. Please attach a photocopy of valid Iqama (Residence permit) of the passport holder.

*Note: As a precaution kindly keep both passports (old and new) while travelling for the first time.*

***Expected Completion Time:*** one week