General Instructions for Citizens While Submitting Application

Step 1
- Type in URL **https://bit.ly/3ehd3Za** in the browser or scan the QR Code mentioned above.
- Alternatively click on **https://serviceonline.gov.in/directApply.do?serviceId=1371**
- Alternatively Visit **http://jammu.nic.in/COVID19** and click on appropriate links

Step 2
- Ensure that you have all the details to be filled in the application form including scanned photograph, functional Mobile and eMail **Address (ePASS will be sent through mail and status as SMS).**
- SMS and eMails would be sent by application with regard to your application status.

Step 3
- Annexures to be uploaded should also be available with you handy. ID Proof and other document claiming your purpose of ePASS are required to be uploaded.

Step 4
- Incase of Scanned picture, the size of picture should be greater than **20KB** and also **less than 200KB**
- Annexures to be uploaded should not be more **than 1MB** in size.

Step 5
- All the fields marked with **"*"** are mandatory and cannot be skipped
- Select your ePASS type. Enter all the fields in the application form and click on SUBMIT button. Editing of the application can be done.

Step 6
- In the next page you will be asked to **ADD ANNEXURES**. In case of mistakes, application can be edited at this stage also.
- Click on ADD ANEXURE button and uploaded ANNEXURES **(Size of each not more than 1MB).**

Step 7
- First Annexure is ID Proof.
- Second Annexure is not Mandatory for all. It is to be uploaded by individuals who want to add additional documents to support their claim for ePASS.

Step 8
- Add both the annexure and preview your application and once satisfied only then click on submit button. EDIT function can be used to edit application.
- Your application form once submitted will generate an acknowledgement on registered mail as well as SMS also indicating your **ePASS reference Number**.

Step 9
- Once your ePASS application is approved / rejected by the authority, you will be intimated accordingly through SMS / eMail. If approved ePASS will be sent through eMail.
- Go to **https://serviceonline.gov.in** and click on TRACK APPLICATION STATUS.

NATIONAL INFORMATICS CENTRE NIC

For any other Queries you may contact District Control Room