

FAQs on Passport Services

Q.No.1. What documents are required for making application for renewal of passport?

- a. Application form
- b. Four Photographs (size 40mm x40mm or 50mm x50mm) non-biometric, with light colour background and showing frontal view of full face (80% coverage) of the applicant.
- c. Original Indian Passport [copies of relevant pages (laminated pages, address page, or any other pages carrying endorsements & valid visa/residence permit, etc.) could be submitted initially in case the applicant wishes to keep the original passport with him/her during processing period.]
- d. A copy of local Residence Permit or a copy of the passport page where Residence Permit/Visa has been endorsed is to be provided.

Please note the following while making applications:

- a) Now a days Machine Readable Passports are issued. The online system does not accept names in initials/abbreviated forms such as SK SINGH, KNR NAIR etc. Applicants are therefore required to give their full names. Please do not prefix Mr., Mrs., Dr. or Shri, Late etc.
- b) Date of birth should be mentioned in the form of DD/MM/YYYY.
- c) Signature and thumb impressions should be confined in the prescribed box. In case a child cannot sign, his/her thumb impression may be provided. A parent should sign the declaration/application on behalf of a minor child but not in the places (boxes) provided for applicant's specimen signature/thumb impression.
- d) Please fill up the form in block capital letter. e) All copies of supporting documents are be self-attested by the applicant. f) In case the applicant has recently moved to the consular jurisdiction of the post where application is made, from another part of Germany, a copy of the local registration document may be provided.
- g) A self addressed stamped (for registered post) medium size envelope is required for return of documents unless the documents are to be collected in person on due date.
- h) The general processing period for issue of New Passports is 5 weeks.

Q.No.2. Do I have to come to the Mission/Consulates in person to apply or can I send the application by post?

Application can be deposited at the counter on any working day

Alternatively, passport application may be sent by post. Postal applicants are required to send a self-addressed stamped (for registered post) medium size envelope is required for return of documents unless the documents are to be collected in person on due date.

Q.No.3. What is a jumbo Passport?

Jumbo passport booklet contains 60 pages. Frequent travellers may apply for it.

Q.No.4 How long does it take to issue a new passport?

The processing time is 5-6 weeks, if the passport application is complete in all respect.

Q.No.5 Do I need to enclose my original passport with my passport application?

You may enclose either the passport in original or copies of relevant pages (laminated pages, address page, or any other pages carrying endorsements & valid visa/residence permit, etc.). If you are sending the copy of the passport with your application, you will be required to send your original passport for cancellation at the time of issue of new passport. When the new passport is ready, you will be informed of it, please do mention your contact telephone numbers/email address for such intimations.

Q.No. 6 What documents are required for endorsement of my wife's/husband's name in my new passport?

For endorsement of spouse's name, please enclose a copy of marriage certificate, marriage photograph and a copies of laminated/details pages of the passport of your spouse.

Q.No. 7 How can I ensure that my Indian address is printed in my new passport?

Only one address gets printed in the passport. You should indicate your preference by check-marking () on the address which should be printed in your new passport. However, for making any change in the Indian address, a documentary proof would be required.

Q.No. 8 What document should I send to get ECNR stamp on my passport?

The practice of putting ECNR stamp on passport has been discontinued. Therefore, no document is required to be sent for this purpose.

Q.No. 9 My passport is still valid. However, all pages of my passport are exhausted. What should I do? Can I have an additional booklet? How can I apply for the same?

If nearly all pages in your passport have been utilized, you may apply for re-issue of passport for a validity of 10 years. You can apply for a normal MRP booklet or a Jumbo MRP booklet. Additional booklets are not issued now.

Q.No. 10 My passport is due to soon expire. When is the latest time I should apply for renewal/re-issue?

Application for renewal of passports, which are expiring within 12 months, can be accepted for processing/granting. If all pages of passport have been utilized, an application may be made for a new passport for 10 years validity. Moreover, if there have been any changes/corrections in the details of the applicant on first inner cover page of the passport, a new passport should be applied.

Q.No 11 I understand that after issue of new passport, my old passport will be cancelled. Does this mean that all valid visas on my old passport will also be cancelled?

Old passport is required to be cancelled at the time of issue of new passport. However, visas on the old passport remain valid. To avoid any inconvenience, an endorsement is made on the new passport that 'old passport contains valid visas'.

Q.No.12 I have a hand written passport. Can I apply for a Machine Readable Passport?

Yes. You may apply for re-issue of passport on this ground.

Q.No. 13 Do I need to register the birth of my newly-born child in Germany? When a new-born child is registered?

You need to register birth of your newly-born child at the Consulate immediately after birth and in any case within one year of the birth of the child. It is not possible to register a birth after one year of birth date. One of the parents is required to come to the mission/consulate in person for registration of birth. The original Birth Certificate, Marriage Certificate, Passports of both the parents should be brought to the Consulate. These would be checked & returned on the spot while copies (also to be brought by the applicant) would be retained with the application. A birth certificate would be issued by the Consulate.

Q.No. 14 Can I apply for passport for a newly-born child at the time birth registration?

Yes, please. In addition to procedure explained in Q.No.13 above, please submit a new Passport Application Form, duly completed (preferably print-out of the online application, duly signed by both the parents to confirm their no objection to the issue of passport, and thumb impression of the child in specimen signature boxes) along with 3 photo colour photographs (size 40x 40 mm or 50x 50 mm) of the child.

Q.No. 15 Does the consulate issue a birth certificate?

Yes, the Consulate issues a birth registration certificate after completion of the procedure explained in Q.No.13 above.

Q.No. 16 What is the birth registration fee?

Birth registration Fee is **Euro 27/-**. The fee for issue of fresh passport to the child is **Euro 42/-**. (Total Fee of Euro 69/- for birth registration & issue of passport.)

Q.No. 17 How can I make an application for issue of passport to my newly-born child?

Along with or after registration of birth of your newly-born child, you may apply for issue of his/her passport. Application for birth registration and issue of passport can be made simultaneously. The detailed procedure is as under:

- a) Application form (filled out completely) duly signed by both the parents to confirm their no objection to the issue of passport, and thumb impression of the child in specimen signature boxes.
- b) 3 passport-size colour photographs of the child, taken recently (size 40mm x 40 mm or 50mm x 50 mm non-biometric and face not more than 80% coverage)
- c) Copy of Birth certificate of the child issued by local authorities
- d) Copy of relevant pages (laminated pages, address page, or any other pages carrying endorsements & valid visa/residence permit, etc.) of the Passports of the child's parents.
- e) Copy of residence permit, in case it is not endorsed on the parents' passports.
- f) Application for the registration of birth of a minor child at an Indian Mission/Consulate under Section 4(1) of the Citizenship Act, 1955 can be downloaded from the website. At least one of the parents is required to come to the mission/consulate in person for registration of birth. The original Birth Certificate, Marriage Certificate and Passports of both the parents should be brought to the Consulate. These would be checked & returned on the spot while copies (also to be brought by the applicant) would be retained with the application.
- g) A self addressed stamped (for registered post) medium size envelope is required for return of documents unless the documents are to be collected in person
- h) Always mention your contact telephone numbers / email address on your application.
- i) Incomplete application or application with unspecified photographs will not be processed.

Q.No. 18 What is the prescribed fee for issue of passport to a child?

Passport (with validity of 5 years or up to the age of 18 years, whichever is less) is issued to a child for the fee of **Euro 42/-**. A child over 15 may apply for 10-year validity passport with payment of normal fee of Euro 62/-.

Q. No. 19 I would like to change my Indian address in my passport. Will I have to pay extra charges for this? Can this change be reflected in my current passport?

You will have to apply for a fresh passport as now corrections are not allowed in the laminated pages of the passport.

Q.No. 20 If I send copy of my passport with my passport application, should I send all the 36 pages or the first, the last and the page showing my VISA is enough?

Please send/enclose clear copy of the laminated first page, last page, address page, valid residence permit page and any other relevant page of your passport which contains any endorsement.

Q.No. 21 Is there any provision for NRIs to make on-line application for reissue/renewal of passport?

NRI Passport Applicants can apply for Passport Services using Online Registration. Please visit the website <http://passport.gov.in/nri/> for filling the Online Registration form.

Only the residents falling under the jurisdiction of the respective Indian Missions/Posts abroad are eligible to apply on-line through this website. Use Internet Explorer (5.x & Above) for doing online registration. Please refer [Guidelines](#) for filling the Online Registration form. Please refer to [Instructions for submitting the Application form](#) after doing Online Registration for submission of form in the respective office. For CGI Munich office, the direct link for on line application is :

<http://passport.gov.in/nri/OnlineRegistration.jsp>

Before you register your application on-line, please read the information on the website of respective Mission office carefully, particularly regarding fee structure, instructions to fill the Form and How to Apply. Through this information, you will know the documents required, number of copies of application form required etc. Apply on-line only if you are sure that you will be able to produce all the necessary documents on the date of appointment.

Q.No.22 Would the renewal of my passport change my passport number?

Yes. A new passport booklet is issued with a new number.

Q.No.23 I am an Indian national living in Germany for the past 3 years. I am applying for permanent immigration to Australia and for this I require a Police Clearance Certificate from the Indian Consulate. I would like to know how long it will take to get these documents. Could I make a bank transfer and if so, please confirm your bank details. Also please let me know the documents to be sent to you.

You are required to fill up application for Passport Misc. Services. You are required to send/submit the application with the following:

- (i) Miscellaneous Services Form duly filled in and signed
- (ii) one photograph pasted on the Form.
- (iii) A letter stating the purpose for which PCC is required.
- (iv) Indian passport (in original)
- (v) **Euro 25/-** as fee

Postal applicants may transfer Euro 25/-to Consulate's Bank Account (details available on our website). Postal applicants are also required to send a self addressed stamped (for registered post) medium size envelope for return of documents unless the documents are to be collected in person on due date.

Q.No.24 I do not have a birth certificate. Can it be possible to get my birth certificate from the Indian Consulate? If so, what are all documents I need to produce?

On the basis of entries made in your Indian passport, a certificate regarding your date of birth/ place of birth may be issued by the Consulate. You are required send/submit a **letter** mentioning the purpose for which Birth Certificate required, your **Indian passport** and dully filled in **Application Form for Miscellaneous Passport Services** .

Prescribed fee for the above service will be **Euro 25/-**.Cash payment can be made at the counter. Postal applicants are required to transfer fee directly to the Consulate's bank account. Cash payment for postal applications will not be accepted. For transferring the Passport miscellaneous fee to our bank account, please visit our website. Postal applicants are requested to enclose a proof of bank transfer. Please send one good quality self addressed stamped (for registered post) medium size envelope for return of documents unless the documents are to be collected in person between 09:30 & 11:00 hrs on due date. Always mention your contact telephone numbers/email address on your application. Incomplete application will not be processed.

Processing takes 1 week if applied at the counter. In case of postal application, it takes 2 weeks from the date of receipt of complete application.

Q.No.25 What document do I need to produce to the Passport office in India, if I wish to apply for a passport in respect of my child in India?

You may visit the mission/Consulate on any working day during the working hours.

Please bring your Indian passport. You will be given an affidavit form which you are supposed to fill up and sign before us. Your signature will then be attested by the Consulate. A fee of **Euro12/-** will be charged for the services. You can get the attested document on the next working day during the above timings. Or you may submit a self-addressed stamped (for registered post) medium size envelope for return of documents to you post. Thereafter, you may send this attested document (which is basically a no objection from your side) to the concerned passport authority in India for issue of passport in respect of your child.

Q.No. 26 I have been recently issued my new passport. However, I notice that there is a minor mistake in printing of my name / father's name /mother's name. How can I get it rectified?

Please bring in your passport and other supporting documents including your previous cancelled passport (mentioning correct names) to us. If there is a printing/clerical mistake, necessary observation will be made on your passport. Please note that particulars will not be changed from the previous passport.

Q.No. 27 I wish to apply for addition/change of surname in my passport after marriage. How do I apply for it?

Or,

I was issued my passport without mentioning my surname. In Germany, I am required to give my surname in my all documents. Therefore, I wish to add my surname in my passport. What formalities do I require to complete? How do I apply for it?

Or, I wish to change my name from ABC to XYZ and I wish to get the new name entered in my passport. What formalities do I require to complete? How do I apply for it?

We are now issuing machine-readable passports and change of name by way of making endorsements in the passport pages is not read by the passport reading machines. It is, therefore, preferable that the applicant should simultaneously apply for re-issue of passport by following the instructions indicated under Question 1.

The procedure for **change of name/addition of surname in a passport** is as under:

In case of marriage, re-marriage, divorce or other circumstances that lead to a change of name of an Indian citizen the name in the passport must be altered. The following documents / items are required for the application:

- a) Application Form for Miscellaneous Passport Services, filled out completely. The form is also available at the counter.
- b) Current passport of the applicant.
- c) Photocopy of the relevant pages of the spouse's passport.
- d) 2 recent passport-size colour photographs of the applicant.
- e) In case of change of name due to (re-)marriage, a copy of marriage certificate & marriage photograph. The applicant and the spouse need to visit the Consulate, with their passports, and sign an affidavit in the presence of the Consular Officer.
- f) In case of a change of name of the applicant (for reasons other than marriage / divorce), the new name must be published in newspapers, both in Germany and in India, in the area of the applicant's residence(s). Original newspapers must be submitted along with the application. The applicant needs to visit the Consulate with his/her passport and sign an affidavit in the presence of the Consular Officer.
- g) Copy of the residence permit.
- h) Fee for the services is **Euro12/-**.
- i) Please bring one good quality self addressed stamped (for registered post) medium size envelope for return of documents unless the documents are to be collected in person on due date.
- j) Always mention your contact telephone numbers/email address on your application.
- k) Processing takes 2 weeks from the date of receipt of complete application. Incomplete application will not be processed.

* * * * *