

## **LIST OF DOCUMENTS FOR PASSPORT, NEW BORN REGISTRATION, POLICE CLEARANCE CERTIFICATE AND EMERGENCY CERTIFICATE**

**w.e.f 01st April 2024**

***Please place the checklist on top of your application clearly indicating the documents that you have submitted and in the order as mentioned in the checklist***

### **Re-issue of passport on completion of validity of current passport/exhaustion of pages (36 pages)**

- Original Passport
- Online registered application form (<https://portal3.passportindia.gov.in/Online>)
- Self-attested copy of passport (first and last page)
- Self-attested copy of valid visa or Residence Permit
- Self-attested photocopy of Meldebescheinigung (City registration)
- Two recent passport-size photographs (Please check the guidelines for photograph)

[Click here](#) for fee details

### **Re-issue of passport for children between 15-18 years of age with full 10 yr validity (36 pages)**

- Original Passport
- Online registered application form (<https://portal3.passportindia.gov.in/Online>)
- Copy of passport (first and last pages) attested by both parents
- Copy of visa or residence permit attested by both parents
- Copy of Meldebescheinigung attested by both parents
- Self-attested copies of parents' passports (first & last pages of passports)
- Self-attested residence permit/visa copy of parents if they are staying in Germany
- Annexure D – Declaration of Parents or Guardian for Minor passports
- Two recent Passport-size photographs (Please check the guidelines for photograph)

[Click here](#) for fee details

### **Re-issue of passport for children below 15 years of age valid for five years or till 18 years of age whichever is earlier (36 pages)**

- Original Passport
- Online registered application form (<https://portal3.passportindia.gov.in/Online>)
- Copy of passport (first and last pages) attested by both parents
- Copy of visa or residence permit attested by both parents
- Copy of Meldebescheinigung attested by both parents
- Self-attested copies of parents' passports (first & last pages of passports)
- Self-attested residence permit/visa copy of parents if they are staying in Germany
- Annexure D – Declaration of Parents or Guardian for Minor passports

- Two recent Passport-size photographs (Please check the guidelines for photograph)

[Click here](#) for fee details

### **Re-issue of damaged passport (36 pages)**

- Original Passport
- Online registered application form (<https://portal3.passportindia.gov.in/Online>)
- Self-attested copy of Passport (first and last page)
- Self-attested copy of valid visa or residence permit
- Self-attested copy of Meldebescheinigung
- Two recent Passport-size photographs. (Please check the guidelines for photograph)
- Annexure F – Declaration for obtaining a passport in lieu of damaged passport
- Affidavit/Self-declaration for damaged passport

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### **Re-issue of lost passport (36 pages)**

- Online registered application form (<https://portal3.passportindia.gov.in/Online>)
- Self-attested copy of Passport (first and last page)
- Self-attested copy of valid visa or residence permit
- Self-attested copy of registration of complaint with the local police for loss of passport with the lost passport number mentioned
- Self-attested copy of Meldebescheinigung
- Two recent Passport-size photographs. (Please check the guidelines for photograph)
- Annexure F – Declaration for obtaining a passport in lieu of lost passport
- Affidavit/Self-declaration for lost passport

[Click here](#) for fee details

### **Re-issue of passport to add spouse name (36 pages)**

- Original Passport
- Online registered application form (<https://portal3.passportindia.gov.in/Online>)
- Self-attested copy of passport (first and last page)
- Self-attested copy of valid visa or Residence Permit
- Self-attested photocopy of Meldebescheinigung (City registration)
- Two recent passport-size photographs (Please check the guidelines for photograph)
- Self-attested copy of Spouse's Passport
- Self-attested copy of Marriage Certificate issued by government authorities
- Self-declaration for inclusion of spouse name

[Click here](#) for fee details

### **Re-issue of Passport on account of change of address (36 pages)**

- Original Passport
- Online registered application form (<https://portal3.passportindia.gov.in/Online>)

- Self-attested copy of passport (first and last page)
- Self-attested copy of valid visa or Residence Permit
- Self-attested photocopy of Meldebescheinigung (City registration)
- Two recent passport-size photographs (Please check the guidelines for photograph)
- At least one document as proof of address as given in the given link

Documents for Change of Address

<https://www.passportindia.gov.in/AppOnlineProject/popuponline/AttachmentAdvisorSub?subDocID=7001&minorFlag=1>

[Click here](#) for fee details

### **Woman applying for change of maiden surname after marriage with that of husband's surname (36 page)**

- Original Passport
- Online registered application form (<https://portal3.passportindia.gov.in/Online>)
- Self-attested copy of passport (first and last page)
- Self-attested copy of valid visa or Residence Permit
- Self-attested photocopy of Meldebescheinigung (City registration)
- Two recent passport-size photographs (Please check the guidelines for photograph)
- Self-attested copy of Spouse's Passport
- Self-attested copy of Marriage Certificate issued by government authorities
- Self-declaration for change of name

[Click here](#) for fee details

### **Divorcee applying for change or deletion of spouse name in existing passport; or re-married applicants applying for change of spouse name in existing passports. (36 pages)**

- Original Passport
- Online registered application form (<https://portal3.passportindia.gov.in/Online>)
- Self-attested copy of passport (first and last page)
- Self-attested copy of valid visa or Residence Permit
- Self-attested photocopy of Meldebescheinigung (City registration)
- Two recent passport-size photographs (Please check the guidelines for photograph)
- Self-attested copy of Decree of Divorce (with certified English translation)
- Self-attested copy of Marriage Certificate issued by Government authorities
- Self-attested copy of Spouse's Passport
- Self-declaration for change or deletion of spouse name

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### **Re-issue of Passport due to change in appearance (36 pages)**

- Original Passport

- Online registered application form (<https://portal3.passportindia.gov.in/Online>)
- Self-attested copy of Passport (first and last page)
- Self-attested copy of valid visa or residence permit
- Self-attested copy of Meldebescheinigung
- Two recent Passport-size photographs. (Please check the guidelines for photographs)
- Self-declaration for change in appearance

[Click here](#) for fee details

### **Re-issue of Passport due to name split (36 pages)**

- Original Passport
- Online registered application form (<https://portal3.passportindia.gov.in/Online>)
- Self-attested copy of passport (first and last page)
- Self-attested copy of valid visa or Residence Permit
- Self-attested photocopy of Meldebescheinigung (City registration)
- Two recent passport-size photographs (Please check the guidelines for photograph)
- Self-attested copy of two public documents in the desired name
- Self-declaration for name split

[Click here](#) for fee details

### **Change of name except in cases as mentioned above (36 pages)**

- Original Passport
- Online registered application form (<https://portal3.passportindia.gov.in/Online>)
- Self-attested copy of passport (first and last page)
- Self-attested copy of valid visa or Residence Permit
- Self-attested photocopy of Meldebescheinigung (City registration)
- Two recent passport-size photographs (Please check the guidelines for photograph)
- Clippings of two leading newspapers in original containing advertisements of change of name published at least 30 days before the date of application
  - a) one daily newspaper should be of the area of applicant's permanent address in India  
OR Gazette notification of the concerned Indian state government  
AND
  - b) the other newspaper at applicant's current address in Germany. Advertisement should not be published more than one year prior to the date of applying for passport
- Affidavit for change of name to be signed by the applicant
- At least two public/school documents issued in the desired name

[Click here](#) for fee details

## Registration of Birth of new born

- Online form for registration of birth of a minor child under section 4(1) of the citizenship act, 1955  
<http://indiancitizenshiponline.nic.in>
- Birth Certificate issued by German authorities along with its copy (international version) attested by both parents
- Self-attested copy of parents' passports
- Self-attested copies of valid visa/residence permit of parents
- Self-attested copy of marriage certificate of parents. v. Self-attested copy of Meldebescheinigung of parents
- Copy of Meldebescheinigung of the child stating nationality attested by both parents
- Declaration from both parents that the child neither possesses any travel document issued by German authorities nor has applied

[Click here](#) for fee details

\*Before you start filling in the online application form, please ensure that you have the following files

**(i) Photo of child in JPG format less than 20KB in size;**

**(ii) SCANNED SIGNATURES OF BOTH PARENTS IN JPG FORMAT LESS THAN 20KB;**

**(iii) Scanned copy of Birth Certificate of child in PDF format less than 1 MB;**

**(iv) Scanned copies of passport of both parents (total 4 pages) in PDF format less than 1 MB; and**

**(v) Scanned copy of marriage certificate of parents in PDF format less than 1 MB in size.**

Please make sure that all required documents are uploaded correctly failing which the application form will be rejected. Birth can be registered at the Consulate within one year from the date of birth. Applications for Passport can be submitted together with application for birth registration. **Both the parents and the newly born child is required to be present at the time of applying for registration of birth and passport. Parents must ensure that Application for Registration of Birth and Application for Passport each has a separate set of supporting documents. All original documents like original Birth Certificate issued by the local authorities, Marriage Certificate, Passports and Residence permits of both the parents as well as two sets of self-attested copies should be brought to the Consulate along with the online registered application form.** The applications must be signed in original by both parents in the presence of the Consular Officer. Please note the following points while filling up the online application form for birth registration:

- (i) Full Name of the child should be as per the birth certificate issued by the German authorities, Given Name followed by Surname**
- (ii) The Mark of Identification in the application should be a visible distinguishing mark in the body like a birth mark, moles and scars. You can write 'NONE' in case the child don't have a distinguishing mark.**
- (iii) Present address should be a German address in the birth registration application and can be either German or Indian address in the passport application**

- (iv) **Name of parents should be the full name as mentioned in their passport, Given Name followed by Surname**

#### **Passport for new born**

- Online registered application form (<https://portal3.passportindia.gov.in/Online>)
- Birth Certificate from German authorities along with its copy attested by both parents
- Self-attested photocopies of parents' passports (first & last pages)
- Self-attested copies of visa/residence permit of parents
- Self-attested Meldebescheinigung of parents
- Self-attested copy of parents' marriage certificate
- Two Passport size photographs (please read the guidelines for photograph)
- Self-declaration from both parents that the child neither possesses any travel document issued by German authorities nor has applied
- Copy of the registration of birth of a minor child under section 4(1) of the citizenship act, 1955 (In case the application for registration of birth has been submitted in advance at the Consulate and copy of the Birth Registration is already received from the Consulate)
- Left thumb impression (male child) / Right Thumb impression (female child) in the signature box

[Click here](#) for fee details

#### **Police Clearance Certificate (Indian nationals)**

- Online registered application form (<https://portal3.passportindia.gov.in/Online>)
- Self-attested copy of passport (first and last page)
- Self-attested copy of valid visa or residence permit
- Self-attested copy of Meldebescheinigung
- Two recent passport-size photographs (please see the guidelines for photograph)

[Click here](#) for fee details

***Original passport is required for verification at the time of application submission***

#### **Police Clearance Certificate (Foreign nationals)**

- Original passport
- Duly filled application form for Miscellaneous Services
- Self-attested copy of passport (only data page(s) on which personal particulars of the holder is given)
- Self-attested copy of Indian visa
- Self-attested copy of registration at Foreigners Registration Office in India
- Self-attested copy of entry and exit stamps of Indian immigration in the passport
- Request letter stating the purpose of PCC with period/dates and address(s) of stay in India
- Self-attested copies of valid visa or residence permit and copy of Meldebescheinigung (City registration) (applicable for other than German passport holders)
- One recent passport-size photograph (please see the guidelines for photograph)

[Click here](#) for fee details

## **Emergency Certificate**

It is mandatory to fill up Emergency Certificate Application form online at the following link:

- Online registered application form (<https://portal3.passportindia.gov.in/Online>) or (<https://portal6.passportindia.gov.in/Online>)
- Four photographs of size 50\*50 mm
- Self-attested copy of current Indian passport (Front and last page)
- Original Police report for lost passport with passport number
- Copy of return flight ticket
- Copy of the Visa/Resident Permit
- City Registration (Meldebescheinigung)
- Self-Declaration / Undertaking - Reason for applying Emergency Certificate

[Click here](#) for fee details

### **SUBMISSION OF APPLICATION FOR EMERGENCY CERTIFICATE**

Application along with above mentioned supporting documents are be submitted at the Consulate personally on any working day from **Monday** to **Friday** between 09.30 am to 11.30 am. **Applicant (s) presence is mandatory for Emergency Certificate, as he/she has to sign in front of the Consular Officer.**

**Consulate does not accept application by post and online payments.** Applicants can make payment of consular fee in cash (cards or online payment will not be accepted) directly at the counter. Please pay the fee in exact denominations.

Processing Time: 02 working days from the date of receipt of application in Consulate. For any queries related to Emergency Certificate, please write at [visa.frankfurt@mea.gov.in](mailto:visa.frankfurt@mea.gov.in)

***All photocopies must be clear and completely legible and self-attested by the applicants along with date of attestation. The hand-written text (wherever applicable) should be written in capital letters with clear legible hand writing. Incomplete application will be summarily rejected. Applicants are strictly advised to follow photograph guidelines. Re-issue of passports get delayed in many cases just because applicants have not given a proper photograph. In most cases, photographs are found to be poor quality or in appropriate size. Besides, the background of the photograph, which needs to be white, is not found to be white.***