

**DOCUMENTATION AND FEE CHART FOR PASSPORT, BIRTH REGISTRATION AND
POLICE CLEARANCE CERTIFICATE**

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

Sl. No.	Type of Service	Documents	Fee in Euro
1.	Re-issue of passport (36 pages).	<ul style="list-style-type: none"> i. Original Passport ii. Self-attested copy of passport (first and last page) iii. Self-attested copy of valid visa or Residence Permit iv. Self-attested photocopy of Meldebescheinigung (City registration) v. Two recent passport-size photographs (Please check the guidelines for photograph) vi. Online registered application form (https://portal3.passportindia.gov.in/Online) 	€62
2.	Re-issue of passport 60 pages (jumbo booklet)	Same as Sl. No. 1	€77
3.	Re-issue of passport for children between 15-18 years of age with full 10yr validity (36 pages).	<ul style="list-style-type: none"> i. Original Passport ii. Self-attested copy of passport (first and last pages) iii. Self-attested copy of visa or residence permit iv. Self-attested copy of Meldebescheinigung v. Self-attested copies of parents' passports (first & last pages of passports) vi. Self-attested residence permit/visa copy of parents if they are staying in Germany. vii. Annexure D – Declaration of Parents or Guardian for Minor passports viii. Two recent Passport-size photographs (Please check the guidelines for photograph) ix. Online registered application form (https://portal3.passportindia.gov.in/Online) 	€62

4.	Re-issue of passport for children between 15-18 years of age with full 10yr validity (60 pages).	Same as Sl. No. 3	€77
5.	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)	Same as Sl. No. 3	€42
6.	Re-issue of damaged passport (36 pages)	<ul style="list-style-type: none"> i. Original Passport ii. Self-attested copy of Passport (first and last page) iii. Self-attested copy of valid visa or residence permit iv. Self-attested copy of Meldebescheinigung (if applicable) v. Two recent Passport-size photographs. (Please check the guidelines for photograph) vi. Annexure F – Declaration for obtaining a passport in lieu of damaged passport vii. Affidavit/Self-declaration for damaged passport. viii. Online registered application form (https://portal3.passportindia.gov.in/Online) 	€112
7.	Re-issue of damaged passport (60 pages)	Same as Sl. No. 6	€132
8.	Re-issue of lost passport (36 pages)	<ul style="list-style-type: none"> i. Self-attested copy of Passport (first and last page) ii. Self-attested copy of valid visa or residence permit iii. Self-attested copy of registration of complaint with the local police for loss of passport with the lost passport number mentioned iv. Self-attested copy of Meldebescheinigung (if applicable) v. Two recent Passport-size photographs. (Please check the guidelines for photograph) vi. Annexure F – Declaration for obtaining a passport in lieu of lost passport vii. Affidavit/Self-declaration for lost passport. 	€112

		viii. Online registered application form (https://portal3.passportindia.gov.in/Online)	
9.	Re-issue of lost passport (60 pages)	Same as Sl. No. 8	€132
10.	Re-issue of passport to add spouse name (36 pages)	i. In addition to documents mentioned at Sl. No. 1. ii. Self-attested copy of Spouse's Passport. iii. Self-attested copy of Marriage Certificate issued by government authorities. iv. Self-declaration for adding spouse name.	€62
11.	Re-issue of passport to add spouse name (60 pages)	Same as Sl. No. 10	€77
12.	Re-issue of Passport on account of change of address (36 pages)	i. In addition to documents mentioned at Sl. No. 1. ii. At least one document as proof of address as given in the given link <u>Documents for Change of Address</u>	€62
13.	Re-issue of passport on account of change of address (60 pages)	Same as Sl. No. 12	€77

14.	Woman applying for change of maiden surname after marriage with that of husband's surname (36 page)	<ul style="list-style-type: none"> i. In addition to documents mentioned at Sl. No. 1. ii. Self-attested copy of Spouse's Passport iii. Self-attested copy of Marriage Certificate issued by government authorities. iv. Self-declaration for change of name. 	€62
15.	Woman applying for change of maiden surname after marriage with that of husband's surname (60 page)	Same as Sl. No. 14	€77
16.	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 page)	<ul style="list-style-type: none"> i. In addition to documents mentioned at Sl. No. 1 ii. Self-attested copy of Decree of Divorce (with certified English translation) iii. Self-attested copy of Marriage Certificate issued by Government authorities iv. Self-declaration for change or deletion of spouse name 	€62
17.	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. (60 pages)	Same as Sl. No. 16	€77

18.	Re-issue of Passport due to change in appearance (36 pages)	i. Original Passport ii. Self-attested copy of Passport (first and last page) iii. Self-attested copy of valid visa or residence permit iv. Self-attested copy of Meldebescheinigung v. Two recent Passport-size photographs. (Please check the guidelines for photographs). vi. Self-declaration for change in appearance vii. Online registered application form https://portal3.passportindia.gov.in/Online	€62
19.	Re-issue of Passport due to change in appearance (60 pages)	Same as Sl. No. 18	€77

20.	Re-issue of Passport due to name split (36 pages)	i. In addition to documents mentioned at Sl. No. 1. ii. Self-attested copy of two public documents in the desired name. iii. Self-declaration for name split	€62
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21.	Re-issue of Passport due to name split (60 pages)	Same as Sl. No. 20	€77
22.	Change of name except in cases as mentioned above (36 pages)	<p>i. In addition to documents mentioned at Sl. No. 1.</p> <p>ii. Clippings of two leading newspapers in original containing advertisements of change of name published at least 30 days before the date of application</p> <p>a) one daily newspaper should be of the area of applicant's permanent address in India</p> <p style="text-align: center;">OR</p> <p>Gazette notification of the concerned Indian state government</p> <p style="text-align: center;">AND</p> <p>b) the other newspaper at applicant's current address in Germany.</p> <p>Advertisement should not be published more than one year prior to the date of applying for passport.</p> <p>iii. Affidavit on change of name to be signed by the applicant</p> <p>iv. At least two public/school documents issued in the desired name</p>	€62
23.	Change of name except in cases as mentioned above (60 pages)	Same as Sl. No. 22	€77

24.	Registration of Birth of new born	<ul style="list-style-type: none"> i. Birth Certificate issued by German authorities along with its copy (international version) attested by both parents. ii. Self-attested copy of parents' passports iii. Self-attested copies of valid visa/residence permit of parents iv. Self-attested copy of marriage certificate of parents. v. Self-attested copy of Meldebescheinigung of parents. vi. Copy of Meldebescheinigung of the child stating nationality attested by both parents vii. Self-declaration from both parents that the child neither possesses any travel document issued by German authorities nor has applied. viii. Online form for registration of birth of a minor child under section 4(1) of the citizenship act, 1955 http://indiancitizenshiponline.nic.in 	€27
	<p>*Before you start filling in the online application form, please ensure that you have the following files</p> <ul style="list-style-type: none"> (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. <p>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. The applications must be signed in original by both parents in the presence of the Consular Officer.</p> <p>Please note the following points while filling up the online application form for birth registration:</p> <ul style="list-style-type: none"> (i) Ful 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 		

25.	Passport for new born	<ul style="list-style-type: none"> i. Birth Certificate from German authorities along with its copy attested by both parents ii. Self-attested photocopies of parents' passports (first & last pages). iii. Self-attested copies of visa/residence permit of parents iv. Self-attested Meldebescheinigung of parents. v. Self-attested copy of parents' marriage certificate. vi. Two Passport size photographs (please read the guidelines for photograph) vii. Self-declaration from both parents that the child neither possesses any travel document issued by German authorities nor has applied. viii. 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). ix. Left thumb impression (male child) / Right Thumb impression (female child) in the signature box. x. Online registered application form for passport https://portal3.passportindia.gov.in/Online 	€38
26.	Police Clearance Certificate (Indian nationals)	<ul style="list-style-type: none"> i. Self-attested copy of passport (first and last page) ii. Self-attested copy of valid visa or residence permit iii. Self-attested copy of Meldebescheinigung iv. Two recent passport-size photographs (please see the guidelines for photograph) v. Online application for Police Clearance Certificate https://portal3.passportindia.gov.in/Online <p>Original passport is required for verification at the time of application submission</p>	€22

27.	Police Clearance Certificate (Foreign nationals)	<ul style="list-style-type: none"> i. Original passport ii. Self-attested copy of passport (only data page(s) on which personal particulars of the holder is given) iii. Self-attested copy of Indian visa iv. Self-attested copy of registration at Foreigners Registration Office in India. v. Self-attested copy of entry and exit stamps of Indian immigration in the passport. vi. Request letter stating the purpose of PCC with period/dates and address(s) of stay in India. vii. Self-attested copies of valid visa or residence permit and copy of Meldebescheinigung (City registration) (applicable for other than German passport holders) viii. One recent passport-size photograph (please see the guidelines for photograph) ix. Duly filled application form for Miscellaneous Services 	€22
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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.

