Important Information for Applicants Related to Renewal of Passport, New Born Registration, New Born Passport and PCC

Jurisdiction of Consulate General of India, Frankfurt:

Consular jurisdiction of Consulate General of India, Frankfurt covers the German states of Hessen, North Rhine Westphalia, Rhineland Palatinate and Saarland. You can apply for passport and consular services with the CGI, Frankfurt only if you are residing in these states.

Validity of your passport and application for re-issue:

Application for re-issue of passport can be made within one year of expiry (the last year of validity) of the current passport or in case the visa leaflets/pages on passport have exhausted or if your passport is lost/damaged. Unless required for practical reasons, any change in passport particulars such as change in address, name; addition/deletion of spouse name etc. can also be done at the time of re-issue of passport on account of its expiry, lack of visa pages or damage/loss.

Prior appointment for submission of applications/documents:

There is no requirement of booking an appointment at the Consulate and applicants may walk-in with their completed applications without prior appointment on working days from Monday to Friday between 09.30 am to 11.30 am.

Procedure to apply for reissue/renewal of passport

i. Log in to the web page https://embassy.passportindia.gov.in/ (Select EUROPE and then GERMANY-Frankfurt) - Please follow the instructions given to fill up the application form.

ii. After filling up the application form, take a print out, append your signatures/thumb impression at two places at the t**wo** designated places on application (first and last page of passport application) , affix recent your photograph (50x50 cm), enclosed requisite documents and submit the application with applicable fee at the Consulate or IGCS.

iii. You can also submit your passport application by post and online bank transfer of application fee at our authorised outsourced agency Indo German Consultancy Services (IGCS), Frankfurt (www.igcsvisa.de)**.** No appointment is required at IGCS for sending application.

Note: Give correct description of your address like Pin code, Police Station, District in India for Police Verification of the Indian address

Manual correction in passport application is not allowed. If you notice any error or spelling mistake in the online, please correct it in online passport application form or re-fill the passport application form. There is no provision for any manual correction/rectification of information once the online application is submitted. Applicant is advised to double-check all the personal particulars before submission of application.

Mode of Submission of Applications

Applicants who wish to submit applications at the Consulate and not through IGCS must note that the applicants have to submit the applications in person at the Consulate. They cannot do so by sending the applications by Post at Consulate's address. **Consulate does not accept applications by post and online payments.** Any application received by post and online payments made to the Consulate will not be accepted.

IGCS accepts applications through post as well as in person by taking an appointment. Therefore, postal applications can be sent to IGCS only. Applicants who send or submit their applications to IGCS are advised to correspond only with IGCS and not with Consulate.

Please note that the incomplete applications whether received directly or through IGCS are summarily rejected.

Collection of documents:

For applications submitted at the Consulate, applicants will be informed via email and the passport/ documents will have to be collected in person from the Consulate. Passport/ documents will not be dispatched by post.

Documents/passports received through IGCS will be dispatched to the applicants by IGCS through registered post/DHL courier or in the self-addressed and stamped envelope depending upon the arrangement made by individual applicant with the agency. Consulate is not responsible for delivery of such documents.

No Tatkal Option:

As of now, there is no tatkal facility available at the Consulate.

Online registration of application form + printed applications:

Applications for passport, police clearance certificate, birth registrations and identity certificates for Tibetans are to be first registered online. No hand filled application forms are accepted for these services. The web-link for online application is (https://portal3.passportindia.gov.in/Online)

Proof-reading of application before submission:

Please go through your application form carefully before submitting it online. **IN CASE OF ANY MISTAKE OR TYPOGRAPHICAL ERROR, PLEASE CORRECT IT BEFORE SUBMISSON. CONSULATE WILL NOT BE ABLE TO MAKE ANY CORRECTION ONCE THE APPLICATION FORM IS SUBMITTED.**

Changes required in the new passport:

Please place the checklist on top of your application clearly indicating the documents that you have submitted and the changes made in your personal particulars such as change in address or name,

addition / deletion of spouse name etc. so that the official can easily check the required documents applicable in each case. **One of the addresses given in passport application has to be of India which can be verified by police authorities in India.**

Original passport is required to be submitted at the time of submission of applications which will be cancelled and returned along with the new passport.

Self-attestation & Signature:

Please **self-attest all photocopies of the supporting documents with the application and do not forget to write the date of attestation.** Please ensure that you have signed the application form in original wherever applicant's signature is required. Applicants who cannot sign especially minor children should use their thumb impression in place of signature.

Filling in Annexures/Affidavits:

Please note that Annexure and Affidavit should be filled in **CAPITAL LETTERS** with a legible handwriting in case you are not able to bring them typed out.

Valid email and phone number:

Please fill up all the columns in the application form including your current valid phone number and email without fail. Consulate will be using the given e-mail id for further correspondence with the applicant.

Original documents by post:

For applications sent to the IGCS by post, only attested copies are required to be submitted. **The old passport in original is required to be sent along with the application so that it can be cancelled and then returned to the applicant along with the new passport.**

Quality and the size of your photograph:

All applicants are advised to stick to the specifications of photographs given on our website. Many applications get either rejected or delayed just because the quality and size of the photograph do not meet the specified requirements and standard.

Application on behalf of minor children

One of the parents can submit applications of their minor children for re-issue of passport without the child being present at the time of submission of documents. Parents can submit applications on behalf of their minor children provided the documents are complete in all respect including signature/thumb impression of the minor applicants. **Both the parents have to sign the application form and the supporting documents should be attested by both parents.**

Birth Registration Application on behalf of New Born

Please ensure that the following documents are uploaded along with the online application form.

(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

(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.

(i) Full Name of the child should be as per the birth certificate issued by the 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 an Indian or German address in the passport application**

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

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. **Self-attested copies as well as the original Birth Certificate issued by the local authorities, Marriage Certificate, Passports and Residence permits of both the parents 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.

Also, write down a valid phone number and email ID at the bottom of the application.

Fee and mode of payment:

Consulate does not accept online payments. Payment has to be made only in cash at the Consulate counter. Please pay the fee in exact denominations. The fee chart for various services is given on our website.

It may also be noted that **the fee in respect of those applications submitted or sent by Post to IGCS should be made directly to IGCS and not to Consulate.** The fee and the bank details are available on IGCS website.

Applicants may also note that the fee chart on Consulate's website does not include the service charges levied by IGCS.

Application Status and other queries

The applicants are requested to avoid sending repeated emails or making calls to check the status of their applications. In case of passport and PCC, applicants can check the status online through link: https://portal3.passportindia.gov.in/Online/index.html using Application Reference Number (ARN). ARN is inscribed on the top right corner of the application. Please note your ARN before submission of application at the Consulate or with IGCS.

For applications submitted at the Consulate, applicants should send email queries only if the online status of the application is not available after waiting for 5-6 weeks from the date of submission of physical application at the Consulate. There is no telephone service to answer queries related to routine consular services.

Queries related to applications submitted to IGCS may be directed to IGCS and Consulate will not respond to such queries.

Problems faced in police verification in India:

In many cases, passports are re-issued after police verification in India. However, it does not mean that applicants have to apply for police clearance certificate to get passport. Yes, applicants may need to apply for **Police clearance certificate (PCC) separately** for other reasons. PCC is also issued after verification by the concerned local police authorities in India. The details in the application form (Name of the applicant, name of Parents etc.) should be as per the passport particulars. If the address and the contact details given by the applicant in India are not verifiable, the passport or PCC services can also be denied. It is therefore strongly advised that applicants give their correct address and contact details in India so that it is easily verifiable by the local police authorities. Applicants can give the address and the contact details of their family members in India who can verify and give complete information to the local police about the applicant.

Furnishing false information:

It is an offence under the Passport Act 1967 to furnish false information in the application. Passport facilities could be denied on grounds of suppression of material information, submission of incorrect particulars, wilful damage/loss of passport or unauthorized change/tampering in Passport. The Passport can be impounded or revoked for violation of one or more of the provisions of the Passport Act. Also, it is an offence to hold more than one valid passport at a time.