Consulate General of India
Frankfurt

Frequently Asked Questions (FAQs)

S.No.	Frequently Asked Question	Reply
A	**Passport Services**	
1.	When should I apply for re-issue of my passport?	Application for re-issue of passport may be submitted one year before the actual date of expiry of the passport. You may also apply for re-issue of your passport in case you are running out of visa pages in your passport irrespective of the date of expiry on your passport i.e. when the passport is left with 2 or less pages.
2.	I am an Indian citizen and living in Germany. Am I eligible to apply for reissue of my passport or any other consular services at CGI Frankfurt?	Consular jurisdiction of CGI, Frankfurt extends to states of Hessen, North Rhine Westphalia, Rhineland Palatinate and Saarland. If you are not a resident of these federal states, please contact the Indian consular representation having jurisdiction over your place of residence.
3.	What is the procedure to apply for reissue/renewal of passport?	Log in to the web page https://portal3.passportindia.gov.in/Online (Select EUROPE and then GERMANY-Frankfurt) - Please follow the instructions given to fill up the application form. After filling up the application form, take a print out, append your signatures/thumb impression at two places at the two designated places on application (first and last page of passport application), affix recent photograph (5x5cm), enclose all the supporting documents including proof of payment and send your application by post to our authorised agency Indo German Consultancy Services (IGCS), Frankfurt. Please follow the application procedure given on their website www.igcsvisa.de You can also submit the application at the Consulate (with prior appointment). However, please note that applicants can submit their applications at the Consulate in person and not by Post. With effect from 1st April 2022, payment of fee is accepted by Consulate via bank transfer only. 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.
4.	What care should be exercised while filling up the online passport application form?	As per revised policy, passports are normally issued after police verification at your intimated address of India. To avoid any delay and complexity, you should provide your correct address, name of district, pin code, police station of your Indian address and personal particulars as mentioned in your immediate previous passport. You can locate police station in India through link: https://portal3.passportindia.gov.in/Online/locatePS Please note that any discrepancy in address may lead to rejection of the application during the verification process.

		Hence, please ensure that the address that you indicate in your application is accurate in all respect. The Consulate will not be responsible in case the application gets rejected on account of any error in the address at the time of police verification.
5.	Can we make correction manually in the printed copy of online passport application form?	No. 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.
6.	Is it compulsory to give Indian address in the passport application form?	You can opt to print either your overseas address or Indian address in your passport. But it is mandatory to furnish your Indian address in the passport application form. The same is required for conducting police verification in India. In case you provide an incorrect address or an old address where the police verification cannot be carried out due to relocation, the passport application gets automatically rejected. Hence due care must be exercised while entering the address in India. You can also provide your close relatives' address in India such as your parents, spouse, siblings etc. who can verify your credentials to the local police.
7.	What are the documents required for applying for reissue of passport?	i. The documents for applying a passport may vary depending upon the condition(s) on which an applicant seeks to re-issue his/her passport. It is therefore advised that applicant ensures that a right set of documents is enclosed along with the application form. Detailed information about these documents is available on our website. Usually, following documents are required with the application: ii. Two recent colour photographs (50 mm x 50 mm) of the applicant with white background. Please check the guidelines for photograph given on our website. iii. Original Indian Passport iv. Self-attested copies of first and last page of the passport, bearing personal particulars of the applicant. v. Self-attested copy of your local German/EU Residence Permit or copy of the passport page where Residence Permit/Visa has been endorsed. vi. Copy of Meldebestätigung (City registration in Germany) vii. If the reason for reissue of passport is other than expiry or shortage of visa pages like name change, damage, addition/ deletion of spouse name, address change, etc. – additional supporting documents would be required - please check our website for requirement of documents in such cases.
8.	IS police verification at Indian address mandatory?	Police Verification is mandatory for reissue of passport in most of the cases. In case of online application, please write mobile number of your relative residing at your given address in India for the convenience of the police authorities.
9.	What is the normal processing time for reissue of a new passport?	Normal processing time for reissue of passport is 6-7 weeks. However, passports may get issue earlier or later depending upon the overall situation of workload, receipt of police verification and other factors etc.
10.	How can I check the status of my passport? Should I send email	You can track the status of your passport application using ARN (Application Reference Number) through link:

	to Consulate to check the status of my Passport.	https://portal3.passportindia.gov.in/Online/index.html. Kindly avoid sending e-mails to Consulate for knowing the status of your application.
11.	Whether Consulate receives passport application by post and passport fee by bank transfer?	The Consulate does not accept passport application by post. Submission of applications by post is possible only through our authorised outsourced agency IGCS (www.igcsvisa.de). Payment for applications submitted by post should be made directly to IGCS. With effect from 1st April 2022, payment for all applications that are submitted at the Consulate in person, should be made via bank transfer only. Payment by cash or credit/debit card is not accepted. The fee chart and bank details are available 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.
12.	Is prior appointment required for submitting passport application at the Consulate?	Yes. prior appointment is mandatory for submitting passport application directly at the Consulate. Kindly do not come to the Consulate without prior appointment.
13.	Is there any provision of issuing temporary passport or travel documents during the period of process for reissue of my new passport?	No. There is no provision of issue of temporary passport or travel document while the process for re-issue of your passport is underway.
14.	What are the documents required for inclusion of my spouses name in my reissue passport?	You are required to apply for reissue of passport and submit self-attested copy of your marriage certificate, copy of passport of your spouse and all other documents that are required for reissue of passport. Please check the list of documents given on our website.
15.	What is the fee/charges for reissue of passport?	Please visit our website regarding fee structure. Please note that the exact amount of fee is to be deposited for the requisite consular service sought by the applicant. Applications without proof of payment of prescribed fee will not be entertained.
16.	Can I change/add surname of my husband after marriage?	Yes. You are required to apply for reissue of passport with marriage certificate and copy of your husband's passport along with other requisite documents.
17.	Are documents in German language required to be submitted along with translated copy?	Yes. For any document like asylum status, court's order for divorce, custody of child, authorized English translation from Dolmature (certified official translation) is required to be submitted with passport application form.
18.	If someone (adult or minor) is holding citizenship or passport of Germany or any other country, can he still apply for Indian passport	No. Dual citizenship is not allowed. If you are holding nationality/ citizenship or passport of Germany or any other country, you are not eligible to apply for Indian passport. You can instead choose to apply for Overseas Indian Citizenship of India (OCI) Card. Please check the guidelines for OCI.
19.	Can the fee for passport or Consular services be paid by Credit/Debit/online transfer at the counter?	With effect from 1st April 2022, the fee can be paid by bank transfer only. No Credit or debit card is accepted at the counter. 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.

20.	Can the passport be reissued during tourist visa or short visit to Germany/EU?	No.
21.	Can I get back my old passport after reissue of my new passport?	Your old passport will be cancelled and returned to you only at the time of handing over the new passport to you. Visa, if any, on the old passport will not be cancelled by the Consulate. Besides, you can withdraw your existing passport after submission of your application in case you require it for urgent travel while the application for re-issue of passport is under process.
22.	I have a new address in India now. How can I get my new Indian address printed on my passport?	Please note that only one address gets printed on the passport. You should indicate your preference at the time of filling online application which address should be printed in your new passport. However, for making any change in the Indian address, self-attested documentary proof would be required. List of documents accepted for this purpose is available on our website.
B	**Birth Registration for newborn children**	
1	I have a newborn child in Germany. How can I register the birth at the Consulate?	If both or either of parent of newborn is an Indian citizen, you can apply for registration of birth at the Consulate under Section 4(1) of Indian Citizenship Act, 1955 using the link: https://indiancitizenshiponline.nic.in/Home2.aspx?formcode=09 Select citizen of India – By Descent. Before you start, make sure you have soft copies of following files for uploading : Photo of child in JPG format less than 20KB in size; Scanned signatures of both parents in JPG format less than 20 KB in size; Scanned copy of birth certificate of child issued by German authorities (International version) in PDF format less than 1 MB in size; Scanned copies of passport (1st and last page) of both parents in PDF format less than 1 MB in size; Scanned copy of marriage certificate of parents in PDF format less than 1 MB in size.) If documents are not uploaded correctly, the form will be rejected and required to be filled up again. The online registered application is to be printed and signed by both parents in the presence of Consular Officer at the Consulate. Write your mobile number at the bottom of first page of birth registration form. Please bring all original documents and passports for verification by the Consular Officer.
2.	Upto what period the birth of newborn can be registered at the Consulate	The birth can be registered within one year from the date of birth of a child.
3.	Whether presence of both parents and newborn is required at the Consulate for applying for his/her birth registration.	Yes. If either parent or newborn is unable to visit the Consulate for compelling medical reason, a certificate from attending doctor is required certifying the medical reason (with its authorized English translation from Dolmature (certified official translation) that the person cannot travel.

		In such exceptional cases, one parent can do the registration formalities at the Consulate.
4.	What are the documents required to be submitted along with application for registration of birth?	Originals and self-attested photocopies of following document are required to be submitted at the Consulate along with birth registration application: - 1. Copies of passports and visas of both parents; 2. Birth Certificate issued by German authorities (international version); 3. Marriage certificate of parents. 4. City registration
5.	How can I make an application for issue of fresh passport for my newborn child?	You can submit the application for fresh passport along with registration of birth of your newborn child. However, passport application would be processed after registration of birth under Indian Citizenship Act. Following documents are required to be submitted: a) Prescribed Passport Application form. b) Left Thumb impression (male child) / Right Thumb impression (female child) in the signature box. c) Two recent passport photographs measuring 50x50 mm without border and showing full frontal view of the child's head and shoulders having a white or light-colored background with eyes open. d) Copy of Birth certificate issued by local German authorities. e) Self attested marriage certificate of parents. f) Self attested copies of valid Indian passports of parents. g) Copies of valid visa/residence permit of parents h) Self-declaration from both parents that the child neither possesses any travel document issued by German authorities nor has one been applied. i) City registration of parents.
C	**Police Clearance Certificate (PCC)**	
1.	How can I apply for issuance of Police Clearance Certificate for Germany or any other country?	Please visit https://embassy.passportindia.gov.in/ (Select EUROPE and then GERMANY-Frankfurt) - Please follow the instructions given to fill up the application form for PCC. After filling up and submission of online application form, take a printout, append your signatures at the designated place on application, affix your recent photograph (50x50 cm), enclose self-attested copies of first and last pages of your passport, visa/Residence Permit, Meldebescheinigung, proof of payment and submit the application at the Consulate (with prior appointment). You can also submit your PCC application by post at our authorised outsourced agency Indo German Consultancy Services (IGCS) (www.igcsvisa.de) – no appointment is required at IGCS, Frankfurt. Note: Give precise description of your address like Pin code, Police Station, District in India for Police Verification a India's address. https://portal3.passportindia.gov.in/Online/index.html
2.	What is normal processing time for issue of PCC?	PCC can be issued after obtaining clearance from concerned police authorities in India. It all depends upon receipt of Police Verification report from concerned authorities in India. Normally, it may take 5-7 weeks.
3.	How to check status of my PCC application?	You can track the status of your PCC application using ARN (Application Reference Number) through link: https://portal3.passportindia.gov.in/Online/index.html

		Once the application is submitted and ARN is generated, the Consulate has no role or control over the police verification process. Kindly avoid sending repeated mails/messages seeking status updates.
D	**Visa**	
1.	How to apply for visa to visit India?	Fill in the online application- https://indianvisaonline.gov.in/visa/index.html After filling up regular visa application, take out its print, sign and send it to our outsourced agency IGCS, Bettinastrasse 52 60325 Frankfurt am Main (www.igcsvisa.de) along with following documents. The list of documents required for various types of visas is given on our website.
2.	Can I apply for Tourist Visa right now?	Yes. Information is available on our website.
3.	Can I can apply for e-Visa right now?	To avail e-Visa, please log on to: https://indianvisaonline.gov.in
4.	How can I apply for Employment Visa, if I get some employment in India?	Please apply with copy of your employment contract. For more information, please visit our website www.cgifrankfurt.gov.in
5.	How can I apply for Business Visa?	Please provide copies of relevant documents from German and Indian firms along with your application form. For more information visit our website.
E	**OCI**	
1.	Can an OCI application form be filled and submitted online?	Yes. Part A of the application form should be filed online. Part B should be downloaded and printed on computer or by hand in Block letters. Printed Part A and Part B of the application form has to be submitted to the Consulate along with all requisite documents.
2.	What are the documents required to be submitted with OCI application?	Apart from proof of your citizenship, please provide the documentary evidence proving your Indian origin. For detailed information, please check the information on our website.
3.	How long does it take to issue OCI Card?	Approximately one month. The processing time is counted only after all your documents have been submitted and accepted at the Consulate.
4.	Can OCI be granted to foreign nationals who are not eligible for OCI, but married to a person who is of Indian origin?	Yes, after completing 3 years of marriage with Apostle marriage Certificate.
5.	After acquiring Foreign Nationality, is it mandatory to surrender Indian Nationality and is there any particular time period for that?	Yes, its mandatory to surrender/renounce Indian citizenship at the earliest by intimating the same to the nearest Indian Embassy/Consulate through prescribed application form and surrendering Indian passport.
F	**Attestation of Documents**	
1.	I am an Indian national living in Germany. In connection with some property related matters, I wish to send a General Power of Attorney to one of my relatives/friends. Please let me know the procedure	Please fill out the Miscellaneous Application Form and submit it along with Power of Attorney (Two copies), original and photocopy of your passport (first and last pages). You are required to sign the PoA in the presence of the Consular Officer. The attested document would be returned to you on the same day. Please note that all applicants have to book a prior appointment to visit the Consulate. W.e.f. 1st April 2022, payment of fee is accepted only via Bank Transfer and no

	and charges for attestation of the General Power of Attorney.	cash or credit/debit card is accepted. 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.
2.	Can we send the documents for attestation by Post to the Consulate and make payment through online transfer?	No. Consulate does not provide services by post. However, you may send documents by post to our authorized outsourced agency IGCS (www.igcsvisa.de) and make the payment online. For further details, please check their website.
3.	I am from XYZ company in Germany. We have opened a subsidiary company in India. As per Indian tax regulations, we need to get a Permanent Account Number (PAN) in India. The documents relating to submission of application for PAN number needs to be attested by the respective Embassy/Consulate. What am I supposed to do?	The commercial documents required for allotment of PAN or for any other purposes are required to be first attested by the concerned District Courts (Landgericht) of the applicant's consular jurisdiction and then submitted in duplicate (original and photocopy) for attestation. Please note that the Embassy would attest only documents which are attested by the District Courts (Landgericht) within the jurisdiction of the Consulate. If attestation is required on the 'Address Proof' or 'Copy of German passport' of the applicant, the same procedure, as above, should be followed.
4.	I have a Bachelor/Master Degree issued in India. I need to get it attested from the Consulate. What is the procedure for attestation of my Degree? What are the documents required and what is the fee for such attestation?	Such attestation is done only on the pre-authenticated/apostille documents as per the procedure laid down by the Ministry of External Affairs. Applicants should ensure that along with the application form, they have enclosed the required set of documents that they seek to get attested along with the originals that have been authenticated in India as per the procedure explained in the link: https://mea.gov.in/apostille.htm
G	**Miscellaneous Consular Services**	
1.	I am an Indian citizen. Can the Consulate issue Bachelorhood or single status certificate?	No. You may approach concerned authorities in India. https://www.mea.gov.in/bachelorhood-single-status-certificate-menu.htm
2.	I was born in India. Can the Consulate issue Birth Certificate?	No. You may approach District administration of your birth place/hometown on the subject.
3.	I have Birth Certificate issued from India. I want some correction in my Birth Certificate. Can the Consulate make any correction or issue a new Birth Certificate?	No. Consulate is not authorized to do so.
4.	How to register death of an Indian citizen died in Germany? Am I required to make a prior appointment for it?	Death of Indian citizen can be registered at the Consulate without prior appointment. The original passport of the deceased and death certificate is required for the same. The Consulate will issue Death Registration certificate usually on the same day. Prior appointment is **not required** for registration of death of Indian national or for Urn Carrying Certificate.
H.	**Others**	

1.	What are the Covid related norms followed by the Consulate?	Please check the latest public notice issued by the Consulate.
2.	Can I submit application on behalf of my family member or minor child?	A parent can submit the applications for re-issue of passport of minor children. Acceptance of such application however is subject to completion of all other formalities. Submission of application on behalf of an adult family member is not accepted except on medical ground.
3.	I have a valid residence permit/visa but I have now new passport and my residence permit/visa is linked to my old passport. Can I travel to India and return to Germany without transferring my residence permit/visa on the new passport?	Please check with the German immigration authorities