



**Consulate General of India  
Frankfurt  
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There is a detailed information already available on consular, passport and visa services on our website. In order to facilitate the applicants further, a gist of that information is compiled as follows:

**Passport**

2. Indian citizens can apply for passports on following grounds:
  - i. First time passport to a new born/minors.
  - ii. Nearing expiry date of the current passport
  - iii. Running out of blank pages on the current passport
  - iv. Loss or damage of the current passport
  - v. Change in address, signature, appearance, addition, deletion or change in spouse name on current passport.
3. 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 are enclosed along with the application form. A detailed information about these documents is available on our website. Any relevant information that applicant does not find on our website can be sought by sending an email to [cons.frankfurt@mea.gov.in](mailto:cons.frankfurt@mea.gov.in)
4. To apply for the Passport Services at the Mission/Consulate in Germany, it is necessary to apply **online**. While filling the application form for applying passport from Frankfurt, it may be noted that the field '**Indian Mission**' will always be '**Germany-Frankfurt**'. The field '**Service desired**' will be '**Reissue of passport**'. Handwritten passport application form is not accepted. Applicants must exercise utmost care at the time of completing the online application. Any typo or mistake can cause rejection of application or delay in its processing. After filling up online application, a print-out / hard copy of the application along with the self-attested copies of all requisite documents is required to be submitted directly at the Consulate. Submission of application at the Consulate requires prior appointment. Request for appointment can be sent via email. Applications by post are received only at Indo German Consultancy Services (**IGCS**) and not at the Consulate. All Applicants must mention their valid e-mail ID and local mobile number on the application form.
5. All signatures in the application form should be signed with ballpoint pen of blue ink. Those who cannot affix their signature like infants and minors they should put their **thumb impression** in place of signature (male should use left thumb impression and female should use right thumb impression). The signature of the applicant should exactly fit in the prescribed signature box provided on the first and last page.
6. Two Recent passport size photographs are required with passport application. Size of the photograph should be 50 mm x 50 mm without border and showing full frontal view of the person's head and shoulders having a white or light-colored background. There should not be any glare if the applicant is wearing glasses. One photograph must be properly pasted at the given space on the application form and the other to be attached/stapled with the form.

7. Following documents are required for reissue of passport in normal cases.
  - i. Current Passport in original
  - ii. Self-attested copies of first and last page of current passport.
  - iii. Copy of Visa/Aufenthaltstitel (Residence permit).
  - iv. Self-attested copy of Meldebescheinigung (City Registration/proof of address) – should not be older than one year.

*Applicants who have been residing abroad continuously for over five years and hold a permanent residence/work permit or permanent visa, please attach copies of previous visas also.*

8. Applications for reissue of passport are accepted within one year prior to expiry of the current passport. Payment of the passport fee is accepted in cash at the counter in the Consulate. Original passport will also be required for cancellation at the time of collecting new passport.

9. For other than normal cases like changing name, addition or deletion of spouse name, changing address, asylum category cases, lost or damage passport etc. please check on our website what are the additionally stipulated documents that will be required. For example, there has to be a marriage certificate for adding name of spouse in the passport. If marriage certificate is issued in German, its English translation from the authorized translator (Dolmature) is mandatory.

10. Passports are usually issued after verifying the credentials of the applicants through police verification at the address in India mentioned on the passport application of the applicants. Applicants who have been residing abroad continuously for over five years and hold a permanent residence/work permit or permanent visa, are requested to also attach the copies of their previous visas. The applicants should ensure that they have furnished accurate and complete address, pin code, police station of their Indian address to avoid delay. The police stations can also be located through the [weblink](#).

11. Due to practical reasons, passport applications cannot be accepted under **Tatkal scheme** in CGI, Frankfurt. It may take 6-8 weeks to re-issue a passport subject to receipt of police verification report from concerned authorities in India, wherever applicable. The status of passport application can be checked [online](#) by entering Application Reference Number (ARN). ARN is given on the top right corner of the passport application.

12. Transit passengers / tourists whose passports are reported **lost/damaged** will be issued only Machine-Readable Passports (MRP). Issuing of MRP may take minimum 20 working days. Under no circumstances handwritten passports will be issued. However, hand-written **emergency certificates** can be issued to deal with the emergency situation in such cases.

#### **Authorized Agency for Postal Applications**

13. For postal applications, applicants are requested to apply through our authorized outsourced agency, Indo-German Consultancy Services (IGCS). The detailed procedure followed by IGCS in receiving the applications is given on its website: [www.igcsvisa.de](http://www.igcsvisa.de). Applicants should ensure that they get a receipt of the fee paid by them either at IGCS or the Consulate.

14. For postal delivery of new passports, please attach a self-addressed and stamped (Euro 5.20) medium sized envelope (approx. 22 cm x 16 cm)

#### **Registration of Birth**

15. Birth Registration of a newborn at the Indian Embassy/Consulate is mandatory before applying for passport. **Registration can be done within one year of the birth.** Please check the [link](#) For online application form for registration of birth of a minor child at an Indian Consulate under section 4(1) of the citizenship act, 1955. Try using Chrome/Internet Explorer and make sure pop-ups are enabled. Before you start filling in the online application form, please keep following documents ready for upload:

- i. Photo of child in JPG format (size: less than 20KB);
- ii. Scanned signatures of both parents in JPG format (less than 20 KB);
- iii. Scanned copy of birth certificate of child issued by local German authorities in the international 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.)

16. Please make sure that you upload all required documents. If documents are not uploaded correctly, the application will be rejected and the applicant has to re-apply online.

17. Please take a print of the online registered application form and submit the application form along with the original and photocopies of all the documents at the Consulate. Please note that the application form needs to be signed by both the parents in the presence of Passport Officer at the Consulate. Write your mobile number at the bottom of first page of birth registration form.

18. Both the parents and the minor have to be present in the Consulate at the time of submitting the application. In case only one parent is able to come, a document certifying the reason for absence of another parent will be required. For example, a certificate from attending doctor will be required in case of medical ground. If the certificate is issued in German, it should be translated into English by an authorized translator. In such cases, the parent accompanying the child should also carry the passport of the other parent. In case more than one year has elapsed since the birth of child, an affidavit needs to be submitted stating that the child has not acquired German nationality. In such cases, confirmation from local will also be required.

19. For applying **passport to a newborn**, presence of both the parents and newborn is mandatory at the Consulate. The documents required along with the print-out of the online-registered application form are as follows:

- i. Self-attested copy of birth certificate (international format in both English & German language) issued by concerned German authorities.
- ii. Self-attested marriage certificate of parents.
- iii. Self-attested copies of passports of both parents (first and last pages)
- iv. Self-attested copies residence permits / visas of both parents.
- v. Letter from German authorities confirming that the child has not been issued any German document or a declaration by parents
- vi. Copy of Meldebescheinigung (Proof of residency/address) of parents.
- vii.

#### **Parents' Consent for Issue of Passport to Minors**

20. Please fill in [Annexure D](#) (Declaration from parents) along with application form and other supporting documents to apply passport for minor.

21. Please submit [Annexure G](#) along with application form and other supporting documents in case one parent has not given consent to issue passport to a minor.

#### **Police Clearance Certificate (PCC)**

22. Applicants can apply for PCC [online](#). After applying online, please take print of the application, affix your recent passport-size photograph and submit the application at the Consulate (with prior appointment) or by post through our authorized outsourced agency, Indo-German Consultancy Services (IGCS) along with the following documents:

- i) Self-attested copy of valid Indian passport
- ii) Self-attested copy of Resident Permit
- iii) Self-attested copy of Meldebescheinigung(City Registration)

### Attestation of Documents and Misc. Services

23. Consulate receives applications for attestation of various documents. Such attestation is done on the pre-authenticated documents from the concerned authorities in India as per the procedure laid down by the Ministry of External Affairs. [Precedure for Attestation and Apostille](#). Applicants should ensure that along with application form, they have got the required set of documents that they seek to get attested along with the originals and/or its true copies that have been authenticated in India as per the procedure explained in the above link.

### Attestation of Power of Attorney

24. Application is submitted in person along with two copies of General Power of Attorney, original passport and visa/residence permit. Self-attested copies of passport (first and last pages) and visa/residence permit will also be required. Applicant must sign the Power of Attorney in the presence of the Consular Officer. The attested document would be returned on the same day. German nationals are required to have the General Power of Attorney first attested by a notary and one of the District Courts (Landgericht) that has jurisdiction over their place of residence.

### Miscellaneous Services

25. Consulate also issues various certificates under Miscellaneous Services to assist Indian citizens fulfill certain requirements while working and residing outside their country. Application for misc. services along with documents based on which such service can be rendered should be submitted at the Consulate. The application form for miscellaneous services is given here: [Application for Misc. Services](#). Please check the relevant section on our website to get a detailed information on miscellaneous services.

### Visa Services

26. Applicants have to start the process with online application: [Apply for Visa](#) . After filling up the on-visa application, please take a print and submit it to our outsourced agency, IGCS (Bettinastrasse 52, 60325 Frankfurt am Main) along with two photographs and required documents. Please ensure that you have signed the application form before submission. Information regarding types of visa, applicable fee and documents is given on our website. [Visa](#)

27. Apart from the visa category-specific documents, applicant's passport and two photographs are required to be submitted along with the application form.

### e-Visa

28. Please visit the website: <https://indianvisaonline.gov.in/> for information on e-Visa. **This is the only authorized website for visa application to India.**

29. At present, tourist visas and e-Visa facility has been suspended by Govt. of India due to Covid-19 pandemic situation.

30. For travel advisory and other information related to foreigners, please visit Bureau of Immigration, Govt. of India's website: <https://boi.gov.in/>

### German Visa / stay permit

31. Indian Consulate has no role with regard to German visa/stay permit. Please contact nearest German Embassy/Consulate in India or German foreign office near your location in Germany.

## **Overseas Citizens of India (OCI) Services**

32. Any person of full age and capacity, who is citizen of another country, but was a citizen of India at the time of, or at any time after, the commencement of the Constitution; or who is citizen of another country, but was eligible to become a citizen of India at the time of the commencement of the Constitution; or who is citizen of another country, but belonged to a territory that become part of India after the 15th day of August, 1947; or who is a child or a grand-child of such a citizen, or who is citizen of another country but married to an Indian national or OCI Cardholder, provided that no person, who is or had been a citizen of Pakistan, Bangladesh or such other country as the Central Government may, by notification in the Official Gazette, specify, shall be eligible for registration as an overseas citizen of India.

33. Applicant has to fill online application: [OCI](#) and upload all the required documents. The print-out of the online registered application should be submitted to our outsourced agency IGCS (Bettinastrasse 52, 60325 Frankfurt am Main). Applicant can also submit the application at the Consulate with prior appointment. Along with application form, please enclosed two photographs and the requisite documents (self-attested photocopies and originals). Detailed information about required documents and fee is given on our website [OCI](#)

34. OCI is renewed each time a new passport is issued up to the age of 20 years and once after completing 50 years of age. However, it is not mandatory to renew OCI card each time a new passport is issued between 21 and 50 years of age. In such cases, holder should carry new passport and the old passport which is mentioned in his/her OCI Card while traveling to India.

### **Formalities and Travel Restrictions on account of Covid-19 Pandemic**

35. Indian nationals and foreigners who wish to travel to India in the prevailing situation of Covid-19 pandemic, are advised to keep themselves updated with the latest guidelines of Government of India on Covid-19 pandemic by visiting the websites of relevant Ministries and Departments such as Ministry of Civil Aviation ([Civil Aviation](#)), Ministry of Health, ([Health](#)) Bureau of Immigration ([BOI](#)) and Ministry of External Affairs ([MEA](#)). Those permitted to travel are required to register themselves on this link: [Registration](#).

36. For exemption from quarantine and filling up passenger's declaration, please visit Air Suvidha portal [Air Suvidha](#)

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