

Public Notice Regarding Consular Services

Applicants should use the services of IGCS, the authorized outsourcing agency for all the services as usual except those mentioned at **Annexure-A**.

Please note that the services offered by IGCS will not be provided by the Consulate.

Please see **Annexure-B**.

The application and payment details for services provided by IGCS are also available on their website <https://igcsvisa.de/visa-gebuehren/>.

Applicants are advised to communicate directly with IGCS for any query pertaining to their applications submitted, payments made and status of their application to IGCS only.

Please note that Consulate does not accept applications by post.

Consular services provided by the Consulate

1. Passport applications in respect of asylum cases
2. Birth registration of newly born and their passport applications
3. OCI application in respect of foreign spouse
4. Surrender of Indian passport
5. Power of Attorney
6. Date of Birth Certificate (on the basis of passport particulars)
7. Name Certificate (on the basis of passport particulars)
8. Certificate to carry Urn to India
9. Registration of Death
10. Certificate to carry mortal remains of Indian national to India
11. NRI Certificate to Indian Passport holders
12. Live Certificate to pensioners
13. Emergency Certificate
14. Attestation of Driving License (with QR Code)
15. Attestation of copy of Passport of Indian nationals
16. Police Clearance Certificate for Foreign Nationals
17. Attestation of personal documents such as Marriage Certificate and Birth Certificates etc. (only in cases where attestation by Ministry of External Affairs has already been done as per the laid down guidelines of attestation.
18. Attestation of commercial documents in respect of German firms (only in cases where the documents have already been attested by Landgericht/Regierungsprasidium/IHK/Bezirksregierung)

For further details, visit Consulate website www.cgifrankfurt.gov.in

Indo German Consultancy Services (IGCS)

Address:

Bettinastrasse 52
60325 Frankfurt am Main
Tel: +49 69 742 220 0
Email Id: info@igcsvisa.de
Website : www.igcsvisa.de

Consular Services provided by IGCS:

1. Passport (except new born and asylum seekers)
2. Visa (except e-Visa)
3. OCI (except foreign spouse category)

Applicants are advised to communicate directly with IGCS for any query pertaining to their applications submitted, payments made and status of their application to IGCS only.

Timings, Mode of Payment and Tracking of Applications

➤ Submission of applications:

0930-1130hrs Monday to Friday (except on closed holidays)

Collection of documents: (except on closed holidays)

1600-1700hrs Monday to Friday

Applicants will be required to submit and collect their documents at the counter within the working hours of consular services only. For further details visit the Consulate website

www.cgifrankfurt.gov.in

➤ Payment:

The payment of fee at the Consulate is accepted only in cash. Please carry the exact change for making payment at the counter. The Consulate will not be able to provide change in case you do not carry the exact fee mentioned for the service(s).

➤ Status Update

Consulate has no facility to provide updates once the documents are uploaded on the centralized online.

➤ Tracking System.

Kindly check the status of your passport and Police Clearance Certificate on

<https://portal3.passportindia.gov.in/Online/index.html>

For OCI, Kindly check the status of your application on

<https://ociservices.gov.in/welcome>

Incomplete applications will be rejected and no further enquiry/request will be entertained.
