

FAQ on Passport Services

FREQUENTLY ASKED QUESTIONS- PASSPORT

Q.No.1 Is my hand written passport valid for travel?

1. All handwritten passports with pasted photos earlier issued by Government of India are considered non-Machine Readable Passports (MRP) passports. All 20-year validity passports will also fall in this category. The Government started issuing MRP passports since 2001. All new Indian passports are ICAO-compliant MRP passports. Foreign Governments may deny visa or entry to any person travelling with a non-MRP passport. Indian citizens residing in India and abroad and holding handwritten passports, should, therefore, apply for re-issue of passports and obtain MRP passports in order to avoid any inconvenience in obtaining foreign visa or immigration problem.

Q.No.2 What are the general advisories to be followed while filling the application form?

1. Always pay attention while selecting appropriate **Embassy/Consulate** while creating application. An applicant can [check here](#) , the jurisdiction to which he /she belongs before creating the application.
2. The details that will be filled in the online application **should match the current passport details**. When the details are different, appropriate supporting documents need to be provided accordingly.
3. For **address changes**, when printable address changes, one has to provide identity proof issued by Authority of government of India in his own name. Find the possibilities of address proof [here](#).
4. For **address changes** in the section of other address (not printable address), one can provide parents or relative's identity proof issued by Authority of government of India. Find the possibilities of address proof [here](#).
5. In case of name changes, in the event of marriage/divorce/death of spouse, please refer the checklist for appropriate category [here](#).
6. The online system does not accept names in initials/abbreviated forms such as SK SINGH, KNR NAIR, etc. Applicants are therefore required to give their full names. Also, do not prefix Mr., Mrs., Dr. Shri or Late to the name.
7. 2) Date of birth should be mentioned in the form of DD/MM/YYYY
8. 3) Signature and thumb impressions should be confined in the prescribed box. In case a child cannot sign, his/her left hand thumb impression may be provided. A parent should sign the declaration/application on behalf of a minor child but not in the places (boxes) provided for applicant's specimen signature/thumb impression.
9. 4) Please fill up the form in block capital letters.
10. 5) All copies of supporting documents are to be self-attested by the applicant.
11. 6) In case the applicant has recently moved to the consular jurisdiction of the post where application is made, from another part of Germany, a copy of the local registration document (Meldebescheinigung/Anmeldung) is required.
12. 7) A self-addressed stamped (for registered post) medium size envelope is required for return of documents unless the documents are to be collected in person.
13. 8) Processing of the complete passport application may take up to seven weeks. Please refrain from making enquiries during this period.

Q.No.3 What documents are required for submitting application for renewal of passport?

Ans. Please check all the required documents according to the category in which the passport application is created [Click here](#).

Q.No.4 Do I have to come to the Mission/Consulates in person to apply or can I send the application by post?

Ans. Only applications for **Passport, OCI and other miscellaneous Services** may be sent by post to the Embassy. In case of **Lost/Damaged Passport/Emergency Certificate**, the applicants must visit Embassy of India to submit the applications in person. In case of **OCI applications**, the applicants shall be informed to visit Embassy of India for original document verification and biometric procedure.

Application can be deposited at the counter on any working day (between **0930** to **1230** hrs without prior appointments). Please check Embassy holidays [here](#).

For **postal applications correspondences** [Click here](#)

Q.No.5 How to get appointment for submission of Documents for Passport Services at the Embassy?

Ans. You may visit Consular Section, Embassy of India, Berlin between 0930 - 1230 hrs (Monday - Friday). No prior appointment is required. Please check Embassy holidays [here](#).

Q.No.6 What is a jumbo Passport?

Ans. Jumbo passport booklet contains 60 pages. Frequent travellers may apply for it. The fee for Jumbo passport is higher than the fee for regular passport. Please check fee details [here](#).

Q.No.7 How long does it take to issue a new passport?

Ans. Processing of the complete passport application may take up to seven weeks. Please refrain from making enquiries during this period.

Q.No.8 Do I need to enclose my original passport with my passport application?

Ans. You may enclose either the passport in original or copies of the first and last page of the passport. If you send a copy of the passport with your application, you will be required to send your original passport for cancellation at the time of issue of new passport. In such cases, when the new passport is ready, you will be informed. Please do mention your contact telephone numbers/email address for such intimations. Follow [here](#) for postal application correspondence.

Q.No. 9 What documents are required for endorsement of my wife's/husband's name in my new passport?

Ans. A copy of marriage certificate and spouse's passport copy should be provided along with other supporting documents as mentioned in the [Checklist](#) for passport application.

Q.No. 10 How can I ensure that my Indian address is printed on my new passport?

Ans. Only **one address gets printed** on the passport. You should indicate your preference while filling the online passport application for the address which should be printed in your new passport. (Please select carefully, as there is an option to print your local Germany address).

However, for making any change in the printable as Indian address, an **identity proof in the applicant's name**, issued by authority of India among the mentioned [list](#) can be provided. When an Indian address is **not chosen as printable address** and is required to be changed, you can provide a proof of identity issued by authorities of India of the **relative/parents** residing in the mentioned particular address. Please check the possible address proof that can be submitted [Click here](#).

Q.No. 11 What document should I send to get ECNR stamp on my passport?

Ans. The practice of putting ECNR stamp on passport has been discontinued. Therefore, no document is required to be sent for this purpose.

Q.No. 12 My passport is still valid. However, all pages of my passport are exhausted. What should I do? Can I have an additional booklet? How can I apply for the same?

Ans. If almost all pages in your passport have been utilized, you may apply for re-issue of passport under exhaustion of pages for a validity of 10 years. You can apply for a normal MRP booklet (36 pages) or a Jumbo MRP booklet (60 pages). Only applicants residing in the Consular jurisdiction ([check your jurisdiction here](#)) of the Embassy/ Consulates can apply with the respective Embassy/Consulate. For more details on how to apply [here](#).

Q.No. 13 My passport is due to expire soon. How much in advance can I apply for renewal/re-issue?

Ans. Applications for reissue of passport can be submitted **less than one year before expiry** of the passport. Also, if all pages of passport have been utilized, an application may be made for a new passport for 10 years validity with reason exhaustion of pages. Moreover, if there have been any changes/corrections in the personal details of the a new passport should be applied for in the category of Reissue in change in personal particulars.

Only applicants residing in the Consular jurisdiction ([check your jurisdiction here](#)) of the Embassy/ Consulates can apply with the respective Embassy/Consulate. For more details on how to apply [here](#).

Q.No 14 I understand that after issue of new passport, my old passport will be cancelled. Does this mean that all valid visas on my old passport will also be cancelled?

Ans. Old passport is required to be cancelled at the time of issue of a new passport and is returned to the applicant along with the new passport. Visa, if any, on the old passport remains valid. Please contact respective Immigration authorities to which the visas for your queries on using the visas.

Q.No.15 I have a hand-written passport. Can I apply for a Machine-Readable Passport?

Ans. Yes. You must apply for reissue of passport if you hold any hand written passports.

Q.No. 16 Do I need to register the birth of my newly-born child in Germany before applying for his/her passport? When can a new-born child be registered?

Ans. You need to register birth of your newly-born child at the Embassy/Consulate concerned immediately after birth and in any case within one year of the birth of the child. Both of the parents are required to visit the Embassy/Consulate in person for registration of birth.

A birth certificate would be issued by the Embassy /Consulate concerned.

To apply for passport for newly born child, please find the procedure [here](#).

Q.No. 17 Can I apply for passport for a newly-born child at the time of birth registration?

Ans. Yes, one can apply for birth registration and passport simultaneously.

To apply, please find the procedure [here](#).

Q.No. 18 What is the birth registration fee?

Ans. Birth registration Fee is Euros 21/- (Fee is Euros 19 plus Consular surcharge of Euros 2).

The fee for issue of fresh passport to the child is Euro 42/- (Passport fee is Euros 40 plus Consular surcharge of Euros 2).

A discount of 10 percent is applicable for issue for fresh passports from age of 0 to 8 years. In this case payment will be 38 Euros (Passport fee Euros 36 plus Consular surcharge of Euros 2). To apply for passport for newly born child, please find the procedure [here](#).

Q.No. 19 What is the prescribed fee for issue of passport to child?

Ans. Passport (with validity of 5 years up to the age of 18 years) is issued to a child for the fee of Euro 42/-. However, a child over 15 may apply for 10-year validity passport with payment of normal fee of Euro 62/-.

Q.No. 20 I would like to change my Indian address in my passport. Do, I have to pay extra charges for this? Can this change be reflected in my current passport?

Ans. To change the address, no extra fees are applicable. General fee for passport in the category of reissue (due to change in personal particulars) will apply. Kindly check the fee details [here](#).

while filling the online passport application , you should indicate your preference for the address which should be printed in your new passport.(Please select carefully, as there is an option to print your local Germany address too).

However, for making any change in the printable as Indian address, an **identity proof in the applicant's name**, issued by authority of India among the mentioned list can be provided. When an Indian address is **not chosen as printable address(in the other address section)** and is required to be changed, you can provide a proof of identity issued by authorities of India of the **relative/parents** residing in the mentioned particular address. Please check the possible address proof that can be submitted [Click here](#).

Q.No. 21 If I send a copy of my passport with my passport application, should I send all the 36 pages or the first, the last and the page showing my VISA is enough?

Ans. Please send/enclose clear copies of the first page, last page, and the page on which visa is affixed.

Q.No. 22 Is there any provision for NRIs to make on-line application for reissue/renewal of passport?

Ans. NRI passport applicants can apply for passport services using Online Registration. Please visit the website <https://portal6.passportindia.gov.in> for filling the Online Registration form. Only the residents falling under the jurisdiction of the respective Indian Missions/Posts abroad are eligible to apply on-line through this website. Use Internet Explorer (5.x & Above) preferably for doing online registration. Please refer to (i) Guidelines for filling the Online Registration form and (ii) Instructions for submitting the application form after completing Online Registration for submission of form in the respective office.

Before you register your application on-line, please read the information on the website of respective Mission/Consulate office carefully, particularly regarding fee structure, instructions to fill the Form and How to Apply. Through this information you will know the documents required, number of copies of application form required, etc. Apply online only if you are sure that you will be able to produce all the necessary documents at the time of submission of application.

Q.No.23 Would the renewal of my passport change my passport number?

Ans. Yes. A new passport booklet is issued with a new number. However, the old passport number will be present in your new passport details.

Q.No.24 I am an Indian national living in Germany for the past 3 years. I am applying for permanent immigration to Australia or another country and for this I require a Police Clearance Certificate from the Indian Consulate. I would like to know how long it will take to get these documents. Could I make a bank transfer and if so, please confirm your bank details. Also please let me know the documents to be sent to you.

Ans. You can apply for Police Clearance Certificate . For more details [Click Here](#).

Q.No.25 I do not have a birth certificate. Can it be possible to get my birth certificate from the Indian Embassy? If so, what documents do I need to produce?

Ans. On the basis of entries made in your Indian passport, a certificate regarding your date of birth/place of birth can be issued by the Embassy. For more details [Click Here](#).

Q.No. 26. What is the procedure for transfer of fee for postal applicants?

Ans. For postal applications and transfer of fees please check [here](#).

Q.No. 27 I wish to apply for addition/change of surname in my passport after marriage. How do I apply for it? Or, I was issued my passport without mentioning my surname. In Germany, I am required to give my surname in all my documents. Therefore, I wish to add my surname in my passport. What formalities do I require to complete? How do I apply for it? Or,

I wish to change my name from ABC to XYZ and I wish to get the new name entered in my passport. What formalities do I require to complete? How do I apply for it?

Ans. Please check the section for **Name change** at link [Checklist for Passport Application](#).

Q. No 28 If I submit my application for my new Passport, is it possible to travel with my old Passport between the processing period?

Ans. The current Passport of the applicant automatically gets cancelled when Embassy of India, Berlin grants the reissue of Passport. However, there will be a time gap upto 6 weeks between granting and actual delivery of Passports. The applicant is therefore advised not to travel using the current (cancelled) passport during this period.

Q. No 29 When I submit my application, am I supposed to submit my original Passport to the Embassy?

Ans. Original documents are required during document submission only for the purpose of verification.

At the time of submission of applications, the applicant can visit the Embassy with **original Passport/original Visa/Aufenthaltstitel/Resident Permit** and all other supporting documents as found in the [checklist here](#). For Postal correspondences, original passport must be sent along with supporting documents. Please refer the guidelines for [postal correspondence](#) here.

Q. No 30 After filling the application form in how many days am I supposed to submit my application to the Embassy?

Ans. You are advised to submit the application to Embassy of India, Berlin within 3 months from the date of online submission of the application.

Q.No 31 While Registering in the Passport Seva Portal website, and if I did not activate the account in time with the link activation email sent to email id(case when the email was

in spam folder), I was not able to create a login again with the same email id. What can I do?

Ans. In such cases, It is suggested that, while registering, do not select the email id as your login id, instead use a **separate user login id** (pay attention to this option that is available at the time of registering) to avoid this situation. Also, if you cannot now use the same email id, please use an alternate email id to register once again and make sure to activate the link in due time to avoid the repeat scenario.

Q.No 32 My passport was stolen, and my visa was stamped in my passport(Visa/Aufenthaltstitel/Resident Permit was also stolen). How can I apply for a new passport?

Ans. Please refer to the section **Re-issue of passport in lieu of lost or damaged** passport under the [checklist for passport application](#) . Please pay attention to presenting the certificate or **Bescheinigung** clearly stating the date of validity of your current Visa/Aufenthaltstitel/Residence Permit when the same has also been stolen ,which is required for verification during the document submission at the Embassy of India(Consular Section)

Q.No 33. How can I track the status of my application once submitted at Embassy?

Ans. You can track the status under **Track status** in the link below:

<https://portal6.passportindia.gov.in/Online/index.html>

Q.No 34. My passport expires after a year and has 19 months before expiry. I would need help in understanding when I should apply? I tried to apply via the website by selecting "Validity expired within 3 years / due to expire" as no other option suited me. But midway filling up the form, it shows me this error (adding below).

Is this because I am applying too early? Can I only apply next year

Ans. Passport applications for reissue can be submitted within the window of one year (12 months) before its expiry.

Q.No. 35 We have a new born baby and we have received a new passport for the child. But when we visited Auslaenderbehoerde(Immigration Office) for applying visa for our child, the Germany Authorities state that the child is already a citizen of Germany for the reasons that as parents we have lived in Germany for more than 8 years. What can be advised in this case?

Children born to Indian citizen(s) outside India acquires Indian citizenship by descent as per section 4 of the Citizenship Act 1955. Parents of a child who is born outside India and is eligible for Indian citizenship under Section 4(1) of the Citizenship Act, 1955, have to get the birth of the child registered in the Indian Mission/Posts abroad under provision of Section 4 of the Citizenship Act, 1955. After registration, such child becomes a citizen of India by descent.

Section 4 (1A) of the Indian Citizenship Act, 1955 states that a minor who is a citizen of India by virtue of this section and is also a citizen of any other country shall cease to be a citizen of India if he does not renounce the citizenship or nationality of another country within six months of attaining full age. However, this does not confer any right for holding an Indian passport simultaneously with a foreign passport."

In many cases, a child born to Indian parents outside India also becomes eligible for citizenship of another country by virtue of citizenship laws of that country. However, Indian constitution and the Citizenship Act 1955 do not permit dual citizenship. In view of this, Section 4(1) of the Citizenship Act, 1955 requires that at the time of registration of birth, parents have to submit a declaration that the child does not have the passport of any other country. Furthermore, a minor who is a citizen of India by virtue of section 4 of the Citizenship Act, 1955 and is also a citizen of any other country shall cease to be a citizen of India if he does not renounce the citizenship or nationality of another country within six months of attaining full age.

It is clarified that under no circumstances, an Indian citizen, including a minor, can possess an Indian and a foreign passport at the same time.

It is advised to consider as explained above from the laws of citizenship act 1955 to decide on choosing the citizenship for your child.

Q.No 36 For registering the names for our new born baby we have been requested by authorities to issue a letter to confirm that our names are split as first and last name as per the passport. Can a such certificate be issued by Embassy of India?

Embassy of India provides certificates based on details on details in one's consular records on case to case basis. You can make a formal request to Consular Officer and refer the section for Miscellaneous Certificate section [here](#). The fees of Miscellaneous certificate is 22 Euros and can be paid directly at the Cash Counter at Consular Wing of Embassy of India.