

## Embassy of India

### Berlin

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*Updated on 17.03.2022*

## CHECK LIST OF DOCUMENTS FOR DIFFERENT CATEGORIES OF PASSPORT

**(if there is any change in the particulars of the applicant from the existing passport: Copy of supporting document is mandatory, otherwise the applications will be rejected and sent back)**

### 1. Re-issue of passport on completion of validity of current passport/exhaustion of pages:

- Passport Application Form as mentioned above
- Two recent photographs (**one pasted on the designated place in the application form and other stapled on the last page of application form**) - For Photo Specification [click here](#). (Application form with photo of wrong specifications would be rejected)
- Original Passport and one copy of front and last page of the Passport. (Original Passport is mandatory, otherwise application will be rejected)
- Copy of Visa/Aufenthaltstitel (Residence permit)
- Copy of Meldebescheinigung (City Registration/ proof of address)
- For delivery of new passport booklet by Post, please sent a medium size (C5) self addressed and stamped (Euro 4.50) envelop along with your application
- Receipt of fee.

Fees: [Click here](#)

Bank details and procedures: [Click here](#)

### 2. Passport for children below 18 years of age:

- Passport Application Form as mentioned above
- Two recent photographs (**one pasted on the designated place in the application form and other stapled on the last page of application form**) - For Photo Specification [click here](#). (Application form with photo of wrong specifications would be rejected)
- Copy of Visa/Aufenthaltstitel (Residence permit)
- Original Passport and one copy of front and last page of the Passport. (Original Passport is mandatory, otherwise application will be rejected)
- Copy of Meldebescheinigung (City Registration/proof of address)
- [Consent Letter](#) (Download) from parents
- **Note: The passport will be valid for five years or till the minor attends the age of 18 years whichever is earlier. However, minors in the age group of 15 to 18 years are**

**eligible to apply for 10 years validity passport with additional fees. For fees: [Click here](#)**

- For delivery of new passport booklet by Post, please sent a medium size(C5) self addressed and stamped (Euro 4.50) envelop along with your application
- Receipt of fee.

Fees: [Click here](#)

Bank details and procedures: [Click here](#)

### **3. Fresh passport to a newborn child:**

There are two steps for issuance of fresh passport to a new born child outside India.

**FIRST STEP (REGISTRATION OF BIRTH/BIRTH CERTIFICATE) :** The child must be first registered as an Indian Citizen. The Embassy shall issue a Birth Certificate in the name of the child after registering the child as Indian citizen. The procedure for the same is at the following link: (<https://www.indianembassyberlin.gov.in/pages?id=Mg.,&subid=MjM,>)

**NOTE:** For a child born in Germany to be registered as an Indian citizen the application must be made within one year of the child's birth on the prescribed form. At least one of the child's parents must be an Indian citizen at the time of applying.

**SECOND STEP (APPLICATION FOR PASSPORT):** Following procedure may be followed for applying for fresh passport to a new born child:

- Print-out of the passport application form filled online be taken. Instead of signature, thumb impression of the child is required in signature box on the first page and last page of the application form below the photograph (**left thumb impression in case of male child and right thumb impression in case of female child**)
- Procedure as mentioned above in **First Step for registration of child as an Indian citizen** be followed and separate set of documents may be attached as mentioned above.
- Copy of Birth Certificate issued by the local German Authority
- Two recent photographs (**one pasted on the designated place in the application form and other stapled on the last page of application form**) - For Photo Specification [click here](#). (Application form with photo of wrong specifications would be rejected)
- Self-attested copies of parents' passports and residence permits / visas
- Copy of Meldebescheinigung (Proof of residency/address)
- [Consent Letter](#) (Download) from parents
- [Annexure G](#) – applicable when one parent has not given consent
- Expected Service Time 6-8 weeks
- Child's presence at the Embassy is not mandatory
- For delivery of new passport booklet by Post, please sent a medium size(C5) self addressed and stamped (Euro 4.50) envelop along with your application

- Receipt of fee.

Passport Application Fee and Registration of Birth/Birth Certificate Fee: [Click here](#)

Bank details and procedures: [Click here](#)

(<https://www.indianembassyberlin.gov.in/pages?id=Mg.,&subid=MjM,>)

#### **4. Re-issue of passport for splitting name (writing name and surname in different columns in the passport):**

- Passport Application Form as mentioned above
- Two recent photographs (**one pasted on the designated place in the application form and other stapled on the last page of application form**) - For Photo Specification [click here](#). (Application form with photo of wrong specifications would be rejected)
- Original Passport and one copy of front and last page of the Passport. (Original Passport is mandatory, otherwise application will be rejected)
- Copy of Visa/Aufenthaltstitel (Residence permit)
- Copy of Meldebescheinigung (City Registration/ proof of address)
- [Affidavit](#) for name split
- For delivery of new passport booklet by Post, please sent a medium size(C5) self addressed and stamped (Euro 4.50) envelop along with your application
- Receipt of fee.

Fees: [Click here](#)

Bank details and procedures: [Click here](#)

#### **5. Re-issue of passport for inclusion of spouse name in the passport:**

- Passport Application Form as mentioned above
- Two recent photographs (**one pasted on the designated place in the application form and other stapled on the last page of application form**) - For Photo Specification [click here](#). (Application form with photo of wrong specifications would be rejected)
- Original Passport and one copy of front and last page of the Passport. (Original Passport is mandatory, otherwise application will be rejected)
- Copy of Visa/Aufenthaltstitel (Residence permit)
- Copy of Meldebescheinigung (City Registration/ proof of address)
- Self-Declaration by the applicant.
- For delivery of new passport booklet by Post, please sent a medium size(C5) self addressed and stamped (Euro 4.50) envelop along with your application
- Receipt of fee.

Fees: [Click here](#)

Bank details and procedures: [Click here](#)

## 6. Re-issue of passport in lieu of lost or damaged passport

- Passport Application Form as mentioned above
- Two recent photographs (**one pasted on the designated place in the application form and other stapled on the last page of application form**) - For Photo Specification [click here](#). (Application form with photo of wrong specifications would be rejected)
- Photocopy of the lost passport (first page and last page). Passport in original in case of damaged passport
- Police report, in original, for the lost passport containing the lost passport number
- An [Affidavit](#) regarding loss of passport/damaged passport.
- For delivery of new passport booklet by Post, please send a medium size (C5) self addressed and stamped (Euro 4.50) envelop along with your application
- Receipt of fee.

Fees: [Click here](#)

Bank details and procedures: [Click here](#)

(In case of frequent loss/damage of passport, additional penalty will be separately charged and decided on a case to case basis).

- Copy of Meldebescheinigung (City Registration/proof of address)
- Copy of Visa/Aufenthaltstitel (Residence permit).

Fee: [Click here](#)

Bank details and procedures: [Click here](#)

## 7. Re-issue of passport due to change in appearance

**(Physical presence of Applicant is mandatory at the Embassy for submission/processing of application)**

- Passport Application Form as mentioned above
- Two recent photographs (**one pasted on the designated place in the application form and other stapled on the last page of application form**) - For Photo Specification [click here](#). (Application form with photo of wrong specifications would be rejected)
- Original Passport and one copy of front and last page of the Passport. (Original Passport is mandatory, otherwise application will be rejected)
- Copy of Visa/Aufenthaltstitel (Residence permit)

- Copy of Meldebescheinigung (Proof of residency/address)
- Expected Service Time 8-10 weeks
- Receipt of fee.

Fees: [Click here](#)

Bank details and procedures: [Click here](#)

## 8. Re-issue of passport due to change of name after marriage or remarriage

- Passport Application Form as mentioned above
- Two recent photographs (**one pasted on the designated place in the application form and other stapled on the last page of application form**) - For Photo Specification [click here](#). (Application form with photo of wrong specifications would be rejected)
- New name to be filled in the online application form
- Original Passport and one copy of front and last page of the Passport. (Original Passport is mandatory, otherwise application will be rejected)
- Copy of Visa/Aufenthaltstitel (Residence permit)
- Passport Copy of spouse (first page and last page)
- Joint affidavit along with marriage photo to be signed by husband and wife
- Attested copy of divorce decree (For name change after divorce)
- Expected Service Time 8-10 weeks
- For going back to maiden name because of death of spouse/divorce, death certificate/divorce decree needed.
- For delivery of new passport booklet by Post, please sent a medium size(C5) self addressed and stamped (Euro 4.50) envelop along with your application
- Receipt of fee.

Fees: [Click here](#)

Bank details and procedures: [Click here](#)

## 9. Re-issue of passport due to change of name after divorce/death of spouse

- Passport Application Form as mentioned above
- Two recent photographs (**one pasted on the designated place in the application form and other stapled on the last page of application form**) - For Photo Specification [click here](#). (Application form with photo of wrong specifications would be rejected)
- New name to be filled in the online application form
- Original Passport and one copy of front and last page of the Passport. (Original Passport is mandatory, otherwise application will be rejected)
- Copy of Visa/Aufenthaltstitel (Residence permit)
- Passport Copy of spouse (first page and last page)
- **In case of Divorce:** Copy of Decree of Divorce attested by CPV Division, Ministry of External Affairs, New Delhi. Original may be presented to Consular Officer if asked to

produce the same. If the Decree of Divorce is issued by local court in Germany, the same should be notarized and attested court in the jurisdiction of this Embassy.

- **In the case of Death of Spouse:** Copy of Death Certificate attested by CPV Division, Ministry of External Affairs, New Delhi. Original may be presented to Consular Officer if asked to produce the same. In case of death in Germany, Death Certificate issued by KVR or Auslanders Behorde/City Authorities only is acceptable
- For delivery of new passport booklet by Post, please sent a medium size(C5) self addressed and stamped (Euro 4.50) envelop along with your application
- Receipt of fee.

Fees: [Click here](#)

Bank details and procedures: [Click here](#)

### **10. Re-issue of passport due to change in name (For reasons other than marriage or divorce)**

- Passport Application Form as mentioned above
- Two recent photographs (**one pasted on the designated place in the application form and other stapled on the last page of application form**) - For Photo Specification [click here](#). (Application form with photo of wrong specifications would be rejected)
- New name to be filled in the online application form
- Original Passport and one copy of front and last page of the Passport. (Original Passport is mandatory, otherwise application will be rejected)
- Copy of Meldebescheinigung (Proof of residency/address)
- Copy of Visa/Aufenthaltstitel (Residence permit)
- Affidavit to be signed by the applicant
- Clippings of two newspapers (one Indian and one German newspaper) or the Gazette notification of the concerned state government
- At least two public/school documents issued in the desired name.
- Expected Service Time 8-10 weeks
- For delivery of new passport booklet by Post, please sent a medium size(C5) self addressed and stamped (Euro 4.50) envelop along with your application
- Receipt of fee.

Fees: [Click here](#)

Bank details and procedures: [Click here](#)