

GENERAL INFORMATION

To apply for the following Passport Services at the Mission/Consulate in Germany it is necessary to fill up the application online.

- Fresh Passport,
- Re-issue of Passport,
- New Passport in Lieu of lost/damaged Passport,
- Passport for Children up to 15 years of age
- Addition of spouse name
- Change of Surname after marriage

Online application form is available at www.cgihamburg.de -> Consular Services -> Application Forms -> Passport Application-Online or <http://passport.gov.in/nri/Online.do>

General Information

Important Points

[Consular surcharge of Euro 2.00 shall be levied on all consular services]

Transit passengers whose passport is lost/damaged will be issued only Machine Readable Passport. Issuance of Machine Readable Passport may take minimum of 15 working days. Under no circumstances hand written passports will be issued. Transit passengers whose passport is lost/damaged and returning to India can be issued an Emergency Certificate (handwritten), if they desire so.

All Passports will be issued only after verifying credentials of the applicants.

New passport in lieu of lost or damaged passport will be issued for full validity of 10 years.

Passport can be re-issued one year before expiry of current passport.

1. Re-issue of passport on completion of validity of current passport (**Incorrect and incomplete application forms will not be processed**) - **Application must be submitted at the Counter on any working day between 0930 and 1230 hrs**

- Prescribed Application for

Note: While filling the application form it may be noted that the field '**INDIAN MISSION**' will always be **Germany-Hamburg**. The field '**SERVICE DESIRED**' will be **RE-ISSUE OF PASSPORT**. The field '**ADDRESS TO BE PRINTED IN PASSPORT**' should always contain the address as printed on the Current passport. If there is any change of address, proof of address may be furnished as described on the last page of this document. For any other changes appropriate proof may be provided. They shall be accepted only at the counter on the satisfaction of the Consular Officer. For change of signature, the application form needs to be signed at the counter in front of the Consular Officer. After printing out the application form please fill in the additional details as per requirement.

- 4 recent passport photographs measuring **50x50mm** without border and showing full frontal view of the person's head and shoulders having a white or light colored background. No glare if wearing glasses
- Original Passport with copy of same.
- Copy of Visa/Aufenthaltstitel
- Copy of Meldebescheinigung (Proof of residency/address)

Normal passport Fee - EUR 62.00 (Euro 60.00 + Euro 2.00) –Cash

Jumbo passport- EUR 77.00 (Euro 75.00 + Euro 2.00) – Cash

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2. Re-issue of passport due to exhaustion of page(**Incorrect and incomplete application forms will not be processed**) - **Application must be submitted at the Counter on any working day between 0930 and 1230 hrs**

- Prescribed Application form

Note: While filling the application form it may be noted that the field '**INDIAN MISSION**' will always be **Germany-Hamburg**. The field '**SERVICE DESIRED**' will be **RE-ISSUE OF PASSPORT**. The field '**ADDRESS TO BE PRINTED IN PASSPORT**' should always contain the address as printed on the Current passport. If there is any change of address, proof of address may be furnished as described on the last page of this document. For any other changes appropriate proof may be provided. They shall be accepted only at the counter on the satisfaction of the Consular Officer. For change of signature, the application form needs to be signed at the counter in front of the Consular Officer. After printing out the application form please fill in the additional details as per requirement.

- 4 recent passport measuring **50x50mm** without border and showing full frontal view of the person's head and shoulders having a white or light colored background. No glare if wearing glasses
- Original Passport and copy of the same
- Copy of Visa/Aufenthaltstitel

- Copy of Meldebescheinigung (Proof of residency/address)

Note: (i) Fresh passport for 10 year validity will be issued instead of additional booklet.

(ii) It is necessary to submit the current passport at the time of applying for re-issue of passport which will be cancelled and returned to the applicant. In case, existing passport cannot be submitted to the Consulate, an undertaking must be submitted with the application giving reasons of non-submission of current passport.

Normal passport Fee - EUR 62.00 (Euro 60.00 + Euro 2.00) – Cash

Jumbo passport- EUR 77.00 (Euro 75.00 + Euro 2.00) – Cash

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3. Duplicate passport in lieu of lost or damaged passport(**Incorrect and incomplete application forms will not be processed**) - **Application must be submitted at the Counter on any working day between 0930 and 1230 hrs**

- Prescribed Application form

Note: While filling the application form it may be noted that the field ‘**INDIAN MISSION**’ will always be **Germany-Hamburg**. The field ‘**SERVICE DESIRED**’ will be **NEW PASSPORT IN LIEU DAMAGED/LOST PASSPORT**. The field ‘**ADDRESS TO BE PRINTED IN PASSPORT**’ should always contain the address as printed on the Current passport. If there is any change of address, proof of address may be furnished as described on the last page of this document. For any other changes appropriate proof may be provided. They shall be accepted only at the counter on the satisfaction of the Consular Officer. For change of signature, the application form needs to be signed at the counter in front of the Consular Officer. After printing out the application form please fill in the additional details as per requirement.

- 4 recent passport-size photographs measuring **50x50mm** without border and showing full frontal view of the person’s head and shoulders having a white or light colored background. No glare if wearing glasses
- Photocopy of the lost passport. Passport in original in case of damaged passport
- Police report, in original, for the lost passport containing the lost passport number.
- Letter from Auslaenderbehoerde stating reason for stay permit (for persons whose passport does not contain valid visa for Germany).
- An Affidavit regarding loss of passport/damaged passport.
(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 (Proof of residency/address)
- Copy of Visa/Aufenthaltstitel

Normal passport Fee - EUR 112.00 (Euro 110.00 + Euro 2.00)

Jumbo passport- EUR 132.00 (Euro 130.00 + Euro 2.00)
(in addition Eur 12.00 will be charged for each affidavit)

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4. Passport for children below 18 years of age(**Incorrect and incomplete application forms will not be processed**) - **Application must be submitted at the Counter on any working day between 0930 and 1230 hrs**

- Prescribed Application form

Note: While filling the application form it may be noted that the field '**INDIAN MISSION**' will always be **Germany-Hamburg**. The field '**SERVICE DESIRED**' will be **RE-ISSUE OF PASSPORT**. The field '**ADDRESS TO BE PRINTED IN PASSPORT**' should always contain the address as printed on the Current passport. If there is any change of address, proof of address may be furnished as described on the last page of this document. For any other changes appropriate proof may be provided. They shall be accepted only at the counter on the satisfaction of the Consular Officer. For change of signature, the application form needs to be signed at the counter in front of the Consular Officer. After printing out the application form please fill in the additional details as per requirement.

- 4 recent passport photographs measuring **50x50mm** without border and showing full frontal view of the person's head and shoulders having a white or light colored background. No glare if wearing glasses.
- Copy of Visa/Aufenthaltstitel
- Original passport and copy of the same
- Copy of Meldebescheinigung (Proof of residency/address)
- Attested copies of parents' passports
- **Note: The passport will be valid for five years.**

Fee - EUR 42, 00 (Eur 40.00 + Eur 2.00)

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5. Passport to a new born child(**Incorrect and incomplete application forms will not be processed**) – **Application must be submitted at the Counter on any working day between 0930 and 1230 hrs**

- Prescribed Application form. Thumb impression of the child to put in the signature box.

Note: While filling the application form it may be noted that the field '**INDIAN MISSION**' will always be **Germany-Hamburg**. The field '**SERVICE DESIRED**' will be **RE-ISSUE OF PASSPORT**. The field '**ADDRESS TO BE PRINTED IN PASSPORT**' should contain the address as printed on the current passport of either parent. If there is any change of address, proof of address may be furnished as described on the last page of this document. For any other changes appropriate proof may be provided. They shall be accepted only at the counter on the satisfaction of the Consular Officer. For change of signature, the application form needs to be signed at the counter in front of the Consular Officer. After printing out the application form please fill in the additional details as per requirement.

- 4 recent passport photographs measuring **50x50mm** without border and showing full frontal view of the person's head and shoulders having a white or light colored background. No glare if wearing glasses
- Birth certificate in original along with its copy
- Attested marriage certificate of parents, if spouse not endorsed in passport.
- Original passports of parents along with its copies

- Letter from German authorities confirming that the child has not been issued any German document.
- Filled up form for registration of birth
http://indiancitizenshiponline.nic.in/ic_form_public.aspx
Click on the option (Registration of birth of a minor child at an Indian consulate under section 4(1) of the citizenship act, 1955) – The Registration form should be signed in front of the Consular Officer
- Copy of Meldebescheinigung (Proof of residency/address)

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. Enclose passports of both parents and a full version birth certificate of the child with photocopies of the birth certificate along with the application. 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. Local authorities should also confirm non-acquisition of German Nationality by the child. In case more than seven years have elapsed since the birth of the child, the matter would have to be referred to relevant authorities in India. **The passport issued is valid for five years.**

Fee - EUR 42, 00 (Eur 40.00+ Eur 2.00) + EUR 27, 00 (Eur 25.00+ Eur 2.00) – Birth Certificate

Applicant shall apply in person

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6. Replacement of booklet due to change in appearance(**Incorrect and incomplete application forms will not be processed**) - **Application must be submitted at the Counter on any working day between 0930 and 1230 hrs**

- Prescribed Application form

Note: While filling the application form it may be noted that the field '**INDIAN MISSION**' will always be **Germany-Hamburg**. The field '**SERVICE DESIRED**' will be **RE-ISSUE OF PASSPORT**. The field '**ADDRESS TO BE PRINTED IN PASSPORT**' should always contain the address as printed on the Current passport. If there is any change of address, proof of address may be furnished as described on the last page of this document. For any other changes appropriate proof may be provided. They shall be accepted only at the counter on the satisfaction of the Consular Officer. For change of signature, the application form needs to be signed at the counter in front of the Consular Officer. After printing out the application form please fill in the additional details as per requirement.

- 4 recent passport photographs measuring **50x50mm** without border and showing full frontal view of the person's head and shoulders having a white or light colored background. No glare if wearing glasses.
- Original Passport and copy of the same
- Affidavit to be signed in front of Consular Officer
- Copy of Meldebescheinigung(Proof of residency/address)
- Two witnesses(Undertaking by two Indian citizens along with copy of their Passport and stay permit)

A fresh passport will be issued. Applicant has to apply in person as he is required to sign the affidavit in front of consular officer.

Normal passport Fee - EUR 62.00 (Euro 60.00 + Euro 2.00) + EUR 14, 00 (Eur 12.00+ Eur 2.00)

Jumbo passport- EUR 77.00 (Euro 75.00 + Euro 2.00) + EUR 14, 00 (Eur 12.00+ Eur 2.00)

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7. Replacement of passport due to change of name after marriage, inclusion of spouse name remarriage or divorce. **(Incorrect and incomplete application forms will not be processed) - Application must be submitted at the Counter on any working day between 0930 and 1230 hrs**

- Prescribed Application form

Note: While filling the application form it may be noted that the field 'INDIAN MISSION' will always be **Germany-Hamburg**. The field 'SERVICE DESIRED' will be **RE-ISSUE OF PASSPORT**. The field 'ADDRESS TO BE PRINTED in PASSPORT' should always contain the address as printed on the Current passport. If there is any change of address, proof of address may be furnished as described on the last page of this document. For any other changes appropriate proof may be provided. They shall be accepted only at the counter on the satisfaction of the Consular Officer. For change of signature, the application form needs to be signed at the counter in front of the Consular Officer. After printing out the application form please fill in the additional details as per requirement.

- 4 recent passport photographs measuring **50x50mm** without border and showing full frontal view of the person's head and shoulders having a white or light colored background. No glare if wearing glasses.
- Original passport and copy of the same
- Copy of Visa/Aufenthaltstitel
- Passport Copy of spouse
- Attested copies of marriage certificate(Attested by the Home Department of the of the state in which marriage took place followed by attestation by Ministry of External Affairs, Govt. of India)
- Affidavit duly signed by husband and wife in front of marriage officer
- A joint marriage photograph of both husband and wife if marriage certificate is not attested

Note: In case the applicant requires addition of spouse's name(no change of surname) and spouse's passport already has the applicant's name, then copy of spouse's passport and marriage certificate is required.(No affidavit and photograph required)

- Copy of Meldebescheinigung(Proof of residency/address
- Divorcees should apply with attested divorce papers if the divorce took place in India. (Attested by the Home Department of the of the state in which divorce took place followed by attestation by Ministry of External Affairs, Govt. of India)

Normal passport Fee - EUR 62.00 (Euro 60.00 + Euro 2.00) + EUR 14, 00 (Eur 12.00+ Eur 2.00)

Jumbo passport- EUR 77.00 (Euro 75.00 + Euro 2.00) + EUR 14, 00 (Eur 12.00+ Eur 2.00)

Applicant has to apply in person as he is required to sign the affidavit in front of consular officer.
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Proof of Address (For Proof of Address attach one of the following documents)

a.	Water Bill(at least 2 bills are required - One bill should of be of last year and the other bill of current year)
b.	Telephone (landline or postpaid mobile bill) (at least 2 bills are required - One bill should of be of last year and the other bill of current year)
c.	Electricity bill(at least 2 bills are required - One bill should of be of last year and the other bill of current year)
d.	Income Tax Assessment Order
e.	Election Commission Photo ID card
f.	Gas connection bill
g.	Certificate from Employer of reputed and widely known companies on letter head (Only public limited companies can give address proof on company letter head along with seal. Computerised print-outs shall not be entertained)
h.	Spouse's passport copy (First and last page including family details), (provided the applicant's present address matches the address mentioned in the spouse's passport)
i.	Applicant's current and valid ration card NOTE: If any applicant submits only ration card as proof of address, it should be accompanied by one more proof of address out of the given categories.
j.	Parent's passport copy, in case of minors (First and last page)
k.	Aadhaar Letter/ Card(If a Aadhaar card issuance date is less than a year from passport application processing date, it should be accompanied by one more proof of address out of the given categories)
l.	Registered Rent Agreement (for a period of more than one year)
m.	Photo passbook of running Bank Account (Scheduled Public Sector Banks, Scheduled Private Sector Indian Banks and Regional Rural Banks only)