

# Checklist of Documents

## CHECK LIST OF DOCUMENTS FOR DIFFERENT CATEGORIES:

**(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 not be processed and sent back)**

One Indian address is compulsory to be mentioned while filling up the application form for Police Verification Purpose. Proof of that Indian address is mandatory. Address in the name of applicant's parents or spouse would also be acceptable. List of documents accepted as Proof of Address is available on the following link:- [Click Here](#)

As second address, the German Address can be mentioned.

**It is mandatory to upload photo, signature and the supporting documents at the website itself.**

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

- Original Passport (Original Passport is mandatory, as it is required to be cancelled before processing the application)
- Online registered application form (<https://mportal.passportindia.gov.in/mission>)
- Self-attested copy of passport (first and last page)
- Self-attested copy of valid visa or Residence Permit
- Self-attested photocopy of Meldebescheinigung (City registration)
- One photograph (same as the one uploaded on the website)
- Fees: [Click here](#)
- Bank details and procedures: [Click here](#)

### **2. Passport for children below 15 years of age:**

- Passport of five years validity or till 18 years of age, whichever is earlier, will be issued.
- Original Passport (Original Passport is mandatory, as it is required to be cancelled before processing the application)
- Online registered application form (<https://mportal.passportindia.gov.in/mission>)
- Copy of passport (first and last page)
- Self-attested copy of valid visa or Residence Permit
- Self-attested photocopy of Meldebescheinigung (City registration)
- Self-attested copies of parents' passports (first and last pages)
- Self-attested residence permit/visa copy of parents.
- One photograph (same as the one uploaded on the website)
- Copy of city Registration/Meldebescheinigung of both the parents
- [Consent Letter](#) from parents. [ANNEXURE C-When One Parent Has Not Given Consent](#)  
[ANNEXURE D-Consent Letter From Parent](#)

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

### 3. Passport for children between 15 to 18 years of age:

- Original Passport (Original Passport is mandatory, as it is required to be cancelled before processing the application)
- Online registered application form (<https://mportal.passportindia.gov.in/mission>)
- Copy of passport (first and last page)
- Self-attested copy of valid visa or Residence Permit
- Self-attested photocopy of Meldebescheinigung (City registration)
- Self-attested copies of parents' passports (first and last pages)
- Self-attested residence permit/visa copy of parents.
- One photograph (same as the one uploaded on the website)
- Copy of city Registration/Meldebescheinigung of both the parents
- Consent Letter from parents. [ANNEXURE C-When One Parent Has Not Given Consent](#)  
[ANNEXURE D-Consent Letter From Parent](#)
- Fees: [Click here](#)
- Bank details and procedures: [Click here](#)

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

- Original Passport in case of damaged passport (Original Passport is mandatory, as it is required to be cancelled before processing the application)
- Photocopy of the lost passport (first page and last page).
- Online registered application form (<https://mportal.passportindia.gov.in/mission>)
- Self-attested copy of passport (first and last page)
- Self-attested copy of valid visa or Residence Permit
- Self-attested photocopy of Meldebescheinigung (City registration)
- One photograph (same as the one uploaded on the website)
- Police report, in original, for the lost passport clearly mentioning the lost passport number
- An [Affidavit](#) regarding loss of passport/damaged passport.
- 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).

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

- Original Passport (Original Passport is mandatory, as it is required to be cancelled before processing the application)
- Online registered application form (<https://mportal.passportindia.gov.in/mission>)
- Self-attested copy of passport (first and last page)
- Self-attested copy of valid visa or Residence Permit

- Self-attested photocopy of Meldebescheinigung (City registration)
- One photograph (same as the one uploaded on the website)
- Self-attested copy of Marriage Certificate issued by government authorities. If marriage is solemnized in third country (other than India or Germany), the marriage certificate shall be apostilled by the Foreign Ministry of the issuing country.
- Self-Declaration by the applicant ([Click on this link](#))
- Fees: [Click here](#)
- Bank details and procedures: [Click here](#)

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

- Original Passport (Original Passport is mandatory, as it is required to be cancelled before processing the application)
- Online registered application form (<https://mportal.passportindia.gov.in/mission>)
- Self-attested copy of passport (first and last page)
- Self-attested copy of valid visa or Residence Permit
- Self-attested photocopy of Meldebescheinigung (City registration)
- One photograph (same as the one uploaded on the website)
- [Affidavit](#) for name split
- 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 Consulate for submission/processing of application)**

- Original Passport (Original Passport is mandatory, as it is required to be cancelled before processing the application)
- Online registered application form (<https://mportal.passportindia.gov.in/mission>)
- Self-attested copy of passport (first and last page)
- Self-attested copy of valid visa or Residence Permit
- Self-attested photocopy of Meldebescheinigung (City registration)
- One photograph (same as the one uploaded on the website)
- [Affidavit](#) to be signed in front of Consular Officer (Available at the Consulate Counter)
- Fees: [Click here](#)
- Bank details and procedures: [Click here](#)

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

- Original Passport (Original Passport is mandatory, as it is required to be cancelled before processing the application)
- Online registered application form (<https://mportal.passportindia.gov.in/mission>) New name to be filled in the online application form
- Self-attested copy of passport (first and last page)
- Self-attested copy of valid visa or Residence Permit
- Self-attested photocopy of Meldebescheinigung (City registration)

- One photograph (same as the one uploaded on the website)
- Passport Copy of spouse (first page and last page)
- Self-attested copy of Marriage Certificate issued by government authorities. If marriage is solemnized in third country (other than India or Germany), the marriage certificate shall be apostilled by the Foreign Ministry of the issuing country. Or [Joint Affidavit](#) to be signed by both husband and wife along with marriage photo
- Fees: [Click here](#)
- Bank details and procedures: [Click here](#)

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

- Original Passport (Original Passport is mandatory, as it is required to be cancelled before processing the application)
- Online registered application form (<https://mportal.passportindia.gov.in/mission>) New name to be filled in the online application form
- Self-attested copy of passport (first and last page)
- Self-attested copy of valid visa or Residence Permit
- Self-attested photocopy of Meldebescheinigung (City registration)
- One photograph (same as the one uploaded on the website)
- **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 Consulate.
- **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
- 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)

- Original Passport (Original Passport is mandatory, as it is required to be cancelled before processing the application)
- Online registered application form (<https://mportal.passportindia.gov.in/mission>) New name to be filled in the online application form
- Self-attested copy of passport (first and last page)
- Self-attested copy of valid visa or Residence Permit
- Self-attested photocopy of Meldebescheinigung (City registration)
- One photograph (same as the one uploaded on the website)
- [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.
- Fees: [Click here](#)
- Bank details and procedures: [Click here](#)

## 11. 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 Consulate 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.cgimunich.gov.in/pages/MjQ1>)

**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:

- Online registered application form (<https://mportal.passportindia.gov.in/mission>). Name of the child should be same as mentioned in the birth certificate issued by German authority.
- Self-attested copy of birth certificate issued from German authorities.
- Self-attested copies of parents' passports (first and last pages)
- Self-attested residence permit/visa copy of parents.
- Self-attested copy of parents' marriage certificate
- One photograph (same as the one uploaded on the website)
- Copy of city Registration/Meldebescheinigung of both the parents
- Consent Letter from parents. [ANNEXURE C-When One Parent Has Not Given Consent](#)  
[ANNEXURE D-Consent Letter From Parent](#)
- Fees: [Click here](#)
- Bank details and procedures: [Click here](#)
- Child's presence at the consulate is not mandatory
- **NOTE :- Application for birth registration and fresh passport may be sent together in one envelope but different set of documents for each application are mandatory. Passport application of new born child without Birth Registration Certificate /application for Birth Registration Certificate would be rejected.**