

## **Common Mistakes in the Application Forms**

### **A. For all types of Passport applications:**

- Not uploaded photographs/uploaded photographs not as per the specification.
- Not uploaded signature/uploaded signature not as per the specification.
- Uploaded only one document leaving the other requisite documents unloaded.
- The last page of the application left unsigned.
- Choosing other Consulates/Embassy in place of CGI, Munich applying on Passport Seva Portal.
- Not attaching payment proof with the application.
- Not providing C-5 size, self addressed envelope with 4.50 Euros stamp. Please don't place loose stamp inside the envelope. Paste it properly on the front face of the envelope clearly mentioning your address in capital letters.
- Not providing address proof when there is change in printable address
- Name of the applicant's parents are not same as in the old passport. If there is Parent name change, it cannot be done automatically. Please write to us for appointment separately.
- In case of personal interview for any reason either at the Consulate or during Consular Camp, all the original copies of requisite documents along with the photocopies may kindly be produced before the Consular Officer.

### **B. Passport for Minor**

- Points mentioned at Para A above
- In place of minor, parent's signature is uploaded on the website which is wrong.
- At the last page of the application minor's signature is done in place of either parent's signature.
- The Appendix C/D as the case may be, is not uploaded/enclosed.
- The Appendix C is not signed by both the parents.
- The Appendix D is not enclosed with the requisite documents in respect of absentee parent.
- Child's passport could have address already printed on either parents passport. If want to change address, then parents should first change their address on the passport.
- Passport copy of both parents is not uploaded/enclosed.
- Resident Permit of both the parents are not enclosed

### **C. Passport in lieu of Lost/Damaged**

- Points mentioned at Para A above
- Original damaged passport is not provided.
- Original FIR copy is not uploaded/enclosed.
- FIR is without the lost passport number on it.
- Duly filled Affidavit in all respect for lost passport is not uploaded/enclosed.

### **D. Passport with inclusion of Spouse Name**

- Points mentioned at Para A above
- Marriage certificate, Spouse passport and self declaration is not uploaded/enclosed.
- If Marriage is solemnised outside Germany/India, the marriage certificate is not apostilled by the issuing country's Foreign Ministry.

### **E. Passport with Name-Split, Change in Appearance, Change in Signature**

- Points mentioned at Para A above
- Requisite Affidavit/undertaking is not uploaded/enclosed.

#### **F. Passport with complete name change**

- Points mentioned at Para A above
- Newspaper advertisement is more than 6 months old or the same is not uploaded/enclosed.
- Two public/school documents are not uploaded/enclosed with the desired name. This requirement is mandatory as per the Ministry's guidelines.
- Name change Affidavit is not uploaded/enclosed.
- In case of minor, both parents have not signed on the name change affidavit.

#### **G. Name change after marriage, remarriage, death or divorce (for females only)**

- Points mentioned at Para A above
- Requisite Marriage/Divorce/Remarriage/Death Certificate as the case may be not uploaded/enclosed.
- If marriage is solemnised outside Germany/India, the same is not apostilled by the issuing country's Foreign Ministry.
- Copy of spouse passport is not uploaded/enclosed.

#### **H. Passport for New Born Baby**

- Points mentioned at Para A above
- Child's birth certificate issued by German Authority and Indian Consulate/Embassy is not uploaded/provided.
- If child's birth is not yet registered with the Indian Consulate in Munich, the passport application must be accompanied with Birth Registration Application.
- Name and surname of child and parents are not matching with the birth certificate issued by German Authority.