

How to apply for Passport services

Online Application

1. Hand written passport application form is no longer acceptable. It is mandatory to fill application form online at <https://mportal.passportindia.gov.in/mission/>. After filling in the details and successfully acceptance of the application online, a Web File application form is generated that can be printed by the applicant. This printed copy becomes the application form.

Signature

2. It is mandatory to upload signature online to complete the application form. On the first page of the application there is no need to sign physically. The uploaded signature will appear at the designated place on the first page. Print-out of passport application needs to be **signed physically only at the last page** with ballpoint pen of blue or black ink.

3. In case of minors, on the first page of the application, the signature of the minor child (not of parents) needs to be uploaded online. If the minor cannot sign then thumb impression of the minor can be uploaded in place of signature. The uploaded signature/thumb impression will appear at the designated place on the first page. Print-out of passport application needs to be **signed physically by either of the parent at the last page of the applicant form only. Unsigned applications will not be processed and returned to the applicant.**

Photograph

4. It is mandatory to upload photograph online to complete the application form. Please follow the dos and donts given below. (please note that applications with wrong photograph specifications will be rejected.)

Dos

- Attach one colour photograph, (same as the one uploaded online) with the application
- Size of the photograph shall be 4.5 cm length x 3.5 cm width, in colour
- Background of the photograph should be plain white, and the dress should be in dark colour
- Frontal view of the full face should be visible in the photograph
- Photograph should be printed on good quality photo paper Print of the photograph should be clear and with a continuous-tone quality
- Expression of the face should be natural (no grinning, frowning or raised eyebrows)
- Eyes must be open and both edges of face must be clearly visible
- Head should be in the centre of the frame and both ears should be visible

Dont's

- Do not use black and white photographs
- Dimensions of photograph should not be smaller than the box (i.e. 4.5 cm length x 3.5 cm width) provided in the application form
- Photograph with dark background or in uniform, or with eyes hidden under coloured or dark glasses will not be accepted

- Photograph in computer print will not be accepted
- Photograph is NOT to be signed
- Distracting shadows on the face or on the background should not be there
- Eyes must not be covered by hair. Glares on eyeglasses should be avoided with a slight upward or downward tilt of the head
- Photograph should not be damaged, for example torn, creased, or marked
- Head coverings are not permitted except for religious reasons, but the facial features from bottom of chin to top of forehead and both edges of the face must be clearly visible
- Photographs cut from group photographs are not acceptable

Documents

5. It is mandatory to upload all the supporting documents on the website itself. Kindly follow the link [Click here](#) to know the supporting documents required for your application. It has been noticed that applicants are uploading only one supporting document while leaving the others. **Such applications will be treated incomplete and returned to the applicants.**

Submission of Application Forms:

6. Submission of Passport Application by POST Only: **CGI Munich accepts the completed application form along with supporting document strictly by post only (after 19.01.2026).** There is no requirement for the applicant to visit Consulate in person for submitting their application. For further information [click here](#).

Dispatch/Return of new passport

7. For delivery of new Passport Booklet by Post, please send a self-addressed, pre-paid (for Einschreigen Deutsche Postal Service which can be tracked) C5 size envelope along with your application. It is requested that separate self-addressed pre-paid envelope should be sent for each application as the chances of processing of different passports at different times cannot be ruled out.

Payment of Fees

8. Application Fee can be paid through bank transfer. For bank transfer, payment may be made to the Consulate's Bank Account in advance as it takes 2 to 3 days to get the amount reflected in our bank account ([Click here for Bank details](#)). Please attach copy of the transaction slip with the application as proof for payment.

[\(Fee details- Click here\)](#)

For Bank Transfer ([Click here](#))

Checklist of documents: [Click here](#)

For any query related to passport application please write at passport.munich@mea.gov.in.

In case you do not get a reply within 5 days. please write at cons.munich@mea.gov.in.