

Consulate General of India

Munich

Date: 04th October 2021

For any query related to Surrender Certificate/Surrender of Indian Passport application please write at oci.munich@mea.gov.in. In case you do not get a reply within 7 days, please write at cons.munich@mea.gov.in.

Checklist of Documents for Surrender Certificate.

1. Surrender of Indian passport application can be filled out at the following passport web portal <https://portal3.passportindia.gov.in/Online/index.html>.
Steps to apply
 - (i). Register by clicking on "Register" Link
 - (ii). Login with the registered login ID and Password on "User Login" link
 - (iii). In the Applicant Home Page, click on "Surrender of Indian Passport" link to file a new application.
2. Print out of the application and one recent color photograph Size 2*2, photograph should be pasted in the PHOTO box provided.
3. Both pages of the application should be signed in the boxes provided.
4. Original passport if not submitted to the foreign authorities or Copy of the last Indian passport held (first and last page only) if submitted to the foreign authorities.
5. **Declaration form to fill out**, if you have submitted your original passport to foreign authorities and did not obtain any certificate for submission of your Indian passport to foreign authorities or obtained a certificate but your Indian passport number did not mention in the certificate.
6. Copy of City Registration/Address Proof (Meldebescheinigung/Personalausweis).
7. Copy of Nationality Certificate (Einbuengerungsurkunde/Einbuengerungszusicherung).

Note:Original Passport is Mandatory for application with (Einbuengerungszusicherung)

8. For submission of application form at the consulate personally, please obtain an appointment as per the link given on the homepage of the consulate.
9. Application can also be sent by post to the Consulate directly.
10. Application Fee **(click here for fee details)** can be paid at the counter by cash only. For bank transfer, payment may be made in advance (because it takes 2 to 3 days to get reflected in our bank account) to the Consulate Bank Account **(click here for Bank details)** and attach a copy of the transaction slip with the application as reference for payment.
11. For delivery of the certificate by post please submit a self-addressed and stamped envelope (Euro 4.05) along with your application.

Delivery Time: - 21 working days from the date of receipt of application in the consulate.