

# Check-list

## Surrender of Indian Passport

1. A person who has ceased to be Indian citizen by virtue of Section 8 or Section 9 of the Citizenship Act, 1955 is required to surrender the documents which he had acquired on the basis of his Indian citizenship to the authorities concerned. Indian Passport is one such document which needs to be surrendered after acquiring foreign nationality.

2. Online application for surrender of Indian passport can be made at the link <https://mportal.passportindia.gov.in/mission/>

3. The details entered in the application form should match exactly with the details mentioned in the Indian Passport, including signature.

4. It is mandatory to upload photo ([Photo specification](#)), signature and all the supporting documents at the website itself ([SOP for document uploading](#)). Maximum of five documents are allowed to be uploaded on the website. Any of the options may be chosen for uploading the documents. If required PDF files with multiple pages may be uploaded provided the size limit is adhered to. PDF files may be compressed to limit the file size. Print the application and attach one copy of the photograph of size 630 x 810 pixels (35mm x 45mm) (same as uploaded on the website) with the application.

## Signature

5. It is mandatory to upload the signature online (signature should be same as in the Indian Passport) 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 application form needs to be **signed physically only at the last page** with a ballpoint pen of blue or black ink.

6. 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 the 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 the application form needs to be signed physically by either of the parents at the last page of the applicant form only. Unsigned applications will not be processed and returned to the applicant.**

## Photograph

7. It is mandatory to upload a photograph online to complete the application form. Please follow the dos and don'ts 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 mm length x 3.5 mm width (630 x 810 pixels), in colour
- The background of the photograph should be plain white, and the dress should be in a 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 the 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 the photograph should not be smaller than the box (i.e. 4.5 mm length x 3.5 mm width or 630 x 810 pixels) provided in the application form
- Photographs with a 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 the bottom of the chin to the top of the forehead and both edges of the face must be clearly visible
- Photographs cut from group photographs are not acceptable

### Documents

8. It is mandatory to upload all the supporting documents on the website itself. It has been noticed that applicants are uploading only one supporting document while leaving the others. Such applications will be treated as incomplete and returned to the applicants.

Kindly ensure that the uploaded photo, signature and documents are appearing in the downloaded pages. If it is not appearing instantly, please wait for 15-20 minutes and again

download the completed PDF form. In some cases, it takes time for the uploaded signature, photo and documents to get reflected online.

## 9. Documents required:

- a. Duly filled form clearly showing uploaded photo, signature and listed documents as mentioned above.
- b. One photograph (same as the one uploaded online)
- c. Original and self attested copy of Indian passport, if not submitted to the foreign authorities. (to be uploaded on website)
- d. 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 without mentioning your Indian passport number, the please **fill out the Declaration form**. If available, copy of the first and last page of the last held passport (To be uploaded on website).
- e. If provided by the German authority, the letter confirming the submission of the Indian passport (to be uploaded on website if available).
- f. Copy of City Registration/Address Proof (Meldebescheinigung/Personalausweis), same address as on the City Registration is to be filled in the "Present Residential Address " section.
- g. Copy of Nationality Certificate (Einbuengerungsurkunde/Einbuengerungszusage) (to be uploaded on website).
- h. Copy of German Passport (to be uploaded on website)

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

- i. Please include a self-addressed A4-sized return envelope, properly stamped with at least 4.50 Euros in postage and with tracking included (Einschreiben). For more information, [click here](#)
- j. Receipt of Fee deposited (**Fee details- [Click here](#)**) For Bank Transfer (**[Click here](#)**)

**Note:** Both the Surrender of Indian passport application and the OCI application can be sent together. Make sure that both applications are complete in every respect, with a separate set of requisite documents and payment. After the successful processing of the Surrender of Indian passport application, the OCI application will be processed. For more information on OCI card application [click here](#).

**10. Submission of Application:** [\(Click Here\)](#)

**11. PROCESSING TIME:** Minimum 5 working days from the date of receipt of the application in the Consulate.

**12. HOW TO CONTACT US:** For any query related to your above application we can be contacted by email only at [oci.munich\[at\]mea\[dot\]gov\[dot\]in](mailto:oci.munich@mea.gov.in). In case you do not get a reply within 7 days, please send an email to [cons\[dot\]munich\[at\]mea\[dot\]gov\[dot\]in](mailto:cons[dot]munich[at]mea[dot]gov[dot]in).