

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 for the applicant to upload photographs ([Photo specification](#)), signature and supporting documents ([SOP for document uploading](#)) on the website itself. Print the application and attach one copy of the photograph of size 35cm by 45 cm (same as uploaded on the website) with the application.
5. Please sign the form at the back page in the box provided for this purpose, with black/blue ball point pen.

6. Documents required:

- a. Duly filled form as mentioned above.
- b. One photograph
- b. Original Indian 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.
- c. **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 without mentioning your Indian passport number
- d. Copy of City Registration/Address Proof (Meldebescheinigung/Personalausweis).
- e. Copy of Nationality Certificate (Einbürgerungsurkunde/Einbürgerungszusicherung).
- f. Copy of German Passport

Note: Original Indian Passport is Mandatory for application with (Einbürgerungszusicherung)

- g. Receipt of Fee deposited (**Fee details- [Click here](#)**)

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

6. Submission of Application: ([Click Here](#))

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

8. HOW TO CONTACT US: For any query related to above application, please send an email to [oci.munich\[at\]mea\[dot\]gov\[dot\]in](mailto:oci.munich[at]mea[dot]gov[dot]in). In case you do not get a reply within 5 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).