

**DOCUMENTATION AND FEE CHART FOR PASSPORT, BIRTH REGISTRATION AND
POLICE CLEARANCE CERTIFICATE**

Sl. No.	Type of Service	Documents	Fee in Euro (Inc. Consular Surcharge of € 2)
1.	Re-issue of passport (36 pages).	i. Original Passport ii. Self-attested copy of passport (first and last page) iii. Self-attested copy of valid visa or Residence Permit iv. self-attested photocopy of Meldebescheinigung (City registration issued within last one year) v. Two recent passport-size photographs vi. Self-addressed & stamped envelope. vii. Online registered application form (https://portal3.passportindia.gov.in/Online)	62
2.	Re-issue of passport 60 pages (jumbo booklet)	-do -	77
3.	Re-issue of passport for children between 15-18 years of age with full 10yr validity (36 pages).	i. Original Passport ii. Self-attested copy of passport (first and last pages) iii. Self-attested copy of visa or residence permit iv. Self-attested copy of Meldebescheinigung or v. A letter from the educational institution/hostel authorities/local guardian certifying the student's	62

		<p>study/stay.</p> <p>vi. Self-attested copies of parents' passport (first & last pages of passports)</p> <p>vii. Self-attested residence permit/visa copy of parents if they are staying in Germany.</p> <p>viii. Two recent Passport-size photographs</p> <p>ix. Self-addressed & stamped envelope.</p> <p>x. Online registered application form</p>	
	Re-issue of passport for children between 15-18 years of age with full 10yr validity (60 pages).	-do-	77
4.	Re-issue of passport for children below 15 years of age valid for five years or till 18 years of age whichever is earlier. (36 pages)	-do-	42
5.	Re-issue of damaged passport containing (36 pages)	<p>i. Original Passport</p> <p>ii. Self-attested copy of Passport (first and last page)</p> <p>iii. Self-attested copy of valid visa or residence permit</p> <p>iv. Self-attested copy of Meldebescheinigung (if applicable)</p> <p>v. Two recent Passport-size photographs</p> <p>vi. Affidavit for damaged passport.</p> <p>vii. Self-addressed & stamped envelope.</p> <p>viii. Online registered application form</p>	€ 123 (including 11 for affidavit)
6.	Re-issue of damaged passport	-do-	143

	(60 pages)		(including € 11 for affidavit)
7.	Re-issue of lost passport (36 pages)	<ul style="list-style-type: none"> i. Self-attested copy of passport (first and last pages) ii. Self-attested copy of visa or residence permit or at least iii. Self-attested copy of Meldebescheinigung (if applicable) iv. Two recent Passport-size photographs v. Affidavit for damaged passport. vi. Self-attested copy of registration of complaint with the local police for loss of passport. vii. Self-addressed & stamped envelope. viii. Online registered application form 	123 (including € 11 for affidavit)
8.	Re-issue of lost passport (60 pages)	-do-	143 (including € 11 for affidavit)
9.	Re-issue of passport to add spouse name (36 pages)	<ul style="list-style-type: none"> i. In addition to documents mentioned at Sl. No. 1. ii. Self-attested copy of Spouse's Passport iii. Self-attested copy of Marriage Certificate issued by government authorities. 	62
10.	Re-issue of passport to add spouse name (60 pages)	-do-	77
11.	Re-issue of Passport on account of change of address (36 pages)	<ul style="list-style-type: none"> i. In addition to documents mentioned at Sl. No. 1. ii. At least one proof of the new address in the form of Aadhar 	62

		Card, Election Identity Card, Water/Electricity Bill/Passbook of existing Bank Account of Scheduled Public/Private sector banks or any other address proof with photograph issued by centre or state government authorities in India.	
12.	Re-issue of passport on account of change of address (60 pages)	-do-	77
13.	Woman applying for change of maiden surname after marriage with that of husband's surname (36 page)	iv. In addition to documents mentioned at Sl. No. 1. v. Self-attested copy of Spouse's Passport vi. Self-attested copy of Marriage Certificate issued by government authorities. vii. Affidavit for changing name.	73 (including € 11 for affidavit)
14.	Woman applying for change of maiden surname after marriage with that of husband's surname (60 page)	-do-	88 (including € 11 for affidavit)
15.	Divorcee applying for change or deletion of spouse name in existing passport; or re-married applicants applying for change of spouse name in existing passports. (36 page)	i. In addition to documents mentioned at Sl. No. 1 ii. Self-attested copy of Decree of Divorce (with certified English translation) iii. Self-attested copy of Marriage Certificate issued by Government authorities.	62
16.	Divorcee applying for change or deletion of spouse name in existing passport; or re-married applicants applying for change of spouse name in existing passports. (60 pages)	-do-	77
17.	Re-issue of Passport due to change in	i. Original Passport	73

	appearance (36 pages)	<ul style="list-style-type: none"> ii. Self-attested copy of Passport (first and last page) iii. Self-attested copy of valid visa or residence permit iv. Self-attested copy of Meldebescheinigung v. Two recent Passport-size photographs vi. Affidavit for change in appearance vii. Self-addressed & stamped envelope. viii. Online registered application form https://portal3.passportindia.gov.in/Online 	(including € 11 for affidavit)
18.	Re-issue of Passport due to change in appearance (60 pages)	-do-	88 (including € 11 for affidavit)
19.	Change of name except in cases as mentioned above (36 pages)	<ul style="list-style-type: none"> i. In addition to documents mentioned at Sl. No. 1. ii. Clippings of two leading newspapers in original containing advertisements of change of name published at least 30 days before the date of application (one daily newspaper should be of the area of applicant's permanent address in India and the other at current address in Germany). Advertisement should not be published more than one year prior to the date of applying for passport. iii. Affidavit for changing name iv. Online registered application form 	73 (including € 11 for affidavit)

20.	Change of name except in cases as mentioned above (60 pages)	-do-	88 (including € 11 for affidavit)
21.	Registration of Birth	<ul style="list-style-type: none"> i. Birth Certificate from German authorities along with its copy (international version). ii. Self-attested marriage certificate of parents. iii. Self-attested copy of passports of parents along with their self-attested photocopies. iv. Self-attested copy of valid visa/residence permit of parents along with its self-attested photocopies v. Self-attested copy of Meldebescheinigung of parents. vi. Self-addressed & stamped envelope. vii. Online form for registration of birth of a minor child under section 4(1) of the citizenship act, 1955 http://indiancitizenshiponline.nic.in 	27
<p>*Use Internet Explorer and make sure pop-ups are enabled. Before you start, please ensure that you have the following files (i) Photo of child in JPG format less than 20KB in size; (ii) scanned signatures of both parents in JPG format less than 20 KB; (iii) Scanned copy of Birth Certificate of child in PDF format less than 1 MB; (iv) Scanned copies of passport of both parents (total 4 pages) in PDF format less than 1 MB; and (v) Scanned copy of marriage certificate of parents in PDF format less than 1 MB in size. Please make sure that all required documents are uploaded correctly failing which the form will be rejected. Birth can be registered at the Consulate within one year from the date of birth. Applications for Passport can be submitted together with application for registration or later on. Please bring your child along at the time of registration of birth and applying passport. In case, parents want to do the registration and application for passport together, please ensure that the applications for both the services are complete in all respects with a separate set of of documents with each application. If both parents are unable to accompany the child, one parent can bring the child along with the original passports of both parents. The applications should be signed in original by both parents.</p>			

22.	Passport for new born	<ul style="list-style-type: none"> i. Birth Certificate from German authorities along with its copy. ii. Self-attested copy of parents' marriage certificate. iii. Self-attested photocopies of parents' passports (first & last pages). iv. Self-attested copies of visa/residence permit of parents v. Self-attested Meldebescheinigung of parents. vi. Two Passport size photographs (please read the specification for photographs) vii. Copy of the registration of birth of a minor child under section 4(1) of the citizenship act, 1955 (In case the application for registration of birth has already been submitted and copy of the registration received from the Consulate). viii. Letter from local Auslanderbehoerde confirming that the child has not been issued any travel document/passport by them. ix. (If such a document is not available, a self-declaration by both parents on plain paper declaring that the child neither possesses any travel document issued by foreign country/ German authorities nor has one been applied for). x. Left thumb impression (male child) / Right Thumb impression (female child) in the signature box. xi. Self-addressed & stamped envelope. xii. Online registered application form 	42
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		for passport. https://portal3.passportindia.gov.in/Online	
23.	Police Clearance Certificate (Indian nationals)	<ul style="list-style-type: none"> i. Self-attested copy of passport (first and last page) ii. Self-attested copy of valid visa or residence permit iii. Self-attested copy of Meldebescheinigung iv. Two recent passport-size photograph (please see the guidelines for photograph) v. Online application for Police Clearance Certificate vi. Self-addressed & stamped envelope. https://portal3.passportindia.gov.in/Online	22
24.	Police Clearance Certificate (Foreign nationals)	<ul style="list-style-type: none"> i. Original passport ii. Self-attested copy of passport (only data page(s) on which personal particulars of the holder is given) iii. Self-attested copy of Indian visa iv. Self-attested copy of registration at Foreigners Registration Office in India. v. Self-attested copy of entry and exit stamps of Indian immigration in the passport. vi. Request letter stating the purpose of PCC with period/dates and address(s) of stay in India. vii. Self-attested copies of valid visa or residence permit and copy of Meldebescheinigung (City 	22

registration) (applicable for other than German passport holders)

viii. One recent passport-size photograph (please see the guidelines for photograph)

ix. Self-addressed & stamped envelope.

x. Duly filled application form for Miscellaneous Services.

All photocopies must be completely legible and self-attested by the applicants along with date of attestation. The hand-written applications (wherever applicable) should be written in capital letters with clear legible handwriting. Incomplete application will be summarily rejected.