

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

Photo guidelines for Applicants

Documents for Change of Address

Important Information for Applicants

Annexures and Affidavits

Sl. No.	Type of Service	Documents	Fee in Euro
1.	Re-issue of passport (36 pages).	<ul style="list-style-type: none"> 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) v. Two recent passport-size photographs (Please check the guidelines for photograph) vi. A good quality self-addressed A-5 size envelope with minimum €5.40 postage stamps. vii. Online registered application form (https://portal3.passportindia.gov.in/Online) Viii. Proof of Payment 	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).	<ul style="list-style-type: none"> 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 v. Self-attested copies of parents' passports (first & last pages of passports) vi. Self-attested residence permit/visa copy of parents if they are staying in Germany. vii. Two recent Passport-size photographs (Please check the 	62

		<p>guidelines for photograph)</p> <p>viii. A good quality self-addressed A-5 size envelope with minimum €5.40 postage stamps.</p> <p>ix. Online registered application form</p> <p>x. Proof of Payment</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 (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. (Please check the guidelines for photograph)</p> <p>vi. Self-declaration for damaged passport.</p> <p>vii. A good quality self-addressed A-5 size envelope with minimum €5.40 postage stamps.</p> <p>viii. Online registered application form</p> <p>ix. Proof of Payment</p>	€ 112
6.	Re-issue of damaged passport (60 pages)	-do-	132
7.	Re-issue of lost passport (36 pages)	<p>i. Self-attested copy of passport (first and last pages)</p> <p>ii. Self-attested copy of visa or residence permit or at least</p> <p>iii. Self-attested copy of Meldebescheinigung (if applicable)</p> <p>iv. Two recent Passport-size photographs. (Please check the</p>	112

		<p>guidelines for photograph)</p> <p>v. Self-declaration for lost passport.</p> <p>vi. Self-attested copy of registration of complaint with the local police for loss of passport.</p> <p>vii. A good quality self-addressed A-5 size envelope with minimum €5.40 postage stamps.</p> <p>viii. Online registered application form</p> <p>ix. Proof of Payment</p>	
8.	Re-issue of lost passport (60 pages)	-do-	132
9.	Re-issue of passport to add spouse name (36 pages)	<p>i. In addition to documents mentioned at Sl. No. 1.</p> <p>ii. Self-attested copy of Spouse's Passport.</p> <p>iii. Self-attested copy of Marriage Certificate issued by government authorities. (Please check with the official in case you do not have the documents mentioned at ii & iii)</p>	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)	<p>i. In addition to documents mentioned at Sl. No. 1.</p> <p>ii. At least one document as proof of address as given in the given link</p> <p><u>Documents for Change of Address</u></p>	62
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)	<p>i. In addition to documents mentioned at Sl. No. 1.</p> <p>ii. Self-attested copy of Spouse's Passport</p> <p>iii. Self-attested copy of Marriage Certificate issued by government authorities.</p> <p>(Please check with the official in case you do not have the</p>	62

		documents mentioned at Sl. ii & iii)	
14.	Woman applying for change of maiden surname after marriage with that of husband's surname (60 page)	-do-	77
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)	<ul style="list-style-type: none"> 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. iv. In case documents mentioned at (ii) & (iii) are not available, a self-declaration for change or deletion of spouse name. 	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 appearance (36 pages)	<ul style="list-style-type: none"> 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 copy of Meldebescheinigung v. Two recent Passport-size photographs. Please check the guidelines for photographs. vi. Self-declaration for change in appearance vii. A good quality self-addressed A-5 size envelope with minimum €5.40 postage stamps. viii. Online registered application form https://portal3.passportindia.gov.in/Online ix. Proof of Payment 	62

18.	Re-issue of Passport due to change in appearance (60 pages)	-do-	77
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. Self-declaration for change in name 	62
20.	Change of name except in cases as mentioned above (60 pages)	-do-	77
21.	Registration of Birth of new born	<ul style="list-style-type: none"> i. Birth Certificate issued by 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 copies of valid visa/residence permit of parents v. Self-attested copy of Meldebescheinigung of parents. vi. A good quality self-addressed A-4 size envelope with minimum Euro5.40 postage stamps. vii. Online form for registration of birth of a minor child under section 4(1) of the citizenship act, 1955 http://indiancitizenshiponline.nic.in viii. Proof of Payment 	27
<p>*Before you start filling in the online application form, 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</p>			

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 birth registration or later on. Please bring your child along at the time of applying for registration of birth and passport. If parents want to submit the applications for Registration of Birth and passport together, please ensure that the applications for both the services are complete in all respects with a separate set of documents with each application. If both parents are unable to accompany the child, one parent can bring the child along with the original passport of both the parents. Only one parent accompanying the child or just parents submitting the applications without child being present will be allowed only on medical ground or exceptional circumstances. The applications must be signed in original by both parents in the presence of the Consular Officer. Please enclose documentary evidence if there is any medical reason because of which child cannot be brought to the Consulate at the time of birth registration.

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 guidelines for photograph) 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. Left thumb impression (male child) / Right Thumb impression (female child) in the signature box. ix. A good quality self-addressed A-5 size envelope with minimum €5.40 postage stamps. x. Online registered application form for passport. https://portal3.passportindia.gov.in/Online xi. Proof of Payment 	38
23.	Police Clearance Certificate	<ul style="list-style-type: none"> i. Self-attested copy of passport (first and last page) 	22

	(Indian nationals)	<ul style="list-style-type: none"> ii. Self-attested copy of valid visa or residence permit iii. Self-attested copy of Meldebescheinigung iv. Two recent passport-size photographs (please see the guidelines for photograph) v. A good quality self-addressed A-4 size envelope with minimum €5.40 postage stamps. vi. Online application for Police Clearance Certificate https://portal3.passportindia.gov.in/Online vii. Proof of Payment 	
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 registration) (applicable for other than German passport holders) viii. One recent passport-size photograph (please see the guidelines for photograph) ix. A good quality self-addressed A-4 size envelope with minimum Euro5.40 postage stamps. x. Duly filled application form for Miscellaneous Services. xi. Proof of Payment 	22

All photocopies must be clear and completely legible and self-attested by the applicants along with date of attestation. The hand-written text (wherever applicable) should be written in capital letters with clear legible

handwriting. Incomplete application will be summarily rejected.

Applicants are strictly advised to follow the **photograph guidelines**. Re-issue of passports get delayed in many cases just because applicants have not given a proper photograph. In most cases, photographs are found to be **poor quality** or inappropriate size. Besides, the background of the photograph, which needs to be white, is not found to be white.

Proof of Payment

With effect from 1st April 2022, payment of fee for any consular service is accepted only by Bank Transfer. Only in emergency and in exceptional circumstances, applicants are allowed to make the payment in cash at the counter. Payment cannot be made by debit or credit card at the counter. Therefore, all applicants must ensure that they have made the payment online by choosing the fee and IBAN number applicable for the consular service that is being applied for. The proof of payment should be mandatorily enclosed along with the application.

For any doubt regarding the application process and the required documents for the above-mentioned services, please write to passport.frankfurt@mea.gov.in

Please note that the applications are received at the Consulate with [prior appointment](#)