

Important Information for Applicants

Jurisdiction of Consulate General of India, Frankfurt:

Consular jurisdiction of Consulate General of India, Frankfurt covers the German states of Hessen, North Rhine Westphalia, Rhineland Palatinate and Saarland. You can apply for passport and consular services with the CGI, Frankfurt only if you are residing in these states.

Validity of your passport and application for re-issue:

Application for re-issue of passport can be made within one year of expiry (the last year of validity) of the current passport or in case the visa leaflets/pages on passport have exhausted or if your passport is lost/damaged.

Prior appointment for submission of applications/documents:

All applicants have to book a prior appointment online to submit their applications at the Consulate. The link for online appointment is <https://cgifrankfurt.gov.in/AppointmentHome>. Please read the instructions carefully before booking online appointment.

Online registration of application form + printed applications:

Applications for passport, police clearance certificate, birth registrations and identity certificates for Tibetans are to be first registered online and the printed copy of the online registered application is to be submitted at the Consulate or at the outsourced agency along with the supporting documents. No hand filled application forms are accepted for these services. The web-link for online application is (<https://portal3.passportindia.gov.in/Online>)

Proof-reading of application before submission:

Please go through your application form carefully before submitting it online. **IN CASE OF ANY MISTAKE OR TYPOGRAPHICAL ERROR, PLEASE CORRECT IT BEFORE SUBMISSION. CONSULATE WILL NOT BE ABLE TO MAKE ANY CORRECTION ONCE THE APPLICATION FORM IS SUBMITTED.** If you notice the error just before submitting the application at the counter, **please bring such error to the notice of the Consulate official.**

Changes required in the new passport:

Please place a post-it notes on top of your application clearly indicating changes that you have made in your personal particulars compared to your personal particulars on the existing passport i.e. change in address, change in name, addition / deletion of spouse name etc. so that the official can easily check the required documents applicable in your case. **One of the addresses given in passport application has to be of India which can be verified by police authorities in India.**

Problems faced in police verification in India:

In many cases, passports are re-issued after police verification in India. Besides, **Police clearance certificate (PCC)** is also issued after verification by the concerned local police unit in India. If the address and the contact details given by the applicant in India are not verifiable for some reason, PCC is denied. It is therefore strongly advised that applicants give their correct address and contact details in India so that it is easily verifiable by the local police authorities. Applicants can give the address and the contact details of their family members in India who can verify and give complete information to the local police about the applicant.

Furnishing false information:

It is an offence under the Passport Act 1967 to furnish false information in the application. Passport facilities could be denied on grounds of suppression of material information, submission of incorrect particulars, willful damage/loss of passport or unauthorized change/tampering in Passport. The Passport can be impounded or revoked for violation of one or more of the provisions of the Passport Act. Also, it is an offence to hold more than one valid passport at a time.

Give valid email and phone number:

Please fill up all the columns in the application form including your current valid phone number and email without fail. Consulate will be using the given e-mail id for further correspondence with the applicant.

No Tatkaal Option:

As of now, there is no Tatkaal facilities available at the Consulate.

Self attestation & Signature:

Please self-attest all photocopies of the supporting documents with the application and do not forget to write the date of attestation. Please ensure that you have signed the application form in original at all the points where applicant's signature / thumb impression is required.

Payment of Fee:

If you are submitting the application form at the Consulate, the fees have to be paid in cash. There is no facility of bank transfer or Credit/Debit card payment at the Consulate. Please check the fee chart under each service. For postal applications through IGCS, payment can be made by bank transfer. Bank account details of IGCS are available on their website www.igcsvisa.de

Filling in Miscellaneous Services Application Form and Annexures/Affidavits:

Please note that Miscellaneous Services Application Form, Annexure and Affidavit should be filled in **CAPITAL LETTERS** with a legible handwriting in case you are not able to bring them typed out.

Original documents by post:

Applicants can bring the original documents with them in case of submission at the Consulate. For submission by post at the IGCS, only attested copies are required to be submitted. However, original

documents may be required for verification at a later stage and applicants will have to produce the same as and when Consulate asks them to do so. The old passport in original is required to be sent along with the application form to IGCS so that it can be cancelled and then returned to the applicant along with the new passport.

Applications by Post:

Consulate does not accept application by post as on date. Postal applications are routed through our outsourced agency, IGCS www.igcsvisa.de. Please note that the incomplete applications are summarily rejected and returned to the IGCS and no correspondence is made by the Consulate in such cases.

If you are sending your application by post to IGCS, please ensure that your application is complete in all respects and that you have enclosed a self-addressed and stamped (Euro 5.20) envelope to return your passport/document to you.

Quality and the size of your photograph:

Photo requirements are to be met strictly by the applicants. We normally require two passport-size (5cmx5cm) photographs that meet basic specifications such as the face of the applicant should cover about 60-70 percent of the photo area; both ears, neck, and shoulders should be clearly visible; the head must be centered within the frame and the photo should present full face, front view and eyes opened; the background should be plain white without borders with contrast coloured clothes (not white clothes) and photos with dark, busy, or patterned background or shadows on the face or on the background will not be accepted.

Collection and dispatch of documents:

Applicants who submit their applications at the Consulate in person can must leave with their applications a self-addressed and stamped envelope so that they do not have to visit Consulate for collection. In certain circumstances, applicants who have submitted their applications at the Consulate can collect their documents in person from the Consulate between 4.00 to 5.00 PM on working days only after they have received the confirmation from the Consulate.

The envelope enclosed by the applicants should be of good quality (preferably a waterproof A5 size for passport and A-4 size for other documents). Documents/passports received through IGCS will be dispatched by IGCS by registered post/DHL courier or in the self-addressed and stamped envelope depending upon the arrangement made by individual applicant with the agency.