

Important Information for Applicants

Please visit our website www.cgifrankfurt.gov.in for detailed information on consular services.

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 to submit their applications at the Consulate. The link for booking [online appointment](#) is available on our website. No request whatsoever for receiving the applicants without appointment will be entertained. Only medical emergency proved on papers can be considered as an exception to this rule.

Online registration of application form + printed applications:

Applications for visa, passport, police clearance certificate, Overseas Citizenship of India (OCI), birth registrations, identity certificates for Tibetans and renunciation of Indian citizenship/surrender of Indian passport 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-links for online applications of these services are as follows:

Visa: <https://indianvisaonline.gov.in/>

Passport & Police Clearance Certificate: (<https://portal3.passportindia.gov.in/Online>)

OCI: <https://ociservices.gov.in/>

Birth Registration : <https://indiancitizenshiponline.nic.in/>

(Registration of birth of a minor child at an Indian Consulate Under section 4(1) of the Citizenship Act, 1955)

Renunciation of Indian Citizenship: <https://indiancitizenshiponline.nic.in/>

(Declaration of Renunciation of Citizenship under Section 8 of the Act Made by a Citizen of India)

Supporting Documents and Fee

Please check the documents and fee chart given on the website www.cgifrankfurt.gov.in

In order to ensure that the application gets processed immediately after its submission, please ensure that you have enclosed all supporting documents as listed on Consulate's website. All the photocopies should be of good quality and legible. Any document issued in German language must be supported with official English translation. Documents issued by German authorities and required to be attested by the Consulate should first be attested by landgericht. Power of Attorney by German citizens should also be first attested by landgericht.

Consulate reserves the right to call for any additional document(s) from the applicant. Besides, submission of application does not mean that service applied for is guaranteed.

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.**

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 those 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, passport or PCC services are 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. **There is no need for applying PCC independently for re-issue of passport.**

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. Please avoid giving someone else's email id on the application form. Minors can give their parents/legal guardians' email id.

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. Documents that need to be signed in the presence of Consular Officer not be brought signed to the Consulate. Such documents should be signed in the presence of Consular Officer at the Consulate. Self-attestation of documents do not fall under this category.

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. If required, applicants can withdraw their existing passport and re-submit it

Applications by Post:

Consulate does not accept application by post. 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 good quality self-addressed envelope of A-5 size with minimum Euro 5.20 postage stamps properly pasted on it. If the service charges paid by the applicant to IGCS includes postal charges, the envelope is not required.

Quality and the size of your photograph:

Many applications received by the Consulates by Post through IGCS get delayed because of the poor quality of the photograph. Applicants are strictly advised to send a very high quality and proper size photograph as mentioned in the [photograph guidelines](#) given on our website. Consulate will not entertain any request for re-submission of photograph if the application is delayed or rejected due to photograph.

Collection and dispatch of documents:

Applicants who submit their applications at the Consulate in person must leave with their applications **a good quality self-addressed envelope of A-5 size with minimum Euro 5.20 postage**. The envelope will be used in dispatching the documents to the applicant. Please ensure that the address written on the envelope is correct and legible.

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.

Withdrawal of Passport after submission of application

Original passports are required for verification at the time of submission of applications. In normal circumstances, applicants' old passports are returned along with new passports by Post. Alternatively, Applicants can withdraw their original passports after submission of applications at the counter. This can be done after your application has been verified at the counter. Any later withdrawal will not be permissible except in medical emergencies. For applications submitted to IGCS, please send such requests to IGCS.

Covid-19 health guidelines

All applicants should carry proof of vaccination. Those who are not vaccinated should carry proof of negative SchnellTest taken in the last 24 hours. Minors below 5 years of age are exempted from producing a proof of vaccination or SchnellTest. Children above 5 years but below 12 years of age should have done SchnellTest if they are not vaccinated as yet. Any applicant including children should avoid visiting the Consulate if they are symptomatic even if they are vaccinated. Entry will not be allowed to those who are found with Covid symptoms at the entrance.

Queries about entry/re-entry in Germany

No queries related to German immigration, visa and foreigners regulations etc. will be entertained by the Consulate. Applicants are advised not to send such queries to the Consulate.
