

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. Unless otherwise required for practical reasons, any change in passport particulars such as change in address, name; addition/deletion of spouse name etc. can also be done at the time of re-issue of passport on account of its expiry, lack of visa pages or damage/loss.

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. 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.**

Changes required in the new passport:

Please place a post-it note on top of your application clearly indicating changes that you have made in your personal particulars such as change in address or name, addition / deletion of spouse name etc. so that the official can easily check the required documents applicable in each 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. However, it does not mean that applicants have to apply for police clearance certificate to get passport. Yes, applicants may need to apply for **Police clearance certificate (PCC) separately** for other reasons. 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, the passport or PCC services can also be 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.

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 wherever applicant's signature is required. Applicants who cannot sign especially minor children should use their thumb impression in place of signature.

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:

For applications sent to the IGCS by post, 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 they are requested to do so. The old passport in original is required to be sent along with the application so that it can be cancelled and then returned to the applicant along with the new passport. If required, applicant can withdraw his/her passport after the application is submitted. However, he or she has to return it to IGCS so that the physical passport is cancelled and returned to the applicant along with the new passport. The arrangement for withdrawal and re-submission of passport has to be worked out between IGCS and the applicant.

Quality and the size of your photograph:

All applicants are advised to stick to the specifications of photographs given on our website. Many applications get either rejected or delayed just because the quality and size of the photograph do not meet the specified requirements and standard.

Mode of Submission of Applications

In a routine course, applicants are advised to submit their applications with IGCS except certain categories of applications that are to be submitted directly at the Consulate and not through IGCS.

IGCS accepts applications through post as well as in person by taking an appointment. Those applicants who still prefer to submit their applications directly at the Consulate may note that Consulate does not accept applications by post. Therefore, postal applications can be sent to IGCS only.

Applications that can be submitted to IGCS either through post or in person, are as follows:

- (i) Re-issue of Passport
- (ii) OCI and Misc. Services on OCI
- (iii) Police Clearance Certificate
- (iv) No objection certificate for transportation of dead body of an Indian national to India
- (v) Cancellation of passport after death of Indian national
- (vi) Certificate to confirm name, date of birth and parentage etc. on the basis of verification of passport particulars
- (vii) Certificate towards change of name after issue of passport with changed name.
- (viii) Surrender of Indian Passport and renunciation of Indian citizenship certificate after acquiring foreign nationality
- (ix) Attestation of documents such as birth/death/marriage certificates or any educational degree/diploma etc.

Applications that need to be submitted directly at the Consulate and not at IGCS are as follows:

- (i) Birth Registration
- (ii) Power of Attorney
- (iii) Life Certificate for pensioners
- (iv) All consular services including re-issue of passport to those who are on asylum or have sought asylum in Germany.

Applicants who wish to submit applications at the Consulate and not through IGCS must note that they cannot do so by sending the applications by Post at Consulate's address. They have to take a

prior appointment and submit the applications in person. Any application received by post at the Consulate will not be attended.

Please note that the incomplete applications whether received directly or through IGCS are summarily rejected. Applicants who send or submit their applications to IGCS are advised to correspond only with IGCS and not with Consulate.

Application on behalf of minor children

One of the parents can submit applications of their minor children for re-issue of passport without the child being present at the time of submission of documents. Similarly, parents can submit applications on behalf of their minor children for other services provided the documents are complete in all respect including signature/thumb impression of the minor applicants. Both the parents and their newly born children are required to be present at the time of submission of Birth Registration and Passport Applications. Exemption to this rule is given only in medical condition because of which minor child or one of the parents is not able to visit the Consulate.

Fee and mode of payment:

The fee chart for various services is given on our website. Applicants have to make the payment of the requisite fee to IGCS if the application is submitted with IGCS and not to the Consulate. The fee and the bank details are available on IGCS website.

Similarly, applicants who submit their applications at the Consulate have to make the payment directly to Consulate and not through IGCS.

With effect from 1 April 2022, Consulate accepts the payment via bank transfer only. The bank details of the Consulate are available on its website. There is no facility of payment by Credit/Debit card at the Consulate. The proof of payment has to be enclosed with the application form along with other supporting documents.

It may also be noted that the fee in respect of those applications submitted or sent by Post to IGCS should be made directly to IGCS and not to Consulate. Applicants may also note that the fee chart on Consulate's website does not include the service charges levied by IGCS.

Collection and dispatch of documents:

Applicants who submit their applications at the Consulate in person must leave with their applications in an A-5 Size envelope (for passport applicants) and A-4 Size envelope (for birth registration, passport for new born and PCC applicants). The envelope should be of good quality, self-addressed and have minimum €5.40 postage stamp properly pasted on it. Consulate will use the envelope to send the passport/documents to the applicants.

Documents/passports received through IGCS will be dispatched to the applicants by IGCS through registered post/DHL courier or in the self-addressed and stamped envelope depending upon the arrangement made by individual applicant with the agency. Consulate is not responsible for delivery of such documents.

Application Status and other queries

The applicants are requested to avoid sending repeated emails or making calls to check the status of their applications. In case of passport and PCC, applicants can check the status online through link: <https://portal3.passportindia.gov.in/Online/index.html> using Application Reference Number (ARN). ARN is inscribed on the top right corner of the application. Please note your ARN before submission of application at the Consulate or with IGCS.

Queries related to applications submitted to IGCS may be directed to IGCS and Consulate will not respond to such queries. For applications submitted at the Consulate, applicants should send email queries only if the online status of the application is not available after waiting for 4-5 weeks from the date of submission of physical application at the Consulate. There is no telephone service to answer queries related to routine consular services.

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.

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

Entries will be allowed only to those applicants who are fully vaccinated or have recovered from Covid-19. Therefore, applicants are advised to carry the proof of vaccination or valid recovery certificate. Minors below 5 years of age are exempted from producing a proof of vaccination or SchnellTest. 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. Please follow the latest Covid-19 guidelines given on our website.