



Consulate General of India, Frankfurt

There is detailed information already available on consular, passport and visa services on our website. In order to facilitate the applicants further, a gist of that information is compiled as follows:

Passport

2. Indian citizens can apply for passports on following grounds:
 - i. First time passport to a new born/minors.
 - ii. Nearing expiry date of the current passport
 - iii. Running out of blank pages on the current passport
 - iv. Loss or damage of the current passport
 - v. Change in address, signature, appearance, addition, deletion or change in spouse name on current passport.
3. The documents for applying a passport may vary depending upon the condition(s) on which an applicant seeks to re-issue his/her passport. It is therefore advised that applicant ensures that a right set of documents is enclosed along with the application form. Detailed information about these documents is available on our website. Any relevant information on passport, police clearance certificate and birth registration that applicant does not find on our website can be sought by sending an email to passport.frankfurt@mea.gov.in. For any other services such as visa, OCI, attestation and misc. services, the information can be sought by sending an email to cons.frankfurt@mea.gov.in. Please note that Consulate will respond to applicant's query only if the information sought is not already available on our website and if giving that information falls within the purview of the Consulate. General queries pertaining to travel, immigration in India and in Germany may be avoided. Such information may be sought from the government authorities/agencies that deal with such matters directly.
4. To apply for Passport at the Consulate General of India, Frankfurt, it is compulsory that applicant is residing within the [jurisdiction of CGI, Frankfurt](#). The application has to be first registered [online](#). While filling the online application form, applicant must ensure that the option of 'Indian Mission' is 'Germany-Frankfurt'.
5. Hand-written passport application forms are not accepted. Applicants must exercise utmost care at the time of completing the online application. Any typo or mistake can result in incorrect print of applicant's personal particulars on passport. It can also cause delay or rejection of application at any stage. After filling up online application, a print-out / hard copy of the application along with the self-attested copies of all requisite documents is required to be submitted directly at the Consulate. Submission of application at the Consulate requires [prior appointment](#).

Applications by Post

6. Consulate does not accept applications by post. Applications received by post at the Consulate will remain unattended without any acknowledgement or attending any email or telephonic query about them. Consulate will also not be responsible to send these applications back to the applicants or handing them over to the applicants when they approach the Consulate for collecting such applications. Indo German Consultancy Services (IGCS), our authorized outsourced agency **is also an authorized agency for Postal Applications**. It provides visa, passport and consular services and accepts applications for these services by post or in person with prior appointment. The detailed procedure followed by IGCS for receiving the applications is given on its website: www.igcsvisa.de. Therefore in a routine course, applicants are advised to submit their applications with IGCS except the certain categories of applications that are to be submitted directly at the Consulate directly and not through IGCS. It is therefore hereby reiterated that 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. Queries related to applications submitted through ICGS should be directed to IGCS only.

7. 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.

8. Applications that need to be submitted directly at the Consulate in person and with prior appointment 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.

9. 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.

Signature, thumb impression and photographs

10. All signatures in the application form should be signed with ballpoint pen of blue ink. Those who cannot affix their signature like infants and minors, their thumb impression must be put in place of signature (male should use left thumb impression and female should use right thumb impression). The signature and thumb impression of the applicant should be placed in the prescribed signature box on the first and last page of the application form.

11. Two Recent passport size photographs are required with passport application. One photograph must be properly pasted at the given space on the application form and the other to be attached/stapled with the form. Please check the [photograph guidelines](#) to ensure that the application is not rejected on the ground of wrong size or poor quality of photograph or any other reasons given in these guidelines.

12. Applications for reissue of passport are accepted within one year prior to expiry of the current passport. **With effect from 1st April 2022, payment of fee is accepted by bank transfer only.** No credit or debit card is accepted for payment at the counter. Therefore, applicants must ensure that they have enclosed the proof of payment. 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.

Requirement of original passport with the application

13. 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.

Police verification of the applicant on his/her address in India

14. Passports are usually issued after verifying the credentials of the applicants through police verification at the given address in India in the application form. Applicants should ensure that they have furnished the accurate and complete address with pin code, police station and district to avoid delay in police verification. The concerned police station can also be located through [weblink](#).

No Tatkal

15. Due to practical reasons, passport applications cannot be accepted under **Tatkal scheme** in CGI, Frankfurt. It may take 6-8 weeks to re-issue a passport subject to receipt of police verification report from concerned authorities in India, wherever applicable. The given time frame is only indicative and applicants may receive their passport earlier or later depending upon the various factors and procedure applicable for re-issue of passport. The status of passport application can be checked [online](#) by entering Application Reference Number (ARN). ARN is given on the top right corner of the passport application.

16. Transit passengers / tourists whose passports are reported **lost/damaged** will be issued hand-written **emergency certificates** to deal with the emergency situation so that they could return to India.

17. For delivery of new passports by post, please attach a good quality A-5 size envelope. For documents other than passport and Identity Certificate for Tibetans, please enclose A-4 size envelope. Please ensure that envelope is of good quality, address of the applicant is correctly and legibly written on it and it has minimum €5.40 postage stamps properly pasted on it.

Registration of Birth

18. Birth Registration of a newborn at the Indian Embassy/Consulate is mandatory before applying for passport. **Registration can be done within one year of the birth.** In case more than one year has lapsed since the birth of child, a self-declaration by the parents needs to be submitted stating the reason for delay in registration and that the child has not acquired any other nationality. Please check the [link](#) for online application form for registration of birth of a minor child at an Indian Consulate under section 4(1) (citizenship by descent) of the citizenship act, 1955. Before you start filling in the online application form, please keep following documents ready for upload:

- i. Photo of child in JPG format (size: less than 20KB);
- ii. **Scanned signatures of both parents in JPG format (less than 20 KB);**
- iii. Scanned copy of birth certificate of child issued by local German authorities in the internationalformat (less than 1 MB);
- iv. Scanned copy of both the parents' passports (first and last pages, total 4 pages) in one PDF file with less than 1 MB in size.
- v. Scanned copy of marriage certificate of parents in PDF format with less than 1 MB in size.

19. Please make sure that you upload all required documents. If documents are not uploaded correctly, the application will be rejected and the applicant has to re-apply online.

20. Please take a print of the online registered application form and submit the application form along with the supporting documents at the Consulate. Please note that the application form needs to be signed by both the parents in the presence of Consular Officer. Write your mobile number at the bottom of first page of birth registration form.

21. For applying **passport for a new born**, the documents required along with the print-out of the online-registered application form are as follows:

- i) Self-attested copy of birth certificate (international format in both English & German language) issued by concerned German authorities.
- ii) Self-attested marriage certificate of parents.
- iii) Self-attested copies of passports of both parents (first and last pages)
- iv) Self-attested copies residence permits / visas of both parents.
- v) Copy of Meldebescheinigung (Proof of residency/address) of parents.
- vi) Registration of Birth Certificate if the application for birth registration was submitted earlier and certificate already obtained from the Consulate.

Parents' Consent for Issue of Passport to Minors

22. Please fill in [Annexure D](#) (Declaration from parents) along with application form and other supporting documents to apply passport for minor. Please submit [Annexure C](#) along with application form and other supporting documents in case one parent has not given consent to issue passport to a minor.

Police Clearance Certificate (PCC)

23. Applicants can apply for PCC [online](#). After applying online, please take print of the application, affix your recent passport-size photograph and submit the application at the Consulate [with prior appointment](#) or by post through our authorized outsourced agency, Indo-German Consultancy Services (IGCS) along with the following documents:

- i) Self-attested copy of valid Indian passport
- ii) Self-attested copy of Resident Permit
- iii) Self-attested copy of Meldebescheinigung(City Registration)

Attestation of Documents

24. Consulate receives applications for attestation of various documents. Such attestation is done on the pre-authenticated documents from the concerned authorities in India as per the procedure laid down by the Ministry of External Affairs. [Precedure for Attestation and Apostille](#). Applicants should ensure that along with application form, they have got the required set of documents that they want to get attested along with the originals and/or its true copies that have been authenticated in India as per the procedure explained in the above link. The application can be put up with **Misc. Application Form**.

Attestation of Power of Attorney

25. Application is submitted in person along with two copies of General Power of Attorney, original passport and visa/residence permit. Self-attested copies of passport (first and last pages) and visa/residence permit will also be required. Applicant must sign the Power of Attorney in the presence of the Consular Officer. The attested document would be returned on the same day. The application can be put up with **Misc. Application Form**.

Applications for attestation services by German nationals

26. German nationals are required to have all types of their documents including General Power of Attorney, first attested by the District Court (Landgericht) that has jurisdiction over the place of residence of the applicant before applying for attestation by the Consulate. The application can be put up with **Misc. Application Form**.

Miscellaneous Services

27. Consulate also issues various certificates under Miscellaneous Services to assist Indian citizens fulfill certain requirements while working and residing outside their country. Application for misc. services along with documents based on which such service can be rendered should be submitted at the Consulate. The application form for miscellaneous services is given here: [Application for Misc. Services](#). Please check the relevant section on our website to get detailed information on miscellaneous services.

28. Indian nationals often write to us for **No Objection Certificate** for giving surname to their newly born child in Germany. Such NOC is asked by German authorities to allow Indian parents to give surname to their child especially in cases where parents do not have their surname indicated on their passports. Such application can also be put up through Miscellaneous Services Application Form.

Visa Services

29. Applicants have to start the process with online application: [Apply for Visa](#) . After filling up the on-visa application, please take a print and submit or dispatch it to our outsourced agency, IGCS (Bettinastrasse 52, 60325 Frankfurt am Main) along with two photographs and required documents. Applicants are advised to liaise with IGCS for any query or doubt that they have. Please ensure that you have signed the application form before submission. Information regarding types of visa, applicable fee and documents is given on our website. [Visa](#).

30. Apart from the visa category-specific documents, applicant's passport and two photographs are required to be submitted along with the application form.

e-Visa

31. Please visit the website: <https://indianvisaonline.gov.in/> for information on e-Visa. This is the only authorized website for applying e-Visa to India.

32. For travel advisory and other information related to foreigners, please visit Bureau of Immigration, Govt. of India's website: <https://boi.gov.in/>

German Visa / Stay Permit

33. Please note that the Consulate has no role with regard to German visa/stay permit. Please contact nearest German Embassy/Consulate in India or German foreign office near your location in Germany.

Overseas Citizens of India (OCI) Services

34. Any person of full age and capacity, who is citizen of another country, but was a citizen of India at the time of, or at any time after, the commencement of the Constitution; or who is citizen of another country, but was eligible to become a citizen of India at the time of the commencement of the Constitution; or who is citizen of another country, but belonged to a territory that become part of India after the 15th day of August, 1947; or who is a child or a grand-child of such a citizen, or who is citizen of another country but married to an Indian national or OCI Cardholder, provided that no person, who is or had been a citizen of Pakistan, Bangladesh or such other country as the Central Government may, by notification in the

Official Gazette, specify, shall be eligible for registration as an overseas citizen of India.

35. Applicant has to fill online application: [OCI](#) and upload all the required documents. The print-out of the online registered application should be submitted to our outsourced agency IGCS (Bettinastrasse 52, 60325 Frankfurt am Main). Applicant can also submit the application at the Consulate [with prior appointment](#) . Along with application form, please enclose two photographs and the requisite documents (self-attested photocopies and originals). Detailed information about required documents and fee is given on our website [OCI](#)

36. Mandatory requirement of re-issuance of an OCI card each time a new passport is issued to a foreigner upto 20 years of age and once after completing 50 years of age is dispensed with.

37. OCI cardholder is required to get the OCI card re-issued only once when a new passport is issued after completing 20 years of age. For this purpose, the OCI card holder should submit an online application under OCI Miscellaneous Services.

38. OCI cardholder is required to upload ONLINE a copy of the new passport and a latest photo each time a new passport is issued upto 20 years of age and once after completing 50 years of age. The OCI card holder can upload these documents online under OCI Miscellaneous Services. The uploading of these documents may be done within three months of receipt of the new passport.

39. Foreign Spouse of an Indian Citizen or spouse of foreign origin of an OCI cardholder are required to upload a copy of the new passport and also a latest photo ONLINE each time a new passport is issued along with a declaration on subsisting of marriage, copy of the Indian passport of the Indian spouse/passport & OCI card of the OCI cardholder spouse.

40. If there is any change in personal particulars of the individual, OCI card may be renewed under OCI Misc. Services.

41. Carrying of old and new passports along with the OCI card is no longer required. In other words, the OCI card holders traveling on the strength of their existing OCI card that bears old passport numbers are not required to carry their old passport. However, carrying a new passport is mandatory.

Formalities and Travel Restrictions on account of Covid-19 Pandemic

42. Indian nationals and foreigners who wish to travel to India in the prevailing situation of Covid-19 pandemic, are advised to keep themselves updated with the latest guidelines of Government of India on Covid-19 pandemic by visiting Air Suvidha portal [Air Suvidha](#) and the websites of relevant Ministries and Departments such as Ministry of Civil Aviation ([Civil Aviation](#)), Ministry of Health, ([Health](#)) Bureau of Immigration ([BOI](#)) and Ministry of External Affairs ([MEA](#)).

10.03.2022