



CONSULATE GENERAL OF INDIA

3 EAST 64TH STREET
(Bet. Madison and Fifth Avenue)
NEW YORK, NY 10065
TEL (212) 774-0600. Fax (212) 570-9581
E-mail: passport@indiagny.org

For more information visit our website: www.indiacgny.org

PASTE
ONE PASSPORT
SIZE
PHOTOGRAPH
HERE

APPLICATION FOR MISCELLANEOUS SERVICES

PLEASE SPECIFY THE SERVICE APPLIED FOR: _____

- **PLEASE READ INSTRUCTIONS CAREFULLY BEFORE FILLING IN THIS FORM.** Instructions can be obtained from the Consulate General of India, New York or from our web site. Incomplete application will not be accepted. This form may be duplicated if required. **Effective 1 February 2004.**
- Applications are accepted from 9.15 A.M. to 12:15 P.M. on working days and passports delivered irrespective of date of application only between 4:30 to 5:15 P.M. *Send exact amount of FEE either in the form of money order/certified check payable to **Consulate General Of India** or in CASH in bills no larger than \$50/-.* **WE DO NOT ACCEPT PERSONAL CHECKS.** Use only one form of payment. DO NOT SEND CASH IF APPLYING by mail. Also enclose payments (US\$ 10 for priority mail or US\$ 20 for Express mail) for return of serviced documents by mail. We use only USPS express or certified mail for return of documents.

1. FULL NAME (Expanded Initials) _____
 (Surname) (Given Names)

2. Applicant's Driver's License No. _____ Date and Place of issue _____

3. Permanent Address in India _____ Tel: _____

4. Permanent Address in USA _____ Tel: _____

5. Profession & Business Address _____ Tel: _____

6. PLACE OF BIRTH _____ DATE OF BIRTH _____
 (Village/City & District) (DD/MM/YY)

7. CURRENT PASSPORT NO. _____ PLACE OF ISSUE _____
 DATE OF ISSUE _____ DATE OF EXPIRY _____
 (DD/MM/YY) (DD/MM/YY)

8. NAME OF FATHER _____

9. NAME OF MOTHER _____

10. NAME AND NATIONALITY OF SPOUSE _____

11. IS APPLICANT REGISTERED WITH THE CONSULATE GENERAL? IF NOT IS A MEMBER OF ANY INDIAN ORGANISATION? GIVE DETAILS _____

TYPE OF SERVICE(S) REQUIRED

(A) Kindly register following child/children and issue them Birth Certificate(s) as Indian citizens. For registration of a child, fill up a separate registration form and pay US \$ 20 per child in addition to US \$ 20 for each child for the Birth Certificate. Particular of the child to be registered:

Child's Name	Date & place of birth	Sex (M/F)
_____	_____	_____
_____	_____	_____

NOTE: Original Birth Certificate of the child and original passports of parents along with photocopies is required.

(B) Kindly delete my child/children's name from my passport. (Fee of US \$ 10 required for each name to be deleted). Particulars of child/children:

Child's Name	Date & place of birth	Sex (M/F)
_____	_____	_____
_____	_____	_____

NOTE: Consent in the form of an affidavit (duly notarized) from both parents is required for deletion of child's name. Submit passports of both parents and original birth certificate of the child along with photocopy of these documents.

(C) Kindly change my address (permanent or in USA) as recorded in the passport (Fee US \$ 10.00)

(a) Address as in passport _____

(b) New Address _____

(D) Kindly issue me (Please check the Box)

1. Birth Certificate (US \$ 20.00)	<input type="checkbox"/>	2. Police Clearance Certificate (US \$ 20.00)	<input type="checkbox"/>
3. Life Certificate (for pensioners only – gratis)	<input type="checkbox"/>	4. Marriage Certificate (US \$ 20.00)	<input type="checkbox"/>
5. Non - Availability Certificate (US \$ 20.00)	<input type="checkbox"/>	6. Nationality Certificate US \$ 20.00)	<input type="checkbox"/>
7. Attestation for child's passport (US \$10)	<input type="checkbox"/>	8. Attestation of documents (US\$10/20/50)	<input type="checkbox"/>
9. Others (please specify)	<input type="checkbox"/>		<input type="checkbox"/>

PLEASE SEND YOUR PASSPORT(S) WITH APPLICATION FOR ANY OF THE ABOVE SERVICES AND GIVE REASONS FOR REQUESTING THE CERTIFICATES/SERVICES.

DECLARATION

I solemnly affirm that

- I owe allegiance to the sovereignty and integrity of India, and
- Information given above in respect of myself, my son/daughter/ward is correct and nothing has been concealed and I am aware that it is an offence under the Passport Act 1967 to knowingly furnish false information or suppress material information, which attract penal and other punishments under the Acts,
- I have not lost, surrendered or been deprived of my citizenship of India, nor am I in possession of any other passport or travel document.
- I undertake to be entirely responsible for expenses of my daughter/ward.

Place _____
Date _____

Signature or thumb impression of applicant or his/her legal guardian (Left thumb impression of male and right thumb impression of female)

1. GENERAL INSTRUCTIONS

- a. Your passport is a valuable document. It should always be either in your custody or in the custody of a person duly authorized by you. It must not be altered or mutilated in any way. If lost or destroyed, the fact and circumstances should be immediately reported to the nearest Indian Mission and to the local police.
- b. It is an offense under the Passports Act 1967 to give false information in the Application. Passport facilities can be denied on grounds of suppression of factual information, submission of false particulars, willful damage of passport and for making unauthorized changes in the passports.
- c. Kindly note that the Consulate has the right to ask for any necessary original documents at any stage and these documents are required to be presented for scrutiny and satisfaction of the Consular officer before rendering any service.

2. **JURISDICTION** of the Consulate General of India, New York extends to the following states: Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Puerto Rico, Rhode Island, Vermont and the Virgin Islands. If you are resident in a state outside this area, you are requested to apply for your passport/consular services either to the Embassy of India, 2107 Massachusetts Ave., Washington DC 20008, Tel. 202 9397000 or the Consulate General of India, 455 N. Cityfront Plaza Drive, Suite 850, NBC Tower, Chicago, Illinois -60611, Tel. 312-595-0405, or the Consulate General of India, 540 Arguello Boulevard, San Francisco, CA-94118 Tel. 415-668-0662, or the Consulate General of India, Suite 600, 6th floor, 3 Post Oak Central, 1990 Post Oak Boulevard, Houston, Texas - 77056, Tel. 713-626-2148, depending on the location of your residence.

3. **TIMING:** Applications for all passports/consular services are accepted between **9:15 a.m. and 12:15 p.m.** Services are rendered the same day in case no prior reference is required. No application is received after 12:15 PM Passports and other documents, irrespective of date or time of submission, are delivered only between **4:30 p.m. and 5:15 p.m.** on working days. **This time schedule does not apply to services where prior approval is required from the authorities in India.**

4. **MAILING SERVICE :** Outstation applicants may send their application for passport/consular service by certified/ registered/overnight mail. Fee should be paid by Money Order / Certified check in the name of the Consulate General of India, New York. Cash is accepted only at the counter. For return of passport by mail, US\$ 20 for Express Mail or US\$ 10 for Priority Mail may be sent along with application. **Please do not send pre-paid envelopes** such as FedEx, UPS, AirBorne, etc., as they are not accepted by us. Please note that it is possible to send one check or money order for the passport service as well as for mail service. Applications in straightforward cases received by mail normally take two days to process. This is in addition to the time taken in mail (one to two weeks in case of certified mail). This time schedule does not apply for services **for which reference has to be made to competent authorities in India.** Please refrain from making telephonic or written enquiries in such cases about the status of your application, as it takes about 45 days to complete enquiries. The Consulate will get in touch with applicants in cases where the applications are incomplete / incorrect, fee sent are not adequate or not paid in the acceptable manner or where there are other deficiencies. The Consulate is not responsible for documents lost in mail. A passport should not be sent out of any country by post.

If the applicant is not physically present while submitting the attestation papers at consulate, the same should be notarized.

5. **IMPORTANT NOTE ON PAYMENT OF FEE:** Fee has to be paid in cash, (only at the counter) certified checks or money orders payable to the Consulate General of India, New York. Please note that we do not accept any personal checks. Please insist on a receipt for any money paid at the counter and present the same for collection of documents between 4:30 - 5:15 p.m.

6. MISCELLANEOUS PASSPORT AND CONSULAR SERVICES

- a. *Change of Address:* Application in the form for Miscellaneous services along with a Fee of \$8.00 and Original Passport is required.
 - b. *Deletion of child's name :* Application in the form for Miscellaneous services, a fee of \$ 8.00 and Original Passport
 - c. *BIRTH CERTIFICATE :* To be applied for in the "Application form for Miscellaneous Services". Passport in original is required. Fee of \$20.
 - d. *MARRIAGE CERTIFICATE:* In case the spouse's name is endorsed on the passport, to be applied for in the "Application form for Miscellaneous Services", along with applicant's and spouse's passport in original and a fee of US \$ 20. In case the spouse's name is not endorsed on the passport, to apply for endorsement of the name of spouse first.
 - e. *LIFE CERTIFICATE:* To be applied for in the "Application form for Miscellaneous Services" Signature on the form has to be affixed at the counter. In addition, one recent photograph and passport in original to be submitted. This service is provided **gratis** to pensioners.
 - f. *POLICE CLEARANCE CERTIFICATE:* Application in the form for miscellaneous services, Fee of \$20.00, and Original Passport needs to be submitted.
 - g. *ATTESTATION OF TRUE COPIES:* Documents in original along with two sets of photocopies of the documents and original passport and a fee of \$10/- has to be submitted.
 - h. *DEATH CERTIFICATE: For transportation of human remains (body of the deceased)* following are required: (1) passport of the deceased; (2) Certified copy of the Death Certificate (by registrar of birth & death, or vital statistics); Embalmer's Certificate (Funeral Home Certificate stating that the body has been embalmed in accordance with the international shipping and that the body has been placed in a hermetically sealed container with zinc liner and wooden outer container) duly notarized; (3) no communicable disease certificate from the Department of Health stating that the deceased do not have any communicable diseases/contagious diseases; (4) Burial/Transit permit ; and (5) a Fee of \$60 for US nationals \$1 for Indian nationals. **For transportation of human remains (ashes) following are required in:** (1) Passport of the deceased; (2) Certified copy of the Death Certificate (by registrar of birth & death, or vital statistics); (3) Cremation certificate; and (4) a Fee of \$40 for US national ; \$1 for Indian national . All document must be submitted in original along with a set of photo copy. -
 - i. *SPONSORSHIP DECLARATION FORM:* The form in prescribed proforma has to be submitted in duplicate. Signature on the form is to be made at the counter. In addition, passport in original of the applicant and a fee of \$ 10/- is required.
 - j. *ADOPTION DOCUMENTS:* The documents should be certified by the Department of State of the concerned State Government and submitted in duplicate. No passport is required. Fee is \$ 10/- for each document.
 - k. *ATTESTATION OF AN AFFIDAVIT FOR ISSUE OF CHILD'S PASSPORT:* This is required when one of the parents of the child is staying abroad and passport is to be issued to the child in India afresh or after deletion of the child's name in the passport of the parent resident in India. The affidavit in the prescribed proforma has to be submitted in duplicate along with the passport of the parent staying abroad. Fee is US \$10/-.
 - l. *ATTESTATION OF DOCUMENTS OR POWER OF ATTORNEY (not related to property matters):* To be submitted in duplicate duly notarized or the person can come and sign at the counter in which case notarization is not necessary. Original passport is required. Fee is \$ 10/.
 - m. *ATTESTATION OF DOCUMENTS OR POWER OF ATTORNEY (related to property matters) :* To be submitted in duplicate duly notarized or the person can come and sign at the counter in which case notarization is not necessary. Passport in original is required. Fee is \$ 20/-.
 - n. *ATTESTATION OF DOCUMENTS OR POWER OF ATTORNEY (related to commercial matters):* To be submitted in duplicate after certification by the Authentication Division of the Department of the State of the concerned State. Original Passport is not required. Fee is \$ 50/-.
7. **EMERGENCY SERVICES** An additional fee of \$35 is charged for emergency service. The service is available only in cases of genuine emergency such as death or serious illness in the family and cases not requiring prior approval from India. Applications for emergency services can be submitted from 9:15 a.m. to 5:00 p.m. and on all working days between 11:00AM to 02:00PM on weekends and holidays.
8. **NO REFUNDS** Fees, once received, cannot be refunded, even if the application is withdrawn or service cannot be rendered.
9. **GENERAL INQUIRIES OR SUPPLY OF FORMS** Please write to the Information Desk, Passport and Visa Wing, Consulate General of India, 3 East 64th Street, New York, N.Y. 10065. You can call us at: 212-774-0600, 212-774-0610, 212-774-0662 or send fax at 212-570-9581 or e-mail at passport@indiacygn.org.
10. **APPEAL** The Consulate earnestly appeals to the members of the Indian community not to pay more than the prescribed amount of Consular fee to anyone or encourage any middlemen or agents as it spoils the reputation of the community. In any event, public should not make any payment for which receipt is not given by the Consulate. The community should take every precaution against accepting forged/counterfeit travel document from unscrupulous elements.
11. **HOLYDAYS:** Following holydays will be observed in the Consulate General of India, New York during the year 2008.
Republic Day (January 26), Maha Shivratri (March 06), Milad-Un-Nabi (March 21), Ram Navami (April 14), Mahavir Jayanti (April 18), Budha Purnima (May 20), American Independence Day (July 4), Independence Day (August 15), Labour Day (September 1), Mahatma Gandhi Birthday (October 2), Idul Fitri (October 2), Dussehra (October 9), Diwali (October 28), Guru Nanak's Birthday (November 13), Thanks Giving Day (November 23), Idul Zuhra (December 9), Christmas (December 25).
- NOTE: The above instruction are subject to change from time to time.