

This form may be duplicated if required.

Effective January 1, 2002

INCLUDE ORIGINAL GREENCARD / EMPLOYMENT AUTHORIZATION CARD OR ORIGINAL DOCUMENTS OF VISA STATUS.



Applicant must paste one passport size photograph here with half the signature on the photograph and half on the application

PLEASE ATTACH ONE PHOTOGRAPH.

CONSULATE GENERAL OF INDIA
3 EAST 64TH STREET (Bet. Madison and Fifth Ave.)
NEW YORK, NY 10021
Tel. (212) 774-0600 • Fax (212) 570-9581
E-mail: passport@indiacgny.org
Website: www.indiacgny.org

APPLICATION FOR MISCELLANEOUS SERVICES

For use of (a) deletion child's name (b) Registration of Child (c) Change of Address (d) Police Clearance Certificate (e) Life/Birth/Marriage Certificate (f) Emigration Waiver (g) Any other service (specify) _____

PAYMENT OF FEE (To be filled In by the applicant) Fee \$: _____ Emergency Fee \$ _____ Postal Charges \$ _____

Mode of payment: Cash / Certified check / Money Order

- I - Full Name: _____
 (First) (Middle) (Last)
2. Applicant's Drivers License No. _____ Date & Place of Issue _____
3. Permanent Address in India _____ Tel _____
4. Permanent Address in U.S.A. _____ Tel _____
5. Profession & Business Address _____ Tel _____
6. Place of Birth _____ Date of Birth _____
 (Day) (Month) (Year)
7. Current Passport No. _____ Place of Issue _____
 Date of Issue _____ Valid Until _____
8. Full Name of Father _____ (b) Full Name of Mother _____
9. Name & Nationality of Spouse _____
10. Is applicant registered with Consulate General? If not, is he a member of any Indian Organization? Give details _____

TYPE OF SERVICE(S) REQUIRED; PLEASE CHECK RELEVANT SECTION(S)

(A) Kindly register the following child/children's name(s) and issue Birth Certificate(s) to them as Indian citizens. (Fee \$20.00 per certificate). For Registration of the child, please fill Registration Form and pay additional \$20.00. Particulars of child/children to be registered:

Child's Name	Date & Place of Birth	Sex (MIR)

NOTE: Original Birth Certificate of the child. Original passports of the parents along with a photocopy is required.

(B) Kindly delete my child/children's name(s) in/from my passport. (Fee: \$8.00 per endorsement of deletions.)

Particulars of Child/Children to be deleted

Child's Name	Date & Place of Birth	Sex (MIR)

NOTE: Consent in the form of an affidavit (duly notarised) from both parents is required for deletion of child's name. Submit passports of both parents and original birth certificate. Also photocopy of the birth certificate and photocopies of first five and last two pages of the passports are necessary.

(C) Kindly change my permanent address as recorded in the Passport (Fee: \$8.00)
 (a) Address as in Passport _____
 (b) New permanent Address _____

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

(1) Emigration Clearance Waiver (Fee \$8.00) i.e. Emigration Clearance not Required (ECNR) (Please attach photocopy of University Degree or Green Card/Resident Card)	(2) Birth Certificate (Fee \$20 .00)
(3) Police Clearance Certificate (Fee \$20.00) (Issued only on clearance from authorities in India)	(4) Marriage Certificate (Fee \$20.00)
(5) Life Certificate (for pensioners) – Gratis	(6) Nationality Certificate (Fee \$ 20.00)
(7) Non Availability Certificate (Fee \$20 .00)	(8) Attestation of documents (Fee of \$ 10/ \$20/ \$50 as applicable)
(9) Death Certificate (Fee \$ 20.00)	(10) Attestation of affidavit for child's passport (Fee \$ 10.00)

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

DECLARATION:-

I solemnly affirm that

- i) I owe allegiance to the sovereignty and integrity of India.
- ii) Information given above 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.
- iii) I, hereby, declare that I have not lost or surrendered my Indian Citizenship since the Passport referred to at (7) above was issued to me. I further declare that I have no other Passport in my possession.
- iv) I undertake to be entirely responsible for expenses of my son/daughter/ward.

Place: NEW YORK

Signature of applicant or Thumb impression of his legal guardian
 (Left numb impression of male and right hand thumb impression of Female)

NOTE: Incomplete application will not be accepted

INSTRUCTIONS ON MISCELLANEOUS PASSPORT AND CONSULAR SERVICES

1. GENERAL INSTRUCTIONS

- a. Your passport is a valuable document. It should always be either in your own 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. Please keep a photocopy of your passport in a safe place. Without these relevant issuance of a duplicate passport in case of loss/damage/theft may be delayed.
- d. Please check the expiry date of your Passport on receiving it for the first time and remember to get your passport renewed well in advance of the expiry date.

Note: Indian Citizenship Law Does Not Provide For Dual Citizenship and, accordingly, it is illegal for a person to possess an Indian Passport once he/she has become a citizen of another country. The holder of an Indian passport should therefore return his/her Indian passport to the nearest Indian Consulate/Embassy on becoming citizen of any other country (including the US).

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. 202-939-7000 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 (Like miscellaneous services on passports, legalization/attestation of documents) are accepted between **9.15 a.m. and 12:15 p.m.** For applications received up to 11:00 a.m., services are rendered on the same day. No application is received after 12:15 p.m. except in case of emergencies, such as death or illness in the family. 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/over night mail. Fee should be paid by Money Order / Bank Draft / 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\$ 15 for Express Mail or US\$ 5 for Certified 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, the fees 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.**
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. Cash when applying by mail is also not accepted. Applicants may include \$15 for Express Mail or \$5 for Certified Mail if delivery of documents is requested by mail. It is possible to send one combined check for the consular service and mailing service. Kindly note that money once paid is not refunded on refusal of service or delay in service. We regret our inability to accept currency notes of denomination higher than \$50.00. 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. 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.
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. *ECNR:* Application in the form for Miscellaneous services along with a fee of \$8.00, Original Passport, and submission of documents that entitles him to the endorsement
 - c. *Deletion of child's name:* Application in the form for Miscellaneous services, a fee of \$ 8.00 and Original Passport
 - d. *BIRTH CERTIFICATE:* To be applied for in the “Application form for Miscellaneous Services”. Passport in original is required. Fee of \$20.
 - e. *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.

- f. **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.
- g. **POLICE CLEARANCE CERTIFICATE:** Application in the form for miscellaneous services, Fee of \$20.00, and Original Passport needs to be submitted.
- h. **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.
- i. **DEATH CERTIFICATE: For transportation of human remains (body of the deceased)** following is 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 \$20. For **transportation of human remains (ashes)** following is 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 \$20. All Documents must be submitted in original along with a set of photo- copy.
- j. **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.
- k. **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.
- l. **ATTESTATION OF AN AFFIDAVIT FOR ISSUE OF CHILD'S PASSPORT:** This is required when one of the parent 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/-.
- m. **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/.
- n. **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/-.
- o. **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 amount of \$35 is charged for rendering emergency service. This service is available only in cases of genuine emergency such as death or serious illness in the family and cases not falling under prior approval categories from India. Applications for emergency services can be submitted from 9:15 a.m. to 5:00 p.m. on all working days. Such service is also provided on Saturdays and holidays between 11:00 a.m. and 2:00 p.m.
8. **INCOMPLETE / FALSE INFORMATION** Application forms should be filled in fully, legibly (in BLOCK CAPITAL LETTERS) and accurately. Misrepresentation of the facts may result in denial of passport/Consular service. Applications received with incomplete details would remain unprocessed causing unnecessary delays.
9. **NO REFUNDS** Fees, once received, cannot be refunded, even if the application is withdrawn or service cannot be rendered.
10. **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. 10021. 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@indiacgny.org. Other telephone numbers are: Miscellaneous service inquiries :-212-774-0606, Legalization/Attestation of documents:- 212-774-0667.
11. **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.
12. **HOLIDAYS:** The Consulate General of India would observe following holidays during the year 2002: Republic Day (Jan 26), Idu'l Zuha (February 23), Muharram (March 25), Good Friday (March 29), MahavirJayanti (April 25), Id-e-Milad (May 25), Buddha Purnima (May 26), American Independence Day (July 4), Independence Day (August 15), Labour Day (Sept. 2), Mahatma Gandhi's Birthday (Oct. 2), Dussehra (Oct. 15), Diwali (Nov. 4), Guru Nanak's Birthday (Nov. 19), Thanksgiving Day (Nov. 28), Idu'l Fitr (Dec. 6), Christmas Day (Dec. 25).

NOTE: The above instructions are subject to change from time to time. Please write or telephone the Consulate for updated information. Facilities exist on Consulate premises for Pay telephones and taking photographs.