

Note: Please print out a copy of this checklist, Sign and submit the same along with your application.

EMERGENCY CERTIFICATE CHECKLIST

Version 15/07/2018

Place a tick in the box for documents you are submitting or if the statement is applicable to your case.

- 1 An Indian Government passport application form duly filled in online at the following address: <http://www.passport.gov.in/nri/>
Step 1: Select Mission: - **Spain-Madrid**
Step 2: Select Service – **Emergency Certificate**
Step 3: Fill details in online application form as per your current passport & click “Save & Continue”
Step 4: Click “Generate PDF” and take a print out of the PDF file
Step 5: Fill blank columns manually (Questions 1 to 29) by blue or black pen, duly sign on all three pages including affixing of photograph.
- 2 Two recent passport-size photographs (2 inch x 2 inch) with white background
- 3 Police report in original (the Police report MUST include Passport number)
- 4 To furnish an Affidavit regarding loss of Passport ([Annexure F](#))
- 5 [Affidavit for duplicate Passport/Emergency Certificate](#)
- 6 Self attested photocopies of Lost Passport (First two & last two pages)
- 7 Copy of Visa sticker or Residence Permit
- 8 Copy of ticket or Proposed Travel Details with Itinerary
- 9 Fee 15 Euros in Cash

Important Information:

- It is mandatory for an individual requesting an EC to apply in person at Embassy of India, Madrid. Mailing facility is not available for issuing EC.
- EC can be issued only when the individual’s Indian nationality is confirmed.
- Emergency certificate (EC) is a one-way travel document to India.
- Embassy of India may seek more information or documents if necessary to process the application.

I hereby certify that I have submitted a complete application and that I know and accept the minimum processing times required for my application.

Date: _____

Signature: _____

Place: _____

Name: _____