

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

PASSPORT APPLICATION CHECKLIST

Version 15/07/2018

This facility is applicable only for Indian nationals who are visiting Spain temporarily for purpose of tourism or business.

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 – **New Passport in lieu of damaged/lost Passport**
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: 113 Euros in Cash

Important Information:

- It is mandatory for an individual requesting a Passport to apply in- person at Embassy of India, Madrid. Mailing facility is not available for issuing Passport.
- Passport can be issued only when the individual’s Indian nationality is confirmed.
- The above are the general mandatory requirements. The applicant may be advised to submit some more documents, after scrutiny of the application on a case to case basis.

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: _____

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