

CONSULATE GENERAL OF INDIA

540 Arguello Boulevard, San Francisco, CA 94118

Telephone : (415) 668 0662 (2.00 to 4.30 p.m.)

Fax : (415) 668 9764

Applications are accepted at the counter from 9:00am to 1:00pm (Mon. - Fri.) ONLY

Application Form for Renewal of Indian Passport and Miscellaneous Consular Services

Total Pages: 2

- Renewal (No Fee[For short validity passports])
- Change of Address (\$ 8.00)
- Additional Endorsement (\$ 8.00)
- Police Clearance Certificates (3 Photograph Required) (\$ 11.00)
- Deletion of child's name (\$ 8.00)
- Life Certificate {Must notarize, if by mail} (\$ 11.00)
- Attestation – General {Original plus one copy} (\$ 11.00)
- Attestation - for property {Original plus one copy} (\$ 21.00)
- Attestation-Commercial Documents {Original plus one copy} (\$ 52.00)
- Birth/Death Certificate (\$ 21.00)
- Emigration Check Not Req. (\$ 8.00)
- Attestation - for Adoption (\$ 11.00)
- Marriage Certificate (\$ 21.00)

DO NOT USE THIS FORM, If Applying for Change of Name, Change of Name Consequent to Marriage and/or Change of Appearance. Instead use New Passport Application Form.

Please Specify Service Applied for _____

1. Full Name _____
(Last) (First) (Middle)
2. Date of Birth(dd/mm/yy)_____/_____/_____ Place of Birth_____ Country of Birth_____
3. Resident Alien Temporary Resident/Employment Authorization Card No. _____
4. Residential Address
i) In India _____ ii) In USA _____
Tel. No _____
5. Profession and business address _____
6. Is applicant registered with the Indian Mission/Post? If not is he a member of any Indian organization? Give details _____
7. i) Name of Father _____ ii) Name of Mother _____
iii) Name of Spouse and Nationality _____
8. Current Passport No. _____ Place of issue _____
Date of Issue _____ Valid until _____
9. Particulars of children to be deleted:
Name Place & Date of Birth Sex
1. _____
2. _____

Signature of Applicant

10. Declaration (To be signed by Indian Citizens only)

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 offense under the Passport Act 1967 to knowingly furnish false information or suppress material information, and
- iii) I solemnly declare that I have not lost, surrendered or been deprived of my Indian citizenship
- iv) I further declare that I have not voluntarily acquired citizenship of any other country and I have no other passport or travel document in my possession.

- This declaration has to be notarized by a Notary Public only in case of an applicant whose passport expired more than six months before the date of submission of this application.

**Signature of applicant or thumb impression of his legal guardian
(Left thumb impression of male & right hand thumb of female)**

General Guidelines

1. Jurisdiction of the Consulate General of India, San Francisco : This Consulate covers the following states : Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nebraska, New Mexico, Nevada, Oregon, Utah, Washington and Wyoming.
2. Applications are accepted at the counter between 9.00 A.M. and 1.00 P.M. on all working days and the delivery time is 1.30 P.M. same day for those submitted before 10.30 A.M. and at 4.30 P.M. for those submitted from 10.30 A.M. to 1 P.M.
3. Applications sent in by mail normally take 7 working days for processing and issue of passports, and postal transit could take another five days or so. Please refrain from making telephone or letter enquiries about your application during this period. In case needed, please make enquiries between 3.00 and 4.00 P.M. at Telephone (415) 668 0692 or (415) 668 0658/Extn. 170.
4. Applicants are advised to send their applications, passports, etc. by Certified/Registered/Overnight Mail.
5. For returning the Passport by Certified mail please send a self-addressed stamped envelope along with your application OR include an additional amount of \$5.00 in case of one passport and an extra \$1 for every additional passport, to the fees towards return mail charges. If you want delivery by overnight mail. Please enclose \$15.00 extra. All fees should be paid either in cash (accepted only at the counter) or through money orders, bank drafts or cashier checks (by Mail) drawn in favor of Consulate General of India, San Francisco. Under any circumstances **PERSONAL CHECKS WILL NOT BE ACCEPTED** If personal checks are sent the application cannot be processed and it will only delay the service. Please do not send any cash by mail as cash is accepted only at the counter. It must be noted that fees once received **cannot be refunded** under any circumstances, even if the application is withdrawn by the applicant or services are not provided to the individual as his case does not qualify for that particular service. This amount may be combined with the fees and only one draft/money order/cashier check could be sent.
6. Fee once received cannot be refunded even if the application is withdrawn, or service is refused.
7. Application forms should be filled in full, legibly (**capital letters**) and accurately and submitted with your passport. Incomplete or illegibly filled forms will be rejected.

Requirements

1. **Child's name is no longer endorsed on their parents passport. For new born please apply for fresh/new passport**, only if the father/mother was an Indian national at the time of the child's birth and if the child does not hold a passport of another country.
2. **Renewal:** Only for extension of validity of passports which have originally been issued with a validity of less than 10 years. The applications must be accompanied with one photo. Your passport in original is required for this service.
3. **Change of Address:** Proof of new address like telephone bill, bank statement etc. failing which a sworn affidavit duly notarized. Your passport in original is required for this service.
4. **Police Clearance Certificate:** 3 Copies of Personal Particulars Proforma and 3 photographs, in case the passport has been issued by any office other than CGI, San Francisco. Your passport in original is required for this service.
5. **Change of date of birth:** Since the date of birth is recorded in the passport on the basis of documents submitted by the applicant, ordinarily no request for change of date of birth is entertained. However, in cases of entry of wrong date of birth in the passport, the applicant has to file an application in the Court of at least a First Class Magistrate in the area of his permanent residence in India and obtain an "Order" directing the Passport Issuing Authority to amend the date of birth. In such cases, application can be made in the New Passport Application Form, with 3 photographs and the Order from the court in original. Your passport in original is required for this service.
6. **Attestation of documents:** A) Documents pertaining to companies (commercial documents) and from Adoption Agencies (documents for adoption): (i) These documents must first be got attested by the Authentication Division of the State Department. (ii) A copy of each document to be attested for retention as record. (B) Other Documents: (i) Documents must be notarized by a Notary Public. (ii) A copy of each document to be attested for retention as record. Your passport in original is required for this service.
7. **Life Certificate:** (i) If the application is made by post, the signatures of the applicant on the application must be notarized. (ii) In case the authority to whom Life Certificate is to be submitted has prescribed a proforma, the same with a copy thereof. Your passport in original is required for this service.
8. FOR ALL TYPES OF SERVICES, PLEASE ENCLOSE YOUR VALID/UNEXPIRED PASSPORT(No photocopies) AND ATTACH A PHOTOCOPY OF YOUR RESIDENT ALIEN CARD (Green Card) / EMPLOYMENT AUTHORIZATION CARD.

Important

The Consulate General of India has the discretion to request production of satisfactory additional evidence before a particular service is given.