

Passport Services / PCC / Nationality Renunciation / EC / Identity Certificate

VARIOUS PASSPORT SERVICES:-

Tatkal Scheme application is not accepted in Embassy of India Harare

APPLICATION FORMS & PROCEDURE

1. Duly filled in online **application form** (available at <https://embassy.passportindia.gov.in/>). **Kindly ensure to mention one Indian and one Zimbabwean address in the Passport application form.**

for applying for fresh Passports or renewal of passports (Mandatory).

2. After successfully completing the data and photo upload, a PDF file gets generated#. Applicant has to take the printout of the system generated pdf File, sign it, **glue paste** the photograph, attach required documents and submit at the Embassy along with applicable fees and other relevant documents mentioned below :-

[# The form generated is in Portable Document Format (PDF). In order to view PDF documents, users must first download the free Acrobat Reader software. Detailed instructions for downloading and installing the Acrobat Reader are available at www.adobe.com/acrobat/readstep.html External website that opens in a new window. For best results, please make sure you have installed version 6.0 or later of the Acrobat Reader.]

(a) 2 (two) **PHOTOGRAPHS** (51mm x 51mm) with white background and contrasting dress showing frontal view of full face are required to be attached with application.

(b) Copy of current passport's front page, last page and visa/resident permit page

(c) Original Passport

(d) Proof of local address (utility bill or lease agreement copy or a letter issued by the Company stating the address of the applicant)

(e) Police report (in case of loss of passport)

(f) Declaration form signed by both parents and both parents passport copies (in case of application for Minor Children) pl. link the **DECLARATION FORM** here

All original documents must be accompanied by self-attested photocopies. The Original documents should be presented for scrutiny at the time of submission of application.

Re-issue passport on the expiry, or up to one year before expiry (having valid Visa)

A new passport can be issued on the expiry, or up to one year before expiry of any passport which had an initial validity of 10 years.

Requirements:

1. Application form should be filled online using web address

<https://embassy.passportindia.gov.in/>

2. And after taking a print-out must be completed remaining column and signatures wherever required. The completed application may be deposited at Embassy of India, Harare with the following enclosures/ attachments
3. 2 (two) **PHOTOGRAPHS** (51mm x 51mm) with white background and contrasting dress showing frontal view of full face are required to be attached with application.
4. One photocopy of passport (first and last two pages and visa/ resident permit pages) with original passport (for verification)
5. Certified Copy of the residence/ work permit or valid visa
6. Proof of residence such as utility bill/ ID card etc.
7. Original Passport

Please note:

Any addition like change of address, addition/deletion of spouse name can be done at the time of re-issue subject to relevant provisions mentioned subsequently;

The name in visa document / sticker or residence permit should match with that in the passport otherwise a short validity passport will be issued in cases where there are minor differences in the name on the passport and name on visa / residence permit. Validity of this passport will be extended to normal validity only after the applicant furnishes correct documents;

Passport will not be issued if there is a difference in the name on the Indian passport and the name on visa / residence permit and the applicant will be asked to rectify / clarify the anomaly. Any further service will be extended only after the rectification;

Additional Requirements:

(A) Re-Issue - Expired Passport for more than one year (Visa Expired)

Applications for expired (over a year) passports must be submitted in person by the applicant and not sent by post. Tatkal Scheme is not applicable in such cases. If there is no visa or residence permit then a short validity passport valid for one year would be issued and this could be renewed on annual basis till the passport holder obtains a valid visa or residence permit, thereafter a full validity passport can be issued.

1. Applicant is required to submit an affidavit stating the acceptable reason for not applying for re-issue of passport timely , further stating that he/she has neither applied and nor acquired any Foreign Nationality or travel document and continue to be Indian citizen and hold valid visa/ resident permit after expiry of the Indian Passport held by her/him.

(B) Change of name subsequent to marriage / remarriage / divorce / death of spouse

For Change of name subsequent to marriage/ remarriage / divorce/ death of spouse, applicant will be required to apply for new passport enclosing marriage certificate/death certificate/divorce decree, as the case may be, with the application;

Original marriage certificate with a photocopy and Self attested photocopies of passports of his/her spouse. OR

Divorcees applying for a change of name are required to furnish a divorce decree authenticated by the court; OR

In case of change of name following death of spouse, copy of death certificate of spouse; OR
Remarried applicants applying for change of name/change of spouse name will be required to produce divorce decree/death certificate in respect of first spouse, marriage certificate from the Registrar of Marriages and photocopy of present spouse's passport

Change of name may be allowed to the applicant in the following events:

1. Following marriage, divorce or Remarriage or
2. Adding surname (childhood to adulthood) or
3. Change of complete name

Documents required

(i) Prescribed Deed Poll

(ii) Original newspaper cutting announcing the change of name published in two leading daily newspapers (in the areas of residence & permanent residence) – in Indian & local Newspaper

(iii) The applicant has to furnish a Sworn Affidavit(s) for the purpose quoting the reason for name change

Addition/Deletion of Spouse name

For Addition/deletion of spouse name, applicant will be required to apply for new passport enclosing marriage certificate/death certificate/divorce decree, as the case may be, with the application;

Requirements:

Original marriage certificate with a photocopy and Self attested photocopies of passports of his/her spouse or

Divorcees applying for a change of name are required to furnish a divorce decree authenticated by the court; or

In case of change of name following death of spouse, copy of death certificate of spouse; or

Remarried applicants applying for change of name/change of spouse name will be required to produce divorce decree/death certificate in respect of first spouse, marriage certificate from the Registrar of Marriages and photocopy of present spouse's passport

Change of Signature

For changing signature in the passport, application for new passport has to be made and the applicant must append his / her old signature along with new signature on the second page of the passport application form along with the

following documents.

Requirements:

1. Application form should be completely filled in and signed.
2. 2 (two) passport size (35 mm x 45 mm) identical photographs showing frontal view of full face with white background
3. The current passport having valid visa or residence permit is required to be enclosed. In case the latest passport is additional booklet(s) issued to the original passport, the additional booklet(s) plus the original passport must be furnished.

Change in appearance

If your appearance has changed significantly since your last passport was made, you can apply for a fresh passport with a recent photograph.

A sworn affidavit in the prescribed format.

Passports for Children under 15 years

Re-issue of Passports for Children under 15 years

A new passport can be issued on the expiry, or up to one year before expiry of any passport, which had an initial validity of 5 years

Requirements:

1. The signatures of both parents are required to be affixed on the child's application form, which should match with signatures on their passports.
2. Original passports of both the parents are required to be shown at the time of submission of application for issue of passport for a child and Self attested photocopies of passports of both parents are also required to be submitted along with the application form for the minor child's passport;
3. Full version birth certificate of the child mentioning names of both parents is required to be shown and a copy is to be enclosed with the application;
4. Original passports of both the parents are required to be shown at the time of submission of application for issue of passport for a child and Self attested photocopies of passports of both parents are also required to be submitted along with the application form for the minor child's passport;
5. Declaration form signed by both parents and both parents passport copies (in case of application for Minor Children) pl. link the DECLARATION FORM here

Issue of duplicate passports or Emergency Certificates in lieu of damaged or lost passports

Applications for lost/damaged passports must be submitted in person by the applicant and not sent by post. Tatkal Scheme is not applicable in cases of lost/damaged passports.

Requirements:

1. Application form should be completely filled in and signed.
2. 2 (two) passport size (35 mm x 45 mm) identical photographs showing frontal view of the face with white background; (two) additional photographs may be required in some cases where Police verification in India needs to be done
3. A Police Report regarding lost or stolen passport;
4. A photocopy of lost passport/damaged passport;
5. A sworn affidavit in the prescribed format from a public notary.
6. Proof of stay in Zimbabwe. It is necessary to furnish proof of a valid visa or residence permit.

If there is no valid visa or residence permit then a short validity passport for one year would be issued and this could be renewed on annual basis till the passport holder obtains a valid visa or residence permit, thereafter a full validity passport can be issued;

Renewal of passports, which were initially issued for a short validity (less than five years in case of Adult) on emergency / not having valid visa.

1. Duly filled in application form with 4 (four) latest identical passport size (35 mm x 45 mm) photographs;
2. Copy of visa if available (if applicant is not able to furnish any proof of legal stay then the passport will only be renewed for another year and not for full validity);
3. Please note that the name in visa document / sticker or residence permit should match with that in the passport otherwise a short validity passport will be issued in cases where there are minor differences in the name on the passport and name on visa / residence permit and only after the applicant furnishes correct documents will a normal validity passport be issued or the validity of the passport may be extended to normal validity as the case may be.
4. Passport will not be issued if there is a major difference in the name on the Indian passport and the name on visa / residence permit and the applicant will be asked to rectify / clarify the anomaly and any further services will be extended only after the rectification;

PROOF OF IDENTITY (if required)

Any one or more of the following documents can be produced to prove applicant's identity / nationality:

- (a) copy of Indian passport,
- (b) damaged passport in original,
- (c) photo identity cards issued in India such as driving license, Election ID Card, Ration Card, PAN Card etc,

(d) letter from employer certifying applicant's identity, Or

Alternatively, the applicant can furnish affidavit attested/sworn before a Notary Public

PCC SERVICE:-

POLICE CLEARANCE CERTIFICATE (PCC) TO INDIAN NATIONALS

Applicants have to fill up application form and upload all the documents/photo online and after completing application, take a print out and submit it with required documents to The Embassy. The applicant should provide correct permanent/present address in India with PIN CODE, at which his/her Indian citizenship and other particulars could be verified by his/her parents or relatives, and select correct Police Station. Proof of Address/Copy of the Passport of Parents/Aadhar Card or Voter ID / or any other address proof, should be submitted along with the application. If the applicant has doubt about the Police Station under which his permanent/present address comes, he should Google it or check it with Police Authorities in India, before filling up the application.

REQUIREMENTS FOR PCC APPLICATION BY INDIAN NATIONALS:

- Fill in the application form - <https://embassy.passportindia.gov.in/> and take a printout.
- Affix recent passport size photograph
- A copy of first and last page of Indian passport of the applicant.
- A copy of valid PR /Work Permit/Student Permit/ Visitor Record etc.
- Proof of current Zimbabwe residence address: (copy of any **one of the following**)

Zimbabwe Driving License Utility bills - Gas, Electricity, Water or Landline Telephone Bill displaying applicant's address /House Lease Agreement.

Fee: US\$ 27.00 (Fee US\$25 + US\$2.00 ICWF) to be paid in Cash

PCC FOR OTHER FOREIGNERS WHO HAVE STAYED IN INDIA IN THE PAST FOR EDUCATION, ETC.

Foreigners who have stayed in India in the Past for education, training, family reason, etc. and need Police clearance for the period of their stay in India, such applicants are required to submit copy of their current Passport, previous Passport on which they travelled to India, copy of Indian visa along with Entry/Exit stamp by the Immigration..

REQUIREMENTS FOR PCC APPLICATION BY FOREIGN NATIONALS:

- Fill in the application form - <https://embassy.passportindia.gov.in/> and take a printout.
- Affix recent passport size photograph
- Copy of current Passport
- Copy of previous Passport on which applicant travelled to India.
- Copy of Indian visa along with Entry/Exit stamp by the Immigration.
- Proof of address (*as mentioned above*)
- Fee: US\$ 27.00 (Fee US\$25 + US\$2.00 ICWF) to be paid in Cash

Procedure for obtaining Surrender Certificate/Renunciation of Indian Nationality

The applicant would need to submit the following:

- Duly filled-in <https://embassy.passportindia.gov.in/> and take a printout
- Original Indian passport with one copy.
- Copy of Zimbabwe Citizenship Certificate.
- Copy of Zimbabwe Passport.
- Fee of US\$ 147.00 to be paid in Cash

