

SERVICES FOR INDIAN NATIONALS

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For service fees, please mail to cpv@indembassyhavana.cu or emb@indembassyhavana.cu

Death of Indian Nationals Abroad

For sending mortal remains of the deceased to India for last rites, a copy of death certificate in original with one photocopy, letter from mortuary stating that the body has been embalmed properly and sealed in a casket, as per international norms should be sent. Passport of the deceased along with the above relevant documents should be sent to the Embassy for cancellation. Detailed procedure for dispatch of mortal remains and any other information can be obtained from the Embassy at email cpv@indembassyhavana.cu or Tel No. (537) 8333777

No Fee.

Sending Ashes to India

A copy of death certificate and letter from the cremation site stating that the urn contains only cremated remains of the deceased and it has been sealed properly as per international norms should be got attested by the Embassy.

Passport of the deceased along with the above relevant documents should be sent to the Embassy for cancellation.

No Fee

Police Clearance Certificate

1. Application should be submitted along with valid passport.
2. Copy of resident permit/stay permit as proof of legal stay.
3. There should have been nothing adverse against the applicant during the period under reference.
4. The procedure for verification by the Embassy may take upto several weeks for conduct of checks ,etc.

Issue of Birth Certificate

1. Application along with valid passport.
2. Original birth certificate translated and notarized in case it is not in English.
3. Copy of resident permit/stay permit as proof of legal stay.

4. Marriage certificate of parents of child.

Important Information:

It is very important to note that a birth should be registered, in case a child is to acquire Indian Citizenship, within 7 years, if both parents are holding Indian nationality by birth (at the time of birth and thereafter), and within one year if one of the parents is not an Indian citizen or if one of the parents is Indian (by descent).

Attestation of Power of Attorney (POA)

The applicant is required to affix one photograph at the end of the subject matter on the Power of Attorney (POA), specimen signature below the photograph and the passport details before submitting the application to the Embassy. This photograph along with the Power of Attorney document signed by the applicant must be notarized by a local Public Notary and thereafter authenticated by the respective Ministry of External Relations. The stamp/seal of the notary must cover some portion of photograph pasted on the POA. The applicant has to submit one additional identical photograph, original passport with its photocopy with the application form. In case, there are more than one signatory on a POA, the above requirement is to be completed by each individual. If no space is available on the original POA, a separate sheet may be attached as an enclosure to the original POA and should be notarized. The additional photographs must have their names printed on the reverse of the respective photograph.

Renunciation of Indian Citizenship

Section 8 of the Citizenship Act, 1955 provides for declaration of Intention of renouncing Indian citizenship. Any citizen of India in Cuba, the Dominican Republic and Haiti, who acquires foreign citizenship should immediately renounce his Indian citizenship by making a declaration of his intention to the Embassy of India, Havana, Cuba, in the prescribed form and immediately surrender his Indian Passport to the Embassy. It may be noted that Indian Laws do not permit dual citizenship.

[\(Click here for Renunciation of Indian citizenship form\)](#)

Issue a New Passport

An application for a new passport can be made within six months before expiry or within one year after the expiry of the passport

Requirements:

1. **Duly filled in [application form](#) in BLOCK letters in expanded form using black/blue ink only.**
2. **Four latest identical passport size photographs (colour or black&white) with 3.5cmX3.5cm dimension depicting the applicant's front pose against a light background.**
3. **Proof of residence of the country of the applicant.**
4. **Copy of PAN card / income tax card / driver's license or any other certificate that can validate the applicant's birth date.**

In cases, where the passport has already expired for more than one year, the applicant should submit an affidavit and may have to appear personally, if required by the Consular Officer

Proof of work permit/stay permit/copy of identity card showing legal status of the applicant in the country of residence.

Applicants applying for a new passport are required to submit a photocopy of marriage certificate, in case, the name of the spouse has not been included in their passport.

If the application is found to be in order and no other prior reference is required to be made, the passport will normally be issued within 30 working days, since the new Machine Readable Passports are to be printed in India.

Change of Name

For change of name/surname in the passport, the change has first to be advertised in a daily newspaper both in the country of domicile and India (circulated in the area of your permanent and present residence). Original newspaper clippings and Court Order issued by a judicial officer not below the rank of First Class Magistrate in India and affidavit by the applicant are required to be submitted.

Change of Name Marriage/Divorce

For change of surname, consequent to marriage/divorce, please submit duly completed application form for an Indian Passport along with original and a copy of marriage/divorce certificate. In case of married woman, the marriage certificate should be submitted together with a duly notarized joint affidavit by the woman applying. In case either of the spouses is a foreign national, only photocopies of marriage certificate and foreign passport should be submitted along with the application form.

Emergency Travel Document

An Emergency Certificate (one-way travel document) which authorizes an Indian citizen to enter India , is issued to individuals who have lost their passports or their passports have been stolen or damaged and to whom new passports cannot be issued. This document is issued primarily with the objective of ensuring the applicant's return to India in an emergency. Applicants should fill in the application form as prescribed for a new passport and come for personal interview.

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