

Embassy of India
KINSHASA

CHECK-LIST : DOCUMENTS REQUIRED FOR DIFFERENT SERVICES

<p style="text-align: center;"><u>RE-ISSUE OF PASSPORT</u></p> <ol style="list-style-type: none"> 1. Filled in Application form with Original passport 2. 3 Photographs [51X51mm] 3. Photocopy of old Passport [first, last and valid visa page] 4. Authority letter in favor of Indian National, if applicant is not able to visit Embassy with the copy of passport of authorized person 5. Declaration Form from both parents in case of minor [below 18 years], with copy of passport with valid visa and marriage certificate. 6. For any alteration e.g. change in address, spouse name etc., copy of relevant document <p>[All copies should be self-attested]</p>	<p style="text-align: center;"><u>RE-ISSUE OF LOST PASSPORT</u></p> <ol style="list-style-type: none"> 1. Filled in Application form 2. 3 Photographs [51X51mm] 3. Photocopy of old Passport [first/last and valid visa page] 4. Authority letter, if applicant is not able to visit Embassy with the copy of passport of authorized person 5. Declaration Form from both parents in case of minor [below 18 years] 6. For any alteration e.g. change in address, spouse name etc., copy of relevant document 7. Police/DGM Report with English Translation 8. Affidavit for issue of lost passport in prescribed proforma <p>[All copies should be self-attested]</p>	<p style="text-align: center;"><u>SWORN AFFIDAVIT</u> <u>(For Issue Of Passport To Minor Child Residing In India)</u></p> <ol style="list-style-type: none"> 1. Filled in application form 2. Filled in Sworn Affidavit proforma 3. Copy of Passports and visa of parents 4. Copy of Child's passport or birth certificate 5. Marriage Certificate 6. Photo of applicant [parent] <p>[All copies should be self-attested]</p>
<p style="text-align: center;"><u>POLICE CLEARANCE CERTIFICATE</u></p> <ol style="list-style-type: none"> 1. Filled in application form 2. Original Passport with copy of passport with valid visa page 3. One passport size photo 	<p style="text-align: center;"><u>DEATH CERTIFICATE</u></p> <ol style="list-style-type: none"> 1. Medical Certificate & Death Certificate 2. Police Report. 3. Authorization to transfer the corpse by M/o Public Health. 4. Medical Report. (No infection) 5. Org. Passport 6. Letter from Company. 7. Certificate of Embalming by M/o Public Health. 8. Certificate in respect of ceiling in the Coffin 9. Judicial Affidavit 10. Sanitary Certificate of the Placing in the Coffin 11. Letter from next of kin in case of transportation of body 	<p style="text-align: center;"><u>BIRTH CERTIFICATE</u></p> <ol style="list-style-type: none"> 1. Filled in application form (online) 2. Copy of online application for registration of birth 3. Birth Certificate from hospital/doctor 4. Registration certificate from Municipality 5. English translation of documents in French 6. Self attested copy of passports of parents with copy of visa 7. Marriage certificate self attested, if spouse's name is not in the passport 8. Three Photographs of child 9. One photograph of applicant [parent]
<p style="text-align: center;"><u>ATTESTATION OF DOCUMENTS</u></p> <ol style="list-style-type: none"> 1. Filled in prescribed application form. 2. One photo; 3. Copy of passport with valid visa page; 4. Copy of document to be attested; 5. copy of passports of two witnesses (in case of PoA) 		
<p style="text-align: center;"><u>EMERGENCY CERTIFICATE</u></p> <ol style="list-style-type: none"> 1. Copy of passport including valid visa page. 2. Filled in prescribed proforma; 3. Photo-4. 3. Letter of request for EC from self. 4. Letter of request for issue of EC from Company 		

[Note: List of documents given above for different services is not exhaustive. Competent authority may require applicant to submit any other document(s), if the same is considered absolutely essential and in that case(s) may also ask the applicant to present himself in person.
