

PASSPORT ISSUE FOR A NEWBORN CHILD

Version: 25/07/2019

IMPORTANT: An application for passport for the new born child can be accepted only after registration of birth which must be done at the Embassy of India, Madrid. It is not permissible to apply for registration of birth/passport for child, if a foreign passport has been obtained.

LIST OF DOCUMENTS REQUIRED FOR PASSPORT ISSUE OF A NEWBORN CHILD

- 1 **An Indian Government passport application form duly filled in online** ☐
<https://embassy.passportindia.gov.in/> & Select Country: Spain
 - Step 1: Register by clicking on “**Register**” link & create USER ID
 - Step 2: Activate your account after click the link in the email sent to your email Id
 - Step 3: Login using the USER ID
 - Step 4: In the Applicant Home Page, click on “**Apply for Ordinary Passport/Emergency Certificate**” link to fill the application form
 - Step 5: Submit the form online & after successful submission, take a printout of the online submitted form
 - Step 6: Affix photo at the designated place in the application and visit the VFS Centre along with required supporting documents (photo size 2 inch x 2 inch)
 - Step 7: Submit the Print out of the application along with required documents and prescribed fee at the VFS centre
 - Thumb print of the child should be on the form in lieu of signature
- 2 **Two photographs conforming to Indian Government norms as per specifications mentioned on our website** ☐
 - N.B. Photos affixed to the application form must be the same as the one uploaded online
- 3 **Self-attested copy of child’s birth registration certificate issued by the Embassy of India, Madrid** ☐
 - To know the procedure of registration of birth at the Embassy of India, Madrid, [click here](#)
- 4 **Original and self-attested copies of passports of both parents (first page, last page and any pages with endorsements)** ☐
- 5 **Original and self-attested copies of Spanish residence card of both parents** ☐
 - If parents do not have residence card they must submit the Empadronamiento (with English translation)
- 6 **Original and self-attested copy of the parents’ marriage certificate** ☐
- 7 **Original birth certificate of child issued by local authorities (With English translation)** ☐
- 8 **Annexure D signed by both parents (available on VFS website in Download Forms section)** ☐
- 9 **Declaration form : to be filled by all applicants submitting any application** ☐
- 10 **Additional documents mentioned below as per your case** ☐

LIST OF ADDITIONAL DOCUMENTS

In case one parent is not in Spain

- **Annexure C** with presence of single parent (available on VFS website in Download Forms section) ☐

In case of single parent applying without consent of other parent (child born out of wedlock or whereabouts of other parent unknown)

- **Annexure C** (available on VFS website in Download Forms section) ☐
- **Annexure D** signed by parent present to apply (available on VFS website in Download Forms section) ☐
- If applicable joint affidavit for minor born out of wedlock (available on VFS website in Download Forms section) ☐

In case more than one year has elapsed since the birth of the child or if one of the parents holds Spanish nationality

- A letter signed by the parents mentioning the reason for applying late



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: _____