

PASSPORT ISSUE FOR A NEWBORN CHILD

Version: 08/10/2015

LIST OF DOCUMENTS REQUIRED FOR PASSPORT ISSUE OF A NEWBORN CHILD

PLEASE NOTE THAT IT IS MANDATORY TO BRING THE CHILD

- 1 **Birth registration to complete online <http://indiancitizenshiponline.nic.in>** ☐
 - **IMPORTANT:** Documents should be uploaded in English only
 - A copy of the full registration file should be given along with the application
- 2 **An Indian Government passport application form duly filled in online** ☐
 - Thumb print of the child should be on the form in lieu of signature
- 3 **Four photographs conforming to Indian Government norms as per specifications mentioned on our website** ☐
 - Please note photographs available in photo booths in France are not compatible with Indian norms
 - Photos should be glued to the form
 - Photo booths complying to the Indian norms are available in our Paris and Marseille offices
- 4 **Two Personal Particulars forms (PP Form) duly filled in and signed with photos pasted in the top right hand corner (Form available on VFS website in Download Forms section)** ☐
 - Please note that for question 8 (a) and (b) you must provide an address in India
- 5 **Annexure H and Declaration forms signed by both parents (Forms available on VFS website in Download Forms section)** ☐
- 6 **Photocopy of both parents' passport (first and last pages as well as any pages including any endorsements) and originals for verification** ☐
- 7 **Photocopy of the French titre de séjour of both parents and originals for verification** ☐
- 8 **Original birth certificate with English translation** ☐
 - Please note that any certificate issued outside of India must be apostilled by the "cour d'appel" or Ministry of Foreign affairs (Quai d'Orsay)
- 9 **Marriage certificate of parents with English translation** ☐
 - Please note that any certificate issued outside of India must be apostilled by the "cour d'appel" or Ministry of Foreign affairs (Quai d'Orsay) and should be given in the original
 - Please note that any certificate issued in India must be apostilled in India by the relevant authorities. Translation in English of documents issued by Indian authorities would not be required.
- 10 **Photocopy of one of the following to prove your address: electricity, gas, landline/mobile telephone bill** ☐
- 11 **Additional documents mentioned below as per your case** ☐

LIST OF ADDITIONAL DOCUMENTS

If one of the parents is holding a non-French passport

- A letter from the Embassy or Mission of the concerned country stating that the child has not acquired nationality of his/her parent ☐

If case one parent is not in France

- Annexure H (see Download Form section of VFS website) attested by Indian magistrate or Indian Mission abroad **OR** Annexure G with presence of single parent ☐

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

- Annexure C (see Download form section of VFS website) N.B. Single parent has the choice to mention the name of other parent or not ☐
- Annexure H signed by parent present to apply (see Download form section of VFS website) ☐

In case only one parent can be present to submit application

- Annexure H signed by both the parents (see Download form section of VFS website) ☐
- Annexure G (see Download form section of VFS website) ☐

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: _____