

PASSPORT ISSUE FOR A NEWBORN CHILD

Version: 24/01/2024

N.B. APPLICANT MUST COME IN PERSON

LIST OF DOCUMENTS REQUIRED FOR PASSPORT ISSUE OF A NEWBORN CHILD

Advice before attending your appointment:

- If you have multiple applications to submit, kindly book separate appointments for each application.
- Kindly **carry originals** of all relevant documents that are applicable for reissue of your passport for verification purposes.
- If your situation is not indicated below, kindly clarify with our [helpline](#) prior booking appointment.
- Each appointment is slotted for a maximum of 15 minutes.

It is important that you are ready with your supporting documents arranged in order as indicated in Checklist to ensure that we can serve you and everyone within an expected waiting time limit.

-We will be unable to accept incomplete/incorrect applications.

- 1 An Indian Government passport application form duly filled in [online](https://portal3.passportindia.gov.in/Online/index.html) (<https://portal3.passportindia.gov.in/Online/index.html>)**
 - Thumb print of the child should be on the form in lieu of signature. Print out should be in a portrait mode. Each page on a separate sheet.
- 2 Application form for registration of birth of a minor child at an Indian consulate duly filled in [online](https://indiancitizenshiponline.nic.in/#) (<https://indiancitizenshiponline.nic.in/#>)**
- 3 Four photographs conforming to Indian Government norms as per specifications mentioned on our website (5 cm * 5 cm)**
 - A Photo service complying with the Indian norms are available in our offices. (It is advised to take photos of new-born /minor applicant from a professional photo service. Please carry enough COINS for photo/photocopy services. Details of charges: <https://services.vfsglobal.com/nld/en/ind/additional-services>).
- 4 [No objection letter](#) signed by both parent**
- 5 A copy of the parent's marriage certificate and originals for verification**
- 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 Dutch resident permit of both parents and originals for verification**
- 8 Original and one copy of full version of Birth Certificate issued by local municipality**
- 9 Photocopy of one of the following to prove the Indian address of the parents of the child: electricity, gas, landline/mobile telephone bill**
- 10 [Declaration form](#) : to be filled by all applicants submitting any application**
- 11 Photocopy of an uittreksel (extract from the municipality) with the Dutch address of the child**

LIST OF ADDITIONAL DOCUMENTS

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

- A letter from the concerned municipality stating that the child has not acquired Dutch nationality

If case one parent is not in Netherlands

- 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)

IMPORTANT: Certificates issued other than India, needs be Apostilled by the country of origin.

I hereby certify that I have submitted a complete application and that I know and accept the minimum processing times required for my application.

I am aware of the following:

if either FATHER OR MOTHER ceases to be a citizen of India under sub - section (1) of Section 8 of the Citizenship Act, 1955, every minor child of that person shall cease to be a citizen of India under sub - section(2) of Section 8 of the Citizenship Act, 1955

Date: _____

Signature: _____
(Parent/Legal Guardian)