

## **PASSPORT ISSUE/RE-ISSUE**

**Version: 24/01/2024**

In compliance with the regulations of International Civil Aviation Organisation (ICAO), only machine-readable printed passports are now to be accepted for international travel.

Indian Passports are issued with a validity of 10 years (except in the case of children of age less than 18 years where it is issued for a validity of 5 years). Their re-issue thereafter involves the issuance of a new passport. Wherever any change is required in personal particulars pages of the passport, a new passport needs to be obtained as the practice of handwritten endorsements in the existing passport no longer exists.

Similarly, a new passport needs to be obtained where the existing Passports have run out of available pages for visas etc. A new passport can be issued one year before final expiry or on final expiry of any passport issued for full validity of 10 years (5 years in the case of minors).

### **IMPORTANT Information:**

#### **Citizenship Requirements**

If either Father or Mother has ceased to be an Indian citizen under Section 8(1) of the Citizenship Act, 1955, the minor child also ceases to be an Indian citizen as per Section 8(2).

In such cases, passport reissue applications for the minor cannot be accepted.

Additional instructions while completing the Application online.

#### **Reason for Passport Renewal**

- Please choose the correct reason for passport renewal in the online application form (e.g., expired passport, address change, etc.).

#### **Address Requirement**

- While filling the form, under 'Passport Printable Address Details' and 'Other Address Details', at least one address must be in Switzerland or The Principality of Liechtenstein.
- Incorrect address or [Police station details](#) may lead to rejection of application.

#### **Signature/Thumbprint Requirement**

- Please put Signature/Thumbprint of the APPLICANT(If below 5 years of age) at designated places on the Passport Application Form unless specified for Parent/guardian's signature.
- Respect [Photo guidelines of Government of India](#) to avoid rejection/delay on processing time.
- Supporting Certificates (marriage/education/birth/divorce etc) issued by other than Government of Indian bodies, needs to be apostilled/legalised by the concerned authorities from country of origin.

## **POSTAL APPLICATIONS**

⚠ Please do not send any original supporting document eg: Birth/Marriage/Educational certificates/Residence card etc except original passport that needs to be reissued.

⚠ Please do not forget to add [Contact Form](#).

⚠ Please do not forget to add **Payment Proof**

## **IN PERSON VISIT TO VFS CENTRE**

- 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 have your supporting documents ready and arranged in the order specified in the checklist, to ensure that we can serve you and others within the expected waiting time. Incomplete or incorrect applications will not be accepted.

## **LIST OF DOCUMENTS REQUIRED FOR A PASSPORT ISSUE/RE-ISSUE**

### **1. Passport Application duly filled online.**

(<https://portal3.passportindia.gov.in/Online/index.html> )

- Signature/thumb impression of applicant should be on first and last page. Print out should be in a portrait mode. Each page on a separate sheet.
- **All reasons for passport reissue should be specified** (validity expired within 3 years/due to expire, change in existing personal **particulars**, etc.)!

### **2. Two photographs conforming to Indian Government norms as per specifications mentioned on our website (5 cm \* 5 cm)**

3. **Original Indian passport along with self-attested copies of first and last pages (in case of lost passport, the copy or at least the passport number should be provided)**
4. **Self-attested photocopy of the valid Copy of Aufenthaltstitel (Swiss Residence permit) (front and back) and original for verification**
5. [Declaration Form](#): to be filled by all applicants submitting any application.
6. **Additional documents mentioned below. (Case-specific).** For detailed guidance on various case scenarios, kindly refer to the [Embassy of India, Berne, Switzerland](#) .

## LIST OF ADDITIONAL DOCUMENTS

### If the applicant has lost or damaged their passport

- Police report (which will be kept with the Embassy) in case of loss/theft of passport
- [Affidavit Form L](#)

### If the applicant is minor

- [No objection letter](#) signed by both parents.
- If one of the parent is staying abroad, notarised NOC from the country is needed.
- Passport copy of both parents.
- Residence cards copy of both parent (if applicable).

### If the passport is expired (between 1 and 3 years)

- A self-explanatory letter as to why the passport was not renewed in time

### In case of changing the Indian address proof of new address to be submitted:

[List of documents accepted as Proof of Address.](#)

- ***Note: While filling online form, out of 'Passport Printable Address Details' and 'Other Address details,' one address has to be a Switzerland or The Principality of Liechtenstein.***

### In case of changing the Indian address to Swiss address

- Extract in International/English Format from Town Hall with the applicant address details (less than 6 months old)

### If adding / deleting spouse name

- Original marriage certificate, Apostilled, with a self-attested photocopy and self-attested photocopies of passport and residence permit card of the applicant's spouse (original Passport and resident card to be shown at the time of submission of application)
  - If name of spouse is not matching with Marriage Certificate, additional [sworn affidavit](#) will be required declaring 'one and same person' to include spouse name in the renewed passport. (The sworn affidavit needs to be issued before applying for passport renewal.)
- OR** divorcees applying for a change of name are required to furnish the divorce decree authenticated by the Court
- OR** in case of change of name following death of spouse, photocopy of death certificate of the spouse (Original to be shown at the time of submission of the application)
- OR** remarried applicants applying for change of name/change of spouse's name will be required to produce the divorce death certificate in respect of first spouse, marriage certificate (see conditions above) and photocopy of present spouse's Passport (original passport to be shown at the time of submission of the application).

### If the applicant has changed their name after marriage / remarriage / divorce / death of spouse etc.

- [Annexure D](#) (Affidavit for Maiden Name Change in case of marriage) / Deed Poll/Sworn Affidavit in case of re-marriage, divorce or death of spouse
  - **AND** Original marriage certificate with a self-attested photocopy and self-attested photocopies of Passport of the applicant's spouse (original Passport to be shown at the time of submission of application).
- OR** divorcees applying for a change of name are required to furnish the divorce decree authenticated by the Court.

**OR** in case of change of name following death of spouse, photocopy of death certificate of the spouse (Original to be shown at the time of submission of the application)

**OR** remarried applicants applying for change of name/change of spouse's name will be required to produce the divorce/death certificate in respect of first spouse, marriage certificate and photocopy of present spouse's Passport (original passport to be shown at the time of submission of the application).

**If the applicant has changed their name for reasons other than the above (substantial change in name):**

- Provide two supporting public documents in India, such as Aadhar Card, Voter Card or PAN Card etc. with the updated name.
- Applicants seeking to change first name or surname, or both are required to place advertisements in a prominent newspaper of usual place of residence in Switzerland AND in a prominent daily newspaper of area of permanent address in India/[Department of Publication, Government of India](#) .  
**Important: Applicant must wait 5 weeks after publication before applying** full page of the publication where name change was declared by applicant. Document should clearly show the date, name of the Newspaper/Publication/Gazette and the content. Unreadable scanned copies will not be accepted.

**If change in Parent's name:**

Provide two supporting public documents in India, such as Passport copy, Aadhar Card, Voter Card or PAN Card, School Leaving Certificate etc. with correct names of the parents.

**For any other changes in the laminated pages of the passport, a new passport will be issued i.e., change in appearance, change in signature etc.**

**Note:** The above are the general mandatory requirements. The applicant may be advised to submit e more documents, after scrutiny of the application on a case-to-case basis.

**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 understand that during the process of my application I may be asked to submit some more documents. I confirm that I have referred [Embassy of India, Berne, Switzerland](#) for further information related to my Application.**

**I am fully aware that any incorrect/incomplete/falsified information may lead to rejection/delay in processing time of my application.**

Date : \_\_\_\_\_

Signature : \_\_\_\_\_