

EMERGENCY CERTIFICATE CHECKLIST

The Online application form is available at <https://mportal.passportindia.gov.in/gpsp/> .

Please note that it is mandatory to upload your photograph, signature or thumbprint, Swiss residence permit, proof of Swiss address, Annexure D (No Objection Certificate from parents for minor/newborn applicants), copies of the front and last pages of the current passport, and all other required supporting documents.

Required Documents:

Printed & signed online application (on first page under the photograph and the last page of application form. All signatures in the application form should be signed with either blue or black ballpoint pen only. Those who cannot affix their signature, e.g. infants and minors, should put their thumb impression instead of signature below the photograph (male applicants should use left thumb impression and female applicants should use right thumb impression). The signature of the applicant should exactly fit in the prescribed signature box provided on the first page.

Two passport-size photographs – (i) If the background is not uniform, the applicant needs to make it uniform, preferably white background. (ii) The applicant should crop the photo to ensure that approximately 85% of the image is covered by the applicant's face. (iii) The pixel size should be 630x810 for better quality. (iv) The maximum file size of the photograph must not exceed 250 KB. (v) Applicants wearing a turban must ensure that their forehead and face are clearly visible in the photographs, and the turban does not cover them. Must follow official guidelines: front-facing, eyes open (babies relaxed), plain light background, correct head size, no shadows.

Guidelines for ICAO Compliant Photographs for Passport Application – [Guidelines for ICAO Compliant Photographs for Passport Application.pdf](#)

SOP for Applicant Portal GPSP2.0 - [SOP for Applicant Portal GPSP2.0.pdf](#)

Police Report / Certificate (if original passport is lost or stolen):

- Submit a police report from local authorities documenting the loss or other circumstances of the passport.

Confirmed Flight Details – Return Flight to India

- Copy of airline ticket/itinerary showing flight number, date, and time of departure.

Proof of payment receipts (Please make your payment in favour of "VF SERVICES (UK) Limited" Weststrasse 2, 3005 Bern via E-Banking IBAN (CH31 0023 0230 5583 7301 X) or You may generate the QR code by accessing the following link <https://qrbill.ubs.com/app/CAL/>

- Payment can also be made at **VFS counters**

Notes-

- A **signed covering letter** explaining the urgent request.
- Once the **Emergency Certificate** is issued, the applicant **must return to India**. Travel to any other country is not permitted on this certificate. For any clarifications, you may consult with **VFS staff**.
- Incomplete applications will not be processed** until all required documents are received, causing delays.
- The name fields in the form must match passport given name(s) and surname accurate to passport Ensure the correct application category is selected (renewal vs. extra pages vs. new issue) to avoid delays.
- Submit a police report from local authorities documenting the loss or other circumstances of the passport.
- The Embassy decides the **timeline and approval of the Emergency Certificate**.

This list is not exhaustive and does not guarantee approval. The High Commission of India or its Consulates reserve the right to request additional documents if required