

PASSPORT ISSUE FOR A NEWBORN CHILD

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 email on ccons.thehague@mea.gov.in .
 - 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://mportal.passportindia.gov.in/mission/) (<https://mportal.passportindia.gov.in/mission/>)

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/#>) (Section 4.1) along with necessary documents mentioned on Indian citizenship portal. **New born Name should be as per birth certificate issued by municipality only.**

- 3 Four photographs 35mm x 45mm (width x height), conforming to Indian Government norms as per specifications mentioned on our website ([Link](#) and [SOP](#)). (It is mandatory to upload the Photo, signature and relevant documents on Passport seva portal from applicant end)

Photograph and photocopy facility is not available at the Embassy.

- 4 No objection letter signed by both parent ([Annexure C](#) or [D](#) case to case basis).
- 5 Photocopies of the parent's marriage certificate and original for verification. (Foreign married certificate required apostilled stamp)
- 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
- 11 Photocopy of an uittreksel (**extract from the municipality**) with the Dutch address of the child

- 12 Prepaid self-addressed Envelope for return of Ready Passport or documents must be provided with the application. Click [here](#) for customized link for generating Return DHL Express Waybill from Embassy of India, The Hague to the respective Residential address.

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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 ([link](#)) attested by Indian magistrate or Indian Mission abroad **OR** Annexure G ([link](#)) 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](#) - N.B. Single parent has the choice to mention the name of other parent or not
[Appendix 12](#) - signed by parent present to apply.

FEES- Please visit the link for respective service ([fees link](#))

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.

Date: _____

Signature: _____