

High Commission of India
Port Moresby

Information on Passport and other Consular Services including OCI

High Commission of India in Port Moresby renders the following services to the Indian nationals residing in Papua New Guinea and Solomon Islands:

Fresh/Re-issue of Passports:

On introduction of Machine Readable Passports (MRPs), which are printed for this Mission at the Centralized Indian Passport Printing System (CIPPS) Unit in India, services like providing 'additional booklet' , 'extension of validity', etc. have been discarded with, and supplant to this, a new passport is issued [*Re- issue of passport*] after cancellation of the existing one. The category of 'fresh passport' is for new born child.

The validity of a passport, which is generally for ten years, cannot be extended further. Accordingly, if the validity of a MRP is going to expire, application for a new passport may be submitted six months in advance of the expiry date. Please note that all handwritten passport holders are required to replace their passports with MRPs as per the ICAO guidelines and for that one has to submit the application as soon as possible.

An applicant has the option to apply for an ordinary passport booklet of 36 pages or a Jumbo passport booklet of 64 pages. For frequent travellers, Jumbo booklet is recommended. Fees for passport services may be seen in the fee schedule herein below.

Documents to be submitted for Re-issue/Fresh Passport:

- Application form duly filled in with BLOCK LETTERS
- Two recent photos of the size of 5cm X 5cm with natural colour tone and light background and without any glare/shade on the face taken in a studio should be submitted. No Polaroid photographs and photographs with dark glasses or uniforms are accepted.
- Copies of first and last pages of the passport
- In case of change of address, name, etc., supporting document therefor
- Fee as required cheque/company [see Fee Schedule] by way of bank draft or cheque/company cheque drawn in favour of '**HIGH COMMISSION OF INDIA**'. **No cash or any other mode of payment is acceptable.**
- Original Passport [including subsequent additional booklets, if any]

- **For fresh passport** [new born child], copy of birth certificate, copies of passports of parents along with the application form imprinting the thumb impression of the child [for male: left thumb impression; for female: right thumb impression] with the signature of both parents
- For the applicants from the Indian residents in Solomon Islands or the stations other than Port Moresby in PNG who wish to submit their applications by courier, they may do so and should attach a pre-paid self-addressed courier sachet for sending back their passport(s) on issuance of a new passport.

Separate Passports for Minors (less than 15 years)

- A separate passport must be obtained by every individual. A child's name can no longer be endorsed on a parent's passport. Where such name has been included, you are advised to get the name of the child deleted in the parent's passports and apply for a new passport for the child.
- The validity of a child's passport is 5 years up to the age of 15 years as calculated from Date of Birth. Over the age of 15 years, the passport is issued with a validity of ten years.
- Passport applications should be signed by both parents. Minor should imprint his/her signature or left thumb impression for boys and right thumb impression for girls in the 'signature boxes' provided in the application.
- Please note that the child should be physically present in the Papua New Guinea/Solomon Islands when the new passport is applied in his/her name. Under no circumstances should the parents try to obtain passport service for a child who is not present in the PNG/Solomon Islands.

Applicants are advised to ensure that their application in the prescribed format is complete in all respects; that all columns are correctly and legibly filled up and no column left blank, unfilled/or vaguely filled up with a dash, tick, etc. Signatures as required in the application should be with ballpoint pen and well within the box provided. The photo should be according to the prescribed specifications. The applications not meeting these requirements will not be accepted and the High Commission will not be responsible for delays in the processing/issue of the passport .

In case of change of address in India, necessary proof is to be provided. Any of the following documents are considered acceptable proof: Electricity/water bill or a bank statement, house allotment letter, property tax receipt, income tax assessment orders, voter's identity card, ration card, Aadhar Card, etc. Election Commission Card/Aadhar Card to be produced in ORIGINAL at the time of submitting the application.

Change of appearance: A new passport may be issued on application, in lieu of the current passport, on the ground of major change of facial appearance of the passport holder.

Issue of New Passport in lieu of Lost/Damaged Passport

All requirements relating to Application for a new passport would apply here. Besides, the following would be required to be submitted along with the application:

- FIR lodged with the police station about the loss of the passport;
- A 'Sworn Affidavit' by the applicant as to how the loss or damage occurred.
- Sworn Affidavit is to be signed in front of the Consular Officer
[separate fee would be charged]

It is an offence under the Passport Act 1967 to furnish false information in the application. Passport facilities could be denied on grounds of suppression of material information, submission of incorrect particulars, willful damage/loss of passport or for unauthorized change/tampering. The Passport can be impounded or revoked for violation of one or more of the provisions of the Passport Act. Fines also can be imposed.

It is an offence to hold more than one valid passport at a time. Those Indian citizens acquiring citizenship/passport of another country should immediately surrender their Indian Passport to the High Commission/Embassy/ or Consulate General of India.

Please note that all new passports are issued without ECNR stamp [Emigration Check Not Required]. In accordance with the liberalized rules, all Indian citizens do not have to obtain ECNR stamp. Only in the cases of Emigration Check Required, a bar code of ECR is endorsed on the passport.

Emergency Certificate:

An Emergency Certificate (EC), **as a one-way travel document**, is issued under the dire situation like lost/stolen/impounded or revoked/ refusal of the Indian Passport, in order to authorize an Indian national to enter India. This is not a general service and is done under extreme circumstances only and after ascertaining the facts of the case.

Registration of Birth of an Indian Child:

Every child who is born of Indian parents residing in Papua New Guinea and Solomon Islands is required to be registered with the High Commission within a year's time of the birth. Documents to be submitted for Birth Registration and issuance of Birth Certificate by the High Commission:

- Application form for Registration of Birth, duly signed by both the parents;
- Birth certificate obtained from the local hospital/local concerned authority
- Photocopies of the Indian passports of parents;
- Copy of marriage certificate, if spouse' name is not included in the parent(s)' passport;
- Prescribed fee [see fee schedule herein below] by way of bank cheque drawn in favour of "HIGH COMMISSION OF INDIA". **No cash or any other mode of payment is acceptable.**

Registration of Death:

A Certificate for 'Registration of Death' will be issued by the High Commission on being informed of the death of Indian citizen in Papua New Guinea and Solomon Islands upon application. Generally, the information is to be given by a close relative or a friend in writing, providing details of the deceased, like name, Passport No., local address, age and cause of death, etc. No fee is charged for this service.

Change of Surname, Address, etc. after Marriage/Divorce:

Documents required to be submitted are-

- Application [Miscellaneous Services Form]duly filled in;
- Prescribed fee;
- Original Passport (including subsequent additional booklets, if any)
- Photocopy of inside cover pages and other relevant pages of the passport;
- Copy of marriage certificate issued by a government authority;
- Joint affidavit for change of maiden surname to married name;
- In case the entire name is to be changed (personal name and surname), procedure outlined below for change of name should be followed.
- Address proof: photocopy of spouse's passport
- For deletion of spouse's name upon divorce, a copy of the divorce/marriage annulment orders by the relevant court and its English translation

Change of Name in the Passport:

Documents required are -

- Application in the Miscellaneous Services Form;
- Prescribed fee
- Original Passport (including subsequent additional booklets, if any);
- Photocopy of inside cover pages and other relevant pages of the passport;
- Original paper cuttings of the advertisement given in two reputed dailies, one in the local daily and the other in a daily at the permanent address of the applicant in India, notifying the change of name, as required;
- Affidavit for Change of Name.
- In case of minors: Application on plain paper signed by both parents

Police Clearance Certificate:

Documents required are -

- Application in the Miscellaneous Services Form;
- Prescribed fee;
- Photocopy of inside cover pages and other relevant pages of the passport;
- Original passport

- In case the current passport is issued by the Passport Issuing Authority [PIA] other than the High Commission of India, Port Moresby and the particulars are not available on Passport Information Service On Net (PISON), PCC could be issued only after verifying details /obtaining clearance from the concerned PIA, and this process will usually take more than one month.

Attestation of Miscellaneous documents:

Power of attorney;

Sworn Affidavit to be submitted for applying passport for minor children who are in India; and other miscellaneous consular services for Indian nationals resident in PNG and Solomon Islands are endorsed by the High Commission.

For the Power of Attorney, Sworn Affidavit, etc., a copy of relevant pages of passport is required to be submitted along with the application in Miscellaneous Service Form and the prescribed fee.

Life Certificate attestation:

Documents required are -

- Original passport;
- Photocopy of inside cover pages and other relevant pages of the passport.
- Life certificate in the prescribed format to be signed before the consular officer in the High Commission.

No fee is charged for this service.

OVERSEAS CITIZENSHIP OF INDIA [OCI]

Eligibility:

A foreign national, who was eligible to become citizen of India on 26th January 1950 or was a citizen of India on or at any time after 26th January 1950 or belonged to a territory that became part of India after 15th August 1947 and his/her children and grand children, provided his/her country of citizenship allows dual citizenship in some form or other under the local laws, is eligible for registration as an Overseas Citizen of India (OCI). Minor Children of such persons are also eligible for OCI. However, if the applicant had ever been a citizen of Pakistan or Bangladesh, he/she will not be eligible for OCI.

Application Form and Procedure:

A family consisting of spouses and up to two minor children can apply in the same Form i.e. Form XIX.

This form can be filled in online only and downloaded from the Website:

<https://passport.gov.in/oci/>

Fees charged for OCI and related services may be seen in the fee schedule herein below.

Part B can be downloaded and filled in by hand in BLOCK LETTERS.

The following documents must be enclosed in each application:

- Proof of present citizenship. In case application is filled in India, a copy of valid visa/Residential permit for a minimum valid period of three months should also be enclosed.
- Evidence of self or parents or grand parents,
 - (a) being eligible to become a citizen of India at the time of commencement of the Constitution; or
 - (b) belonging to a territory that became part of India after 15th August 1947; or
 - (c) being Citizen of India on or after 26th January 1950.

These could be:

- (i) Copy of the Indian Passport; or
 - (ii) Copy of the domicile certificate issued by the competent authority;
or
 - (iii) Any other proof
- Evidence of relationship as parent/grand parent, if their Indian origin is claimed as basis for grant of OCI.

Prior Permission of the Government of India is required by the OCI Card holders for undertaking mountaineering expeditions, missionary activities, research work and visit to the restricted/ protected area.

For further details/information on OCI, access to:

<https://mha.gov.in/MHA1/OCI.html>

**Fee Schedule for Passport and Other
Consular Services including OCI**

S.No.	Service	Fees [Kina]	Remarks
1.	Fresh/re-issue of passports		
	i) Children below 15 years of age	125	
	ii) Normal Passport [36 pages] for adults	190	
	iii) Jumbo Passport [64 pages]	235	
2.	Duplicate Passport in lieu of damaged/lost passports	575	
3.	Endorsements/Observations on the passport e.g. Change In address, ECNR, Name of Spouse, etc.	60	
4.	OCI (Overseas Citizenship of India)	1130	
	For Children below 18 years	600	
	Re-issuance of OCI card/visa on change of passport/loss or damage of OCI card	120	
5.	For issuance of certificate on Renunciation of Indian citizenship	600	
6.	Emergency Certificate	35	
	For duplicate EC	125	
7.	Birth Registration/Certificate	100	
8.	Conversion of PIO Card to OCI	328	
9.	Police Clearance Certificate [PCC]	80	
10.	Consular attestation of civil documents [affidavits, educational degrees, sponsorship certificates, marriage certificates, wills, etc.]	55	
11.	Driving Licence Confirmation Letter	55	
12.	NRI Letter	55	

13.	Attestation of Power of Attorney	100	
14.	Attestation of trade/commercial documents or issue of any certificate on 'country of origin'	920	
15.	Attestation of trade/commercial documents or issue of any certificate pertaining to exports from India to foreign country	100	
<p><i>Note: Please contact the High Commission for information on fees for other consular services not included herein.</i></p>			