

PASSPORT ISSUE FOR A NEWBORN CHILD

IMPORTANT: An application for passport for the newborn child can be accepted only after registration of birth which must be done at the Embassy of India, Madrid. It is not permissible to apply for registration of birth/passport for child, if a foreign passport has been obtained.

LIST OF DOCUMENTS REQUIRED FOR THE PASSPORT ISSUE OF A NEWBORN CHILD

- 1 **An Indian Government passport application form duly filled in online** ☐
<https://embassy.passportindia.gov.in/> & Select Country: Spain
 - Step 1: Register by clicking on “**Register**” link & create USER ID
 - Step 2: Activate your account after clicking the link in the email sent to your email
 - Id Step 3: Login using the USER ID
 - Step 4: In the Applicant Home Page, click on the “**Apply for Ordinary Passport/Emergency Certificate**” link to fill the application form
 - Step 5: Submit the form online & after successful submission, take a printout of the online submitted form
 - Step 6: Affix photo at the designated place in the application and visit the BLS Centre along with required supporting documents (photo size 2-inch x 2-inch)
 - Step 7: Submit the Printout of the application along with required documents and prescribed fee at the BLS centre
 - Thumb print of the child should be on the form in lieu of signature
- 2 **Two photographs conforming to Indian Government norms as per specifications mentioned on our website** ☐
 - N.B. Photos affixed to the application form must be the same as the one uploaded online
- 3 **Self-attested copy of child’s birth registration certificate issued by the Embassy of India, Madrid** ☐
 - To know the procedure of registration of birth at the Embassy of India, Madrid, [click here](#)
- 4 **Original and self-attested copies of passports of both parents (first page, last page and any pages with endorsements)** ☐
- 5 **Original and self-attested copies of Spanish residence card of both parents** ☐
 - If parents do not have residence card, they must submit the Empadronamiento (with English translation)
- 6 **Original and self-attested copy of the parents’ marriage certificate** ☐
- 7 **Original birth certificate of child issued by local authorities (With English translation)** ☐
- 8 **Annexure D signed by both parents (available on BLS website in Download Forms section)** ☐
- 9 **Declaration form : to be filled in by all applicants submitting any application** ☐
- 10 **Additional documents mentioned below as per your case** ☐

LIST OF ADDITIONAL DOCUMENTS

In case one parent is not in Spain

- **Annexure C** with the presence of single parent (available on BLS website in Download Forms section) ☐
(In this case, you need to submit two files, One for Annexure and other for Passport Application, **Pay Annexure C fees, include an additional set of photocopies of all required documents. Also, you need to sign Annexure C in front of Embassy officer**)

In case of single parent applying without consent of other parent (child born out of wedlock or whereabouts

of another parent unknown)

- **Annexure C** (available on BLS website in Download Forms section) ☐
(In this case, you need to submit two files, One for Annexure and other for Passport Application, **Pay Annexure C fees, include an additional set of photocopies of all required documents. Also, you need to sign Annexure C in front of Embassy officer**)
- **Annexure D** signed by parent present to apply (available on BLS website in Download Forms section) ☐
- If applicable joint affidavit for minors born out of wedlock (available on BLS website in Download Forms section) ☐
(In this case, you need to submit two files, One for Affidavit and other for Passport Application, **Pay Affidavit fees, include an additional set of photocopies of all required documents. Also, you need to sign Affidavit in front of Embassy officer**)

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

- A letter signed by the parents mentioning the reason for applying late ☐

Note: If the applicant's family member or relative holds Spanish nationality, they must provide a Surrender Certificate or OCI (including the endorsement page) with the application.

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: _____