Passport Application Checklist

Version: 26/09/2024

Note: Please print out a copy of this checklist, Sign and submit the same along with your application. Place a tick in the box for documents you are submitting or if the statement is applicable to your case.

Section A: Standard Documents

1 **An Indian Government passport application form duly filled in online at the following address:** https://mportal.passportindia.gov.in/mission/& **Select Country: Spain**. Register by clicking on **"Register"** link & create **USER ID** ❑

- Step 1: Activate your account after clicking the link in the email sent to your email Id
  Step 2: Login using the USER ID
  Step 3: In the Applicant Home Page, click on the "Apply for Ordinary Passport/Emergency Certificate" link to fill the application form
  Step 4: Submit the form online & after successful submission, take a printout of the online submitted form
  Step 5: 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 6: **Signature to be made in the presence of Submission Officer at the BLS Centre**
  Step 7: Submit the Printout of the application along with required documents and prescribed fee at the BLS centre
- Any Errors on the printed form cannot be modified by Pen/Pencil at the time of Submission

2 Current Original passport along with self-attested copies of first and last pages, observation and endorsement pages ❑

3 Current Residence permit (card) along with self-attested photocopies ❑
In case of postal application if it is not possible to submit the original card, get its photocopy stamped by Notary, National Police or Ayuntamiento and latest original empadronamiento with English translation is required

- Undertaking for re-issue of passport in case of expired Residence Card ❑

4 Declaration Form : to be filled by all applicants submitting any application ❑

Section B: Additional documents based on specific conditions

If the passport is damaged

- Annexure F (available on BLS website in Download Forms section) ❑

If the passport is Lost

- Police report regarding lost or stolen Passport (With Full name, Date & Place where the passport was lost). The Police report MUST include Passport number. Without this your application cann o t be processed. ❑
- English translation of police report ❑
- Annexure F (available on BLS website in Download Forms section) ❑
- Undertaking for a duplicate passport in lieu of lost passport ❑
- It is obligatory for the applicant to come in person at BLS office in Madrid or Barcelona to apply ❑

If the passport is expired

- A self-explanatory letter as to why the passport was not renewed in time needs to be submitted. ❑
- Affidavit M – If the passport expired more than a year ago (In this case, you need to submit two files, one for affidavit and another for passport renewal application, pay affidavit fees, include an additional set of photocopies of all required documents. Also, you need to sign the affidavit in front of Embassy/Consulate Officer) ❑

If the applicant previously had ECR status and wishes to have ECNR status

- Copy of diploma from 10th grade and above ❑

Passport renewal without NIE card or valid visa

Additional instructions for applicants residing in consular jurisdiction of Barcelona for passport renewal without NIE card or valid visa

If you are residing in Consular Jurisdiction of Barcelona, please email your documents to **infoindia-spain@blshelpline.com** for getting prior approval from the Consulate.

Attach the following documents with your email:

1. Copy of your passport
2. Historical "empadronamiento" and historico showing your complete residence period in Consular Jurisdiction of Barcelona.
3. In case of loss of passport, also attach a police report (with passport number, name, and place/date of loss) and its English translation

You can also visit the BLS center to submit the mentioned documents.

Important:

There is no fixed time limit for approval. Once approval is received, you'll get a call or email from BLS then you may book an appointment and then submit your application at the Barcelona centre.

If the applicant falls under Madrid jurisdictions and not holding a valid visa or resident card, applicant must come to the BLS Centre, Madrid in person. Applicants should carry the following documents at the time of visiting the BLS Centre, Madrid.

Open House for **Passport Applicants with Irregular Visa Status** - The Embassy will organize an open house specifically for passport applicants with irregular visa status on the **2nd and 4th Friday** of **each month** at the **BLS International** Office in **Madrid**.

Location: Calle del Cardenal Marcelo Spínola, 2, Planta Baja, 28016, Madrid **Timings:** 12:00 PM to 15:00 PM

- Certificate of empadronamiento/padron from Ayuntamiento with English translation. ❑
- Self declaration by the applicant ❑
- Undertaking for re-issue of a short validity passport ❑
- Affidavit in reference of never been an applicant for Asylum/Refugee in any other country ❑
- Explanation letter written by the applicant specifying basis and chances to regularization of visa in Spain, along with timeframe. ❑

If the applicant is a minor (under 18)

- Original and self-attested copies of both parents' Passports and Spanish Resident permit (card) ❑
- Both parents should sign the passport application Form (Last page of application form)
- Declaration for change of appearance of minors ❑
- 'Annexure C' - If Minor child has single parent/legal guardian and details of both parents cannot be submitted. ❑
  (In 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/Consulate Officer)
- 'Annexure D' - Duly filled and signed by both parents/legal guardian(s) ❑

For any changes in the laminated pages of the passport i.e. change of signature, change of appearance or change in address

- Affidavit O (available on BLS website in Download Forms section) ❑
- Residence proof i.e. bank statement, Aadhaar card, voter Id, property ownership, rental agreements, utility bill etc. (in case of change of address only) ❑

In case of name change subsequent to Marriage/Divorce/ Re-marriage/Death of spouse etc.

- Affidavit G – for maiden name change in case of marriage/Deed Poll/Sworn Affidavit in case of re-marriage, divorce or death of spouse (available on BLS website in Download Forms section) ❑
- **AND** Original and self-attested copy of marriage certificate, original and self-attested copy of spouse passport or Joint Photo Declaration signed by both husband & wife ❑
- **OR** divorcees applying for a change of name are required to furnish the divorce decree authenticated by the court (original and photocopy) ❑
- **OR** in case of change of name following death of spouse, original and photocopy of death certificate of spouse ❑
- **OR** re-married applicants applying for change of name/change of spouse name will be required to produce the original and copy divorce or death certificate in respect of first spouse, original and copy of marriage certificate and present spouse's passport or Joint Photo Declaration signed by both husband & wife ❑

In case of name change for reasons other than the above (major change in name including splitting of name)

- Applicants seeking to change first name or surname or both are required to place advertisements to that effect in a prominent newspaper of usual place of residence in Spain and in a prominent daily newspaper of area of permanent address in India. **Important**: applicants must wait **5 weeks** after publication before applying for a new passport ❑
- Original clippings of the newspaper advertisements **(newspaper page only)** ❑
- Copies of at least two public/school documents issued by Government of India in favour of the applicant with the changed name. ❑
- **Annexure- E** (available on BLS website in Download Forms section) ❑
  (In This case, you need to submit two files, one for affidavit and other for Passport Renewal Application, pay affidavit fee, include an additional set of photocopies of all required documents. Also, you need to sign Affidavit in front of Embassy/Consulate Officer)

In case of adding / deleting spouse name

- Original and self-attested copy of marriage certificate or Joint Photo Declaration signed by both husband & wife ❑
- **OR** divorce decree authenticated by the court (original and copy) ❑
- **OR** death certificate of spouse (original and copy) ❑
- **OR** re-married applicants applying for change of name/change of spouse name will be required to produce the original and copy divorce or death certificate in respect of first spouse, original and copy of marriage certificate (see conditions above) and present spouse's passport. ❑
  Important: If the divorce decree or marriage certificate is issued by other authorities (country) other than Spanish authorities, it is to be authenticated by the Indian Mission/Post in that country or apostilled by the competent authority in that country (if that country is a member of Apostolic County and if a document apostilled by that country is entitled to recognition in India). If either of the spouse is in India and holding passport, self-attested photocopies of the passport and original marriage certificate is required to be submitted along with the application for addition of spouse's name.

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.

Note: The above are the general mandatory requirements. The applicant may be advised to submit some 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.

Date: _____ **Signature:** _____