



High Commission of India

1, Pandit Nehru Road, P.O. Box 32111, Lusaka (Zambia)

Tel. 253159 Fax 254118

Email: hc@india.zm

Checked

For office use only (Not to be filled in by the applicant)

1. File No.
2. Date
3. Receipt No.
4. Date

APPLICATION FOR MISCELLANEOUS SERVICES

For use of a) deletion of child's name (b) Registration of child (c) Change of Address (d) Police Clearance Certificate (e) Life/Birth/Marriage Certificate (f) Emigration Waiver (g) Any other Service (specify) _____

1. Full Name: Surname _____

First Name _____

Middle Name _____

2. Applicant's Identity Card No. _____

Date and Place of Issue _____

3. Permanent Address in India _____

Tel. No. _____

4. Permanent Address in Zambia/Malawi _____

Tel. No. _____

5. Profession & Business Address _____

Tel. No. _____

6. Place of Birth _____ Date of Birth _____

7. Current Passport No. _____ Place of Issue _____

Date of Issue _____ Valid until _____

8. Full Name of Father _____ Full Name of Mother _____

9. Name & Nationality of spouse _____

10. Is applicant registered with High Commission _____

Photograph

TYPE OF SERVICE(S) REQUIRED; PLEASE CHECK RELEVANT SECTION(S)

A) Kindly register the following child/children's name(s) and issue Birth Certificate(s) to them as Indian citizens. For Registration of the child, please fill Registration Form, Particulars of child/children to be registered:

<i>Child's Name</i>	<i>Date & Place of Birth</i>	<i>Sex (M/F)</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Note: Original Birth Certificate of the child, original passports of the parents along with a photocopy is required.

B) Kindly delete my child/children's name(s) in/from my passport. Particulars of child/children to be deleted.

<i>Child's name</i>	<i>Date & Place of Birth</i>	<i>Sex (M/F)</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Note: Consent in the form of an affidavit (duly notarized) from both parents is required for deletion of child's name. Submit passports of both parents and original birth certificate. Also photocopy of the birth certificate and photocopies of first five and last two pages of the passports are necessary.

C) Kindly change my permanent address as recorded in the passport.

a) Address as in Passport _____

b) New Permanent Address _____

D) Kindly issue me (Please check the Box)

1) Emigration Clearance Waiver/Emigration not Required (ECNR). Please attach photocopy of University Degree or Entry Permit copy	2) Birth Certificate
3) Police Clearance Certificate (issued only on clearance from authorities in India)	4) Marriage Certificate
5) Life Certificate (for Pensioners)	6) Nationality Certificate
7) Non Availability Certificate	8) Attestation of documents
9) Death Certificate	10) Attestation of affidavit for child's passport

PLEASE SEND YOUR PASSPORT(S) WITH APPLICATION FOR ANY OF THE ABOVE SERVICES & GIVE REASONS FOR REQUESTING THE CERTIFICATES/SERVICES.

DECLARATION:

I solemnly affirm that:

- i) I owe allegiance to the sovereignty and integrity of India
- ii) Information given above is correct and nothing has been concealed and I am aware that it is an offence under the Passport Act 1967 to knowingly furnish false information or suppress material information.
- iii) I, hereby, declare that I have not lost or surrendered my Indian Citizenship since the passport referred to at (7) above was issued to me. I further declare that I have no other passport in my possession.
- iv) I undertake to be entirely responsible for expenses of my son/daughter/ward.

Place: Lusaka

Date: _____

Signature of applicant or Thumb Impression
of his legal guardian (Left thumb impression
of male and right hand thumb impression
of female)

INSTRUCTIONS ON MISCELLANEOUS PASSPORT AND CONSULAR SERVICES

1. GENERAL INSTRUCTIONS

- a) Your passport is a valuable document. It should always be either in your own custody or in the custody of a person duly authorized by you. It must not be altered or mutilated in any way. If lost or destroyed, the fact and circumstances should be immediately reported to the nearest Indian Mission and to the local police.
- b) It is an offence under the Passports Act 1967 to give false information in the application. Passport facilities can be denied on grounds of suppression of factual information, submission of false particulars, willful damage of passport and for making unauthorized changes in the passports.
- c) Please keep a photocopy of your passport in a safe place. Without which issuance of a duplicate passport in case of loss/damaged/theft may be delayed.
- d) Please check the expiry date of your passport on receiving it for the first time and remember to get your passport renewed well in advance of the expiry date.
Note: Indian Citizenship Law does not provide for dual citizenship and, accordingly, it is illegal for a person to possess an Indian Passport once he/she has become a citizen of another country. The holder of an Indian passport should therefore return his/her Indian passport to the nearest Indian Consulate/Embassy on becoming citizen of any other country

2. TIMING:

Applications for all passports/consular services (Like miscellaneous services on passports, legalization/attestation of documents) are accepted between 0830 hrs to 1200hrs. No application is received after 1200 hrs except in case of emergencies, such as death in the family. Passports and other documents, irrespective of date or time of submission are delivered only between 1630 to 1700hrs on working days. **This time schedule does not apply to services where prior approval is required from the authorities in India.**

3. IMPORTANT NOTE ON PAYMENT OF FEE:

Fee has to be paid in cash. (only at the counter). Kindly note that money once paid is not refunded on refusal of service or delay in service. Please insist on a receipt for any money paid at the counter and present the same for collection of documents between 15:00 hrs to 1600 hrs. Kindly note that the High Commission has the right to ask for any necessary original documents at any stage and these documents are required to be presented for scrutiny and satisfaction of the Consular Officer before rendering any service.

4. MISCELLANEOUS PASSPORT AND CONSULAR SERVICES.

- a. Change of Address: Application in the form for Miscellaneous services along with a fee and Original passport is required.
 - b. ECNR: Application in the form for Miscellaneous services along with a fee, original passport and submission of documents that entitles him to the endorsement.
 - c. Deletion of child's name: Application in the form for Miscellaneous services, a fee and original passport.
 - d. Birth Certificate: To be applied for in the Application form for Miscellaneous Services. Passport in original is required with a fee.
 - e. Marriage Certificate: In case the spouse's name is endorsed on the passport, to be applied for in the "Application form for Miscellaneous Services" along with applicant's and spouse's passport in original and a fee. In case the spouse's name is not endorsed on the passport, to apply for endorsement of the name of spouse first.
 - f. Life Certificate: To be applied for in the "Application form for Miscellaneous Services". Signature on the form has to be affixed at the counter. In addition, one recent photograph and passport in original is to be submitted. This service is provided gratis to pensioners.
 - g. Police Clearance Certificate: Application in the form for miscellaneous services, fee and original passport needs to be submitted.
 - h. Attestation of true copies: Documents in original along with two sets of photocopies of the documents and original passport and fee has to be submitted.
 - i. Death Certificate: **For transportation of human remains (body of the deceased)** following is required 1) passport of the deceased 2) certified copy of the death certificate by registrar of birth & death, or vital statistics; embalmer's certificate (Funeral Home certificate stating that the body has been embalmed in accordance with the international shipping and that the body has been placed in a hermetically sealed container with zinc liner and wooden outer container) duly notarized 3) no communicable disease certificate from the Department of Health stating that the deceased do not have any communicable diseases/contagious diseases 4) Burial/Transit Permit and 5) a fee for **transportation of human remains (ashes)** following is required in : 1) Passport of the deceased 2) certified copy of the Death Certificate (by registrar of birth & death, or vital statistics) 3) Cremation certificate and 4) a fee. All documents must be submitted in original along with a set of photocopy.
 - j. Attestation of an affidavit for issue of child's passport: This is required when one of the parent of the child is staying abroad and passport is to be issued to the child in India afresh or after deletion of the child's name in the passport of the parent resident in India. The affidavit in the prescribed proforma has to be submitted in duplicate along with the passport of the parent staying abroad with a fee.
 - k. Attestation of documents or Power of Attorney (not related to property matters): To be submitted in duplicate duly notarized or the person can come and sign at the counter in which case notarization is not necessary. Original passport is required with fee.
 - l. Attestation of documents or power of Attorney (related to property matter): To be submitted in duplicate duly notarized or the person can come and sign at the counter in which case notarization is not necessary. Passport in original is required with fee.
 - m. Attestation of documents or Power of Attorney (related to commercial matters): To be submitted in duplicate after certification by the Consular Division of the Ministry of External Affairs, Govt. of Zambia (with fee).
5. **INCOMPLETE/FALSE INFORMATION:** Application forms should be filled in fully, legibly (in BLOCK CAPITAL LETTERS) and accurately. Misrepresentation of the facts may result in denial of passport/consular service. Applications received with incomplete details would remain unprocessed causing unnecessary delays.
6. **NO REFUNDS:** Fees, once received, cannot be refunded, even if the application is withdrawn or service cannot be rendered.

Note: The above instructions are subject to change from time to time.

Please write or telephone the High Commission for updated information. (Tel: 253159, Fax: 254118, e-mail: cons.lusaka@mea.gov.in)

PLEASE SUBMIT THE FOLLOWING AFFIDAVIT, DULY NOTARIZED

AFFIDAVIT

I _____ Daughter/Son of

Mr. _____ and

Father's Name

Mrs. _____

Mother's Name

Name of Spouse _____

Solely Affirm That:

I was born at _____ (Name of Place)

On _____

- I have not lost, surrendered or been deprived of my citizenship of India.
- I owe allegiance to the sovereignty and integrity of India, I have not acquired or applied for Citizenship of another country.
- I have neither taken asylum nor applied for asylum/refugee status.
- I will take utmost care of my passport, if issued, and in case of loss/damage of passport by me, the Government of India will be at liberty to take appropriate action under the Passport Act, 1967.

The above statement is true in all respects.

Date _____

Place _____

Signature of the applicant _____