



Embassy of India
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**PASTE ONE
PASSPORT SIZE
PHOTOGRAPH
HERE**
**Please sign in the box
below**
↓

APPLICATION FOR MISCELLANEOUS SERVICE

PLEASE SPECIFY THE SERVICE APPLIED FOR _____

1. Full Name (Expanded initials) _____
(First) (Middle) (Last /Surname)

2. Permanent address in India _____
_____ Tel. _____

3. Permanent address in Belgium/Luxembourg _____
_____ Tel. _____

4. Profession _____

5. Business address _____
_____ Tel. _____

6. Place of Birth _____ Date of Birth _____
(Village/City/District) (Date/Month/Year)

7. Current Passport No. _____ Place of Issue _____
Date of Issue _____ Date of Expiry _____
(Date/Month/Year) (Date/Month/Year)

8. Name of Father _____ Name of Mother _____

9. Name and Nationality of husband/wife _____

10(A) Kindly register following child and issue Birth Certificate(s) as Indian citizen. For registration of child, fill up a separate registration form and pay Euros 25. Particulars of the child to be registered:

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

NOTE: Original Birth Certificate of the child and original Passports/ID Cards of both the parents along with photocopies are required:
(B) Kindly delete my child/children's name from my passport (Euro 12 required for each name to be deleted). Particular of the child/children:

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

NOTE: Consent in the form of an affidavit (duly notarized) from both parents is required for deletion of child's name. Submit passports/ID Cards of both parents and original birth certificate of the child along with photocopy of these documents.

(C) Kindly change my permanent address as recorded in the passport(Euro 12) (To submit Documentary evidence)

- (a) Address as in passport _____
(b) New permanent address _____

(D) Kindly issue me (Please check the Box)

1. Emigration Clearance Not Required -Euro 12 (to submit documentary evidence) <input type="checkbox"/>	2. Birth Certificate on the basis of passport -Euro 25 <input type="checkbox"/>
3. Police Clearance Certificate -Euro 25 <input type="checkbox"/>	4. Life Certificate (for Pensioners only – Gratis) <input type="checkbox"/>
5. Nationality Certificate -Euro 25 <input type="checkbox"/>	6. Attestation of documents – Adoption - € 12, Power of Attorney- € 25, Affidavits(Civil Documents) - € 25, Trade Documents (Export to India)- € 62, Trade Documents(Export from India)- € 25, Merchant Shipping(Sale/Purchase)- € 320, Solemnization of Marriages- € 62 , Marriage Conditions - € 25
7. Attestation of child's passport- Euro 12 <input type="checkbox"/>	8. . Others (Please specify) <input type="checkbox"/>

DECLARATION

I solemnly affirm that

i) I owe allegiance to the sovereignty and integrity of India. ii) Information given above in respect of myself, my son/daughter/ward is correct and nothing has been concealed. I am aware that it is an offence under the Passport Act 1967 to knowingly furnish false information, which attract penal and other punishments under the Act. iii) I undertake to be entirely responsible for expenses of my son /daughter /ward. iv) I have not lost, surrendered or been deprived of my citizenship of India. I have not voluntarily acquired the citizenship of another country. v) I am not in possession of travel document of any other country. vi) I have neither applied for nor been granted asylum /refugee status.

Place _____
Date _____

Signature or thumb impression of applicant
or his/her legal guardian(Left thumb impression
of male and right thumb impression of female)

June ,2005

GENERAL INSTRUCTIONS

a) Your passport is a valuable document. It should always be either in your 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 making unauthorized changes in the passports.

c) Kindly note that the Embassy 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.

TIMING: Applications for all passport/consular services are accepted between 9.30 a.m. to 11.30 a.m. Services are rendered the same day in case no prior reference is required. Passports and other documents, irrespective of date or time of submission, are delivered only between 4.45 p.m. to 5.15 p.m. on working days. This time schedule does not apply to services where prior approval is required from the authorities in India.

IMPORTANT NOTE ON PAYMENT OF FEE: Fee has to be paid in cash (only at the counter) certified checks or money orders payable to the Embassy of India, Brussels. Please note that we do not accept any personal cheques. Please insist on a receipt for any money paid at the counter and present same for collection of documents between 4.45 p.m. to 5.15 p.m.

MISCELLANEOUS PASSPORT AND CONSULAR SERVICES:

a) **Change of Address:** "Application in the form for Miscellaneous Services" along with a original passport is required.

b) **ECNR:** "Application in the form for Miscellaneous Services" along with a 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", along with Original passport.

d) **Birth Certificate:** To be applied for in the "Application in the form of Miscellaneous Services". Passport in original is required.

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. 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 to be submitted. This service is provided Gratis to Pensioners.

g) **Police Clearance Certificate:** "Application in the form for Miscellaneous Services". 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 has to be submitted.

i) **Death Certificate:** For transportation of human remains body (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) For transportation of human remains(ashes) following is required in: (1) Passport of the deceased; (2) Certified copy of the Death Certificate (by register of birth & death, or vital statistics); (3) Cremation Certificate. All documents must be submitted in original along with a set of photo copy.

j) **Sponsorship Declaration Form:** The form in prescribed proforma has to be submitted in duplicate. Signature on the form is to be made at the counter. In addition, passport in original of the applicant is required.

k) **Adoption Documents:** The documents should be certified by the Department of State of the concerned State Government and submitted in duplicate. No passport is required.

l) **Attestation of an Affidavit for issue of Child's Passport:** This is required when one of the parents 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.

m) **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.

n) **Attestation of documents or Power of Attorney (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. Passport in original is required.

o) **Attestation of documents or Power of Attorney (related to Commercial Matters):** To be submitted in duplicate after certification by the Authentication Division of the Department of the State of the concerned State. Original Passport is not required.

EMERGENCY SERVICES: An additional fee of Euro 43.00 is charged for emergency service. The service is available only in cases of genuine emergency such as death or serious illness in the family and cases not requiring prior approval from India.

NO REFUNDS FEES: Once received, cannot be refunded, even if the application is withdrawn or service cannot be rendered.

APPEAL: The Embassy earnestly appeals to the members of the Indian community not to pay more than the prescribed amount of Consular Fee to anyone or encourage any middlemen or agents as it spoils the reputation of the community. In any event, public should not make any payment for which receipt is not given by the Embassy. The community should take every precaution against accepting forged/counterfeit travel document from unscrupulous elements.

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