

Date: 20 December 2021

Subject: Advisory regarding submission of applications for Passport, OCI and Consular Services.

1. The applicants who want to submit their applications for the following services are required to visit the **Embassy** personally, for interview and signature in presence of the **Embassy's** Officer:

- Passport issuance/reissuance cases where applicants do not hold valid Residence Permit of Spain.
- Issuance of Emergency Certificate.
- Declaration of Renunciation of Citizenship.
- Reissuance of OCI Card, in OCI Lost/Damaged case.

2. The applicants who want to submit their applications for the following services, are required to visit the **Embassy/Consulate** personally, for interview and signature in presence of the **Embassy/Consulate's Officer**:

- Life Certificate/Pension Certificate.
- Registration of Birth (newly born babies, either parent to visit for registration of Birth).
- Attestation of Power of Attorneys of all types.
- Attestation of Self-Declarations of all types.
- Attestations of Affidavits of all types.
- Continuity of Marriage declaration (Both the spouses are required to visit).
- Annexure M
- No Pension Certificate.
- Immigration Movement Certificate.
- NRI Certificate.
- Out of wedlock declaration (Both parents are required to visit).

3. The applications for the following services may directly be submitted to Global (**by Post/Courier/In person, with appointment**):

- Attestation of Marriage Certificate issued by Indian Authorities and duly apostilled by the Ministry/RPO.
- Attestation of Birth Certificate issued by Indian Authorities and duly apostilled by the Ministry/RPO.

- Reissuance of OCI Card (if the previous OCI Card is not lost/damaged)
- Issuance of Relationship Certificate, based on valid Indian Passport.
- Issuance of Birth Certificate, based on valid Indian Passport.
- Reissuance of Indian Passport for adult applicants, if the applicant had valid NIE Card and Passport has not expired for more than one year.
- Application for Consular PCC.
- Application for Supplementary PCC.
- Registration of death of an Indian and cancellation of previous Passport.

Notes:

- For availing any Consular services, the applicant must be a holder of either **Valid Indian Passport or OCI Card**. In absence of either of these documents, the applicant would not be eligible to apply for any Consular Service.
- The Embassy would Issue/Reissue Passports after completion of the **Police Verification**. The applicant would receive system generated Email, regarding initiation of Police Verification. In case of urgency, the applicant may contact the Police Authorities in India, for submitted early Police Clearance Report.
- It is responsibility of the applicant to ensure that the application submitted by him, is complete and correct in all aspects. Correction in application, uploading of missing documents is not possible after submission of the application, by the applicant. Incomplete or incorrect applications are liable to be rejected. **The Embassy does not accept any responsibility for the error in the document issued, on the basis on wrong information provided by the applicant**, in his application.
- **No fee shall be refunded if the requisite services are not granted. For making another application, the applicant need to submit fresh application, with all supporting documents and applicable fee.**
- The applicants need to book **appointment (Cita) with BLS International** in Madrid or Barcelona, as the case may be, for visiting BLS International Office. After the initial verification work, BLS International would advise the applicants to visit the Embassy, for interview and signature in presence of the Embassy Officer, as the case may be.