

EMERGENCY CERTIFICATE CHECKLIST

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.

- 1 **An Indian Government passport application form duly filled in online at the following address:**
<https://embassy.passportindia.gov.in/> & **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 "**Apply for Ordinary Passport/Emergency Certificate**" link to fill in 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
 - 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
- 2 Two recent passport-size photographs (2-inch x 2-inch) with white background
- 3 Police report in original (the Police report MUST include Passport number)
- 4 To furnish an Affidavit regarding loss of Passport ([Annexure F](#))
- 5 [Affidavit for duplicate Passport/Emergency Certificate](#)
- 6 Self-attested photocopies of Lost Passport (First two & last two pages)
- 7 Copy of Visa sticker or Residence Permit
- 8 Copy of ticket or Proposed Travel Details with Itinerary

Important Information:

Processing Time:

MODE OF SUBMISSION	MINIMUM PROCESSING TIME
MADRID	1-2 working days
BARCELONA	3-4 working days

The Minimum processing time is only indicative. Due to unforeseen circumstances, the processing time may be longer.

- It is mandatory for an individual to request an EC to apply in person at BLS Centre, Madrid or Barcelona. Mailing facility is not available for issuing EC.
- EC can be issued only when the individual's Indian nationality is confirmed.
- Emergency certificate (EC) is a one-way travel document to India.
- Embassy of India may seek more information or documents if necessary to process 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: _____