

DUPLICATE PASSPORT IN LIEU OF LOST PASSPORT APPLICATION 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 **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 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
	MACHINE READABLE PASSPORT
MADRID	5-7 working days
BARCELONA	7-8 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 requesting a Passport to apply in- person at BLS Centre, Madrid or Barcelona. Mailing facility is not available for issuing Passport.
- Passport can be issued only when the individual’s Indian nationality is confirmed.
- Please bear in mind this facility is applicable only for Indian nationals **who are visiting Spain temporarily for purpose of tourism or business.**

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: _____