

Date: 12 January 2022

**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, both parents need to sign the Registration form, either parent, with documents of both the parents, to visit for registration of Birth).
- Issuance of Passport to Minor child and Annexure D (Both parents to visit Embassy personally or one parent with documents signed by both parents and original documents of both the parents).
- 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 VFS 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:**

- Annexure D: Both parents or either parent with passports, in original, of both the parents shall be present for submitting application for issue of fresh passport or reissue of passport to the minor children.
- The Embassy doesn't issue **Bachelorhood** Certificate not it will attest any self-declaration/affidavit, in this regard.
- **Marriage with foreign citizen:** The Embassy does not display Marriage Notices on its Notice Board. Therefore, the applicant may directly apply for issuance of Edict Certificate by the Embassy.
- 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.
- VFS Global does not accept applications processed by agents/third parties. Agents/third parties would also not be allowed to collect documents, on behalf of the applicants.
- 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(s) 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/liability for the**

**error in the document issued, on the basis on wrong information provided by the applicant, in his application.**

- It is **responsibility of the applicant** to ensure that he is applying for correct type of service and its acceptability by the concerned authority. The **Embassy does not accept any responsibility/liability** if the concerned authority does not accept any particular document.
- **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 VFS Global** in Madrid or Barcelona, as the case may be, for visiting VFS Global Office. After the initial verification work, VFS Global would advise the applicants to visit the Embassy, for interview and signature in presence of the Embassy Officer, as the case may be.
- Third-parties/agents are advised not to make any enquiry on behalf of the applicants for status of their applications. The Embassy/VFS Global would not provide any reply/information to these agents/third-parties.
- Useful links:

Embassy of India: <https://www.eoimadrid.gov.in>,  
<https://www.eoimadrid.gov.in/useful-information.php>

VFS Global: <https://services.vfsglobal.com/esp/en/ind/>

Apostille of documents, from India: <https://mea.gov.in/apostille.htm>

Bachelorhood Certificate from India:  
<https://www.mea.gov.in/bachelorhood-single-status-certificate.htm>

Ministry of Health, Government of India: <https://www.mohfw.gov.in/>

Air Suvidha: <https://www.newdelhiairport.in/airsuvidha/apfo-registration>