

## NEW PASSPORT / RENEWAL OF PASSPORT

### Procedures: -

All Indian nationals residing in Mauritius can access the new Passport Seva System to avail Passport services at the link: <https://embassy.passportindia.gov.in>.

Steps to apply for Passport Services (Ordinary Passport/Emergency Certificate/Police Clearance Certificate/Surrender of Indian Passport/Diplomatic Passport/Official Passport/Identity Certificates) online at <https://embassy.passportindia.gov.in> are as follows:

- Step 1: Click on Mauritius, Create USER ID by clicking on Register link
- Step 2: Login using the USER ID and fill the Application form Online
- Step 3: Submit the form online.
- Step 4: Take a printout of the Application form.
- Step 5: Affix your recent coloured photograph (white background size 2" X 2") at the designated place.
- Step 6: Submit the printout of the application along with required documents and fee at the HCI.

For any clarification, kindly contact helpline no. +230- 4606600 (0930 hrs to 1700 hrs on working days). A foresaid procedure is same for all categories of applicants, however the additional documents/forms/Annexure duly signed by the applicant or parents (as the case may be) are to be submitted along with requisite fees at the High Commission. Following are the check list of documents, which may be checked for proper completion of application and its submission. For forms required to be submitted please go to the 'Consular services and Passport Related Services' section of the High Commission of India's website (<https://hcmauritius.gov.in>) and click on the link 'ANNEXURES C-F'.

### Checklist of documents for Renewal of passport:-

- Passport Application form duly filled online and its print out and signed.
- Self attested Xerox copy of first & last page of current Indian passport, and page on which any information has been endorsed viz, ECNR/Change of address/Spouse name etc.
- Duly filled and signed Annexure-E.
- Self attested Xerox copy of occupation permit or work & residence permit or dependent residence permit (as the case maybe).
- 2 recent Passport size photos without any borders (51mm x 51 mm) not older than 3 months, with white background. Clarity of the photo is very important (one affixed on the application and other to be attached (see 'Guidelines for Photographs PDF-icon')
- Any other relevant document for Change of address / Change of immigration status etc.
- Fees MUR 3450 (Passport renewal fees) + MUR 95(surcharge) = **MUR 3545**
- Fees for reissue of passport with 60 pages MUR 4600 + MUR 95 (surcharge)= **MUR 4695**

### Checklist of documents for Fresh passport or Renewal of passport (MINORS):-

- Passport Application form duly filled online and its print out and signed.
- Self attested Xerox copy of first & last page of current Indian passport, and page on which any information has been endorsed viz, ECNR/ Change of address etc.
- Annexure-D, duly filled and signed by both the parents and if either parent is not available for consent annexure-C duly signed by the parent who is applying for renewal. Xerox copy of passports of both the parents should be attached.
- Marriage certificate of parents
- Xerox copy of occupation permit or work & resident permit or dependent residence permit (as the case maybe).
- 2 recent Passport size photos without any borders (51mm x 51 mm) not older than 3 months, with white background. Clarity of the photo is very important (one affixed on the application and other to be attached (see 'Guidelines for Photographs PDF-icon')
- Any other relevant document for Change of address / Change of immigration status etc.
- Fees MUR 2300 (Passport/renewal fees) + MUR 95(surcharge) = **MUR 2395**

### **Checklist of documents for Reissue of passport in lieu of lost or damaged passport:-**

- Passport Application form duly filled online and its print out and signed.
- Self attested Xerox copy of first & last page of current Indian passport, and page on which any information has been endorsed viz, ECNR/Change of address/Spouse name etc.
- Duly filled and signed Annexure-E.
- Annexure-F, on plain paper providing all the information as required in specimen annexure provided.
- Original FIR in case of lost Passport.
- Xerox copy of occupation permit or work & resident permit or dependent residence permit (as the case maybe).
- 2 recent Passport size photos without any borders (51mm x 51 mm) not older than 3 months, with white background. Clarity of the photo is very important (one affixed on the application and other to be attached (see 'Guidelines for Photographs PDF-icon')
- Any other relevant document for Change of address / Change of immigration status etc.
- Fees for reissue of passport with 36 pages MUR 6900 + MUR 95 (surcharge)= **MUR 6995**
- Fees for reissue of passport with 60 pages MUR 8045 + MUR 95 (surcharge)= **MUR 8140**

### **For Indians Married to Mauritians**

- Marriage Certificate.
- Residence Permit.
- An affidavit from Court Stating not acquiring Mauritian Nationality (for Marriage over 10 years).

**\*Note\*** Registration of each Indian is mandatory before coming for any consular services to High Commission. For Registration you can click website <https://hcimauritius.gov.in/RegIndNational>.