

HIGH COMMISSION OF INDIA

MAPUTO

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CHECK-LIST OF DOCUMENTS TO BE SUBMITTED FOR VARIOUS SERVICES

PASSPORT – RENEWAL:

1. Online application form duly filled and signed
2. Copy of old passport (first & last pages and pages containing any endorsement/observation)
3. Copy of DIRE or Resident Permit
4. 02 Photographs (2 inch x 2 inch)
5. Requisite Fees

PASSPORT – LOST OR DAMAGED:

1. Online application form duly filled and signed
2. Old damaged passport in original or copy (first & last pages and pages containing any endorsement/observation)
3. Copy of DIRE or Resident Permit
4. Original FIR Copy duly attested by MINEC in case of Lost Passport with translation
5. Affidavit citing circumstances of loss/damage of the Passport
6. Letter from employer/sponsor/organization confirming employment
7. 02 Photographs (2 inch x 2 inch)
8. Requisite Fees

PASSPORT – MINOR:

1. Online application form duly filled and signed
2. Copy of old passport (first & last pages and pages containing any endorsement/observation)
3. Copy of Passports of both parents (first & last pages and pages containing any endorsement/observation)
4. Copy of DIRE or Resident Permit
5. Copy of DIRE or Resident Permit of both parents
6. 02 Photographs (2 inch x 2 inch)
7. Requisite Fees

PASSPORT – NEW BORN:

1. Online Birth Registration form duly filled and signed
2. Online application form duly filled and signed
3. Birth Certificate of the child duly attested by MINEC with translation
4. Copy of Passports of both parents (first & last pages and pages containing any endorsement/observation)
5. Copy of DIRE or Resident Permit of both parents
6. Marriage Certificate of Parents
7. 02 Photographs (2 inch x 2 inch)
8. Requisite Fees

Duration of Delivery of Passport : 45 to 60 Days

OCI CARD:

1. Online application form duly filled and signed
2. Copy of the passport of the applicant
3. Copy of BI or Resident Permit
4. 02 Photographs (2 inch x 2 inch)
5. Requisite Fees
6. Supporting Documents on a case-to-case basis as mentioned below:

(a) for Person of Indian Origin who was earlier holding Indian Nationality:

1. Copy of cancelled Indian Passport (first & last pages and pages containing any endorsement/observation)
2. Copy of Surrender or Renunciation Certificate
3. Copy of Birth / Nativity / Domicile Certificate issued in India (if travelled from India on Portuguese Passport) issued by competent authority in India
4. Copy of Foreign Nationality Acquisition Certificate duly attested by MINEC with English Translation

(b) for minors whose both parents are holding Indian Passport:

1. Birth Certificate of the applicant duly attested by MINEC
2. Passport of both parents (first & last pages and pages containing any endorsement/observation)
3. Copy of DIRE or Resident Permit of both parents
4. Marriage Certificate of parents

(c) for persons of Indian origin whose parents/grandparents/great grandparents were Indian:

1. Birth Certificate of the applicant duly attested by MINEC
2. Copy of Birth / Nativity / Domicile Certificate of parents/grandparents/great grandparents issued in India (if travelled from India on Portuguese Passport) issued by competent authority in India
3. Copy of Passport of parents/grandparents/great grandparents (if available)
4. Copy of DIRE or Resident Permit of parents/grandparents/great grandparents (if available)
5. Copy of Marriage Certificate of parents/grandparents/great grandparents duly attested by the Foreign Ministry from where the certificate has been issued

(d) for foreigners married to Indian national:

1. Birth Certificate of the applicant duly attested by MINEC
2. Copy of Spouse's Indian Passport and DIRE
3. Copy of Marriage Certificate duly attested/apostilled by Indian Mission
4. Copy of Birth Certificate of parents/grandparents/great grandparents (if available)
5. Copy of Passport of parents/grandparents/great grandparents (if available)

(e) for foreigners married to OCI Card holder:

1. Birth Certificate of the applicant duly attested by MINEC
2. Copy of Spouse's Foreign Passport and OCI Card
3. Copy of Marriage Certificate duly attested/apostilled by Indian Mission

4. Copy of Spouse's BI or DIRE
5. Copy of documents based on which the spouse has obtained OCI Card himself
6. Copy of Birth Certificate of parents/grandparents/great grandparents (if available)
7. Copy of Passport of parents/grandparents/great grandparents (if available)

Duration of Delivery of OCI : 45 - 60 Days

Police Clearance Certificate

1. Online application form duly filled and signed
2. Copy of the passport of the applicant
3. Copy of BI or Resident Permit
4. 02 Photographs (2 inch x 2 inch)
5. Requisite Fees

If applicant is employed in Mozambique:

Annexure-A: To be signed by the Employer, alongwith the following documents:

- ✓ Employment contract
- ✓ Registration and ownership papers of the Company
- ✓ BI/DIRE/ID of the Employer or person authorized by the Employer

If applicant is dependent/sponsored by another person:

Annexure-B: To be signed by the Sponsor, alongwith the following documents:

- ✓ Employment contract of the Sponsor
- ✓ Registration and ownership papers of the Company of the Sponsor
- ✓ BI/DIRE/ID of the Sponsor

VISA

Tourist Visa

1. Passport copy
2. BIE or local ID
3. Return Air Ticket
4. Hotel Booking
5. Invitation Letter and ID from the national if staying with him
6. Proof of Financial standing

Business Visa

1. Passport copy
2. Air Tickets
3. Invitation Letter from Indian company

4. Registration Copy of Indian company
5. Reference letter from Local copy
6. Registration papers of local company
7. Local ID
8. Hotel booking
9. Proof of financial standing
10. Tax/IVA returns of last financial years

Employment Visa

1. Passport copy
2. BIE or local ID
3. Employment Offer Letter
4. Registration papers of Indian company
5. Proposed salary details and place of work
6. Educational Certificates
7. Undertaking from Employer regarding not-overstaying on Visa
8. Tax liability letter
9. Financial standing
10. Air Tickets
11. Hotel Booking

Student Visa

1. Passport Copy
2. BIE or Local ID
3. Offer letter from duly recognized Indian University/College
4. Proof of admission
5. Financial standing of parents/sponsor
6. Undertaking from parents/sponsor
7. Educational Qualification Certificates
8. Air Tickets
9. Hotel Booking

Medical Visa

1. Passport copy
2. BIE or Local ID
3. Acceptance and Invitation letter from Hospital
4. Air Ticket
5. Proof of place of stay in India
6. Financial Standing
7. Medical Papers

Conference Visa

1. Passport Copy
2. BIE or Local ID
3. Invitation Letter from Organisers

4. Clearance letters from MHA and MEA
5. Nomination/Reference letter from Entity sponsoring the visit
6. Financial standing
7. Air Tickets
8. Hotel Booking

Diplomatic Visa

1. Diplomatic Passport Copy
2. BIE or Local ID
3. Note Verbale From Local Foreign Office/Embassy/High Commission
4. Air Ticket

Entry Visa

1. Passport Copy
2. BIE or Local ID
3. Proof of Indian Origin
4. Documents to prove relationship with the person of Indian Origin like Birth Certificate, Marriage Certificate etc
5. Air Ticket
6. Proof of Financial standing

Journalist Visa

1. Passport Copy
2. BIE or Local ID
3. Reference Letter from Media House
4. Return Air Ticket
5. Proof of Financial standing
6. Clearance from XP Division, MEA

Official Visa

1. Official Passport Copy
2. BIE or Local ID
3. Note Verbale from Foreign Office/Embassy/High Commission
4. Air Ticket

Missionary Visa

1. Passport Copy
2. BIE or Local ID
3. Air Tickets

4. Financial Standing proof
5. Educational Certificates
6. Letter from Foreign Missionary Societies in India
7. Recognition letter of the Indian Missionary Entity

Mountaineering Visa

1. Passport copy
2. BIE or local ID
3. Clearance letter from Indian Mountaineering Foundation
4. Air Ticket
5. Proof of Financial standing

UN Diplomat Visa

1. UN Passport
2. BIE or local ID
3. Note Verbale from UN Agency in Mozambique
4. Note Verbale/Letter from UN Agency in India
5. Air Ticket

Transit Visa

1. Passport Copy
2. BIE or local ID
3. Re-entry Permit
4. Valid travel documents for destination and en route countries
5. Air Tickets for onward journey
6. Complete itinerary of the applicant

Visit Visa

1. International Passport Copy
2. BIE or Local
3. Proof of Financial standing
4. Return Ticket
5. Hotel Booking or ID proof of Sponsor/relative in India
6. National ID of Pakistan
7. Address Proof
8. Sponsorship Certificate duly attested by Group 'A' Indian Officer in India

Death Certificate (Transportation of Body to India)

1. Duly filled form for Death Registration) Form 7 by the company where deceased was working or by friend/relative or person known to the deceased along with Passport/BI/DIRE/of the informant.

2. Deceased Indian's original passport and copy (original passport will be cancelled which will travel with the body)
3. Death certificate issued from Hospital clearly indicating the cause of death.
4. Death certificate issued by Ministry of Justice and Religious Affairs, Mozambique called Certidao de Obito
5. Non-Contagious or Sanitation Certificate to be issued by local health department, certifying that the body is free from any contagious disease.
6. Embalming Certificate (Which certifies that the embalmment has been done as per international norms).

If the death is unnatural, accidental etc. two more documents are also required

7. Postmortem Report
8. Police Report

Note: All the documents and certificates which are not in English should be translated in English and notarised/attested by Ministry of External Affairs and Cooperation (MINEC).

Death Certificate (Cremated/buried locally then following documents will be required)

1. Death certificate issued from Hospital clearly indicating the cause of death.
2. Death certificate issued by Ministry of Justice and Religious Affairs, Mozambique called Certidao de Obito
3. Death registration form and ID of the informant.
4. Original Passport of the deceased.
5. Certificate from the crematory or burial place as proof that the deceased has been cremated/buried in the place managed by them.
6. Affidavit from immediate family members that they have authorized the company to carry out last rites in Mozambique and have no objection for the same.

If the death is unnatural, accidental etc. two more documents in original are also required

7. Postmortem Report
8. Police Report

Note: All the documents and certificates which are not in English should be translated in English and notarised/attested by Ministry of External Affairs and Cooperation (MINEC).