

## High Commission of India

Nicosia

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### CHECK LIST OF DOCUMENTS FOR DIFFERENT CATEGORIES:

(if there is any change in the particulars of the applicant from the existing passport: Copy of supporting document is mandatory, otherwise the applications will not be accepted)

#### 1. Re-issue of passport on completion of validity of current passport/exhaustion of pages:

- Printout of online filled Passport Application Form
- 03 recent photographs (one pasted on the designated place in the application form and other stapled on the last page of application form) - (Application form with photo of wrong specifications would not be accepted)
- Original Passport and self-attested copy of front and last page of the Passport. (Original Passport is mandatory, otherwise application will not be accepted)
- Original Visa (Residence permit) and self-attested copy
- Original Alien Registration Certificate (ARC) and self-attested copy
- Letter of registration from college for current semester/ year (only in case of student)
- proof of address in Cyprus
- Expected Service Time 4-6 weeks

#### 2. Re-issue of Passport for children below 18 years of age:

- Printout of online filled Passport Application Form
- 03 recent photographs (one pasted on the designated place in the application form and others attached with the application form) Application form with photo of wrong specifications would not be accepted)
- Original Passport and self-attested copy of front and last page of the Passport. (Original Passport is mandatory, otherwise application will not be accepted)
- Original Visa (Residence permit) and self-attested copy
- Original Alien Registration Certificate (ARC) and self-attested copy
- proof of address in Cyprus
- [Consent Letter](#) from both parents
- Expected Service Time 4-6 weeks

Note: The passport will be valid for five years or till the minor attends the age of 18 years whichever is earlier. However, minors in the age group of 15 to 18 years are eligible to apply for 10 years validity passport with additional fees.

### 3. Fresh passport to a new born child:

There are two steps for issuance of fresh passport to a new born child outside India.

**FIRST STEP (REGISTRATION OF BIRTH/BIRTH CERTIFICATE):** The child must be first registered as an Indian Citizen. The High Commission shall issue a Birth Certificate in the name of the child after registering the child as Indian citizen. The procedure for the same is at the following link: <https://hci.gov.in/nicosia/?4742>

**NOTE:** For a child born in Cyprus to be registered as an Indian citizen the application must be made within one year of the child's birth on the prescribed form. At least one of the child's parents must be an Indian citizen at the time of applying.

**SECOND STEP (APPLICATION FOR PASSPORT):** Following procedure may be followed for applying for fresh passport to a new born child:

- Print-out of the passport application form filled online be taken. Instead of signature, thumb impression of the child is required in signature box on the first page of the application form below the photograph (left thumb impression in case of male child and right thumb impression in case of female child)
- Procedure as mentioned above in First Step for registration of child as an Indian citizen be followed and separate set of documents may be attached as mentioned below:
  - Original Birth Certificate issued by the local Cyprus Authority and copy
  - 03 recent photographs (one pasted on the designated place in the application form and others attached with the application form) - (Application form with photo of wrong specifications would not be accepted)
  - Original passports and residence permits/ visas of parents' and self-attested copies
  - [Consent Letter](#) from parents
  - [Annexure G](#) - applicable when one parent has not given consent
  - Expected Service Time 4-6 weeks
  - Child's presence at the consulate is mandatory

### 4. Re-issue of passport for inclusion of spouse name in the passport:

- Printout of online filled Passport Application Form
- 03 recent photographs (one pasted on the designated place in the application form and others attached with the application form) - (Application form with photo of wrong specifications would not be accepted)
- Original Passport and one copy of front and last page of the Passport. (Original Passport is mandatory, otherwise application will be rejected)
- Copy of Visa/ Residence permit and self-attested copy
- Original Alien Registration Certificate (ARC) and self-attested copy
- Letter of registration from college for current semester/ year (only in case of students)
- proof of address in Cyprus
- Marriage certificate (apostilled if issued by Cyprus authorities)

- Passport Copy of spouse (first page and last page)
- Expected Service Time 4-6 weeks

## 5. Re-issue of passport in lieu of lost or damaged passport

- Printout of Passport Application Form filled online
- 03 recent photographs (one pasted on the designated place in the application form and other attached with the application form) - (Application form with photo of wrong specifications would not be accepted)
- Photocopy of the lost passport (first page and last page). Passport in original in case of damaged passport
- Police report, in original, in English, for the lost passport containing the lost passport number
- An [Affidavit](#) in English, regarding loss of passport/damaged passport.
- Original Visa (Residence permit) and one copy
- Original Alien Registration Certificate (ARC) and one copy
- Letter of registration from college for current semester/ year (only in case of students)
- proof of address in Cyprus
- Expected Service Time 5-8 weeks

(In case of frequent loss/damage of passport, additional penalty will be separately charged and decided on a case to case basis).

## 6. Re-issue of passport due to change in appearance

- Printout of Passport Application Form filled online
- 03 recent photographs (one pasted on the designated place in the application form and other stapled on the last page of application form) - (Application form with photo of wrong specifications would be rejected)
- Original Passport and one copy of front and last page of the Passport. (Original Passport is mandatory, otherwise application will be rejected)
- [Affidavit](#) in English for change in appearance
- Original Visa (Residence permit) and one copy
- Original Alien Registration Certificate (ARC) and one copy
- Letter of registration from college for current semester/ year (only in case of students)
- proof of address in Cyprus
- Expected Service Time 5-8 weeks

## 7. Re-issue of passport due to change of name after marriage or remarriage

- Printout of Passport Application Form filled online
- 03 recent photographs (one pasted on the designated place in the application form and other stapled on the last page of application form) - (Application form with photo of wrong specifications would be rejected)
- New name to be filled in the online application form
- Original Passport and one copy of front and last page of the Passport. (Original Passport is mandatory, otherwise application will be rejected)
- Original Visa (Residence permit) and one copy
- Original Alien Registration Certificate (ARC) and one copy
- Letter of registration from college for current semester/ year (only in case of students)
- proof of address in Cyprus
- Marriage certificate (apostilled if issued outside India)
- Passport Copy of spouse (first page and last page)
- [Joint Affidavit](#) along with marriage photo to be signed by husband and wife
- Attested copy of divorce decree (For name change after divorce)
- Expected Service Time 5-8 weeks
- For going back to maiden name because of death of spouse/divorce, death certificate/divorce decree needed.

## 8. Re-issue of passport due to change of name after divorce/death of spouse

- Printout of Passport Application Form filled online
- 03 recent photographs (one pasted on the designated place in the application form and other stapled on the last page of application form) - (Application form with photo of wrong specifications would be rejected)
- New name to be filled in the online application form
- Original Passport and one copy of front and last page of the Passport. (Original Passport is mandatory, otherwise application will be rejected)
- Original Visa (Residence permit) and one copy
- Original Alien Registration Certificate (ARC) and one copy
- Letter of registration from college for current semester/ year (only in case of students)
- proof of address in Cyprus
- Passport Copy of spouse (first page and last page)
- **In case of Divorce:** Copy of Decree of Divorce attested by CPV Division, Ministry of External Affairs, New Delhi. Original may be presented to Consular Officer if asked to produce the same. If the Decree of Divorce is issued by local court in Cyprus, the same should be notarized and apostilled.
- **In the case of Death of Spouse:** Copy of Death Certificate attested by CPV Division, Ministry of External Affairs, New Delhi. Original may be presented to Consular Officer if asked to produce the same. In case of death in Cyprus, Death Certificate should be apostilled.

## 9. Re-issue of passport due to change in name (For reasons other than marriage or divorce)

- Passport Application Form as mentioned above
- 02 recent photographs (one pasted on the designated place in the application form and other stapled on the last page of application form) - (Application form with photo of wrong specifications would be rejected)
- New name to be filled in the online application form
- Original Passport and one copy of front and last page of the Passport. (Original Passport is mandatory, otherwise application will be rejected)
- Original Visa (Residence permit) and one copy
- Original Alien Registration Certificate (ARC) and one copy
- Letter of registration from college for current semester/ year (only in case of students)
- proof of address in Cyprus
- [Affidavit](#) to be signed by the applicant
- Clippings of newspapers (two Indian and one Cyprus newspaper) and the Gazette notification of the concerned state government (in case of complete change of name)
- At least two public/school documents issued in the desired name.
- Expected Service Time 5-8 weeks