

Consular Hours:

Receipt of applications:

- Monday - Friday 9.00 AM to 11.00 AM

Collection of documents by the applicants:

- Monday - Friday 3.30 - 4.30 PM

(Embassy is closed on Saturdays, Sundays and other specified holidays)

With Immediate Effect

Guidelines for Online Submission of Application Form

Passport application has to be filled online at the following link: <https://embassy.passportindia.gov.in/>

Eligibility

An Indian Passport holder is eligible to obtain a new passport when his/her current Indian Passport expires. The earliest an Indian national can apply for a new ten-year Indian Passport is a year before the expiry of his/her present passport. The fresh Indian Passport that is provided to the applicant has ten0 year validity. To put it clearly, if an Indian Passport holder has his/her passport expiring on December 31, 2023, application for a new Indian Passport can be submitted with the Embassy on any working day (as per the timings) between January 1, 2023 and December 31, 2023. Please note that Government of India has stopped the practice of issuing Additional Booklets on existing Indian Passports. The practice of adding pages to existing passports has also been done away with. Hence, in case of either the pages of the existing passport getting exhausted or in case of completion of validity of the passport, the applicant is required to apply for a new Indian Passport only, as per the required process.

Process

Applicants please note that Indian Machine Readable Passports (MRP) are not prepared in the Embassy and issued to the individuals from its office in Bratislava. Passports are prepared and printed by the authorities in India and sent to us for onward despatch to their rightful owners. The process starts with the applicant depositing completely filled in Passport Application along with all the necessary documents; the case is then referred to authorities in India. If everything is found correct by them, the passport is printed and sent to the Embassy. Applicants have to be careful about giving proper information in the application form, depositing necessary documents including photocopies wherever necessary and provide appropriate colour photographs. Photos that do not meet the prescribed specifications would be rejected, resulting in Embassy asking for fresh photographs of the applicants thereby delaying the printing of new Passports in India.

Note

All the personal details should be filled correctly. Incorrectly or partially filled forms will not be accepted. Your Indian permanent address should be filled in the field of address to be printed and your local permanent address should be filled in the field of other address. Registration of birth of a minor child should be done at an Indian Embassy under Section 4(1) of the Citizenship Act, 1955. In case of minors, the form should be signed by both the parents and their passport copies should be attached with the process. All individuals seeking to apply for a new passport are required to deposit the application form and documents in person at the Embassy. One photograph to be pasted on the first page in the given space. In column 14, applicants who are working should write their designation, company's name and complete address with telephone number.

Processing Time

All passports are now being printed in India and therefore it will take about THIRTY DAYS for issue of a printed passport, i.e. if everything is found to be in order in respect of the application form, photo, etc., by the authorities in India. In case a reference is to be made to the original Passport Issuing Authority, it might take longer time. Applicants are advised to contact the Embassy 30 days after submitting their application forms to check the status of their new passport.