

CHECK LIST FOR SURRENDER OF INDIAN PASSPORT

How and where to submit the application:

<p>The applicants can submit their applications in person between 9:30 am to 12:30 pm on any working day or use the Courier service (with tracking facility) of their choice to send the application. The applicant must keep the tracking numbers (for return courier as well) with them. The High Commission of India will not accept any responsibility in case the courier is lost/misplaced/damaged or delayed.</p> <p>Do NOT send the application via ordinary post.</p>	<p>In person at High Commission or through courier to:</p> <p style="text-align: center;">HIGH COMMISSION OF INDIA Surrender of Indian Passport 72 Pipitea Steet, PO Box 12211, Wellington 6011</p>
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Fee Payment: Fee can only be paid by Online Bank Transfer or with Debit Card (if the application is submitted in person). For more information on making payment please visit: <https://www.hciwellington.gov.in/page/fee-payment/>

<p>To make the payment by Online bank transfer, you need to Log into your internet banking account-</p> <ul style="list-style-type: none"> • Navigate to Bill payment or Pay a bill or Pay a company section • Search & select "HIGH COMMISSION OF INDIA, WELLINGTON" 	<p>While making the payment, the applicant must ensure to enter:</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 20%;">Particulars:</td> <td>Your Surname/Name</td> </tr> <tr> <td>Code:</td> <td>SURRENDER</td> </tr> <tr> <td>Reference:</td> <td>Your Application File No* or ARN No*</td> </tr> </table>	Particulars:	Your Surname/Name	Code:	SURRENDER	Reference:	Your Application File No* or ARN No*
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Processing Time: Normal processing period is **30 working days from the date of completed application delivered at High Commission.**

Status inquiry: To track online status of your application for Surrender/Cancellation of Indian Passport, please visit: <https://embassy.passportindia.gov.in/> . Before making any status enquiry about the application please check with the courier service whether the application has been delivered to our office and on which date.

Only the completed applications will be accepted for processing. Incomplete applications will be returned.

Office use only	Documents to be supplied	Check list Applicant
<input type="radio"/>	Completed and signed application form for Surrender of Indian Passport. Please visit: https://embassy.passportindia.gov.in/ to complete an online registration and print the duly filled application form. (In case of minors both parents should sign- on last page/declaration of the form)	<input type="checkbox"/>
<input type="radio"/>	One Latest Photographs 51mm x 51mm or 2 x 2 inch (taken within last 6 months)- must be pasted on the application form. No additional photo is required.	<input type="checkbox"/>
<input type="radio"/>	Original Indian Passport	<input type="checkbox"/>
<input type="radio"/>	In case Indian Passport is LOST <ul style="list-style-type: none"> • Photocopy of Indian passport • Travel summary from immigration New Zealand • Lost Passport Police report /FIR copy with Lost Indian Passport number mentioned on it. 	<input type="checkbox"/>
<input type="radio"/>	NZ / Foreign Citizenship Certificate Copy.	<input type="checkbox"/>
<input type="radio"/>	Coloured photocopy of bio-pages of New Zealand/ foreign passport duly attested from Justice of Peace or Notary or Deputy Registrar	<input type="checkbox"/>
<input type="radio"/>	Name Change Certificate (if applicable) If Applicant's name is different/changed on Foreign Citizenship Certificate or Foreign Passport from that of the Indian Passport.	<input type="checkbox"/>
<input type="radio"/>	Payment Proof of Application Fee \$ 45. Please attach a print/screenshot of payment made	<input type="checkbox"/>
<input type="radio"/>	In case the applicant is minor (under 18 years) both parents must provide copies of the bio page of their passports- attested by JP	<input type="checkbox"/>
<input type="radio"/>	Affidavit for retention and/travel attested by JP , if the applicant <ul style="list-style-type: none"> • Retained the Indian passport beyond 3 years from the date of acquiring foreign citizenship. • And / OR Travelled using Indian passport after acquiring foreign citizenship. 	<input type="checkbox"/>
<input type="radio"/>	Self-addressed prepaid courier envelope to return your passport and document after the completion of process. Please keep the record of tracking number.	<input type="checkbox"/>