

All applications must be sent to the following address:
Surrender of Indian Passport
High Commission of India
Ranchhod Tower, Level-2, 102-112, Lambton Quay
PO Box 4045, Wellington 6011

Fee can only be paid by **Banker Cheque** drawn in favour of
"High Commission of India, Wellington". Personal Cheques or
Money Orders are **NOT** accepted. Debit Card is accepted at the
counter, if application is submitted in person.

The applicant should use the courier envelope (with tracking facility) of their choice and are advised to 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 envelope is lost/misplaced/damaged or delayed. Do NOT send the application via ordinary post.

Processing Time: Normal processing period is **5-8 working days**. However, in some cases it may take up to six weeks. If you do not get your passport back in 15 working days, you will know that it will take up to 6 weeks. We are unable to respond before the given processing time. Before making any status enquiry about the application please check with the courier service whether the application has been delivered to our office and date on which application was received in our office.

- **Only the completed applications will be accepted for processing. Incomplete applications will be returned.**
- **Please ensure the exact fee is provided with the application.**
- **Surrender of Indian Passport applications received with OCI applications will be returned without service. Process of Surrender of Indian Passport needs to be completed prior to OCI application due to procedural requirements.**
- **Those sending Surrender of Indian Passport application along with Visa or Misc. Consular Services applications must send separate bank cheques and separate prepaid courier envelope / self-addressed courier envelope.**

The fee is based on the date of obtaining foreign citizenship and there are penalties for travelling, renewing, retaining the passport, availing services on Indian passport after obtaining the foreign citizenship. Please read the categories below carefully and provide the correct fee:	Fee (NZ\$)
Foreign nationality acquired before 01/01/2005 and Indian passport expired before 01/01/2005	40
Foreign nationality was acquired before 01/01/2005 and the Indian passport expired after 01/01/2005. <i>(Includes penalty for retaining/not surrendering the Indian passport for more than 3 years after acquisition of foreign nationality)</i>	510
Foreign nationality was acquired between 01/01/2005 and 31/05/2010 <i>(Includes penalty for retaining/not surrendering the Indian passport for more than 3 years after acquisition of foreign nationality)</i>	510
Foreign nationality was acquired after 31/05/2010. * <i>*(if the passport is surrendered within 3 years of acquiring foreign citizenship)</i>	335*

The following penalties are in addition to the fee mentioned above unless stated otherwise:

Penalty for retaining/not surrendering the Indian passport for more than 3 years after acquisition of foreign nationality.	470
Penalty for travelling after acquisition of foreign nationality (for each travel /on using Indian passport)	470
Penalty for availing a Consular Service on/using Indian passport after acquiring foreign nationality	470
Penalty for Renewing/reissuing the Indian passport after acquisition of foreign nationality (for each renewal/reissue of passport)	1175

Total fee with attached with the application: _____

Please supply the following documents:

1. Duly completed Application form for **Surrender of Indian Passport** from: <https://embassy.passportindia.gov.in/>
2. Photocopy of Citizenship Certificate
3. Photocopy of Current Foreign/ NZ Passport
4. Name change documents (if applicable)
5. Fee & penalty (if applicable) of NZ\$ _____ (see the fee chart above) bank cheque in the name of "High Commission of India, Wellington"
6. Original Indian passport [In case passport is lost, please provide copy of Indian passport, Travel summary from NZ immigration, copy of police report indicating clearly the details of Indian Passport]
7. One photograph [51mm x 51mm] pasted on the application form
8. Self-addressed courier envelope *(In case surrender application sent along with Visa or Misc. Consular Services applications, the applicant MUST provide separate cheques and separate self-address courier envelopes for return of documents)*

Name and phone number for communication about this application.
Name: _____
Phone No. _____
Email: _____
Declaration: I have read and completed the checklist and included all the required documents & fee.

(Name & Signature of the applicant)