

Checklist for First Passport for a Child born in New Zealand

All applicants must complete online Passport Application Form

At: <https://embassy.passportindia.gov.in/> Best viewed in Internet Explorer 9.0 and above.

Passport Online Application should be accurately filled and a print-out of the form should be sent to High Commission.

Complete the birth registration form for Indian Citizenship by descent online at:

http://indiancitizenshiponline.nic.in/ic_form_public.aspx

- (Please select last registration method from the list i.e. "Registration of birth of a minor child at an Indian consulate under section 4(1) of the citizenship act, 1955").
- The birth registration form must be signed by **both parents** AND must be attested by a Justice of Peace (JP).
- Birth of the child MUST be registered with High Commission within one year.**

Four recent photographs of 2 inches X 2 Inches (51mm X 51mm) with light background. Please **paste** one photo on the application. **Do not staple/pin the photographs.**

Both parents' Passports copy (Bio Page, back details page and visa page) attested by Justice of Peace

Parents' Marriage certificate copy - Attested by Justice of Peace

Child's birth certificate copy - Attested by Justice of Peace

Annexure "I" for issue of passport to the child, if born through surrogacy

Address proof: please attach **any one** of the following:

- Water/Electric/Telephone/Gas connection bill
- Valid Ration card/ Aadhar Card/ Election Commission photo ID
- Parent's passport copy.

Fee of NZ\$ 103 [Combined fee for Birth Registration and Fresh/ first passport]

Please see main page for payment options.

Self-addressed prepaid courier envelope to return your passport.

The applicant may use any courier service (with tracking facility) of their choice and are advised to keep the tracking numbers with them as High Commission of India will not take any responsibility in case the courier is lost/misplaced/damaged or delayed. **Please do not send the application via ordinary post.** Before making any status enquiry about the application please check with the courier service whether the application has been delivered to our office.

If your child is also citizen of New Zealand by birth:

A confirmation letter from the New Zealand Passport Office, Department of Internal Affairs, New Zealand confirming the child has not obtained a New Zealand passport.

To track online status of your passport application, please click on the given link <https://portal6.passportindia.gov.in/Online/index.html> and login with your Registration ID and Password which was used to submit your online application form

Before making any status enquiry about the application please check with the courier service whether the application has been delivered to our office.

Interview with Passport Officer may be required on case to case basis.