

## **Frequently Asked Questions related to Consular Matters**

Q: What is the procedure for **Birth Registration of a new born baby** (Indian) in Czech Republic?

A: First of all parents of the new born baby need to fill birth registration form online, within six months of the baby's birth at the following link: <https://indiancitizenshiponline.nic.in/Home2.aspx?formcode=09> with upload of requisite documents such as birth certificate, passport copies of parents, marriage certificate of parents. Thereafter, both parents need to come to the Embassy along with the baby and copies of online filled form and the uploaded documents and photograph. Simultaneously, parents need to fill online passport application for the baby. Detailed procedure and documentation of passport application may be seen at the following link: <https://www.eoiprague.gov.in/page/passport/> . In case of minor child, an additional affidavit needs to be signed by both parents at the Consular window of the Embassy. The affidavit may be downloaded from the following link: <https://www.eoiprague.gov.in/docs/1543386039Passport%20for%20a%20Minor.pdf> .

The birth certificate issued by the Embassy may be collected along with all the Indian passport.

Q: What is the procedure for **renunciation of Indian citizenship and surrender of Indian passport** after acquiring citizenship of a foreign country?

A: Within three months from the date of acquiring citizenship of a foreign country, the applicant should download forms for renunciation of Indian citizenship and surrender of Indian passport from the following link: <https://www.eoiprague.gov.in/page/forms/> . After downloading, each form should be filled in four original sets along with all the requisite documents such as copy of foreign citizenship certificate, copy of foreign passport, copy of Indian passport, recent photographs. Thereafter, the filled sets of forms with relevant documents should be deposited at the Embassy on any working day between 0930 and 1200 hrs with fees of CzK 3200/- in cash (CzK 2650/- for renunciation of citizenship and CzK 550/- for surrender of passport). After two weeks, the certificate for renunciation of Indian citizenship may be collected from the Embassy on any working day between 1600 and 1700 hrs.

Q: What are the steps to be taken in case of **loss of Indian passport**?

A: First of all, a police report should be obtained from the local police, which mention about loss of passport with passport number and name. If the person is regularly residing in Czech Republic having long-term visa and is in a position to stay for two to three weeks in this country, he/she may apply online for the new passport along with copy of police report, copy of lost passport and copy of visa. Detailed procedure and documentation of passport application may be seen at the following link: <https://www.eoiprague.gov.in/page/passport/> . In case of lost passport, an additional affidavit needs to be signed by the applicant at the Consular window of the Embassy. The affidavit may be downloaded from the following link: <https://www.eoiprague.gov.in/docs/1543386186Passport%20in%20lieu%20of%20Lost%20or%20Damaged%20Passport.doc> .

If the person is not residing in Czech Republic but is resident of any other Schengen country, he/she may return to the country of his/her residence and apply for Indian passport at the Indian Embassy/Consulate in that country.

If the person is not residing in any Schengen country and has come to visit Europe for short period, he/she will be issued Emergency Travel Document to return to India and will apply for new Indian passport in the respective passport office. For Emergency Travel Document, the applicant should come to the Embassy along with following documents:

- (i) Filled in form for Emergency Certificate. The form may be downloaded from the following link: <https://www.eoiprague.gov.in/docs/EMERGENCY%20CERTIFICATE.doc>
- (ii) Three photographs
- (iii) Copy of police report
- (iv) Copy of passport
- (v) Copy of visa
- (vi) Copy of Air Ticket to India
- (vii) Fees in cash Czech Crowns 350/-

The Emergency Certificate will be issued within 24 hrs and will be valid up to maximum one month.

**Q: How do I contact the Embassy in case of emergency after office hours?**

A: After office hours, in case of emergency such as loss of Indian passport, accident/death of Indian national, the following numbers may be dialed:

(00-420) 257 107 024 (Landline) ; (00-420) 702 125 338 (Mobile)

It may be kept in mind that the above-mentioned number are meant to be dialed in case of emergency and not for general inquiry such as asking status of applications for passport/visa/OCI cards or seeking appointment with Embassy officials.

For any general inquiry, the following number may be dialed from 0900 am to 0530 pm:

(00-420) 257 533 490 (Landline)

**Q: What is the procedure for attestation of Indian documents?**

A: For attestation of Indian documents, the applicant should apply at the Embassy along with filled in Misc. Service Application Form, copies of passport, visa and fees in cash. All the documents such as educational certificates, marriage certificates, birth certificates, affidavits, etc. issued in India must be apostilled by Ministry of External Affairs, Government of India before seeking attestation of the Embassy. For attestation of copies of passport, visa, etc. original is compulsory to be shown at the time of application. Misc. Service Application form may be downloaded from the following link:  
<https://www.eoiprague.gov.in/page/forms/>

**Q: What is the procedure for attestation of foreign documents?**

A: For attestation of foreign documents, the applicant should apply at the Embassy along with filled in Misc. Service Application Form, copies of passport, visa and fees in cash. All the foreign documents including copies of foreign passports must be attested/apostilled by Czech Ministry of Foreign Affairs before attestation of the Embassy.

**Q: What is the procedure for obtaining Police Clearance Certificate from the Embassy?**

A: For obtaining Police Clearance Certificate (PCC), the applicant needs to apply at the Embassy along with filled in Misc. Service Application Form, photograph, copies of passport, visa and fees in cash. The purpose of PCC must be written clearly in the application form. Issuance of PCC may, sometimes, take a longer period since the police records are required to be verified from India through the respective Regional Passport Offices. The applicants are advised to keep this fact in mind before applying for the PCC.