



**Embassy of India  
Manila**

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**Citizen Charter for Consular Services**

The Citizen's Charter of the Consular wing of Embassy of India, Manila aims to provide information on the commitment to render various consular services to both Indian as well as Foreign nationals in a transparent and citizen friendly manner. The Embassy continuously strives to improve the quality of the consular services and to enhance the experience of the citizens and the clientele particularly those with priority or special needs

Sl. No	Services	Required documents	Timelines	Fees
<b>PASSPORT</b>				
1.	Renewal of Passport	<p>Applicants shall apply for renewal of passports at least six (6) months prior to it's expiry and in no case later than 1 year after the date of expiry of the passport.</p> <p><u>Documents required:</u></p> <p>a) On-line Passport Application: <a href="http://portal6.passportindia.gov.in">http://portal6.passportindia.gov.in</a>.</p> <p>b) 3 latest studio glossy paper photographs; square size of not less than 2 x 2 inches (51 mm x 51 mm); high quality colour; light background; face covering 80% of the photo.</p> <p>c) Original Passport with photocopy of relevant pages (first and last page, Philippine visa page)</p> <p>d) Original I-card - ACR/ ICR with photocopy (valid)</p> <p>Additional Documents Required : (In addition to the documents mentioned above)</p> <p>*Change in address in India :</p> <p>a) Proof of change of address in India, if applied for inclusion in fresh passport.</p> <p>*If married and Name of Spouse is not yet included in previous passport, but the applicant applies for</p>	<p>Upto 15 working days [where Police verification (PV) not required]</p> <p>For PV cases:</p> <p>Upto 5 working days Application forwarded for PV</p> <p>Within 5 working days of receipt of the PV report, passport will be dispatched through courier</p>	<p>Php 4532 (for normal 36 pages without affidavit)</p> <p>Php 12672 (for Tatkaal 36 pages without affidavit)</p> <p>Php 5922 (for Jumbo 60 pages without affidavit)</p> <p>Php 14062 (for Tatkaal Jumbo 60 pages without affidavit)</p> <p>Php 3142 ( for normal 36 pages of MINOR without</p>

		<p>such inclusion in the new Passport :</p> <p>a) (a) Original Marriage Certificate with photocopy authenticated by the Philippine Statistics Authority (PSA) and apostilled by the Department of Foreign Affairs (DFA) of the Philippines in the case of marriage solemnized in the Philippines or by Ministry of External Affairs (MEA), New Delhi in the case of marriage solemnized in India.</p> <p>b) (b) Joint Affidavit (from husband and wife) to be sworn before the Consular officer</p> <p>(c) Joint Photo (during the marriage).</p> <p>(d) Valid ID of spouse.</p> <p>*In case more than one year has elapsed since the expiry of the Passport : An affidavit in the prescribed format stating that he/she has not acquired Filipino nationality along with a letter from the Department of Foreign Affairs (DFA) of the Philippines confirming the same. This may be sworn before the Consular Officer.</p> <p>*In case there is change in appearance : Affidavit for change of appearance</p> <p>*In case there is change of name in the passport : For complete/substantial name change an applicant should furnish-</p> <p>a) Original newspaper cuttings announcing the change of name published in the area of the applicant's present address and another at his permanent address.</p> <p>All All the affidavits can be downloaded from the link below:  <a href="https://eoimanila.gov.in/eoi.php?id=application">https://eoimanila.gov.in/eoi.php?id=application</a></p>		<p>affidavit)</p> <p>Php 11282 (for Tatkaal 36 pages of MINOR without affidavit)</p> <p>Php 4532 ( for Jumbo 60 pages of MINOR without affidavit)</p> <p>NO JUMBO TATKAAL FOR MINORS</p> <p>For each affidavit, applicant has to pay additional Php 672</p>
2.	Lost / Damaged Passport cases	<p><u>Documents required :</u></p> <p>a) On-line Passport Application: <a href="http://portal6.passportindia.gov.in">http://portal6.passportindia.gov.in</a></p> <p>b) 3 latest studio glossy paper photographs; square size of not less than 2 x 2 inches (51 mm x 51 mm); high quality colour; light background; face covering 80% of the photo.</p>	<p>1) Processing time required would be 15 working days from date of receipt of application and</p>	<p>Php 9374 ( for normal 36 pages with affidavit)</p> <p>Php 17514 (for Tatkaal 36 pages</p>

		<p>c) Original Passport with photocopy of relevant pages (photopage, first and last page, Philippine visa page). <u>(FOR DAMAGE PASSPORT)</u>; Photocopy of lost passport (Front and Back) and other relevant pages with Philippine visa endorsement. <u>(FOR LOST PASSPORT)</u></p> <p>d) Original I-Card - ACR/ ICR with photocopy</p> <p>e) Police Report on letter head. (For Lost Passport)</p> <p>f) Sworn Affidavit for LOSS/DAMAGE (from the applicant) available at the counter/website and sworn before the Consular Officer</p> <p>g) Joint Affidavit from 2 Indian witnesses (stating that they have the knowledge regarding the lost/damage passport and certifying applicant's identity and Indian nationality).</p> <p>h) Passport photocopies of 2 Indian witnesses (with latest arrival).</p> <p>i) Photocopies of ACR/ICR card of 2 Indian witnesses with photocopies.</p> <p>j) Letter from the employer certifying applicant's identity and Indian nationality.</p> <p>(k) Any other document decided by Consul at the time of interview.</p> <p>All the affidavits can be downloaded from the link below</p> <p><a href="https://eoimanila.gov.in/eoi.php?id=application.">https://eoimanila.gov.in/eoi.php?id=application.</a></p>	<p>confirmation from the previous Passport Issuing Authority if Embassy of India, Manila is not the original Passport Issuing Authority</p> <p>2) Processing time required would be 15 working days if the lost passport was issued at Manila (Personal interview by the Consul)</p>	<p>with affidavit)</p> <p>Php 10764 (for 60 pages with affidavit)</p> <p>Php 18794 (for Tatkaal 60 pages with affidavit)</p>
3.	Fresh Passport of newly born	<p>For a child born in the Philippines, Federated States of Micronesia and Palau to be registered as an Indian citizen, the application must be made within one (1) year of the child's birth on the prescribed form. In case the child is above one (1) year, the registration will be done subject to approval of Head of Mission(HOM)/ Head of Post (HOP).</p> <p>An affidavit needs to be submitted by the parents stating the reason why the child was not registered within one year of birth and that the child has not acquired citizenship of any foreign country. If one of the parents is a foreign national, parents will produce a letter from the Department of Foreign</p>	Upto 15 working days	<p>Php 5046 (for normal 36 pages with Birth registration &amp; Birth certificate)</p> <p>Php 13186 (for Tatkaal 36 pages with Birth registration &amp; Birth certificate)</p>

		<p>Affairs confirming that the child has not acquired citizenship of that country. Embassy (Consular Section) may be consulted for additional application requirements.</p> <p>Please follow the link for registration of children eligible for Indian nationality  <a href="http://indiancitizenshiponline.nic.in">http://indiancitizenshiponline.nic.in</a></p> <p><u>Documents required :</u></p> <p>a) On-line Passport Application:  <a href="http://portal6.passportindia.gov.in">http://portal6.passportindia.gov.in</a> - The passport application should contain the thumb impression of the child/ signature of one of the parents.</p> <p>b) 2 latest studio glossy paper photographs; square size of not less than 2 x 2 inches (51 mm x 51 mm); high quality colour; light background; face covering 80% of the photo.</p> <p>c) Original Passports of the parents with photocopy of first and last page and valid Philippine visa page.</p> <p>d) Original I-Card - ACR/ ICR with photocopy (valid) of both parents.</p> <p>e) Original Birth Certificate authenticated by Philippine Statistics Authority (PSA) and apostilled by the Department of Foreign Affairs (DFA) of the Philippines with photocopy.</p> <p>All the affidavits can be downloaded from the link below:  <a href="https://eoim Manila.gov.in/eoi.php?id=application">https://eoim Manila.gov.in/eoi.php?id=application</a>.</p>		
4.	Emergency certificate	<p>An Emergency Certificate (EC) is a one way travel document which authorizes an Indian national to enter India and to whom a new passport cannot be issued immediately. This may be the case of lost/stolen/damaged/expired Indian passport.</p> <p><u>Documents Required:</u></p> <p>a) EA(P)-4 Form:  <a href="https://portal6.passportindia.gov.in/Online/index.html">https://portal6.passportindia.gov.in/Online/index.html</a></p> <p>b) 4 passport size photographs</p> <p>c) Original passport with photocopy</p>	Upto 3 working days.	Php 1002

		<p>d) Police report for lost passport</p> <p>e) Affidavit for lost passport</p> <p>f) Joint Affidavit from 2 witnesses for loss passport (if required by the Consular Officer)</p> <p>g) Copies of passports and ACR/ICR of Indian witnesses (if required by the Consular Officer)</p> <p>h) Air booking certificate</p> <p>i) Philippine National Bureau of Investigation (NBI) clearance (in original)</p> <p>All the affidavits can be downloaded from the link below</p> <p><a href="https://eoimanila.gov.in/eoi.php?id=application/">https://eoimanila.gov.in/eoi.php?id=application/.</a></p>		
<b>MISCELLANEOUS CONSULAR SERVICES</b>				
5.	Attestation documents of and of Power Attorney	Any person who requires an affidavit, Power of Attorney to be used in India needs to bring the documents to be attested in original along with a photocopy and valid passport. Please note that POA need not to be notarised. It should be in a simple A4 size paper. In case of Powers of Attorney, a photograph of the executant(s) is also required. They are required to sign the documents in the presence of the Consular Officer.	Upto 3 working days.	<p>For Power of Attorney, Php 1282 for each document.</p> <p>For attestation, Php 722 for each document.</p> <p>(For expediting on the same day, Php 500 to be paid extra)</p>
6.	Police Clearance Certificate	Police Clearance Certificate (PCC) is issued to Indian Passport holders in case they have applied for Residential Status, Employment or Long term visa or for immigration. PCC cannot be issued for persons going abroad on Tourist Visa. Please note that the PCC will only be issued after receipt of fresh police verification on the PCC application. This applies to all categories of applicants. Accordingly, all applicants for PCC are advised to apply for the same well in time.	Subject to arrival of PCC from Ministry.	Php 1552

7.	Birth Certificate, Marriage certificate	<p>Documents required:</p> <p>a) Please click on <a href="http://portal6.passportindia.gov.in">http://portal6.passportindia.gov.in</a> for online application for PCC</p> <p>b) Three 2×2 (inches) size photos</p> <p>c) Original Passport with photocopy</p> <p>d)Philippine National Bureau of Investigation (NBI) Clearance (Original)</p> <p>e) Original ACR card with photocopy</p> <p>Documents required :</p> <p>a) Application form (available in the website <a href="http://www.eoim Manila.gov.in">www.eoim Manila.gov.in</a>)</p> <p>b) 2 pieces 2x2 size photos</p> <p>c) Original Passport with photocopy</p> <p>d) Original ACR card with photocopy</p> <p>e) Original Birth Certificate/Marriage Certificate with photocopy</p>	Upto 3 working days	Php 1282 for each document. (For expediting on the same day, Php 500 to be paid extra)
8.	Life certificate	<p>An individual who needs a Life Certificate, for the purpose of drawing pension in India may apply for this service (or if an individual is required to produce Life Certificate before authorities in India for any other purpose). For this service, applicants have to apply in person only.</p> <p>Documents required :</p> <p>a) Application Form (available in the website <a href="http://www.eoim Manila.gov.in">www.eoim Manila.gov.in</a>)</p> <p>b) 2 pieces 2x2 size photos</p> <p>c) Original Passport with photocopy</p> <p>d) Original ACR card with photocopy</p>	Same day	GRATIS
9.	Death Certificate & Transfer of Mortal remains to India etc.	<p>a)Death Registration Form (available in the website <a href="http://www.eoim Manila.gov.in">www.eoim Manila.gov.in</a>)</p> <p>b)Original Passport with photocopy (deceased and applicant)</p> <p>c)Original Death Certificate authenticated by the Department of Foreign Affairs (DFA) of the Philippines with photocopy</p> <p>d)Police report (in case of unnatural death)</p> <p>e)Embalmers Certificate with photocopy</p> <p>f)Cremation Certificate with photocopy</p> <p>g)Consent from next of kin for local burial,</p>	Same day	Php 84

10.	Legal Capacity	<p>transportation of dead body/ashes h)Air ticket booking Confirmation</p> <p><u>Document Requirements:</u></p> <p>a)Original Indian passport with photocopy.</p> <p>b)Original valid ID of the Indian national and the Filipino national with photocopy</p> <p>c)Original Birth Certificate of the Filipino national, from the Philippine Statistics Authority (PSA) authenticated by the Department of Foreign Affairs (DFA) of the Philippines.</p> <p>d)Original Joint / Separate affidavit of parents of the Filipino national giving consent to the marriage with the Indian national irrespective of any age which should be authenticated by the DFA</p> <p>e)Original Joint/Separate affidavit of parents of the Indian national, giving consent to the marriage with the Filipino national irrespective of any age which should be authenticated by: Locally notarized from India (if staying in India) OR Attested by Indian Mission in the country (if staying outside India).</p> <p>In case of the death of parents (Filipino or Indian National) the applicant should provide Death Certificate duly authenticated by the DFA for Filipinos and by the Ministry of External Affairs (MEA) for Indians.</p> <p>f)Copies of valid IDs of the parents (of both Indian national and Filipino national)</p> <p>g)Original affidavit of singleness / willingness of the Filipino national authenticated by DFA.</p> <p>h)CENOMAR (Certificate of No Marriage) from the PSA for Indian and Filipino national.</p> <p>i)Joint affidavit from Indian and Filipino national on how they met each other and what are their plans after getting married.</p> <p>j)Original employment certificate from the company of the Indian national</p> <p>k)Certificate of Bachelorhood issued by the area Sub-Divisional Magistrate (SDM)/ Court authorities, from where the applicant belongs (domicile); counter-attested by the Home Department of the State concerned; and then counter-attested (with Apostille) by the CPV</p>	Upto 3 working days.	Php 722. (For expediting on the same day, Php 500 to be paid extra)
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		<p>Division of the MEA, Patiala House, New Delhi</p> <p>In case the Indian national is already married in Philippines:</p> <p>i. Certificate/affidavit from the Indian national or his parent(s) indicating that the Indian national is not already married to anyone in India and that the Filipino national is the only spouse since (date), with children (if any);</p> <p>ii. The certificate/ affidavit is to be attested by area SDM / court authorities; iii. and the same certificate/ affidavit is also to be counter-attested by the Home Department of the State concerned; and then counter-attested by the CPV Division of the Ministry of External Affairs, Patiala House, New Delhi</p>		
<b>OVERSEAS CITIZEN OF INDIA</b>				
11.	OCI related services Information	<p>The Constitution of India does not allow holding Indian citizenship and citizenship of a foreign country simultaneously. Based on the recommendation of the High Level committee on Indian Diaspora, the Government of India decided to grant Overseas Citizenship of India (OCI). OCI Scheme is operational from 02.12.2005.</p> <p>Foreign national, - (i) who was a citizen of India at the time of, or at any time after 26 January, 1950; or (ii) who was eligible to become a citizen of India on 26 January, 1950; or (iii) who belonged to a territory that became part of India after 15 August, 1947; or (iv) who is a child or a grandchild or a great grandchild of such a citizen; or (v) who is a minor child of such persons mentioned above; or (vi) who is a minor child and whose both parents are citizens of India or one of the parents is a citizen of India - is eligible for registration as OCI cardholder.</p> <p>Besides, spouse of foreign origin of a citizen of India or spouse of foreign origin of an Overseas Citizen of India Cardholder and whose marriage has been registered and subsisted for a continuous period of not less than two years immediately preceding the presentation of the application is also eligible for registration as OCI cardholder. However, no person, who or either of whose parents or grandparents or great grandparents is or had been</p>	Upto 60 days subject to receipt of card from Ministry of Home Affairs (MHA).	<p>Php 15510, (For fresh OCI)</p> <p>Php 5780 (For duplicate OCI &amp; conversion from PIO)</p> <p>Php 1610 (For re issuance in case of change of personal particulars)</p>



		<p>a citizen of Pakistan, Bangladesh or such other country as the Central Government may, by notification in the Official Gazette, specify, shall be eligible for registration as an Overseas Citizen of India Cardholder.</p> <p>For more details on the Overseas Citizenship of India please visit at <a href="https://eoimanila.gov.in/eoi.php?id=oci/">https://eoimanila.gov.in/eoi.php?id=oci/</a>.</p>		
<b>CITIZENSHIP RELATED SERVICES</b>				
12.	Renunciation of Indian Citizenship / Surrender Certificate.	<p>Indian citizens desiring to renounce the citizenship of India may please note that if any person(either father/mother) ceases to be a citizen of India under sub – section (1) of Section 8 of the Citizenship Act, 1955, every minor child of that person shall cease to be a citizen of India under sub – section(2) of Section 8 of the Citizenship Act, 1955.However, such child may, within one year after attaining full age, make a declaration in the prescribed form and manner that he/she wishes to resume Indian Citizenship.</p> <p>For more details on the Renunciation of Indian Citizenship please visit at <a href="https://eoimanila.gov.in/eoi.php?id=renunciation-of-indian-citizenship/">https://eoimanila.gov.in/eoi.php?id=renunciation-of-indian-citizenship/</a>.</p>	Upto 60 days, subject to getting clearance from MHA.	<p>Php 4710 (for acquiring foreign citizenship after 2010)</p> <p>Php 1440 (for acquiring foreign citizenship before 2010)</p>
<b>VISA SERVICES</b>				
13.	Visa (For foreign Nationals only)	<p>Foreign nationals can apply for various types of visas, including Tourist, Transit, Medical, Student, Employment, Entry, Business, Journalist, etc.</p> <p>Requirements:-</p> <ol style="list-style-type: none"> <li>1. Online submission of Visa Application Forms is mandatory. Please visit <a href="https://indianvisaonline.gov.in/">https://indianvisaonline.gov.in/</a> for the online application.</li> <li>2. Please fill the Visa Application Form with care and take note of requirements of additional documentation for business or employment visas. Applications are to be submitted along with a recent coloured photograph (2 x 2 inches, white background). Visa applications should be submitted at the Embassy's Consular Wing.</li> <li>3. Passport must have a minimum validity of six-months at the time of submission of application.</li> <li>4. The visa fee charged is non-refundable regardless</li> </ol>	Upto 5 working days, subject to complete documentation and receipt of fee.	<p>Please check the link below for appropriate visa fee</p> <p><a href="https://eoimanila.gov.in/eoi.php?id=consular-fees/">https://eoimanila.gov.in/eoi.php?id=consular-fees/</a>.</p>

		of the outcome of the application or the applicant withdrawing the application after submission or if the visa cannot be processed within the time frame desired by applicants.  For requirements of each type of visa, please visit at <a href="http://www.eoimania.gov.in">www.eoimania.gov.in</a> .		
14.	Assistance from Indian Community Welfare Fund (ICWF)	For more details on the ICWF please visit at <a href="http://www.eoimania.gov.in">www.eoimania.gov.in</a> .	Case to Case basis	As per ICWF guidelines

- Address of Embassy Office for Consular/Visa Services: Unit 2702, 27th Floor, One World Place, 32nd Street, Bonifacio Global City, Taguig City 1634, Metro Manila Telephone : 0063-2- 87846342 / 85634592.
- Consular fees schedule: <https://eoimania.gov.in/eoi.php?id=consular-fees/>
- Emergency: In case of emergencies, Indian nationals needing assistance may call at the number +63 9477836524 (Please note that this contact number is strictly for emergencies and not for routine services or queries.) For Emergencies services on weekends/ holidays please write to us at [cons.manila@mea.gov.in](mailto:cons.manila@mea.gov.in). with a copy endorsed to [amb.manila@mea.gov.in](mailto:amb.manila@mea.gov.in).
- Registration: All Indian nationals in the Philippines including Students are advised to register on MADAD portal [www.madad.gov.in](http://www.madad.gov.in). It is also advisable to comply with the local rules/regulations/customs of the Philippines, as applicable, and remain in touch with the Embassy as well as follow the regular updates including advisories available on the website and other social media.
- Feedback/Grievance: For any feedback, suggestion or in case of grievances, Indian community members can reach the Consular Wing/Officers during the Open house sessions conducted monthly (every 3<sup>rd</sup> working Wednesday) at the Consular wing from 1500 hrs – 1600 hrs. Indian nationals could also write to us at [cons.manila@mea.gov.in](mailto:cons.manila@mea.gov.in). with copy endorsed to [amb.manila@mea.gov.in](mailto:amb.manila@mea.gov.in). If no reply or remedy is received even after 30 days, an email may be sent directly to [amboffice.manila@mea.gov.in](mailto:amboffice.manila@mea.gov.in). with a copy endorsed to [amb.manila@mea.gov.in](mailto:amb.manila@mea.gov.in).

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