

## **GENERAL GUIDELINES FOR PASSPORT AND CONSULAR SERVICES**

Embassy of India, Ouagadougou has begun the Passport and Consular services. Application submission and Passport collection will be between Monday to Friday, 0930 hrs - 1200 hrs. Delivery of passports services will be between 1500 hrs to 1700 hrs. Indian citizens living in the jurisdiction of Embassy of India, Ouagadougou are advised to use the PSP portal <https://portal5.passportindia.gov.in/Online/index.html> for availing Passport Services. All applicants should submit the application form in person for identification. Even minors are required to be present while applying.

2. The Passport service sought should be in the proper prescribed application form complete in all respects- all columns are correctly and legibly filled up and no column is left blank or unfilled/un-responded or vaguely filled with a dash, tick etc. Application for the service in any other form is not acceptable. All signatures in the application form should be with ballpoint pen of black or blue ink. Those who cannot affix their signature like infants, minors or illiterates should put their thumb impression in place of signature (male should use left hand thumb impression and female should use right hand thumb impression). The duly filled in form should be accompanied with appropriate fee.

3. Passports and other Consular Service fees are accepted at the Embassy of India, Ouagadougou in cash in FCFA. As far as possible, exact amount may be tendered at the payment counter. All applications are required to be completed online. Procedure is as follows:

- (i) Applicants are required to do one time registration at <https://embassy.passportindia.gov.in/> and create a USER ID.
- (ii) Login using the newly created USER ID and fill in the user-friendly application form online at the same portal.
- (iii) After submitting the form online, take a print out of the application.
- (iv) Affix photo at the designated place. (Signatures are required to affixed before the Consular Officer.)
- (v) Submit the print out along with required documents and prescribed fee at the Embassy.

4. An ordinary passport is valid for ten years from the date of issue. However, the Passport Issuing Authority (PIA) can issue passport even for a shorter duration. Minors are issued passports for 5 years or till attaining the age of 18 years, whichever is earlier.

5. The Passport service sought should be in the proper prescribed application form complete in all respects- all columns are correctly and legibly filled up and no column is left blank or unfilled/un-responded or vaguely filled with a dash, tick etc. Application for the service in any other form is not acceptable. All signatures in the application form should be with ballpoint pen of blue ink. Those who cannot affix their signature like infants, minors or illiterates should put their thumb impression in place of signature (male should use left hand thumb impression and female should use right hand thumb impression). The duly filled in form should be accompanied with appropriate fee.

6. A passport expired more than one year back should be supported by a Sworn Certificate explaining the circumstances for late renewal. Sworn Certificate is to be signed by the applicant in the presence of the Consular Officer in the Embassy.

7. The signature of the applicant should exactly fit in the prescribed column (35mm x 45mm). The applicant should fill the surname column and the given name column correctly.
8. In the permanent address (in India) column, please ensure that there is complete postal address including PIN code written legibly.
9. Delivery of the serviced document would be done, preferably, to the applicant himself/herself or to the person authorized by the applicant in writing and accompanied with the official receipt given to him/her at the time of submission of the application for service.
10. The scale of fee for renewal and various passport related services and all kinds of miscellaneous services on passport are prescribed by the Government of India from time to time and are subject to change.
11. All applications are to be accompanied with a photocopy of the prescribed pages of the passport-first two pages, last page and the page containing valid visa and resident permit.
12. Photographs should be preferably in bright colour, against white background and should be of the size of 35mm x 45mm (Passport size). Photograph should have a frontal view, with both ears and chin to forehead being visible. Eyes should be open. There should not be any distracting shadows on the face or on the background. Head coverings are not permitted except for religious reasons, but the facial features from bottom of chin to top of forehead and both edges of the face must be clearly shown. The expression on the face should look natural.
13. The Embassy of India can ask for additional documents from the applicant, if needed, for verification during the process of the passport.
14. It is an offence under the Passport Act 1967 to furnish false information in the application. Passport facilities would be denied on grounds of suppression of material information, submission of incorrect particulars, willful damage/loss of passport or for unauthorized change/tampering. The Passport can be impounded or revoked for violation of one or more of the provisions of the Passport Act. It is an offence to hold more than one valid passport at a time.
15. **New Passport for 10 years to renew/re-issue of Passports for 10 years - Requirement for fresh Passport with 10 years validity (after expiry of the term of the old passport):**
- a) Applicants are required to do onetime registration at <https://embassy.passportindia.gov.in/> (Passport Seva at Indian Embassies and Consulates) and create a USER ID.
  - b) Login using the newly created USER ID and fill in the user-friendly application form online at the same portal
  - c) After submitting the form online, take a print out of the application.
  - d) Affix recent photograph (size 35mm X 45mm) with plain white background and the dress in preferably in colour offering contrast with background for clarity at designated place.
  - e) Submit the print out along with required documents and prescribed fee at the Embassy between 1000 hrs to 1200 hrs.
  - f) Original passport of the applicant.
  - g) Photocopy of the resident permit of the applicant
16. **For New passport for minor (below 18 years)**
- a. Applicants are required to do onetime registration at <https://embassy.passportindia.gov.in/> (Passport Seva at Indian Embassies and Consulates) and create a USER ID.

- b. Login using the newly created USER ID and fill in the user-friendly application form online at the same portal
- c. After submitting the form online, take a print out of the application.
- d. Affix recent photograph (size 35mm X 45mm) with plain white background and the dress in preferably in colour offering contrast with background for clarity at designated place.
- e. Submit the print out along with required documents and prescribed fee at the Embassy.
- f. To issue passport to a minor child, consent of both the parents in the form of Annexure-‘H’ is required for the fresh issue as well as for every re-issue of such issued passport. However, the cases of single parent’s would not be covered under this category, as they have to furnish the Annexure ‘C’ or/ and Annexure- ‘G’ as the case may be, in lieu of Annexure-‘H’ (<https://passportindia.gov.in/AppOnlineProject/online/annexureAffidavit> )

***Please Note:***

- i. Applicant has to come in person.
- ii. The Applicant must produce Passport, resident permit or any other related document in original for verification.
- iii. All copies of documents should be self-attested (sign & date).
- iv. Additional documents may be needed for verification depending upon the documents submitted.

**17. New Passport in Lieu of Damaged/Lost Passport - Requirement for New Passport Lost/Damaged Passport:**

- a. Applicants are required to do onetime registration at <https://embassy.passportindia.gov.in/> (Passport Seva at Indian Embassies and Consulates) and create a USER ID.
- b. Login using the newly created USER ID and fill in the user-friendly application form online at the same portal
- c. After submitting the form online, take a print out of the application.
- d. Affix recent photograph (size 35mm X 45mm) with plain white background and the dress in preferably in colour offering contrast with background for clarity at designated place. (Signatures are required to affix before the Consular Officer.)
- e. Submit the print out along with required documents and prescribed fee at the Embassy.
- f. Original damaged passport/copy of lost passport along with lost report/FIR issued from Burkina Faso Police depending on the case.
- g. Photocopy of the Resident Permit of the applicant

***Please Note:***

- i. Applicant has to come in person.
- ii. The Applicant must produce Passport, Resident/Work Permit, Police report or any other related document in original for verification.
- iii. All copies of documents should be self-attested (sign & date).
- iv. Additional documents may be needed for verification depending upon the documents submitted.

**18. New Passport with any type of change in appearance (Major) - Requirements for New Passport with Change of Name (Major):**

- a. Applicants are required to do onetime registration at <https://embassy.passportindia.gov.in/> (Passport Seva at Indian Embassies and Consulates) and create a USER ID.

- b. Login using the newly created USER ID and fill in the user-friendly application form online at the same portal
- c. After submitting the form online, take a print out of the application.
- d. Affix recent photograph (size 35mm X 45mm) with plain white background and the dress in preferably in colour offering contrast with background for clarity at designated place. (Signatures are required to affix before the Consular Officer at the Embassy)
- e. Submit the print out along with required documents and prescribed fee at Embassy of India with original existing passport.

***Please Note:***

- i. Applicant has to come in person.
- ii. The Applicant must produce Passport, resident permit or any other related document in original for verification.
- iii. All copies of documents should be self-attested (sign & date).
- iv. Additional documents may be needed for verification depending upon the documents submitted.

**19. Passport for New Born Baby, Birth Certificate and Birth Registration: Requirement for Passport for new born baby**

- a. As a first passport to an child born in Burkina Faso whose either parent or both parents is/are Indian(s). Kindly register the birth of the new born child – <https://indiancitizenshiponline.nic.in/>. Go to Apply Online. Click on REGISTRATION OF A MINOR CHILD at Indian Consulate under Section 4(1) of the Citizenship Act 1955 and complete the application. (A signed copy of the form is required to be submitted with the application)
- b. Applicants are then required to do onetime registration at <https://embassy.passportindia.gov.in/> (Passport Seva at Indian Embassies and Consulates) and create a USER ID
- c. Login using the newly created USER ID and fill in the user-friendly application form online at the same portal.
- d. After submitting the form online, take a print out of the application.
- e. Affix recent photograph (size 35mm X 45mm) with plain white background and the dress in preferably in colour offering contrast with background for clarity at designated place. (Signatures / Thumb impression are required to affix before the Consular Officer at Embassy of India.)
- f. Original passports of the parents having entered spouse name in both passports
- g. Photocopy of the passports of both parents.
- h. Photocopy of Resident Permit of the parents.
- i. Original Birth Card issued by the local government.
- j. Photocopy of the Birth Card.

**Additional requirements:**

- 1) Original Birth Certificate of the child.
- 2) It is essential that husband's name is endorsed in wife's passport before registration of birth of the child. For addition of Spouse's Name in the wife's passport, mother of the child has to get her passport re-issued.
- 3) If either of the parents holds nationality other than India, then a No-Objection Certificate is required from their respective Embassy.
- 4) Children born out of wedlock or having single parents (Kindly contact Consular Officer at Embassy of India for details of requirements.)

***Please Note:***

- i. Applicant has to come in person.
- ii. The Applicant must produce Passport, Resident Permit or any other related document in original for verification.
- iii. All copies of documents should be self-attested (sign & date).
- iv. Additional documents may be needed for verification depending upon the documents submitted.

**20. New Passport with Change of Name (Minor): Requirement for New Passport with Change of Name (Minor)**

- a. Applicants are required to do onetime registration at <https://embassy.passportindia.gov.in/> (Passport Seva at Indian Embassies and Consulates) and create a USER ID.
- b. Login using the newly created USER ID and fill in the user-friendly application form online at the same portal.
- c. After submitting the form online, take a print out of the application.
- d. Affix recent photograph (size 35mm X 45mm) with plain white background and the dress in preferably in colour offering contrast with background for clarity at designated place. (Signatures are required to affixed before the Consular officer.).
- e. Submit the print out along with required documents and prescribed fee at the nearest Embassy with original existing passport.
- f. Original passport of the applicant.
- g. Attach applicant's Resident Permit copy.
- h. Attach both parent's passport and Resident Permit copy.
- i. Submit two newspapers cuttings/clips.

**Note:** Applicant should publish change of name in a leading newspaper in Burkina Faso and in a leading newspaper in India published from the place of his/her permanent residence.

***Please Note:***

- i. Applicant has to come in person.
- ii. The Applicant must produce Passport, Resident Permit or any other related document in original for verification.
- iii. All copies of documents should be self-attested (sign & date).
- iv. Those born in Burkina Faso should first change their name on the birth card issued by the Government of Burkina Faso prior to change of name on passport. (for any changes a new passport is issued and fees will be charged accordingly).
- v. Additional documents may be needed for verification depending upon the documents submitted.

**21. New Passport with Change of Name (Adult): Requirements for New Passport with Change of Name (Major)**

- a. Applicants are required to do onetime registration at <https://embassy.passportindia.gov.in/> (Passport Seva at Indian Embassies and Consulates) and create a USER ID.

- b. Login using the newly created USER ID and fill in the user-friendly application form online at the same portal
- c. After submitting the form online, take a print out of the application.
- d. Affix recent photograph (size 35mm X 45mm) with plain white background and the dress in preferably in colour offering contrast with background for clarity at designated place. (Signatures are required to affix before the Consular Officer at Embassy of India.)

**All cases except**

- i. A woman applying for change in name following marriage;
- ii. Divorcees/Widow applying for change from married name to maiden name;
- iii. Remarried applicants applying for change of name also requires following documents:
  - (i) Gazette notification published in the Indian Union/State Official Gazette; OR Original newspaper cuttings announcing the change of name published in two leading daily newspapers (one popular daily newspaper in the area of the applicant's present address and another at his permanent address).
  - (ii) At least two public documents issued in the desired/ applied name to ascertain that the applicant has actually changed his name.
- iv. Submit the print out along with required documents and prescribed fee at the Embassy along with original existing passport.

***Please Note:***

- a) Applicant has to come in person.
- b) The Applicant must produce Passport, Resident Permit or any other related document in original for verification.
- c) All copies of documents should be self-attested (sign & date).
- d) Additional documents may be needed for verification depending upon the documents submitted.

**22. Police Clearance Certificate: Requirements for PCC**

- a. Applicants are required to do onetime registration at <https://embassy.passportindia.gov.in/> (Passport Seva at Indian Embassies and Consulates) and create a USER ID.
- b. Login using the newly created USER ID and fill in the user-friendly application form online at the same portal
- c. After submitting the form online, take a print out of the application.
- d. Affix recent photograph (size 35mm X 45mm) with plain white background and the dress in preferably in colour offering contrast with background for clarity at designated place. (Signatures are required to affixed before the Consular officer at Embassy of India.)
- e. Submit the print out along with required documents and prescribed fee at the Embassy along with original existing passport.
- f. Original Passport is required.
- g. Passport copies of the applicant.
- h. Letter from the local company where the applicant is employed.
- i. If the applicant wants to go to any other country, the applicants should be in Burkina Faso should be minimum 3 years.

**23. Miscellaneous Passport Services**

**Passport Re-issuance: Change of Address, Addition of Spouse name, ECR deletion, Exhaustion of Visa pages – INSTRUCTIONS**

- a. Applicants are required to do onetime registration at <https://embassy.passportindia.gov.in/> (Passport Seva at Indian Embassies and Consulates) and create a USER ID.
- b. Login using the newly created USER ID and fill in the user-friendly application form online at the same portal
- c. After submitting the form online, take a print out of the application.
- d. Affix recent photograph (size 35mm X 45mm) with plain white background and the dress in preferably in colour offering contrast with background for clarity at designated place. (Signatures are required to affixed before the Consular officer at Embassy of India.)
- e. Submit the print out along with required documents and prescribed fee at Embassy of India with original existing passport.
- f. Original passport of the applicant.