

**Embassy of India  
Lisbon**

**Passport/Consular/OCI Services Details and fee chart with effect from 01/04/2024**

**Please note:** For all Consular/Passport, Visa and OCI services, appointment is mandatory. Please visit the given link to register and book an appointment with the Embassy -  
<https://www.eoilisbon.gov.in/apt/index.php>

SL No	Service	Documents Required	Fees	ICWF Charges	Postal Charges
1	<b>Police Clearance Certificate (PCC)</b>	<p>1.Duly Filled PCC application form <a href="https://portal3.passportindia.gov.in/Online/index.html">https://portal3.passportindia.gov.in/Online/index.html</a></p> <p>2.Original Passport</p> <p>3.Passport Copy (first page and last page of passport)</p> <p>4.Copy of any Residence proof (Junta/NIF) of Portugal/valid Portuguese residence permit copy.</p>	20 Euros	2	4
2	<b>Renunciation of Indian Nationality</b>	<p>The Indian Citizenship Act, 1955 does not allow dual citizenship. Holding an Indian passport / acquiring an Indian passport / travelling on an Indian passport after acquisition of foreign citizenship constitutes an offence under the Indian Passport Act, 1967, and attracts penalties. Indian nationals, who have already obtained citizenship of another countries must renounce/ surrender their Indian passport immediately after acquisition of foreign citizenship.</p> <p>All the persons of India origin, who have acquired foreign nationality on or before 31.05.2010 must surrender their Indian passport. They will be issued 'Surrender Certificate' and cancelled Indian Passport.</p>	<p>Rs. 8000 (Through MHA Portal) or 88.00 Euro + 23.00 Euro for Surrender Certificate</p> <p>23 Euros (Who obtained foreign citizenship before 1st June, 2010)</p>	2	4

All the persons of Indian origin, who have acquired foreign nationality on or after 01.06.2010, must surrender their Indian Passport and Renounce Indian citizenship. They need to apply for a Surrender Certificate and Renunciation of Indian nationality. Applicant should also submit self-declaration as per Annexure I along with their renunciation application.

All the persons of Indian origin, who are unable to produce Indian passport should apply for a sworn affidavit stating the reasons for not being able to produce the Indian Passport. Along with Sworn affidavit they should also apply for renunciation of Indian nationality. Applicant should also submit self-declaration as per Annexure I along with their renunciation application. Sworn affidavit, signed declaration and Renunciation certificate will be given back to the applicant.

Please note that date on the Naturalization Certificate will be treated as date of acquiring foreign nationality and not from the date the Portuguese/foreign passport was issued. The date of publication must therefore be mentioned on the Naturalisation Certificate.

The applicant would fill his/her details online and upload the relevant documents on the online portal of MHA viz. <https://indiancitizenshiponline.nic.in/> The applicant has to pay fee in the Embassy with the printout of online application as prescribed in Schedule IV of the Citizenship Rules 2009.

The applicant would take print-out of his online application and visit the Embassy for interview, signing the declaration and to submit the printout of the application with following documents.

1. Original Indian passport along with Passport Copy (first

		<p>page and last page)</p> <p>2.Portuguese Passport copy</p> <p>3.Portuguese Birth Certificate copy (all three pages) with endorsement stamp of date of acquisition of Portuguese Nationality.</p> <p>4. Applicants needs to fill the application for Renunciation of Indian nationality through the following link = <a href="https://indiancitizenshiponline.nic.in/">https://indiancitizenshiponline.nic.in/</a></p> <p>The second page of the form needs to be filled by a person who has an Indian passport and submit a copy of his/her passport.</p> <p>5. Applicants also needs to fill the application for surrender of Indian Passport through the following link – <a href="https://portal3.passportindia.gov.in/Online/index.html">https://portal3.passportindia.gov.in/Online/index.html</a></p> <p>6.A person who has ceased to be Indian citizen is required to surrender the documents which he/she had acquired on the basis of his Indian Citizenship (e.g. Voter ID Card, Aadhar etc.) to be authorities concerned.</p> <p>The minimum prescribed time for the procedure of Renunciation of Citizenship and surrender of Passport, is eight weeks, after receipt of the duly completed application in the Embassy.</p> <p>7. Minors below 18 years of age need to fill only the surrender of Indian passport form through the following link – <a href="https://portal3.passportindia.gov.in/Online/index.html">https://portal3.passportindia.gov.in/Online/index.html</a></p>			
3	<b>Renewal of Passport (above 18 years)</b>	<p>1.Duly Filled Passport application form - <a href="https://portal3.passportindia.gov.in/Online/index.html">https://portal3.passportindia.gov.in/Online/index.html</a></p> <p>2.Original Passport</p> <p>3.Passport Copy (first page and last page)</p>	60 Euros	2	4

		<p>4. Copy of valid Resident permit. If applicant is not a resident permit holder, then any 4 proofs (Junta, NIF, Social Security contribution statement, <b>Work contract with contact details - email address, telephone number, full address and NIF number of Employer</b>).</p> <p>For more information Please visit -  <a href="https://www.eoilisbon.gov.in/page/passports/">https://www.eoilisbon.gov.in/page/passports/</a></p> <p>Please note that Tatkaal service is not available at the Embassy</p>			
4	<b>Renewal of Passport (below 18 years)</b>	<p>1.Duly Filled Passport application form -  <a href="https://portal3.passportindia.gov.in/Online/index.html">https://portal3.passportindia.gov.in/Online/index.html</a></p> <p>2.Original Passport</p> <p>3.Passport Copy (first page and last page)</p> <p>4. Copy of valid Resident permit. If applicant is not a resident permit holder, then any 4 proofs (Junta, NIF, Social Security contribution statement, <b>Work contract with contact details - email address, telephone number, full address and NIF number of Employer</b>).</p> <p>5.Please note that parent’s signatures are required on the form with their passport and residence proof copies (Kindly note if one parent is not living in Portugal authority letter along with ID proof is required to be submitted.)</p> <p>For more information Please visit -  <a href="https://www.eoilisbon.gov.in/page/passports/">https://www.eoilisbon.gov.in/page/passports/</a></p> <p>Please note that Tatkaal service is not available at the Embassy</p>	<p>40 Euros</p> <p>60 Euros (Between 15-18 Years)</p>	2	4
5	<b>Fresh Passport for Minor including Birth Registration</b>	<p>1.Please check the documents on -  <a href="https://www.eoilisbon.gov.in/page/passports/">https://www.eoilisbon.gov.in/page/passports/</a></p> <p>2.Duly Filled Passport application form -  <a href="https://portal3.passportindia.gov.in/Online/index.html">https://portal3.passportindia.gov.in/Online/index.html</a></p>	<p>40 Euros (For fresh passport of Minor)</p>	2	4

		<p>3.Original and photocopy of parent's passport.</p> <p>4.Duly filled child's birth registration form - <a href="https://indiancitizenshiponline.nic.in/">https://indiancitizenshiponline.nic.in/</a></p> <p>5. Copy of valid Resident permit. If applicant is not a resident permit holder, then any 4 proofs (Junta, NIF, Social Security contribution statement, <b>Work contract with contact details - email address, telephone number, full address and NIF number of Employer</b>).</p> <p>6.Original and photocopy of Birth Certificate of the Child</p> <p>7.Marriage certificate of parents <u>duly apostilled</u> by Ministry of External Affairs, India. In case of no marriage certificate, sworn affidavit to be made by both parents.</p> <p>8.Please note that parent’s signatures are required on the form with their passport and residence proof copies (kindly note if one parent is not living in Portugal authority letter along with ID proof is required to be submitted.)</p> <p>For more information Please visit - <a href="https://www.eoilisbon.gov.in/page/passports/">https://www.eoilisbon.gov.in/page/passports/</a></p> <p>Please note that Tatkaal service is not available at the Embassy.</p>	19 Euros (for birth registration)	2	
6	<b>Damaged passport</b>	<p>1.Duly Filled Passport application form - <a href="https://portal3.passportindia.gov.in/Online/index.html">https://portal3.passportindia.gov.in/Online/index.html</a></p> <p>2.Original Passport</p> <p>3.Passport Copy (first page and last page)</p> <p>4. Copy of valid Resident permit. If applicant is not a resident permit holder, then any 4 proofs (Junta, NIF, Social Security contribution statement, <b>Work contract with contact details - email address, telephone number, full address and NIF number of Employer</b>).</p> <p>5.Salary slips of latest 6 Months &amp; proof of contribution to Social Security.</p>	110 Euros	2	4

		<p>6. Sworn affidavit- How passport has been damaged.</p> <p>For more information Please visit -</p> <p><a href="https://www.eoilisbon.gov.in/page/passports/">https://www.eoilisbon.gov.in/page/passports/</a></p> <p>Please note that Tatkaal service is not available at the Embassy</p>			
7	<b>Lost Passport</b>	<p>1.Duly Filled Passport application form -</p> <p><a href="https://portal3.passportindia.gov.in/Online/index.html">https://portal3.passportindia.gov.in/Online/index.html</a></p> <p>2.Passport Copy (first page and last page)</p> <p>3.Police Report's copy and original</p> <p>4. Copy of valid Resident permit. If applicant is not a resident permit holder, then any 4 proofs (Junta, NIF, Social Security contribution statement, <b>Work contract with contact details - email address, telephone number, full address and NIF number of Employer</b>).</p> <p>5.Salary slips of latest 6 Months &amp; proof of contribution to Social Security</p> <p>6. Affidavit (To be filled in hard copy and duly signed) -</p> <p><a href="https://tinyurl.com/y8owtb88">https://tinyurl.com/y8owtb88</a></p> <p>For more information Please visit -</p> <p><a href="https://www.eoilisbon.gov.in/page/passports/">https://www.eoilisbon.gov.in/page/passports/</a></p> <p>Please note that Tatkaal service is not available at the Embassy.</p>	110 Euros	2	4

8	<b>Emergency Certificate</b>	<p>1. Duly Filled Passport application form - <a href="https://portal3.passportindia.gov.in/Online/index.html">https://portal3.passportindia.gov.in/Online/index.html</a></p> <p>2. <u>In case of loss of passport, police report's copy and original with Passport No. recorded.</u></p> <p>3. Passport Copy (first page and last page) Copy of Residence proof of Portugal/Portuguese residence</p> <p>4. Written application giving reasons for issue of EC</p> <p>5. 2 photographs (5*5 cms)</p>	12 Euros	2	
<b>II. Consular Services</b>					
9	<b>Driving License Declaration</b>	<p>1. Embassy Appointment copy</p> <p>2. Passport Copy (first page, visa and back page)</p> <p>3. Copy of one Residence proof of Portugal/valid Portuguese residence card copy.</p> <p>4. Driving License Copy</p> <p>5. Regional Transport Office (RTO) declaration duly apostilled by the Ministry of External Affairs (original and self-attested copy)</p>	19 Euros	2	4
10	<b>Consular Inscription Certificate</b>	<p>1. Embassy Appointment copy</p> <p>2. Passport Copy (first page and last page)</p> <p>3. Copy of one Residence proof of Portugal/ valid Portuguese residence card copy. Same as S. No. 8.</p>	19 Euros	2	4
11	<b>Nationality Certificate</b>	<p>1. Embassy Appointment copy</p> <p>2. Passport Copy (first page and last page)</p> <p>3. Copy of one Residence proof of Portugal/valid Portuguese residence card copy.</p>	19 Euros	2	4

12	<b>Matrimonial Condition Certificate</b>	<ol style="list-style-type: none"> <li>1. Embassy Appointment copy</li> <li>2. Passport Copy (first page and last page)</li> <li>3. Copy of one Residence proof of Portugal/valid Portuguese residence card copy.</li> <li>4. Bachelorship or eligibility of marriage certificate issued by a court of law (Gram Panchayat) in India and is <u>apostilled</u> by the Ministry of External Affairs (original and copy)</li> </ol>	19 Euros	2	4
13	<b>Certificate giving details of birth as extracted from Passport</b>	<ol style="list-style-type: none"> <li>1. Embassy Appointment copy</li> <li>2. Passport Copy (first page and last page)</li> <li>3. Copy of one Residence proof of Portugal/valid Portuguese residence card copy.</li> </ol>	19 Euros	2	4
14	<b>Registration of Death and Transportation of a Dead Body to India</b>	<ol style="list-style-type: none"> <li>1. Death Certificate Form - <a href="https://tinyurl.com/y76a7c2c">https://tinyurl.com/y76a7c2c</a></li> <li>2. Original and Photocopy of passport of the deceased</li> <li>3. Death certificate (original and copy) issued by Portuguese registration office</li> <li>4. Cause of death certificate (original and copy) issued by the Hospital</li> <li>5. Sanitary certificate (original and copy) for transport of corpses from Portugal to India issued by Portuguese Health Authority</li> <li>6. “Livre-Transito Mortuario” (Free Mortuary Traffic) (original and copy) issued by PSP (Policia de Seguranca Publica)</li> <li>7. Embalming Certificate (original and copy)</li> <li>8. Identity document (original and copy) for the person registering the death</li> </ol> <p>All the certificates from serial no 3 to 7 needs to duly translated in English and notarized by Portuguese notary.</p>	19 Euros	2	4
15.	<b>School Certificate</b>	<ol style="list-style-type: none"> <li>1.Embassy Appointment copy</li> <li>2. Passport Copy of applicant and parents (first page and last</li> </ol>	19 Euros	2	4



		page) 3. Copy of one Residence proof of Portugal/ valid Portuguese residence card copy of applicant and parents. 4. Photocopy and original of duly apostilled School Certificate			
16	<b>No Validity Certificate (only for Birth and Marriage certificate)</b>	1.Embassy Appointment copy 2. Passport Copy (first page and last page) 3. Copy of one Residence proof of Portugal/ valid Portuguese residence card copy. 4. Photocopy and original of duly apostilled Marriage Certificate or Birth Certificate	19 Euros	2	4
17.	<b>Single Status Certificate</b>	The Embassy does NOT issue bachelor ship certificates. However, if the applicant already holds a bachelorship or eligibility of marriage certificate issued by a court of law in India and is apostilled by the Ministry of External Affairs, (Consular Division), Patiala House, New Delhi, such apostilled documents do not require additional attestation from this Embassy.  For more information visit the link at –  <a href="https://www.mea.gov.in/bachelorhood-single-status-certificate.htm">https://www.mea.gov.in/bachelorhood-single-status-certificate.htm</a>			

### III. Attestation

Please note that the Embassy can only attest Power of Attorney of Indian passport holders or OCI card holders. Other nationals, who do not hold OCI card, need to get their Power of Attorney or documents apostilled from the Portuguese Authorities.

18	<b>Commercial Documents</b>	1. Please bring original and copy of documents (which are to be attested) and identification document (identity card / passport / PIO card / OCI card).	46 Euros	2	4
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19	<b>Power of Attorney (related to non-property matters)</b>	<ol style="list-style-type: none"> <li>1. Original and two photocopies of power of attorney and IDs.</li> <li>2. Original and copy of Passport</li> <li>3. Copy of residence proof of Portugal</li> </ol>	10 Euros	2	4
20	<b>Power of Attorney (related to property matters)</b>	<ol style="list-style-type: none"> <li>1. Power of attorney (related to property matters) is to be signed by the person and two witnesses, in the presence of the consular officer of the Embassy.</li> <li>2. The person and two witnesses should bring an identification document (identity card / passport / PIO card / OCI card)</li> <li>3. Original and two photocopies of power of attorney and IDs.</li> <li>4. Original and copy of Passport</li> <li>5. Copy of residence proof of Portugal</li> </ol>	19 Euros	2	4
21	<b>General Attestations</b>	<ol style="list-style-type: none"> <li>1. Document needs to be signed by the person in the presence of the consular officer of the Embassy.</li> <li>2. Original and copy of Passport</li> <li>3. Copy of residence proof of Portugal</li> <li>4. Please bring original and copy of documents to be attested and identification document (identity card / passport/ PIO card / OCI card).</li> </ol>	10 Euros	2	4
22	<b>Life certificate</b>	<ol style="list-style-type: none"> <li>1. Pension Payment order Number</li> <li>2. Original and copy of Passport</li> <li>3. Copy of residence proof of Portugal</li> </ol>	Gratis		
23	<b>Attestation of Affidavit for Minors to make their passports in India</b>	<ol style="list-style-type: none"> <li>1. Document needs to be signed by the person in the presence of the consular officer of the Embassy.</li> <li>2. Original and copy of Passport</li> <li>3. Copy of residence proof of Portugal</li> <li>4. Duly typed NOC.</li> </ol>	10 Euros	2	4

#### IV. OCI Services

24.	<b>Fresh OCI</b>	<ol style="list-style-type: none"> <li>1. OCI application link -<a href="https://ociservices.gov.in/welcome">https://ociservices.gov.in/welcome</a></li> <li>2. Please check the documents on <a href="https://www.eoilisbon.gov.in/page/oci/">https://www.eoilisbon.gov.in/page/oci/</a></li> </ol>	251 Euros	3	4
25.	<b>PIO to OCI</b>	<ol style="list-style-type: none"> <li>1. OCI application link -<a href="https://ociservices.gov.in/welcome">https://ociservices.gov.in/welcome</a></li> <li>2. Please check the documents on <a href="https://www.eoilisbon.gov.in/page/oci/">https://www.eoilisbon.gov.in/page/oci/</a></li> </ol>	92 Euros	3	4
26.	<b>Renewal of foreign passport (OCI Miscellaneous Services)</b>	<ol style="list-style-type: none"> <li>1. OCI application link -</li> <li>2. Please check the documents on <a href="https://www.eoilisbon.gov.in/page/oci/">https://www.eoilisbon.gov.in/page/oci/</a></li> <li>3. Two Passport Photographs</li> <li>4. Passport Copy and upload while filling the form</li> <li>5.OCI card copy and upload while filling the form</li> </ol>	23 Euros	3	4
27.	<b>Re-issuance of OCI card after attaining the age of 50 years (OCI Miscellaneous Services)</b>	<ol style="list-style-type: none"> <li>1. OCI application link -<a href="https://ociservices.gov.in/welcome">https://ociservices.gov.in/welcome</a></li> <li>2. Please check the documents on <a href="https://www.eoilisbon.gov.in/page/oci/">https://www.eoilisbon.gov.in/page/oci/</a></li> <li>3. Two Passport Photographs</li> <li>4. Passport Copy and upload while filling the form</li> <li>5.OCI card copy and upload while filling the form</li> </ol>	23 Euros	3	4
28.	<b>Loss/damage of OCI Card (OCI Miscellaneous Services)</b>	<ol style="list-style-type: none"> <li>1. OCI application link -<a href="https://ociservices.gov.in/welcome">https://ociservices.gov.in/welcome</a></li> <li>2. Please check the documents on <a href="https://www.eoilisbon.gov.in/page/oci/">https://www.eoilisbon.gov.in/page/oci/</a></li> <li>3. Two Passport Photographs</li> <li>4. Passport Copy and upload while filling the form</li> <li>5. Police report duly translated and notarized to English</li> </ol>	92 Euros	3	4

## V. Visa

29.	<b>Visa</b>	Applicants are requested to fill the form here - <a href="https://indianvisaonline.gov.in/visa/index.html">https://indianvisaonline.gov.in/visa/index.html</a>  For visa fee details visit - <a href="https://www.eoilisbon.gov.in/page/visa-fee/">https://www.eoilisbon.gov.in/page/visa-fee/</a>  For more details visit- <a href="https://www.eoilisbon.gov.in/page/visa/">https://www.eoilisbon.gov.in/page/visa/</a> <a href="https://www.eoilisbon.gov.in/page/visa-apply/">https://www.eoilisbon.gov.in/page/visa-apply/</a>			
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For various services and queries you may please write to the following emails

- 1.Consular services PCC/Passport- [cons.lisbon@mea.gov.in](mailto:cons.lisbon@mea.gov.in)  
[conspassport.lisbon@mea.gov.in](mailto:conspassport.lisbon@mea.gov.in)
- 2.Visa Services – [visa.lisbon@mea.gov.in](mailto:visa.lisbon@mea.gov.in)
- 3.OCI services – [oci.lisbon@mea.gov.in](mailto:oci.lisbon@mea.gov.in)

For Consular queries please call = +351-920466584 (Between 2:30 pm – 5 pm)

For more details please visit [www.eoilisbon.gov.in](http://www.eoilisbon.gov.in)