

- **Q1. When and how one can apply for renewal / re-issue of passport?**

A new passport can be issued on the expiry, or up to one year before expiry, or on exhaustion of pages. To apply for a new passport, you need to fill Online Passport Application Form. For further detail, please visit our website: www.cgiguangzhou.gov.in (Under Passport). No handwritten passport application is accepted. Physical presence of applicant is required at the time of submission of passport application.

- **Q2. What type of photographs is required for Passport?**

Two Photographs (White background 5cm X 5cms only).

- **Q3. What is the fee for Passport?**

RMB 496 for (36 pages), RMB 655 for (60 pages), RMB 337 for (Minor), RMB 974 for damaged/ lost passport (36 pages), RMB 1133 for damaged/ lost passport (60 pages), RMB 114 for Emergency Certificate [fee is inclusive of ICWF charges of RMB 18/-]

- **Q4. What are documents required with the Passport application Form?**

1. Online passport application 2. Two Photographs (5 cm X5 cm white background).
3. Original Passport. 4. Copies of current passport- first two pages, last two pages.
5. Copies of China Residence visa (last two years)/copy of lease agreement.
6. Registration Form of temporary residence for visitors/work permit/employment Contracts, etc. Kindly bring originals and copies of the same. Besides, additional documents, if any, may be required on case to case basis.

- **Q5. What are the requirements for getting a new passport in lieu of lost Passport?**

If you have lost your Passport, you have to fill online passport application and bring a Report from Police Station for loss of your Passport and a confirmation report from Entry/Exit bureau office nearer to your residence, a written statement stating how the passport was misplaced / lost / stolen, photocopy of the lost passport, photocopy of the residence visas/residence proof with five recent photographs (size 5 cm X 5cm) with plain white background. Personal particulars Form (in triplicate) may also be required.

- **Q6. What are the requirements for getting a passport for new born baby?**

(A) Registration of Birth of minor Child born aboard:-

Application for registration of birth of a minor child under section 4 (i) of the Indian citizenship act 1955 is to filled online at : indiancitizenshiponline.nic.in of the Ministry of Home Affairs website. Kindly fill Form I [see rule3]. Upload following documents

with online application with the photographs of the Child and bring print out of the online registration application:-

- (i) Birth Certificate of Child
- (ii) Passports of parents
- (iii) Marriage certificate of parents

(B) Passport application (for new born)

For getting a First passport for new born baby, you need to fill online passport Application Form bring two recent passport size photographs (size 5 cm X 5cm) of the baby with plain white background, original passports of the parents, photocopy of the passports of both parents, Marriage Certificate, original Birth certificate issued by the local authorities. Sown affidavit that new born baby is not holding citizenship of any other country. Form H signed by both the parents, and presence of both the parents or either parent with passports of both the parents.

• **Q7. When passport for minor can be applied on attaining age of majority?**

Minors between 15 to 18 years of age may apply for 10 years validity passport subject to Verification done in India. Children, who are planning to go aboard for prosecution of further studies, are advised to apply well in advance before attaining the age of 18 years.

• **Q8. What are the requirements for extension of validity/addition of pages or endorsements on existing passport?**

For all miscellaneous passport services a fresh passport is required. Kindly apply through online passport application.

• **Q09. What are the requirements for addition of spouse name in the passport?**

For availing this service you need to fill online Passport Application Form. Bring original marriage certificate/passport of spouse.

• **Q10. What shall I do if the lamination of my passport comes out or gets damaged?**

If the lamination of your passport has come out, please do not try to fix it on your own as it may further damage your passport. In such cases, you are requested to contact the Consulate General of India, Guangzhou for further assistance. On verifying the condition of the Passport, Consulate may re-laminate passport free of cost. If the Passport is damaged beyond repair then you need to fill online passport Application for issue of fresh Passport.

- **Q11. What are the requirements for Emergency Certificate in lieu of lost Passport**

If you have lost your Passport, bring (a) loss of passport report from Police Station,(b) a confirmation report from Entry/Exit bureau office, a written statement stating how the passport was misplaced / lost / stolen, photocopy of the lost passport, photocopy of any ID proof and return ticket with four recent photographs (size 3.5 cm X 3.5 cm) with plain white background. Application for EC is available in the Consulate and also in our website.