

Requirements for Passport, Police Clearance Certificate & Emergency Certificate Services

Passport (Normal Reissue)

Duly filled application form at <https://mportal.passportindia.gov.in/gpsp/aAuthNavigation/Registration>, take the print out of the form and approach embassy with form and following documents:

1. Recent 2 Photographs, White Back Ground, 2 inches by 2 inches (Please read carefully ICAO guidelines already uploaded in Embassy's Website)
2. Residence ID (Original Plus Photocopy)
3. Work Permit (Original Plus Photocopy)
4. Employer Letter Original
5. Aadhar Card (Original plus photocopy)
6. Passport (Original plus photocopy),

For addition of spouse details

* Marriage certificate and spouse passport copy in addition to the above.

For deletion of spouse details

* Divorce decree/death certificate in addition to the above.

For change of name after marriage

* In addition to the above documents' applicants must fill the affidavit for change of name after marriage and provide a joint photograph/marriage certificate. Spouse must also be present for this service.

For change of address

* Aadhar Card/ Rental agreement/ Bank statement/ any utility bill that may be in the name of the applicant, parent or spouse.

For change of name

* 2 Government documents with the changed name and 2 advertisements about the name change in 2 local national newspapers.

In Case of Minors (Fresh Passport)

Duly filled application form at <https://mportal.passportindia.gov.in/gpsp/aAuthNavigation/Registration>, take the print out of the form and approach embassy with form and following documents:

1. Birth Registration letter from Embassy (Original plus Photocopy)
2. Print out of Online birth registration form by visiting MHA website <https://indiancitizenshiponline.nic.in/initial?formcode=09> and filling form at **Section 4** of it
3. Parents' Marriage Certificate duly attested by MEA, India (if both parents are Indian) or MoFA, Ethiopia in case if one parent is Ethiopian (Original plus photocopy)
4. Annexure-D duly filled by both the parents
5. Parents Residence ID, Passport and Work Permit (Original plus photocopy)
6. Birth Certificate of new born Indian duly attested by MoFA Ethiopia
7. Recent 2 Photographs, White Back Ground, 2 inches by 2 inches (Please read carefully ICAO guidelines already uploaded in Embassy's Website)

Passport (Lost)

Duly filled application form at <https://mportal.passportindia.gov.in/gpsp/aAuthNavigation/Registration>, take the print out of the form and approach embassy with form and following documents:

1. Recent 2 Photographs, White Back Ground, 2 inches by 2 inches (Please read carefully ICAO guidelines already uploaded in Embassy's Website)
2. Residence ID (Original Plus Photocopy)
3. Work Permit (Original plus photocopy)
4. Employer Letter (Original)
5. Aadhar Card (Original plus photocopy)
6. Passport Copy (Original plus photocopy)
7. Police FIR report of lost passport in Local as well as English language duly attested by Ministry of Foreign Affairs, Ethiopia

Passport (Damaged)

Duly filled application form at <https://mportal.passportindia.gov.in/gpsp/aAuthNavigation/Registration>, take the print out of the form and approach embassy with form and following documents:

1. Recent 2 Photographs, White Back Ground, 2 inches by 2 inches (Please read carefully ICAO guidelines already uploaded in Embassy's Website)
2. Residence ID (Original Plus Photocopy)
3. Work Permit (Original plus photocopy)
4. Employer Letter (Original)
5. Aadhar Card (Original plus photocopy)
6. Original damaged Passport

Police Clearance Certificate

Duly filled application form at <https://mportal.passportindia.gov.in/gpsp/aAuthNavigation/Registration>, take the print out of the form and approach embassy with form and following documents:

1. Residence ID along with photocopy
2. Work Permit along with photocopy, if available
3. Aadhar Card along with photocopy
4. Employer Letter (Original)

Emergency Certificate

Duly filled application form at <https://mportal.passportindia.gov.in/gpsp/aAuthNavigation/Registration>, take the print out of the form and approach embassy with form and following documents:

- a. Photocopy of previous held Indian Passport
- b. Ethiopian Work Permit/ Valid Residence ID (original and photocopy),
Aadhar Card (Original Plus Copy)
- c. 2 photos (2 inches by 2 inches) (Please read carefully ICAO guidelines already uploaded in Embassy's Website)
- d. FIR of lost Passport both in local and English language, duly attested by MoFA Ethiopia