

CHECKLIST FOR SUBMISSION OF SURRENDER CERTIFICATE APPLICATION

Only applicants residing in **Chile** should submit their applications to **Embassy of India, Santiago**. Application to be filled Online (<https://mportal.passportindia.gov.in/mission/>). **It is MANDATORY to upload an ICAO compliant photograph, signatures and all other relevant documents during Online application**, else the application will be returned. A **correct application form will display the name and address of Embassy of India, Santiago** on top at the first page.

Duly completed application along with required documents can be submitted **IN PERSON** at the Embassy between **10.00 am to 12:30 pm** on any working day (except Embassy holiday) OR **BY POST** through Courier service (with tracking facility) of applicant's choice. **Embassy of India, Santiago will not accept any responsibility in case the courier is lost/misplaced/damaged or delayed. DO NOT** call to inquire about the delivery of the application, please use the tracking facility of the courier.

FEE(CLP25.800)PAYMENT

APPLICATIONS BY COURIER/POST/IN PERSON: Online Bank Transfer **ONLY** in the bank account of Embassy of India, Santiago. The bank account details are: A/C No. 102784 | A/C Name: **Embajada de la India** | A/C Type: Cuenta Corriente | RUT: 69.903.100-3 | Bank name: **Banco Santander** | email destinario: **cons1.santiago@mea.gov.in**

After making the bank transfer payment, the **applicant must ensure the following information is mentioned in the proof of the payment:** Name of the Applicant, Type of Application, ARN No.

Applicants are requested not to send fee in cash along with applications in courier/post. Such application will be returned unprocessed.

IN-PERSON APPLICATIONS AT THE EMBASSY: Electronic Transfers **ONLY**. Details as above.

STATUS INQUIRY: To track online status of your application for Surrender/Cancellation of Indian Passport, please visit: <https://mportal.passportindia.gov.in/mission/TrackApplication> Only complete applications will be processed. Incomplete applications will be returned. Before making any status enquiry about the application please check with the courier service whether the application has been delivered to the Consulate and on which date.

	Documents	Checklist applicant	Office use only
1.	Signed checklist		
2.	Duly filled in Surrender Application Form (In case of minor, both parents' signatures)		
3.	Indian Passport (Original and Copy) – last held		
4.	Photocopy of bio-pages of Chilean passport duly self-attested		
5.	Copy of Chilean RUT - front and back, self-attested		
6.	Fee payment proof. Payment Proof of Application Fee CLP 25.800. Please attach the payment proof		
7.	In case the applicant is minor (under 18 years) both parents must provide copies of the bio page of their passports		
8.	Name Change document (if applicable). If Applicant's name is different/changed on Foreign Citizenship Certificate or Foreign Passport from that of the Indian Passport.		
9.	<u>In case Indian Passport is LOST</u> - Photocopy of Indian passport - Travel summary from immigration department(PDI) of Chile. - Lost Passport Police report /FIR copy with Lost Indian Passport number mentioned on it.		
10.	If the Indian Passport is retained beyond a period of 3 years from acquiring a Foreign Passport, letter explaining the reason for not surrendering. Duly notarised. Travel summary from immigration department(PDI) of Chile.		
11.	Application to be delivered in person or by courier.		

DETAILS TO BE FILLED BY THE APPLICANT

APPLICATION REFERENCE NO.(ARN)	
NAME OF THE APPLICANT	
MOBILE NO. & EMAIL	

I understand that the information above is indicative and not exhaustive and Embassy of India, Santiago reserves the right to seek additional documents/information, if required. I am aware that in case any discrepancy is found or any of the documents/conditions are not found as per prescribed parameters, my application may be rejected/returned and **FEE WILL NOT BE REFUNDED.**

(Signature of the applicant)