

## New Passport / Renewal of Passport (w.e.f. 01.11.2020)

### **PASSPORT ONLINE :**

Consequent to introduction of centralized printing of passports by the Ministry of External Affairs, Govt. of India, New Delhi with effect from **26th August 2007**, all passport applicants who want to apply at Nur Sultan are requested to apply for passport online\* at <https://embassy.passportindia.gov.in> and who want to apply at Almaty are requested to apply for passport online at <https://passport.gov.in/nri/>.

While filling online please select the Mission as KAZAKHSTAN-Nur-Sultan / KAZAKHSTAN-ALMATY (place of application to be submitted accordingly). After filling up personal details, a Web File Number and Application form shall be generated and can be printed by the applicant. Please IGNORE the date of appointment given by online system. In case applicants are unable to get the printout of the filled-up form due to any reason, the same can be printed later by entering the Web File Number and Date of Birth. This printed application form along with required documents and the prescribed fee may be submitted at Embassy of India, Nur-Sultan / Representative Office of India (ROI), Almaty. The Representative Office of India (ROI) accepts online passport applications on the following working days, Monday, Tuesday and Friday between 10 AM to 12 PM only. The Embassy accepts applications - Monday to Friday between 1000 to 1300 hrs.

After receipt of all relevant documents, the electronic data would be up-linked through internet and passports would be printed in New Delhi. Printed Passports are sent to this Embassy from New Delhi. Therefore, applicants are requested to apply for passports sufficiently in advance. However, in case of emergencies (lost/damaged) Mission will be able to issue hand written passports **for a short period, which will be cancelled on receipt of the printed passport** (to be applied again).

1. Online Application Form duly filled up in English
2. One (1) color photo of 2" x 2" size.
3. Photocopy of all relevant pages of passport.
4. Original passport (will be returned after verifying personal particulars)
5. Letter of employment from employer (stating since when working in Kazakhstan, profession, etc.)
6. Copy of current Kazakh visa or Resident Card if no visa in passport.
7. A letter addressed to the Embassy stating reason for applying for passport like exhaustion of pages, lost, damaged, addition of spouse name, change of signature, change of appearance, change of address with address proof in original, grant of ECNR status with documentary proof, etc.

Passport fee for a new ordinary Passport	KZT 31500 + 800
Passport fee for a new Jumbo Passport	KZT 42000 + 800
Ordinary Passport fee for minors below 18 years	KZT 21000 + 800
Passport fee for a new ordinary Passport against lost/damaged Passport	KZT 63000 + 800
Passport fee for a new Jumbo Passport against lost/damaged Passport	KZT 73500 + 800

### **New Passport Against Lost Passport**

In case of loss of Passport, the Indian national should apply in the Indian Embassy with a police report. He/she should also publish about the loss of Passport in a local newspaper as well as a newspaper in the state of domicile in India and copies of supportive documents to be submitted along with the application.