

## **New Passport / Renewal of Passport (w.e.f. 01.04.2023)**

### **PASSPORT ONLINE :**

Consequent upon 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 Embassy of India Nur-Sultan and Representative Office of India Almaty are requested to apply for **passport & PCC** online \*at <https://embassy.passportindia.gov.in>.

While filling online please select the Mission as KAZAKHSTAN-ASTANA(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 Astana / Representative Office of India (ROI), Almaty. The Embassy of India Astana and The Representative Office of India (ROI) Almaty 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 Emergency Certificate.

1. Online Application Form duly filled up in English
2. Two (2) 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 w.e.f. 01.04.2023**

Passport fee for a new ordinary Passport	KZT 35250 + 1000
Passport fee for a new Jumbo Passport	KZT 47000 + 1000
Ordinary Passport fee for minors below 18 years	KZT 23500 + 1000
Passport fee for a new ordinary Passport against lost/damaged Passport	KZT 70500 + 1000
Passport fee for a new Jumbo Passport against lost/damaged Passport	KZT 82250 + 1000

**New Passport Against Lost Passport**

In case of loss of Passport, the Indian national should apply in the Indian Embassy with a police report, Lost & Found Bureau report, copy of passport lost and copy of visa/PR card.

**Fresh Passport for new born child:**

Registration of Birth of child at the portal <https://indiancitizenshiponline.nic.in> under Section 4(1) of the Indian citizenship Act, 1955 should be done by the individuals with all required attachments and take the print out and submit to Embassy with passport application.