

CHECKLIST FOR SUBMISSION OF SURRENDER CERTIFICATE APPLICATION

Only the applicants residing in the regions of Northland, Auckland and Waikato should submit their applications to **Consulate General of India (CGI), Auckland, Level-14, 151 Queen Street, Auckland 1010**. Applicants residing outside of the above regions in New Zealand must apply to High Commission of India, Wellington. Application to be filled online (<https://embassy.passportindia.gov.in/>). Duly filled and signed application along with required documents is to be submitted. Application(s) can be submitted in person at the Consulate between **9:30 am to 12:30 pm (by appointment only)** on any working day or by post through Courier service (with tracking facility) of applicant's choice. CGI Auckland will not accept any responsibility in case the courier is lost/misplaced/damaged or delayed. **DO NOT** send the application via ordinary post. Pl. visit and read all instructions carefully on www.cgiauckland.gov.in beforehand.

FEE: NZD45/-

APPLICATIONS BY COURIER/POST: Online Bank Transfer in the bank account of Consulate General of India, Auckland. The bank account details are:

A/C No. **03-1798-0279980-013** | A/C Name: Consulate General of India | Bank name: Bank of India

Kindly note some of the banks require 15-digit account number for bank transfer. Kindly exclude a '0' from -013 to make it 15 digits.

Only in this case, A/C No. would be **03-1798-0279980-13**

While making the bank transfer payment, the **applicant must ensure the following information is entered in Particulars, Code and Reference fields for each payment. Separate payments should be made for each with correct details for each application:-**

Particulars	Your Surname/Name [Limited to 12 characters]
Code	SURRENDER
Reference	SURRENDER APPLICATION REGERENCE NO. (ARN)

Applicants are requested not to send fee in cash along with applications in the courier/Post. Such applications will be returned without processing.

IN-PERSON APPLICATIONS AT THE CONSULATE: By Debit card Only at the counter.

Status inquiry: To track online status of your application for Surrender/Cancellation of Indian Passport, please visit: <https://embassy.passportindia.gov.in/>. 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.

Only the completed applications will be processed. Incomplete applications will be returned.

	Documents	Checklist applicant	Office use only
1.	Signed checklist		
2.	Surrender Application Form (applicant's recent photograph pasted and duly signed)		
4.	Indian Passport (Original and Copy) – last held		
5.	In case Indian Passport is LOST <ul style="list-style-type: none"> Photocopy of Indian passport Travel summary from immigration New Zealand Lost Passport Police report /FIR copy with Lost Indian Passport number mentioned on it. 		
6.	Coloured photocopy of bio-pages of New Zealand/ foreign passport duly attested from Justice of Peace or Notary or Deputy Registrar		
7.	New Zealand/Foreign citizenship certificate copy		
9.	Name Change Certificate (if applicable). If Applicant's name is different/changed on Foreign Citizenship Certificate or Foreign Passport from that of the Indian Passport.		
10.	In case the applicant is minor (under 18 years) both parents must provide copies of the bio page of their passports- attested by JP		
11.	Affidavit for retention and/travel attested by JP, if the applicant <ul style="list-style-type: none"> Retained the Indian passport beyond 3 years from the date of acquiring foreign citizenship. And / OR Travelled using Indian passport after acquiring foreign citizenship. 		
12.	Fee payment proof. Payment Proof of Application Fee \$ 45. Please attach a print/screenshot of payment made. Date of transaction/fee amount/account no. of CGI Auckland/Particulars/Code/Reference fields should be clearly visible on any such payment proof enclosed.		
13.	As each application is processed individually, separate self-addressed prepaid courier envelope (with tracking facility) for each application to return your passport and document after completion of the process. Please keep record of tracking numbers.		

DETAILS TO BE FILLED BY THE APPLICANT

ARN No.	
Name of the applicant	
Mobile No. & email	

I have gone through the requirements and specifications mentioned on the website of Consulate General of India, Auckland (www.cgiauckland.gov.in) with respect to the submission of my above application. 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)