

CHECKLIST FOR SUBMISSION OF SURRENDER CERTIFICATE APPLICATION

Only 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://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 Consulate General of India, Auckland on top at the first page**. Duly completed application along with required documents can be submitted IN PERSON at the Consulate between **9:30 am to 12:30 pm (BY APPOINTMENT ONLY)** on any working day (except Consulate holiday) 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 your application via ordinary post**. Pl. visit and read all instructions carefully on www.cgiauckland.gov.in beforehand.

FEE (NZD45/-) PAYMENT

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 REFERENCE NO. (ARN)

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

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://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.	Coloured photocopy of bio-pages of New Zealand/ foreign passport duly attested from Justice of Peace or Notary or Deputy Registrar		
5.	New Zealand/Foreign citizenship certificate copy		
6.	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.		
7.	In case the applicant is minor (under 18 years) both parents must provide copies of the bio page of their passports- attested by JP		
8.	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.		
9.	<u>In case Indian Passport is LOST</u> • Photocopy of Indian passport • Travel summary from immigration New Zealand • Lost Passport Police report /FIR copy with Lost Indian Passport number mentioned on it.		
10.	Affidavit for retention and/travel attested by JP , if the applicant Retained the Indian passport beyond 3 years from the date of acquiring foreign citizenship. AND / OR Travelled using Indian passport after acquiring foreign citizenship.		
11.	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

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

I understand that the information above is indicative and not exhaustive and Consulate General of India reserves the right to seek additional documents/information, if required. I have also 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)