

Passport Information

Requirement of Submission of all Passport Applications:

Requirement for Renewal of Passports:

- Original Passport (including subsequent additional booklet/s/passport if any).
- Passport Application Form.
- 3 latest passport-size photographs of 3.5cm x 3.5cm with light background and signature below the photograph within the box provided.
- Copy of Igama.

Note: If passport is renewed after 1 year from the date of expiry, an affidavit is to be filled and additional fee of SR. 40.00 is payable in addition to normal fee of SR. 155.00.

Requirement for Minors (upto 15 years):

(Passport to a child who is Minor is issued for 5 years up to attaining 15 years)

- Original Passport (including subsequent additional booklet/s/passport if any)
- Passport Application to be signed by both parents.
- Minor should affix his/her signature or thumb impression (left thumb in case of boy & right thumb in case of girl) in the signature box).
- 3 latest passport-size photographs.
- Copy of Igama.

Note: If passport is renewed after 1 year from the date of expiry, an affidavit is to be filled and additional fee of SR. 40.00 is payable in addition to normal fee of SR. 95.00.
THE CHILD MUST BE PHYSICALLY PRESENT IN THE KINGDOM AT THE TIME OF SEEKING PASSPORT SERVICES.

Requirement for New Born Child and Birth Registration:

Every child who is born to Indian parent(s) in Kingdom of Saudi Arabia is issued a separate passport. It is not possible to include the child's name in the passport of mother/father.

The birth of every child born in the Kingdom of Saudi Arabia to Indian parents(s) is required to be registered with the Embassy of India, Riyadh or Consulate General of India, Jeddah depending upon areas of jurisdiction. The birth of a child in Riyadh, Dammam, Jubail, Hofuf, Al Jouf, Buraidah, Qurayat, Hafr-al-Batin, Al Khafji, Wadi-al-Dawaser, Arar, Rafha and nearby areas, in the Northern/eastern provinces of KSA is required to be registered with the Embassy. A Birth certificate is issued by the Embassy to the child after registering his/her name as an Indian national and a separate Passport is issued to the new born baby.

Requirements for Birth Registration & separate Passport (BRSP) for child:

- Birth certificate from Ministry of Health along with its English translation in original.
 - Birth Registration Certificate.
 - Passport application form duly signed by both parents (child's thumb impression should be affixed in the signature box) – boy's left thumb & girl's right thumb.
 - Mother's passport in original and photocopy.
 - Photocopy of father's passport.
 - Copy of marriage certificate if husband's name is not included in wife's passport.
 - 3 passport size photo of the child.
 - Affidavit of parents for separate passport in favour of minor child(to be signed by both parents if residing in KSA, or
 - Affidavit signed by one parent if the other parent signature cannot be obtained, or
 - Affidavit if either of the parents is a non-Indian & spouse's name to be entered on each other's passport.
 - Passport copy of both the parents in case of either of the parent is a foreigner.
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Requirement for issue of New Passport in lieu of lost Passport:

- Sponsor's letter with English translation.
 - Passport application form.
 - Lost passport affidavit.
 - Photocopy of lost passport.
 - Copy of Igama or Election Identity card or Driving License.
 - 5 recent passport size photographs.
 - Jawazat (Saudi Passport Office)/ Police report along with its legal translation.
 - Jawazat print-out of passport and Igama.
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Requirement for Issue of New Passport in lieu of damaged Passport:

- Damaged Passport.
 - Sponsor's letter with English translation.
 - Passport Application Form.
 - Photocopy of damaged passport.
 - Copy of Igama or Election identity card or driving license.
 - 5 recent identical passport size photographs.
 - Jawazat (Saudi Passport Office)/along with its legal translation if the passport particulars & the photograph are not legible or if the passport copy is not available.
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Requirement for issue of an Emergency Certificate for one-way travel to India in case of non-availability of a valid passport with the applicant and where a new passport cannot be issued immediately:

- Emergency Certificate Form.
- Letter from sponsor with English translation.
- Affidavit regarding Nationality.
- Proof of Identity/Passport Copy / Driving license, etc.
- 4 recent passport size photographs.

NOTE: SR. 2.00 is charged for each consular services rendered for Indian Workers Welfare Fund (IWWF).
