

Visa Information

Application forms should be filled in fully, legibly and accurately and submitted with passport. Misrepresentation or suppression of facts may result in denial of visa. Application received with incomplete details would remain unprocessed.

Requirements for Visa Application

Duly filled in Visa Application Form for visa should accompany

1. Passport;
2. copy of Passport;
3. 2 photographs 5x5cm on white background
4. Fee;
5. Health/Travel Insurance;
6. copy of ticket or provisional booking and accommodation booking
7. other document in support.

Passport must be valid for a minimum of six months period from the intended departure for India.

Special forms have to be filled in by citizens of Pakistan (4 copies with 5 photos) and Bangladesh (2 copies with 3 photos).

Bangladeshi, Chinese, Pakistani, and Sri Lankan nationals who are not residents in Malta are required to apply for visa in the country of their residence.

The duration of visa begins and valid from the date of issue. Visas once issued cannot be converted into other type of visa. Parents can sign visa applications on behalf of their minor children.

TYPES OF VISAS AVAILABLE

Business Visa:

Business Visa is granted to those who intend to do business or commercial activity in India such as making sales or establishing contacts on behalf of a company outside of India. Business visa is issued for one year validity with single, double or multiple entries depending upon the discretion of the issuing authority. Irrespective of the duration of validity of visa, on each visit maximum period of stay in India is limited to 180 days only. A letter from sponsoring organization indicating the nature of applicant's business, probable duration of stay, places and organizations to be visited incorporating therein a guarantee to meet expenses, etc. may accompany the application. Those who intend to work in India should apply for Employment Visa.

Indian business visa:

- Passport
- 3 photographs 5x5cm on white background
- Copy of passport
- Provisional hotel booking
- Provisional flight booking
- Travel/health insurance

- Letter of invitation from the Indian company specifying the nature of the visits, dates of the first visit planned, personal, passport and designation details of the applicant. Indian company has to specify its field of activity/business and has to mention its turnover of last financial year (scanned or faxed copy)

- Letter of assignment by your company specifying the nature of the visits, dates of the first visit planned, personal and passport details of the applicant as well as his designation within the company. Foreign company has to specify its field of activity/business and has to mention the turnover of last financial year (scanned or faxed copy)

- Applicants are advised to attach Certificate of Incorporation/Registration of the Indian as well as Maltese Company with their visa application, in case they are applying for a Business or Employment Visa.
- Printout of Online Visa application form with uploaded photo.

Conference Visa:

Letter of invitation from the organizer of the conference and approvals of Indian authorities are to be submitted along with the visa application.

Conference Visa:

1. Clearance from nodal/line ministry concerning that Central/State Government has cleared /approved the Conference/Seminar/Workshop.
2. Invitation from the organization hosting the Conference/Seminar
3. Visa support letter from the institute/ organization where the applicant is employed.
(Original)
4. Original passport with minimum 6 months validity and two blank pages
5. Visa application form, should be filled out in English
6. 2 photographs 5x5cm on white background
7. Photo copy of the photo page of the International passport
8. Photo copy of the photo page and registration page of the domestic passport
9. Photo copy of the air ticket/ booking.
10. Photo copy of the hotel booking.

Employment Visa:

An Employment Visa is granted to those who are an employee of an Indian company or a foreign firm registered in India, or those who intend to do honorary work (without salary) with registered NGOs in India. A copy of the contract with the employer has to be enclosed. Kindly note that Employment Visa is given only for jobs that require high level of skills and expertise. The High Commission may grant Employment visa valid for a limited validity irrespective of the duration of the contract. Further extension up to 5 years could be obtained from MHA/FRRO in the concerned state in India. Spouses and children are granted co-terminus entry visas on request.

Requirements

1. Printout of Online Visa application form with uploaded photo.
2. Passport.
3. Old passport or other nationality passport, if any / declarations
4. Residence proof (More than 2 years residence) or dully filled Fax form for non-residents
5. Proof of availability of sufficient money to spend during the stay in India.
6. Copy of the Medical Insurance.
7. Request from the Indian employee to issue visa.
8. Original copy of the contract with the Indian employer with a stamp of Notary in India.
9. **Gross annual salary contract exceeding \$ 25,000/-.**
10. Copy of the registration of the Indian company with the Indian authorities.
11. Copies of Educational and Professional Certificates of the applicant.
12. All pages of the documentation submitted should be self-attested by the applicant.
13. Undertaking as given below, by the Indian employer..

UNDERTAKING

We take full responsibility for the activities and conduct of Mr/Mrs _____ national of _____ during his/her stay in India. If anything adverse comes to notice during the period, we undertake to repatriate him/her on our cost. We also take all responsibilities on account of financial obligations and Income tax liabilities of the applicant as provided under the Income Tax Act of India, 1961.

Date:

Seal:

Signature of competent authority:

Applicants are advised to attach Certificate of Incorporation/Registration of the Indian as well as Italian Company (alongwith translated version of Italian document from authorized translation agency) with their visa application, in case they are applying for a Business or Employment Visa.

- 4 photographs 5x5cm on white background

- Please provide the blocks in which the oil rig will be (long and lat.) if applicable

Entry Visa:

It is issued for legitimate purposes only. Entry visa for longer term may be considered but only for person of Indian origin.

Journalist Visa:

Journalist visas are given to professional journalists and photographers for three months stay in India.

Medical Visa:

Is granted to a foreigner whose sole purpose is to seek medical treatment in established/recognized/specialized hospital/treatment centres in India. Applicant should have assured financial standing. The application should be supported with appropriate medical documents. The validity of visa will be up to a period of one year or the period of treatment which is less.

Medical Visa:

1. Applicant has to come physically in the consular section for applying.
2. Visa Application form
3. Original passport with minimum 6 months validity and two blank pages
4. Copy of Passport
5. 2 photographs 5x5cm on white background
6. Air Booking Detail
7. Health insurance
8. A preliminary medical advice from the doctor/hospital in Malta advising to go for specialised medical treatment abroad.
9. A proof of appointment with doctor/hospital in India.
10. Assured financial standing(the production of return ticket and proof of availability of sufficient money to spend during stay in India including the expenses on medical treatment)

Missionary Visa:

Valid for single entry and duration as permitted by the Government of India regulations. A letter in triplicate, from sponsoring organization indicating intended destination in India, probable length of stay, and nature of duties to be discharged, should be submitted along with guarantee for applicant's maintenance while in India. Processing of applications for missionaries may take up to three months. Complete details of the applicants, including their documentary credentials, must be on a letter with the details of NGO/organization they belong to, or sponsoring them. Moreover, another letter highlighting the specific event for which they might be going to participate in must be given.

Student Visa:

Depending upon the duration of the course Student Visas is issued for bonafide students to pursue regular studies at recognized institution in India. On provisional admissions, Student Visa is issued for short validity. With confirmed admission letter visa can be given initially for one year or the duration of course whichever is less. A letter confirming admission from such an institution along with evidence of financial arrangements for stay in India should accompany the application. For research purposes detailed synopsis of the research project, countersigned by the sponsoring institution in India should be submitted. Processing of Research Visa applications may take longer time.

Student Visa:

1. Applicant has to come physically in the consular section for applying.
2. Visa Application form
3. Original passport with minimum 6 months validity and two blank pages
4. Copy of Passport
5. 2 photographs 5x5cm on white background
6. Air Booking Detail
7. Health insurance
8. Letter of admission in a recognized Institute/University in India

Visa Fees

1. Revised Visa Fee: the following rates of visa shall be effective from April 01, 2017.

Sl	Visa Type/Duration/Entries	Applicable w.e.f. 01.04.2017 Fee in Euro
	TOURIST VISAS (T)	
1.	Up to 1 year/Single or Multiple Entry	95
	More than 1 year and up to 5 years/Multiple Entry	190
	BUSINESS VISAS (B)	
2.	Up to 1 year/Single or Multiple Entry	114
	More than 1 year and up to 5 years/Multiple Entry	238
	ENTRY VISAS (X)	
3.	Up to 6 months/Single or Multiple Entry	76
	More than 6 months and up to 1 year/Multiple Entry	114
	More than 1 year and up to 5 years/Multiple Entry	190
	EMPLOYMENT (E) & PROJECT (P) VISAS	
4.	Up to 6 months/Single or Multiple Entry	114
	More than 6 months and up to 1 year/Multiple Entry	190
	More than 1 year and up to 5 years/Multiple Entry	285
	STUDENT VISAS(S)	
5.	Valid for the duration of the course or 5 years Whichever is less/Multiple Entry	76
	MEDICAL VISAS (MED) & MEDICAL ATTENDANT VISAS (MEDX)	
6.	Up to 6 months/Single or Multiple Entry	76
	More than 6 months and up to 1 year/Multiple Entry	114
	CONFERENCE/SEMINAR VISAS (C)	
7.	Up to 6 months/Single (or Multiple) Entry	76
	JOURNALIST VISAS (J)	
8.	Up to 6 months/Single (or Double Entry)	76
	RESEARCH VISAS (R)	
9.	Up to 6 months/Single Entry (or Multiple) Entry	76
	More than 6 months and up to 1 year/Multiple Entry	114
	More than 1 year and up to 5 years/Multiple Entry	190
	MISSIONARY VISAS (M)	
10.	Up to 6 months/Single or Multiple Entry	76
	More than 6 months and up to 1 year/Multiple Entry	114
	More than 1 year and up to 5 years/Multiple Entry	190
	MOUNTAINEERING VISAS (MX)	
11.	Up to 6 months/Single Entry (or Multiple) Entry	76
	More than 6 months and up to 1 year/Multiple Entry	114
	INTERN VISAS (I)	
12.	Up to 1 year/Multiple Entry	76
13.	FILM VISAS (F)	

Up to 1 year/Single or Multiple Entry (Maximum duration of the visa will be 1 year)	114
14. TRANSIT VISAS	
Up to 15days/Single or Double Entry	19

2. Gratis Visas: in view of the existing bilateral agreements/arrangements, all types of visas should be issued gratis to the nationals of **Afghanistan, Argentina (Business, Tourist & Transit only will be given gratis), Bangladesh, Democratic People's Republic of Korea, Jamaica, Maldives, Mauritius, Mongolia, South Africa and Uruguay (Tourist visa only will be given gratis)**. In respect of Seychelles nationals, all types of visas except for work/employment may be issued on gratis basis.

3. Visa Free Countries: Nationals of Nepal and Bhutan do not require visa to enter India. However, Nepali nationals require visa if they enter India from China, which may be granted gratis.

4. Visa Fee for Pakistani Nationals: Pakistan nationals should be charged the fee of **Euro 2** for an Indian visa of all types.

5. Special Visa Fee Categories: in view of the existing bilateral agreements/arrangements, visa fee in respect of the following countries will be as follows:

a) Singaporean Nationals: The charges for Tourist visa (Multiple entry) and valid for up to six months in respect of Singapore nationals will be **Euro 24**. However, fee for all other types of visas will be same as applicable for other countries mentioned in para 1 above.

b) Japanese Nationals: A fee of **Euro 1 for transit visa and Euro 8** for all other types of visas may be charged from the nationals of Japan.

c) Visa Table for U.K. Nationals: The fee for U.K. nationals for different types of visas will be as follows:

Sl	Visa Type/Duration/Entries	Applicable w.e.f. 01.04.2017 Fee in Euro
1.	Tourist Visa up to 1 Year (S/M entry)	154
	Tourist Visa valid for 1 Year to 5 years (Multiple entry)	460
2.	Business Visa up to 1 Year (S/M entry)	230
	Business Visa valid for 1 Year to 5 years (Multiple entry)	690
3.	Entry Visa up to 1 Year (S/M entry)	154
	Entry Visa valid for 1 Year to 5 Years (Multiple entry)	460
4.	Student Visa up to 5 years (M/entry)	218
5.	Medical Visa up to 1 year (M/entry)	123
6.	Research Visa up to 3 years or duration of course (whichever is less)	218
7.	Employment Visa up to 6 months	437
	Employment Visa up to 1 year	475

Employment Visa more than 1 year	568
8. Transfer of Visa	159
9. Transit Visa	84
10. Business Visa issued same day (Excluding visa fee)	205
11. Emergency Visa charges	85

d) Nigerian Nationals: A uniform fee of **Euro 238** to be charged for all types of visas valid for any duration (as per prevailing instructions) from the nationals of Nigeria.

e) USA Nationals: A fee of **Euro 95 (including visa application fee) may be charged for Tourist visa only** for the maximum period up to 10 years from the nationals of USA. Fee for 10 years validity Business visa issued to US nationals will be **Euro 238** as well as for five years. However, fee for all other types of visas will be same as applicable for other countries mentioned in para 1 above. Visa application fee of **Euro 19** should be charged from US nationals in addition to visa fee (except for Tourist visa).

f) Ukrainian Nationals: The fee for Ukraine nationals for different types of visas will be as follows:

Sl	Visa Type/Duration/Entries	Applicable w.e.f. 01.04.2017 Fee in Euro
1.	TRANSIT VISA 15 Days (Single/Double entry)	81
2.	TOURIST VISA# Up to one year (S/D/M Entry)	95
3.	STUDENT VISA Less than 5 years (Multiple Entry)	81
4.	BUSINESS VISA Less than 1 year (S/D/M Entry) 1 to 5 Year (S/D/M Entry)	124 238
5.	EMPLOYMENT VISA Less than 6 months Less than one year Less than five 5 years (S/D/M entry) All other types of visas i.e. Entry Visa, Conference Visa, Journalist Visa etc.	114 190 285
6.	Less than 6 months Less than one year Less than five 5 years (S/D/M entry)	81 124 190
7.	EMERGENCY VISA FEE	81

Since the 6 months duration Tourist visa category has been done away with the fee of Euro 81 will no more be valid. The minimum Tourist visa fee has been fixed at Euro 95

g) Russian Nationals: Normal visa fee schedule does not apply to Russian nationals. Service charges should be charged from Russian nationals as per the details given below:

Applicable w.e.f. 01.04.2017

For all types of visas (Excluding ICWF charges and Service Provider's Service	Fee in Euro
Single Entry	38
Double Entry	86
Multiple Entry	114
Transfer of Valid visa	38

h) Sri Lankan Nationals: Visa fees for Sri Lankan nationals are given below:

Sl	Visa Type/Duration/Entries	Applicable w.e.f. 01.04.2017 Fee in Euro
1.	TRANSIT VISA Up to 15 days (S/D Entry)	10
	TOURIST VISA 30 days (Double entry)	15
2.	90 days (Single entry)	15
	90 days (Double entry)	24
	6 months (D/M entry)	24
3.	ENTRY VISA 1 Year (Multiple entry)	24
	BUSINESS VISA 30 days (Multiple entry)	24
	90 days (Single entry)	26
4.	90 days (Multiple entry)	38
	6 months (Multiple entry)	76
	1 year (Multiple entry)	76
	5 years (Multiple entry)	114
5.	EMPLOYMENT VISA 1 year (Multiple entry)	150
	STUDENT VISA (For institutions covered by bilateral agreement)	
6.	1 Year	41
	More than one year	77
7.	Student Visa (For institutions not covered by bilateral agreement)	77

i) Mozambique Nationals: The visa fee to be charged from the Mozambique nationals are given below:

S	Visa Type/Duration/Entries	Applicable w.e.f. 01.04.2017 Fee in Euro
1	TOURIST VISA Single Entry	67
1.	Single Entry ♦ Urgent	143
	Multiple Entry	209
	Multiple Entry - Urgent	285
2.	BUSINESS VISA/Employment Visa	Gratis

All other types of visas (Except Transit and Student)	
Up to 6 months	209
Up to 6 months (In Emergency)	285
3. Up to 1 year	285
Up to 1 year (In Emergency)	285
Up to 5 year	285
Up to 5 year (In Emergency)	285

6. Gratis Business & Employment Visas for LDC Applicants: Business and Employment visas (where applicable) to the applicants from Least Developed Countries (LDCs) to be issued on gratis basis. However, the service fee for the outsourcing company, wherever applicable, and the Indian Community Welfare Fund (ICWF) fee will continue to be charged from business and employment visa applicants as well. The list of 48 LDCs is attached at Annexure-A.

7. Transfer of Visa: When an Indian visa affixed on an old passport is transferred to a new one, a service fee of **Euro 5** should be charged. This fee should not be charged from the nationals of the countries mentioned in paras 2,3 and 4.

8. Restricted/Protected Area Permit: A fee of **Euro 29** introduced in March 2000 for issuing restricted/protected area permit should not be charged from the nationals of the countries mentioned in paras 2,3 and 4.

<p9. ICWF/Service Provider's Charge: The above fee structure is exclusive of ICWF fee and Service Provider's fee. Charges for Indian Community Welfare Fund and Service charge of the outsourcing agency, if any, may be added.

Business Visa fee to be charged from Nationals of the following countries on reciprocal basis

Sl Country	Up to One Year Fee in Euro	More than one year up to 5 years Fee in Euro
1. USA	133	238
2. ECUADOR	228	304
3. NEW ZEALAND	124	238
4. FRANCE	157	238
5. AUSTRALIA	205	281
6. CZECH REPUBLIC	181	257
7. IRAN	262	338
8. IRELAND	190	266
9. PHILIPPINES	209	285
10. POLAND	138	238
11. SAUDI ARABIA	205	281
12. THAILAND	190	286266
13. U.A.E.	395	594471

Employment Visa fees to be charged from Nationals of the following countries on reciprocal basis:

Sl	Country	Up to 6 Months Fee in Euro	Up to one year Fee in Euro	More than 1 year up to 5 years Fee in Euro
1.	CANADA	143	190	285
2.	IRELAND	152	190	285
3.	FRANCE	129	190	285
4.	DENMARK	119	190	285
5.	AUSTRALIA	171	209	285
6.	NEW ZEALAND	138	190	285
7.	THAILAND	152	190	285
8.	U.A.E.	357	395	471
9.	ISRAEL	950	988	1064
10.	IRAN	224	262	338

ANNEXURE-A

LIST OF LEAST DEVELOPED COUNTRIES (LDCs)

S. No.	Country	Date of inclusion on the list	S. No.	Country	Date of inclusion on the list
1	Afghanistan	1971	25	Madagascar	1991
2	Angola	1994	26	Malawi	1971
3	Bangladesh	1975	27	Mali	1971
4	Benin	1971	28	Mauritania	1986
5	Bhutan	1971	29	Mozambique	1988
6	Burkina Faso	1971	30	Myanmar	1987
7	Burundi	1971	31	Nepal	1971
8	Cambodia	1991	32	Niger	1971
9	Central African Republic	1975	33	Rwanda	1971
10	Chad	1971	34	Sao Tome and Principe	1982
11	Comoros	1977	35	Senegal	2000
12	Dem. Republic of the Congo	1991	36	Sierra Leone	1982
13	Djibouti	1982	37	Solomon Islands	1991
14	Equatorial Guinea*	1982	38	Somalia	1971
15	Eritrea	1994	39	South Sudan	2012
16	Ethiopia	1971	40	Sudan	1971
17	Gambia	1975	41	Timor-Leste	2002
18	Guinea	1971	42	Togo	1982
19	Guinea-Bissau	1981	43	Tuvalu	1986
20	Haiti	1971	44	Uganda	1971
21	Kiribati	1986	45	United Republic of Tanzania	1971
22	Lao People's Dem. Republic	1971	46	Vanuatu	1985
23	Lesotho	1971	47	Yemen	1971
24	Liberia	1990	48	Zambia	1991

*General Assembly resolution 68/L.20 adopted on 04.12.2013, decided that Equatorial Guinea will graduate three and half years after the adoption of the resolution and that Vanuatu will graduate four years after the adoption of the resolution.

To,

The Attache (Consular)
High Commission of India,
Valletta
Malta

Subject: Photograph for passport

Dear Sir,

This is to confirm that I have read the instructions regarding the dimensions and type of photographs required for Machine Readable Passports. I have also been informed that the photographs that I am submitting are not conforming to these instructions and are liable to be rejected. I fully understand that there may be a delay in issuing my new passport on these grounds and I accept full responsibility for such a delay. Nevertheless, you are requested to accept the photographs that I am submitting.

Thanking you,

Yours sincerely,

(_____)
Name _____

Date _____

HIGHLIGHTS

1. All NRIs/PIOs must register with the High Commission through online facility.
2. Passport is a valuable document. It should always be either in your own custody or in the custody of a person duly authorized by you. It must not be altered or mutilated in any way. If lost or destroyed, the fact and circumstances should be immediately reported to the nearest Indian Mission and to the local police.
3. It is an offense under the Passports Act 1967 to give false information in the Application Form. Passport facilities can be denied on grounds of suppression of factual information, submission of false particulars, willful damage of Passport and for making unauthorized changes in the Passports.
4. It is an offence to hold more than one valid Passport at a time. Those Indian citizens acquiring citizen ship/Passport of another country should immediately, surrender their Indian Passport to the nearest Indian Embassy/Consulate.
5. Please keep a photocopy of your Passport in a safe place. Without this, issuance of a duplicate Passport in case of loss/damage/theft may be delayed. It is also useful to email a scanned copy of your Passport and Visa to yourself.
6. Please check the expiry date of your Passport on receiving it for the first time and remember to get your Passport renewed well in advance of the expiry date.
7. An Applicant has the option to apply for an ordinary Passport booklet of 36 pages or Jumbo Passport booklet of 60 pages with ten year validity. The option should be clearly indicated in the application itself.
8. Documents other than in English should be accompanied by typed English translation from authorized translator.
9. Supportive documents like Marriage Certificate, Birth Certificate, Affidavits, etc. should have been pre-attested in India by the Ministry of External Affairs, New Delhi.
10. The validity of a Passport can be extended up to 10 years from the date of issue, in case a person is holding a short validity Passport. No fee is charged for such extension of a short validity Passport.
11. Please keep a margin of 45days for issuance of a new Passport from the date of Application.

SERVICES ON PASSPORTS

Re-issue of Passport:

A new Passport can be issued

(i) on expiry of current passport

(ii) one year before the expiry of current Passport and also post expiry of the current Passport which has an initial validity of 10 years.

In case of insufficient blank pages in the current passport, A new Passport of 10 years validity is issued, since the system of issuing additional booklets has been discontinued. Child's name

cannot be entered in parent's Passport any longer therefore new passport is issued to the child. Upon reissuing, previous Passport is cancelled but the valid visa thereon remains valid.

Requirements:

1. The Application Form must be completely filled in and signed by the applicant and should be submitted in person.
2. 4 photographs (5cm x 5cm) showing frontal view of full face with white background.
3. In case the current or recently expired Passport has valid Residence Visa, the application should be submitted along with photocopies of relevant Visa. If any additional booklet(s) have been issued to the original Passport, the additional booklet(s) plus the original Passport must be furnished.

Re-Issue of Passport expired more than one year

Applications for expired (over a year) Passports must be submitted in person by the applicant and not sent by post. In case the applicant has valid visa on the expired Passport, full validity Passport can be issued subject to the fulfilling of other conditions. In the situation of expired visa, the applicant can be issued short validity Passport and after obtaining the visa, full validity Passport can be issued.

Change of name subsequent to marriage/remarriage/divorce/ death of spouse

For Change of name subsequent to marriage/ remarriage / divorce/ death of spouse, applicant will be required to apply for new Passport enclosing Marriage Certificate/Death Certificate/Divorce Decree, as the case may be, with the application.

Requirements:

1. Application form for a new Passport in changed name/surname;
2. 4 (four) Passport (5cm x 5cm) identical photographs showing frontal view of full face with white background;
3. The current Passport along with photocopy of valid visa is required to be enclosed. In case any additional booklet has been issued the same needs to be furnished along with the original Passport; (iv) Original Marriage Certificate with a photocopy and self-attested photocopies of Passports of his/her spouse or Divorcees applying for a change of name are required to furnish a Divorce Decree authenticated by the Court or in case of change of name following death of spouse, copy of Death Certificate of spouse. Or remarried applicants applying for change of name/change of spouse name will be required to produce Divorce Decree/Death Certificate in respect of first spouse,

Marriage Certificate from the Registrar of Marriages and photocopy of present spouse's Passport.

Change of name – other cases

Applicants seeking to change first name or surname or both are required to place advertisements to that effect in a prominent daily newspaper of area of permanent address in India. Original clippings of these advertisements (newspaper page) along with a sworn Affidavit in the prescribed format are required to be furnished with the application.

Requirements:

1. Application form for a new Passport in changed name/surname;
2. 4 (four) Passport size (5cm x 5cm) identical photographs showing frontal view of full face with white background;
3. The current Passport having valid Visa or Residence Permit is required to be enclosed with photocopies of detail pages and Visa. In case the latest Passport is additional booklet(s) issued to the original Passport, the additional booklet(s) plus the original Passport must be furnished;
4. Original clippings of advertisement. (newspaper page); and
5. Sworn Affidavit in the prescribed format.

Addition/deletion of Spouse's name

For Addition/deletion of spouse's name, applicant will be required to apply for new Passport enclosing copy of Marriage Certificate/Death Certificate/Divorce Decree, as the case may be, with the application.

Requirements:

1. Application form completely filled in and signed;
2. 4 (four) Passport size (5cm x 5cm) identical photographs showing frontal view of full face with white background;
3. The current Passport having valid Visa or Residence Permit is required to be enclosed with photocopies of detail pages and Visa. In case the latest Passport is additional booklet(s) issued to the original Passport, the additional booklet(s) plus the original Passport must be furnished;
4. Original Marriage Certificate with a photocopy and self-attested photocopies of Passports of his/her spouse.
Or Divorcees applying for a change of name are required to furnish a Divorce Decree authenticated by the Court. Or in case of change of name following death of spouse,

copy of Death Certificate of spouse. Or remarried applicants applying for change of name/change of spouse name will be required to produce Divorce Decree/Death Certificate in respect of first spouse, Marriage Certificate from the Registrar of Marriages and photocopy of present spouse's Passport.

Change of address

To change Indian address in the Passport, applicant must provide original documents establishing new address in the form of utility bills, latest monthly bank statements, or property papers etc.

Change of signature

For changing signature in the Passport, application for new Passport has to be made and the applicant must append his/her old signature along with new signature on the second page of the Passport application form along with the following documents.

Requirements:

1. Application form completely filled in and signed;
2. 4 (four) Passport size (5cm x 5cm) identical photographs showing frontal view of full face with white background;
3. The current Passport having valid Residence Visa is required to be enclosed. In case the latest Passport is additional booklet(s) issued to the original Passport, the additional booklet(s) plus the original Passport must be furnished.

Change in appearance

If your appearance has changed significantly since your last Passport was made, you can apply for a fresh Passport with a recent photograph.

Requirements:

1. Application form completely filled in and signed;
2. 4 (four) Passport size (5cm x 5cm) identical photographs showing frontal view of full face with white background;
3. The current Passport having valid Visa is required to be enclosed along with photocopies of detail pages and Visa. In case the latest Passport is additional booklet(s) issued to the original Passport, the additional booklet(s) plus the original Passport must be furnished; and (iv) A sworn Affidavit in the prescribed format.

Issue of duplicate Passports or Emergency Certificates in lieu of damaged or lost Passports

Applications for lost/damaged Passports must be submitted in person by the applicant and not sent by post Requirements:-

1. Application form completely filled in and signed;
2. 4 (four) Passport size (5cm x 5cm) identical photographs showing frontal view of the face with white background; (two) additional photographs may be required in some cases where Police verification in India needs to be done;
3. A Police Report regarding lost or stolen Passport;
4. A photocopy of lost Passport/damaged Passport;
5. A sworn Affidavit in the prescribed format;
6. Proof of legal stay permission in Malta. It is necessary to furnish proof of a valid Visa or Residence Permit. If there is no valid Visa or Residence Permit then a short validity Passport for one year would be issued and this could be renewed on annual basis till the Passport holder obtains a valid Visa or Residence Permit, thereafter a full validity Passport can be issued.

Issue of Emergency Certificate for one-way travel to India

Requirements 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, are as under:

1. Emergency Certificate Form;
2. Letter from sponsor;
3. Affidavit regarding nationality;
4. Proof of Identity/Passport copy/Driving License, etc.;
5. Four recent passport size photographs (one pasted on the application form) showing full frontal view of the face against a plain, light background.

Issue of Passport to new-born child and birth registration

Every new born child will be issued separate passport since the inclusion of child's name in the parent's Passport has been discontinued. The birth of every child born to Indian parents in Malta requires to be registered with the High Commission of India, Valletta, Malta. A Birth Certificate is issued by the High Commission to the child after registering his/her name as an Indian national. A separate Passport would be issued to the new born thereafter.

Requirements:

1. Original Birth Certificate issued by the concerned authority in Malta;
2. Notarized English translation;
3. New Passport form duly signed by both parents (child's thumb impression should be affixed in the "Signature Boxes");
4. Passport of both the parents along with a photocopy of the same;
5. copy of Marriage Certificate if husband's name is not included in wife's Passport and vice versa;
6. 4 photograph (5cm x 5cm) of the child;
7. Affidavit of parents for separate Passport in favour of minor child (to be signed by both the parents)

Issue of Passport to the minor children (below 18 years)

Minors are issued passports with validity of 5 years or up to attaining 18 years, whichever is earlier. Passport applications should be signed by both the parents and also have child's signature or thumb impression in the "Signature Boxes" be signed by both parents. The Child should be physically present at the time of seeking the passport service. Minors between the age of 5 and 18 years have the option to apply for a full validity Passport (ten years), as well as for renewal, by fulfilling the requirement as applicable for issue of Passports to persons above 18 years of age.