

## Miscellaneous Consular Services

### IMPORTANT NOTICE :

- (a) Fees for Miscellaneous Consular Services should be paid to Embassy's Bank Account maintained with UBS AG, Account No. **235-939899.01P. (IBAN CH82 0023 5235 9398 9901 P)**.
- (b) In addition, a Consular Surcharge of **CHF 2.00** is to be paid to Embassy's separate bank account maintained with UBS AG, Account No. **235-939899.02K (IBAN CH39 0023 5235 9398 9902 K)**.
- (c) All payments should be made only through the bank and the original payment receipts containing the **Embassy's account number** should be submitted with the application.
- (d) 'Beneficiary' name may kindly be mentioned as '**Embassy of India**'.
- (e) Payment made through the cash desk of the Post Office will **not** be accepted.
- (f) Applicants are requested to verify the Consular Services Fee, Consular Surcharge and bank account details before making bank transfer or payment. Embassy shall not be responsible for any erroneous deposit or payment to its account.
- (g) **Consular Service shall be rendered only after realization of prescribed fee into Embassy's bank accounts.**

**Consular Service Hours: 0930 to 1230 hrs (with Prior appointment only)**

### 1). Renunciation of Indian Citizenship

- (a) A fee of CHF 318 if the individual has acquired citizenship after 01.06.2010 and CHF 25 for those who have acquired citizenship before 01.06.2010 & Consular surcharge of CHF 2.
- (b) Duly filled Renunciation/surrender application form as per entries in the Indian passport. (Please follow below mentioned link for the online application)

<https://embassy.passportindia.gov.in>

- (c) Physical presence at the Embassy of India, Bern is necessary & duly filled online application to be signed in the presence of consular officer at the Embassy.
- (d) Original Indian Passport with a complete set of copy from cover to cover (i.e. Copy of All pages).
- (e) Original Passport of the newly acquired Nationality with copy of first page. (good quality color copy should be enclosed)

- (f) Copy of the Residence Permit (Except Swiss nationals) with original for scrutiny
- (g) Copy of the Naturalization Certificate with date of Acquisition of Citizenship.
- (h) Affix one recent good quality color photograph (5 cm x 5 cm with 80% coverage of face / front view)
- (i) One self addressed Registered Stamped Envelope
- (j) Penalties will be imposed for retaining the passport and travelling on the Indian passport after attaining the citizenship of another country. This will be assessed at the Embassy on scrutiny of the documents submitted. The penalties will be in addition to Renunciation fee as stipulated above. In case of penalties, an additional Service charges of CHF 25 is payable. Penalties are subject to Exchange Rates fixed by Government of India.

## **2) Police Clearance Certificate (PCC):**

(Consular Fee: CHF 25 & Consular Surcharge: CHF 2)

Requirements for PCC:

(a) Duly filled online PCC Application form as per entries in the passport (Please follow below mentioned link for the online application)

<https://embassy.passportindia.gov.in>

(b) Original Passport & good quality color photocopy of inside cover pages and other relevant pages of the passport.

(c) In case of change of Indian address other than address mentioned in the passport, one good quality color copy of supporting document should be enclosed.

(d) Copy of valid Swiss resident permit (color photocopy).

(e) Affix one recent good quality color photograph (5 cm x 5 cm with 80% coverage of face / front view)

(f) Receipts of payment of Service Fee and Consular Surcharge.

(g) One self addressed stamped return envelope.

## **3) Attestation of Power of Attorney / Affidavit (related to Property Matters):**

(Service Fee: CHF 38 and Consular Surcharge : CHF 2)

Requirements for attestation of Power of Attorney (Property Matters):  
Duly filled Miscellaneous Services Application form.

[https://www.indembassybern.gov.in/pdf-download/Passport\\_Misc\\_En\\_Hindi.PDF](https://www.indembassybern.gov.in/pdf-download/Passport_Misc_En_Hindi.PDF)

- (a) Original Passport and Photocopy of inside cover pages and other relevant pages of the passport.
- (b) Copy of Swiss resident permit.
- (c) One recent Passport Size ( 35 mm x 45 mm) photograph.
- (d) Original Power of Attorney needs to be signed in the presence of the Consular Officer of the Embassy. Furnish information exactly in the manner especially the name as per entries in the passport.
- (e) Receipts of payment of Service Fee and Consular Surcharge.
- (f) One self addressed stamped return envelope.

**4) Power of Attorney (other than Property Matters):**

(Service Fee: CHF 38 and Consular Surcharge : CHF 2)

Requirements for attestation of Power of Attorney (other than Property Matters):-

Duly filled Miscellaneous Services Application form.

[https://www.indembassybern.gov.in/pdf-download/Passport\\_Misc\\_En\\_Hindi.PDF](https://www.indembassybern.gov.in/pdf-download/Passport_Misc_En_Hindi.PDF)

- (a) Original Passport & Photocopy of inside cover pages and other relevant pages of the passport.
- (b) Copy of Swiss Resident permit.
- (c) Original Power of Attorney needs to be signed in the presence of the Consular Officer of the Embassy. Furnish information exactly in the manner especially the name as per entries in the passport.
- (d) Receipts of payment of Service Fee and Consular Surcharge.
- (e) One recent Passport Size ( 35 mm x 45 mm) photograph.
- (f) One self addressed stamped return envelope.

**5) Date of Birth Certificate according to Indian Passport / Affidavit:**

(Service Fee: CHF 25 & Consular Surcharge: CHF 2)

Requirements for DOB certificate / Affidavit:

(a) Duly filled Miscellaneous Services Application form.

[https://www.indembassybern.gov.in/pdf-download/Passport\\_Misc\\_En\\_Hindi.PDF](https://www.indembassybern.gov.in/pdf-download/Passport_Misc_En_Hindi.PDF)

(b) Original Passport & Photocopy of inside cover pages and other relevant pages of the passport.

(c) Copy of Valid Swiss resident permit.

(d) Receipts of payment of Service Fee and Consular Surcharge.

(e) One recent Passport Size ( 35 mm x 45 mm) photograph.

(f) One self addressed stamped return envelope.

### **6).Attestation of Commercial Documents :**

(Service Fee: CHF 90 & Consular Surcharge: CHF 2 for each commercial document)

Requirements for attestation of the Commercial Documents: -

(a) The commercial documents are required to be first attested (Apostilled) by the Chancery of State of Canton within the consular jurisdiction of the Embassy of India, Berne and then to be submitted in duplicate (original and photocopy) for attestation.

(b) If attestation is also required on the 'Address Proof' or 'Copy of Swiss/Foreign passport' of the applicant, the same procedure, as above, should be followed. (In this case Service Fee of CHF 38 & Consular Surcharge of CHF 2 will be applicable for each attestation.)

(c) A covering letter should be attached clearly mentioning the purpose of the attestation.

(d) Receipts of payment.

(e) One self addressed stamped return envelope.

### **7).Attestation of Documents issued by Swiss Authorities :**

(Service Fee: CHF 38 & Consular Surcharge: CHF 2)

Requirements for attestation of Documents issued by Swiss authorities:

(a) The original document(s) duly apostilled by the Chancery of State of Canton (Staatskanzlei), where the applicant is residing in Switzerland.

(b) Photocopy of inside cover pages and other relevant pages of the passport.

(c) Copy of Valid Swiss resident permit.

(d) Receipts of payment of Service Fee and Consular Surcharge.

(e) One self addressed stamped return envelope.

**8) Life Certificate:**

( Service Fee: Gratis):

Requirements for attestation of the Life Certificate (for pensioners):-

Duly filled Miscellaneous Services Application form.

[https://www.indembassybern.gov.in/pdf-download/Passport\\_Misc\\_En\\_Hindi.PDF](https://www.indembassybern.gov.in/pdf-download/Passport_Misc_En_Hindi.PDF)

(a) Original Passport & Photocopy of inside cover pages and other relevant pages of the passport.

(b) Copy of Valid Swiss resident permit.

(c) Original and one photocopy of the Life Certificate in the Format prescribed by the concerned Bank/Institution to be signed before the Consular Officer of the Embassy.

(d) Copy of Pension Paper/Book of the applicant.

(e) One recent Passport Size ( 35 mm x 45 mm) photograph.

(f) One self addressed stamped return envelope.

**9) Attestation of affidavit for Single / Marital status:**

(Consular Fee: CHF 25 & Consular Surcharge: CHF 2)

Requirements for attestation of affidavit for single / marital status:

(a) Duly filled Miscellaneous Services Application form.

[https://www.indembassybern.gov.in/pdf-download/Passport\\_Misc\\_En\\_Hindi.PDF](https://www.indembassybern.gov.in/pdf-download/Passport_Misc_En_Hindi.PDF)

(b) Original Passport & Photocopy of inside cover pages and other relevant pages of the passport.

(c) Copy of Valid Swiss resident permit.

(d) Receipts of payment of Service Fee and Consular Surcharge.

(e) One recent Passport Size ( 35 mm x 45 mm) photograph.

(f) Applicant requires to fill an Affidavit & sign before the Consular Officer at the Embassy.

(g) One self addressed stamped return envelope.

## **10) Sworn Affidavit for Obtaining Child's Passport in India**

(Consular Fee: CHF 25 and Consular Surcharge: CHF 2)

Requirements for attestation of Affidavit for Obtaining Child's Passport in India: -

Duly filled Miscellaneous Services Application form.

[https://www.indembassybern.gov.in/pdf-download/Passport\\_Misc\\_En\\_Hindi.PDF](https://www.indembassybern.gov.in/pdf-download/Passport_Misc_En_Hindi.PDF)

- (a) Original Passport of the parent working in Switzerland
- (b) Photocopy of inside cover pages and other relevant pages of the passport.
- (c) Copy of Swiss resident permit.
- (d) An Affidavit is to be signed before the Consular Officer of the Embassy.
- (e) Photocopy of child's birth certificate.
- (f) Copy of the parent's passport who is applying for child passport in India.
- (g) Receipts of payment of Service Fee and Consular Surcharge.
- (h) One recent Passport Size ( 35 mm x 45 mm) photograph.
- (i) One self addressed stamped return envelope.

## **11) Attestation of Salary Certificates:**

(Consular Fee: CHF 38 and Consular Surcharge: CHF 2)

Requirements for attestation of Salary Certificate: -

Duly filled Miscellaneous Services Application form.

[https://www.indembassybern.gov.in/pdf-download/Passport\\_Misc\\_En\\_Hindi.PDF](https://www.indembassybern.gov.in/pdf-download/Passport_Misc_En_Hindi.PDF)

- (a) Photocopy of inside cover pages and other relevant pages of the passport.
- (b) Copy of Valid Swiss resident permit.
- (c) The original and a photocopy of the Salary Certificate duly apostilled by Chancery of State of Canton (Staatskanzlei), where the applicant is residing in Switzerland.
- (d) One recent Passport Size ( 35 mm x 45 mm) photograph.

(e) Duly filled Miscellaneous Services Application form (available on Embassy's website).

(f) Receipts of payment of Service Fee and Consular Surcharge.

(g) One self addressed stamped return envelope.

**12) Attestation of Academic Degree/ Certificate/ Mark Sheet:**

(Service Fee: CHF 38 and Consular Surcharge: CHF 2)

Requirements for attestation of Academic Degree / Certificate/ Mark Sheet: -

Duly filled Miscellaneous Services Application form.

[https://www.indembassybern.gov.in/pdf-download/Passport\\_Misc\\_En\\_Hindi.PDF](https://www.indembassybern.gov.in/pdf-download/Passport_Misc_En_Hindi.PDF)

(a) Original Passport & Photocopy of inside cover pages and other relevant pages of the passport.

(b) Copy of Valid Swiss resident permit.

A. If original degree / certificate /Mark Sheet is to be attested: Such original Degree/Certificate should be duly attested by the General Administration Department of the concerned State/ Ministry of Human Resource Development, Government of India and the Attestation Cell/ Consular Section, Ministry of External Affairs, New Delhi.

B. If a true copy of the degree / certificate is to be attested: Copy of the degree/ certificate is required to be submitted along with the original of the Degree/Certificate duly attested by the General Administration Department of the concerned State and the Attestation Cell/ Consular Section, Ministry of External Affairs, New Delhi.

(c) Receipts of payment of Service Fee and Consular Surcharge.

(d) One recent Passport Size ( 35 mm x 45 mm) photograph.

(e) One self addressed stamped return envelope.

**13). Marriage Certificate**

(Fee: CHF 38 & CHF 2)

Requirements for attestation of Marriage Certificate for marriages performed in India

Duly filled Miscellaneous Services Application form.

[https://www.indembassybern.gov.in/pdf-download/Passport\\_Misc\\_En\\_Hindi.PDF](https://www.indembassybern.gov.in/pdf-download/Passport_Misc_En_Hindi.PDF)

- (a) The original of the Marriage Certificate duly attested by the concerned State Government & Apostilled by the Ministry of External Affairs, New Delhi.
- (b) Copy of Valid Swiss resident permit.
- (c) Photocopy of inside cover pages and other relevant pages of the passport.
- (d) Receipts of payment of Service Fee and Consular Surcharge.
- (e) One recent Passport Size ( 35 mm x 45 mm) photograph.
- (f) One self addressed stamped return envelope.