

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. It is non-refundable.**
- (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 74** if the individual has acquired foreign citizenship after 01.06.2010 & **Consular surcharge of CHF 2.**
- (b) A fee of **CHF 22** if the individual has acquired foreign citizenship before 01.06.2010 & **Consular surcharge of CHF 2.**
- (c) 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>

- (d) 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. **(Renunciation of Indian Citizenship for minor applicants, both parents along with minor child must be present at the time of application submission).**
- (e) Original Indian Passport with copy of main pages.
- (f) Copy of first page of the foreign passport. (good quality color copy should be enclosed).

- (g) Copy of valid Swiss Residence Permit (Except Swiss nationals).
- (h) Copy of the Naturalization Certificate with date of Acquisition of Citizenship.
- (i) Affix one recent good quality color photograph (5 cm x 5 cm with 80% coverage of face / front view).
- (j) Copy of payment receipts of Service Fee and Consular Surcharge.
- (k) One self addressed Registered Stamped Envelope.
- (l) A copy of notarized affidavit with the reasons for changes in the name is required in case of name change in Foreign passport.

2) Police Clearance Certificate (PCC):

(Consular Fee: CHF 22 & 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) Copy of payment receipts of Service Fee and Consular Surcharge.

(g) One self addressed stamped return envelope.

3) Attestation of Power of Attorney (related to Property Matters):

(Service Fee: CHF 18 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

- (a) Original Passport and Photocopy of inside cover pages and other relevant pages of the passport.
- (b) Copy of valid 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) Copy of payment receipts of Service Fee and Consular Surcharge.
- (f) Copy of Attorney/Nominee's passport or copy of identity and address proof (in case of non-availability of passport).
- (g) One self addressed stamped return envelope.

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

(Service Fee: CHF 18 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

- (a) Original Passport & Photocopy of inside cover pages and other relevant pages of the passport.
- (b) Copy of valid 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) Copy of payment receipts of Service Fee and Consular Surcharge.
- (e) One recent Passport Size (35 mm x 45 mm) photograph.
- (f) Copy of Attorney/Nominee's passport or copy of identity and address proof (in case of non-availability of passport).
- (g) One self addressed stamped return envelope.

5) Attestation of Affidavit / Sworn-in Affidavit

(Service Fee: CHF 9 & Consular Surcharge: CHF 2)

Requirements for attestation of Affidavit:-

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

(b) Copy of valid Swiss resident permit.

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

(d) Original Affidavit 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) Copy of payment receipts of Service Fee and Consular Surcharge.

(f) One self addressed stamped return envelope.

6) Attestation of copy of Indian Passport / OCI Card

(Service Fee: CHF 9 & Consular Surcharge: CHF 2)

Requirements for Attestation of copy of Indian Passport / OCI Card

(a) Duly filled Miscellaneous Services Application form.

https://www.indembassybern.gov.in/pdf-download/Passport_Misc_En_Hindi.PDF

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

(c) Copy of valid Swiss resident permit.

(d) Copy of payment receipts of Service Fee and Consular Surcharge.

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

(f) One self addressed stamped return envelope.

7) NRI or Date of Birth Certificate according to Indian Passport :

(Service Fee: CHF 22 & Consular Surcharge: CHF 2)

Requirements for DOB certificate:

(a) Duly filled Miscellaneous Services Application form.

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) Copy of payment receipts of Service Fee and Consular Surcharge.

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

(f) One self addressed stamped return envelope.

8).Attestation of Commercial Documents :

(Service Fee: CHF 44 & 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 19 & 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) Copy of payment receipts of Service Fee and Consular Surcharge.

(e) Copy of Company's registration certificate (Handelsregister).

(f) One self addressed stamped return envelope.

9).Attestation of Documents issued by Swiss Authorities :

(Service Fee: CHF 18 & 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) Copy of payment receipts of Service Fee and Consular Surcharge.

(e) Copy of Swiss address proof.

(f) One self addressed stamped return envelope.

10) 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

(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.

11) Attestation of affidavit for Single / Marital status:

(Consular Fee: CHF 9 & Consular Surcharge: CHF 2)

Requirements for attestation of affidavit for single / marital status:

(i). Single/Marital-Status Certificate or any other such related documents may be issued by Authorities in India only. Accordingly, applicants may approach a competent court/ SDM having jurisdiction of the area of their residential address. This can be in the form of a certificate/ affidavit notarized by SDM which is required to be counter-attested by the Home Department of the State concerned.

(ii). The above-mentioned Certificate or Decree counter-attested by the Home Department of the State concerned shall thereafter be got attested/apostilled from the Consular, Passport and Visa Division of the Ministry of External Affairs New Delhi or its Branch Secretariats and Regional Passport Offices where such facilities are available.

(iii). The above mentioned documents once attested by the above authorities as mentioned in above para can be submitted to the Embassy of India, Berne for attestation service along with the following documents:

- (a) Duly filled Miscellaneous Services Application form.
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) Copy of payment receipts 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.

12) Sworn Affidavit for Obtaining Child's Passport in India

(Consular Fee: CHF 9 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

- (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 valid 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) Copy of payment receipts of Service Fee and Consular Surcharge.
- (h) One recent Passport Size (35 mm x 45 mm) photograph.
- (i) One self addressed stamped return envelope.

13) Attestation of Salary Certificates:

(Consular Fee: CHF 18 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

- (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) Copy of payment receipts of Service Fee and Consular Surcharge.
- (g) One self addressed stamped return envelope.

14) Attestation of Academic Degree/ Certificate/ Mark Sheet:

(Service Fee: CHF 18 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

- (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) Copy of payment receipts of Service Fee and Consular Surcharge.
- (d) One recent Passport Size (35 mm x 45 mm) photograph.
- (e) One self addressed stamped return envelope.

15). Attestation of Marriage Certificate / Birth Certificate

(Service Fee: CHF 18 & Consular Surcharge 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

(a) The original Marriage Certificate / Birth 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) Copy of payment receipts of Service Fee and Consular Surcharge.

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

(f) One self addressed stamped return envelope.

16) Registration of death of Indian National:

(Service Fee: **Gratis** & Consular Surcharge **Gratis**)

(a) Original Indian passport of the deceased.

(b) Copy of death registration certificate issued by Swiss authorities.

(c) Cause of death certificate from authorized medical doctor/hospital.

(d) Cremation certificate (in case of mortal remains cremated in Swiss).

(e) Copy of passport or any identification/address proof of informer / family member / friend of deceased.

(f) If required any other extra document can be requested by the embassy.

17) Transportation of mortal remains of Indian nationals to India :

The following documents are necessary for PUBLIC HEALTH CLEARANCE of Human Remains:

1. Death Certificate issued by the Health Department and International Death Certificate clearly mentioning the cause of death.

If the cause of death is mentioned as Cardio-respiratory arrest/natural death/pending to be ascertained after post-mortem/not possible to clearly mention the exact cause of death due to some unavoidable reasons – then in all such situations, the Health Department is required to issue a certificate stating “the person has not died because of the infectious/communicable/notifiable disease”.

2. Embalming certificate.

THE ABOVE CERTIFICATES HAVE TO BE IN ENGLISH OR TRANSLATED IN ENGLISH BY THE AUTHORIZED TRANSLATOR.

[The documents would be attested by the Embassy.]

3. Facilitation letter from the Indian Embassy/Consulate.

4. Passport of the deceased (required to be cancelled at the Embassy).

5. Flight details.

Note: The above documents in original (with English translation where required), photocopy of the documents and passport of the deceased are required to be presented to the Health Officer at the airport for clearance.

Certificates are issued by the Embassy to enable transport of a dead body to India. Original document along with one set of copies are required to submit in person at the Embassy after scheduling an appointment.

Check list of Documents: -

1. International death certificate (Auszug aus dem Todesregister)

2. Doctor's certificate. (ärztliche todesbescheinigung)

3. Embalming certificate.

4. Certificate from the undertaker confirming that the packing of body is in accordance with international regulations.

5. Clearance of Swiss authorities for release of mortal remains. (Leichenpass)

6. Letter pertaining to shipment of mortal remains.

7. Original Indian Passport of the deceased

8. If required any other extra document can be requested by the Embassy.