

HOW TO APPLY

Note: *Applications for cancellation of Indian passport/obtaining Surrender Certificate will be accepted **by mail only** (except for special cases). Applicants who also need to apply for Overseas Citizenship of India (OCI) or Persons of Indian Origin (PIO) card by mail, may send their OCI/PIO applications and 'Cancellation of Indian Passport/Obtaining Surrender Certificate' applications in the same envelope with separate document sets and fees.*

Mode of Applying

Applications should be submitted **by mail only**. The envelope should be superscribed as "Cancellation of Indian Passport" and mailed to 'Renunciation Cell, Consulate General of India, 3 East 64 Street, NYC-10065'. Applicants may please ensure that the applications are complete in all respects. Deficient applications will be returned without processing to the sender by ordinary mail. The Consulate will bear no responsibility for documents lost in mail.

Processing Time

Once received at the Consulate, the applications will be processed within 7 working days. Only special cases will be accepted at the Consulate counter.

Documents Required

- (i) Form (in duplicate- fill out the form and submit along with its photocopy)
- (ii) Last held Indian passport
- (iii) Photocopy of first 5 and last 2 pages of last held Indian passport
- (iv) Photocopy of first 2 pages of US passport (in case the US passport has been renewed on or after June 1, 2010, then photocopy of first 2 pages of previous US passport should also be submitted)
- (v) **Applicable Fees:**
 - Applicants who acquired US citizenship **on or before 31st May 2010- \$20**
 - Applicants who acquired US citizenship **on or after 1st June 2010- \$175**
 - Applicants whose **US passports were issued after 1st June 2010 but were naturalized before June 1, 2010- \$20** (additionally, proof of their naturalization before June 1, 2010 should be submitted).

The fee may be paid as money order or certified check in the name of 'Consulate General of India'. Cash or personal checks are not acceptable.

Combined money order/certified check may be made for the total fee of family members sending their passports in the same envelope.

(vi) **Postage:**

For return by Express Mail (with tracking number): A separate money order for **additional US\$ 20**.

OR

For return by Priority Mail (without tracking number): A separate money order for **additional \$10**.

- (vii) Covering letter enlisting all the documents enclosed including the total fee amount of the money order/certified check and clearly indicating the return mailing address for the cancelled passport/Surrender Certificate.

For any queries in this regard, you may write to cpv@indiacgny.org.