

Following applicants may submit their applications for cancellation of Indian passport/obtaining Surrender Certificate at the Consulate counter:

1. **Those who come to pick up their ready OCI documents at the Consulate counter.**

(Applicants who wish to collect their OCI documents by mail should submit their 'cancellation of Indian passport/obtaining Surrender Certificate' applications by mail only. Fresh OCI applicants need to send their applications by mail only. They should send their 'cancellation of Indian passport/obtaining Surrender Certificate' applications along with, in the same envelope.)

2. **PIO applicants who submit their applications at the counter.**

(Those who send their PIO applications by mail should send their 'cancellation of Indian passport/obtaining Surrender Certificate' applications along with, in the same envelope.)

3. **Those who need to apply for Emergency visa at the Consulate counter.**

(Regular visa applicants should first get their Indian passports cancelled by applying through mail and then apply for visa at Travisa office with a copy of their cancelled Indian passport.)

4. **Those who need to travel to India urgently (within 7 days)-** confirmed air bookings need to be submitted along with the application.

All other applications will be accepted **by mail only**.