

Embassy of India

Lisbon

**Passport/Consular/OCI Services Details and fee chart with effect from
01/04/2026**

**Please note: For all Consular/Passport, Visa and OCI services,
appointment is mandatory.**

SL No	Service	Documents Required	Fees	ICWF Charges	Postal Charges	Total
1	Police Clearance Certificate (PCC)	<ol style="list-style-type: none">Duly Filled PCC application form https://mportal.passportindia.gov.in/gpspOriginal PassportPassport Copy (first page and last page of passport)Copy of any Residence proof (Junta/NIF) of Portugal/valid Portuguese residence permit copy.	20 Euros	2	4	
2	Renewal of Passport (above 18 years)	<ol style="list-style-type: none">Duly Filled Passport application form - https://mportal.passportindia.gov.in/gpspOriginal PassportPassport Copy (first page and last page)Copy of valid Resident permit. If applicant is not a resident permit holder, then any 4 proofs (Junta, NIF, Social Security contribution statement, Work contract with contact details - email address, telephone number, full address and	60 Euros	2	4	

NIF number of Employer).

5. For more information Please visit -

<https://www.eoilisbon.gov.in/page/passports/>

Please note that Tatkaal service is not available at the Embassy

3	Renewal of Passport (below 18 years)	1. Duly Filled Passport application form - https://mportal.passportindia.gov.in/gpsp	40 Euros	2	4
		2. Original Passport	60 Euros (Between 15-18 Years)		
		3. Passport Copy (first page and last page)			
		4. Copy of valid Resident permit. If applicant is not a resident permit holder, then any 4 proofs (Junta, NIF, Social Security contribution statement, Work contract with contact details - email address, telephone number, full address and NIF number of Employer).			
		5. Please note that parent's signatures are required on the form with their passport and residence proof copies (Kindly note if one parent is not living in Portugal authority letter along with ID proof is required to be submitted.)			
		For more information Please visit - https://www.eoilisbon.gov.in/page/passports/			

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not available at the Embassy

4	Fresh Passport for Minor including Birth Registration	<p>1. Please check the documents on - https://www.eoilisbon.gov.in/page/pasports/</p> <p>2. Duly Filled Passport application form - https://mportal.passportindia.gov.in/gpsp</p> <p>3. Original and photocopy of parent's passport.</p> <p>4. Duly filled child's birth registration form - https://indiancitizenshiponline.nic.in/</p> <p>5. Copy of valid Resident permit. If applicant is not a resident permit holder, then any 4 proofs (Junta, NIF, Social Security contribution statement, Work contract with contact details - email address, telephone number, full address and NIF number of Employer).</p> <p>6. Original and photocopy of Birth Certificate of the Child</p> <p>7. Marriage certificate of parents <u>duly apostilled</u> by Ministry</p>	40 Euros (For fresh passport of Minor)	2	4
			19 Euros (for birth registration)	2	

of External Affairs, India. In case of no marriage certificate, sworn affidavit to be made by both parents.

8. Please note that parent's signatures are required on the form with their passport and residence proof copies (kindly note if one parent is not living in Portugal authority letter along with ID proof is required to be submitted.)

9. For more information Please visit -

<https://www.eoilisbon.gov.in/page/passports/>

10. Please note that Tatkaal service is not available at the Embassy.

5	Damaged passport	1. Duly Filled Passport application form - https://mportal.passportindia.gov.in/gpsp	110 Euros	2	4
		2. Original Passport			
		3. Passport Copy (first page and last page)			
		4. Copy of valid Resident permit. If applicant is not a resident permit holder, then any 4 proofs (Junta, NIF, Social Security contribution statement, Work contract with contact details - email address, telephone number, full			

address and NIF number of

Employer).

5. Salary slips of latest 6
Months & proof of contribution
to Social Security.

6. **Sworn affidavit**- How passport has
been damaged.

<https://www.eoilisbon.gov.in/docs/1587608622loss%20passport%20affidavit.pdf>

For more information Please visit -

<https://www.eoilisbon.gov.in/page/passports/>

Please note that Tatkaal service is
not available at the Embassy

6	Lost Passpo rt	1. Duly Filled Passport application form - https://mportal.passportindia.gov.in/gpsp	110 Euros	2	4
		2. Passport Copy (first page and last page)			
		3. Police Report's with Passport No. copy and original			
		4. Copy of valid Resident permit. If applicant is not a resident permit holder, then any 4 proofs (Junta, NIF, Social Security contribution statement, Work contract with contact details - email address, telephone number, full address and NIF number of Employer).			

5. Salary slips of latest 6 Months & proof of contribution to Social Security

6. Affidavit (To be filled in hard copy and duly signed) -

<https://tinyurl.com/y8owtb88>

For more information Please visit

[-https://www.eoilisbon.gov.in/page/passports/](https://www.eoilisbon.gov.in/page/passports/)

<https://www.eoilisbon.gov.in/page/passports/>

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7	Emergency Certificate	<p>1. Duly Filled Passport application form -</p> <p>https://mportal.passportindia.gov.in/gpsp</p> <p>2. <u>In case of loss of passport, police report's copy and original with Passport No. recorded.</u></p> <p>3. Passport Copy (first page and last page) Copy of Residence proof of Portugal/Portuguese residence</p> <p>4. Written application giving reasons for issue of EC</p> <p>5. Confirmed flight ticket to India.</p> <p>6. 2 photographs (5*5 cms)</p>	12 Euros	2	
8	Surrender Certificate	<p>1.Applicants needs to fill the application for surrender of Indian Passport through the following link –</p>	20.00 Euro	2	4

<https://mportal.passportindia.gov.in/gpsp>

2. Original Indian passport along with Passport Copy (first page and last page)

3. Portuguese Passport copy

4. Portuguese Citizen Card

5. Portuguese Birth Certificate copy (all three pages) with endorsement stamp of date of acquisition of Portuguese Nationality.

6. A person who has ceased to be Indian citizen is required to surrender the documents which he/she had acquired on the basis of his Indian Citizenship (e.g. Voter ID Card, Aadhar etc.) to the authorities concerned.

7. In view of these provisions, Persons of Indian Origin, intending to apply for OCI Cards, should first complete the process of surrender of their Indian passports and then apply for these services.

9	Renunciation of Indian nationality under Section 8 of	This service is applicable only to Indian nationals / Indian passport holders and not for those who already hold foreign / Portuguese nationality / passport. The eligible	Rs. 8000 (Through MHA Portal) or 88.00 Euro
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Indian citizenship Act applicant has to apply online at <https://indiancitizenshiponline.nic.in/Renounce> .Once the citizenship renunciation certificate is issued, the applicant has to surrender his Indian passport as per procedure.

II. Consular Services

10	Driving License Declaration	<ol style="list-style-type: none">1. Passport Copy (first page, visa and back page)2. Copy of one Residence proof of Portugal/valid Portuguese residence card copy.3. Driving License Copy4. Regional Transport Office (RTO) declaration duly apostilled by the Ministry of External Affairs (original and self-attested copy)	19 Euros	2	4
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All copies and originals are to be submitted at the counter

11	Consular Inscription Certificate	<ol style="list-style-type: none">1. Passport Copy (first page and last page)2. Copy of one Residence proof of Portugal/ valid Portuguese residence card copy. Same as S. No. 8.	20 Euros	2	4
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12	Nationality Certificate	<ol style="list-style-type: none">1. Passport Copy (first page and last page)2. Copy of one Residence proof of Portugal/valid Portuguese	20 Euros	2	4
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residence card copy.

13	Matrimonial Condition Certificate	<ol style="list-style-type: none">1. Passport Copy (first page and last page)2. Copy of one Residence proof of Portugal/valid Portuguese residence card copy.3. Bachelorship or eligibility of marriage certificate issued by a court of law (Gram Panchayat) in India and is <u>apostilled</u> by the Ministry of External Affairs (original and copy)	19 Euros	2	4
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14	Certificate giving details of birth as extracted from Passport	<ol style="list-style-type: none">1. Passport Copy (first page and last page)2. Copy of one Residence proof of Portugal/valid Portuguese residence card copy.	20 Euros	2	4
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15	Registration of Death and Transportati on of Corpse to India.	<ol style="list-style-type: none">1. Death Certificate Form - https://tinyurl.com/y76a7c2c2. Original and Photocopy of passport of the deceased3. Death certificate (original and copy) issued by Portuguese registration office4. Cause of death certificate (original and copy) issued by the Hospital5. Sanitary certificate (original and copy) for transport of corpses from Portugal to India	19 Euros	2	4
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issued by Portuguese Health Authority

6. "Livre-Transito Mortuario" (Free Mortuary Traffic) (original and copy)

issued by PSP (Policia de Seguranca Publica)

7. Embalming Certificate (original and copy)

8. Identity document (original and copy) for the person registering the death

All the certificates from serial no 3 to 7 needs to duly translated in English and notarized by Portuguese notary.

After Death certificate is issued and the above documents are attest by the Embassy, the Funeral Agency needs to upload the same through the portal

<https://ecare.mohfw.gov.in/>

16.	School Certificate	1. Passport Copy of applicant and parents (first page and last page) 2. Copy of one Residence proof of Portugal/ valid Portuguese residence card copy of applicant and parents. 3. Photocopy and original of duly apostilled School Certificate	19 Euros	2	4
17	No Validity Certificate	1. Passport Copy (first page and last	19 Euros	2	4

(only for Birth and Marriage certificate)

page)

2. Copy of one Residence proof of Portugal/ valid Portuguese residence card copy.
3. Photocopy and original of duly apostilled Marriage Certificate or Birth Certificate

18. **Single Status Certificate**

The Embassy does NOT issue bachelor ship certificates. However, if the applicant already holds a bachelorship or eligibility of marriage certificate issued by a court of law in India and is apostilled by the Ministry of External Affairs, (Consular Division), Patiala House, New Delhi, such apostilled documents do not require additional attestation from this Embassy.

For more information visit the link at

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<https://www.mea.gov.in/bachelorhood-single-status-certificate.htm>

III Attestation

Please note that the Embassy can only attest Power of Attorney of Indian passport holders or OCI card holders. Other nationals, who do not hold OCI card, need to get their Power of Attorney or documents apostilled from the Portuguese Authorities.

19 **Commercial Documents**

1. Please bring original and copy of documents (which are to be attested) and identification

46 Euros

2

4

		document (identity card / passport / PIO card / OCI card).			
20	Power of Attorney (related to non-property matters)	<ol style="list-style-type: none"> 1. Original and two photocopies of power of attorney and IDs. 2. Original and copy of Passport 3. Copy of residence proof of Portugal 	10 Euros	2	4
21	Power of Attorney (related to property matters)	<ol style="list-style-type: none"> 1. Power of attorney (related to property matters) is to be signed by the person and two witnesses, in the presence of the consular officer of the Embassy. 2. The person and two witnesses should bring an identification document (identity card / passport / PIO card / OCI card) 3. Original and two photocopies of power of attorney and IDs. 4. Original and copy of Passport 5. Copy of residence proof of Portugal 	19 Euros	2	4
22	General Attestations	<ol style="list-style-type: none"> 1. Document needs to be signed by the person in the presence of the consular officer of the Embassy. 2. Original and copy of Passport 3. Copy of residence proof of Portugal 4. Please bring original and copy of documents to be attested and identification document 	10 Euros	2	4

		(identity card / passport/ PIO card / OCI card).			
23	Life certificate	1. Pension Payment order Number 2. Original and copy of Passport 3. Copy of residence proof of Portugal	Gratis		
24	Attestation of Affidavit for Minors to make their passports in India	1. Document needs to be signed by the person in the presence of the consular officer of the Embassy. 2. Original and copy of Passport 3. Copy of residence proof of Portugal 4. Duly typed NOC.	10 Euros	2	4
IV OCI Services					
25.	Fresh OCI	1. OCI application link - https://ociservices.gov.in/welcome 2. Please check the documents on https://www.eoilisbon.gov.in/page/oci/	251 Euros	3	4
26.	PIO to OCI	1. OCI application link - https://ociservices.gov.in/welcome 2. Please check the documents on https://www.eoilisbon.gov.in/page/oci/	92 Euros	3	4
27.	Renewal of foreign passport	1. OCI application link - https://ociservices.gov.in/welcome	21 Euros	3	4

	(OCI Miscellaneous Services)	2. Please check the documents on https://www.eoilisbon.gov.in/page/oci/			
28.	Re-issuance of OCI card after attaining the age of 50 years (OCI Miscellaneous Services)	1. OCI application link - https://ociservices.gov.in/welcome 2. Please check the documents on https://www.eoilisbon.gov.in/page/oci/	21 Euros	3	4
29.	Loss/damage of OCI Card (OCI Miscellaneous Services)	1. OCI application link - https://ociservices.gov.in/welcome 2. Please check the documents on https://www.eoilisbon.gov.in/page/oci/	92 Euros	3	4
V Visa Services					
30.	Visa	Applicants are requested to fill the form here - https://indianvisaonline.gov.in/visa/index.html For visa fee details visit - https://www.eoilisbon.gov.in/page/visa-fee/ For more details visit-			

<https://www.eoilisbon.gov.in/page/visa/>
<https://www.eoilisbon.gov.in/page/visa-apply/>

For various services and queries you may please write to the following emails

1. _____ Consular services PCC/Passport-

cons.lisbon@mea.gov.in

conspassport.lisbon@mea.gov.in

2. Visa Services – visa.lisbon@mea.gov.in

3. OCI services – oci.lisbon@mea.gov.in

For Consular queries please Call +351-213041104 (Only between 02:30 pm to 05:00 pm on Working Days)

For more details please visit <https://www.eoilisbon.gov.in>