

Embassy of India-Lisbon

**Passport / Consular / OCI Services Details and Fee Chart Effective from:
01/07/2026**

Note: Appointment is mandatory for all Passport, Consular, Visa and OCI services.

1. Passport Services

1.1 Renewal of Passport (above 18 years)

Required Documents:

- Duly Filled Passport application form - <https://mportal.passportindia.gov.in/gpsp>
- Original Passport
- Passport Copy (first page and last page)
- Original and 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).
- For more information Please visit - [Embassy of India, Lisbon, Portugal : Passport](#)
- Please note that Tatkaal service is not available at the Embassy

Fees: 107 Euros (36 Pages) | ICWF: 2 | Postal: 4

Fresh Passport or reissue of Passport of 60 pages

Fees: 150 Euros | ICWF: 2 | Postal: 4

1.2 Renewal of Passport (below 18 years)

Required Documents:

- Duly Filled Passport application form - <https://mportal.passportindia.gov.in/gpsp>
- Original Passport
- Passport Copy (first page and last page)
- Original and copy of valid Resident permit or any residence proof of Portugal, such as school admission documents.
- Passport and residence cards copies of both the parents (If parents do not hold resident permit, then any 4 proofs are required (Junta, NIF, Social

Security contribution statement, Work contract with contact details - email address, telephone number, full address and NIF number of Employer).)

- Please note that both the 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 (NOC) duly attested by our Embassy in respective country, along with ID proof is required to be submitted.)
- For more information Please visit -
[Embassy of India, Lisbon, Portugal : Passport](#)
- Please note that Tatkaal service is not available at the Embassy

Fees: 77 Euros | ICWF: 2 | Postal: 4

Fees: 107 Euros (Between 15-18 Years) | ICWF: 2 | Postal: 4

1.3. Fresh Passport for Minor including Birth Registration

Required Documents:

- Please check the documents on -
<https://www.eoilisbon.gov.in/page/passports/>
- Duly Filled Passport application form -
<https://mportal.passportindia.gov.in/gpsp>
- Original and photocopy of parent's passport.
- Original and photocopy of residence cards of both the parents (If parents do not hold resident permit, then any 4 proofs are required (Junta, NIF, Social Security contribution statement, Work contract with contact details - email address, telephone number, full address and NIF number of Employer).)
- Duly filled child's birth registration form -
<https://indiancitizenshiponline.nic.in/>
- Original and photocopy of Birth Certificate of the Child
- Marriage certificate of parents duly apostilled by Ministry of External Affairs, India. In case of no marriage certificate, sworn affidavit to be made by both parents.
- 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 (NOC) duly attested by our Embassy in respective country, along with ID proof is required to be submitted.)
- For more information Please visit -
[Embassy of India, Lisbon, Portugal : Passport](#)
- Please note that Tatkaal service is not available at the Embassy.

Fees: 77 Euros (For fresh passport of Minor)| ICWF: 2 | Postal: 4

Birth Registration - 19 Euros (for birth registration) | ICWF: 2 | Postal: 4

***Note- Children below the age of 8 years shall be entitled to a 10% discount on the issuance of a fresh passport.**

1.4. Damaged passport

Required Documents:

- Duly Filled Passport application form - <https://mportal.passportindia.gov.in/gpsp>
- Original Passport
- Passport Copy (first page and last page)
- Original and 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).
- Salary slips of latest 6 Months & proof of contribution to Social Security.
- Sworn affidavit- How passport has been damaged.
<https://tinyurl.com/y8owtb88>
- For more information Please visit - [Embassy of India, Lisbon, Portugal : Passport](#)
- Please note that Tatkaal service is not available at the Embassy

Fees: 214 Euros (36 Pages)| ICWF: 2 | Postal: 4

Passport in lieu of lost or damaged Passport of 60 pages

Fees: 257 Euros (60 Pages)| ICWF: 2 | Postal: 4

1.5. Lost Passport

Required Documents:

- Duly Filled Passport application form - <https://mportal.passportindia.gov.in/gpsp>
- Passport Copy (first page and last page)
- Police Report's with Passport No. copy and original
- Original and 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).
- Salary slips of latest 6 Months & proof of contribution to Social Security
- Affidavit (To be filled in hard copy and duly signed) - <https://tinyurl.com/y8owtb88>
- For more information Please visit [Embassy of India, Lisbon, Portugal : Passport](#)

- Please note that Tatkaal service is not available at Embassy.

Fees: 214 Euros (36 Pages)| ICWF: 2 | Postal: 4

Passport in lieu of lost or damaged Passport of 60 pages

Fees: 257 Euros (60 Pages)| ICWF: 2 | Postal: 4

2. Police Clearance Certificate (PCC)

Required Documents:

- Duly Filled PCC application form <https://mportal.passportindia.gov.in/gpsp>
- Passport Copy (first page and last page of passport, attested by ctt)
- Copy of any Residence proof (Junta/NIF/NISS) of Portugal/valid Portuguese residence permit copy.
- Payment proof

Fees: 35 Euros | ICWF: 2 | Postal: 4 | Transtion charges 1

Please visit the given link for more information [Embassy of India, Lisbon, Portugal : Acceptance of PCC applications only by post](#)

3. Emergency Certificate

Required Documents:

- Duly Filled Passport application form - <https://mportal.passportindia.gov.in/gpsp>
- In case of loss of passport, police report's copy and original with Passport No. recorded.
- Passport Copy (first page and last page)
- Copy of Residence proof of Portugal/Portuguese residence
- Written application giving reasons for issuance of EC
- Confirmed flight ticket to India.
- 2 photographs (5*5 cms)

Fees: 13 Euros | ICWF: 2 |

4. Surrender Certificate

Required Documents:

- Applicants needs to fill the application for surrender of Indian Passport through the following link – <https://mportal.passportindia.gov.in/gpsp>
- Original Indian passport along with Passport Copy (first page and last page)
- Portuguese Passport copy

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

Fees: 35 Euro | ICWF: 2 | Postal: 4

5. Renunciation of Indian nationality under Section 8 of Indian citizenship Act

Required Documents:

- This service is applicable only to Indian nationals / Indian passport holders and not for those who already hold foreign / Portuguese nationality / passport. The eligible 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.

Fees: Rs. 8000 (Through MHA Portal) or 88.00 Euro

6.Consular Services.

6.1 Driving License Declaration

Required Documents:

- Original and copy of Passport (first page, visa and back page)
- Original and Copy of one Residence proof of Portugal/valid Portuguese residence card copy.
- Original and copy of driving License
- Original and Copy of Regional Transport Office (RTO) declaration duly apostilled by the Ministry of External Affairs (original and self-attested copy)
- All copies and originals are to be submitted at the counter

Fees: 19 Euros | ICWF: 2 | Postal: 4

6.2. Consular Inscription Certificate

Required Documents:

- Original and Passport Copy (first page and last page)
- Original and Copy of one Residence proof of Portugal/ valid Portuguese residence card copy. Same as S. No. 8.

Fees: 19 Euros | ICWF: 2 | Postal: 4

6.3. Nationality Certificate

Required Documents:

- Original and Passport Copy (first page and last page)
- Original and copy of one Residence proof of Portugal/valid Portuguese residence card copy.

Fees: 19 Euros | ICWF: 2 | Postal: 4

6.4 Matrimonial Condition Certificate

Required Documents:

- Passport Copy (first page and last page)
- Copy of one Residence proof of Portugal/valid Portuguese residence card copy.
- Bachelorship or eligibility of marriage certificate issued by a court of law (Gram Panchayat) in India and is apostilled by the Ministry of External Affairs (original and copy)

Fees: 19 Euros | ICWF: 2 | Postal: 4

6.5 Certificate giving details of birth as extracted from Passport

Required Documents:

- Original and Passport Copy (first page and last page)
- Original and copy of one Residence proof of Portugal/valid Portuguese residence card copy.

Fees: 19 Euros | ICWF: 2 | Postal: 4

6.6 Registration of Death and Transportation of Corpse to India.

Required Documents:

- Death Certificate Form - <https://tinyurl.com/y76a7c2c>

- Original and Photocopy of passport of the deceased
- Death certificate (original and copy) issued by Portuguese registration office
- Cause of death certificate (original and copy) issued by the Hospital
- Sanitary certificate (original and copy) for transport of corpses from Portugal to India issued by Portuguese Health Authority
- “Livre-Transito Mortuario” (Free Mortuary Traffic) (original and copy) issued by PSP (Policia de Seguranca Publica)
- Embalming Certificate (original and copy)
- 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/>

Fees: 19 Euros | ICWF: 2 | Postal: 4

6.7 School Certificate

Required Documents:

- Original and Passport Copy of applicant and parents (first page and last page)
- Original and copy of one Residence proof of Portugal/ valid Portuguese residence card copy of applicant and parents.
- Photocopy and original of duly apostilled School Certificate.

Fees: 19 Euros | ICWF: 2 | Postal: 4

6.8 No Validity Certificate (only for Birth and Marriage certificate)

Required Documents:

- Passport Copy (first page and last page)
- Original and copy of one Residence proof of Portugal/ valid Portuguese residence card copy.
- Photocopy and original of duly apostilled Marriage Certificate or Birth Certificate

Fees: 19 Euros | ICWF: 2 | Postal: 4

6.9. Single Status Certificate (Embassy does NOT issue bachelor ship certificates)

- 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 – [Bachelorhood / Single Status Certificate | Ministry of External Affairs, Government of India](#)

7. Attestation

Please note that the Embassy can only attest Power of Attorney of Indian passport holders and 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.

7.1 Commercial Documents

Required Documents:

- 1. Please bring original and copy of documents (which are to be attested) and identification document (identity card / passport / PIO card / OCI card).
- Original and copy of one Residence proof of Portugal/ valid Portuguese residence card copy.

Fees: 46 Euros | ICWF: 2 | Postal: 4

7.2 Power of Attorney (related to property matters)

Required Documents:

- 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.
- The person and two witnesses should bring an identification document (identity card / passport / PIO card / OCI card)
- Original and two photocopies of power of attorney and IDs.
- Original and copy of Passport
- Original and copy of one Residence proof of Portugal/ valid Portuguese residence card copy.

Fees: 19 Euros | ICWF: 2 | Postal: 4

7.3 Power of Attorney (related to non-property matters)

Required Documents:

- Original and two photocopies of power of attorney and IDs.
- Original and copy of Passport
- Original and copy of one Residence proof of Portugal/ valid Portuguese residence card copy.

Fees: 10 Euros | ICWF: 2 | Postal: 4

7.4. General Attestations

Required Documents:

- Document needs to be signed by the person in the presence of the consular officer of the Embassy.
- Original and copy of Passport
- Original and copy of one Residence proof of Portugal/ valid Portuguese residence card copy.
- Please bring original and copy of documents to be attested and identification document (identity card / passport/ PIO card / OCI card).

Fees: 10 Euros | ICWF: 2 | Postal: 4

7.5 Life certificate

Required Documents:

- Pension Payment order Number
- Original and copy of Passport
- Original and copy of one Residence proof of Portugal/ valid Portuguese residence card copy.

Fees: Gratis

7.6 Attestation of Affidavit for Minors to make their passports in India

Required Documents:

- Document needs to be signed by the person in the presence of the consular officer of the Embassy. [AnnexureD.pdf](#)
- Original and copy of Passport
- Original and copy of one Residence proof of Portugal/ valid Portuguese residence card copy.

- Duly typed NOC.

Fees: 10 Euros | ICWF: 2 | Postal: 4

8. OCI Services.

Embassy of India, Lisbon provides the following services related to OCI:

- Fresh OCI
- Re-issuance of OCI Card after attaining the age of 50 years
- Loss/Damage of OCI Card
- OCI Miscellaneous Services

For detailed information regarding required documents, application procedures, and applicable fees, please visit: [Embassy of India, Lisbon, Portugal : OCI Card](#) and [Online OCI Services](#).

9. Visa Services

Embassy of India, Lisbon provides regular paper visa services.

Please visit the following links for more information on e-Visa, regular paper visa, types of visas, required documents, and applicable visa fees:

- e-Visa : [Embassy of India, Lisbon, Portugal : e-Visa](#)
- Regular Paper Visa: [Embassy of India, Lisbon, Portugal : Visa](#)
- Types of Visas and Necessary documents : [Embassy of India, Lisbon, Portugal : Confirmation](#)
- Visa Fees: [Embassy of India, Lisbon, Portugal : Visa Fees](#)
