

Surrender of Indian Passport/Renunciation Certificate

(i) Online application form duly filled and signed wherever applicable alongwith the system-generated Provisional Receipt.

Applicants are advised to go through the guidelines/instructions before filling the online application form. Link for filling the Application Form online and printing copy for submission at <https://embassy.passportindia.gov.in/> and select 'Mexico' as country.

(ii) Indian passport in original with photocopies of first, second and last page of the passport and the page(s) containing Passport Officer's observation(s), if any.

(iii) Original Letter of employer in English, signed by the authorized signing authority of the Company addressed to the Consular Officer, Embassy of India, stating date of appointment and position in the Company. In case of private business, copy of Company's registration with SAT.

(iv) Original & copy of proof of legal residence in Mexico i.e. FM3 (Resident Permanent)/ FM2 (Resident Temporary).

(v) Copy of proof of residential address in Mexico i.e. electricity, water, telephone bill in the name of applicant or any family member (If utility bills are in the name of owner, then copy of owner's ID is required) **OR** Copy of a lease deed /rent agreement with a copy of owner's Mexican ID.

(vi) Copy of Foreign passport and Nationality Certificate.

(vii) Two recent photographs with white back ground.

Fee and Mode of payment:

Fee to be deposited in respective banks and it is required to bring original fee payment receipts.

HSBC Bank	
Embajada de la Republica De la India	MXN \$ 3630
0199300451	

Scotia Bank Embajada de la Republica De la India 104978276	MXN \$ 45
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Do not deposit complete fee in one bank!