

REGISTRATION OF BIRTH

Applicant Name:	Passport No.:
Email Address:	Phone No.:

- **Details:** Birth (out of India) of a newborn child to Indian parents should be first registered at following MHA website, where details/procedure are available
<https://indiancitizenshiponline.nic.in/Home2.aspx?formcode=09>

As a next step, birth of the newborn should be registered at the mission/ post in order to obtain the Indian passport. The registration of birth must be done at the mission/ post within one year of the Child's birth.

Sr. No.	Mandatory Documents
	Signature of the applicant on all documents should match the signature on their current valid passport
1	Application forms Download the Miscellaneous Application form and fill it up carefully along with the completed Birth Registration Form . [Washington DC Applicants – Both parents need to fill separate Miscellaneous Application form] Application form – Signed by both Parents - Notarized Two copies of the print out of duly filled in, online MHA application form referred above, signed by both parents, same as in their current passport (duly notarized).
2	Photograph – Passport Size <u>Paste the applicant's photo</u> on the application form/s PHOTOGRAPH SPECIFICATIONS (Must be white background) • 2 Photos of size 51mm x 51 mm (2 by 2 size) preferably White Background– PHOTOGRAPHS MUST BE IDENTICAL. • Photo must be taken within 6 months. • Shoulder must be visible • Without glasses • Without flashlight reflection • With dark coloured attire to distinguish with white background • With good lighting on the face • Photos must be compliant with specifications; To know more about photo specifications – Please click here
3	Copy of Birth Certificate - Notarized Notarized copy of the Birth Certificate of new born child issued by local authorities.
4	Self-Sworn Affidavit – Signed by both Parents <u>Self-Sworn Affidavit</u> of both parents that they have not taken any other nationality for the child.
5	Self-Sworn Affidavit (NOC) – Signed by both Parents <u>Self-Sworn Affidavit (NOC)</u> of both parents that they have no objection to the registration and obtaining passport for the child.

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6	Copy of Current Parents Passport - Notarized Notarized photocopies of the first and last pages of current Indian passports of both parents.
7	Copy of US Legal Status - Notarized Notarized photocopy of documents showing valid US visa status
8	Copy of Proof of Address in the USA - Notarized and Photocopy US Driving License or Utility Bill or Lease Agreement or State Identity Card or Mortgage Deed.
9	VFS Application Confirmation Letter Consular fee - \$25.00 per copy, \$2.00 -ICWF and VFS service fee \$19.00 . Total Fees \$46.00 per application . The fee can be paid online or through single money order / cashier's cheques, drawn in favour of "VFS Services (USA) Inc". Note: Personal cheques, personal money orders, and other banking instruments are not accepted.