

Collection of Documents

Passports/Other consular documents can be collected from our counters between 16:00-17:00 hours on any working day. The applicant has to come personally to collect the Passport. In case of minor children or elderly persons, members of the immediate family i.e. parents or children can collect the Passport. The applicants are also required to bring along the following documents at the time of collection, Original bank receipt.

Old Indian Passport, if it was taken back at the time of submission of Passport application (Only for Passport collection). Authorization letter in case of elderly individuals in favor of immediate family members.

NOTE:

1. Original documents will be returned after verification at the counter.
2. After the submission of application at the Embassy, fee is to be paid in cash at the Embassy of India, Sana'a and camp office in Djibouti..
4. Additional documents may be sought, in certain cases.
5. Fee paid is non-refundable.
6. Fee Receipt should be produced at the time of collection of Services.
7. Kindly check the fees structure/ table in Consular services/ Consular fees for Passport, Attestation & Miscellaneous Consular Services, Visa, OCI/PIO services, Indian Community Welfare Fund (ICWF).
8. The applicant has to appear in person to collect his/her document. No third parties shall be allowed to collect documents on behalf of any applicant.
9. For any further query, suggestions/ feedback, please e-mail:
cons.sanaa@mea.gov.in & adm.sanaa@mea.gov.in