

**Embassy of India, Sana'a  
Camp Djibouti**

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**GENERAL INFORMATION ON CONSULAR SERVICES**

Applications for Consular Services can be submitted in person at the Consular Services counter of the Embassy of India in Sana'a, Yemen and Camp office in Djibouti

There is no need to take an appointment for submitting application(s) for Consular Services in the Embassy. Consular Services are rendered on first-come-first-serve basis.

**Timing (on all working days):**

Sunday to Thursday Time Zone: -2.5 hrs IST, +3 hrs GMT.

Submission of documents: 09:00 – 12:30 hrs (13:00 – 13:30 hrs Lunch Break).

Collection of documents: 16:00 Hours to 17:00 hours.

**General requirements:** Applicants for Consular Services are required to submit:

- - Proof of identity;
- - Proof of residence;
- - Photograph (passport size);
- - Prescribed fee.
- Generally, passport is required as proof of identity and extract from the concerned (Municipality) is required as proof of residence.
- Applicants for Consular Services are required to submit their Passports and all other documents in original along with a self-attested photocopy. All original documents are generally returned after scrutiny on the same day or on next working day along with the attested documents; in case original documents are not returned, applicants should ask for the same.
- **Emergency Phone No.**

In case of an emergency situation related to passport, visa, and other public services, Indian Nationals can call Mr. Keshar Singh in the Embassy of India, Sana'a camp Djibouti at Mobile No.+253 –77426018 and in Sana'a Emergency Mobile No. 00967-734000695

**Please Note:**

- Under Indian law, Persons of Indian Origin (PIO) who have acquired foreign citizenship are required to surrender their last held Indian passports to the nearest Indian Mission/Post immediately after acquisition of foreign citizenship. In view of this provision, PIO intending to apply for Consular Services should surrender his/her last held Indian passport, obtain Surrender Certificate/Deemed Surrender Certificate/Renunciation Declaration (*as applicable in individual cases*) and then apply for Consular Services by submitting a copy of the Surrender Certificate/Deemed

Surrender Certificate/Renunciation Declaration so obtained, along with other documents prescribed for the required service. In cases where a PIO applicant has already acquired Indian Visa after acquisition of foreign citizenship or if he/she has obtained OCI/PIO Card after acquisition of foreign citizenship, he/she needs to submit copy of his/her Indian Visa page or copy of his/her OCI/PIO Card (*as the case may be*) while applying for Consular Services. In short, PIO applying for Consular Services is required to submit copy of Surrender Certificate/Deemed Surrender Certificate / Renunciation Declaration **OR** copy of Indian Visa page **OR** copy of OCI/PIO Card along with application for Consular Services.

- - The Embassy of India reserves the right to reject request for attestation of documents, the contents of which are objectionable or contrary to the Rules.

### **General Requirements for Visa**

- i. Applications for Indian Visa are to be filled online at – <https://indianvisaonline.gov.in/visa/index.html> the print out of the online submitted application along with a photograph of the applicant, and other documents.
- ii. The applicant should physically be present to submit the application.
- iii. Original documents will be returned after verification at the counter.
- iv. The Embassy reserves the right to decline any Visa even if visa fee has been paid. Payment of fee does not guarantee issuance of visa.
- v. Additional documents may be sought and a personal interview may be warranted, in certain cases.
- vi. Visa fee paid is non-refundable. Fees once received will not be refunded, even if the application is withdrawn or the service refused.
- vii. Validity of Visa is from the date of its issue.
- viii. Passport valid for at least 6 months. In case of dual nationality both the passports should be presented.
- ix. Two passport size photographs (5 photographs in case of Pakistani nationals).
- x. The visa application should be signed only by the applicant and it should tally with the signature in the passport. (Pakistani and Bangladeshi nationals need to apply on special application forms).
- xi. Persons holding long term visas (having validity exceeding 6 months) must register with the Foreigners Registration Office (FRO)/ Foreigners Regional Registration Office (FRRO) if their continuous stay is longer than 180 days.
- xii. Application forms should be filled up only in English, legibly and accurately. Incomplete and illegible forms will be returned without service.
- xiii. In case of visas for minors on separate passports, a consent/sponsor letter from the parents should be submitted.

xiv. The visa fees are to be paid at the Embassy Counter in cash (US Dollars) only. There is no provision of online payment.

xv. Applicants are requested not to finalize their travel plans before their visa is issued by the Embassy.

xvi. If visa applicant is not normally resident in Yemen or if he/she does not hold a Yemen passport, visa processing may take longer time. Visa fee may also differ in such cases and additional documents may be sought.

xvii. Each Service is subject to a surcharge US Dollar 3/- towards Indian Community Welfare Fund (ICWF), in addition to the visa fee as mentioned for service.

xviii. If documents are either deposited or collected by an authorized person on behalf of applicant, he/she must produce a letter of authority from the applicant to submit/collect the documents on behalf of the applicant. The letter of authority should be signed by the applicant and the authorized person; it should contain identification details of the authorized person which shall be verifiable.

xix. For registration information relating to Foreigners Regional Registration Office (FRRO)/ Foreigners Registration Office (FRO), please contact – [www.immigrationindia.nic.in](http://www.immigrationindia.nic.in)

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