

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

EMERGENCY CERTIFICATE

ISSUE OF EMERGENCY CERTIFICATE (EC) (TO ENABLE APPLICANT TO URGENTLY RETURN TO INDIA WHEN PASSPORT HAS BEEN LOST, DAMAGED, STOLEN OR WRONGLY WITHHELD)

Issue of Emergency Certificate for one-way travel to India. Issue of an Emergency Certificate for one-way travel to India in case of non-availability of a valid Passport with the applicant and where a new passport cannot be issued immediately.

In case the existing passport is lost, damaged or stolen or is wrongly withheld by employer and the applicant needs to travel urgently, an Emergency Certificate (EC) may be issued if the consular officer is satisfied of the nature of urgency. An EC can only permit travel back to India.

Hand written applications are no longer accepted. Only online filled application is accepted and the website is <https://embassy.passportindia.gov.in/>

How to apply for Emergency Certificate:

- a. All EC applications need to be filled up online at <https://embassy.passportindia.gov.in/> After filling in the details and successful acceptance of the application online, a Web File bearing current year with number combination and an application form is generated that can be printed by the applicant. This printed copy becomes the application form.
- b. Please sign the form strictly within the box provided for it on the first and fifth page. In case of infants or minor who cannot sign or illiterate, kindly affix his/her thumb impression at the appropriate places as mentioned above. Thumb impression should be of left hand in case of males and right hand in case of females.
- c. Two photographs of size 2 inch by 2 inch with white background (preferably in contrast dress) are required. Paste one photograph in the square box provided for this purpose on the first page. Attach the other photograph with the application. Photographs should not be signed or stapled or marked in any way, as it is required to be scanned and printed on the passport.
- d. The photograph should have a frontal view, with both ears and chin to forehead being visible. Eyes should be open. There should not be any distracting shadows on the face or on the background. Head coverings are not permitted except for religious reasons, but the facial features from bottom of chin to top of forehead and both the edges of the face must be clearly shown. The expression on the face should look natural. Black and white photographs, photographs with colored or dark glasses, dark background or in uniform, Polaroid prints, glossy photographs or computer prints will not be accepted. Photographs that do not conform to these requirements will be rejected and may cause a delay in processing the applications. For more details please follow the "photo specifications" mentioned under "consular services" on our website.

e. Please fill all the columns. No columns should be left blank. If any of the columns is not relevant to you please indicate NA but should not be left blank.

f. Please attach the requisite self-attested documents and submit the form physically in Consular Section of Embassy of India, Yemen on any working day between 09:30 to 11:30 hrs. The address as follows:

g. Documents required:

1. Completed EC Application Form (<https://embassy.passportindia.gov.in/>)
2. Application explaining the circumstances and reasons for urgency
3. Passport copy
4. Police Report for Lost or stolen Passport (original + photocopy)
5. Copy of Air Ticket + Affidavit for Lost/Damaged Passport.
6. Four recent passport size photographs (one pasted on the application form and the other Three loosely clipped) showing full frontal view of the face against a plain, light background.
7. Supporting document, if any

Please note that certain other documents may also be required which can be ascertained only when the applicant comes in person along with all the original documents.