

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

ONLINE REGISTRATION OF BIRTH OF CHILDREN FOR INDIAN CITIZENSHIP

It has been made mandatory by Government of India for registering online the birth of a child as an Indian citizen. For detail information applicants are requested to visit the website of Ministry of Home Affairs <http://indiancitizenshiponline.nic.in>

Important points

I. A child born outside India on or after 03.12.2004 shall be a citizen of India by descent, if either of the parents (father or mother) is an Indian citizen at the time of birth of the child and the birth of the child has been registered with the concerned Indian Mission abroad **within one year of the birth** and the parents of the child have to submit a declaration that the child does not hold passport of another country. Approval of the Central Government is necessary in all such cases where the request for such registration is made after the expiry of the said period i.e. after one year.

II. A child born abroad to Indian citizen(s) has to be first registered in the Mission as an Indian citizen before a passport is issued.

III. Only those who are born within the jurisdiction of Embassy of India, Sana'a are eligible for Birth registration for Indian Citizenship at Embassy of India, Sana'a.

IV. The applicants are advised to carefully go through the provisions of the Citizenship Act, 1955 and the rules framed there under to determine their eligibility for Indian citizenship.

PROCEDURE FOR ONLINE REGISTRATION OF BIRTH

1. Please go to Ministry of Home Affairs website at <https://indiancitizenshiponline.nic.in> for registration of the child as an Indian Citizenship. Kindly select the last option (Registration of birth of a minor child at an Indian consulate Under Section 4(1) of the Citizenship Act, 1955) for this purpose.

2. Click 'Apply Online' button to fill up the form.

a. Each online application form is meant for one person only. Separate application has to be filed for each child

b. The online form should be filled in Block/Capital letters.

c. Furnish information exactly in the manner asked for in the forms, especially the names, address and date of birth. This should match with the Birth Certificate of the child issued by local authority.

d. Applicants are required to verify the application details before submitting the online application.

e. Once the online application form is submitted by the applicant, then further modifications are not allowed. Hence applicants are requested to check and validate the details before submitting the online application form.

f. Applicant needs to upload passport size photograph of the child, and signature of both the parents on the website. The photograph and signatures should be in jpg format only. For Photo specification please "Photo Specifications" under "Consular Services" on our website.

g. Applicant needs to upload the requisite documents (Para 4 below) on the website. The uploaded documents should be in pdf format only.

h. After filing all the details in the online application form, the form is saved and submitted to the Embassy of India, Djibouti

3. As soon as the form is submitted, a MHA File number will be generated automatically and will appear on the screen as an acknowledgement.

4. The applicant shall take the print out of the online application form with MHA File number. The application along with the requisite supporting documents as mentioned below (both original and copies) is to be submitted to the Embassy of India, Sana'a or Camp office in Djibouti. The documents to be annexed are:

i) A Copy of the birth certificate of the child.

ii) A copy of the Indian Passport of both the parents.

iii) A copy of the certificate of Indian citizenship if acquired by registration/naturalization.

iv) A copy of the marriage certificate of the parents.

v) A declaration that the minor child does not hold the passport of any other country.

5. Physical application is to be submitted personally by both the parents at the Mission. If applicant desires to apply for passport of the child then please refer to the Passport section of this website. There will be separate fee for Registration of Birth of Child for Indian Citizenship and Passport Services.

Late Registration of the birth of the child

The birth of the child is required to be registered with the Indian Embassy **within one year of the birth**. In case, the registration of the birth could not be done for any reasons, one of the parents of the minor may meet the Consular Officer with a request to register the birth detailing the reasons for not registering the birth on time, along with following documents.

1. Online registration of the birth of the child born abroad under section 4(1) of the Citizenship Act on the website https://indiancitizenshiponline.nic.in/IC_4_1_tab.aspx **duly attested by the consular officer**.
2. An application detailing the reasons for not registering the birth within one year of the birth of the child.

3. **Applicants are required to fill online application form at <https://embassy.passportindia.gov.in> and carry a printout of the filled in application form** duly signed by both parents [child's thumb impression (left thumb for male & right thumb for female) should be affixed in the signature box].
4. Annexure D to be signed by both the parents and presence of both the parents or either parent with passports of both the parents at the time of submission of application; OR Annexure C in case of single parent or the other parent not available for reasons mentioned in para III of the Annexure.
5. Copy of Birth certificate issued by Ministry of Civil Affairs along with its English translation in original.
6. Birth Registration Certificate in Original.
7. Three recent passport-size photographs of 3.5 cm x 4 cm with white background (For more info, please go to photo specifications).
8. Photocopy of both parents' passports (original to be shown for verification).
9. Photocopy of both parents' Iqamas (original to be shown for verification). A copy of printout showing validity of Iqama from Ministry of Interior website (<https://www.moi.gov.sa/wps/vanityurl/en/ps/pps/query-iqama-expiry-service>) may also be submitted.
10. Atleast one of the parents should have spouse's name endorsed in the passport.
11. Prescribed fees.

**DECLARATION BY APPLICANT'S PARENT OR GUARDIAN FOR ISSUE OF PASSPORT TO MINOR WHEN
ONE PARENT HAS NOT GIVEN CONSENT
(On plain paper)**

I/We (Name of the parent / guardian applying for passport)
resident of, holder of passport No..... Issued at
on Solemnly declare and affirm as under:-

(I) I/we am/are the mother/father/guardians of (Name of the minor child)
who is minor and on whose behalf I/we have made an application for his/her passport.

(II) Signature/consent of Shri/Smt..... (Name of the father/mother) who is
the father/mother/parents of the child has not been obtained by me for the following one or more
reasons:-

(a) The father/mother of the minor applicant is travelling abroad/is on sea/travelling in India and
unable to file consent; or/and

(b) The father/mother is separated and no court case is pending before the court regarding
divorce/marital dispute/custody of the child; or/and

(c) The father/mother has deserted and the whereabouts are not known; or/and

(d) There is an ongoing court case for divorce/custody of the minor child and the court has not
given any order prohibiting the issue of passport without the consent of father/mother; or/and

(e) There is a court order for the custody of the minor child with a parent who is applying for the
passport and consent of other parent (who has visitation rights) is not available or he/she is
refusing to give consent/the other parent is not availing the visitation rights and his/her
whereabouts are not known; or/and

(f) The parents are judicially separated and custody of the minor child has not been defined in
the court's decree; or/and

(g) The father/mother of..... (Name of minor child) has deserted me after the
conception/delivery. That..... (Name of minor child) is exclusively under my care and
custody since separation/delivery.

(III) That I/we only am/are taking care of(name of the minor child) and he/she is
exclusively in my/our physical custody.

(IV) I/we also affirm that in the case of a court case arising due to issue of a passport to the minor child
.....(name of the minor child), I/we would be solely responsible for defending the
case and not the Passport Issuing Authority.

Signature of the parent/Guardian

Place:

Date:

Annexure D

**SPECIMEN DECLARATION BY APPLICANT'S PARENT(S) OR GUARDIAN FOR ISSUE OF PASSPORT TO
MINOR**

(On plain paper)

I/we, resident of
..... hereby affirm that the particulars given below are of
..... name of the child), son/daughter of Shri and Smt
..... of whom we are the parents.

Particulars of minor child

Name :

Date of birth :

Place of birth :

2. The minor child mentioned above is a citizen of India.
3. We undertake the entire responsibility for his/her expenses.
4. We solemnly declare that he /she has not lost, surrendered or been deprived of his/her citizenship of India and that the information given in respect of him/her in this application is true.
5. It is also certified that we are holding valid India passport(s).

Place:

Date

Signature of father

Passport No.

Signature of mother

Passport No