

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

**Tel:00-253-21350632  
E-mail:ambassador@eoisanaa.org**

**REQUIREMENTS FOR ISSUE OF A NEW PASSPORT**

1. Application for new passport to be filled online. The photograph also needs to be uploaded online. The website is <http://passport.gov.in/nri/>
2. Current passport, in original, and its photocopy
3. Photocopy of the passport of spouse (where applicable)
4. If spouse name (where applicable) is not entered in passport, an attested copy of marriage certificate. This should have been attested by the Consular Section of Ministry of External Affairs, New Delhi and Ministry of Foreign Affairs, Sana'a.
5. Copy of valid residence permit
6. Four recent (not more than 6 months old) photographs of the size 5 cm x 5 cm showing frontal view of full face in civilian clothes taken in a studio with a white/light background should be submitted along with the application. [Polaroid photographs, photographs with dark glasses or uniforms, photographs with dark background and scanned photographs are not accepted].
7. Documents in Arabic should be accompanied by typed English translation from authorised translator.
8. Original signed undertaking that you are sending documents through DHL at your own cost and responsibility. The format will be provided by Embassy of India in Sana'a.
9. Reference number for your request – This will be mentioned by Embassy of India in Sana'a, on the undertaking.

**Please note:**

- A. If a passport is renewed after one year from the date of its expiry, an affidavit (AFF 7.pdf) (as given below) is to be filled and an additional fee of \$10 is payable (as a fine for Late Renewal) and a Declaration from applicant should be filled as well (Aff. 8 form given below)
- B. The validity of a passport cannot be extended beyond the date of its final validity.

- C. An applicant has the option to apply for an ordinary passport booklet of 36 pages (\$ 75) or a Jumbo passport booklet of 60 pages (\$ 100) with a ten-year validity. The applicant has to indicate in big/bold letters on the first page of application, if he/she desired to have a Jumbo Passport Booklet (60 Pages).
- D. Applicants are advised to ensure that their application in the prescribed format is complete in all respects; that all columns are correctly and legibly filled up and no column is left blank, unfilled/unresponded to or vaguely filled with a dash, tick, etc. All signatures in the application should preferably be in black ink.
- E. It is an offence under the Passport Act, 1967 to furnish false information in the application. Passport facilities could be denied on grounds of suppression of material information, submission of incorrect particulars, wilful damage/loss of passport or for unauthorised change/tampering. The Passport can be impounded or revoked for violation of one or more of the provisions of the Passport Act, 1967.
- F. It is an offence to hold more than one valid passport at a time. Those Indian citizens acquiring citizenship/passport of another country should immediately surrender their Indian Passport to the nearest Indian Embassy/Consulate.

**Note: Regrettably, Embassy of India, Sanaa, temporarily ceased its operations and rendering of services from 16 March 2020 onward due to Covid-19 virus and will resume functioning on further notice from government of india..**

**Embassy of India  
Sana'a**

**AFFIDAVIT**

I, ....., holder of  
Indian Passport No. .... dated .....issued at  
....., which has expired on ..... do hereby  
declare that I have not acquired Yemeni or any other nationality.

I also hereby declare that I have not gone to India since .....

Date :

Place :

Signature of applicant .....

Name .....

Address in Yemen .....

.....

.....

Tel. No. ....

Declaration (Late renewal )

This is to declare that - for the reasons listed below- I'm

.....

Son/daughter of .....

Was unable to renew my Indian passport no. ( ) which was expired on ..... /..... /20 .

Reasons for late renewal:

- 
- 
- 

Furthermore; I solemnly affirm and undertake that I have no criminal cases pending against me in the police /or courts in India or abroad.

Date:

Place:

Signature of applicant .....

Name .....

Address in Yemen .....

.....

Tel. No. ....