

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

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

**REQUIREMENTS FOR ISSUE OF BIRTH CERTIFICATE AND NEW PASSPORT –
FOR NEW BORN BABY**

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/>The passport application should then be printed out and has to be signed by both parents as legalguardian. The thumb impression of the child should be affixed in 'signature boxes' in the print out of the form.
2. Original Birth certificate issued by the local hospital, attested by the Ministry of Health, further attested by the Ministry of Foreign Affairs, along with authorised/attested English translation
3. Valid passport copies of father and mother of the child
4. Copies of the valid residence permit of father and mother of the child
5. Letter from the company that one or both the parents are working in that company
6. Duly filled in Form 4 [given below]
7. Duly filled in Form 4-A [given below]
8. Form Affidavit-2 to be filled in, only if consent/signature of one of the parents is not available.
9. Forms Affidavit-3A and 3B to be filled in, only if one of the parents is not an Indian national .
10. A letter signed by both parents, requesting for birth certificate as well as new passport
11. Six passport size photographs of size 5 cm x 5 cm with light/white background
12. Copy of attested marriage certificate if husband's name is not included in wife's passport and vice versa
13. 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.

14. Reference number for your request – This will be mentioned by Embassy of India in Sana'a, on the undertaking.
15. The fee for Birth Certificate will be US\$ 20/- and that of new passport will be US\$ 50/-. In addition, fee towards Indian Community Welfare Fund at the rate of Yemeni Rial YR 500/- per service to be charged.

Please note:

- A. Every child who is born to Indian parent(s) in Yemen is issued a separate Passport. It is not possible to include the child's name in the Passport of mother or father.
- B. The birth of every child born in the Republic of Yemen to Indian parents is required to be registered with the Embassy of India, Sana'a. A Birth Certificate is issued by the Embassy to the child after registering his/her name as an Indian national. A separate Passport would be issued to the New Born thereafter.

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..

To:-

**The Consular Officer,
Embassy of India,
Sana'a**

Subject: Registration of Birth

Dear Sir,

It is requested that the birth of my child whose particulars are given below, may kindly be registered in the Embassy's Register of Births and a birth certificate issued to the child. A separate Indian Passport may also be issued to the child.

1. Name of child :
2. Date of Birth of child :
3. Place of Birth of child :
4. Sex of child : Male () Female ()
5. Father's Particulars :
 Name :
 Nationality :
 Passport No. :
 Date of Issue :
 Place of Issue :
6. Mother's Particulars :
 Name :
 Nationality :
 Passport No. :
 Date of Issue :
 Place of Issue :

The following documents are attached herewith: -

- (a) Father's passport in original and its photocopy
- (b) Mother's Passport in original and its photocopy.
- (c) Birth certificate (in original) issued by the Yemeni Authorities.
- (d) Photocopy of birth certificate and its authorized translation in English .
- (e) Photocopy of the attested marriage certificate of the parents.

Date:

Place:

.....
(Signature of Applicant)

**Embassy of India
Sana'a**

Declaration of Parents for separate passport in favour of Minor Child

We, Mr.Son
of.....and Mrs.....
(wife's name) residing at.....

solemnly affirm and declare that:

1. There is no passport in the name of our child, Master/Ms
.....(name of the child)
born on..... (date of birth) at
.....(place of birth). His/her name is not included in any
other passport.

2. We both are Indian passport holders and the passport copies/originals are
submitted with the passport application. Details of our passports are:

Name Passport No.Date of IssuePlace of Issue

Father:

Mother:

3. We hereby declare our consent for obtaining an Indian Passport for our child,
who was born in Yemen/ India and is staying with us in Yemen.

Date:

Place: .

Deponents

(.....)

Name of Father and signature

(.....)

Name of Mother and signature

Note: This declaration is to be given by parents when the child is residing in
Yemen.

**Embassy of India
Sana'a**

Affidavit for passport of minor child when the consent/signature of the other parent is not available

I, _____ solemnly declare and affirm as follows:-

1. That I am the mother/father of _____ , born on _____ at _____ and on whose behalf I have made an application for his/her passport.
2. Signature/consent of Mr./Ms. _____ who is father/mother of the child has not been obtained by me for the following reasons :
.....
.....
.....
.....
.....
3. That I am only taking care of _____. He/she is exclusively in my custody.
4. I also affirm that in the case of a court case arising due to issue of a passport to the minor child _____, I would be solely responsible for defending the case and not the Passport Issuing Authority.

Date

**Signature & Address
of the parent applying
for the Passport**

Sworn and signed before me on this day of..... (year) at the Embassy of India, Sana'a

**Embassy of India
Sana'a**

Affidavit for passport for child when one of the parents is not Indian national

I _____ holder of Indian Passport No. _____ issued on _____ by _____ do hereby solemnly affirm and declare as under:-

1. I am married to Mr./Mrs. _____, a/an _____ citizen, holder of Passport No. _____ issued by _____. A copy of the marriage certificate is enclosed.
2. A male/female child _____ has been born to us on _____ at _____. A copy of the Birth Certificate issued by Ministry of Civil Affairs with an English translation is enclosed.
3. My spouse Mr./Mrs. _____ has neither applied for issue of a separate passport for the baby nor has he/she registered the child's birth with the _____ Embassy/Consulate or entered the child's name in his/her passport.
4. I hereby undertake to surrender the Indian Passport issued to my child if I decide to apply for _____ citizenship.

DEPONENT

Signature _____

Name _____

Name of Spouse _____

Signature of spouse _____

Sworn and signed before me on this day of 200 at the Embassy of India, Sana'a

Specimen Affidavit for passport for child when one of the parents is not Indian national - To be attested by Embassy of the non-Indian parent

I _____ holder of _____ Passport No. _____ issued on _____ by _____ do hereby solemnly affirm and declare as under :-

1. I am married to Mr./Mrs. _____ , a/an _____ citizen, holder of Indian Passport No. _____ dated _____ issued by _____. A copy of the marriage certificate is enclosed.
2. A male/female child _____ was born to us on _____ at _____. A copy of the Birth Certificate issued by Ministry of Civil Affairs with an English translation is enclosed.
3. I have neither applied for issue of a separate passport for the child nor has the child's birth been registered with the _____ Embassy.
4. The child presently does not have a passport nor is his name included in the passport of his father/mother/brother or sister or any other person.
5. I hereby undertake to surrender the Indian Passport issued to my child if I decide to apply for _____ citizenship.

DEPONENT

Signature _____

Name _____

Name of Spouse _____

Signature of spouse _____

To be attested by the Embassy of the Deponent.