

PART- IX

Services of the Indian Embassy/Consulate

Looking after the welfare of Indian nationals in the Kingdom is an important aspect of the work of the Indian Embassy/Consulate. This involves, among others, providing assistance to the Indian workers in distress, in resolving their grievances; disposal of mortal remains of deceased Indian nationals; and realisation of death compensation; providing consular service including issuing of passports, emergency certificate, registration of birth, attestation of various documents, etc.

I. Redressal of Labour Complaints

What are the assistance the Embassy/Consulate provide to the workers facing labour problems?

(1) Since the Embassy/Consulate has no leverage over the Saudi employer, and the resolution of labour disputes through Labour Courts is time consuming, taking several months, the Embassy/Consulate attempts to resolve the grievances through discussion with the sponsor and the Indian RA, if any, for finding an amicable solution. If no agreement or amicable settlement is reached, the workers are advised to approach the Labour Court where the Embassy/Consulate provides necessary advice, assistance and free interpreter services to enable them to pursue their cases.

- (i) The workers must lodge their complaint on our electronic portal MADAD (www.madad.gov.in) with all relevant documents, such as copies of passport, Iqama, visa, contract, as well as contact numbers of sponsor and the Indian RA, for follow up action by the Embassy/Consulate.
- (ii) In case of difficulty in registering the complaints on MADAD portal, one may seek the assistance, of the [IWRC](#), the services of which is available round the clock.
- (iii) The workers could also visit the Embassy/Consulate on all working days from 9.00 am to 12.30 pm and discuss their grievances with the concerned offices.
- (iv) **Female DSWs** facing labour problem, exploitation/harassment, etc. also could contact the [Embassy/Consulate](#) for advice and assistance.

(2) [Indian Workers Resource Centre \(IWRC\)](#) : IWRCs have been set up at the Indian Embassy, Riyadh/Consulate, Jeddah which provide the following services to the distressed workers:

- (i) Toll free 24X7 helpline number manned by multilingual staff.
- (ii) receive, register and monitor the grievance petitions received through various channel, on the MADAD portal.
- (iii) provide advice and counselling to the workers.
- (iv) make persuasive telephone calls to sponsors/RAs.
- (v) escalate the cases to the Community Welfare Wing of the Embassy/Consulate for further follow up.

II. Death of Indian Nationals

1. Introduction

- (i) In the unfortunate event of death of an Indian national in Saudi Arabia, the dead body may be transported to India or buried in Saudi Arabia as per the wishes of the legal heirs of the deceased. It is for the legal heirs to decide the mode of disposal (i.e. burial or transportation) of the dead body.
- (ii) Deaths are classified as (a) natural death (owing to reasons like old age, sickness, heart attack, etc) and (b) unnatural death (due to traffic accident, industrial accident, electric shock, falling from work site, suicide, murder, etc.).
- (iii) As per the local law, only the sponsor is authorised to complete the death related administrative procedures in respect of the workers under his sponsorship, and obtain sequential clearances from the various Saudi authorities, and arrange the necessary documents for disposal of mortal remains such as (1) Medical Report from the Hospital; (2) Death Certificate from the Civil Affairs Department; (3) Police Report from Police Authorities, including post-mortem/investigation report in unnatural/suspicious death, (4) NOC from the Indian Mission (5) Permission from Local Governorate; (6) Embalming Certificate from Mortuary; (7) Tasreeh al Dafan (burial/transportation permission from Police); (8). Exit visa on the Passport of the deceased after cancelling Iqama, etc.
- (iv) The Saudi sponsor is legally bound to bear the cost of burial or transportation of the deceased worker unless GOSI insurance covers the same.
- (v) Since, only **the sponsor who is authorised to complete the death related procedures, the direct role of Embassy/Consulate is limited to registering death and issuing NOC** for disposal of the dead body after obtaining consent from Next of Kin (NOK), and subsequently issuing death certificate and attestation of the death related documents. **The Embassy/Consulate however, accords high priority for disposal of mortal remains and for expeditiously completing the registration and issuing NOC, officials of the [Embassy/Consulate](#) are available round the clock. The Embassy/Consulate also constantly monitor the progress of the disposal of the mortal remains and take appropriate necessary action to pursue the matter with the sponsor/Saudi authorities to expedite the process where delays are experienced.**
- (viii) Normally dead bodies involving unnatural deaths are kept in mortuary till the completion of investigations by local authorities. However, in cases of natural deaths or in cases of unnatural deaths where investigation is complete, if there is delay on the part of the families in conveying consent for disposal of dead body within a reasonable timeframe, there is likelihood of the local authorities, for want of space in the mortuaries, permitting burial of such bodies. **It is therefore important for the families to convey their consent expeditiously.**
- (ix) The authorities do not charge any fees for keeping dead bodies in mortuaries in Government hospitals. However, the private hospitals do charge a huge sum which varies from place to place.
- (iv) The procedures to be followed in disposal of mortal remains are given below.

2. Procedure for Registration of Death

- (i) First of all, information of death must be reported to the concerned police authorities and directly to the Indian Embassy/Consulate and the NOK by the sponsor.
- (ii) While reporting death to the Embassy information about name and contact details of the NOK of the deceased, whether in India or in the Kingdom, must be given as this will be helpful in early completion of formalities.
- (iii) In order for the disposal of mortal remains of the expatriates, the local authorities require a 'No Objection Certificate'(NOC) from the Embassy/Consulate.
- (v) Embassy can issue the NOC only after receiving a Power of Attorney from the NOK conveying

- their consent for disposal of mortal remains
- (v) Immediately upon receipt of intimation of death, the Embassy/Consulate initiates action to register the death and contact the NOK for obtaining the notarized PoA giving consent to disposal of the mortal remains.
 - (vi) A nominal fee of SR 3 is applicable for registration of death. NOC and attestation of other relevant documents are done free of charge.

3. Documentation needed for issuing NOC

- (i) A copy of **passport and Iqama of the deceased person.**
- (ii) A copy of passport and Identity card(Iqama) of the person authorized to coordinate official procedures and disposal /transportation of the Mortal Remains. (NB: In case the PoA is in favour of a Saudi national, a copy of his Saudi ID is required).
- (iii) Notarised Power of Attorney (PoA) from the NOK giving their consent to either to bury the mortal remains in Saudi Arabia or transport the mortal remains to the native place, and authorising either a friend or acquaintance in Saudi Arabia/or the sponsor to coordinate on their behalf the process for disposal of the mortal remains. (Specimen PoA is available on the [website of the Mission](#)).
- (iv) For natural deaths, a copy of medical report (Taqrir Al-Tabbi) or death intimation (Tablig Al-wafa) with English translation.
- (v) In case of unnatural deaths such as, road accident, murder, suicide, work related accident, etc., a copy of police report (TAQRIR AL-SHURTA) and medical report with English translation.
- (vi) Dues Settlement Certificate from Labour Office/ Police or Sponsor's undertaking to settle legal dues of his/her deceased worker, addressed to the Embassy or Consulate.

4. Local Burial in Saudi Arabia

(1) Introduction:

- (i) Mortal Remains of deceased Muslim Indian nationals can be buried in any of the cemeteries in the Kingdom.
- (ii). Mortal Remains of non-Muslim Indian nationals can be buried only in non-Muslim cemeteries situated in Riyadh, Jeddah, Dammam, Najran, Jazan (Abu Areesh).
- (iii) **(NB: Disposal of Mortal Remains of non-Muslim Indian nationals is permitted only by burial as cremation (burning of dead body) is prohibited in the Kingdom).**

(2) Procedure for local burial

- (i) The sponsor should get the NOC from the Embassy/Consulate attested by Saudi Ministry of Foreign Affairs. (Though, attestation is not compulsory, in cities/villages other than Riyadh, Dammam, Jeddah, Makkah and Madinah, where local police officials insist on it.)
- (ii) Nearest police station of the place of death of the Indian national has to be approached with the NOC, which will issue a letter permitting the mortuary to release the body. (In big cities like Jeddah, permission letter, issued by the Police authorities specify the name of the allotted cemetery where the burial has to be done).
- (iii) Normally shifting of dead body from one city to another city is not permitted by Saudi authorities. In exceptional cases, concerned Governorate issues permission for transporting dead body from one city to another city. All mortuaries in hospitals are having paid ambulance services for transporting the dead body from mortuary to cemetery.
- (iv) After the burial, the death has to be registered with Ahwal Al-Madani (Civil Affairs Department) in the city where the death occurred. After registering the death, Saudi authorities issue a Death Certificate (Shahada Al-Wa-fa).
- (v) Submit the Death Certificate (Shahada Al-Wafa) with English translation to the Embassy/Consulate which will issue a death certificate valid in India. No charges are levied for this by the Embassy.
- (vi) Normally no charges are being officially levied in the cemeteries, however, it is customary to pay a token amount as gift to the workers at cemeteries.

5. Transportation of Mortal Remains to India

(1). Introduction:

- (i). Mortal remains of all Indian nationals irrespective of religion can be transported to India as per the consent of the family.
- (ii) Transportation of dead body to India from Saudi Arabia, is done after the sponsor obtaining various clearances from concerned Saudi authorities which is a cumbersome process which usually takes a minimum period of 2-3 weeks in major cities, in cases of natural deaths, and more than a month in remote cities and villages.
- (ii). However, in case of unnatural deaths, such as, road accident, murder, suicide, work related accident, etc., where permission by local authorities will be issued only after completion of investigations including forensic examination, the process may take several months.

(2.) Procedure for transportation of mortal remains

- (i) The sponsor should get the NOC issued by the Embassy/Consulate, attested by the Saudi Ministry of Foreign Affairs. (Though, it is not compulsory, in cities/villages other than Riyadh, Dammam, Jeddah, Makkah and Madinah where local police officials insist on it).
- (ii) Nearest police station of the place of death of the Indian national has to be approached with NOC, issued by the Embassy or Consulate.
- (iii) The concerned police authorities require the sponsor to get following formalities completed before they seek approval of the concerned governorate for release and transport the body:
 - (1) To get clearance from the labour office regarding settlement of legal dues, including End of Service Benefits (ESoB).
 - (2) Final Exit visa in the passport of the deceased from the Saudi Passport office (Jawazat).
 - (3) Death Certificate from Civil Affairs Department (Ahwal Al- Madani).
- (iv) Once these clearances are received by them, the police authorities forward their recommendations to the concerned Governorate who in turn, issues its clearance to the Police authorities. Based on their clearance, the police authorities issue release/transportation (Tasreeh Al-dafan) permission to the hospital. (Governorate's approval is also required in unnatural deaths).
- (v) Fees for embalming and coffin (SR 5,000/-) along with additional charges which varies from SR1,000/- to SR 1,600/-depending on the city/province, has to be deposited with the Saudi hospital authorities by the sponsor.
- (vi) On completion of embalming at mortuary, the hospital will issue Embalming Certificate (Shahadathul Thahneeth).
- (vii) For transporting the Mortal Remains, sponsor will submit copies of all these documents to the concerned airlines cargo office /agent who will book the cargo(dead-body) with cargo terminal authorities in Saudi Arabia. Once the booking is done, the concerned cargo terminal authorities intimate the concerned destination airport in India.
- (viii) The NOK in India have to submit their consent letter to the concerned airport authority in India an undertaking to receive the Mortal Remains from cargo terminal without delay. (This is not needed in case someone is accompanying the Mortal Remains.)

6. Additional Information/Constraints in Disposal of Mortal Remains

1. As per the Saudi law, it is the sponsor who is authorised to obtain the clearances from the local authorities. The clearances are sequential in nature and entail the sponsor having to personally visit 7-8 different agencies/ offices concerned, often located far apart from one another. In cases where the sponsor is reluctant or unwilling to cooperate, delays are inevitable.
2. In case of unnatural deaths, such as, road accident, murder, suicide, work related accident, etc. or where the Saudi authorities suspect the circumstances/cause of death/or where the NOK demand investigation into the cause of the death, permission by local authorities for disposal of mortal remains will be issued only after completion of investigations including forensic examination, and the process may take several months.
3. Delay may also occur if there is any case registered with any Saudi authorities against the deceased. The time taken for giving clearance by police authorities varies depending upon the nature of the case.
4. Even the mortal remains require exit visa. The Passport (Jawazath) Department does not issue exit-visa if any traffic-fine is pending against the deceased and until the same is settled. Similarly, if there are Iqama violation or overstay, the fines are required to be paid before an exit visa is granted.
5. The details mentioned in Saudi death certificate from Ahwal Al-Madani should match with those in other death-related documents. If there is any discrepancy/error, it should be corrected by Ahwal Al-Madani only after getting permission from their Head Office in Riyadh.
6. In case of death of several persons in a single accident, separate police permission letter is to be obtained from police/ Governorate.
7. In most of the small towns/ remote villages, police letter containing Governorate's permission to transport the Mortal Remains is normally sent through official channels (i.e. dealing police station to area police headquarters, town admin, office (Mahafizah) to Governorate and vice-versa) which takes considerable time.

III. Death Compensation Claims

1. Legal dues of the deceased

- (i) Once a worker is reported dead while under the sponsorship of Saudi employer, it is the duty of the sponsor to pay to the family (Next of Kin -NOK) of the deceased worker (i) the legal dues (HUQOOQ) which are comprised of (i) unpaid salary, (ii) End of Service Benefit, and (iii) any other admissible allowances.
- (ii) Legal dues can also be settled by the sponsor directly with the family members of the deceased.
- (iii) Indian Embassy/Consulate issues NOC for disposal of mortal remain only after receiving from the employer the proof of settlement/depositing of legal dues with the Labour Office/ or undertaking that Legal Dues will be settled soon.
- (iv) However, the sponsors can also deposit these in the form of cheque/DD drawn in favour of Ambassador of India, Riyadh or Consulate General of India, Jeddah, through various Saudi Labour offices in the Kingdom.
- (v) Once the legal dues are received in the Mission's Bank Account, Indian Embassy/Consulate, shall forward the same to the concerned District authorities in India, by way of SBI cheque, for disbursing to the NOK, and keep the NOK informed by email/fax/letter.

2. Death Compensation

(1.) Admissibility and Procedure

- (i) In the case of murder and unnatural deaths such as in fire, industrial or road accident, etc. the **legal heirs of the victims may be entitled to claim death compensation (blood money/diyya)** from the causer of the death, depending upon the degree of responsibility.
- (ii) **Murder cases:** In murder cases, the victim's family, if they chose to do so, could seek blood money (diyya) in return for granting pardon to the accused, which will be processed through Saudi judicial channels.
- (iii) **Accidental Death:**
 - (a) If the death occurs due to work related reasons, death compensation is payable by GOSI in respect of the worker insured with the GOSI occupational Hazards Branch. As GOSI only deals with the NOK directly, the legal heirs are required to approach [GOSI](#) with the relevant documents.
 - (b) If the employee is not insured and the death is due to work related accident attributable to working conditions or negligence of the employer, the employer is liable to pay death compensation.
- (iv) **Suicide: In suicide cases since the deceased himself is responsible for death, death compensation is not admissible.**
- (v) Domestic workers are not entitled to death compensation unless there is insurance coverage (in case of drivers, etc.)
- (vi) The death compensation is paid by the causer of the accident or the Insurance Company, where there is insurance cover and the company is liable to pay, to the legal heirs of the deceased as per responsibility fixed on the causer by the police authorities, and as decided by the courts.
- (vii) If the deceased himself is 100% responsible for the accident, there are no chances of getting any death compensation except the insured sum, if any.
- (viii) If the causer of death is a poor non-Saudi and once his poverty is proven in the Shariah court, he will be released and deported to home country and legal heirs are not able to get any compensation.
- (ix) Death compensation has to be realised by approaching the designated Shariah Court by the legal heirs or the authorised representative with the prescribed legal documents.
- (x) The Courts after conducting court hearings will decide on the admissibility and quantum of the compensation, and pass orders releasing the compensation amount.
- (xi) On receipt of the intimation (file) of the death of the deceased from the Saudi Foreign

Office/Saudi authorities, the report is examined by the Embassy/Consulate for ascertaining the percentage of responsibility fixed on the causer and the deceased, in order to advise the family on the admissibility of death compensation.

- (xii) Where death compensation is admissible, the NOK is requested to prepare legal documents in the prescribed format and to indicate their option either for authorizing someone known to them in the Kingdom of Saudi Arabia or to the Embassy/ Consulate to pursue death compensation case in the Shariah Court.

(2). Documents required for pursuing the death compensation claims

- (1.) The following documents are required for pursuing death compensation claims. (Specimens of these are available on the [website of the Embassy](#)).
- (i) **Legal Heirship Certificate:** This should be obtained from the competent district authorities and should indicate the names, in FULL EXPANDED FORM (not initials) of all legal heirs including minors. Relationship of legal heir(s) with the deceased should be clearly mentioned.
- (ii) **Power of Attorney:**
- (a) This should be executed and signed by all the legal heirs mentioned in the legal Heirship Certificate, including minor children.
- (b) Those who cannot sign should put their thumb impression.
- (c) Legal heirs should execute PoA in favour of the relative/ friend/ representative or any other person in Saudi Arabia, who may be able to attend the court proceedings on their behalf.
- (d) In murder cases, where the legal heirs wish to pardon the causer by receiving death compensation, a separate clause mentioning this intent is to be added.
- (2.) **The above mentioned documents should be translated into Arabic and attested from the following concerned authorities in India.**
- (a) Authorized Officers of the concerned State Government (Home or General Administration Department, Secretariat).
- (b) Ministry of External Affairs, CPV Division, Patiala House, New Delhi – 110 001.
- (c) Saudi Embassy, New Delhi or Saudi Consulate, Mumbai.
- (d) (Additionally, the NOK are advised to provide information such as names of the father and grand-father of the legal heirs of the deceased, proof of religion etc. Though, it is generally not required, yet, may be asked for by the authorities during the hearing process in the public courts and if available, this information helps in early disposal of the case.
- (3.) It may be noted that in case the legal heirs execute the PoA in the name of any person other than the Ambassador /Consul General of India, then the case is to be pursued by that person in the Public Court and the Embassy or Consulate's role ceases.
- (4.) In case the Embassy/Consulate has been nominated as legal attorney, as soon as the complete requisite documents are received by the Embassy/Consulate from NOK, the Saudi Foreign Office is requested to fix the hearing date in the Public Court. (In case, it is not done within a few months, the Mission periodically reminds them). Once the hearing date is fixed and conveyed to the Embassy/Consulate, a representative of the Embassy or Consulate, as the case may be, attends the court hearing till its conclusion. However, compensation cases in Saudi Arabia involve an extremely lengthy and cumbersome process and in certain cases it takes even years to get disposed of.
- (5) Once the Judge of Shariah court delivers the judgement, and after the causer deposits the money with the Baitul Mal (Govt. Treasury) or any authority specified by the court, cheque is issued by them in favour of the attorney who is required forward the same to the legal heirs.
- (6) Where the Embassy/Consulate is the attorney, after the compensation amount is received in the Bank Account of the Mission, the Indian Embassy/Consulate shall be forward the same to the concerned District authorities in India, by way of SBI cheque, for disbursing to the NOK, and keep the NOK informed by email/fax/letter.

(3). Constraints in Realising Death Compensation Claims

Death compensation cases involve an extremely lengthy and cumbersome process and in some cases it takes even years. Some of the reasons for death compensation cases remaining protracted or inconclusive are:

- (i) Transfer of the place of residence or work of the causer of the accident away from the place where the case is pending
- (ii) Non-depositing of the money with the Bait ul Maal/concerned authority by the causer, or non-intimation of the same by the said authority
- (iii) Non-attendance of the court hearings by the Causer.
- (iv) Absence of Judges due to leave/transfer, etc.
- (vi) Non-availability of record-file in the Public Court.
- (vii) Non-submission of relevant files by the local authorities.
- (viii) Report on the percentage of responsibility for accident is inconclusive.
- (ix) Where identify of the causer is unknown(such as in hit-and-run cases)
- (x) Non-receipt of legal documents from NOK.

IV. Consular Services

(Passport, Emergency Certificate, Attestation, etc.)

Introduction

1. The Indian Embassy in Riyadh and Consulate General of India, Jeddah administer consular services to the Indian citizens residing in their respective areas of consular jurisdiction in the Kingdom.
2. These Services are facilitated through the outsourcing agency M/s VFS GCC LCC, which receives the applications at their service centres spread across the Kingdom in Riyadh (in Umm-al-Hamam, and Batha); Dammam, Al-Khobar, Buraida, Wadi-Al-Dawasir; Jeddah (in Al-Ghunaym Street, Al Andalus District, and Madinah Road, Al-Ruwais District); Abha/Khamis Mushayat and Tabuk.
3. Consular jurisdiction of the Embassy and Consulate and the contact details of VFS Centres, may be seen at the section ‘Important contact details’.
4. Services rendered at the Embassy/Consulate and the VFS centres: Applications for Emergency Certificate are to be submitted at the Embassy/Consulate. Applications for all other consular services are to be submitted at the VFS centres directly.
5. Details of the fees charged for various consular services are given below. (For further details on passport services/miscellaneous services please visit website of the Embassy.

Most Availed Services

6. Consular services can be broadly classified as (i) Passport Services, (ii) Emergency Certificate, (iii) Birth Registration, (iv) Attestation (v) Miscellaneous Services. **An overview of the most availed consular services of the Embassy/Consulate is given below. For complete details on the consular services, including requirements, forms, etc. one may visit the website of the [Indian Embassy, Riyadh/Consulate, Jeddah](#).**

I. Passport Services

1. What is the general guidelines for filling up passport applications?

- (i) It is an offence under the Passports Act 1967 to furnish false information in the application. Passport facilities would be denied on grounds of suppression of material information, submission of incorrect particulars, wilful damage/loss of passport or for unauthorized change/tampering. The Passport can be impounded or revoked for violation of one or more of the provisions of the Passports Act.
- (ii) It is an offence to hold more than one valid passport at a time.
- (iii) Indian passport applications forms are available on the [Mission's website](#). The duly filled in applications along with the requisite documents need to be submitted personally at the VFS centres.
- (iv) Applications are to be in the prescribed format and complete in all respects; all columns are correctly and legibly filled up and no column is left blank or unfilled / un-responded or vaguely filled with a dash, tick, etc.
- (v) Signature: All signatures in the application should be with ballpoint pen of black or blue ink. The signature should exactly fit in the prescribed column (4.5 x 1.5 cm). Those who cannot affix their signatures like infants, minors or illiterate should put their thumb impression in the place of signature.

- (vi) In case the passport expired more than three years ago, the application should be supported by an attested affidavit explaining the circumstances and the reasons for the late renewal, to be signed by the applicant in the presence of the Consular Officer.
- (vii) Please ensure that the applicant fills the surname column and the given name column correctly.
- (viii) In the permanent address (in India) column, please ensure that there is complete postal address including the Pin Code legibly.
- (ix) Copies of first two and last two pages of the passport and the page of observation including ECR/ECNR, if any made by the Passport Issuing Authority) (self-attested) to be attached with all passport applications.
- (x) In respect of applications for renewal/re-issue of passports issued by Passport Issuing Authorities (PIA) in India – Personal Particulars Form (3 copies) is also to be submitted.
- (xi) All documents in Arabic should be accompanied by typed English translation from authorized translator.
- (xii) A passport can be renewed anytime within one year before the validity of its expiry.

2. Is personal appearance necessary for submission of passport applications?

All passport applicants, including minors and new born babies, must be personally present at the time of submission of passport application forms.

3. Is personal appearance of both parents needed for submission of passport applications of minors?

- (i) In case of minors (those below 18 years of age), **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
- (ii) **Annexure C** in case of single parent or the other parent not available for reasons mentioned in para II of the said Annexure will be required.

4. Can I apply for a new passport in lieu of the expired/lost/damaged passport if I am not a long term resident in Saudi Arabia/or I am on short term visit/pilgrimage/business visa/or residing in Saudi Arabia illegally.

- (i) Indian nationals who are residents in the Kingdom and holding valid iqama are eligible to apply for reissue of passports.
- (ii) Those passport applicants who are visiting the Kingdom with long term residency in a third country shall be issued short validity passport to enable them to travel back to their country of residency.
- (iii) All others will be issued Emergency Certificate to enable their returning to India.

5. What is the normal validity of Indian passports?

Validity of the passport for adults is ten years and for minors for 5 years or upto attaining of 18 years of age whichever is earlier, from the date of issue. Under certain conditions, shorter validity passports may be issued.

6. Where do I submit the passport application?

Applications from Indian nationals residing within the consular jurisdiction of the Indian Embassy and Consulate are accepted at respective [Indian Passport and Visa Application Centres falling within their jurisdiction](#)

7. How long it will take for issue of a new passport?

- (i) The Embassy/Consulate issue passports in 5 working days in case of reissue in lieu of passports issued in Riyadh/Jeddah or where the passport particulars are available for online verification, provided the application is complete in all respects.

- (ii) Reissue of passports in lieu of passports issued by other Passport Issuing authorities, or the particulars of which are not available for online verification will be done only upon receipt of clearance from the passport issuing authorities.

8 How do I get passport in an emergency?

- (i) Those passport applicants in need of a passport urgently, who are otherwise eligible for issue of a passport, may utilise the **Tatkal (Emergency) Passport Scheme** under which a short validity passport (with a validity of 2 years) will be issued, against a specific written request, usually the same day, subject to availability of their passport verification particulars online.
- (ii) Subsequently, for a full validity passport in lieu of the Tatkal short validity passport, may be obtained by applying for a reissue of passport, paying the requisite fee.
- (iii) Tatakall passport service is available only in Riyadh and Jeddah VFS centres.

9. Is it mandatory to collect passports/processed documents personally or could I authorise someone to do so?

The delivery of passport/processed documents is to be done preferably to the applicant himself/herself or to the person authorized by the applicant in writing and accompanied by the official receipt given to him/her at the time of submission.

10. What are the mandatory requirements for ALL passport applications?

- (1.) The following are the mandatory requirements for all passport applications:
 - (i) Passport Application Form.
 - (ii) Original Passport (including subsequent additional booklet(s), if any).
 - (iii) 3 recent passport-size (3.5x4cm) colour photographs with white background (photo specification may be seen at [Indian Embassy website](#)).
 - (iv) Photocopy of Passport (first two and last two pages and the page of observation including ECR/ECNR, if any, made by Passport Issuing Authority) and Valid Iqama.
 - (v) For minors (upto 18 years), photocopy of parents' passport are also required.
 - (vi) Personal presence of the applicant at the Application Centre is a must.
 - (vii) For minors, presence of both parents is also required, except where the conditions [in FAQ No.3](#) apply,
 - (viii) Fee prescribed for service applied.

11. What are the requirements for renewal/Re-issue of a passport on Expiry of validity/ Exhaustion of visa pages

- (1) Along with the mandatory requirements mentioned at [10] above the following documents are required:
 - (i) If the passport expired more than three years earlier, applications for Reissue of passport, should be supported by an Affidavit explaining the circumstances and the reasons for the late renewal (to be signed by the applicant in the presence of and attested by the Consular Officer).
 - (ii) A passport can be renewed anytime within one year before its expiry date.

12. What are the requirements for a new passport in lieu of Lost/Stolen Passport?

- (1) Along with the mandatory requirements mentioned at [10] above, the following documents are required:
 - (i) Jawazat (Saudi Passport Office)/ Police FIR along with its authentic legal English translation.
 - (ii) Jawazat print-out of passport and Iqama along with its authentic legal English translation
 - (iii) Sponsor's letter with English translation.
 - (iv) Affidavit ([Annexure F](#)) for Lost/Damaged passport.
 - (v) Personal Particular Form with photographs affixed in Duplicate

13. What are the requirements for a new passport in lieu of a damaged passport?

- (1) Along with the mandatory requirements mentioned at [10] above, the following documents are required:
 - (i) Sponsor's letter with English translation.
 - (ii) Affidavit ([Annexure F](#)) for Lost/Damaged passport.

14. What are the requirements for applying for a new passport in case of Change in Appearance?

- (1) In case of Change of Appearance in respect of Sikhs who want to change from turban photo to clean shaven ones or vice-versa, a Sworn Affidavit stating the fact attested by the Embassy of India is required to be submitted, along with the Application as per Mandatory Requirements at [10] above.
- (2) For all others, Application as per Mandatory Requirements at [10] above.

15. What are the requirements for applying for Deletion of ECR Status in the passport?

- (1) Applicants who are eligible for non-ECR category passports may apply for Reissue of passport as per Mandatory Requirements at [10] above along with document prescribed against the category by which they are eligible.

16. What are the instances where endorsements/corrections to existing passport may be required and the procedures to be followed for the same?

- (i) Endorsements/corrections to the personal data in the passport may be necessitated by several reasons such as: (i) Change in name due to correction in spelling, rearrangement of name/letters in the existing name, change/addition of surname from childhood to adulthood, splitting of surname and first name, or assuming a new name, etc. (ii) Endorsement of spouses name following marriage, (iii) Deleting spouses name following divorce, death of spouse (iv) Changing spouses name following remarriage (v) women changing name from maiden name to married name following marriage or from married name to maiden name following divorce/death of spouse, (vi) women changing name due to remarriage (vii) Correction/change in name in parents' name, (viii) change in address, etc.
- (ii) Please note that with the introduction of Machine Readable Passports (MRP) under ICAO guidelines, endorsements or corrections on passports are no longer possible and in all such cases, applicants are required to apply for Reissue of Passport.
- (iii) Please visit the [website of the Embassy](#) for details of the procedure to be followed in such cases.

(2) Emergency Certificate

- (1) **Emergency Certificate (EC) is issued for one-way travel to India in case of non-availability a valid Passport with the applicant and where a new passport cannot be issued immediately.**
- (2) The requirements for issue of EC are:
 - (i) [Application form](#) for EC
 - (ii) Letter from sponsor undertaking to get exit visa issued/exit paper
 - (iii) Copy of the previous Passport.
 - (iv) Two (2) identical recent passport size photographs.

Note:

- (a) All fees are to be paid in Saudi Riyals in Cash at the Counter at the Embassy/Consulate along with application form. Fees once paid are not refunded, even if the application is withdrawn or the service refused for whatsoever reason.
- (b) It may be noted that issue of EC is intended for one way travel to India only and results in cancellation of existing passport of the holder. On arrival in India, he/she will have to contact the concerned Passport Issuing Authority in India for issue of new passport.

(3). Birth Registration and Passport of New Born Children

1. How to get [registration of birth and passport](#) is issued for a new born child in Saudi Arabia.

- (i) Every child born to Indian parent(s) is issued a separate passport. It is not possible to include the child's name in the passport of mother/father.
- (ii) The birth of every child born in the Kingdom of Saudi Arabia to Indian parents(s) is required to be registered with the Indian Embassy or Consulate, within 1 year of birth, by visiting the concerned VFS centre.
- (iii) A Birth certificate is issued by the Embassy/Consulate to the child after registering his/her name as an Indian national.
- (iv) A separate Passport is issued to the new born baby.

2. What are the requirements for registration of birth and issue of passport?

- (1) Birth certificate from Saudi Ministry of Health along with its English translation in original.
- (2) Birth Registration Certificate from the Embassy/Consulate of India in Original.
- (3) A copy of the application submitted online for registration of child under section 4 of the Citizenship Act on the website indiancitizenshiponline.nic.in.
- (4) Passport application form (As per mandatory requirements 12 above), duly signed by both parents (child's thumb impression should be affixed in the signature box –left thumb for male & right thumb for female.)
- (5) Photocopy of parents' passport with their spouse's name in each other's passport.
- (6) Copy of marriage certificate
- (7) 3 recent passport-size photographs of 3.5cm x 4cm with white background
- (8) Affidavit in prescribed format ([Annexure – D](#)) to be signed by both parents.

(4). Attestation Services

1. What are the [requirements for obtaining attestation of documents such as Power of Attorney](#) ?

- (1) The Embassy and the Consulate provide attestation services **every working day** at the VFS centres at (Umm-al-Hammam) and at Jeddah (AIRuwais Dist.), on Fridays at VFS Dammam and on all Saturdays at VFS Al Khobar.
- (2) Time taken: Serviced documents are returned the same day. The schedule and timing of service are available at page No [44](#).

- (3) Power of Attorney (PoA) can either be on a plain paper or stamp paper as per your requirement or as advised by your lawyer. No separate form is required.
- (4) The requirements are:
 - (i) Personal presence of the executant(s)
 - (ii) passport(s) in original along with a copy of the first and last two pages, original of the document to be attested (which need to be signed by the executant(s) in the presence of the consular officer, along with a copy, two recent passport size photographs of the executant(s).
 - (iii) The required fee.
- (5) The requirements and fee may change depending on the nature of the document. For further details regarding types of the documents attested, requirements, fee, etc. one may visit the [website of the Mission](#).
- (6) The Embassy/Consulate also conducts scattered tours to other locations in Saudi Arabia where consular services including attestation will be provided. Those who are unable to travel to Riyadh, Jeddah, Dammam or Al Khobar for obtain these services, may utilise the opportunity of the scattered **consular tours** of Indian [Embassy](#) and [Consulate](#) to various cities in KSA under their respective consular jurisdiction to provide consular services.

(5). Miscellaneous Services

1. What are the requirements for obtaining a Police Clearance Certificate issued by the Embassy?

1. Application in the [Miscellaneous Services Form \(EAP-II\)](#)
2. Original Passport (including subsequent additional booklets if any) and its photocopy (first two and last two pages and the page of observation including ECR/ECNR, if any, made by Passport Issuing Authority)
3. Photocopy of Iqama.
4. Two passport size photographs.
5. Letter from Embassy which has asked for Police Clearance Certificate.
6. Personal presence of the applicant at the Application Centre is mandatory.
7. Fee prescribed for service applied.

NOTE:

Saudi Police Clearance Certificate: For obtaining a Saudi PCC, one has to apply directly to the Saudi authorities (Ministry of Foreign Affairs/Police). Those leaving the country on final Exit must obtain this before the leave the Kingdom. The Indian Embassy/Consulate's role in this matter is limited to issuing a No Objection Certificate. If the person is present in the Kingdom, he/she may directly apply, or if already left the Kingdom, authorise a friend or acquaintance in the Kingdom, to apply, on his/her behalf, to the [Indian Embassy/Consulate for the NOC](#), and subsequently to the MOFA/Police Authorities.

2. What are the requirements for obtaining a NRI Certificate issued by the Embassy?

- (1). The applicant should have stayed out of India for period of more than 182 days during the previous Financial Year to be eligible to apply for this service.
- (2). The requirements are as follow:
 - (i) Application in the [Miscellaneous Services Form \(EAP-II\)](#).
 - (ii) Original Passport (including subsequent additional booklets if any) and its photocopy (first two and last two pages and the page of observation including ECR/ECNR, if any, made by Passport Issuing Authority)
 - (iii) Photocopy of Iqama.
 - (iv) Two passport size photographs.
 - (v) Personal presence of the applicant at the Application Centre is a must

(vi) Fee prescribed for service applied.

3. What are the requirements for obtaining a Certification of Date/Place of Birth, Marital Status, Spouse Name, etc. as per Entries in the Passport.

- (i) Application in the [Miscellaneous Services Form](#) (EAP-II)
- (ii) Original Passport (including subsequent additional booklets if any) and its photocopy (first two and last two pages and the page of observation including ECR/ECNR, if any, made by Passport Issuing Authority)
- (iii) Photocopy of Iqama.
- (iv) Two passport size photographs.
- (v) Fee prescribed for service applied.

4. What are the requirements for obtaining an Extract from Birth Register

- (1). Indian Nationals born in Saudi Arabia whose birth was registered with the Embassy, may apply for a duplicate copy of the Birth Certificate on payment of prescribed fees. They should provide details of original registration (date and number).
- (i) Application in the [Miscellaneous Services Form](#) (EAP-II)
- (ii) Original Passport (including subsequent additional booklets if any) and its photocopy (first two and last two pages and the page of observation including ECR/ECNR, if any, made by Passport Issuing Authority)
- (iii) Photocopy of Iqama.
- (iv) Two passport size photographs.
- (v) Copy of previously issued Extract of Birth Register, if available.
- (xi) Fee prescribed for service applied.

Fee for various Consular Services

| Category of Service | Fees (in SAR) | ICWF Fees (in SAR) | Service Charges* (in SAR) | Total Charges (in SAR) |
|--|--------------------------|-----------------------------------|--|---------------------------------------|
| Normal Booklet (36 pages) Adults | 282.00 | 8.00 | 13.00 | 303.00 |
| Normal Booklet (36 pages) Minors | 188.00 | 8.00 | 13.00 | 209.00 |
| Jumbo Booklet (60 pages) Adults | 376.00 | 8.00 | 13.00 | 397.00 |
| <u>TATKAL</u> | | | | |
| Normal Booklet (36 pages) Adults | 845.00 | 8.00 | 13.00 | 866.00 |
| Normal Booklet (36 pages) Minors | 751.00 | 8.00 | 13.00 | 772.00 |
| Jumbo Booklet (60 pages) Adults | 939.00 | 8.00 | 13.00 | 960.00 |
| <u>Passport in Lieu of Lost, Damaged or Stolen</u> | | | | |
| Normal Booklet (36 pages) | 564.00 | 8.00 | 13.00 | 585.00 |
| Jumbo Booklet (60 pages) | 658.00 | 8.00 | 13.00 | 679.00 |
| <u>TATKAL</u> | | | | |
| Normal Booklet (36 pages) | 1127.00 | 8.00 | 13.00 | 1148.00 |
| Jumbo Booklet (60 pages) | 1221.00 | 8.00 | 13.00 | 1242.00 |
| All Miscellaneous Passport Services | 94.00 | 8.00 | 13.00 | 585.00 |
| * An additional SR 1/- may be charged for SMS if applied for. | | | | |
| Emergency Certificate | 57.00 | 8.00 | - | 65.00 |
| ATTESTATION | | | | |
| Property related Power of Attorney | 80 | 8.00 | 15.00 | 103.00 |
| Other documents (PoA, Edu./Marriage Certificates, Sponsorship declaration, etc.) | 40 | 8.00 | 15.00 | 63.00 |
| Life Certificate (only for pension purpose) | Gratis | 8.00 | 15.00 | 23 |
| Miscellaneous Services | | | | |
| PCC | 94 | 8.00 | 13.00 | 115.00 |
| NRI Certificate | 94 | 8.00 | 13.00 | 115.00 |
| Birth Certificate | 94 | 8.00 | 13.00 | 115.00 |