

**Embassy of India
Tokyo**

**Discontinuation of walk-in Consular Services, including Passport, at Embassy
of India, Tokyo**

In the wake of COVID-19 outbreak, it has been decided to **discontinue walk-in Passport and Consular Services in the Embassy** with effect from **Monday, January 11, 2020**. All applicants are advised to adopt the following guidelines/procedures for applying for **passports and Miscellaneous Consular Services (attestation, power of attorney, affidavit, Birth Certificate, Death Certificate, NOC, etc.)**:

(1) Procedure for Passport applications

- i) Apply online <https://embassy.passportindia.gov.in/>
- ii) Send application by **registered post** with a self-addressed envelope, passport fee including postal and service charges, **in cash** along with supporting documents listed at <https://www.indembassy-tokyo.gov.in/passport.html>. Please provide your telephone number, Skype id and email address to enable us to reach you.
- iii) After scrutiny of application form, if required, you will be contacted by email/phone to set up a Skype interview. **Please note that all Skype calls will be recorded.**

(2) Procedure for Attestation and other Misc. Services

- i) Send application by **registered post** with fee (including service and postal charges), in cash, along with supporting documents list at <https://www.indembassy-tokyo.gov.in/passport.html>. Please provide your telephone number, Skype id and email address to enable us to reach you.
- ii) For confirmation of the details furnished by the applicant, if required, a Skype call will be made from the Embassy for video conferencing. For this, the applicant will be informed by email/phone one day prior to the video conference regarding time slot of the call. **Please note that all Skype calls will be recorded.**

iii) After Skype interview you will be allotted a date and time for submission and physical verification of documents. After the verification of documents, attestation/other misc. services will be rendered, the same day, as far as possible.

(4) The appointment slots for verification of documents, if required, will be on Tuesday and Thursday between 1000 hrs to 1200 hrs and will be intimated to the applicant over phone/email.

(5) After processing the consular misc./passport services, the documents will be posted to the applicant, which would be intimated vide email/telephone.

(6) Any queries in this regard may please be addressed to cons.tokyo@mea.gov.in

TOKYO
January 8, 2021