

How to Apply by Mail

Outstation applicants may send their applications for passport/consular service by certified/registered/express mail. These instructions are in addition to instructions/requirements of documents for various services given separately. Applicants, therefore, should correlate/comply with both sets of instructions before sending the applications by mail.

- Fee should be paid by Money Order/Bank Draft/Certified check in the name of the Consulate General of India, New York. Cash or personal checks are not accepted.
- **Postage:**
For return by Express Mail (with tracking number): Please enclose a self-addressed Express Mail envelope with minimum postage of **\$18.30**. Please write Consulate's address in the Sender's column and your own name, address and telephone number in the recipient's column. It is important to write clearly and firmly so that both the addresses are printed on all 4 foils of the return mailing label. An example of correctly filled return mailing label is placed below:

EM 511373846 US
↑ TRACKING NUMBER

Mailing Label
Label 117, April 2004

EXPRESS MAIL
UNITED STATES POSTAL SERVICE®

Post Office To Addressee

ORDER (POSTAL SERVICE USE ONLY)

| | | |
|--|---|---|
| Priority Mail | Day of Delivery | Postage |
| <input type="checkbox"/> Next <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd | <input type="checkbox"/> Next <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd | \$ |
| Mark Accepted | Estimated Date of Delivery | Weight (ounces) |
| Weight | Month Day | Volume (cubic feet) |
| Estimated Time of Delivery | COOL Fee | Insurance Fee |
| <input type="checkbox"/> AM <input type="checkbox"/> PM | <input type="checkbox"/> None <input type="checkbox"/> 1.00 <input type="checkbox"/> 2.00 | <input type="checkbox"/> None <input type="checkbox"/> 1.00 <input type="checkbox"/> 2.00 |
| Postage (lb. or weight) | <input type="checkbox"/> Insured <input type="checkbox"/> Signature | Total Postage & Fees |
| <input type="checkbox"/> 1 lb. <input type="checkbox"/> 2 lb. <input type="checkbox"/> 3 lb. <input type="checkbox"/> 4 lb. <input type="checkbox"/> 5 lb. <input type="checkbox"/> 6 lb. <input type="checkbox"/> 7 lb. <input type="checkbox"/> 8 lb. <input type="checkbox"/> 9 lb. <input type="checkbox"/> 10 lb. | Signature Required (initials) | Acceptance Fee (initials) |

DELIVERY (POSTAL USE ONLY)

| | | | |
|------------------|------|---|--------------------|
| Delivery Address | Time | <input type="checkbox"/> AM <input type="checkbox"/> PM | Signature Required |
| Delivery Address | Time | <input type="checkbox"/> AM <input type="checkbox"/> PM | Signature Required |
| Delivery Address | Time | <input type="checkbox"/> AM <input type="checkbox"/> PM | Signature Required |
| Delivery Address | Time | <input type="checkbox"/> AM <input type="checkbox"/> PM | Signature Required |

POWER OF ATTORNEY (Consent) (Not valid. Additional non-transferable insurance is valid & subject to limitations as described in the reverse.) (Do not check unless authorized by the addressee.) (Do not check unless authorized by the addressee.) (Do not check unless authorized by the addressee.) (Do not check unless authorized by the addressee.)

NO DELIVERY Return Release

FROM: (PLEASE PRINT) 212 774 0599

CONSULATE GENERAL OF INDIA
3 E 84TH ST
NEW YORK NY 10068-7002

TO: (PLEASE PRINT) (YOUR NAME & ADDRESS HERE)

FOR PICKUP OR TRACKING: Visit www.usps.com or Call 1-800-222-1811

EMS

Your tracking number is at the top left corner. You may track your documents by printing the tracking number at www.usps.com after allowing for sufficient processing time.

For return by Priority Mail (without tracking number): Please enclose a self-addressed Priority Mail envelope with a minimum postage of **\$4.90**. Please write Consulate's address in the Sender's column and your own name, address and telephone number in the recipient's column. An example of correctly filled return mailing label is placed below:



No tracking number is available for priority mail.

Note: The Consulate will not be able to mail out your documents if insufficient postage is affixed on the return mailing envelopes.

- Copy of proof of residence (in the United States) is required. Utility bill/bank statement/copy of lease agreement/driver's license are acceptable as proof of residence.
- Notarized copies of documents such as Birth Certificate, Marriage Certificate, visa status in the US etc. should be submitted as per the requirements of your case. **Please do not send originals of these documents along with your application.**
- Applications in straightforward cases for passport, PIO, attestation services received by mail normally take 2 weeks to process once the documents have been received by the Consulate. This time schedule does not apply for services for which reference has to be made to the competent authorities in India. Please refrain from making telephonic or written enquiries in such cases about the status of your application, as it takes about 45 days to complete enquiries.
- The Consulate will return applications / documents, by ordinary mail, in cases where the applications are incomplete / incorrect, the fees sent are not adequate or not paid in the acceptable manner or where there are other deficiencies.
- The Consulate is not responsible for documents lost in the mail. A passport should not be sent out of any country by post.

- Applications may be sent to:

Consular Section

Service applied for: For example, Renewal of passport or attestation of documents

Consulate General of India

3 East, 64 Street

New York, NY 10065

Kindly send your inquiries by e-mail. However, in case of extreme urgency (emergency), you can also telephone on the numbers given against each section:

Passport:

E-mail: passport@indiacgny.org

Phone: (212) 774-0641

Hours: 9.30 a.m – 12.30 p.m.

Legalization/Attestation of Documents:

E-mail: passport@indiacgny.org

Phone: (212) 774-0667

Hours: 9.30 a.m – 12.30 p.m.

Visa (Travisa Outsourcing Inc):

E-mail: newyork@travisaoutsourcing.com

Phone: (212) 754-9900

Hours: 9.00 a.m.– 5.30 p.m.

OCI Card:

E-mail: ocistatus@indiacgny.org

Phone: (212) 774-0613

Hours: 2.00 p.m – 4.00 p.m.

PIO Card:

E-mail: visa@indiacgny.org

Phone: (212) 774-0666

Hours: 9.30 a.m. – 12.30 p.m.

Incomplete / False Information

Application forms should be filled in fully, legibly (in BLOCK CAPITAL LETTERS) and accurately. Misrepresentation of the facts may result in the denial of passport/consular service. Applications received with incomplete details could remain unprocessed, causing unnecessary delays.

Fees, once received, shall not be refunded, even if the passport application was withdrawn or if the Consular service could not be rendered for any reason by the Consulate.

The Consulate reserves the right of seeking additional documents or a personal interview with the applicant if so required.

The Consulate General of India, New York, neither recognizes nor deals with any agent for consular services. Only collection of visa applications is being done by M/s. Travisa Outsourcing Inc.