

**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 **Wednesday, 1st April, 2020**. In light of the existing advisories associated with the Coronavirus and public safety, all applicants are advised to adopt the following guidelines/procedures for applying for **passports and Miscellaneous Consular Services (attestation, power of attorney, affidavit and urgent PCC, etc.)**:

PROCEDURES FOR APPLYING FOR PASSPORT AND CONSULAR SERVICES

(1) Procedure for OCI applications

- i) Apply online <https://ociservices.gov.in/>
- ii) Send application by **registered post** with a self addressed envelope, postal charges, fee in cash along with supporting documents https://mha.gov.in/PDF_Other/2OCICardholder_Brochure_15112019.pdf. Please provide your telephone number, Skype id and email address to enable us to reach you.
- iii) After scrutiny of application form, you will be contacted by email/phone to set up a Skype interview.
- iv) After Skype interview you will be allotted a date and time for submission and physical verification of documents and biometrics.

(2) Procedure for Passport applications

- i) Apply online <https://embassy.passportindia.gov.in/>
- ii) Send application by registered post with a self addressed envelope, postal charges, fee in cash along with supporting documents <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, you will be contacted by email/phone to set up a Skype interview.
- iv) After Skype interview you will be allotted a date and time for submission and physical verification of documents.

(3) Procedure for Attestation services

- i) Send application by **registered post** with fee in cash along with supporting documents <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) After scrutiny of application form, you will be contacted by email/phone to set up a Skype interview.
- 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 service will be rendered same day.

(4) Skype interview timings will be intimated over email/telephone to the applicant, and will be between 1000-1600 hrs on Tuesday, Wednesday and Friday. **Please note that all the Skype calls will be recorded.**

(5) The appointment slots for verification and submission of documents will be on Monday and Thursday between 1000 hrs to 1200 hrs and will be intimated to the applicant over phone or email.

(6) Delivery of the documents will be between 1400-1600 hrs the same day (except in case of OCI Card and Passport).

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

(8) All Indian Citizens are requested to register themselves at https://www.indembassy-tokyo.gov.in/reg_user.php and if you are a student, register at https://www.indembassy-tokyo.gov.in/japan_students_reg.php to enable us to reach you in case of emergency.

TOKYO
March 30, 2020