

**Embassy of India  
Santiago**

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**Essential Basic Information on Consular Services**

(Please Read Carefully Before Doing Anything else):

1. All applications submitted to the Embassy of India should have attached a bank receipt showing that the required fee amount (as shown in the Schedule of Fee) has been deposited in the Embassy of India's Bank Account which is as follows:-

Name of the Bank: <b>BANCO SANTANDER</b> Bank Account Number: <b>10278-4</b> RUT: <b>69.903.100-3</b>
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2. Please note that no cash/cheque/credit cards/ debit cards or any other form of payments will be accepted by the Embassy

3. It may please be noted that fees, once paid, will not be refunded, even if the application is withdrawn or service is denied/not rendered.

4. When submitting your application to the Embassy, please fill in all the information online in the appropriate form, upload necessary photos and then take a print out of the form, sign it and bring the hard copy to the Embassy with all supporting documents (originals as well as photocopies) including the Bank Receipt. (NOTE - For OCI CARD applications, only original documents have to be presented for examination and no photocopies are required. In all other cases, original documents will be returned after scrutiny, and photocopies will be retained by the Embassy).

5. Please note that the any application which is incomplete in any way will not be accepted. Therefore, please check that you have filled in all columns correctly, signed wherever required, and attached all required supporting documents.

6. **Please note that if you are going to stay in India beyond the validity period of your visa, or beyond 180 consecutive days (even if your visa is valid for a longer time period), you should apply in advance to the nearby foreigners registration office to continue to stay legally in India.**

**VISA SERVICE**

7. To apply for the visa go to <https://indianvisaonline.gov.in/> and select the e-visa option or regular visa by Indian Mission option. You will get application forms and all information of the supporting documents which needs to be attached to the application forms on the website.

8. E-Visas are available for tourism, business, conference and medical travel. The e-Visa application is handled directly by the competent authority in New Delhi and the Embassy of India is not involved in any way, and cannot answer e-Visa related queries. Applications for eVisas should be made at least 7 days in advance of the planned date of arrival in India.

9. If you apply to the Embassy of India for a visa, you will have to visit the Embassy to give us your biometrics.

10. The Embassy of India normally takes one to two working days to process visa applications.

11. Please read instructions at S. Nos. 1 to 5 above before you start the application process. PLEASE also note information given at S. No. 6 above.

### **PASSPORT SERVICE**

12. The Embassy of India, Santiago has recently been integrated with the Global Passport Sewa Project (GPSP). Therefore, Indian Citizens residing in Chile are henceforth required to apply for the services listed below only through the following link: <https://embassy.passportindia.gov.in/>

13. Steps to be followed when applying:

- Select the region as Americas and then country as Chile from where you are applying for passport/miscellaneous service
- Click on User login/Registration link to. You will get an activation email link in your email after successful sign-up.
- Activate your account by clicking on the link received on your registered email address and using the option User Login, login with your registered email ID/User Id and Password
- After successfully logging into the portal, click on the service that is required by you to access the appropriate form proceed with filling in of the form.

14. After filling in the online application completely(without leaving any column blank), take a print out of the online application form, paste photograph(size 5cmx5cm with white background), sign beside the photograph and also on the second and the third pages of the form, enclose required documents and submit your complete application within 30 days to the Embassy, along with the bank deposit receipt for the prescribed fee.

15. Please note that In view of the change in policy relating to the issue of Police Clearance Certificate (PCC), Indian Embassies abroad now need to obtain specific and fresh police verification on the PCC application from the relevant authority in India. This applies to all categories of applicants in Chile. As it may take up to three months or more to receive fresh police verification from India, applicants are advised to apply for the PCC well in advance in order to avoid procedural delays.

16. Please read instructions at S. Nos. 1 to 5 above before you start the application process.

## **OCI SERVICE**

17. To apply for an Overseas Citizenship of India (OCI) card, go to <https://ociservices.gov.in/>.

18. Please read instructions at S. Nos. 1 to 5 above before you start the application process.

19. Please note that PIO cards are no longer being issued and that if you are holding a PIO card, it please apply immediately for conversion to a OCI cards

## **OTHER CONSULAR SERVICES**

20. Apart from visas, passports and OCI cards all other consular services such as attestations, birth certificates, marriage certificates etc. are deemed as other Miscellaneous Consular Services. Application form for these services is available at <https://passport.gov.in/nri/external2.pdf>

21. Please read instructions at S. Nos. 1 to 5 above before you start the application process.

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