

Emergency certificate (EC)

Emergency Certificate is a one-way travel-one-time document, which is issued to Indian nationals who do not hold valid Indian passports as it has been lost/stolen/damaged and need to travel to India urgently. The following documents will be required for this purpose:

- **All applicants must complete online Passport Application Form At: <https://mportal.passportindia.gov.in/mission/> by creating a USER ID. Best viewed in Internet Explorer 9.0 and above.** Passport Online Application should be accurately filled. **APPLICANTS MUST UPLOAD PHOTOGRAPHS AND A SIGNATURE. THE PHOTOGRAPHS MUST COMPLY WITH ICAO STANDARDS.** After you click on the link <https://mportal.passportindia.gov.in/mission/> , kindly click on the '**APPLICANT LOGIN**' for the process to start.
- Login using the newly created USER ID and fill in the user-friendly application form online at the same portal.
- Please select the correct Indian mission **CHILE-SANTIAGO**.
- Applicant must upload an ICAO -compliant photograph, a scanned copy of their signature and all other relevant documents prior to submitting the application (**MANDATORY**).
- In the current address, address of Chile will come where you are temporarily staying.
- All the necessary Documents and Annexures must be uploaded.
- Submit the printout along with requisite documents (as mentioned below) and in person Embassy of India, Santiago or through courier. The address is mentioned below.

Documents Required:

- a. Duly completed and signed (by applicant) online EC Application Form.
- b. Original Indian passport (Not attested copies please in case of damaged passport). If Passport lost, then please submit Original Police Report with lost passport number mentioned on it.

c. **1 recent photograph** of 2 inches X 2 Inches (51mm X 51mm) with light background.

Please paste one photo on the Personal Particular form. **Do not staple/pin the photographs. Kindly upload the same photograph while filling the form.**

d. A copy of previous Indian passport, wherever possible.

e. Copy of valid Chilean Visa/PDI Slip/Chilean RUT Card.

f. Attach proof of payment for the fee of CLP 15.700.

g. Explanation Letter for applying Emergency Certificate.

h. Proof of Indian nationality if passport is not available.

i. **Annexure "F" and Annexure "E" duly** filled and signed by the Applicant

k. Other ID Proofs such as Driving license, PAN, Aadhaar, etc.

l. One way travel itinerary, if holding one.

m. The applicant may use any courier service (with tracking facility) of their choice and are advised to keep the tracking numbers with them Embassy of India will not take any responsibility in case the courier is lost/misplaced/damaged or delayed. Before making any status enquiry about the application please check with the courier service whether the application has been delivered to our office.

Personal Interview is desired. Please appear at Embassy of India, Santiago with all above documents between 10.00 am to 12:30 pm on any working day. Please do not make firm travel bookings before receiving the Emergency Certificate. If cannot appear in person, phone call with the Consular Officer is mandatory.

Processing Time: No maximum time can be prescribed – it depends on time taken to verify Indian nationality. If all documents are there, usually on the same day.

Address and Fees

- Fees of CLP 15.700. Online Transfer only.

A/C Number - 102784

Bank name - Banco Santander

A/C Type - Cuenta Corriente

RUT - 69.903.100-3

A/C Name - Embajada de la India

Please attach a copy/screenshot of payment.

Address	971 Alcántara, Las Condes, Santiago (Chile) ZIP Code: 7550427
Mail Box	10433, Santiago