

Passport Services

General Information

Passport services are rendered by this Embassy to the Indian citizens living in Bolivia. They can access the new Passport Seva System to avail Passport services at the link: <https://mportal.passportindia.gov.in/gpsp/AuthNavigation/Login>.

Steps to apply for Passport & Consular Services

(Ordinary Passport/Official Passport/Diplomatic Passport/Emergency Certificate/Police Clearance Certificate)

Step 1: Open link online <https://mportal.passportindia.gov.in/gpsp/AuthNavigation/Login> .

Step 2: Register yourself by clicking register link

Step 3: Login using the USER ID & PW

Step 4: In the "Applicant Home Page", click on the service required for i.e.: "Apply for Ordinary Passport/Official Passport/Diplomatic Passport/Emergency Certificate/Police Clearance Certificate) link to file a new application

Step 5: After successful submission (including photo and signature) of the online application form, the applicants are required to take a print out of their application form and carry out the following:

- (a) Fill up blank columns, if any, in the application form.
- (b) Affix the signature/thumb impression.
- (c) The signature/thumb impression will be printed in the passport. Therefore, it must be kept strictly within the box, without touching the boundaries.
- (c) One coloured photograph to be attached, in addition to the one pasted on the application (white background with size 2" X 2") and signature at the designated place

Step 6: Deposit the prescribed fee in the Embassy's bank accounts as per details given below

Step 7: Submit the printout of the application along with required documents and fee receipt at the Embassy (Calle Las Retamas, No. 8438Z, La Florida, La Paz, Bolivia). Application form can be submitted between 0900 hrs to 1200 hrs on working days at the Embassy's counter. For any clarification, kindly contact +591-22972138, email : cons.lapaz@mea.gov.in

Applicants are required to attach self-attested photocopies of all the required documents with the application form. Original documents must be produced at the counter, which will be returned after verification.

Check-List for Fresh Passport/Re-issue of Passport

- Current Passport along with Copy of first three and last three pages of the current passport.
- Copy of the current valid Bolivian visa or Bolivian Residence card.

•In case of change of address in India - necessary proof is to be provided for revising the address. Any of the documents water bill, electricity bill, gas bill, Income Tax Assessment order, Telephone bill (landline or postpaid mobile), Aadhaar Card, Election ID Card, Spouse passport copy with new address etc.

Passport/Consular Fees and ICWF fees should be deposited in respective banks as per details given below-

Passport/Consular Fees

Name of the Current Account Holder: EMBAJADA DE LA INDIA

Account number: **2541010164**

Bank name: **Banco Fortaleza S.A.**

Address: Avenue Mariscal Montenegro No. 1246, San Miguel, Calacoto Street No. 18, La Paz, Bolivia

Swift code: BFORBOLPXXX

ICWF Fees

Name of the Current Account Holder: EMBAJADA DE LA INDIA

Account number: **2541010176**

Bank name: **Banco Fortaleza S.A.**

Address: Avenue Mariscal Montenegro No. 1246, San Miguel, Calacoto Street No. 18, La Paz, Bolivia

Swift code: BFORBOLPXXX

Passport Fee

Passport Services and Consular Services at Embassy of India, La Paz (Bolivia) – Refixation of Fee from 1st July 2026

Passport Fee

S. No	Type of Passport service	Normal Fee in US\$	Normal Fee in Boliviano (Bs.)	Tatkal fee (Inclusive of normal fee) in US\$	Tatkal fee (Inclusive of normal fee) in Boliviano (Bs.)	ICWF Fee in Boliviano (Bs.)
I (a)	Applicants (18 years of age and above/Minors between 15 to 18, if applied under this category)					
1	For an ordinary fresh passport or reissue of passport containing 36 pages	125+2	844	250	1688	14
2	For an ordinary fresh passport or reissue of passport containing 60 pages	175+2	1181	300	2025	14

3	For an ordinary passport in lieu of lost or damaged passport containing 36 pages	250+2	1688	375	2531	14
4	For an ordinary passport in lieu of lost or damaged passport containing 60 pages	300+2	2025	425	2869	14
I	Minor Applicants (below 18 years of age)					
(b)						
5	For an ordinary fresh passport or reissue of passport containing 36 pages	90+2	608	215	1451	14
6	For an ordinary passport in lieu of lost or damaged passport containing 36 pages	215+2	1451	340	2295	14
II	Special Travel Document					
7	Emergency Certificate	15+2	102	NA	NA	14
8	Certificate of Identity	50+2	338	NA	NA	14
III	Miscellaneous Services					
9	Issue of Police Clearance Certificate or Surrender Certificate or Global Entry Program Verification or any other Miscellaneous certificates based on the passport	40+2	270	NA	NA	14

Note:

1. "NA" means "not applicable"

2. The validity of passports issued under serial number I(a) shall not exceed ten years, and the validity of passports issued under serial number I(b) shall be for five years or until the applicant attains the age of 18 years, whichever is earlier.

3. There shall be a discount of ten percent in passport fee for fresh applications (and not for re-issue) in respect of minors up to the age of 8 years and senior citizens (persons above the age of 60 years).

Consular Fee

S. No.	Type of Passport service	Fee in US\$	Passport Fee in Bolivian Boliviano	ICWF Fee in Bolivian Boliviano
1	Attestation of civil documents (Affidavits, educational degree, sponsorship certificates, marriage certificates, wills, Power of Attorney etc.)	10+2	69	14
2	Attestation of affidavits/documents, pertaining to sale, purchase, power of attorney, mortgage, transfer, gift, etc. of real estate or moveable properties or issue of a document by a Consular Officer pertaining to such matters.	20+2	137	14
3	Attestation of Trade/Commercial documents or issue of any certificate 'country of origin etc.' pertaining to exports from foreign country to India	50+2	342	14
4	Attestation of Trade/Commercial documents or issue of any certificate pertaining to exports from India to a Foreign country	20+2	137	14
5	Attestation of Pension papers, life certificates etc. pertaining to pensioners.	Gratis	Gratis	Gratis
6	Other miscellaneous attestations, issue of civil certificates, notarial services as per Consular Manual, not falling within any of above categories, registration of birth S a certified copy of the entry	20+2	137	14
7	Registration of death S a certified copy of the entry	Gratis	Gratis	Gratis
8	Cancellation of Indian Passport of an Indian national who dies abroad	Gratis	Gratis	Gratis
