

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

S. No.	Type of Passport service	Fee in US\$	Passport Fee in Bolivian Boliviano Account No. 2541010164	ICWF Fee in Bolivian Boliviano Account No. 2541010176
1	For issue of ordinary fresh passport or reissue of passport containing 36 pages having validity of ten years (also applicable to minors in the age group of fifteen to eighteen years)	75+2	519	14
2	For issue of ordinary fresh passport or reissue of passport containing 60 pages having validity of ten years (also applicable to minors in the age group of fifteen to eighteen years)	100+2	691	14
3	For issue of ordinary fresh passport or reissue of passport of 36 pages for minors below eighteen years of age with validity of five years or till the minor attains the age of eighteen years whichever is earlier	50+2	346	14

4	Replacement of passport of 36 pages having validity of ten years for changes in personal particulars	75+2	519	14
5	Replacement of passport of 60 pages having validity of ten years for changes in personal particulars	100+2	691	14
6	Replacement of passport of 36 pages for changes in personal particular for minors below the age of eighteen years with validity of five years or till the minor attains the age of eighteen years, whichever is earlier	50+2	346	14
7	Miscellaneous services based on the Passport	25+2	173	14
8	Police Clearance Certificate or Surrender Certificate or any other miscellaneous certificate based on the passport	25+2	173	14
9	For replacement of ordinary passport of 36 pages in lieu of lost, damaged or stolen passport	150+2	1037	14
10	For replacement of ordinary passport of 60 pages in lieu of lost, damaged or stolen passport	175+2	1209	14
11	Emergency Certificate (one time valid only for return to India)	15+2	104	14

Consular Fee

S. No.	Type of Passport service	Fee in US\$	Passport Fee in Bolivian Boliviano Account No. 2541010164	ICWF Fee in Bolivian Boliviano Account No. 2541010176
1	Attestation of civil documents (Affidavits, educational degree, sponsorship certificates, marriage certificates, wills, Power of Attorney etc.)	10+2	70	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	139	14
3	Attestation of Trade/Commercial	50+2	346	14

	documents or issue of any certificate 'country of origin etc.' pertaining to exports from foreign country to India			
4	Attestation of Trade/Commercial documents or issue of any certificate pertaining to exports from India to a Foreign country	20+2	139	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 & a certified copy of the entry	20+2	139	14
7	Registration of death & a certified copy of the entry	Gratis	Gratis	Gratis
8	Cancellation of Indian Passport of an Indian national who dies abroad	Gratis	Gratis	Gratis
