

**Embassy of India
Sao Tome**

**Fees Structure for Passport and Miscellaneous Consular Services
w.e.f. from 01.04.2026**

Note 1 - Passport fees are payable by bank deposit to the Embassy account. No payment by check or Bank Transfer is acceptable. The Passport fee and ICWF charges should be deposited in the following respective accounts of the Embassy:

Name of Bank: International Bank of Sao Tome & Principe (BISTP), Sao Tome

Embassy of India, Account number: 71444 941 0001--- For Passport/Consular fee

Embassy of India, ICWF Account number: 71444 941 0003 ---- ICWF Charges

Note 2 – Additional fee of STN 45.00 (w.e.f. 01 April 2026) will be chargeable for all type of Passport Service applications (other than in death cases) towards ICWF fee. **[The fees prescribed are valid until 31.03.2027 or until further notification.]**

Note 3 - The Embassy does not accept Passport fees by Credit / Debit Cards or by personal cheques. No application will be accepted without the bank receipt of the payment of fee.

1. Passport Fee:-

Sl No	Particulars of application	Fees in STN	
		Normal	Tatkaal
1	Passport		
i	For issue of ordinary fresh passport or reissue of passport containing 36 pages having validity of ten years (also applicable to the age group of fifteen to eighteen years)	1615	4840
ii	For issue of ordinary fresh passport or reissue of passport containing 60 pages having validity of ten years (also applicable to the age group of fifteen to eighteen years)	2150	5375
2	Special Travel Document		
i	Emergency Certificate	325	NA
ii	Certificate of Identity	1075	NA
iii	Additional ordinary passport containing 36 pages for any country with validity upto one year	1615	NA

3	Miscellaneous services		
i	Issue of Police Clearance Certificate or Surrender Certificate or any other miscellaneous certificates based on the Passport	540	NA
4	Passports in lieu of Loss, Damaged or Stolen		
i	For replacement of ordinary passport of 36 pages in lieu of lost, damaged or stolen passport	3225	6450
ii	For replacement of ordinary passport of 60 pages in lieu of lost, damaged or stolen passport	3765	6990

Fees Structure for Visa, OCI, PIO and Miscellaneous Consular Services:

Note 1 - The Visa/OCI/PIO fee and ICWF charges should be deposited in the following respective accounts of the Embassy:

Name of Bank: International Bank of Sao Tome & Principe (BISTP), Sao Tome.

Embassy of India, Account number: 71444 941 0001--- For Passport/Consular fee

Embassy of India, ICWF Account number: 71444 941 0003 ---- ICWF Charges

Note 2 - Additional fee of STN 65.00 (w.e.f. 01 April 2026) will be chargeable for all type of Consular Service applications (other than in death cases) towards ICWF fee. **[The fees prescribed are valid until 31.03.2027 or until further notification.]**

Note 3 - The Embassy does not accept Passport fees by Credit / Debit Cards or by personal cheques. No application will be accepted without the bank receipt of the payment of fee.

(B) Visa Fee to be charged in convertible hard currencies (w.e.f. 01.04.2026)

Sl No	Type of visa	Fees (STN)	
1	Tourist Visa (T)	Upto 1 year/Single or Multiple Entry	2150
		More than 1 year and up to 5 years/Multiple Entry	4300
2	Business Visa (B)	Upto 1 year/Single or Multiple Entry	2580
		More than 1 year and upto 5 years/Multiple Entry	5375
3	Entry Visas (X)	Upto 6 months/ Single or Multiple	1720

		Entry	
		More than 6 months and up to 1 year/ Multiple Entry	2580
		More than 1 year and up to 5 years/Multiple Entry	4300
4	Employment (E) & Project (P) Visas	Upto 6 months/Single or Multiple Entry	2580
		More than 6 months and up to 1 year/ Multiple Entry	4300
		More than 1 year and up to 5 years/Multiple Entry	6450
5	Student Visas (S)	Valid for the duration of the course or 5 years, whichever is less/Multiple Entry	1720
6	Medical Visas (MED-1) & Medical Attendant Visas (MED-2)	Upto 6 months/Single or Multiple Entry	1720
		More than 6 months and up to 1 year/ Multiple Entry	2580
7	Conference/ Seminars Visas (C)	Upto 6 months/Single or Multiple Entry	1720
8	JOURNALIST VISAS (J)	Up to 6 months/Single Entry (or Double Entry with HOM's approval)	1720
9	RESEARCH VISAS (R)	Up to 6 months/Single (or Multiple) Entry	1720
		More than 6 months and up to 1 year/ Multiple Entry	2580
		More than 1 year and up to 5 years/Multiple Entry	4300
10	MISSIONARY VISAS (M)	Up to 6 months/Single or Multiple Entry	1720

		More than 6 months and up to 1 year/ Multiple Entry	2580
		More than 1 year and up to 5 years/Multiple Entry	4300
11	MOUNTAINEERING VISAS (MX)	Up to 6 months/Single (or Multiple) Entry	1720
		More than 6 months and up to 1 year/ Multiple Entry	2580
12	INTERN VISA (I)	Up to 1 year/Multiple Entry	1720
13	FILM VISA(F)	Up to 1 year/ Single or Multiple Entry (Maximum duration of the visa will be 1 year	2580
14	TRANSIT VISA(TR)	Up to 15 days/ Single or Double Entry	430

(C) OCI Fees to be charged in convertible hard currencies (w.e.f. 01.04.2026):

SI No	Type of Service	Fee (STN)
1	New OCI registration	Fresh Application 5915
2	OCI registration	In lieu of Lost PIO card 2150
		In lieu of valid PIO card 2150
3	Misc. services on OCI including re-issue	In case of issuance of new passport 540
		In case of change of personal particulars 540
4	Issuance of Duplicate OCI booklet	In case of mutilated/damaged OCI card 2150
		In case of loss of OCI card 2150

(D) MISC Consular Service Charges to be charged in convertible hard currencies (w.e.f. 01.04.2026):

Sl No.	Matter in respect of which a fee is leviable	Fee (STN)
1	Attestation of documents - civil, trade/commercial and real estate/moveable property	
	1 (A) 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.	430
	1 (B) Where a Consular Officer draws up or assists in drawing up any document mentioned in 1 (A) above	860
2	2(A) Attestation of civil documents (affidavits, educational degree, sponsorship certificates, marriage certificates, wills, Power of Attorney etc.	215
	2(B) Where a Consular Officer draws up or assists in the drawing up of any document mentioned in item 2(A) above as per Consular Manual.	430
3	3(A) Attestation of Trade/Commercial documents or issue of any certificate 'country of origin etc.' pertaining to exports from foreign country to India.	1075
	3(B) Attestation of Trade/Commercial documents or issue of any certificate pertaining to exports from India to a foreign country.	430
4	Marriage fee	
	4. A Consular Officer solemnizing a marriage, registration of a marriage certificate and a certified copy of the entry(all).	1075
5	Fees in respect of merchant shipping	
	5(A) Attestation of documents pertaining to sale, purchase, mortgage, transfer of vessel or transfer of one's interest in merchant vessel.	5590
	5(B) Attestation of other documents pertaining to ship/vessel for issue of a certificate or verification or acceptance of a document or taking any action as per Chapter IX of the Consular Manual	1075

	on 'Merchant Shipping'. The Shipping Company (or Captain of vessel on behalf of Company) being applicant/payee of consular fee.	
	5(C) Attestation of documents of issue of certificates to a sailor as per Chapter IX of the Consular Manual on 'Merchant Shipping' (individual sailor being applicant for his individual use).	210
6	Fee in respect of other services	
	6(A) Attestation of pension papers, life certificate etc. pertaining to pensioners.	
	6(B) For affixing Consular Officer's signature and seal, if required, for declarations of pay or pension.	Gratis
7	7(A) 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.	430
	7(B) Where Consular Officer draws up or assists in drawing up of any documents pertaining to services mentioned at item 9(A) above.	860
	7(C) Registration of death & a certified copy of the entry with the proviso that HOM/HOP may waive these charges at his discretion.	430
8	Cancellation of Indian passport of an Indian national who dies abroad.	Gratis
