

Fees Structure for Passport, Visa & Miscellaneous Consular Services
with effect from 01 July, 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 70.00 (w.e.f. 01 July 2026) will be chargeable for all type of Consular Service applications (other than in death cases) and STN 45.00 (w.e.f. 01 July, 2026) will be chargeable for all type of Passport & related services 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.

(A) Passport Fee:-

Sl No	Particulars of application	Fees in USD		Fees in STN	
		Normal	Tatkaal	Normal	Tatkaal
I.	Passport				
(a)	Applicants (18 years of age and above / Minor aged between 15 to 18 years, if applied under this category				
1.	For an ordinary fresh passport or reissue of passport containing 36 pages	125	250	2,635	5,265
2.	For an ordinary fresh passport or reissue of passport containing 60 pages	175	300	3,685	6,320
3.	For an ordinary fresh passport in lieu of lost of damaged passport containing 36 pages	250	375	5,265	7,900
4.	For an ordinary passport in lieu of lost or damaged passport containing 60 pages	300	425	6,320	8,950
(b)	Minor applicants (below 18 year of age):				
5.	For an ordinary fresh passport or reissue of passport containing 36 pages	90	215	1,895	4,530
6.	For an ordinary passport in lieu of lost or damaged passport containing 36 pages	215	340	4,530	7,160
II.	Special Travel Document				
7.	Emergency Certificate	15	NA	320	NA
8.	Certificate of Identity	50	NA	1,055	NA
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	NA	845	NA

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 70.00 (w.e.f. 01 July, 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. 01.07.2026):

Sl No	Type of visa	Fees (USD)	Fees (STN)	
1	Tourist Visa (T)	Upto 1 year/Single or Multiple Entry	100	2150
		More than 1 year and up to 5 years/Multiple Entry	200	4300
2	Business Visa (B)	Upto 1 year/Single or Multiple Entry	120	2580
		More than 1 year and up to 5 years/Multiple Entry	250	5375
3	Entry Visas (X)	Upto 6 months/ Single or Multiple Entry	80	1720
		More than 6 months and up to 1 year/ Multiple Entry	120	2580
		More than 1 year and up to 5 years/Multiple Entry	200	4300
4	Employment (E) & Project (P) Visas	Upto 6 months/Single or Multiple Entry	120	2580
		More than 6 months and up to 1 year/ Multiple Entry	200	4300
		More than 1 year and up to 5 years/Multiple Entry	300	6450
5	Student Visas (S)	Valid for the duration of the course or 5 years, whichever is less/ Multiple Entry	80	1720
6	Medical Visas (MED-1) & Medical Attendant Visas (MED-2)	Upto 6 months/Single or Multiple Entry	80	1720
		More than 6 months and up to 1 year/ Multiple Entry	120	2580
7	Conference/ Seminars Visas (C)	Upto 6 months/Single or Multiple Entry	80	1720
8	JOURNALIST VISAS (J)	Up to 6 months/Single Entry (or Double Entry with HOM's approval)	80	1720
9	RESEARCH VISAS (R)	Up to 6 months/Single (or Multiple) Entry	80	1720
		More than 6 months and up to 1 year/ Multiple Entry	120	2580
		More than 1 year and up to 5 years/Multiple Entry	200	4300
10	MISSIONARY VISAS (M)	Up to 6 months/Single or Multiple Entry	80	1720
		More than 6 months and up to 1 year/ Multiple Entry	120	2580
		More than 1 year and up to 5 years/Multiple Entry	200	4300
11	MOUNTAINEERING VISAS (MX)	Up to 6 months/Single (or Multiple) Entry	80	1720
		More than 6 months and up to 1 year/ Multiple Entry	120	2580
12	INTERN VISA (I)	Up to 1 year/Multiple Entry	80	1720

13	FILM VISA(F)	Up to 1 year/ Single or Multiple Entry (Maximum duration of the visa will be 1 year)	120	2580
14	TRANSIT VISA(TR)	Up to 15 days/ Single or Double Entry	20	430

(B) OCI Fees to be charged in convertible hard currencies (w.e.f. 01.07.2026):

SI No	Type of Service		Fees (USD)	Fee (STN)
1	New OCI registration	Fresh Application	275	5915
2	OCI registration	In lieu of Lost PIO card	100	2150
		In lieu of valid PIO card	100	2150
3	Misc. services on OCI including re-issue	In case of issuance of new passport	25	540
		In case of change of personal particulars	25	540
4	Issuance of Duplicate OCI booklet	In case of mutilated/damaged OCI card	100	2150
		In case of loss of OCI card	100	2150

(D) MISC Consular Service Charges to be charged in convertible hard currencies (w.e.f. 01.07.2026)

SI No	Matter in respect of which a fee is leviable	Fees in USD	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.	20	430
	1 (B) Where a Consular Officer draws up or assists in drawing up any document mentioned in 1 (A) above	40	860
	2(A) Attestation of civil documents (affidavits, educational degree, sponsorship certificates, marriage certificates, wills, Power of Attorney etc.	10	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.	20	430
	3(A) Attestation of Trade/Commercial documents or issue of any certificate 'country of origin etc.' pertaining to exports from foreign country to India.	50	1075
	3(B) Attestation of Trade/Commercial documents or issue of any certificate pertaining to exports from India to a foreign country.	20	430
2	Marriage fee		
	4. A Consular Officer solemnizing a marriage, registration of a marriage certificate and a certified copy of the entry(all).	50	1075
3	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.	260	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 on 'Merchant Shipping'. The Shipping Company (or Captain of vessel on behalf of Company) being applicant/payee of consular fee.	50	1075
	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).	10	210

Fee in respect of other services			
6(A) For administration or distribution, or both of the property situated in country, of the Consular Officer's residence, of an Indian citizen or any other person, not being a seaman, dying intestate, or if not intestate, when undertaking in the absence of legally competent representative of the deceased in country of his death or a request of legal heirs of deceased living in India as the case may be.	260 or 2.5 per cent of estimated value of the property/ estate, whichever is more.		
6(B) If such property is in country of concurrent accreditation of a Consular Officer.	1,030 or 2.5 per cent of estimated value of the property, whichever is more		
6(C) Issue of succession certificate as laid down in the Consular Manual.	2.5 per cent of estimated value of the estate or property		
7. Services requiring visits or attendance of a Consular Officer on request of an applicant away from chancery.	Officer's travelling allowance and daily allowance plus USD 103 for each visit plus consular fees for service required. The amount of USD 103 will be converted in the applicable hard currency at the ORE applicable for 1.4.2026, which is mentioned above.		
8(A) Attestation of pension papers, life certificate etc. pertaining to pensioners.		Gratis	Gratis
8(B) For affixing Consular Officer's signature and seal, if required, for declarations of pay or pension.		Gratis	Gratis
9(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.		20	430
9(B) Where Consular Officer draws up or assists in drawing up of any documents pertaining to services mentioned at item 9(A) above.		40	860
9(C) Registration of death & a certified copy of the entry with the proviso that HOM/HOP may waive these charges at his discretion.		20	430
10 Cancellation of Indian passport of an Indian national who dies abroad.		Gratis	Gratis

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