

**Embassy of India
Riyadh
Right to Information
Citizen's Charter/ Time Limit**

The Following consular services are provided by the Mission.

Sr. No	Type of Services	Sub Category of Services	Time Lime (Approximate)
1	Visa	For Saudi Passport Holders	3-5 working days
		For other nationality	5 Working Days subject to the clearance from the concerned Indian Mission /Post abroad
2	Passport	Re-issue (normal cases)	15-20 working days (In cases where pre-police verification (PV) not required)
		Re-issue with change of particulars	2-6 weeks (Subject to the clearance from the concerned Indian authority)
		Fresh Passport for new born baby	15-20 working days
		Passport under Tatkaal Scheme	3 Working days (subject to the condition that the applicant is eligible for issue of passport under the Tatkaal Scheme)
		Passport in lieu of Lost/Damaged pass	2-6 weeks (subject to required clearance)
3	OCI	Granting of OCI Card(Normal Cases)	60 days
		Reissue of OCI Card	30-45 days
		Miscellaneous Services of OCI Card	30-45 days
4	Emergency Certificate (EC)	Jail Cases	2-5 working days
		Medical Cases	2-5 working days
		Normal Cases	2-5 working days
		Referral Cases	3-5 working days (Subject to the clearance from the concerned Indian Mission /Post abroad)
5	Attestation of Documents	Indian Documents	01 working day
6	Birth Registration	--	2-5 working days
7	Death Registration	--	1-2 working days
8	Indian PCC	--	1. 2-5 working days in normal cases 2. Up to 30 working days (In cases where police verification is required)
9	NRI Certificate, Passport Particulars Certificate and other services	--	02 working days
10	Issue of Surrender Certificate	--	2-5 working days