

**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	2-3 working days
		For other nationality	05 Working Days Subjected to the clearance from the concerned Indian Mission /Post abroad
2	Passport	Re-issue (normal cases)	03 to 07 working days (In cases where pre-police verification (PV) not required)
		Re-issue with change of particulars	01 week to 4 weeks (subject to required clearance)
		Fresh Passport for new born baby	03 to 07 working days
		Passport under Tatkaal Scheme	1-3 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	One week to 4 weeks (subject to required clearance)
3	OCI	Granting of OCI Card(Normal Cases)	45 days
		Reissue of OCI Card	15 to 20 days
		Miscellaneous Services of OCI Card	15 to 20 days
4	Emergency Certificate (EC)	Jail Cases	01-03 working day
		Medical Cases	01-03 working day
		Normal Cases	01-03 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	--	01-02 working days
7	Death Registration	--	01-02 working days
8	Indian PCC	--	1. 01-03 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	--	1-3 working days