



Dated: 13th May 2020

1. Visit our automated appointment booking link <https://www.consulateofindia.in/book-appointment> Time slots are usually available between 2:30pm to 5:30pm Monday to Friday. No walk-ins are accepted. It is endeavoured that most services will be rendered same day.
2. Choose the available time slot online. You will then receive an acknowledgment email with all details in it. Please arrive strictly at the nominated time slot given to you via email.
3. Please ensure you bring in a duly filled Misc Consular Services Form available at <https://www.hciwellington.gov.in/docs/1588892928Misc%20Consular%20Services%20form%20May%202020.pdf>
4. Only issuance of **life certificates, liquor permits and document attestations** is available via the Auckland office. For avoidance of doubt, all Passport renewals, PCC issuance, OCI renewal issuance, Passport cancellation, Visa issuance etc is done via the High Commission of India in Wellington, more details are available here www.hciwellington.gov.in
5. Once you receive an email acknowledgement of your appointment at the Auckland Consulate Office, please come as close as possible to the nominated time. If you come early, please wait outside, as due to social distancing rules we have to limit the number of people in the office. As earlier, both EFTPOS and Cash will be accepted for applicable fees.
6. If for any reason, you see more than 2 people at the reception window, please wait 2 metres away, and wait for the person before you to vacate the space.
7. Please be seated – at the nominated seats available. If for any reason all the seats are occupied you are again requested to walk outside the office and wait whilst maintaining social distancing.
8. Please use the available hand sanitisers at the counter and bring your own pen to avoid sharing. Please bring all forms filled and photos pasted wherever applicable.
9. Please follow all NZ Government rules stipulated from time to time re Covid 19 which are available at <https://covid19.govt.nz/>
10. For all enquiries email us at office@consulateofindia.in If your query is related to stranded Indians repatriation, please register here <https://forms.gle/wZPGzKxXZX6t1ok48>
