

**Consulate General of India
New York**

EMERGENCY TRAVEL DOCUMENT

How to fill online application ?

1. **Visit:** <https://portal4.passportindia.gov.in/Online/index.html>
2. **Register by clicking on "Register" Link**
3. **Login with the registered login ID and Password on "User Login" link**
4. **In the Applicant Home Page, click on "Apply for Emergency Certificate" link to file a new application**
5. **Apply online (complete online form)**
6. **Skip payment option (if any)**
7. **After successful submission, take a printout of the online submitted form**
8. **Please visit Consulate website for documents & fees details**
9. **Visit the Consulate (CGI New York : 3 E 64 Street, NY 10065)**
10. **Submit application along with required documents & fees (in cash only)**
11. **Online application for Emergency Document is mandatory**
