

## **Re-issuance of International Driving Permit (IDP)**

### **(A) Overview:**

Re-issuance (renewal) of International Driving Permit (IDP) Service (helps the Indian Citizen to drive vehicle in foreign country which are the signatory of Geneva Convention on Road Traffic, 1949).

Please note that this service is for receipt of payment in the UK from applicants who need to renew their International Driving Permit which is to expire soon. Mission will issue certificate for receipt of payment for re-issuance of IDP, after obtaining the receipt from the Consulate General of India, Birmingham, applicant has to directly apply for renewal of current valid IDP to be expired soon, through the portal [www.parivahan.gov.in](http://www.parivahan.gov.in) and upload the requisite documents, including the receipt issued by the CGI, Birmingham and pay the requisite fee online on the web portal. On receipt of application through the portal, the concerned licensing authority, on verification of the document, shall issue the IDP and shall courier it directly to the address of the applicant. Please note that the Consulate General of India, Birmingham would not renew/issue IDP) and CGI, Birmingham will not be responsible for any query relating to renewal of current valid or expired International Driving Permit.

This service is only for facilitating renewal of **International Driving Permit and not for renewal of Indian Driving License.**

### **(B) Documents Required:**

- a) **Online Appointment:** Once the online uploaded documents are scrutinised and verification done by the Consulate General of India, Birmingham, **applicant needs to choose an appointment date through user dashboard on eSewa portal and secure online appointment for consular service before visit in-person** to submit the document for requested consular services.
- b) Miscellaneous Application Form: Miscellaneous Application form duly filled in and signed by the applicant (Please visit the link 'Forms for Consular Services' <https://cgibirmingham.gov.in/page/display/68/101>)
- c) One recent Passport size photograph (preferably 2"X2") to be affixed on the Misc. Application form.
- d) Self-attested photo copies of first two and last two pages of the passport and the page(s) containing passport officer's observation(s) (if any).
- e) Self-attested Photocopy of **International Driving Permit**. The **IDP**

**number must be visible**, if not, please write IDP number separately on the Miscellaneous application form.

- f) Address Proof / Address: Original and one copy executant's /applicant's proof of address. Any of the following self-attested documents viz. copy of utility bill (telephone bill/electricity bill/gas bill/water bill or Council Tax bill) or Driving License or lease deed of residence etc. where the applicant's UK address is clearly mentioned, should be provided.
- g) Visa Status: If the applicant is other than UK passport holder, a self-attested copy of current valid **UK eVisa** which shows an online record of individual's immigration status in the UK. Applicant must be UK resident.
- h) **Fee: £18.00 (Pounds Eighteen only). The fees should be paid in CASH only**, Credit/Debit card or other banking instrument will **NOT** be accepted.
- i) Processing time: 3-4 working days after submitting the application in-person at CGI, Birmingham. Mission will send directly through self-addressed special delivery envelope (duly paid) submitted by the applicant.

**Please note:**

The above are the general mandatory requirements. The applicant may be advised to submit some more documents, after scrutiny of the application and documents at the Consular Section on case-to-case basis.

**IMPORTANT:**

- Applicant will be required to apply for fresh issue of Re-issue of IDP through the portal [www.parivahan.gov.in](http://www.parivahan.gov.in) and upload the documents, including the receipt / documents issued by Consulate General of India, Birmingham as mandated under the Central Motor Vehicle Rules, 1989. On receipt of documents through the portal, the concerned licensing authority, on verification of the documents, shall issue the IDP and shall courier it directly to the address of the applicant.

**(C) Procedure (How to apply on eSewa portal)**

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Please refer list of documents required mentioned above for Re-Issuance of IDP before starting the process to register and upload the listed documents on the eSewa (eCCSS) portal, it is mandatory for the applicant to register on the below mentioned eCCSS portal **before in-person visit to the CGI, Birmingham to submit and sign the documents before the consular officer.**

Once you are ready with all required document to apply for Consular Service, please click on below mentioned link and the system will redirect you to eCCSS portal:

<https://indianconsularservices.mea.gov.in/consularServices/>

Please check the required documents, fees, etc. for particular Consular service without registering on eCCSS portal. Once you are sure that you would like to avail particular consular service please follow the below steps.

- Signup and create your account using the New User Tab.
- Activate your account using OTP received on your registered email ID.
- Please login into your account and apply for the required service.
- Users can also avail multiple services with the same account.
- After selection of the service, please **upload the necessary documents** on eCCSS portal, link:

<https://indianconsularservices.mea.gov.in/consularServices/>

- **All the documents to be uploaded on the eSewa portal must of size less than 200 KB and in required format (pdf/jpeg/any other if required).**
- On successful submission of the documents, an electronic acknowledgment will be generated, which the applicant can print after logging in to his/her account.
- After scrutiny of the documents by the Mission, the applicant will receive confirmation for payment of fees, which can be seen in the dashboard of his/her account.
- **Appointment:** After scrutinizing the application by the Mission, the applicant needs to **choose an appointment date for document/fee collection through user dashboard on eSewa portal** and secure online appointment for consular service before visit **Consulate General of India, Birmingham** in-person with all original and copies of documents to submit and sign before the consular officer at the Consular Counter, CGI, Birmingham for requested consular services.

- The applicant has to check the status of the application periodically through user dashboard on eSewa portal.
- Fees: When the applicant visit the CGI, Birmingham in-person with prior appointment, he/she needs to bring all original and copies of supporting document as mentioned in service-wise document list., specified fees must be paid **in CASH** only at the Consular Counter, CGI, Birmingham. Personal Cheques, Credit or Debit Cards or any other Banking Instruments will not be accepted. Please try to tender exact fee amount. All fees are non-refundable.
- For any technical help (e.g. issues like sign up, log in), the user can mail to eSewa support email ID ([support-eccss@nic.in](mailto:support-eccss@nic.in)). However, for any non-technical help (e.g. sending of documents/ appointment availability, list of required documents, service/application status etc.), the consular office of the Mission should be contacted by email to [inf.birmingham@mea.gov.in](mailto:inf.birmingham@mea.gov.in)
- The Mission reserves the right to reject attestation of documents, if the contents are considered objectionable or contrary to the Rules.

The original copies of the documents will be matched and verified with the uploaded documents before providing consular service to the applicant.

[Apply for Miscellaneous Consular services](#) eCCSS portal:

<https://indianconsularservices.mea.gov.in/consularServices/> (please click here)

**Please note:** CGI, Birmingham has no agents for rendering these services and applicants.