



India Visa Experts

Independent India Visa & Immigration Consulting

FREE DOWNLOADABLE GUIDE

India Exit Permit

Document Checklist & Process Guide

Everything you need if you must obtain an Exit Permit to leave India after a visa overstay, an expired visa, a lost passport, or another immigration compliance issue. Exit Permits are issued case by case through the FRRO/e-FRRO — seek advice early, as the right route depends on your circumstances.

WHAT'S INSIDE

- Complete document checklist
- Common mistakes to avoid
- Step-by-step timeline
- Your readiness score
- Document specifications
- Why applications get delayed
- Pre-submission checklist
- FAQs & official resources

COMPLETE DOCUMENT CHECKLIST

- Passport, or an emergency travel document if the original is lost
- Copy of the expired or cancelled Indian visa (if available)
- Police report (FIR) for a lost or stolen passport
- Confirmed onward/return flight ticket
- Recent passport-size photographs
- Proof of address and duration of stay in India
- A clear written explanation of your circumstances
- Any prior FRRO registration / Residential Permit documents
- Supporting evidence for special cases (medical, employer, etc.)

DOCUMENT SPECIFICATIONS

- Photograph: recent (within 6 months), roughly 2 x 2 inches (51 x 51 mm), full face, plain white/light background, no headgear except for religious reasons.
- Scans/uploads: clear, full-page, in focus, no glare or cropped edges; use the file type and size limits stated on the official portal.
- Foreign-language documents: provide a certified English translation; certain civil documents may require apostille or attestation.
- Consistency: names, dates and passport numbers must match exactly across every document.
- Written explanation: a factual, honest account of what happened (overstay, expiry, lost passport) and the dates involved.
- Lost passport: an embassy-issued emergency travel document plus the police FIR are usually both required.

COMMON MISTAKES TO AVOID

- ⚠️ Waiting instead of acting — delay usually makes an overstay harder to resolve.
- ⚠️ Trying to leave without regularizing status or clearance.
- ⚠️ Booking a tight flight before the Exit Permit is confirmed.
- ⚠️ Inconsistent or vague accounts of the circumstances.
- ⚠️ For lost passports: not filing the police FIR first, which other steps depend on.

EXPERT INSIGHT

Why applications are often delayed

Based on patterns we've observed across client cases:

- > Action is delayed, making an overstay harder to resolve.
- > For a lost passport, the police FIR is not filed first.
- > The written explanation of circumstances is vague or inconsistent.
- > A flight is booked before the Exit Permit is confirmed.

PREPARATION TIMELINE

- 1 Immediately**
Establish your exact status and, for a lost passport, file the police FIR.

- 2 As early as possible**
Contact your embassy (for a travel document) and seek advice on your case.
- 3 Application stage**
Submit the Exit Permit request on e-FRRO with your explanation and documents.
- 4 If requested**
Attend the FRRO/FRO office in person for verification.
- 5 On approval**
Depart within any window specified on the Exit Permit.

PRE-SUBMISSION CHECKLIST

Before you submit, verify each of these:

- ✓ You have a clear, honest written explanation of the circumstances.
- ✓ For a lost passport, the FIR and travel document are ready.
- ✓ Any expired/cancelled visa copy is attached.
- ✓ Proof of stay and address in India is prepared.
- ✓ You have NOT booked a non-refundable tight flight yet.

YOUR READINESS SCORE

Tick each box — when all five are checked, you are ready to apply.

Exit Readiness Score

- ☐ Situation and dates established
- ☐ Police FIR filed (if passport lost)
- ☐ Embassy travel document arranged (if needed)
- ☐ Written explanation prepared
- ☐ Advice sought for complex cases

FREQUENTLY ASKED QUESTIONS

Can I leave after overstaying?

In most genuine cases there is a lawful route, usually after regularizing your status and possibly paying a penalty set by the authorities. Verify the current position with the FRRO.

Is there a grace period after expiry?

Do not rely on one. India does not publish a fixed grace period; any leniency is at the authorities' discretion.

How long does an Exit Permit take?

It varies by reason, office and completeness of documents. Lost-passport and long-overstay cases usually take longer.

OFFICIAL GOVERNMENT RESOURCES

- **e-FRRO (official Exit Permit portal)**
<https://indianfrro.gov.in/frro>
- **Bureau of Immigration, India**
<https://boi.gov.in>

- **Ministry of Home Affairs**
<https://www.mha.gov.in>

Need your documents reviewed before submission?

Our team can sense-check your application before you file. India Visa Experts offers:

- ✓ Document review — a second pair of expert eyes on your full set
- ✓ Checklist verification — confirm nothing is missing or inconsistent
- ✓ Visa strategy guidance — making sure you are in the right category
- ✓ End-to-end application support — from paperwork to submission

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IMPORTANT — PLEASE READ

India Visa Experts is an independent private consultancy and is NOT affiliated with the Government of India, the Ministry of Home Affairs, the MEA, the Bureau of Immigration, or the FRRO. This checklist is general guidance only, is not legal advice, and can go out of date. Requirements, fees and processing times are set by the authorities and change — always verify against the official sources listed before you apply.