GUIDANCE

All Affidavits, Powers of Attorney, etc. will be neatly typed and drawn on plain paper

- The attestation service is provided to Indian citizens. Documents submitted by other nationals will be attested only if the document is required to be submitted for a transaction in India or it originates from India.
- All documents should be apostilled / attested by the Authentication Division in the State Department before submission of attestation at the consulate.
- All Affidavits will be drawn on plain/stamp paper.
- The Power of Attorney to be attested by the Consulate should be typed on a plain paper or on a Stamp Paper from India. The Consulate does not provide any Stamp Paper nor is it empowered to attest documents drawn on a Stamp Paper.
- All Powers of Attorneys should carry signatures and addresses of 2 (two) witnesses.
- However in many places in India, they would easily recognize the attestation by the Indian Embassy/Consulate and hence may ask for attested copy despite the document already being apostilled. Hence, to avoid any inconvenience, if you wish to have the apostilled document also attested by the Consulate, you may apply to the Consulate.
- The Consular Officer reserves the right to accept or reject attestation of documents the contents of which are objectionable or contrary to the Rules.
- Court documents, Marriage Certificates, Educational Certificates, Copy of Driver’s License, US passport copy are all required to be apostilled.

If applying by mail, have you enclosed the following:
- Completed Miscellaneous Services Application
- Photo pasted on the Miscellaneous Service Application
- Notarized copy of Proof of status – Green Card, visa, visa extension documents, etc.
- Notarized copy of Proof of Residence – State Driving License, State ID, lease agreement, any utility bill. These are the only documents accepted as proof of residence.
- Notarized copy of first three and last two pages of passport
- Passport in original
- Apostilled Original document to be attested/authenticated
- Photocopy of document to be attested/authenticated
- Cashier’s cheque (no cash please) for requisite fees
- Stamped self-addressed envelope or $ 20 (twenty) in cashier’s cheque (no cash please) for return mail

If applying in person, have you enclosed the following:
- Completed Miscellaneous Service Application
- Photo pasted on the Miscellaneous Service Application
- Photocopy of Proof of Status – Green Card, visa, visa extension Document. Etc (Please present to the Consular Officer the original of the document you are enclosing)
- Photocopy of Proof of residence – State Driving License, State ID Lease agreement, an utility bill. (Please present to the Consular Officer the original of the document you are enclosing)
- Photocopy of first three and last two pages of passport
- Passport in original
- Apostilled Original document to be attested/authenticated
- Photocopy of document to be attested/authenticated
- Cashier’s cheque/Debit Card (no cash please) for requisite fees

Note:
Each applicant for Miscellaneous Services has to give Indian Community Welfare Fee (ICWF) of US $3.00 w.e.f. October 01, 2012.
APPLICATION FOR MISCELLANEOUS SERVICES

CERTIFICATES:

<table>
<thead>
<tr>
<th>Certificate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>o Registration of Marriage</td>
<td>$50</td>
</tr>
<tr>
<td>o Marriage Certificate</td>
<td>$25</td>
</tr>
<tr>
<td>o Registration of Birth</td>
<td>$25</td>
</tr>
<tr>
<td>o Birth Certificate</td>
<td>$25</td>
</tr>
<tr>
<td>o Police Clearance Certificate</td>
<td>$25</td>
</tr>
<tr>
<td>o NRI</td>
<td>$25</td>
</tr>
<tr>
<td>o Academic Qualification Equivalence</td>
<td>$25</td>
</tr>
<tr>
<td>o Life Certificate (for pensioners only)</td>
<td>No Fee</td>
</tr>
</tbody>
</table>

ATTESTATION/AUTHENTICATION:

<table>
<thead>
<tr>
<th>Document</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>o Civil documents</td>
<td></td>
</tr>
<tr>
<td>o All affidavits</td>
<td></td>
</tr>
<tr>
<td>o Power of Attorney</td>
<td></td>
</tr>
<tr>
<td>o Commercial Documents</td>
<td>$50</td>
</tr>
<tr>
<td>o Sponsorship Affidavit</td>
<td>$20</td>
</tr>
<tr>
<td>o Adoption Documents</td>
<td>$50</td>
</tr>
<tr>
<td>o Affidavit for issue of Child’s passport</td>
<td>$20</td>
</tr>
<tr>
<td>o Foreign Commercial Public Documents</td>
<td>$50</td>
</tr>
<tr>
<td>o No Obligation to Return to India (NORI)</td>
<td>$66</td>
</tr>
<tr>
<td>o Death Documents</td>
<td></td>
</tr>
<tr>
<td>o US Nationals (Mortal Remains)</td>
<td>$60</td>
</tr>
<tr>
<td>o US Nationals (Ashes)</td>
<td>$40</td>
</tr>
<tr>
<td>o Indian Nationals</td>
<td>No Fee</td>
</tr>
</tbody>
</table>

Note: Each applicant for Miscellaneous Services has to give Indian Community Welfare Fee (ICWF) of US $3.00 w.e.f. October 01, 2012.

From the Above, Please Specify the Service Applied For: ________________________________

PART I
(COMPLETE IN BLOCK LETTERS)

1. Surname / Last Name: _____________________________________________________________
2. Given Name/s: _________________________________________________________________
3. Full Name of Father: __________________________________________________________
   4. Full Name of Mother: _______________________________________________________
4. Place & Country of Birth of Applicant: __________________________________________
5. Date of Birth of Applicant: (dd/mm/yyyy): _________________________________
6. Nationality of Applicant __________________________ 7. Name of Spouse: ______________
8. Permanent Address in India: ___________________________________________________
   __________________________________________________________
9. ADDRESS IN USA: _______________________________________________________________
   Tel.: __________________ Fax: _____________ Email: __________________
10. Profession & Business Address: ________________________________________________
    Tel.: __________________ Fax: _____________ Email: __________________
11. Current Passport No: _______________ 12. Place & Date of Issue: ______________
13. Date of Expiry: ______________________
    Signature: _______________________
    Place: _________________________
    Date: _________________________
PART II
REGISTRATION OF BIRTH OF US-BORN CHILD OF INDIAN PARENTAGE
PLEASE REGISTER THE FOLLOWING CHILD/CHILDREN NAME(S) AND ISSUE BIRTH CERTIFICATE(S) TO THEM AS INDIAN CITIZENS.

CHILD’S NAME: _____________________________________________________
DATE & PLACE OF BIRTH: _______________________________________________________________________
SEX (M/F): _______________________________________

Documents required:
• Residence Proof
• Photograph of the child
• Supporting documents and the following:
  ➢ Original passports of both parents
  ➢ Photocopy of first two and last two pages of passports
  ➢ Original Birth Certificate(s) of the above child/children
  ➢ Photocopy of birth certificate/s
  ➢ Declaration of both parents that they have not taken any other nationality for the child / children

FEE: For Registration of Birth - $25
      For Birth Certificate - $25

PART III
FOR A CHANGE OF PERMANENT ADDRESS ONLY

OLD ADDRESS: _______________________________________________________________________
              _______________________________________________________________________

NEW ADDRESS: _______________________________________________________________________
              _______________________________________________________________________

To be notarized and submitted with application.

PART IV
DECLARATION (TO BE SIGNED BY INDIAN CITIZENS ONLY)

I solemnly affirm that:

• I owe allegiance to the sovereignty and integrity of India.
• Information given above is correct and nothing has been concealed and I am aware that it is an offence under the Passport Act 1967 to knowingly furnish false information or suppress material information.
• I have not lost, surrendered or been deprived of my Indian Citizenship
• I have not voluntarily acquired citizenship of any other country and I have no other passport or travel document in my possession (This declaration has to be notarized by a Notary Public in case of an applicant whose passport expired more than six months before the date of the submission of this application.

________________________________________
Signature or Thumb Impression of applicant

Place: __________________________
Date: _______________________