



Consulate General of India

540 Arguello Boulevard, San Francisco, CA 94118

Tel: (415) 668-0662 Fax: (415) 668-9764

website: www.cgisf.org

PASTE
APPLICANT
RECENT PHOTO
HERE

APPLICATION FOR MISCELLANEOUS SERVICES

PASSPORT SERVICES:

- Change of address, addition/deletion & other miscellaneous services on the passport \$10
- Renewal of New Identity Certificate \$ 8

CERTIFICATES:

- Registration of Marriage \$50
- Marriage Certificate \$20
- Registration of Birth \$50
- Birth Certificate \$20
- Police Clearance Certificate for _____ (Country)
 - For PPT issued in US \$20
 - For PPT issued in countries other Than US \$40
- NRI \$20
- Academic Qualification Equivalence \$20
- Life Certificate (for pensioners only) No Fee

ATTESTATION/AUTHENTICATION:

- | | Amount |
|---|---------------|
| ○ Civil documents | \$20 |
| ▪ All affidavits | |
| ▪ Power of Attorney | |
| ○ Commercial Documents | \$50 |
| ○ Documents for sale, purchase of ship, Vessel, etc.. | \$261 |
| ○ True copies of documents issued in India | \$20 |
| ○ Sponsorship Affidavit | \$20 |
| ○ Adoption Documents | \$50 |
| ○ Affidavit for issue of Child's passport | \$20 |
| ○ Foreign Commercial Public Documents | \$50 |
| ○ No Obligation to Return to India (NORI) | \$66 |
| ○ Death Documents | |
| ▪ US Nationals (Mortal Remains) | \$60 |
| ▪ US Nationals (Ashes) | \$40 |
| ▪ Indian Nationals | No Fee |

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 - \$ 50
For Birth Certificate - \$ 20

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: _____

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. In the case of US nationals, their signatures should be first got attested by the Authentication Division in the State Department before submission of attestation at the Consulate. Other nationals should get their signature on the document attested first by their respective Embassy/Consulate
- All Affidavits will be drawn on plain paper. The affidavits will be notarized by a public notary and bear signatures, name and addresses of two witnesses before they are submitted to the Consulate for attestation
- The Power of Attorney to be attested by the Consulate should be typed on a plain paper and not 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 have to be attested / notarized by a Public Notary before they are submitted to the Consulate.
- All Powers of Attorneys should carry signatures and addresses of 2 (two) witnesses.
- If you are obliged to execute the Power of Attorney on a Stamp Paper from India, then please follow the 'Apostille' Convention. Once the 'Apostille' sticker is affixed to the Power of Attorney, the Consulate is not required to authenticate the Power of Attorney again.
- 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 document are not authenticated.

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
- Original of 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 cashiers' 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
- Original of document to be attested/authenticated
- Photocopy of document to be attested/authenticated
- Cashier's cheque/Debit Card (no cash please) for requisite fees