



**GOVERNMENT OF INDIA
MINISTRY OF EXTERNAL AFFAIRS
REGIONAL PASSPORT OFFICE**

Manish Commercial Centre, 216-A, Dr. A.B. Road, Worli,
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Ministry of External Affairs, New Delhi has decided to decentralize the work of Attestation /apostille of documents of Indian Citizens. Those residing at Maharashtra, Dadra Nagar & Haveli and Daman & Diu can now apply for it at three attestation application centres at the addresses given in attached Press Release and our office will legalize these documents from October 13, 2016 onwards. You are requested to give wide publicity to this news.

Thanking you,


(Dr. Swati V. Kulkarni)
Regional Passport Officer,
Mumbai

PRESS RELEASE

The RPO, Mumbai attests original documents/true copies of documents for use abroad. Attestation done is of two types:

1. Apostille:

India, since 2005, is a member of the Hague Convention of October 5, 1961 that abolished the requirement of legalization of foreign public documents. Apostille is acceptable in 105 member-countries of the Convention (For more info please visit the website: www.hcch.net). Apostille is done for personal documents like birth/death/marriage certificates, Affidavits, Power of Attorney, etc. and educational documents like degree, diploma, matriculation and secondary level certificates etc. Any document Apostilled in one member country is acceptable in all the other 104 member-countries, signatory to the referred convention of 1961 thus greatly simplifying the process of attestation by making it needless to get the documents attested in each or for each of the countries separately.

2. Normal Attestation:

This is done for all the countries which are not a member of Hague Convention and where Apostille is not accepted.

Procedure for Attestation/Apostille

Step 1 - Authentication of documents: All original documents/copies requiring attestation or Apostille should be first authenticated by the designated authorities of the State/Union Territory from where the document has been issued. In case of personal documents, Home/General Administration Department of the concerned State Government/Union Territory are the designated authorities. In case of educational documents, the documents should first be authenticated by the Education Department of the concerned State Government/Union Territory. Commercial Documents are to be pre-authenticated by the respective Chambers of Commerce. The details of the Regional Authentication Centres (RACs) in Maharashtra from where the documents should first be authenticated are given below.

- Maharashtra**
- 1 Joint Secretary, Higher & Technical Education Department, 4th floor, Mantralaya Annexe, Mumbai-400032,
 2. Dy. Secretary, Employment & Self-Employment Department, Mantralaya, Mumbai
 3. Section Officer, Home Department, Government of Maharashtra
 - 4 Office of the Resident Commissioner of Maharashtra in New Delhi.

Step 2 – Legalisation of documents: The RPO, Mumbai thereafter, legalises the documents on the basis of the signature of the designated signing authorities of the State Government /Union Territory/Chambers of Commerce. Hence it does not take responsibility of the contents of the documents.

Important note: As a result to outsourcing of receipt and delivery of documents for attestation/Apostille with effect from July 2012, no document is directly accepted from individuals at our office counter or at the Ministry of External Affairs Counter at CPV Division, Patiala House Annexe, New Delhi. The original document/true copy is to be submitted directly to any of the three under-mentioned outsourced agencies along with a photocopy of the document and a photocopy of the Passport of the applicant. It would be pertinent to point out that our office does not legalize photocopies. Applicants are advised not to rely on unauthorised persons/touts for Apostille or Attestation services.

The attestation application centres located at the following addresses :

1. BLS International Services Ltd Mumbai
G-45, Ground Floor, Wing-2, Haware Fantasia Business Park,
Sector 30A, Vashi, Navi Mumbai 400 705
2. M/s Superb Enterprises Pvt Ltd, Mumbai Office, 97-97, 132, 1st Floor,
132, 1st floor, Ashoka Shopping Centre, Near GT Hospital, L. T. Road,
Mumbai 400 001
3. Trade Centre, 3rd Floor, G Block, Bandra Kurla Complex, Bandra (E),
Mumbai 50

Fees for Apostille and Normal Attestation :

A fee for Rs. 50/- (single denomination) is payable by means of a Postal Order drawn in favour of Pay and Accounts Officer (PAO), Ministry of External Affairs, New Delhi for Apostille of each Document, Normal Attestation is done free of cost.

Outsourced agencies : As the RPO is not accepting documents directly from the applicant/individual all documents for the purpose of Attestation/Apostille by RPO are to be submitted and collected from the three designated outsourced agencies. The fee chargeable by the outsourced agencies per document for its collection and delivery for Apostille/normal attestation by RPO will be Rs 22/- (personal document), Rs. 18/- (Educational document) and Rs. 16/- . (Commercial document)

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OCTOBER 10, 2016