

Note: Please print out a copy of this checklist, Sign and submit the same along with your application.

Birth Certificate Checklist

Place a tick in the box for documents you are submitting or if the statement is applicable to your case.

Section A: About Birth Certificate Issuance

Issuance of birth certificate to Indian nationals on the basis of valid Indian passport.

Section B: Documents Required	You	Staff
• 'Miscellaneous Service' application form duly filled and signed by the applicant. Form available at www.vfsglobal.com/india/australia		
• Original Indian Passport along with a Self-Attested Copy.		
• High Commission or Consulate General of India may seek more information or documents if necessary to process the application.		
• ONE recent photograph (2 inch x 2 inch), meeting strict specifications. see www.vfsglobal.com/india/australia for more details. IPVSC Centres in Australia provide photography services as per the guidelines of International Civil Aviation Organisation (ICAO). This service is chargeable and available for standard photographs of Adult and children. (Assistance may not be available for Infant and applicants' with Special Needs).		
• Appointment Letter:- ◦ All Applicants visiting the application centre for submitting their applications in person are required to schedule an appointment. (Applications sent by Post/Courier do not require scheduling an appointment) ◦ Visit www.vfsglobal.com/india/australia to schedule appointment or Click here.		
• Mode of payment:- ◦ Eftpos / Credit card - MasterCard or Visa Card issued in Australia (at VFS counters) ◦ Cash (at VFS Counters only) ◦ Money / Postal Order payable to "VFS Services Australia Pty Ltd" only ◦ Post Applications- Complete Credit Card Authorization form Note: - Personal Cheque and company Cheque are not acceptable. - Courier Fee is mandatory (Applications received by post will be returned by post)		

FOR OFFICIAL PURPOSES ONLY

Submission Officer Comments -

The applicant hereby confirms that he/she has read the above, ticked the boxes against documents submitted & ensures that all the necessary documentation has been submitted.

VFS Officer (Name & Sign)

Applicant (Name & Sign)

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Credit Card Authorization (to be completed for applications sent by post)

I authorize VFS Services Australia Pty Ltd to debit my credit card for application charges as applicable on

[https://www.vfsglobalonline.com/ihcausonline/\(S\(x0dgry452b3q2445i1js2w55\)\)/FeeCalculator.aspx](https://www.vfsglobalonline.com/ihcausonline/(S(x0dgry452b3q2445i1js2w55))/FeeCalculator.aspx)

Please note Debit cards are not accepted for postal applications.

Card Number	
Credit Card Expiry Date	M M Y Y
Card Type (Tick appropriate box)	  Visa card or Master card issued in Australia only. 1.20% surcharge including GST applicable on total payable.
Cardholder's name (As printed on Card)	
Cardholder's Signature	
Applicant's Passport Number	