

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

Document Attestation Checklist

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

Section A: About Attestation of Documents

Through this service, applicants can attest:

- Civil documents, Property documents, Commercial documents from companies exporting to India, Commercial documents from companies exporting from India, Documents of Foreign nationals (Civil and Property documents) and Power of attorney.
- All applicants should ensure that documents submitted for attestation (other than documents issued by Indian authorities) have the apostille stamp from the Australian Department of Foreign Affairs and Trade (DFAT) prior to submission at the Indian Consular Application Centre.
- In some cases, DFAT requires that the documents be notarised before they can stamp, and they may have other requirements; applicants are advised to check with DFAT before presenting the documents to them.
- All Education degrees or documents of India must be first attested from competent authority in India particularly from Consular section of the CPV (Consular Passport Visa) Division, MEA, Patiala House, New Delhi and thereafter can be attested by The High Commission of India / Consulate General of India.
- "Attestation of signature" service is provided on current valid passports only. The signature needs to be first attested by Justice of Peace (JP) or Notary. In the case of foreign nationals including Australian citizen, the signature should have been apostilled by DFAT (Department of Foreign Affairs and Trade) prior to submission at the Indian Consular Application Centre.
- Applicable fee (Fee varies depending on the type of document - Please check fee calculator on the website)

Section B: Documents Required

Applicant ✓	Staff ✓
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'Miscellaneous Service' application form duly filled and signed by the applicant.

Form is available at <https://services.vfsglobal.com/aus/en/ind/>

Copy of the applicant's current valid passport, duly attested by a Justice of Peace (JP) or Notary

Documents for Attestation of signature required by Indian nationals need to be attested by Justice of Peace (JP) or Notary

- o Indian Nationals are required to submit original and one copy of the applicant's current valid passport.
- o On the Power of Attorney/Affidavit under the signature section mention Full name & Passport number (Signature, Full Name & Passport number should match with the current Indian passport details).
- o Attach a covering letter for the document that you want to get it attested by Indian Consulate/High Commission of India.
- o If there are more than one person giving a Power of attorney, then kindly submit application form and required documents separately.
- o Ensure you have sufficient space at the end of Power of attorney or Document to be attested, for Indian Consulate/High Commission to Sign and Stamp.

If Foreign national requires this service, the documents to be submitted for Attestation should be apostilled by DFAT first.

Provide an undertaking letter that applicants are aware of the provisions of the Apostille Convention and that they would still like to have an additional attestation.

Applicants must provide **one recent colour photographs (35 mm x 45 mm)** taken within the **last six months**, in compliance with International Civil Aviation Organization (ICAO) standards.

For detailed photograph specifications, please refer to the official guidance provided on the [PASSPORT SEVA PHOTO UPLOAD INSTRUCTIONS.pdf](#)

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Attestation by a Justice of the Peace (JP) or Notary – Clarification Residents of New South Wales (NSW) must have their documents attested by a Notary Public only. The list of NSW Notaries is available at: https://notarynsw.org.au/find-a-notary Residents of all other states may have their documents attested by a Justice of the Peace (JP).		
Applicants must lodge their application at the Indian Consular Application Centre of the respective Mission/Consulate that has consular jurisdiction over their place of residence and provide a copy of valid address proof. Find Your Jurisdiction and Application Centre VFS India		
The High Commission of India / Consulate General of India reserves the right to request additional information and/or supporting documents, as necessary, to process the application.		
Appointment Letter: - All applicants presenting themselves at an application centre for the purpose of in-person submission shall be required to schedule an appointment in advance. Walk-in submissions shall not be accepted under any circumstances. Visit our website to schedule an appointment. https://services.vfsglobal.com/aus/en/ind/		
Payment Instructions ICAC Service Fee: Mandatory and payable online at the time of appointment booking. Government Fees & Levies: Payable only through the approved methods listed below. Accepted Payment Modes: EFTPOS (in-person payments only) Visa or Mastercard issued in Australia (credit-card-authority-form.pdf) Cash Policy: All centres operate on a cashless basis; cash payments are not accepted. Money Order or Postal Order payable to “VFS Services Australia Pty Ltd” Cheques: Personal and company cheques are not accepted.		

FOR OFFICIAL PURPOSES ONLY

ICAC Officer Comments: (If any)

The applicant hereby confirms that they have read and understood the above requirements, have ticked the relevant boxes against the documents submitted, and certify that all required documentation has been duly provided.

ICAC Officer (Name & Sign)

Applicant (Name & Sign)
