

Consular Information

Please see application process for consular services at

URL: http://in.vfsglobal.co.uk/Consular_Services.html in the  website:

www.vfsglobal.com/India/UK 

i) **VFS is authorised for following Consular services:**

1. Attestation of Documents (Birth/Death/Marriage/Educational Certificates etc.) duly apostilled by Ministry of External Affairs, India or Foreign Commonwealth Office, UK.
2. Attestation of Commercial Documents/ Company Documents,
3. Attestation of Documents for Making Application for Allotment of Direct Identification Number,
4. Attestation of Documents for Making Application for Allotment of Permanent Account Number (PAN) in respect of UK Based Companies or Individuals,
5. Police Clearance certificate,
6. NRI Certificate / NRI Parity Certificate (for sponsoring Admission in School/College of Indian student in NRI Quota in India)
7. Attestation Copy of Indian Passport or any Other Miscellaneous Certificate (s) based on Indian Passport,
8. Attestation of Sponsorship Letter for Visit of a Person from India to the UK,
9. Certificate for Transporting Human Ashes/ Human Remains to India.
10. Counter Attestation of Power of Attorney/Affidavit/Gift Deed/Sale Deed/Will etc. duly notarised and Apostilled by the Foreign Commonwealth Office, UK.

ii). **For the following Consular Services please submit applications at the Consular Section of the High Commission of India, at India House, Aldwych, London WC2B 4NA in person between 0930hrs and 1230 hrs on all working days:**

1. Execution of Power of Attorney/Affidavit for Civil/Property/ Financial matters.
2. Execution of Will/Gift Deed.
3. Life Certificate for pension purpose or for any other purpose.
4. Certificate for Transporting Dead Bodies to India.
5. Sworn Affidavit for issue of passport to a minor child residing in India.

6. Birth registration of minor child eligible for Indian nationality under section 4(1) of the Indian Citizenship Act, 1955.

7. Solemnization/Registration of marriage under the Foreign Marriage Act,1969.

For details on submission process of application (s) for the above-mentioned consular services and for other procedural and documentation requirements, please see

website <https://www.hcilondon.gov.in> and for prior online appointment [CLICK HERE](#)

iii. In case of assistance required in emergency viz death of an Indian national, next of kin/applicant can call at 020 76323035 or 07768765035

Note: The High Commission has not appointed or authorized any other agency or individual agent to render any service on behalf of the High Commission other than M/s. VFS Global (www.vfsglobal.com/India/UK/) and it shall not be responsible for any transaction made with unauthorized agencies / agents.

Attestation of Power of Attorney (PoA)/ Affidavit (s) relating to Civil /Property/Financial matters

Please note that for execution of the PoA/Affidavit (s) relating to civil/Property/Financial matters, applicants/ executants/deponent are required to visit the High Commission in person and have to sign the PoA/Affidavit (s) before the Consular Officer. PoA/Affidavit (s) relating to civil matters are attested by the High Commission only if these are to be produced before authorities in INDIA. PoA/Affidavit (s) can be executed either on a plain paper or a stamp paper as per the applicant's requirement or as advised by the applicant's lawyer.

Requirements:

- i. Online appointment for Consular Service (Click here for Online appointment system for Consular Services Link**
- ii. Miscellaneous Application form dully filled in and signed by the applicant (Please click for [Miscellaneous Application Form](#) or please visit the link '[Forms for Consular Services](#)'). One recent Passport size photograph to be affixed on the Misc. Application Form.**
- iii. a).** In case of Indian Passport Holders: Valid passport in original and one set of self attested copies of first two and last two pages of the passport and the page (s) containing passport officer's observation (s) (if any).
b). In case of Other Passport Holders: Valid passport in original and one set of self-attested copy (copies) of the passport page (s) containing personal particulars of the passport holder.

iv. **Proof of Residence:** Any of the following self-attested documents viz. copy of utility bill (Latest landline telephone bill/electricity bill/gas bill/water bill or Council Tax bill) or Driving License or lease deed (of residence) etc. where the applicant's UK address is clearly mentioned, should be provided.

v. **Visa Status:** Self-attested copy of passport page/UK Residence Permit Card showing the visa status should be enclosed.

vi. **Power of Attorney/Affidavit Document: Recently drafted Power of Attorney**

(PoA)/Affidavit and one set of copy (Copies) needs to be signed by the applicant (s) before the Consular Officer. In the case of PoA, the PoA needs to be witnessed and signed by **two** UK based individuals with their names, UK address and valid passport particulars (passport no., date of issue and place of issue) clearly mentioned in the PoA. It is customary for the witnesses to the PoA to sign the PoA before the Consular Officer. The two UK based witnesses need to produce their original passport at the time of signing before the Consular Officer and one set of self-attested copy (copies) of the passport page (s) containing personal particulars of the witnesses need to be submitted along with the PoA. **If both or any of the witnesses cannot come in person, one copy of witness's/witnesses's passport page (s) containing personal particulars of the witness/witnesses duly notarised by the notary public and Power of Attorney duly signed before Notary Public by the Executant/s and Witness/Witnesses need to be submitted.** The witnesses to the PoA should not be amongst the beneficiaries of the PoA. The applicant/executants of PoA is also required to affix one passport size photograph on the last page of the PoA near the place of his/her signature and then make a photocopy of the PoA for retention by the High Commission.

In the case of Affidavit (s), witnesses are not required. However, other procedural and documentation requirements as prescribed above would be required to be completed.

Power of Attorney/ Affidavit for Court cases pending in

India- Applicants have to provide a copy of Court case (s) pending against them.

vii. **Fee:** £19.00 (payable **either in cash or through crossed postal order** drawn in favour of "High Commission of India, London". **No Credit or Debit card will be accepted. Please note that the fee is for each signature and stamp of the Consular Officer.**

vii. **Processing Time:** Normally, Same Day/Next Working Day.

Note: The above are the general mandatory requirements. The applicant may be advised to submit some more documents, after scrutiny of the application and documents at the Consular Section, on case to case basis.

CHECK LIST / ORDER OF DOCUMENTS FOR POWER OF ATTORNEY

1. **Miscellaneous service form duly signed with one passport sized photograph on top and right hand side of the form.**
2. **Original and one copy of applicant's Valid passport/s (Copy must be self-attested) if Indian Passport – Copies of first two pages and last two pages duly self attested.**
3. **Original and one copy Applicant's proof of address (Any utility bill like light, gas or water bill or council tax bill or Driving licence)**
4. **Original and one copy of two witness's Valid passports with copy of their address proof.**
5. **Original and one copy of Power of Attorney with one passport size photograph pasted on the last page of PoA near the place of executants' signature. Please keep original POA separate.**
6. **Two Passport size photographs.**
7. **Need to take an appointment for submission of application from www.hcilondon.gov.in- online appointment system for Consular Services.**

All photocopies must be self attested by the respective person.

Execution of Will/Gift Deed

For this service, applicants have to apply in person only. Please note that for execution of a Will/Gift Deed, the applicant has to visit the High Commission in person and has to sign the Will/Gift Deed before the Consular Officer. A Will/Gift Deed can be executed at the High Commission only if the same is to be produced in INDIA.

Requirements:

- i. **Online appointment for Consular Service (Click here for Online appointment system for Consular Services Link)** ii. **Miscellaneous Application form** : Miscellaneous Application form dully filled in and signed by the applicant (**Please click for [Miscellaneous Application Form](#) or please visit the link '[Forms for Consular Services](#)'**). **One recent Passport size photograph to be affixed on the Misc. Application form.**

iii. **a).In case of Indian Passport Holders:** Valid passport in original and one set of self attested copies of first two and last two pages of the passport and the page (s) containing passport officer's observation (s) (if any).

b).In case of Other Passport Holders: Valid passport in original and one set of self-attested copy (copies) of the passport page (s) containing personal particulars of the passport holder.

iv. Proof of Residence: Any of the following self-attested documents viz. copy of utility bill (Latest landline telephone bill/electricity bill/gas bill/water bill or Council Tax bill) or Driving License or lease deed (of residence) etc. where the applicant's UK address is clearly mentioned, should be provided.

v. Visa Status: Self-attested copy of passport page/UK Residence Permit Card showing the visa status should be enclosed.

vi. Will/Gift Deed Document: Recently drafted Will/Gift Deed and one copy needs to be signed by the applicant before the Consular Officer. In addition, the Will/Gift Deed needs to be witnessed by two UK based individuals with their names, UK addresses and valid passport particulars (passport no., date of issue and place of issue) clearly mentioned in the Will/ Gift Deed. The witnesses to the Will/Gift Deed need to sign the Will/Gift Deed before the Consular Officer and they should not be amongst the beneficiaries of the Will/Gift Deed. The two UK based individuals (Witnesses) need to produce their original passports at the time of signing before the Consular Officer and self-attested copies of their passport pages containing personal particulars need to be submitted along with the Will/Gift

Deed. **If the witnesses cannot come in person, one set of notarised copy (copies) of their passports page (s) containing personal particulars of the witnesses and Will/Gift Deed duly signed before Notary Public by the Executant/s and Witnesses need to be submitted.** The witnesses to the Will/Gift Deed should not be amongst the beneficiaries of the Will/Gift Deed. The applicant/executants of Will/Gift Deed is also required to affix one passport size photograph on the last page of the Will/Gift Deed near the place of his/her signature and then make a photocopy of the Will/Gift Deed for retention by the High Commission.

vi. Fee: £19.00 (payable either in cash or through crossed postal order drawn in favour of "High Commission of India, London". No Credit or Debit card will be accepted. Please note that the fee is for each signature and stamp of the Consular Officer).

vii. Processing Time: Normally, Same Day/Next Working Day

Note: The above are the general mandatory requirements. The applicant may be advised to submit some more documents, after scrutiny of the application and documents at the Consular Section, on case to case basis.

CHECK LIST / ORDER OF DOCUMENTS FOR POWER OF ATTORNEY

1. **Miscellaneous service form duly signed with one passport sized photograph on top and right hand side of the form.**
2. **Original and one copy of applicant's Valid passport/s (Copy must be self-attested) if Indian Passport – Copies of first two pages and last two pages duly self attested.**
3. **Original and one copy Applicant's proof of address (Any utility bill like light, gas or water bill or Council tax bill or Driving licence)**
4. **Original and one copy of two witness's valid passports with copy of their address proof.**
5. **Original and one copy of Will/Gift Deed with one passport size photograph pasted on the last page of Will/Gift Deed near the place of executants' signature. Please keep original Will/Gift Deed separate.**
6. **Two Passport size photographs.**
7. **Need to take an appointment for submission of application from www.hcilondon.gov.in- online appointment system for Consular Services.**

All photocopies must be self attested by the respective person.

Life Certificate for Pension Purpose or for any Other Purpose

An individual who needs a Life Certificate for the purpose of drawing pension in India (or if an individual is required to produce Life Certificate before authorities in India for any other purpose) may apply for this service. **For this service, applicants have to apply in Person only.**

Requirements:

- i. **Online appointment for Consular Service (Click here for Online appointment system for Consular Services Link)**
- ii. **Miscellaneous Application form dully filled in and signed by the applicant (Please click for [Miscellaneous Application Form](#) or please visit the link '[Forms for Consular Services](#)').
One recent Passport size photograph to be affixed on the Misc. Application Form.**
- iii. **a).In case of Indian Passport Holders:** Valid passport in original and one set of self attested copies of first two and last two pages of the passport and the page (s) containing passport officer's observation (s) (if any).
b). In case of Other Passport Holders: Valid passport in original and one set of self-attested copy (copies) of the passport page (s) containing personal particulars of the passport holder.

iv. **Proof of Residence:** Any of the following self-attested documents viz. copy of utility bill (Latest landline telephone bill/electricity bill/gas bill/water bill or Council Tax bill) or Driving License or lease deed (of residence) etc. where the applicant's UK address is clearly mentioned, should be provided.

v. **Visa Status:** Self-attested copy of passport page/UK Residence Permit Card showing the visa status should be enclosed.

i. Original Pension Book plus a photocopy should be provided (if the Life Certificate is required for pension purpose).

ii. **Fee: For pension purpose** – Gratis (Only £2.00 will be charged on account of Consular Surcharge). **For other than pension purpose, the fee is £19.00** (payable **either in cash or through crossed postal order** drawn in favour of "High Commission of India, London". **No Credit or Debit card will be accepted.**) vi. **Processing Time:** Normally, Same Day.

Note:

- **The applicant needs to appear in person and sign before the Consular Officer.**
- If you are drawing pension from the Armed Forces, you may directly contact the Military Wing of the High Commission at Telephone Number 02076323049.

Certificate for Transporting Dead Bodies to India

Certificate for Transporting Dead Bodies to India

If the next of kin/ relative (s)/ family member (s) of the deceased wish to transport the dead body to India for funeral purposes, the High Commission issues a No Objection Certificate (NOC) in this regard for transportation of dead body to India. Before issuance of this NOC, next of kin/ relative (s)/ family member (s) of the deceased have to complete certain formalities with local government authorities and have to appoint a Funeral Director/ Undertaker to complete other required formalities for transportation of the dead body. **For this service, applicants have to apply in Person only.** Death of an Indian national should be registered with the High Commission by the next of kin/ relative (s)/ family member (s) of the deceased by submitting the death certificate and last held Indian passport of the deceased. Form for death registration is available at the link '**Forms for Consular Services**' and also available at Consular counter. Next of Kin/Relative (s)/ Family Member (s) or Funeral Director/ Undertaker (if authorized by next of kin/ relative (s)/ family member (s)) may complete the formalities. **Requirements:**

- i. **Miscellaneous Application Form** : Miscellaneous Application Form and Death Registration Form (if the deceased was Indian national) dully filled in and signed by the applicant/ informant(**for [Miscellaneous Application Form](#) and [Death Registration Form](#), please visit the link 'Forms for Consular Services'**)

- ii.
 - a. **If the applicant/ informant is Indian Passport Holder:** Valid passport in original and copies of first two and last two pages of the passport and the page (s) containing passport officer's observation (s) (if any).
 - b. **If the applicant/ informant is Other Passport Holder:** Valid passport in original and copies of the passport pages containing personal particulars of the passport holder.

- iii. **Proof of Residence of the applicant/ informant:** Any of the following self-attested documents viz. copy of utility bill (recent landline telephone bill/electricity bill/gas bill/water bill/council Tax bill) or Driving License or lease deed (of residence) etc. where the applicant's/ informant's UK address is clearly mentioned, should be provided.

- iv. Death Certificate (of the deceased) issued by the relevant local authority in original and its photocopy.

- v. Coroner's Out of England Order in original and it's photocopy.

- vi. Doctor's Free from Infection Certificate in original and it's photocopy.

- vii. Embalming certificate from the Funeral Director/ Undertaker in original and it's photocopy..

- viii. Certificate from the Funeral Director/ Undertaker confirming that the packing of the body is in accordance with international regulations.

- ix. Flight details and name, address, telephone number etc. of the consignee in India.

- x. Original Passport of the deceased (for cancellation in case of Indian Passport holder), Original OCI/PIO card (for cancellation if the deceased had obtained any of these cards).

- xi. If a person accompanies the body to India, photocopies of the passport page (s) containing personal particulars of the person who accompanies the body to its final destination in India with a written request from him/ her undertaking full responsibility for transportation of the body.

If the person who accompanies the body to India or collects the body in India is not a relative of the deceased, the next of kin/ a relative/ a family member of the deceased must convey his/ her consent notarised Undertaking by fax / or scan copy via email to the Consular Section of the High Commission for transportation of the body to India through the authorized person.

If the body is transported without any escort, an Affidavit from next of kin/ relative (s)/ family member (s) taking full responsibility for collecting the body at the airport in India along with photocopy of passport or any other photo identity document in respect of the next of kin/ relative (s)/ family member (s), needs to be furnished.

- xii. Letter from Funeral Director/ Undertaker taking responsibility for: Completion of all the required documentation/ formalities, transportation of the body to final destination, contacting the next of kin/ relatives/ family members of the deceased and informing them about the exact date and time of arrival of the body in India

- xiii. **Fee:** £0.20 if the deceased was Indian Passport Holder and £17.00 if the deceased was Other Passport Holder. (Fee is payable **either in cash or through crossed postal order** drawn in favour of "High Commission of India, London". **No**

Credit or Debit card will be accepted) xiv. **Processing Time:** Normally, Same Day/Next Working Day

Sworn Affidavit for issuance of passport to a minor child residing in India

Sworn Affidavit for issuance of passport to a minor child residing in India

This Affidavit is required to be submitted at the concerned Passport Office in India when either of the parents /both parents is/ are applying for his/her/ their child's passport in India and the other parent/ both parents is/ are in the United Kingdom. Through this Affidavit, the parent (s) in the United Kingdom certifies/ certify that he/she/ they has/ have no objection for a passport being issued to his/her/ their minor child in India. **For this service, applicants have to apply in Person only. Requirements:**

- i. **Online appointment for Consular Service (Click here for Online appointment system for Consular Services Link)** ii. **Miscellaneous Application form** dully filled in and signed by the applicant (**Please click for [Miscellaneous Application Form](#) or please**

visit the link '[Forms for Consular Services](#)'). One recent Passport size photograph to be affixed on the Misc. Application Form.

iii. a). **In case of Indian Passport Holders:** Valid passport in original and one set of self attested copies of first two and last two pages of the passport and the page (s) containing passport officer's observation (s) (if any).

b). In case of Other Passport Holders: Valid passport in original and one set of self-attested copy (copies) of the passport page (s) containing personal particulars of the passport holder.

iv. **Proof of Residence:** Any of the following self-attested documents viz. copy of utility bill (Latest landline telephone bill/electricity bill/gas bill/water bill or Council Tax bill) or Driving License or lease deed (of residence) etc. where the applicant's UK address is clearly mentioned, should be provided.

v. **Visa Status:** Self-attested copy of passport page/UK Residence Permit Card showing the visa status should be enclosed.

vi. **Sworn Affidavit in prescribed format**(for [Format of Sworn Affidavit, please visit the link 'Forms for Consular Services'](#)) dully filled in by the parent (s) living in the United Kingdom. The Sworn Affidavit needs to be signed by the parent (s) before the Consular Officer. Applicant has to fill separate form for each child.

vii. **Fee:** £11.00 (payable **either in cash or through crossed postal order** drawn in favour of "High Commission of India, London". **No Credit or Debit card will be accepted.** viii.

Processing Time: Normally, Same Day/Next Working Day.

Birth registration of Children eligible for Indian nationality


1. For a child born in the UK to be registered as an Indian citizen, the application is to be made online. For detailed information, applicants are requested to visit the website of Ministry of Home

Affairs at web link: <http://indiancitizenshiponline.nic.in>

2. After filling-in the application online, the hard copy (printout) of the online application needs to be signed by the parents and the signed application form needs to be submitted at the Consular Section of the High Commission of India (or at our Consulates in Birmingham and

Edinburgh if the applicant (s) reside within the consular jurisdiction of CGI, Birmingham or CGI, Edinburgh) along with other prescribed documents in original, a self-attested photocopy set of prescribed documents and the prescribed fee. **For this service, applicants have to apply in Person only.**

3. Procedure for submitting online application:

- i. Go to Ministry of Home Affairs website by typing in address of web Browser 
<https://indiancitizenshiponline.nic.in/>
- ii. The applicant after accessing the above mentioned website shall select the option **“Registration of birth of a minor child at an Indian Consulate under Section 4(1) of the Citizenship Act, 1955”** iii. Click 'Apply Online' button to fill up the form.
- iv. Each online application form is meant for one person only. Separate application has to be filed for each case.
- v. The online form should be filled in Block/Capital letters.
- vi. Furnish information exactly in the manner asked for in the forms, especially the name of the child (exactly as per birth certificate first name followed by surname) and names of the parents, as per entries in their passport. First Given name then Middle name (if mentioned in passport) followed by Surname.
- vii. Applicants are required to verify the application details before submitting the online application.
- viii. Once the online application form is submitted by the applicant, further modifications are not allowed. Hence applicants are requested to check and validate the details before submitting the online application form. ix. After filing all the details in the online application form, the form is saved.
- x. As soon as the form is submitted, a MHA File number will be generated automatically and will appear on the screen as an acknowledgement. The applicants are advised to keep the MHA File Number for further correspondence and online status tracking.
- xi. Applicants have to upload the prescribed supporting documents. Upload all documents

like birth certificate, both the parents' passports (first two and last two pages) and Marriage certificate. (Please make sure that you upload clear copy of document which are visible and then click the Print application tab from the main menu.

- xii. After clicking on Print application tab from the main menu, the applicant has to enter his/her MHA File Number as an identity to access the submitted application. A PDF application form shall be displayed with an option of pasting applicant's recent passport size photograph. Recent passport size photograph of the applicant is to be affixed on each form in the prescribed space. Photograph to be affixed on the application should be of square shape of size 35*35 mm (with 80% coverage by face). It should have light colour background (*not white*) without border with front view of the child's head and shoulders showing the full face in the middle of the photograph. It should not be stapled and should not have any signature. Photographs that do not conform to these standards will be rejected and may cause a delay in processing the applications.

- xiii. The applicant shall take the print out of the application submitted. Parents are required to put their Signatures/Thumb Impressions (*left for male and right for female*) at the designated signature box.

*** A person who has not attained the age of 18 years is considered as minor. Parents / legal guardians of the child must sign in the column prescribed for them in the form.**

4. After submission of the application online, the applicants are required to submit hard copy of the online application form duly signed by the applicants in the space provided for signature and other supporting documents (*as listed below*) in original along with **a set of self-attested photocopy** of the original documents at the Consular Counter of the High Commission of India, London. *The original documents shall be returned to the applicant immediately after verification at the Consular Section.* Part II of the online application form contains a declaration form. On the basis of information filled up in Part I, system itself generates Part II. **The parent whose name appears in Part II of the online application form is required to submit the application in person at the Consular Section of the High Commission and sign the declaration (*in Part II of the online application form*) before the Consular Officer at the High Commission.**

Documents to be annexed with duly completed online application form:

- i. **Online appointment for Consular Service (Click here for Online appointment system for**

Consular Services Link)

- ii. Declaration Form dully filled in and signed by the parents with one passport size photograph affixed on the top ([for Declaration Form, please visit the link 'Forms for Consular Services'](#)).

Please do not miss Declaration form.

- iii. Passport of both the parents and one copy:

- a. **In case of Indian Passport Holders:** Valid passport in original of both parents and self attested copies of first two and last two pages of the passport and the page (s) containing passport officer's observation (s) (if any).

- b. **In case one of the Parents holds Foreign Passport:** Valid passport in original and self attested copies of the passport pages containing personal particulars of the passport holder. iii. Full version Birth Certificate(*i.e. certified copy of an entry Pursuant to the Births and Deaths Registration Act 1953, which contains name of the child and names of the parents*) of the child issued by the competent UK authorities.

- iv. Certificate of Indian citizenship of parent (s) if the Indian parent (s) has/have acquired Indian citizenship by registration/naturalization.

- v. Marriage Certificate of the parents and copy.

- vi. **Proof of Residence:** Any of the following self-attested documents viz. copy of utility bill (landline telephone bill/electricity bill/gas bill/water bill/council Tax bill) or Driving License or lease deed (of residence) etc. where the applicant's UK address is clearly mentioned, should be provided.

- vii. **Visa Status:** Copy of passport page/UK Residence Permit Card showing the visa status should be enclosed.

5. If the application is made **within one year of birth of child** as per above-mentioned process and subject to fulfillment of the eligibility criteria as per Ministry of Home Affairs guidelines, the High Commission shall register the birth of the child as an Indian citizen and issue the Birth Registration Certificate. In cases, where applications are made **after one year of birth of child**, the process is same. However, **in such cases, a notarised affidavit or an affidavit executed before the Consular Officer of the High Commission from the parents stating the reason (s) for not registering the birth of the child at the High Commission within one year of birth of the child is also required to be submitted.** Form for over one year child.(Please visit the link 'Forms for Consular Service')

6. If the minor child is over one year, parents have to affidavit for over one year child Fees £19.00 (parents have to sign the affidavit before consular officer.)

7. **Fee:** £19.00 (payable **either in cash or through crossed postal order** drawn in favour of "High Commission of India, London". **No Credit or Debit card will be accepted.**

8. **Processing Time:** Normally SAME Day, if the application is complete in all respects AND documents uploaded on MHA website properly. Over a One year child registration may take Little longer time.

Please Note:

- **Declaration form** duly filled in and affixed parents passport size photograph on the top is must for submitting the application.
- Name of the father and the mother entered in the Birth Certificate of the child should match with the names appearing in their passports. In case of any discrepancy/some difference in names, an observation in this regard is required to be made from the concerned Birth Registrar's office.
- The documents (*as specified in Para 4& 5 above and as applicable in individual cases*) are mandatory requirements. The applicant (s) may be advised to submit some more documents, after scrutiny of the application and documents at the Consular Section, on case to case basis.
- Applicants are advised to check that all fields in the online application form are filled in and prescribed documents are uploaded in conformity with instructions contained in the website of Ministry of Home Affairs at web link: <http://indiancitizenshiponline.nic.in>. In case any deficiency is noticed by the High Commission in online application form and uploading of documents, the applicants would be required to fill up new application form rectifying the deficiency and submit the same at the Consular Section of the High Commission.

Website: hcilondon.gov.in > Consular Service > Consular

Information > New? Birth registration of children eligible for Indian nationality > procedure for submitting online

application > 3 (ii) The applicant after accessing the above mentioned website shall select the option **"Registration of birth of a minor child at an Indian Consulate under Section 4(1) of the**

Citizenship Act, 1955"

- **Go to (i)** Go to Ministry of Home Affairs website by typing in address of web browser <https://indiancitizenshiponline.nic.in/> Registration of birth of a minor child at an Indian Consulate Under section 4(1) of the Citizenship Act, 1955

CHECK LIST / ORDER OF DOCUMENTS FOR CHLD BIRTH REGISTRATION

1. Online Application MHA form U/s 4(1)
2. Original and copy of Full Version Birth Certificate with both Parents' names.
3. Declaration form duly signed by both the Parents and both the parents' Photograph on the top.
4. Marriage Certificate and copy.
5. Both Parents' valid Passports and copies.
6. Both Parents' valid Visa / Biometric card with copies.
7. Address proof (any utility bill- Electric/gas/water/council tax bill) or driving licence.

All Photocopies must be self attested.

Solemnization/Registration of Marriage under the Foreign Marriage Act, 1969.

Solemnization/Registration of Marriage under the Foreign Marriage Act, 1969.

Marriages between two individuals can be solemnized/registered at the High Commission of India (HCI), London under the Foreign Marriage Act, 1969. At least one of the parties to the intended marriage should be a citizen of India and should have resided in the UK for a period of not less than thirty days immediately preceding the date on which the notice of intended marriage is given to the Marriage Officer at HCI, London.

The procedure for solemnization/registration of marriage and clarifications/guidance concerning solemnization/registration of marriage are given below:

- ❑ **What are the procedures for getting married at the HCI, London?** ○ The prospective bride and groom need to appear in person before the Marriage Officer along with three (3) witnesses with their valid passports.
- They need to submit the prescribed "Notice of Intended

Marriage” form duly filled-in and signed by both the parties along with a fee of £42.00 in cash or through crossed postal order drawn in favour of “High Commission of India, London” and £11.00 each for Sworn Affidavit. They are also required to fill-in and sign the prescribed Declaration and Sworn Affidavit. The Declaration needs to be signed by three (3) witnesses in the presence of the Marriage Officer.

- They need to publish the “Notice of Intended Marriage” in a widely circulated newspaper in their home country, at the place of permanent residence as indicated in the passports of bride and groom, and in the country or countries in which the parties are ordinarily resident.
- A date for solemnization of the marriage is given 30 days after the publication of the Notice and provided no objections are received from any quarter.
- A day prior to the date of solemnization of marriage, original passports of the couple and witnesses are required to be submitted to the Marriage Officer.
- On the scheduled date, the prospective couple and the three (3) witnesses need to come to the High Commission for solemnization of the marriage.

❑ **What documents are to be submitted at the HCI prior to the**

marriage? ○ Notice of Intended Marriage, prescribed Declaration and Sworn Affidavit.

- Four (4) Passport size photos each of the prospective bride and groom. ○ Photocopy of the valid passport and UK residence visa of the bride or groom, whoever is an Indian national **and address proof.** ○ Photocopy of the passports of the three (3) witnesses. ○ The prospective bride and groom and the three (3) witnesses should also carry their original passports for verification at the time of the submission of the Notice.

• **When do the prospective bride and groom and the witnesses sign papers?**

This needs to be done at the time of submission of Notice in front of the Marriage Officer.

• **What formalities are to be completed before the marriage can be solemnized?** ○

Notice in the prescribed format is to be published in a widely circulated newspaper in the home country, at the place of permanent residence as indicated in the passports of bride and groom, and in the country or countries in which the parties are ordinarily resident.

- In case, both bride and groom are from same state in India, notice is to be published only in one newspaper of that particular state
- After the publication of Notice, the applicants are required to submit the concerned newspapers in original.

• **What formalities are to be completed before the marriage can be solemnized if one among the prospective couple is: Not an Indian?**

- A No Objection/Bachelorhood Certificate is to be obtained from their respective Embassy/Consulate in UK.
- In case, where the Embassy/Consulate does not issue such a certificate, a Sworn Affidavit attested by the respective Embassy/ Consulate of the non-Indian applicant needs to be submitted.

- A certificate from the Embassy/Consulate of the non-Indian applicant stating that his/her country's respective law does not prohibit their nationals from marrying foreign nationals.

A Divorcee?

A decree of divorce issued by the competent authority in India and attested by CPV Division, Ministry of External Affairs, Government of India, in case the divorce has taken place in India. In case divorce has taken place in a country other than India, the divorce certificate needs to be attested by the competent authorities of the concerned country and should be counter attested by the concerned Indian Mission/Post accredited to that country.

A UK national?

Since the UK authorities do not issue certificates of no impediment for marriages within the Common wealth countries, no such certificate is required from UK nationals.

- **How is the prospective couple informed about the date of solemnization of marriage and when?**

There is a mandatory wait period of 30-days after publication of the Notice in the newspapers. The prospective couple can contact the HCI on any day after publication of advertisement to fix up a date for solemnization of marriage.

- **When do the prospective bride and groom and the three witnesses submit their original passports?**

They are required to do this one day before the actual solemnization of marriage. The passports are returned immediately after the solemnization along with marriage certificate.

- **Whether parents of the prospective bride and bridegroom will be informed about the submission of Notice of Intended Marriage?**

No.

- **Whether people from different religions can marry?**

Yes. People from different religions can marry under Indian law.

- **What is the law under which marriage is solemnized?**

The marriage is solemnized under Foreign Marriage Act, 1969.

REQUIREMENTS FOR INTENDED MARRIAGE

1. Miscellaneous Application form with Passport size photograph filled by each applicant.
2. Notice for intended marriage (4 copies each) form, duly filled-in.
3. Declaration by prospective bride and bridegroom (in duplicate 2 copies each).
4. Sworn Affidavit by the prospective bride and bridegroom (in duplicate by each), duly attested by the High Commission of India, London.

5. Four identical passport size recent photographs (of bride and groom). At least one of the parties must be on a residence visa of the UK.
6. Three witnesses with their original valid passports, resident proof/visa copy/BRP card and address proof along with photocopy of each document.
7. If one of the parties is not an Indian citizen, a No Objection Certificates/Affidavit (in respect of his/her marital status and willingness to marry an Indian) from the concerned Consulate/ Embassy in UK.
8. All five persons are required to appear before the Marriage Officer for signatures with their original passports and a photocopy both at the time of submission of forms and at the time of solemnization of the Marriage. Photocopy of Passports required only at the time of submission of ² form.<<< to be remove
9. After submission of the forms, newspaper advertisement is to be given by the individuals for publication in a widely circulated Newspaper in India/concerned country in the place of permanent residence indicated in the passport and in the country or countries in which the parties are ordinarily resident. The advertisement should contain the full text as provided by HCI, London.

NOTE: All the particulars in the forms must be filled-in as per entries in the passport. For forms pertaining to solemnization of marriage under the Foreign Marriage Act, 1969, please visit the link '[Forms for Consular Services](#)'.