

## **Misc Consular Services**

### **Attestation a Birth Certificate**

Personal presence of the birth certificate holder (if adult) or one of the parent incase of a minor, along with the following documents:

- Valid passport in original and photocopies of first / last and valid visa page of the birth certificate holder or one of the parents in case of a minor.
- The minor child's passport copy.
- Original birth certificate and a photocopy attested by the following:

i) In case of the birth certificate issued from India Notary public of the district where the child was born.

ii) Home Department of the state/union territory where the child was born.

iii) Ministry of External Affairs, Delhi or its Branch Secretariats located in Kolkata, Hyderabad, Chennai and Mumbai.

- In case the birth certificate was issued by authorities in Yemen, the document has to be attested by the local Ministry of Foreign Affairs.
- In case of birth certificate issued from any other countries, the same is to be attested by the Indian High Commission / Indian Embassy / Indian Consulate in that country.

### **Attestation of Bachelorhood certificate.**

The person has to procure a decree from a competent court in India affixed with a seal of the court. The decree should also be attested from the Ministry of External Affairs, Delhi or its Branch Secretariats located in Kolkata, Hyderabad, Chennai and Mumbai. If such a decree is produced, Embassy/Consulate will authenticate the correctness of the certificate. The certificate has to be produced along with the following documents:

- Personal presence of the applicant.
- Valid passport in original and photocopy of first / last and valid visa page.
- Original certificate with a photocopy.
- MISC SERVICE FORM IS REQUIRED

### **Attestation of Education/Transfer Certificate**

Personal presence of the certificate holder or either of the parents in case of a minor, with the following documents:

- Education / Transfer Certificate issued from India

- Valid passport in original of the certificate holder or one of the parent in case of a minor.
- Passport photocopies (first / last and valid visa page) of the certificate holder and one of the parents.
- Certificates originating from India issued by universities and other Institutions of higher studies have to be attested by:

i) Department of Higher Education, Ministry of Higher Education of the same State.

ii) Consular Section, Ministry of External Affairs, Patiala House, New Delhi

- Education/Transfer Certificates from Djibouti need to be attested by Djiboutian Ministry of Foreign Affairs.
- Education / Transfer Certificate issued from any other country needs to be attested by the Indian High Commission/Embassy/Consulate in that country.
- MISC SERVICE FORM IS REQUIRED

### **Attestation of Marriage Certificate**

Personal presence of either of the spouse, with the following documents:

- Valid passport in original of the spouse present at the Embassy.
- 2 passport photocopies of first / last and valid visa page of both the spouses.
- Marriage certificate issued in India, original and photocopy of the marriage certificate attested by:
  - Notary public of the district concerned
  - Home department of the concerned state/ union territory.
  - Ministry of External Affairs, Delhi or its Branch Secretariats located in Kolkata, Hyderabad, Chennai and Mumbai.
- Marriage certificate issued in Djibouti needs to be attested by the Djiboutian Ministry of Foreign Affairs
- Marriage certificate issued in other country needs to be attested by the Indian High Commission / Embassy / Consulate in that country
- MISC SERVICE FORM IS REQUIRED

### **Attestation of Indian driving license.**

Personal presence of the applicant at the Embassy with the following documents:

- Valid passport in original and 2 photocopies of first / last and valid visa page.
- Original valid driving license and its photocopy.

- Sworn affidavit and its photocopy, in the prescribed format. (This form has to be signed in the presence of the Consular Officer)

### **Attestation of Power of Attorney**

Power of Attorney can either be on a plain paper or stamp paper as per your requirement or as advised by your lawyer.

Personal presence of the Executants/s at the Indian Embassy with the following documents:

1. Valid passport in original with photocopy (first / last and valid visa page) of the executants/s.
2. Original Power of Attorney and its photocopy. This document has to be signed in the presence of the Consular Officer.
3. If it is Ministry of External Affairs, Delhi or its Branch Secretariats located in Kolkata, Hyderabad, Chennai and Mumbai.
4. Four current passport size photographs of the executants/s.

\*Fees may vary in case of documents to be used for commercial purpose.

### **Issue of NRI Certificate**

The Embassy of India issue certificates confirming their Non Resident Indian (NRI) status to Indian nationals who have resided in Djibouti for over 6 months. To obtain a NRI Certificate, you would need the following documents:

- A letter from the employer mentioning period of stay in Yemen
- Original passport with evidence of First Entry into Yemen
- Application form

### **Attestation of Life certificate**

Personal presence at the Indian Embassy, of the pensioner with the following documents:

- Valid passport in original with photocopy with first/last and valid visa page.
- Original Pension Order and a copy thereof along with an identification of work proof.
- Duly filled Life Certificate Form. \* Attestation fee is waived off for Ex-servicemen only.(Discharge Book/Ex-Servicemen Identity Card is required to waive attestation fee for Ex-Servicemen/Ex-Servicemen widow)

## **Registration of Death**

Death of Indian nationals residing in Djibouti can be registered with the Embassy. The following documents are required to register the death:

- Death certificate issued from the local authorities in Djibouti.
- Passport of the deceased for cancellation.
- Resident permit in Djibouti of the deceased. Note: Original documents are also to be submitted along with photocopies for verification.

## **Attestation of Death Certificate.**

Death Certificate originating from India should be attested by the Home Department of the concerned state and Ministry of External Affairs, New Delhi its Branch Secretariats located in Kolkata, Hyderabad, Chennai and Guwahati before attestation at the Embassy.

- Death Certificate issued by Djiboutian authorities, have to be attested by the Ministry of Foreign Affairs, before attestation at the Embassy.
- Applicant is required to produce his/her valid passport in original and a photocopy (first / last and valid visa page).

## **Embassy's No Objection for sending human remains**

The mandatory documents required by the Embassy for processing the request should include a copy of the Death Certificate and a certification letter from the mortuary that the body has been properly embalmed and sealed in a casket. For sending urns containing human ashes, a copy of the Death Certificate and a certificate from the crematorium stating the urn contains nothing except the cremated remains of the deceased and that it has been sealed properly should be submitted to the Embassy. The passport of the deceased should also be presented with the application for its cancellation. All documents are required to be submitted in duplicate (original and photocopy)

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