



**Ministry of External Affairs  
(CPV Division)**

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**ATTESTATION/APOSTILLE OF ORIGINAL DOCUMENTS AND TRUE COPIES OF DOCUMENTS**

The Ministry of External Affairs attests original documents/true copies of documents for use abroad. Attestation done by the Ministry of External Affairs 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](http://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 the

States/Union Territories from where the documents should first be authenticated are given below.

<b>Regional Authentication Centres (RACs) for States/Union Territories</b>			
1	<b>Andhra Pradesh</b>	1	Special Secretary (Protocol), General Administration Department, Hyderabad.
		2	Joint Secretary (Law & Order), General Administration Department, Hyderabad
		3	Office of the Resident Commissioner of Andhra Pradesh in New Delhi. Tel- 23387036, 23384016
2	<b>Arunachal Pradesh</b>	1	Deputy Secretary (Home), Government of Arunachal Pradesh, Itanagar
		2	Director, Department of Higher & Technical Education Government of Arunachal Pradesh, Itanagar.
		3	Office of the Resident Commissioner of Arunachal Pradesh in New Delhi. Tel- 23014136
3	<b>Assam</b>	1	ACS, Joint Secretary (Home), Home Department, Assam Secretariat, Dispur, Guwahati-6
		2	ACS, Joint Secretary (Political), Home Department, Assam Secretariat, Dispur, Guwahati-6, Telefax 0361-2261421
		3	Director of Technical Education, Guwahati Tel.0361-2382276
		4	Office of the Resident Commissioner of Assam in New Delhi. Tel- 26118069
4	<b>Andaman and Nicobar</b>	1	Assistant Secretary (Home), A & A Administration, Port Blair (Fax: 22879703)
5	<b>Bihar</b>	1	Joint Secretary, Home (Special) Department, Patna,
		2	Deputy Secretary, Home (Special) Department, Patna. 09939608674(M), Tel: 0612-2217225
		3	Deputy Secretary (Verification), Bihar School Examination Board, (Senior Secondary), Patna.

		4	Controller of Examination, Health Services, HRD for Medical Related Certificates, Patna.
		5	Deputy Director (Higher Education), HRD Department, New Secretariat, Patna-15
		6	Secretary, Sanskrit Siksha Board, Boring Canal Road, Patna
		7	Secretary, Madarsa Shiksha Board, Vidyapati, Marg, Patna
		8	Office of the Resident Commissioner of Bihar in New Delhi. Tel- 23014945, 23015067
6	<b>Chandigarh UT</b>	1	Secretary (Home),
		2	Joint Secretary (Home),
		3	Under Secretary (Home), Home Department, Chandigarh Administration, Tel: 0172-2740290
		4	Joint Secretary (Finance), Home Department, Chandigarh Administration
		5	Registering and Licensing Authority, Chandigarh.
		6	District Education Officer, Education Department, Chandigarh Administration, O/o, DPI, U.T. Sector 9, Chandigarh
		7	Office of the Resident Commissioner of UT in New Delhi. Tel- 23353359
7	<b>Chattisgarh</b>	1	Secretary, Technical Education, Chattisgarh Administration, Raipur
		2	Under Secretary, Home (Passport) Department, Mantralaya, Raipur
		3	Deputy Secretary, Home (Passport) Department, Mantralaya, Raipur
		4	Under Secretary, Department of Higher Education, Government of Chattisgarh, Raipur.
		5	Under Secretary, General Administration Department, Mantralaya, Raipur

		6	Office of the Resident Commissioner of Chattisgarh in Delhi. Tel- 46092500, 46092555
8	<b>Dadra and Nagar Haveli UT</b>	1	Deputy Secretary (Home), Home Department, Silvassa
		2	Resident Deputy Collector, Silvassa for the UT of Dadar & Nagar Haveli.
		3	Resident Deputy Collector, Khanvel for the UT of Dadar & Nagar Haveli.
		4	Resident Collector (Head Quarter) for the UT of Dadar & Nagar Haveli.
		5	Deputy Collector/SDM Collectorate, Daman
		6	Office of the Resident Commissioner in New Delhi. Tel- 23385369
9	<b>Daman and Diu</b>	1	Collector & District Magistrate, Diu
		2	Deputy Collector/SDM Collectorate, Daman
		3	Addl. Dist. Magistrate, Diu w.e.f. 22.06.2010
		4	Office of the Resident Commissioner in New Delhi. Tel- 23385369
10	<b>Delhi NCT</b>	1	Regional Director of Education (South), C-4, Vasant Vihar, New Delhi. Phone 26144508
		2	Regional Director of Education (East), C-4, Vasant Vihar, New Delhi. Phone 22522458,
		3	Deputy Secretary, Home (Passport) and Superintendent, Government of NCT of Delhi, Home (Passport) Department, 5th Level, "C" Wing, Delhi Secretariat, I.P. Estate, New Delhi as authorized by NCT of Delhi.
		4	All District Judges (DJ) and Sub Divisional Magistrates (SDMs) in Delhi
		5	Marriage Registrar, Indian Christian Marriage Act, Delhi Secretariat, New Delhi Tel.-011 23392028, Fax-011 23392034
11	<b>Goa</b>	1	Director (Higher Education), Junta House, 2nd Lift, 5th

			floor, Panaji, Goa. Tel: 2425582/85, Fax: 2425582, Mobile: 9822802572
		2	Director (Education), Junta House, 2nd Lift, 5th floor, Panaji, Goa. Tel: 2425582/85, Fax: 2425582, Mobile: 9822802572
		3	Under Secretary (Home-I), Home Department (Foreigner's & Citizenship Division), Secretariat, Porvorim-Goa
		4	Under Secretary (Home-II), Home Department
		5	Addl. Collector-II, North Goa District, Panaji
		6	Office of the Resident Commissioner of Goa in New Delhi. Tel- 24629964/67/68
12	<b>Gujarat</b>	1	Deputy Secretary (Fax No.079-23252035), General Administration Department, Government of Gujrat, Sachivalaya Gandhi Nagar
		2	Under Secretary (Tel: 079-23250481, Fax: 079-23251638 09978406305(M) for Enquiry-09978406311), General Administration Department, Government of Gujrat, Sachivalaya Gandhi Nagar.
		3	Section Officer, General Administration Department, Government of Gujrat, Sachivalaya Gandhi Nagar.
		4	Office of the Resident Commissioner of Gujrat in New Delhi. Tel- 23343147, 23742413
13	<b>Haryana</b>	1	Higher Education Commissioner/Director Higher Education, Haryana for certificate(s)/degree(s) issued by Universities situated outside the State of Haryana
		2	Director Secondary Education, Haryana in respect of certificate(s)/diploma(s)/degree issued by National open School, Central Board of Secondary Education, ICSE or any other State Board of Education in the country.
		3	The Secondary Board of School Education, Haryana, Bhiwani in respect of Matriculation and 10+2 certificates issued by it or by the Haryana Open School.

		4	Deputy Director Colleges-II O/o Higher Education Commissioner, Haryana (0172-2562036) Fax: 2562042
		5	Special Secretary to Government Haryana, Home Department
		6	Under Secretary Home Department, Government of Haryana 09416967813(M), 0172-2740526(Fax)
		7	Deputy Dir. Cadet Corps, Director General Higher Education, Sector-5 Haryana Panchkula Chandigarh
		8	Assistant Director (Administration), Director General of Higher Education, Panchkula.
		9	Assistant Director, Colleges VII, Higher Education Commissioner, Haryana Panchkula.
		10	Office of the Resident Commissioner of Haryana in New Delhi. Tel- 23384354, 23386131/425
		11	Office of the Chief Secretary, Government of Haryana. Tel- 0172- 2740118
14	<b>Himachal Pradesh</b>	1	Principal Secretary (Home) to the Government. of Himachal Pradesh, Shimla
		2	Deputy Secretary (Home), Shimla
		3	Under Secretary (Home), Shimla (Tel: 0177-2626450].
		4	Joint Director (C-I), Directorate of High Education, Shimla-171001
		5	Joint Director (C-II), Directorate of High Education, Shimla-171001
		6	Additional Director (Colleges), Directorate of High Education, Shimla-171001
		7	Office of the Resident Commissioner of Himachal Pradesh in New Delhi. Tel- 23716574, 23716124, 23711964
15	<b>Jammu &amp; Kashmir</b>	1	Principal, GGM Science College, Civil Secretariat, Higher Education Department, Jammu
		2	Principal, Amar Singh College, Gogji Bagh, Srinagar (J&K)

			Fax: 0194-2476828, 9419010839(M), 0194-2476828
		3	Deputy Secretary, Home Department 0191-2543261, 0941942533(M)
		4	Director Colleges, Higher Education Department, Civil Secretariat, Srinagar/Jammu. Te/Fax: 0194-2479584, 0191-2549616 (w.e.f 26.10.10)
		5	Office of the Resident Commissioner of J&K, in New Delhi. Tel- 24611506, 24611210
16	<b>Jharkhand</b>	1	Director, Department of Human Resource Development, Ranchi.
		2	Deputy Secretary, Department of Human Resource Development, Ranchi.
		3	Under Secretary, Department of Human Resource Development, Ranchi
		4	Deputy Secretary, Home Department, Ranchi, 09334359534(M), 0651-2401447
		5	Office of the Resident Commissioner of Jharkhand in New Delhi. Tel- 011-26739011, Fax 26739005
17	<b>Karnataka</b>	1	Additional Commissioner (Land Maintenance Projects and Misc.), Government of Karnataka, Bangalore
		2	Additional Commissioner (Administration and Development), Government of Karnataka, Mysore
		3	Under Secretary, Home Department (Passport and Foreigners), Bangalore, Phone: 080-22033371, 22254451(Fax)
		4	Regional Commissioner, Mysore
		5	Additional Commissioner (Land Maintenance, Projects and Misc.), Government of Karnataka, Mysore
		6	Regional Commissioner, Gulbarga
		7	Regional Commissioner, Bangalore
		8	Additional Commissioner (Land Maintenance Projects and

			Misc.), Belgaum
		9	Regional Commissioner, Belgaum
		10	Additional Commissioner (Administration and Development) Belgaum
		11	Additional Commissioner, (Land Maintenance Project and Misc.), Gulbarga
		12	Additional Commissioner (Administration and Development) Gulbarga.
		13	Additional Deputy Commissioner & Additional District Magistrate, Bangalore Urban, Bangalore.
		14	Additional Deputy Commissioner & Additional District Magistrate, Bangalore Rural, Bangalore
		15	Additional Deputy Commissioner, Department Of A.D.C, A.D.M, Bangalore.
		16	Additional Distt. Commissioner, Department Of Deputy Commissioner Office, Bangalore Rural
		17	Office of the Resident Commissioner of Karnataka in New Delhi. Tel- 26889814
18	<b>Kerala</b>	1	Additional Secretary, General Education Department, Certificate Authentication, Thiruvananthapuram.
		2	Deputy Secretary General Education Department Certificate Authentication Centre Ernakulam.
		3	Additional Secretary General Education Department Certificate Authentication Centre Kozhikode.
		4	Additional Secretary (HRD) Certificate Authentication Centre, Thiruvananthapuram.
		5	Joint Secretary to Government, Home Department and Under Secretary, Home (Attestation) Department 0471-2517107, 2317950, 2317951
		6	Additional Secretary to Government, Home Department, Secretariat, Thiruvananthapuram



		7	Joint Secretary to Government of Kerala, General Education Department, Certificate Authentication Centre, Ernakulam 0484-2371810, 2371830
		8	Additional Secretary to the Government. of Kerala, General Education Department Certificate Authentication Centre, Ernakulam
		9	Joint Secretary, GED, Certificate Authentication Centre, Kozhikode
		10	Under Secretary, Home Department, Secretariat, Thiruvananthapuram.
		11	Joint Secretary, General Education Department, Certificate Authentication Centre, Kozhikode.
		12	Office of the Resident Commissioner of Kerala in New Delhi. Tel- 23362656, 23368581, 23367833
19	<b>Madhya Pradesh</b>	1	Deputy Secretary, Higher Education Department, Mantralya , Vallagh Bhavan, M Block, 3 Green City, 35, Gulmohur Bhawan, Bhopal , Tel: 0755-2741024,09926966011(M)
		2	Under Secretary (HRD), Maltralaya, Vallabh Bhawan, Bhopal.
		3	Under Secretary, Higher Education Department, Maltralaya, Vallabh Bhawan, Bhopal
		4	Office of the Resident Commissioner of Madhya Pradesh in New Delhi. Tel- 23019899, 23348484, 23361705
20	<b>Maharashtra</b>	1	Joint Secretary, Higher & Technical Education Department, 4th floor, Mantralaya Annexe, Mumbai-400032, Tel: 022-22025206(O), 24367773 (R)
		2	Deputy Secretary, Employment & Self-Employment Department, Mantralaya, Mumbai
		3	Section Officer, Home Department, Government of Maharashtra 022-22794093, 09322650065(M)
		4	Office of the Resident Commissioner of Maharashtra in

			New Delhi. Tel- 23388075, 23383876
21	<b>Meghalaya</b>	1	Secretary, Education Department, Government of Meghalaya, Shilong Telefax: 0364-2226684 (For Education Documents only)
		2	Secretary, Political Department, Government of Meghalaya
		3	Principal Secretary, Political Department, Government of Meghalaya
		4	Office of the Resident Commissioner of Meghalaya in New Delhi. Tel- 23015503, 23014341, 23015605
22	<b>Mizoram</b>	1	Under Secretary, Government of Mizoram, Higher & Technical Education Department (Telefax: 0389-2310680)
		2	Additional Secretary, Home Department, Government of Mizoram
		3	Secretary, Home Department of Mizoram, Aizawl. Tel: 0389-2310680
		4	Office of the Resident Commissioner of Mizoram in New Delhi. Tel- 23016408
23	<b>Manipur</b>	1	Additional Secretary, Home Department, Government of Manipur, Tel:0385-2443366, 0385-2452829(fax)
		2	Under Secretary (Home), Government of Manipur
		3	OSD, University & Higher Education, Imphal. 09856086410(M]
		4	OSD University & Higher Education, Imphal 09856170467(M)
		5	Under Secretary (GAD), Government of Manipur
		6	Office of the Resident Commissioner of Manipur in New Delhi. Tel- 26873009, 26873311
24	<b>Nagaland</b>	1	Special Secretary (Home), Government of Nagaland, Kohima, Tel. 0370-2270074 Fax: 0370-2270268
		2	Secretary (Home), Government of Nagaland, Kohima

		3	Office of the Resident Commissioner of Nagaland in New Delhi. Tel- 23013751, 23794680
25	<b>Orissa</b>	1	Higher Education Department, Government of Orissa
		2	Special Secretary, Home Department (0674-2536761)
		3	Principal Secretary, Home Department, Government of Orissa 0674-2531515(office), 0674-2392666(Res)
		4	Joint Secretary, High Education Department, Department of Higher Education Government of Orissa, Bhubaneswar 0674-2322434
		5	Office of the Resident Commissioner of Orissa in New Delhi. Tel- 23019771
26	<b>Pudducherry</b>	1	Joint Secretary (Home), Chief Secretariat, Puducherry
		2	Joint Secretary (Administrative Reforms Wing), Chief Secretariat
		3	Under Secretary (DP&AR), Chief Secretariat, Puducherry
		4	4. Office of the Resident Commissioner of Puducherry in New Delhi. Tel- 26881703
27	<b>Punjab</b>	1	Deputy Secretary, Department of NRI Affairs, Tel: 0172-2742243, Ext.286, 2741723(Fax]
		2	Assistant Director (Funds), and Assistant Director (CC), Punjab Education Department, Chandigarh Tel: 0172-2704431, 2702857, 09356062952(M) 09815333077(M) 2783660(Fax), 9855683544(M)
		3	Assistant Director, Office of Director Public Instruction (Colleges)
		4	Under Secretary, Department of NRI Affair, Chandigarh
		5	Director, Department of Technical Education & Industrial Training, Government of Punjab, Plot No.1-A, Sector-36-A, Chandigarh, Tel: 0172-2615385, 2615389, Fax: 0172: 2660734, 9988346813(M)
		6	Office of the Resident Commissioner of Punjab in New

			Delhi. Tel- 23383804, 23385399
28	<b>Port Blair</b>	1	Assistant Secretary (Home), A & N Administration, Port Blair.
29	<b>Rajasthan</b>	1	Officer on Special duty (OSD), Home (Jail Department), Government. of Rajasthan Tel.0141-5153222-Ext.2330
		2	Deputy Secretary (Administration), Education Department, Administration Secretariat, Jaipur. Phone: 0141-2227399(O) 9829480205
		3	Deputy Secretary (Administration], Education Department Phone: 0141-2227724
		4	Deputy Secretary, (Coordination) Home Department, Government of Rajasthan,
		5	Assistant Secretary, Higher Education (GR.III), Secretariat, Jaipur, Tel. 0141-5153222 Ext. 4852, 09414335554 (M), 0141-2227017(Fax)
		6	Deputy Secretary, Higher Education (Gr.III) Department, Room No.2202, 2nd floor, Main Building, Government. Secretariat, Jaipur Tel: 0141-5115995, 9828051054(M), Fax: 0141-2227017
		7	Office of the Resident Commissioner of Rajasthan in New Delhi. Tel- 23073747, 23381333, 23383472
30	<b>Sikkim</b>	1	Deputy Director (Exam), Human Resource Development Department, Government of Sikkim, Gangtok
		2	Assistant Director, Exam Cell, Human Resource Development, Government of Sikkim, Gangtok
		3	Joint Secretary (Protocol), Home Department, Government of Sikkim, Gangtok
		4	Joint Secretary (Con), Home Department, Government of Sikkim, Gangtok
		5	Office of the Resident Commissioner of Sikkim in New Delhi. Tel- 26113747

31	<b>Tamilnadu</b>	1	Under Secretary, (Foreigners) Department, Government of Tamil Nadu, Chennai
		2	Office of the Resident Commissioner of Tamil Nadu in New Delhi. Tel- 23010035, 24193333
32	<b>Tripura</b>	1	Deputy Secretary to the Government of Tripura, Agartala, Tel: 0381-2326041-224(EPBX)
		2	Deputy Secretary to the Government of Tripura, Agartala Tel:0381-2324001/0381-2324002
		3	Office of the Resident Commissioner of Tripura in New Delhi. Tel- 23012693, 23015157
33	<b>Uttar Pradesh</b>	1	Under Secretary, HRD, Secretariat, Lucknow
		2	Special Secretary, General Administration Department, Secretariat, Lucknow
		3	Joint Secretary, Department of Higher Education 0522-2238001 Extn.3041, 09936043902
		4	Under Secretary, Department of Higher Education, Government of Uttar Pradesh, 0522-2238001 Extn.3967
		5	Joint Secretary, General Administration Department, Government of Uttar Pradesh 09415014247-(M)
		6	Under Secretary, Department of Higher Education, Government of Uttar Pradesh
		7	Joint Secretary, Department of Higher Education, Government. of Uttar Pradesh, Lucknow Tel: 0522 2238001 Extension 3202, Fax: 2238287
		8	Office of the Resident Commissioner of Uttar Pradesh in New Delhi. Tel- 23310408
34	<b>Uttarakhand</b>	1	Deputy Secretary, General Administration Department, Government of Uttarakhand, Dehradun
		2	Under Secretary, General Administration Department, Government of Uttarakhand, Dehradun Tel: 0135-2712802, 09411173553(M)

		3	Under Secretary, General Administration Department, Uttrakhand 0135-2712096(Fax)
		4	Office of the Resident Commissioner of Uttrakhand in New Delhi. Tel- 23738498, 23358434
35	<b>West Bengal</b>	1	Section Officer, Home (Foreigners'& NRI's) Department, Government of West Bengal, Kolkata
		2	Section Officer, Home (Foreigners'& NRI's) Department, Government of West Bengal, Kolkata
		3	W.B.C.S (Exe), Joint Secretary, Home (Foreigners'& NRI's) Department, Government of West Bengal, Kolkata. Tel: 09830005306(M), 033-22527391(Fax)
		4	Office of the Resident Commissioner of West Bengal in New Delhi. Tel- 23344269, 23742695

**Step 2** – Legalisation of documents: The Ministry of External Affairs 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 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 four 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 the Ministry does not legalize photocopies. Applicants are advised not to rely on unauthorised persons/touts for Apostille or Attestation services.

1. (a) **M/s BLS International Services Ltd.** 910 Indra Prakash Building, 21, Barakhamba Road, **New Delhi** 110001 (Phone No. 011-23765018, 8595166078, 8595166109; Email: [info@blsattestation.com](mailto:info@blsattestation.com))

(b) **M/s BLS International Services Ltd.**, SCO 37/38, Sector 17 C, 3rd Floor, Office No. 4, Near Bathura King, **Chandigarh** 160022 (Phone No.0172-4666076)

2. (a) **M/s IVS Global Service Pvt. Ltd.**, Collection Center, Ground Floor -13B, Arunachal Building 19, Barakhamba Road, **New Delhi**-110001 (Phone No. 09873522829, 011-43582829), Website: [www.ivsglobal.in](http://www.ivsglobal.in), Email:[info@ivsglobal.net](mailto:info@ivsglobal.net))

(b) **IVS Collection Centre**, Shop No. 201, 2<sup>nd</sup> Floor, Bajaj House 97, Nehru Place, **New Delhi**-110019 (Phone No. 09873522829 )

(c) **IVS Collection Centre**, Shop No. 2, Dada Building (1st Floor), Near Hotel Centre Point, BMC Chowk, **Jalandhar** (Phone No. 0181-4610925, 09876365925, 09814951856)

(d) First Floor, Near Saini Type Ghar Ratgal Market, **Kurukshetra**, Haryana Phone 09728790041.

(e) 23, Hare Krishna Road, High Ground, **Bangalore**-560001 Opposite Petrol Pump Shivananda Circle, Phone 09901922296.

(f) Golden Sapphire, 2<sup>nd</sup> Floor, Miramar **Goa**-2463189 Phone 07083270884.

3. (a) **M/s Superb Enterprises**, 100 G, LGF 8A, Milap Building, Bahadur Shah Zafar Marg, ITO, **New Delhi**-110002 (Phone No.011-23355999, 8527270999, Fax No.011-23350999, Website:[www.superbenterprisesindia.com](http://www.superbenterprisesindia.com) E-mail:[att@superbenterprisesindia.com](mailto:att@superbenterprisesindia.com))

(b) **M/s Superb Enterprises**, SCO-52, Office No. 6, Basement Sector 9D, **Chandigarh** 160009 (Phone No.0172-4014999).

4. (a) **M/s VFS Global Services**, Attestation-Collection Centre, S-2 Level (Upper Ground Floor), Block-E, International Trade Tower, Nehru Place, **New Delhi**-110019 (Contact Ms Pooja Singh, Ms.Prachi Jain (Phone No.011-40548204) E-mail ID: [meaattestation@vfsglobal.com](mailto:meaattestation@vfsglobal.com)).

(b) SCO 186-187, Ground Floor (Back Side), Sector 8C, Madhya Marg, **Chandigarh** (Contact: Ms Poonan Anand, [Poooman@vfsglobal.com](mailto:Poooman@vfsglobal.com) )

(c) Trade Centre, 3<sup>rd</sup> Floor, G, Block, Bandra Kurla Complex, Bandra, (East) **Mumbai** (Contact: Mr. Arun Panday, [Parun@vfsglobal.com](mailto:Parun@vfsglobal.com))

(d) Prestige Atrium, No., Central Street, **Bangalore** (Contact: Mr. Franklin J [@vfsglobal.com](mailto:@vfsglobal.com))

(e) Shop no 203, Mekins, Maheshwari Myank Plaza, Greenlands, Ameerpet, **Hyderabad**- 500016 (Contact Mr. J Praveen Kumar, [Praveenku@vfsglobal.co](mailto:Praveenku@vfsglobal.co))

**Applicant can, however, submit and collect documents directly at the four under-mentioned Branch Secretariats of the Ministry of External Affairs. They also Attest/Apostille documents in addition to MEA.**

Sl.No.	MEA Branch Secretariat	Address
1	<b>Chennai</b>	Ministry of External Affairs Branch Secretariat, 68, College Road, E.V.K. Sampath Maaligai, 7th Floor, Numgambakkam, Chennai -600006. Phone : 044-28252200, 28251323 Email : <a href="mailto:usbs.chennai@mea.gov.in">usbs.chennai@mea.gov.in</a>
2	<b>Guwahati</b>	Ministry of External Affairs Branch Secretariat House No. 307, Beltola, Basistha Road, Guwahati-781028. Phone : 0361-2229155, 2229156, Fax : 0361-2229157 Email : <a href="mailto:hobs.guwahati@mea.gov.in">hobs.guwahati@mea.gov.in</a>



Sl.No.	MEA Branch Secretariat	Address
3	Hyderabad	Ministry of External Affairs Branch Secretariat B-Block, Room No. 310-312, Andhra Pradesh Secretariat, Hyderabad-500022 Phone : 040-23456051, Fax : 040-23451244 Email :hobs.hyderabad@mea.gov.in
4	Kolkata	Ministry of External Affairs Branch Secretariat 2, Ballygunge, Park Road, Kolkata-700019 Phone : 033-22879701, 22802686, Fax : 033-22879703, Email :meacal@dataone.in

**Note:** *With effect from March 14, 2011, the Passport Office, Goa has been authorized to collect documents, duly authenticated by the designated officers of the State Government of Goa, and deliver the same to the applicants after due attestation/Apostille by the CPV Division, Ministry of External Affairs.*

<b>Fees for Apostille and Normal Attestation</b>
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**MEA:** A fee of **Rs. 50/-** is payable by means of a Postal Order drawn in favour of Pay & 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 Ministry of External Affairs (MEA) is not accepting documents directly from the applicant/individual, all documents for the purpose of Attestation/Apostille by MEA are to be submitted and collected from the four designated outsourced agencies. The fee chargeable by the outsourced agencies per document for its collection and delivery for Apostille/normal attestation by MEA will be **Rs.22/- (Personal document), Rs.18/- (Educational document) and Rs.16/- (Commercial document).**

**For more information, suggestions or any grievance please contact:**

**Attestation Section/Apostille Cell  
Ministry of External Affairs**

Jawahar Lal Nehru Bhawan, Janapath  
Marg,  
New Delhi-110011.  
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