

The following consular services can be applied only through the e-SEWA portal

<https://indianconsularservices.mea.gov.in/consularServices/> :

- a) Certificate for Registration of Birth
- b) Certificate for Registration of Death

Steps to be followed for online application:

Step 1:

Visit the website: <https://indianconsularservices.mea.gov.in/consularServices/>.

Step 2:

First time users have to click on User Registration/New User. Fill all their personal details: Name/Surname/Email/Mobile No./Birth-Date/Passport No./Nationality/Captcha, and then click on Submit. After clicking on submit, users have to Confirm Sign up Details by re-entering Email/Mobile No./Passport.

Step 3:

Users have to activate the account by entering email ID, captcha and click on get OTP on email. Users have to check their email for the OTP received on email and enter the email ID and OTP again and click on Confirm. After clicking on confirm users have to update their password. After this user can login to their account.

Step 4:

Users have to login to their account by entering their email ID and password. After logging in, it will open applicant's dashboard with applicant profile. User has to enter all his/her details and submit. It will show applicant profile successfully updated.

Step 5:

Now, user has to click on Online Services -> Apply for Services, then select the Country and Mission, and then click on Services and select the service.

Step 6:

User has to select whichever service he/she requires and submit the application by uploading the required documents.

Step 7:

After User submits the applications, based on the documents uploaded and the services applied, the High Commission will verify the application and the applicant will receive a notification in this regard. In case of objection while verification, the same will be intimated to the applicant through the online portal. In this case, the applicants are required to re-submit the application after uploading the relevant documents. The High Commission will again verify the application and intimate the status through the same online portal.

Step 8:

The applicant will receive a confirmation that he/she needs to visit the High Commission with a printed online application form along with one set of copies of all the documents uploaded online, fee as well as the original documents.

Note:

1. Applicants are advised to visit the High Commission only after the approval of application by the High Commission through online mode.