

**Consulate General of India
Chicago**

Resumption of all over-the-counter Miscellaneous Consular services at the Consulate]

Applications for Miscellaneous Consular Services (Attestation, Power of Attorney, Police Clearance Certificates, etc.) can be sent to the Consulate through postal mail or in person on any working day (except declared Holidays) between 09.00 AM - 12.15 PM by taking prior appointment by email at cons.chicago@mea.gov.in.

Before visit in person or sending by post

Please visit the website, <https://www.cgichicago.gov.in/page/launching-of-esewa-portal-for-misc-consular-service-seekers/> for availing various Miscellaneous Consular Services through Online Consular Services System (eSewa Portal).

Queries related to Miscellaneous Consular services may also be emailed at cons.chicago@mea.gov.in

Affidavit For Child's Passport To Be Issued In India

The parent(s) who is / are currently residing outside India is / are required to submit this affidavit to the passport authorities in India for issuance of passport to their children who is / are currently residing in India. The parent (s) is / are therefore applicants for this service.

Consulate General of India, Chicago serves the states of **Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Wisconsin**. Only the applicants residing in these states are eligible to apply at this Consulate.

Any queries / clarifications regarding '**Affidavit For Child's Passport To Be Issued In India**' may please be sent at email address : cons.chicago@mea.gov.in with the subject "**Miscellaneous Services – Affidavit For Child's Passport**". The applicants must provide full facts and details of the case while writing the e-mail. The applicants are also required to provide their complete contact details (along-with their reachable contact number) so that they may be contacted accordingly while addressing their issues.

Before visit in person or sending by post

Please visit the website, <https://www.cgichicago.gov.in/page/launching-of-esewa-portal-for-misc-consular-service-seekers/>

Applying through postal service: The applicants have to submit the following documents / forms:

It is mandatory to register the applicant on the above mentioned eSewa portal before in-person visit of sending applications through mail to the Consulate.

1. Download, fill and sign the **Miscellaneous Application** form. In case of those who can not sign, provide thumb impression (Right Hand Thumb Impression for female and left hand thumb impression for male). **Each parent is required to fill up separate Miscellaneous Application form and affix his / her recent passport size photograph.**
2. A self attested copy of the birth certificate of the child. (attested by any one or both the parents, as the case may be).
3. A notarized photocopy of their current passport.
4. A notarized photocopy of a document showing their valid US Visa Status (*see list of documents which are accepted at notes section below*).
5. A notarized photocopy of proof of their current US residence address. (*see list of documents which are accepted at notes section below*).
6. Download, fill and sign the **Form of Affidavit**. If both parents are residing abroad, both should sign this affidavit otherwise the one who is residing abroad should sign. After signature, this needs to be notarized. Send original notarized Form of Affidavit along-with a photocopy. When applying in person, there is no need of notarizing it.
7. Fee :

If one parent is signing the affidavit: A fee of **US\$ 10.00 (Ten Only)** and an additional fee of **US\$2.00 (Two Only)** towards Indian Community Welfare Fund (ICWF). The fees may be paid as two separate money orders / cashiers' cheque, drawn in favour of '**Consulate General of India, Chicago**'.

If both the parents are signing the affidavit: A fee of **US\$ 20.00 (Twenty Only)** and an

additional fee of **US\$4.00 (Two Only)** towards Indian Community Welfare Fund (ICWF). The fees may be paid as two separate money orders / cashiers' cheque, drawn in favour of '**Consulate General of India, Chicago**'.

Cash, personal cheques, debit / credit cards or other banking instruments are not accepted.

8. Please send a self-addressed traceable pre-paid return mailing envelope (USPS 'Express Mail' or FEDEX, UPS etc.) to receive the attested Form of Affidavit back by post.

9. All the above-mentioned required documents should be sent to the following address :

Consulate General of India, Chicago
455 North Cityfront Plaza
Suite 850, NBC Tower
Chicago, IL 60611

10. Please mention "Miscellaneous Consular Services – Affidavit For Child's Passport" on top of the envelope. Please wait 3-4 days after sending the documents before contacting the Consulate to know the status of your case.

Applying in person: Before visit in person or sending by post

Please visit the website, <https://www.cgichicago.gov.in/page/launching-of-esewa-portal-for-misc-consular-service-seekers>

It is mandatory to register the applicant on the above mentioned eSewa portal before in-person visit of sending applications through mail to the Consulate.

1. There is no need to take an appointment for this service. Applicants could visit the Consulate on any working day between 9:00 AM - 12:15 PM. The service will be on first come first serve basis.

2. There is no need to notarize any document. All the above-mentioned documents must be presented in **duplicate (i. e. in original along with a photocopy)** to the Consular Officer.

3. Fee : **CASH, PERSONAL CHEQUES, CREDIT CARDS, DEBIT CARDS OR OTHER BANKING INSTRUMENTS ARE NOT ACCEPTED..**

4. Traceable pre-paid return mailing envelope is not required.

Notes :

1. Documents accepted as valid US Visa status : (any one of the following)

- The page containing visa on passport (H1B, H4 etc) and I-94.

- Green Card.

- Employment Authorization Document (Work Permit). I-797, I-140 or I-20 (If approval copy of these notices are pending, also attach a handwritten note detailing the efforts being taken to regularize status).

2. Documents accepted as proof of current US residence address : (any one of the following)

- U.S. Drivers license.

- PG&E, Water or land-line telephone bill displaying applicant's address.

- House Lease Agreement.

- State Identification Card.

3. Bank/credit card/mobile phone statements are not accepted as residence proof.

4. The photocopies whether notarized or un-notarized must be legible enough otherwise Consulate may ask to see the original.

5. Only recent photographs of the applicant should be used wherever necessary.

6. Processing time :

Applying through postal service - 4 to 5 business days excluding the time taken in mail.

Applying in person - Same day, however, if unforeseen technical reasons occur, services can be delayed till those problems are resolved. Presently this option remains suspended.

The above time is also subject to timely submission of all the requisite documents by the applicant.

