

**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](mailto: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

Attestation Services

Consulate General of Indian 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 '**Attestation Services**' may please be sent at email address : cons.chicago@mea.gov.in with the subject "**Miscellaneous Services – Attestation Services**". 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.

Please note that no Commercial Documents are attested by the Consulate. The same should be apostilled from US Government Authorities for presenting in India.

Apostille Convention: The Hague Convention, to which India and USA are signatories, abolishes the requirement of legalization for Foreign Public Documents. With the certification by the Hague Convention 'Apostille', the document is entitled to recognition in India and vice versa and no certification by the Indian Consulate is required. The Convention applies to public documents which have been executed in the territory of one Contracting State and which have to be produced in the territory of another Contracting State. Please refer to the [Ministry's O.M. No. Q/OI/433/2/2020 dated November 18, 2020](#) for more information in this regard.

The Consulate does not attest any document issued by authorities in India. If any document issued by authorities in India such as birth and death certificates, affidavits, educational documents/diplomas, marriage certificate, Driving License etc. are required to be presented to authorities in USA, those should be apostilled in India. For details, please check the website "Legalization of Documents" at <http://www.mea.gov.in/apostille.htm>.

It is mandatory for the documents issued by the US Government authorities to be apostilled by the relevant authorities in the USA before presenting the document for attestation at the Consulate.

The Consulate reserves the right to reject attestation of documents, the contents of which are objectionable or contrary to the Rules.

The Consulate have no Agents for rendering these services and applicants should approach the Consulate directly, either in person or through mail.

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. US nationals of Indian origin are required to provide a notarized photocopy of their OCI Card.
2. US nationals without having OCI cards have to get their document (to be attested by the Consulate), first apostilled by the Authentication (Apostle) Division of the Secretary of State before submission to the Consulate. Please also provide a photocopy of the apostilled document. **This is also applicable when the applicant applies in person at the Consulate.**
3. Indian nationals or OCI Card holders are required to provide notarized copy of their document (to be attested by the Consulate). Please also provide a photocopy of the notarized document.
4. Download the **Miscellaneous Application** form. Fill and sign the 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 applicant is required to fill up separate Miscellaneous Application form and affix his/her recent passport size photograph.
5. Provide a notarized photocopy of the current passport. The pages which include credential information, stamping etc must be photocopied.
6. Provide a notarized photocopy of the document showing valid US Visa Status. *(see list of documents which are accepted at notes section below)*.
7. Provide a notarized photocopy of proof of current US residence address. *(see list of documents which are accepted at notes section below)*.
8. **Fee :**

Property related or financial documents	A fee of US\$ 20.00 (Twenty only) per document and an additional fee of US\$ 2.00 (Two Only) towards Indian Community Welfare Fund (ICWF) per applicant. The fees should be paid as two separate money orders / cashier's cheques drawn in the favour of ' Consulate General of India, Chicago '.
Other documents	A fee of US\$ 10.00 (Ten only) per document and an additional fee of US\$ 2.00 (Two Only) towards Indian Community Welfare Fund (ICWF) per applicant. The fees should be paid as two separate money orders / cashier's cheques drawn in the favour of ' Consulate General of India, Chicago '.

The fee charged is non-refundable. **Cash, personal cheques, debit / credit cards or other banking instruments are not accepted.**

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

10. All the above-mentioned required documents should be sent along-with the requisite fee and the traceable pre-paid return mailing envelope to the following address :

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

Please mention “**Consular Services - Miscellaneous Attestation Services)**” 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.

Before visit in person or sending by post.

Please visit the website,
<https://www.cgichicago.gov.in/page/launching-of-eseva-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. 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. All the above-mentioned documents must be presented in **duplicate (i. e. in original along with the 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 as the attested documents will be handed over to you on the same day.

Notes :

1. Documents accepted as valid US Visa status : (Photocopy of 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 : (Photocopy of 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 : 4 to 5 business days excluding the time taken in mail.