

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](mailto:cons.chicago@mea.gov.in)

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**Birth Certificate or Non Availability of Birth Certificate**

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 'Birth Certificate' may please be sent at email address : [cons.chicago@mea.gov.in](mailto:cons.chicago@mea.gov.in) with the subject "Miscellaneous Services – Birth Certificate". 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 Birth certificate is issued on the basis of entries in the most recent Indian passport of the applicant.

A certificate of 'Non availability of birth certificate' can be issued to those Indian citizens who were born in India before 2nd June 1969 on the basis of entries in their most recent Indian passport

**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).

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 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.
2. Applicant is required to provide notarized photocopy of first five pages and last two pages of their passports. In case, applicant holds passport other than Indian, he / she has to submit notarized photocopy of current valid passport as well as notarized copy of last Indian passport held.
3. Applicant should provide a notarized photocopy of the document showing valid US Visa Status. (see list of documents which are accepted at notes section below) . This is not applicable to US nationals.
4. Provide a notarized photocopy of proof of current US residence address. (see list of documents which are accepted at notes section below).
5. Fee: A fee of US\$25.00 (Twenty Five Only) per copy and an additional fee of US\$2.00 (Two Only) towards Indian Community Welfare Fund (ICWF) per application. The fees should be paid as two separate money orders / cashier's cheques, drawn in the favour of 'Consulate General of India, Chicago'. Cash, personal cheques, personal money orders, debit / credit cards and other banking instruments are not accepted.
6. Please send a self-addressed traceable pre-paid return mailing envelope (USPS 'Express Mail' or FEDEX, UPS etc.) to receive the Birth Certificate back by post.
7. 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
8. Please mention "Miscellaneous Consular Services – Birth Certificate" 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.

## 2. 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).

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. All the above-mentioned documents must be presented in duplicate ( i. e. in original along with the photocopy ) to the Consular Officer.
3. Fee : As mentioned above. **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 a Birth Certificate will be handed over to you on the same day.

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.