

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).

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.

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

Life Certificate

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 'Life Certificate' may please be sent at email address : cons.chicago@mea.gov.in with the subject "Miscellaneous Services – Life 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.

In addition to pension beneficiaries, there is a regular inflow of applicants (both Indian and US passport holders) who want Life Certificate, presumably for reasons other than pension benefits. Appropriate fee is imposed for such applicants.

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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. Provide original and one photocopy of the Life Certificate form (dully filled in and signed by applicant), which has been provided by the Pension Authorities in India. In the absence of this document, Consulate will issue Life Certificate as per its own format. Provide original and one photocopy of Consulate's Life Certificate form (dully filled in and signed by applicant).
3. Applicants applying for purpose other than pension may provide reasons for the same in a self-attested document.
4. Provide a notarized photocopy of the current passport. The pages which include credential information, stamping etc must be photocopied.
5. Provide a notarized photocopy of the document showing valid US Visa Status. (Refer notes below for more information here,(not applicable to US nationals).
6. Provide a notarized photocopy of proof of current US residence address.Refer notes below for more information here.
7. For other than Indian Passport holders, provide a notarized photocopy of any document in support of their Indian origin such as OCI / PIO Card, Renunciation Certificate etc.
8. Fee :

For Pension purpose: Gratis (no fee). However each applicant applying for Life Certificate has to deposit a fee of US\$2.00 (Two Only) towards Indian Community Welfare Fund (ICWF). The fee should be paid through money order or Cashiers' cheque drawn in favor of the 'Consulate General of India, Chicago'.

For other purposes : A fee of US \$25.00(Twenty Five only) and an additional fee of US\$2.00 (Two Only) towards Indian Community Welfare Fund (ICWF) per application. The fees may be paid as two separate money orders / cashier's cheques, drawn in favour of 'Consulate General of India, Chicago'.

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

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

10. All the above-mentioned required documents should be sent along-with the requisite fee and a 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 (Life 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.

11. The Consulate will contact the applicant and will schedule a web-based interview (through video call) of the applicant between 9:00 AM to 10 AM on any working day. The applicants are requested to provide a reachable contact number and email id for the same in the Miscellaneous Application form. Afterwards, the Life-Certificate will be issued and sent back to you through the pre-paid return mailing envelope.

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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 - 12:00 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. The applicant seeking Life Certificate needs to appear in person at the Consulate. If the applicant is unable to appear in person, a recent (no later than 10 days) certificate from a registered medical practitioner, certifying that applicant (with name) has been examined (with date) and unable to travel, by the medical practitioner must be submitted.

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 Life Certificate will be issued and handed over to you 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 :

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.

7. ONLY ONE COPY OF LIFE CERTIFICATE WILL BE ISSUED.