

## 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).

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

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Attestation of Power of Attorney (PoA) / Any other document

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 / Power of Attorney' may please be sent at email: address [cons.chicago@mea.gov.in](mailto:cons.chicago@mea.gov.in) with the subject "Miscellaneous Services – Attestation / Power of Attorney". 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.

The Consulate does not prescribe any specific format for PoA and it could be as per applicant's requirements either on plain paper or Indian Stamp Paper (Consulate does not provide Stamp Papers).

PoA of persons who are mentally incapacitated will not be accepted. Such cases will be entertained only if the applicant holds a notarized judicial order of guardianship of such person who is the main executor of the PoA.

PoA needs to be signed and witnessed by at least two individuals (other than immediate family members) with their full names and addresses clearly mentioned. If the applicants who come in person are not accompanied by witnesses, the applicants must get the witness signatures notarized before coming in person.

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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 PoA (or any other document to be attested) 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 PoA. This is also applicable when the applicant applies in person at the Consulate.
3. Indian nationals or OCI Card holders have to get their PoA first notarized before submission to the Consulate. Please also provide a photocopy of the notarized PoA. When applying in-person at the Consulate, applicant are required to submit PoA in duplicate i.e. in original along-with a photocopy.
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 :

A fee of US\$20.00 (Twenty Only) per PoA and an additional fee of US\$2.00 (Two Only) per applicant towards Indian Community Welfare Fund (ICWF). For joint PoA, each additional applicant will have to pay a fee of US\$20.00 (Twenty Only) and US\$2.00 (Two Only) towards ICWF. The fees should be paid in two separate money orders / cashiers' cheque, drawn in favour of 'Consulate General of India, Chicago'. Applications without separate money orders / cashiers' cheque will be treated incomplete and will be sent back to the applicant in the return envelope sent by them.

Cash, personal cheques and personal money orders, 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 (PoA / Attestation)" 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.

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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. 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 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).

Applicants who are on B1/B2 Visa should provide I-94 with the application. Their stay should not exceed more than 180 days in the country. In case they are exceeding their stay in the country they will have to provide the approval Notice or If approval is pending, 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.