

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

REGISTRATION OF BIRTH

It is mandatory to register birth (out of India) of child born to Indian parents in order to obtain Indian passport for the child. The registration of birth must be done at the respective Indian Consulate / Embassy within one year of Child's birth.

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 registration of birth may please be sent at email address : cons.chicago@mea.gov.in with the subject "Miscellaneous Services - Registration of Birth". 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 so that they may be contacted accordingly while addressing their issues.

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1. The birth should be first registered at the following MHA website, where details/procedure are available :<https://indiancitizenshiponline.nic.in/Home2.aspx?formcode=09> or alternatively, one may visit <https://indiancitizenshiponline.nic.in/> and select “Registration of birth of a minor child at an Indian Consulate Under section 4(1) of the Citizenship Act, 1955”
Take printout of the filled form sign it (by both parents).
2. Obtain a photo-copy of birth certificate issued by the local authorities, self attested by both the parents.
3. Download and fill the Miscellaneous Services form and Registration of Birth form.
4. Both parents should fill a joint and Self Sworn Affidavit that they have not taken any other nationality for the child.
5. Both parents should fill a joint and Self Sworn Affidavit (NOC) that they have no objection to registration and obtaining passport for the child.
6. Provide photocopies of the current Indian passports of both parents. The pages which include credential information, stamping etc must be photocopied.
7. Provide photocopies of the document showing valid US Visa Status of both parents. (see list of documents which are accepted at here .
8. Provide a photocopy of proof of current US residence address for any parent. (see list of documents which are accepted at here .
9. Fee : 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 fee should be paid in two separate money orders / cashier's cheques, drawn in the favour of 'Consulate General of India, Chicago'. Cash, personal cheques, debit cards, credit cards or other banking instruments are not accepted.
10. All the documents as mentioned at serial number 1 to 8 above must be notarized (except 1 & 3 which need not be notarized) and it should be sent along-with the requisite fee and a traceable pre-paid return mailing envelope (refer serial number 9 above) 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 (RoB)" on top of the envelope.

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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 documents as mentioned at serial number 1 to 8 must be presented in duplicate (i. e. in original along with the photocopy) to the Consular Officer.
3. Fee : As mentioned at serial number 9 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 birth certificate will be handed over to you 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.

Before visit in person or sending by post

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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

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 submission of all requisite documents by applicant.