

Note: Please print out a copy of this checklist, Sign and submit the same along with your application.

## Indian Driver License Verification (IDLV) Checklist

Place a tick in the box for documents you are submitting or if the statement is applicable to your case.

**Note:** - There are some Road Transport Authorities in Australia which do not accept this IDLV certification. The applicants may like to check with their local RTA of such details; or something to this effect.

**The Indian Driver License Verification services are not available under the jurisdiction of Consulate General of India, in Melbourne (VIC & TAS)**

Section A: Standard Documents	You	Staff
<ul style="list-style-type: none"> <li>● <b>Online Application form</b> fully filled available at <a href="http://www.vfsglobal.com/india/australia">www.vfsglobal.com/india/australia</a> <ul style="list-style-type: none"> <li>○ Applicant's Name and his/her Father's Name on the application form should be exactly as per the Driving License</li> <li>○ After completing details online, download all forms (Miscellaneous Services &amp; Affidavit Form), print and sign where applicable.</li> <li>○ Any Errors on the printed form cannot be modified by Pen/Pencil at the time of Submission.</li> <li>○ Applicants are advised to ensure accuracy of the details entered in the online Form.</li> </ul> </li> </ul>		
● Original Valid Indian Driving License		
● Photocopy of the valid Indian Driving License		
● Photocopy of Current Indian Passport (First and Last page)		
<ul style="list-style-type: none"> <li>● A print copy of your License details available in <a href="http://sarathi.nic.in">sarathi.nic.in</a>, the official application of MoRTH.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>● Original Letter from the License issuing authority in India confirming that the License was issued by them. <ul style="list-style-type: none"> <li>○ Letter should be issued within last 6 months [Older than 6 months not acceptable]</li> <li>○ Name sequence on authority letter should match with License.</li> <li>○ The letter should clearly indicate the postal address of the issuing authority, clearly mentioning the name, contact number and email address of the person issuing the letter. Further it should also clearly bear the stamp and seal of the person signing the letter.</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>● <b>ONE recent photograph</b> (2 inch x 2 inch), meeting strict specifications. see <a href="http://www.vfsglobal.com/india/australia">www.vfsglobal.com/india/australia</a> for more details. IPVSC Centres in Australia provide photography services as per the guidelines of International Civil Aviation Organisation (ICAO). This service is chargeable and available for standard photographs of Adult and children. (Assistance may not be available for Infant and applicants' with Special Needs).</li> </ul>		
<ul style="list-style-type: none"> <li>● <b>Appointment Letter:-</b> <ul style="list-style-type: none"> <li>○ All Applicants visiting the application centre for submitting their applications in person are required to schedule an appointment. (Applications sent by Post/Courier do not require scheduling an appointment)</li> <li>○ Visit <a href="http://www.vfsglobal.com/india/australia">www.vfsglobal.com/india/australia</a> to schedule appointment or <a href="#">Click here</a>.</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>● <b>Mode of payment:-</b> <ul style="list-style-type: none"> <li>○ Eftpos / Credit card - MasterCard or Visa Card issued in Australia (at VFS counters)</li> <li>○ Cash (at VFS Counters only)</li> <li>○ Money / Postal Order payable to "VFS Services Australia Pty Ltd" only</li> <li>○ Post Applications- Complete Credit Card Authorization form</li> </ul> <p><b>Note:</b> - Personal Cheque and company Cheque are not acceptable. - Courier Fee is mandatory (Applications received by post will be returned by post)</p> </li> </ul>		
Section B: Additional Documents		
<ul style="list-style-type: none"> <li>● Is the Name on your License Different from the Name on your Current Valid Passport and letter issued by License authority? <ul style="list-style-type: none"> <li>○ The License Verification Certificate will only be issued in the Exact Name as per your driver's License. The name on your application form and License must be <b>exactly</b> the same. The order of name, middle name and surname in the online application form should also be in exact order as mentioned in the License. Any salutation will be considered as a</li> </ul> </li> </ul>		

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<p>part of the name.</p> <ul style="list-style-type: none"> <li>○ Example of what is defined as difference in names and not acceptable.             <ol style="list-style-type: none"> <li>1. Name on License – Venkatesh K Nath</li> <li>2. Name on passport – Venkatesh Kamal Nath</li> <li>3. Name on License – Smitaben Shah Name on Passport – Smita Rajesh Shah</li> <li>4. Name of License – Miss Vinita Singh Name of Authority letter- Km Vinita Singh</li> </ol> </li> <li>○ In summary the names on the License, Authority letter and Passport need to be exactly the same. If not follow the procedure below:</li> </ul>		
<ul style="list-style-type: none"> <li>● <b>Option 1:</b> Have a Public Notary in Australia confirms that both names [name on License and on the Passport] clearly stated in full on the affidavit belong to one and the same person.             <ul style="list-style-type: none"> <li>○ This document must then be apostilled by the Department of Foreign Affairs and Trade Office [DFAT] in Australia.</li> <li>○ Once the apostille stamp is completed, the India Driver License Verification Application form may be submitted at an Indian passport and visa services centre along with a copy of this apostilled document.</li> <li>○ The License Verification Certificate will only be issued in the name as it appears on the License.</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>● <b>Option 2:</b> Have an affidavit made from the court in India, confirming that both names [Name on License and on the Passport] clearly stated in full on the affidavit belong to one and the same person.             <ul style="list-style-type: none"> <li>○ Have this notarised in India.</li> <li>○ Notarised affidavit can be signed ONLY by the applicant or father / mother of applicant. In case affidavit is signed by Father / Mother of applicant, a copy of passport / Pan Card of signatory needs to be provided.</li> <li>○ The Original Affidavit must then be attested by the Consulate/ High Commission. This service is to be done first as a miscellaneous service at Indian Passport and Visa Services Centre. (<a href="http://www.vfsglobal.com/india/australia/attestation_of_documents.html">http://www.vfsglobal.com/india/australia/attestation_of_documents.html</a>)</li> <li>○ Once the affidavit attestation is completed, the Indian Driver’s License verification application form may be submitted at an Indian Passport and Visa Services Centre along with a copy of this affidavit.</li> <li>○ The License Verification Certificate will only be issued in the name as it appears on the License.</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>● High Commission or Consulate General of India may seek more information or documents if necessary to process the application.</li> </ul>		

FOR OFFICIAL PURPOSES ONLY

Submission Officer Comments -

The applicant hereby confirms that he/she has read the above, ticked the boxes against documents submitted & ensures that all the necessary documentation has been submitted.

VFS Officer (Name & Sign)

Applicant (Name & Sign)

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**Credit Card Authorization (to be completed for applications sent by post)**

I authorize VFS Services Australia Pty Ltd to debit my credit card for application charges as applicable on [https://www.vfsglobalonline.com/ihcausonline/\(S\(x0dgry452b3q2445i1js2w55\)\)/FeeCalculator.aspx](https://www.vfsglobalonline.com/ihcausonline/(S(x0dgry452b3q2445i1js2w55))/FeeCalculator.aspx)

Please note Debit cards are not accepted for postal applications.

<b>Card Number</b>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>Credit Card Expiry Date</b>	<input type="text"/> <input type="text"/> M M <input type="text"/> <input type="text"/> Y Y
<b>Card Type</b> (Tick appropriate box)	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> Visa card or Master card issued in Australia only. 1.95% surcharge including GST applicable on total payable.
<b>Cardholder's name</b> (As printed on Card)	<input type="text"/>
<b>Cardholder's Signature</b>	<input type="text"/>
<b>Applicant's Passport Number</b>	<input type="text"/>