

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

Document Attestation Checklist

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

Section A: About Attestation of documents

Through this service, applicant can attest -

- Civil documents, Property documents, Commercial documents from companies exporting to India, Commercial documents from companies exporting from India, Documents of Foreign nationals (Civil and Property documents) and Power of attorney.

- All applicants should ensure that documents submitted for attestation (other than documents issued by Indian authorities) have the apostille stamp from the Australian Department of Foreign Affairs and Trade (DFAT) before submitting them to VFS centre for attestation.

- In some cases DFAT requires that the documents be notarised before they can stamp it, and they may have other requirements; you are advised to check with DFAT before presenting the documents to them.

- Applicable fee (Fee will vary depending on the type of document - Please check fee calculator on the website)
- All Education degrees or documents of India, must be first attested from competent authority in India particularly from Consular section of the CPV (Consular Passport Visa) Division, MEA, Patiala House, New Delhi and thereafter can be attested in HCI, Canberra or its Consulates in Sydney, Melbourne and Perth.

Important:

Attestation of signature - This service is given to Indian nationals holding valid Indian passport only. The signature needs to be first attested by JP/Notary. In the case of foreign nationals including Australian citizen, the signature should have been apostilled by DFAT before submission to VFS.

Section B: Documents Required

You Staff

• Miscellaneous Services application form duly filled and signed by the applicant. Form available at www.vfsglobal.com/india/australia		
• Copy of valid Passport attested by JP or Notary (NSW residents kindly submit documents attested by a Notary Public only, list of NSW notaries available at: https://notarynsw.org.au/find-a-notary)		
• Documents for Attestation of signature required by Indian nationals need to be attested by JP or Notary (NSW residents kindly submit documents attested by a Notary Public only, list of NSW notaries available at: https://notarynsw.org.au/find-a-notary) ○ Indian Nationals should submit their original passport for the service of Attestation on Power of Attorney/attestation of Indian Passport copy. On the POA/Affidavit under the signature section mention Full name & Passport number (Signature, Full Name & Passport number should match with the current Indian passport details). (Please ensure you have sufficient space at the end of Power of attorney or Document to be attested, for Indian Consulate/High Commission to Sign and Stamp).		
• If Foreign national require this service, the documents to be submitted for Attestation should be apostilled by DFAT first and an undertaking letter would need to be given by the applicant that he/she is aware of the provisions of the Apostille Convention and that he/she would still like to have an additional attestation.		
• High Commission or Consulate General of India may seek more information or documents if necessary to process the application.		
• ONE recent photograph (2 inch x 2 inch), meeting strict specifications. see www.vfsglobal.com/india/australia 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.		
• Appointment Letter:- ○ 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) ○ Visit www.vfsglobal.com/india/australia to schedule appointment or Click here.		
• Mode of payment:- ○ Eftpos / Credit card - MasterCard or Visa Card issued in Australia (at VFS counters)		

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| <ul style="list-style-type: none">o Cash (at VFS Counters only)o Money / Postal Order payable to "VFS Services Australia Pty Ltd" onlyo Post Applications- Complete Credit Card Authorization form <p>Note: - Personal Cheque and company Cheque are not acceptable.
- Courier Fee is mandatory (Applications received by post will be returned by post)</p> | | |
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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.

Card Number	
Credit Card Expiry Date	M M Y Y
Card Type (Tick appropriate box)	 ☐  ☐ Visa card or Master card issued in Australia only. 1.20% surcharge including GST applicable on total payable.
Cardholder's name (As printed on Card)	
Cardholder's Signature	
Applicant's Passport Number	