

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

Registration of Birth Checklist

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

Section A: About Birth Registration

If a child is born overseas (out of India) to an Indian national, birth registration is mandatory for the child. Either the process can be initiated along with Fresh Passport application for minor or can be applied separately under miscellaneous services.
This process must be initiated separately before applying for the first passport.

Section B: Procedure

Complete 'Online Birth Registration Form and 'Form K' dully filled. (Available at www.vfsglobal.com/india/australia)
Important Note: Parents should submit online application for registration of minor child directly with Ministry of Home Affairs, New Delhi (www.indiancitizenshiponline.nic.in) and subsequently submit the document to High Commission/Consulates as detailed below:

- Log on to <http://indiancitizenshiponline.nic.in>
- Click 'Apply online' and thereafter fill in the application form (Form I) online by clicking on Registration of birth of a minor child at an Indian consulate under section 4(1) of the citizenship act, 1955
- 'List of required documents' needs to be read carefully before proceeding to fill up the application form.
- Check all the fields in the form are filled in correctly and then print the form and preserve the MHA file number (generated automatically after final submission of online form) for printing of the online application form and for status tracking.
- Upload online recent passport size photograph, signature of both parents as per specifications given on the 'List of required documents' and take a print out of the application.

Section C: Documents Required

	You	Staff
<ul style="list-style-type: none"> ○ Birth Registration Form to be filled online, download and signed by both parents – Form available at - http://indiancitizenshiponline.nic.in ○ 'Form K' duly filled and signed by both parents – Form available at - www.vfsglobal.com/india/australia ○ One Photograph 2"x2" size, meeting specifications at www.vfsglobal.com/india/australia ○ Both parents' passport copy attested by JP or Notary ○ Birth certificate copy of the child attested by JP or Notary ○ Copy of Marriage Certificate of the parents duly attested by JP or Notary ○ In case of single parent - copy of divorce/ custody papers attested by JP or Notary (NSW residents kindly submit above documents attested by a Notary Public only, list of NSW notaries available at: https://notarynsw.org.au/find-a-notary) ○ A Statutory declaration by both parents that the minor child does not hold passport or nationality of any other country. 		
<ul style="list-style-type: none"> ● Appointment Letter:- <ul style="list-style-type: none"> ○ 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. 		
<ul style="list-style-type: none"> ● Mode of payment:- <ul style="list-style-type: none"> ○ Eftpos / Credit card - MasterCard or Visa Card issued in Australia (at VFS counters) ○ Cash (at VFS Counters only) ○ Money / Postal Order payable to "VFS Services Australia Pty Ltd" only ○ Post Applications- Complete Credit Card Authorization form Note: - Personal Cheque and company Cheque are not acceptable. 		

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- Courier Fee is mandatory (Applications received by post will be returned by post)		
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• High Commission or Consulate General of India may seek more information or documents if necessary to process the application.		
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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	<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"/>
Credit Card Expiry Date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> M M Y Y
Card Type (Tick appropriate box)	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> 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)	<input type="text"/>
Cardholder's Signature	<input type="text"/>
Applicant's Passport Number	<input type="text"/>