

# BIRTH CERTIFICATE BASED ON PASSPORT & IDENTITY CERTIFICATE

Version: 24/01/2024

## LIST OF DOCUMENTS REQUIRED FOR BIRTH CERTIFICATE

### **Applications to send via post:**

- △ Please do not send any original supporting document eg: Birth/Marriage/Educational certificates/Residence card etc.
- △ Please do not forget to add [Contact Form](#)
- △ Please do not forget to add **Payment Proof**

### **Applicants intending to submit with walk-in appointment:**

- If you have multiple applications to submit, kindly book separate appointments for each application.
- Kindly **carry originals** of all relevant documents that are applicable for reissue of your passport for verification purposes.
- If your situation is not indicated below, kindly clarify with our [helpline](#) prior booking appointment.
- Each appointment is slotted for a maximum of 15 minutes.

It is important that you are ready with your supporting documents arranged in order as indicated in Checklist to ensure that we can serve you and everyone within an expected waiting time limit.

- We will be unable to accept incomplete/incorrect applications.

- 1 A duly filled and signed [Miscellaneous application form](#) (see download forms section on our website)
- 2 One photographs conforming to Indian Government norms as per specifications mentioned on our website (5 cm \* 5 cm) 
  - A Photo service complying with the Indian norms are available in our offices. (It is advised to take photos of newborn /minor applicant from a professional photo service. Please carry enough COINS for photo/photo copy services. Details of charges: <https://services.vfsglobal.com/nld/en/ind/additional-services> ).
- 3 Self-attested photocopy of Indian passport (first page, last page) and original for verification / self-attested photocopy of Identity Certificate and original for verification
- 4 Supporting documents to show the reason for requesting the birth certificate 
  - Self-explanation letter clearly stating the purpose for which this certificate is required and reason for non-availability of Indian Birth certificate
- 5 Self-attested photocopy of the Dutch residence permit (front and back) and original for verification
- 6 [Declaration Form](#) : to be filled by all applicants submitting any application

I hereby certify that I have submitted a complete application and that I know and accept the minimum processing times required for my application.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_