

# ATTESTATION OF DOCUMENTS

Version: 24/01/2024

This service is for personal documents only – in case of commercial documents please refer to Legalization service.

## LIST OF DOCUMENTS REQUIRED FOR ATTESTATION OF DOCUMENTS

### **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**

Requisite Fee: Postal Applications: Please review our visa fees and make your payment in favor of "VF SERVICES (UK) Limited" Weststrasse 2, 3005 Bern via E-Banking IBAN ( CH31 0023 0230 5583 7301 X ) or You may generate the QR code by accessing the following link <https://qrbill.ubs.com/app/CAL/>. Attach the payment confirmation with your application for your records. All applications submitted at our application centre must be paid for at time of submission via - Credit or Debit Card (Post Card & American Express will not be accepted) - Cash

### **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 Miscellaneous form duly filled in and signed** ☐
- 2 **One photograph conforming to Indian Government norms as per specifications mentioned on our website (5 cm \* 5 cm)** ☐
- 3 **Original Indian passport and copy of the same (first and last page) or original OCI/PIO card and copy of the same (first and last page)** ☐
- 4 **Original of documents to be attested and copy of the same** ☐
  - Birth/Death/Marriage/Educational Certificates etc. issued by authorities in India need to be apostilled by the Indian Government, Ministry of External Affairs (MEA)
- 5 **Swiss residence permit card and copy of the same (front and back)** ☐
- 6 **Declaration form: to be filled by all applicants when submitting any application** ☐

## ATTESTATION OF FOREIGN DOCUMENTS

As per latest instructions of Ministry of External Affairs, New Delhi no foreign documents will be attested by Indian Embassy, in Switzerland whether it belongs to Indian nationals or Foreign nationals.

Foreign public documents (Translated in English/International Format) apostilled by competent authority of Kingdom of Switzerland or originating country do not need attestation by MEA/Mission for use in India.

(No salary slips, bank statement, rental agreement, utility bill can be attested.)

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: \_\_\_\_\_