

Affidavit relating to Civil / Property / Financial / Court matter

(A) Overview:

An applicant who requires to execute an **Affidavit** relating to **Civil/ Property/ Financial / Court matters**, **applicant/ executant** may apply for this service. For this service, applicant has to apply in person only. Applicant **is required to visit the CGI, Birmingham in person and has to sign the Affidavit before the Consular Officer.**

An Affidavit (s) relating to Civil/ Property/ Financial / court matters are attested by the Consulate only if it is to be produced before authorities in INDIA. An Affidavit (s) can be executed either on a plain paper or an Indian judicial stamp paper as per the applicant's requirement.

A name of an executant/applicant must be as per name on the passport, an affidavit with short name or alias name/s will not be accepted. Mission will not endorse any alias name if it is not mentioned on the respective passport. Also, full details of the executant/applicant with name, UK address and passport number must be mentioned in the first para.

Please note: No Affidavit for **COMMERCIAL PURPOSE** will be attested directly by the consular officer at **CGI, Birmingham**; such affidavit must be notarised and apostilled from the Foreign, Commonwealth and Development Office (FCDO) UK; subsequently, if further attestation requires, the same may be submitted to our outsourced service provider VFS Global Ltd for Counter attestation of an Apostilled document. Please follow the link below:

[https://visa.vfsglobal.com/one-pager/india/uk/consular-services/english/#Permanent Account Number](https://visa.vfsglobal.com/one-pager/india/uk/consular-services/english/#Permanent_Account_Number)

(B) Documents Required:

a) **Online Appointment:** Once the online uploaded documents are scrutinised and verification done by the Consulate General of India, Birmingham, **applicant needs to choose an appointment date through user dashboard on eSewa portal and secure online appointment for consular service before visit in-person** to submit the document for requested consular services.

b) **Miscellaneous Application form** duly filled-in and signed by the applicant; please click 'Form for Consular Services' or following link <https://cgibirmingham.gov.in/page/display/68/101>

One recent passport size photograph (preferably 2"X2") to be affixed on Miscellaneous Application form.

- c) In case of **Indian Passport Holders**: Valid passport in original and one set of self-attested copy of first two and last two pages of the passport and the page (s) containing passport officer's observation(s) (if any).
- d) In case of **Other Passport Holders**: Valid passport in original and one set of self-attested copy of the passport page(s) containing personal particulars of the passport holder. If foreigner
- e) **Proof of Residence**: Any of the following self-attested documents viz. copy of utility bill (telephone bill/electricity bill/gas bill/water bill or Council Tax bill) or Driving License or lease deed of residence etc. where the applicant's UK address is clearly mentioned, should be provided. Bank/credit card/mobile phone statements will not be accepted as residence proof.
- f) **Visa Status**: All Passport holders other than British must submit a self-attested copy of current valid **UK eVisa** which shows online record of individual's immigration status in the UK. Applicant must be UK resident.
- g) **Affidavit Document**: Recently drafted affidavit, printed either on a plain paper or Indian judicial stamp paper as per applicant's requirement or as advised by applicant's lawyer. One set of copy (Copies) to be submitted for retention by the CGI, Birmingham. Executant needs to sign an affidavit before the Consular Officer in person.
- h) **Witnesses**: **No witness is required to execute an affidavit.** Please note that the consular officer will not attest affidavit with witness/es.
- i) **Photograph of executant**: In the case of Affidavit(s); **no photograph is required on the affidavit.** Consular officer will not attest any photograph on the affidavit.
- j) **Affidavit for Court cases pending in India** - Applicants have to provide a copy of case reference mentioned in the affidavit. One copy of such Court case(s) pending against the executant/s or to be lodged to be submitted. If any FIR reference mentioned in the affidavit, copy of FIR or Police or Court Warrant to be submitted along with an application.
- k) **Fee: £18.00 (Pounds Eighteen Only)** per executant/signature. **The fees should be paid only in CASH**, Credit/Debit card or other banking instrument will **NOT** be accepted.
- l) **Processing Time**: Normally, same day, however, if unforeseen technical reasons occur, services can be delayed till those problems are resolved.
- m) **All photocopies must be self-attested by the applicant.**

Please Note:

- The above are the general mandatory requirements. The applicant may be advised to submit some more documents, after scrutiny of the application and documents at the Consular Section, on a case-to-case basis.
- The applicant needs to appear in person with his/her valid passport, other documents mentioned above and must sign before the Consular Officer.

(C) Procedure (How to apply on eSewa portal)

Please refer list of documents required mentioned above for execution/attestation of an Affidavit before starting the process to register and upload the listed documents on the eSewa (eCCSS) portal, it is mandatory for the applicant to register on the below mentioned eCCSS portal **before in-person visit to the CGI, Birmingham to submit and sign the documents before the consular officer.**

Once you are ready with all required document to apply for Consular Service, please click on below mentioned link and the system will redirect you to eCCSS portal:

<https://indianconsularservices.mea.gov.in/consularServices/>

Please check the required documents, fees, etc. for particular Consular service without registering on eCCSS portal. Once you are sure that you would like to avail particular consular service please follow the below steps.

- Signup and create your account using the New User Tab.
- Activate your account using OTP received on your registered email ID.
- Please login into your account and apply for the required service.
- Users can also avail multiple services with the same account.
- After selection of the service, please **upload the necessary documents** on eCCSS portal, link:

<https://indianconsularservices.mea.gov.in/consularServices/>

- **All the documents to be uploaded on the eSewa portal must of size less than 200 KB and in required format (pdf/jpeg/any other if required).**
- On successful submission of the documents, an electronic acknowledgment will be generated, which the applicant can print after logging in to his/her account.
- After scrutiny of the documents by the Mission, the applicant will receive confirmation for payment of fees, which can be seen in the dashboard of his/her account.
- **Appointment:** After scrutinizing the application by the Mission, the applicant needs to **choose an appointment date for document/fee collection through user dashboard on eSewa portal** and secure online appointment for consular service before visit CGI, Birmingham in-person with all original and copies of documents to submit and sign before the consular officer at the Consular Counter, CGI, Birmingham for requested consular services.
- The applicant has to check the status of the application periodically through user dashboard on eSewa portal.
- **Fees:** When the applicant visit the CGI, Birmingham in-person with prior appointment, he/she needs to bring all original and copies of supporting document as mentioned in service-wise document list., specified fees must be paid **in CASH** only at the Consular Counter, CGI, Birmingham. Personal Cheques, Credit or Debit Cards or any other Banking Instruments will not be accepted. Please try to tender exact fee amount. All fees are non-refundable.
- For any technical help (e.g. issues like sign up, log in), the user can mail to eSewa support email ID (support-eccss@nic.in). However, for any non-technical help (e.g. sending of documents/ appointment availability, list of required documents, service/application status etc.), the consular office of the Mission should be contacted by email to inf.birmingham@mea.gov.in
- The Mission reserves the right to reject attestation of documents, if the contents are considered objectionable or contrary to the Rules.

The original copies of the documents will be matched and verified with the uploaded documents before providing consular service to the applicant.

[Apply for Miscellaneous Consular services](#) eCCSS portal:

<https://indianconsularservices.mea.gov.in/consularServices/> (please click here)

Please note: CGI, Birmingham has no agents for rendering these services and applicants.