

Registration of Death of Indian national in the UK

(A) **Overview:**

Any Indian national dies in the UK and it is mandatory for the next of kin/ relative (s) / family member (s) of the deceased to register the death of such Indian national with the Consulate General of India, Birmingham. The Consulate General of India, Birmingham provides the service of registration of death of Indian passport holder in the UK.

- 'Forms for Consular Services'; <https://cgibirmingham.gov.in/page/display/68/101> and also available at Consular counter. Next of Kin/Relative (s) / Family Member (s) or Funeral Director/ Undertaker (if authorized by next of kin/ relative (s) / family member (s)) may complete the formalities.
- Death of an Indian national must be registered with the Consulate by the next of kin/ relative (s) / family member (s) of the deceased by submitting the death certificate and the latest held Indian passport of the deceased.
- For this service, next of kin (applicant) has to apply in person only. Form for death registration is available at the link below:

<https://cgibirmingham.gov.in/page/display/68/101>

(B) **Documents Required:**

- 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.
- Miscellaneous Application Form:** Miscellaneous Application Form and Death Registration Form dully filled-in and signed by the applicant / informant (for Miscellaneous Application Form and Death Registration Form, please visit the link ('Forms for Consular Services'); <https://cgibirmingham.gov.in/page/display/68/101>
- (i) If the applicant / informant is an Indian Passport Holder:** Valid passport in original and copies of first two and last two pages of the passport and the page(s) containing passport officers' observations (if any) and self-attested copy of current valid **UK eVisa**

which shows an online record of individual's immigration status in the UK. Applicant must be UK resident.

(ii) If the applicant/informant is British or any other Passport Holder: Valid passport in original and copies of the passport pages containing personal particulars of the passport holder.

(iii) Two passport size photographs (preferably 2"X2") of the next of kin (applicant).

d) Proof of Residence of applicant /informant: Any of the following self-attested documents viz. copy of utility bill (recent landline telephone bill/electricity bill/gas bill/water bill/council Tax bill) or Driving License or lease deed (of residence) etc. where the applicant's/ informant's UK address is clearly mentioned, should be provided.

e) Letter from Funeral Director/ Undertaker who arranged funeral of the deceased: A letter on a letter head from the funeral director who arranged funeral of deceased stating they were hired and had completed process of funeral.

f) Death Certificate (of the deceased) issued by the relevant local authority in original and one photocopy or **Coroner's Fact of Death Certificate** in case of death certificate is awaited due to on-going inquest in the death.

g) Cremation Certificate from the Crematorium where the mortal remains of the deceased is cremated and one photocopy.

h) Original and photocopy of Deceased's latest Indian passport for cancellation.

i) Death Registration Form duly filled-in by the NOK/applicant with one recent passport size photograph of the NOK/applicant.

j) Death registration form duly filled in with one photograph (preferably 2" X 2") of the Next of Kin.

k) Forms for Registration of Death, please refer link:

<https://cgibirmingham.gov.in/page/display/68/101>

l) Fee: £0.00 This service is Gratis, there is no fee to be paid.

m) Processing Time: Normally, Same Day, however, if unforeseen technical reasons occur, services can be delayed till those problems are resolved.

n) 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.

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

Please refer list of documents required mentioned above for Registration of Death of Indian national 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 consulate General of India, 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.