**MISCELLANEOUS SERVICE**

**Consular Services Offered by EMBASSY OF INDIA, dAKAR**

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| Emergency Certificate | Issue of Birth Certificate |
| Transfer of valid Visas | Issue of Death Certificate |
| Issue of Marriage Certificate | Affidavit by a parent when applying for a child's Passport in India |
| Registration of Birth | Life Certificate, Papers pertaining to Pensions |
| Certification required for transport of mortal remains/ashes to India |  |

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| **Transfer of Valid Visas**  If the applicant has a visa which is valid for more than six months on an old passport, the visa can be transferred to a new passport. However, this service is rendered only by the authority that issued the visa – please ensure that you apply to the right office. Please also note that if you carry the old passport together with your new passport, after ensuring that the page on which the visa has been affixed is not cancelled, so that you can show the visa to the Indian immigration authorities, you do not need to have it transferred to your new passport. |

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|  | Requirements |  |
|  | **Documents** | Visa Application Form duly filled in [[http://www.hcindia-au.org/images/arrow.gif](http://indianvisaonline.gov.in/visa/info.jsp)](http://indianvisaonline.gov.in/visa/info.jsp) |
|  |  | Both the old and new passports in original. |
|  |  | Applicable fee |

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| **Birth Certificate - on the basis of passport** |

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|  | Requirements |  |
|  | **Documents** | Miscellaneous Services Form duly filled in[http://www.hcindia-au.org/images/arrow.gif](http://www.hcindia-au.org/pdf/Misc_Services_Form.pdf) |
|  |  | Original Passport |
|  |  | Photocopy of the first & last pages of the Passport |

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| **Registration of Birth** |

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|  | Requirements |  |
|  | **Documents** | Miscellaneous Services Form duly filled in Download [pdf] [[http://www.hcindia-au.org/images/arrow.gif](http://www.hcindia-au.org/pdf/Misc_Services_Form.pdf)](http://www.hcindia-au.org/pdf/Misc_Services_Form.pdf) |
|  |  | Birth Registration Form duly filled in Download [pdf] [http://www.hcindia-au.org/images/arrow.gif](http://www.hcindia-au.org/pdf/Appl_for_BirthReg.pdf) |
|  |  | Original/attested photo copy of parents’ passports |

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| **Life Certificates & Attestation of pension papers of pernsioners** |

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|  | Requirements |  |
|  | **Documents** | Miscellaneous Services Form duly filled in Download [pdf] [[http://www.hcindia-au.org/images/arrow.gif](http://www.hcindia-au.org/pdf/Misc_Services_Form.pdf)](http://www.hcindia-au.org/pdf/Misc_Services_Form.pdf) |
|  |  | If you not have Life certificate Form please download here Download [pdf] [[http://www.hcindia-au.org/images/arrow.gif](http://www.hcindia-au.org/pdf/Life_certificate_form.pdf)](http://www.hcindia-au.org/pdf/Life_certificate_form.pdf) |
|  |  | Passport |
|  | **Note** | The Life Certificate should be signed in front of the Consular Officer if the application is being submitted in person. The Life Certificate can also be signed in front of Notary Public if the application is being sent through the post. |

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| **Certificate required for transportation of body/ashes back to India** |

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|  | Requirements |  |
|  | **Documents** | Passport of the deceased *for cancellation* |
|  |  | Original Death Certificate, |
|  |  | Original Embalmer's Certificate (or Funeral Parlour Certificate) stating that the body has been embalmed in accordance with the international health and shipping requirements and that the body has been placed in a hermetically sealed container with zinc liner and wooden outer container (not required if ashes are being transported) |
|  |  | No Communicable Diseases certificate from the Department of Health stating that the deceased did not suffer from any communicable/contagious diseases (not required if ashes are being transported) |
|  |  | Itinerary and details of person taking body/ashes back to India (if there is someone accompanying the body/ashes) |
|  | **Note** | All documents must be submitted in original along with one set of photocopies |

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| **Death Certificate** |

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|  | Requirements |  |
|  | **Documents** | Passport of the deceased *for cancellation* |
|  |  | Death Certificate |

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| **Marriage Certificate** |

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|  | Requirements |  |
|  | **Documents** | Miscellaneous Services Form duly filled in Download [pdf] [[http://www.hcindia-au.org/images/arrow.gif](http://www.hcindia-au.org/pdf/Misc_Services_Form.pdf)](http://www.hcindia-au.org/pdf/Misc_Services_Form.pdf) |
|  |  | Passport showing name of spouse OR Original Certificate of Registration of Marriage with an attested copy |

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| **Attestation of Documents** |

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|  | Requirements |  |
|  | **Documents** | Miscellaneous Services Form duly filled in Download [pdf] [[http://www.hcindia-au.org/images/arrow.gif](http://www.hcindia-au.org/pdf/Misc_Services_Form.pdf)](http://www.hcindia-au.org/pdf/Misc_Services_Form.pdf) |
|  |  | Current Passport |
|  |  | All applicants should ensure that documents submitted for attestation (other than documents issued by Indian authorities) have the apostle stamp from the Senegalese/Gambian/Cape Verdean/Guinea Bissau consular department of Foreign before submitting them to the Embassy for attestation. This requirement does not apply when the document itself is not being attested, for example when only the signature on a document is to be attested as having been signed in the presence of a consular officer. |

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| **Emergency Certificate**   * Emergency Certificate is a one-way travel-one-time document, which is issued to Indian nationals who do not hold valid Indian passports and need to travel back to India. It is usually issued to persons detained by Australian authorities who are to be deported back to India AND to Indian nationals who wish to travel to India on an emergency basis. For individuals travelling to India on an emergency basis, the individual has to apply for a new passport at the nearest Regional Passport Office before returning to Senegalese/The Gambia/Cape Verde/Guinea Bissau. |

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|  | **Following Documents are required for processing E.C.**  1)Passport application duly filled in and signed   * 2)Original Indian Passport (If lost then provide photocopies of passport along with police complaint with the nearest police station) * 3) Copy of valid Visa * 4) Three recent passport-size photographs * 5)Proposed Travel Details with itinerary |

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| **Affidavit needed from parent when applying for child’s Passport in India**   * This affidavit is required when one parent is applying for their child's passport in India and the other parent is in Australia. The parent in Senegalese/The Gambia/Cape Verde/Guinea Bissau has to certify that he/she has no objection to a passport being issued to him/her child in India. |

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|  | Requirements |  |
|  | **Documents** | Miscellaneous Services Form duly filled in Download [pdf] [[http://www.hcindia-au.org/images/arrow.gif](http://www.hcindia-au.org/pdf/Misc_Services_Form.pdf)](http://www.hcindia-au.org/pdf/Misc_Services_Form.pdf) |
|  |  | Affidavit in prescribed format duly filled in from the parent living in Senegal/The Gambia/Cape Verde/Guinea Bissau to be signed in presence of the consular officer. |
|  |  | Copy of the child’s birth certificate |
|  |  | Two passport size photographs |
|  |  | Copy of the parents passport |

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