

Misc Consular Service Checklist 1

POLICE CLEARANCE (PCC) CHECK LIST (PLEASE PRINT A COPY AND ATTACH ON TOP OF YOUR APPLICATION AT THE TIME OF SUBMITTING TO THE EMBASSY)		
S.N.	DOCUMENT REQUIRED	UPLOADED /ATTACHED OR NOT
1.	An online Police Clearance application form duly filled and signed (For Indian national) Signature of applicant should be on first and last page. Print out should be in a portrait mode. Each page on a separate sheet.	<input type="checkbox"/>
2.	One photograph conforming to Indian Government norms as per specifications mentioned on our website (35mmx45mm with light background) *Photographs and Photocopy facility is not available in the Embassy.	<input type="checkbox"/>
3.	Original passport and copy of the same (first page, last page and any pages with and immigration stamp for entry or exit to/from India) or Original OCI/PIO card and copy of the same (first and last page).	<input type="checkbox"/>
4.	Supporting documents to show the reason for requesting PCC alongwith Self-explanation letter for the reason of PCC.	<input type="checkbox"/>
5.	Self-attested photocopy of the Dutch residence permit (front and back) and original for verification	<input type="checkbox"/>
6.	Prepaid self-adressed DHL Express Envelope for return of Ready document must be provided with the application.	<input type="checkbox"/>
Additional document, if you are a Foreign National		
7.	A separate Police Clearance application form (Link) duly filled and signed	<input type="checkbox"/>
8.	Please mention your reason for staying in India, period of stay,	<input type="checkbox"/>

	and place(s). In case, you have any proof of your residence in India, you may provide that.	
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I hereby certify that I have submitted a complete application and that I know and accept the minimum processing times required for my application. I am aware my PCC application may get rejected, if photo/signatures/supporting documents are not uploaded properly.

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Date: _____	Signature: _____ _____	
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Misc Consular Service Checklist 2

EMERGENCY CERTIFICATE

(PLEASE PRINT A COPY AND ATTACH ON TOP YOUR DOCUMENT AT THE TIME OF SUBMITTING TO THE EMBASSY)

S.N.	DOCUMENT REQUIRED	ENCLOSED and UPLOADED OR NOT
1.	An Indian Government EC application form duly filled and signed. Thumb print of the child should be on the form in lieu of signature, if required. Print out should be in a portrait mode. Each page on a separate sheet.	<input type="checkbox"/>
2.	Original expired/damaged passport and a copy of the same.	<input type="checkbox"/>
3.	Two photographs 35mm x 45mm (width x height). conforming to Indian Government norms as per specifications mentioned on our website. (It is mandatory to upload the Photo, signature and relevant documents on Passport seva portal from the applicant end). *Photograph and photocopy facility is not available at the Embassy.	<input type="checkbox"/>
4.	Copy of the Passport in case of lost/stolen passport.	<input type="checkbox"/>
5.	Copy Police report if the passport is lost/ stolen.	<input type="checkbox"/>
6.	Copy of the confirmed Air ticket to India from the Netherlands only. (Before booking Air ticket, applicant may check with the airlines if handwritten ECs are accepted for traveling)	<input type="checkbox"/>
7.	A letter requesting for EC.	<input type="checkbox"/>
8.	Proof of legal stay (Visa/RP card) permission in the Netherlands. It is necessary to furnish proof of a valid Visa or Residence Permit.	<input type="checkbox"/>

I hereby certify that I have submitted a complete application and that I know and accept the minimum processing times required for my application. I am aware my EC application may get rejected, if photo/signatures/supporting documents are not uploaded properly.

Date
Signature

Misc Consular Services Check List No. 3

CHECKLIST FOR POWER OF ATTORNEY (POA)

(PLEASE PRINT A COPY AND ATTACH ON TOP YOUR DOCUMENT AT THE TIME OF SUBMITTING TO THE EMBASSY)

Sr.No	DOCUMENT REQUIRED	ENCLOSED AND UPLOADED OR NOT
1.	A Miscellaneous form duly filled in and signed.	<input type="checkbox"/>
2.	One photograph (5 cm * 5 cm) with white background and clear and complete face with shoulders visible.	<input type="checkbox"/>
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)	<input type="checkbox"/>
4.	Original Dutch residence permit card and copy of the same (front and back)	<input type="checkbox"/>
5.	Two Witnesses alongwith their original ID card (Passport, RP Card etc) and photocopies.	<input type="checkbox"/>
ADDITIONAL DOCUMENTS AS PER YOUR CASE		
6.	In case of applying for <u>Power of Attorney</u> , the applicant has to affix signature on each page of the document (before Embassy staff at the counter) and also two witnesses to sign (before Embassy staff at the counter)	<input type="checkbox"/>
7.	Passport and residence permit card of two witnesses and copy of the same (front and back) Witnesses must be present at the time of submission of	<input type="checkbox"/>

	application.	
For OCI/PIO card holders		
8.	Applicants may follow the same procedure for Indian nationals (as mentioned above) and must provide a <u>recent Uittreksel with address apostilled by the district court (Rechtbank).</u>	<input type="checkbox"/>
For Foreign nationals not having OCI card		
9.	The applicant may first get the PoA apostilled by the concerned authority- district court in the Netherlands (Rechtbank). Embassy will attest the PoA for such categories of applicants only after those are apostilled.	<input type="checkbox"/>
9.	Prepaid self-addressed Envelope for return of Ready Passport or documents must be provided with the application. Click here for customized link for generating Return DHL Express Waybill from Embassy of India, The Hague to the respective Residential address.	<input type="checkbox"/>

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

Checklist 4

CHECKLIST FOR NRI CERTIFICATE

(PLEASE PRINT A COPY AND ATTACH ON TOP YOUR DOCUMENT AT THE TIME OF
SUBMITTING TO THE EMBASSY)

S.N.	DOCUMENT REQUIRED	ENCLOSED OR NOT
1.	A Miscellaneous form duly filled in and signed.	<input type="checkbox"/>
2.	One photograph of the applicant (5 cm * 5 cm) with white background and clear and complete face with shoulders visible.	<input type="checkbox"/>
3.	Original Indian passport and photocopy of the same (first and last page).	<input type="checkbox"/>
4.	Original Dutch residence permit card and copy of the same (front and back).	<input type="checkbox"/>
5.	<p>Declaration regarding the NRI status by the applicant in the prescribed format</p> <p>(Note: In support of his/ her declaration, the applicant is required to produce his/ her passport and Dutch Residence Permit Card (if the applicant holds so) in original.</p> <p>Self-attested photocopy of passport page(s) containing Visa or self-attested photocopy of Dutch Residence Permit Card (if the applicant is Dutch Residence Permit Card holder).</p> <p>In case of holder of OCI card, copy of passport page(s) containing immigration stamps confirming that the applicant did not reside in India for more than 180 days during the preceding financial year.</p>	<input type="checkbox"/>
5.	Prepaid self-addressed Envelope for return of Ready	<input type="checkbox"/>

	Passport or documents must be provided with the application. Click here for customized link for generating Return DHL Express Waybill from Embassy of India, The Hague to the respective Residential address.	
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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

Misc Consular service Check List 5

CHECKLIST FOR INTERNATIONAL DRIVING PERMIT

(PLEASE PRINT A COPY AND ATTACH ON TOP YOUR DOCUMENT AT THE TIME OF
SUBMITTING TO THE EMBASSY)

S.N.	DOCUMENT REQUIRED	ENCLOSED OR NOT
1.	A Miscellaneous form duly filled in and signed.	<input type="checkbox"/>
2.	One photograph of the applicant (5 cm * 5 cm) with white background and clear and complete face with shoulders visible.	<input type="checkbox"/>
3.	Original Indian passport and photocopy of the same (first and last page).	<input type="checkbox"/>
4.	Original Dutch residence permit card and copy of the same (front and back).	<input type="checkbox"/>
5.	Original Indian driving license and copy of the same.	<input type="checkbox"/>
6.	International Driving Permit (IDP) (photocopy).	<input type="checkbox"/>
7.	Prepaid self-addressed Envelope for return of Ready Passport or documents must be provided with the application. Click here for customized link for generating Return DHL Express Waybill from Embassy of India, The Hague to the respective Residential address.	<input type="checkbox"/>

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

Misc Consular Service Check List 6

CHECKLIST FOR LIFE CERTIFICATE

(PLEASE PRINT A COPY AND ATTACH ON TOP YOUR DOCUMENT AT THE TIME OF SUBMITTING TO THE EMBASSY)

S.N.	DOCUMENT REQUIRED	ENCLOSED OR NOT
1.	A Miscellaneous form duly filled in and signed.	<input type="checkbox"/>
2.	One photograph of the applicant (5 cm * 5 cm) with white background and clear and complete face with shoulders visible.	<input type="checkbox"/>
3.	Original Indian passport and photocopy of the same (first and last page).	<input type="checkbox"/>
4.	Original Dutch residence permit card and copy of the same (front and back).	<input type="checkbox"/>
5.	In case of Foreign Nationals: Valid passport in original and self-attested photocopies of the passport pages containing personal particulars.	
5.	Applicants are requested to bring the duly filled-in life certificate along with the application for the embassy to attest it. (The format for life certificates are provided by the bank/ life certificate receiving organization/ pension provider. Please check the website of the bank/ life certificate receiving organization/ pension provider for the life certificate format).	<input type="checkbox"/>
5.	Prepaid self-addressed Envelope for return of Ready Passport or documents must be provided with the application. Click here for customized link for generating Return DHL Express Waybill from Embassy of India, The Hague to the respective Residential address.	<input type="checkbox"/>

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

Misc Consular Services Check List 7
CHECKLIST FOR DRIVING LICENCE AUTHENTICATION

(PLEASE PRINT A COPY AND ATTACH ON TOP YOUR DOCUMENT AT THE TIME OF
SUBMITTING TO THE EMBASSY)

S.N.	DOCUMENT REQUIRED	ENCLOSED OR NOT
1.	A Miscellaneous form duly filled in and signed.	<input type="checkbox"/>
2.	One photograph of the applicant (5 cm * 5 cm) with white background and clear and complete face with shoulders visible.	<input type="checkbox"/>
3.	Original Indian passport and photocopy of the same (first and last page).	<input type="checkbox"/>
4.	Original Dutch residence permit card and copy of the same (front and back).	<input type="checkbox"/>
5.	Original Indian driving license and copy of the same.	<input type="checkbox"/>
6.	Supporting documents to show the reason for requesting authentication (letter from RDW).	
7.	Prepaid self-addressed Envelope for return of Ready Passport or documents must be provided with the application. Click here for customized link for generating Return DHL Express Waybill from Embassy of India, The Hague to the respective Residential address.	<input type="checkbox"/>

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

Misc Consular Service Checklist 8

CHECKLIST FOR ATTESTATION

(PLEASE PRINT A COPY AND ATTACH ON TOP YOUR DOCUMENT AT THE TIME OF SUBMITTING TO THE EMBASSY)

S.N.	DOCUMENT REQUIRED	ENCLOSED OR NOT
1.	A Miscellaneous form duly filled in and signed.	<input type="checkbox"/>
2.	One photograph (5 cm * 5 cm) with white background and clear and complete face with shoulders visible.	<input type="checkbox"/>
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).	<input type="checkbox"/>
4.	Original Dutch residence permit card and copy of the same (front and back).	<input type="checkbox"/>
5.	Prepaid self-addressed Envelope for return of Ready Passport or documents must be provided with the application. Click here for customized link for generating Return DHL Express Waybill from Embassy of India, The Hague to the respective Residential address.	<input type="checkbox"/>

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

Misc Consular Service Checklist No. 9
CHECKLIST FOR BIRTH CERTIFICATE BASED ON PASSPORT (BCP)

(PLEASE PRINT A COPY AND ATTACH ON TOP YOUR DOCUMENT AT THE TIME OF
SUBMITTING TO THE EMBASSY)

S.N.	DOCUMENT REQUIRED	ENCLOSED OR NOT
1.	A Miscellaneous form duly filled in and signed.	<input type="checkbox"/>
2.	One photograph (5 cm * 5 cm) with white background and clear and complete face with shoulders visible.	<input type="checkbox"/>
3.	Original Indian passport and photocopy of the same (first and last page).	<input type="checkbox"/>
4.	Original Dutch residence permit card and copy of the same (front and back).	<input type="checkbox"/>
5.	Prepaid self-addressed Envelope for return of Ready Passport or documents must be provided with the application. Click here for customized link for generating Return DHL Express Waybill from Embassy of India, The Hague to the respective Residential address.	<input type="checkbox"/>

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

Misc Consular Service Checklist No. 10

**CHECKLIST FOR DEATH REGISTRATION/ NOC/ ATTESTATION OF DEATH
CERTIFICATE**

(PLEASE PRINT A COPY AND ATTACH ON TOP YOUR DOCUMENT AT THE TIME OF
SUBMITTING TO THE EMBASSY)

S.N.	DOCUMENT REQUIRED	ENCLOSED OR NOT
1.	A Miscellaneous form duly filled in and signed.	<input type="checkbox"/>
In case of an Indian National:		
2.	Last held Indian passport of the deceased in original and copies of first two and last two pages of the passport.	<input type="checkbox"/>
In case of Foreign National:		
3.	Valid passport in original and copies of the passport pages containing personal particulars of the passport holder. Original OCI/PIO card and its photocopy, if held by the deceased.	<input type="checkbox"/>
4.	One photograph of deceased (5 cm * 5 cm) clear and complete face with shoulders visible.	<input type="checkbox"/>
5.	Apostilled Cremation Certificate in original and its photocopy.	<input type="checkbox"/>
6.	Passport copy of the applicant (representative or Agency).	<input type="checkbox"/>
7.	Proof of Residence of the Applicant (representative or Agency), any of the following self-attested documents viz. copy of utility bill (landline telephone bill/electricity bill/gas bill/water bill), lease deed (of house) etc., where the applicant's address is clearly mentioned, or Uttreksel from	<input type="checkbox"/>

	Gemeente where applicant's address in the Netherlands is clearly mentioned.	
8.	Apostilled Death Certificate issued by the relevant local authority in original and its photocopy.	<input type="checkbox"/>
9.	Embambling Certificate.	<input type="checkbox"/>
10.	If a person accompanies the mortal remains (body) to India, photocopies of the passport page (s) containing personal particulars of the person who will be accompanying the body to its final destination in India with a written request from him/her undertaking full responsibility for transportation of the body. If the person who accompanies the body to India or collects the body in India is not a relative of the deceased, the next of kin/a relative/a family member of the deceased must convey his/her notarized consent / Undertaking by fax/scan copy via email to the Consular Section of the Embassy of India for transportation of the body to India through the authorized person.	<input type="checkbox"/>
11.	Letter/statement from the hospital.	<input type="checkbox"/>

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
