**SEWA Portal: Miscellaneous Consular Services**

**General Information**

* Mission has started accepting applications for miscellaneous consular services through the SEWA portal (<https://indianconsularservices.mea.gov.in/consularServices/>) w.e.f. 30.12.2024.
* Please visit the website(<https://indianconsularservices.mea.gov.in/consularServices/>) for availing of various Miscellaneous Consular Services through Online Consular Services System (SEWA Portal).
* Please Sign up and create your account using the above web-link. Activation of your account will be done by using OTP received on your registered email ID. Once your account is activated, please login to your account and apply for the required miscellaneous consular service. Users can avail of multiple services with the same account. Users may follow each step and fulfill the requirements of the online application process including uploading the documents and submitting the same on the portal.
* On successful submission of the application, a provisional acknowledgment receipt will be generated which the applicant can print after login to his/her account. Applicants are advised to take a printout of a copy of the acknowledgment receipt of the online submitted application for submission to the High Commission.
* After scrutiny of the documents, the applicant will receive a confirmation message regarding the submission of the physical application and payment of fees. It can be seen in the dashboard of his/her account. Applicants are required to submit all the documents (uploaded online) in original and their copies to High Commission.
* Payment of the fee is to be made at the High Commission in Cash only

**Miscellaneous Consular Services**

**(SEWA Portal):** [**https://indianconsularservices.mea.gov.in/consularServices/**](https://indianconsularservices.mea.gov.in/consularServices/)

**SEWA Portal :** The detailed procedure for availing of miscellaneous consular services which are currently being accepted in this High Commission is placed below. It is requested that to avoid any hardship to avail miscellaneous consular services, kindly visit High Commission only after you have applied online for the required miscellaneous consular service and High Commission has verified & approved your filled-in application. The necessary checks/steps to keep in mind for availing online consular services are given below:

**Step1:**Visit this website<https://indianconsularservices.mea.gov.in/consularServices/> and apply for services and upload the required documents (Kindly see below mentioned guidelines about the requirement of the document) then submit it online on the portal. (Please do not visit High Commission until your application is verified and approved by High Commission through online mode).

**Step 2:** If all documents are ok, High Commission will verify the application and applicant will receive notification in this regard. (go to Step 4)

**Step 3:** If there is any objection while verification, the same will be intimated to applicant and applicant needs to re-submit the application after uploading the required documents. High Commission will again verify the application and intimate applicant about the status. If verification is ok, go to step 4.

**Step 4:** Visit High Commission with printed application alongwith one set of copies of all required documents. (Note: At present, no appointment is required, applicant may visit High Commission on all working days between 9:30 AM to 12:00 PM to submit applications. Kindly carry all original documents for verification purpose)

**Step 5:** Kindly collect your document between 1600 hrs to 1700 hrs on any working day.

**Guidelines for Miscellaneous Consular Services Documents Requirement**

1. **ATTESTATION:**

High Commission attests the document issued by the Indian authorities provided that such document is already attested/apostilled by the Ministry of External Affairs, Govt. of India.

For documents issued by authorities of Maldives, High Commission requires such documents to be first attested/apostilled by the Foreign Ministry of the Maldives.

1. Applicant’s passport - Please upload first and last page of passport
2. Valid Visa Status- Please upload Visa Stamp page of passport
3. Work Permit- Please upload valid work permit letter or Work permit card

**Additional mandatory requirements at the time of submission:**

1. All original documents for verification along with one set of photocopies.
2. Original copy of document to be attested along with one photocopy.
3. Fee as applicable (mode of payment – Cash only)
4. **DRIVING LICENSE ATTESTATION (Driving License Confirmation Letter)**

Applicant for a Maldivian Driving License may require the authenticity of their Indian Driving license to be certified by the High Commission.

1. Applicant’s passport - Please upload first and last page of passport
2. Valid Visa Status- Please upload Visa Stamp page of passport
3. Work Permit- Please upload valid work permit letter or Work permit card
4. Self sworn affidavit
5. Indian driving license- Please upload front and back of Indian driving

**Additional mandatory requirements at the time of submission:**

1. All original documents for verification along with one set of photocopies.
2. Fee as applicable (mode of payment – Cash only)

Note: High Commission can issue Driving License Confirmation letter only such cases where Indian driving license is verifiable through the centralized government website

1. **ATTESTATION OF AFFIDAVITS:**
2. Applicant passport- Please upload first and last page of passport
3. Valid visa status- Please upload Visa Stamp/Visa Sticker page of passport
4. Work Permit- Please upload valid work permit letter or Work permit card
5. Photograph of applicant
6. Employment letter/ letter requesting service on company letterhead. (Mentioning your current address, Date of Joining with company, Designation etc.)
7. Identity card- (Documentary proof such as Aadhar/PAN/Voter ID )

**Additional mandatory requirements at the time of submission:**

1. All original documents for verification along with one set of photocopies.
2. Original copy of document to be attested along with one photocopy.
3. Fee as applicable (mode of payment – Cash only)
4. **ATTESTATION OF GENERAL POWER OF ATTORNEY:**

For attestation of the Power of Attorney, the following are required:

1. The Executant has to affix a photograph and signature in front of the Consular Officer in the Power of Attorney;
2. Applicant passport- Please upload first and last page of passport
3. Valid visa status- Please upload Visa Stamp/Visa Sticker page of passport
4. Residence permit/ work permit- Please upload valid work permit letter or Work permit card
5. Photograph of applicant/Executant
6. Photograph of spouse or Whom applicant giving power(GPA or Attorney)
7. Identity card- (Documentary proof of address (if different from passport)/other details (such as Aadhar/PAN/Voter ID) mentioned in POA in respect of Executant and Attorney.)
8. Letter of Employer- (Mentioning your current address, Date of Joining with company, Designation etc.)

**Additional mandatory requirements at the time of submission:**

1. All original documents for verification along with one set of photocopies.
2. Original copy of document to be attested along with one photocopy.
3. Fee as applicable (mode of payment – Cash only)

Note: High Commission attests only the photograph and signature of the executant, but are attested, the Embassy does not take any responsibility whatsoever for the contents of the Power of Attorney.

1. **ATTESTATION OF AFFIDAVIT FOR CHILD PASSPORT TO BE ISSUED IN INDIA (Annexure-D):**

For attestation of the affidavit for a child passport to be issued in India (Annexure -D), the following are required:

1. The Executant has to sign the duly filled Affidavit (Annexure -D) in front of the Consular Officer at High Commission;
2. Applicant passport- Please upload first and last page of passport
3. Valid visa status- Please upload Visa Stamp/Visa Sticker page of passport
4. Residence permit/ work permit- Please upload valid work permit letter or Work permit card
5. Copy of Birth certificate of the child
6. Copy of Marriage certificate
7. In case of renewal of passport, furnish a copy of the child's current passport

**Additional mandatory requirements at the time of submission:**

1. All original documents for verification along with one set of photocopies.
2. Original copy of document to be attested along with one photocopy.
3. Fee as applicable (mode of payment – Cash only)

Note: High Commission attests only the signature of the executant, but are attested, the High Commission does not take any responsibility whatsoever for the contents of the Affidavit (Annexure -D).

1. **BIRTH CERIFICATE- CHILD (REGISTRATION OF BIRTH):**

All Indian nationals who are residents in Maldives are required to register the birth of their minor child at the High Commission, under section 4(1) of the Citizenship Act, 1955, **within six months from the Date of Birth**. For online registration on the Indian Citizenship Portal, kindly visit **https://indiancitizenshiponline.nic.in/** and click on **Registration of birth of a minor child at an Indian Consulate Under section 4(1) of the Citizenship Act, 1955.** After online submission, take a printout of the registration form, and submit it at the High Commission along with the following documents:

1. Birth Certificate copy of child for the verification of date of birth- Please upload original birth certificate alongwith certified English translated copy duly attested by Ministry of Foreign Affairs, Maldives
2. Document Issued in this country and attested(Appostile) by Ministry of Foreign Affairs, Maldives- Please upload Birth Certificate/ birth record issued from Hospital and from local authorities.
3. For the verification of marriage proof - Please upload proof of marriage of parents
4. Mother passport - Please upload first and last page of Passport
5. Father passport - Please upload first and last page of Passport
6. Current Valid Visa page of parents- Please upload Visa Stamp/Visa Sticker page of passport of parents
7. Residence permit/ work permit- Please upload valid work permit letter or Work permit card
8. Employment letter/ letter requesting service on company letterhead.(Mentioning your current address, Date of Joining with company, Designation etc.)
9. Application form copy filled on MHA website - <https://indiancitizenshiponline.nic.in/>
10. Photograph of child - Please upload colour photograph of child in white background
11. Self sworn affidavit (NOC) - Please upload a signed copy of NOC by both parents
12. Request letter - Please upload a hand written request letter for birth registration

**Additional mandatory requirements at the time of submission:**

1. All original documents for verification along with one set of photocopies
2. Passport size colour Photograph with white background of child (5x5 cm)
3. Fee as applicable (mode of payment – Cash only)

Note: Kindly note that for passport of a new born child, birth registration is mandatory. Passport application will be accepted only after Birth Registration

1. **NRI CERTIFICATE - EDUCATIONAL PURPOSE**
2. Applicant passport- Please upload first and last page of passport
3. Valid visa status- Please upload Visa Stamp/Visa Sticker page of passport
4. Residence permit/ work permit- Please upload valid work permit letter or Work permit card
5. Photograph of applicant - Please upload colour photograph of applicant with white background
6. Letter showing the purpose - Please upload a letter showing the purpose
7. Company/sponsor letter - Please upload a letter from the company, the applicant is working in.

**Additional mandatory requirements at the time of submission:**

1. Fee as applicable (mode of payment – Cash only)
2. All original documents for verification along with one set of photocopies
3. **LIFE CERTIFICATE**
4. Applicant passport- Please upload first and last page of passport
5. Valid visa status- Please upload Visa Stamp/Visa Sticker page of passport
6. Residence permit/ work permit- Please upload valid work permit letter or Work permit card
7. Photograph of applicant - Please upload colour photograph of applicant with white background
8. Pension Document - Please upload pension document with clearly visible PPO number etc
9. Request letter - Please upload a hand written request letter for Life Certificate

**Additional mandatory requirements at the time of submission:**

1. All original documents for verification along with one set of photocopies