

The following consular services can be applied only through the e-SEWA portal

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

1. Certificate for REGISTRATION OF BIRTH
2. Certificate for REGISTRATION OF DEATH

Steps to be followed for online application:

Step 1:

Visit the website: <https://indianconsularservices.mea.gov.in/consularServices/>.

Step 2:

First time users have to click on '**User Registration/New User**'. Fill all the personal details : Name/Surname/Email/Mobile No./BirthDate/Passport No./Nationality/Captcha, and then click on **Submit**. After clicking on submit, users have to **Confirm Sign up Details by re-entering Email/Mobile No./Passport**.

Step 3:

Activate the account by entering email ID, captcha and click on **get OTP on email**. Users have to check their email for the OTP received on email and **enter the email ID and OTP again** and click on **Confirm**. After clicking on confirm users have to update their password. After this user can login to their account.

Step 4 :

Login to their account by entering their email ID and password. After logging in, it will open applicant's **dashboard** with **applicant profile**. User has to enter all his details and submit. It will show **applicant profile successfully updated**.

Step 5 :

Click on **Online Services** -> **Apply for Services**, then select the **Country** and **Mission**, and then click on **Services and select the service**.

Step 6 :

Select whichever service he requires and submit the application by uploading the required documents.

Step 7:

After User submits the applications, based on the documents uploaded and the services applied, the Embassy will verify the application and the applicant will receive a notification in this regard. In case of objection while verification, the same will be intimated to the applicant through the online portal. In this case the applicants are required to re-submit the application after uploading the relevant documents. The Embassy will again verify the application and intimate the status through the same online portal.

Step 8:

Once the applicant receives the confirmation that he can visit the Embassy, he needs to visit the Embassy with a printed online application form along with one set of copies of all the documents uploaded online, fee as well as the original documents.

Note: Applicants are advised to visit the Embassy only after receipt of the approval of application through online mode.