

CERTIFICATES, AFFIDAVITS, ATTESTATIONS GENERAL GUIDANCE

The "Miscellaneous Application Form" for India is a document used by the Embassy of India, for various **non-passport and non-visa services**. Its mandatory to fill in the Misc form for all the below services.
Pls find the link to this form

<https://indianembassybrussels.gov.in/pdf/Misc%20service%20Form%20for%20Indian%20nationals.pdf>

Attestation of Power of Attorney (PoA)/Affidavit/Attestations :-

- The applicants must visit Indian Embassy at Brussels for the attestation of PoA and the Bank KYC documents. This service is not available at the Luxembourg consulate.
- The information below regarding PoA is just for your reference.

For execution of the PoA/ Affidavit(s) relating to civil/property/financial matters, applicants/executants are required to visit the Embassy in person and must sign the PoA/Affidavit(s) before the Consular Officer.

Documents required:

- a) Misc. application form
- b) Applicant's original Indian passport and a copy of the same.
- c) Original and copy of Resident Permit
- d) Two sets of Power of Attorney/Affidavit
- e) 3 Photographs
- f) Proof of residence in Belgium/Luxembourg.
- g) Prescribed Fee

Note: - In the case of PoA needs to be witnessed and signed by two individuals with their names, ID proof clearly mentioning in PoA, the witnesses must sign before the consular officer and must produce their original IDs at the time of signing.

Attestation of civil documents:

True copy attestation of documents like Certificates/Passport/ PAN Card etc.

- a) Life Certificate (For the purpose other than Pension/Pay)
- b) Misc application form
- c) Two sets of documents to be attested
- d) Photograph
- e) Original and copy of passport
- f) Original and copy of Resident Permit

Attestation of trade / commercial documents: Including applications for PAN number/ DN1 Form to be applied in India by foreign nationals /firms and Power of Attorney (of a commercial nature)]

- a) Misc Application form
- b) Two sets of trade documents to be attested

The commercial/company documents should be submitted along with the valid original passport plus self-attested copies of the passport pages containing personal particulars (*or duly notarized copies of the passport pages containing personal particulars*) of one of the Directors of the Company.

- c) A request letter for the service on Company letterhead with the seal of the company stamped on the Company letterhead. The request letter should be duly signed by one of the Directors of the Company and should be accompanied by a copy of the Certificate of Incorporation in respect of the company duly legalized

Attestation of documents for showing in India: -

Documents emanating from Belgium / Luxembourg (e.g., commercial / trade documents) are required to be legalized (apostilled) first by the Belgian / Luxembourg Foreign Ministries. Address proof etc. of foreign nationals for application of PAN number etc. in India, are also required to be legalized first by the Belgian / Luxembourg Foreign Ministries. Thereafter, the Embassy of India, Brussels would be attesting such documents.

Attestation of documents to be submitted in Belgium / Luxembourg: -

Documents emanating from India for showing to the Belgian / Luxembourg authorities cannot be directly attested by the Embassy of India, Brussels. These documents need to be attested by the General Administration of the concerned State Government and thereafter legalized (apostilled) by the Attestation Cell of Ministry of External Affairs in Patiala House, New Delhi. Thereafter, these documents may be attested/legalised by the Belgian / Luxembourg diplomatic/consular officers in India, after which, the documents are treated as valid in Belgium / Luxembourg.

SWORN AFFIDAVIT (CHILD NEVER POSSESSED AN INDIAN PASSPORT)

Documents Required:

- a) Application for Miscellaneous service (Kindly download from Embassy website?

URL: <https://www.indianembassybrussels.gov.in/pages.php?id=27>)

- b) Sworn Affidavit Form

<https://www.indianembassybrussels.gov.in/pdf/SWORN%20AFFIDAVIT%20FOR%20NEVER%20POSSESSED%20INDIAN%20PPT.jpg>

Originals and photocopies of following documents (Originals to be shown at the counter; photocopies will be retained for record)

- a) Belgian/Luxembourg Passport of Child
- b) Birth Certificate of the Child
- c) Belgian/Luxembourg Identity Card of Child
- d) Passports and Identity Card/Resident Permit of both parents
- e) Apostilled Marriage certificate of the parents
- f) Prescribed fee

Sworn- Affidavit (No Objection Certificate) to be submitted by a parent for issuing a passport to a minor child residing in India.

Document Required:

- a) Misc Application Form
- b) Parent's passport Copy and ID copy
- c) Marriage certificate
- d) Copy of Birth Certificate/Passport copy of Child in India

Life Certificate

An individual who needs a life certificate for the purpose of pension in India or to produce before authorities in India for any other purpose may apply for this service. **Applicants must apply in person only.**

Documents required:

- a) Misc. services application form (to be filled in at the Embassy)
- b) Copy of passport + Original
- c) Copy of resident card
- d) Proof of residence
- e) 3 Photograph 2 X 2 Inches
- f) Gratis for Indian Nationals

Application for re-issuance of International Driving Permit (IDP)

From 15.02.2021, the service of re-issue of IDP has been included as one of the consular services provided by Indian Mission. IDP helps the Indian Citizen to drive vehicle, which is allowed to drive as per Indian Driving License, in foreign country, which are the signatory of Geneva Convention on Road Traffic 1949, such as France. This convention provides for issue of IDP for one year only and does not have any provision for its renewal.

The process for re-issue of IDP is as under.

- a) Applicant will visit the Mission and fill in the Miscellaneous Consular Service form.
- b) Prescribed fee will be collected by the Mission towards accepting the application of re-issue of IDP.
- a) A receipt will be handed over to the applicant by the Mission in this regard.
- b) Applicants will apply for fresh issue of IDP through www.parivahan.gov.in portal and will upload the documents, including the receipt issued by the Mission.

Birth Certificate (based on passport/OCI card) Non-Resident Indian (NRI) Certificate

Documents required :-

- a) [Miscellaneous Application Form \(Kindly download from Embassy website\)](#)
- b) Original India Passport and photocopy of all entry pages.
- c) Original Belgian/Luxembourg Resident Permit and photocopy
- d) Two Passport size photographs - 2 X 2 inches
- e) Prescribed Fee

Equivalence Certificate for authentication of Indian driving License

Miscellaneous Application Form (Kindly download from Embassy website-application forms)

- a) Photocopy of Self-attested Indian Passport – Original to be shown at the counter
- b) Photocopy of the self-attested Indian Driving License - Original to be shown at the counter.
- c) Photocopy of the self-attested Luxembourg Resident Permit - Original to be shown at the counter.
- d) Address proof of Luxembourg Ex: Certificate the residence and recent Telephone or water or Electricity Bill
- e) Three Passport size photographs 2 X 2 inches
- f) Prescribed Fee

- a) Miscellaneous Application Form (Kindly download from Embassy website- application forms)
- b) Original India Passport and photocopy.
- c) Original and photocopy of Indian document (Birth certificate/Marriage Certificate etc.)
- d) Original Belgian/Luxembourg Resident Permit and photocopy.
- e) Two Passport size photographs - 2 X 2 inches
- f) Prescribed Fee

Certificate about different naming procedures in India

- a) Miscellaneous Application Form (Kindly download from Embassy website- application forms)
- b) Original India Passport and photocopy of both parents.
- c) Original and photocopy of Marriage Certificate
- d) Certificate from Hospital showing birth details of child
- e) Original Belgian/Luxembourg Resident Permit and photocopy.
- f) Self-Affidavit declaring the proposed for the newborn child
- g) Two Passport size photographs
- h) Prescribed Fee

Transportation of mortal remains (deceased body) to India

The following documents are necessary for Public Health clearance of Human remains: -

- a) Death Certificate issued by the health department clearly mentioning the cause of death
- b) Death Certificate issued local authority.
- c) Embalming certificate
- d) Non contagious certificate/Non epidemic certificate
- e) Closing of coffin certificate
- f) NOC (to be issued by the Embassy) -(Gratis in the case of Indian Nationals)
- g) Original Indian passport or OCI
- h) Request Letter/ Authorisation from the family member.
- i) Death certificate (to be issued by the Embassy for Indian nationals)
- j) Prescribed Fee

Transportation of Ashes (mortal remains) to India

- a) Death Certificate issued by the doctor with cause of death to be mentioned therein.
- b) Death Certificate issued by the local commune
- c) Cremation certificate
- d) Non epidemic certificate
- e) Request letter/Authorization to transport the ashes to India
- f) Original Indian passport/OCI of the deceased
- g) Prescribed Fee (Gratis in the case of Indian Nationals)

Note: Belgian/Luxembourg Documents must be translated in English by an authorised translator and apostle/legalized before submitting to the Embassy for attestation.

(ii) Please note that these documents must be submitted in two sets.

EMBASSY OF INDIA BRUSSELS (FEE SCHEDULE FOR CONSULAR SERVICES W.E.F 01/04/2021)	
(In addition to the fee as below, an additional fee of Euros 2 per applicant will be levied towards ICWF)	
Matter in respect of which a fee is leviable	Fees in Euro
Attestation of documents - civil, trade/commercial and real estate/moveable property	
Attestation of affidavits/documents pertaining to sale, purchase, power of attorney, mortgage, transfer, gift, etc. of real estate or moveable properties or issue of a document by a Consular Officer pertaining to such matters.	17
Attestation of civil documents (affidavits, miscellaneous certificates, sponsorship certificates, marriage certificates, Equivalence Certificate etc). True copy attestations of civil certificates Renewal of International Driving Permit Attestation of Life Certificate (for purposes other than Pension/Pay).	9
Attestation of Trade/Commercial documents or issue of any certificate 'country of origin etc.' pertaining to exports from foreign country to India.	42
Attestation of Trade/Commercial documents or issue of any certificate pertaining to exports from India to a foreign country.	17
Fees in respect of merchant shipping	
Attestation of documents pertaining to sale, purchase, mortgage, transfer of vessel or transfer of one's interest in merchant vessel.	217
Attestation of other documents pertaining to ship/vessel for issue of a certificate or verification or acceptance of a document or taking any action as per Chapter IX of the Consular Manual on 'Merchant Shipping'. The Shipping Company (or Captain of vessel on behalf of Company) being applicant/payee of consular fee.	42
Attestation of documents of issue of certificates to a sailor as per Chapter IX of the Consular Manual on 'Merchant Shipping' (individual sailor being applicant for his individual use).	9
Fee in respect of other services	
Attestation of pension papers, life certificate etc. pertaining to pensioners.	Gratis
For affixing Consular Officer's signature and seal, if required, for declarations of pay or pension.	Gratis

Other miscellaneous attestations, issue of civil certificates, notarial services as per Consular Manual, not falling within any of above categories, registration of birth & a certified copy of the entry. Issue of Nationality Certificate NRI Certificate One and Same Certificate Certificate giving Marriage Conditions Certificate giving naming procedures in India Other Misc certificates Birth certificate based on Passport/OCI Card Birth Registration of a newborn baby and certified copy of the entry. Sworn-Affidavit/NOC- For issue of passport to minor child in India, when one of the parents stays abroad. Sworn-Affidavit - Child never possessed an Indian Passport.	17
Registration of death & a certified copy of the entry with the proviso that HOM/HOP may waive these charges at his discretion.	1
Cancellation of Indian passport of an Indian national who dies abroad.	Gratis

The rates are per attestation and the pages on which Mission/Post's round seal is affixed will not be charged extra.

**** Prescribed Fee Plus € 15 Courier charges apply**