

Apostille and Attestation of Documents

Ministry of External Affairs is responsible for Attestation and Apostille of documents for use in countries abroad. This service is now being performed by its offices located at the following places:

- (1) **Delhi** CPV Division, Attestation Cell,
Ministry of External Affairs
Patiala House Annexe, Tilak Marg,
New Delhi-110011.
Telefax: 011-23387931, Email: sooi@mea.gov.in, usexoi@mea.gov.in

- (2) **Chennai** MEA Branch Secretariat
68, College Road, E.V.K. Sampath Mallaligai,
7th Floor, Numgambakkam, Chennai -600006.
Phone: 044-28252200, 28251323
Fax: 044-28251034, Email: usbs.chennai@mea.gov.in

- (3) **Hyderabad** MEA Branch Secretariat
Old Reception Hall, Near Old Gate,
Andhra Pradesh Secretariat,
Hyderabad-500022
Phone: 040-23456051, Fax: 040-23451244
Email: raviaisola@hotmail.com

- (4) **Kolkata** MEA Branch Secretariat
2, Ballygunge, Park Road,
Kolkata-700019
Phone: 033-22879701, 22802686
Fax: 033-22879703, Email: meacal@dataone.in

- (5) **Guwahati** MEA Branch Secretariat
House No. 307, Beltola, Basistha Road,
Guwahati-781028.
Phone: 0361-2229155, 2229156,
Fax: 0361-2229157, Email: hobs.guwahati@mea.gov.in

Apostille: India is a member of the Hague Convention of October 5, 1961, abolishing the requirement of legalization of foreign public documents. Apostille is acceptable in 94 member countries of the convention and is issued for personal documents like birth, death, marriage certificates, affidavits, power of attorney etc. and educational documents like degree, diploma, matriculation and secondary level certificates etc. However, commercial documents are excluded from the purview of the convention.

Procedure: All documents requiring attestation or Apostille should be first authenticated by the designated agencies in the State from where the document has been issued. In case of personal documents, Home Department/General Administration Department are the designated authorities. In case of educational documents, State Governments have opened Regional Authentication Centres (RACs) (see list) in the States from where the document

should first be attested. Documents attested by these authorities then can be presented to the MEA offices for attestation or Apostille.

Fee: A fee of Rs. 50/- is payable by means of Postal order/Pay order drawn in favour of PAO, MEA, New Delhi, for each Apostille stickers. However, there is no fee for attestation of documents.

**REGIONAL AUTHENTICATION CENTRES FOR AUTHENTICATION OF
EDUCATIONAL DOCUMENTS/GENERAL DOCUMENTS**

Sl. No.	Name of State	Name of Officer/Address/Telephone No.
1	Andhra Pradesh	<p>1. Shri N.V.Ramana Reddy, Special Secretary(Protocol), Gen. Administration Department</p> <p>2.Sh. D. Rama Krishna, Joint Secretary to Govt. (GPM & AR), Gen. Admn. Department</p> <p>3.Sh. V. Samuel, Joint Secretary to Government (Low & Order), General Administration Department</p> <p>4.Sh.W. Ganeshan, Joint Secretary (AIS) General Administration Department, Old Reception Hall, Near Old Gate, A.P.Secretariat Building, Hyderabad, Tel: 040-23454823(O)</p>
2.	Assam	<p>1. Sh. S.K.Roy, ACS, Joint Secretary to the Govt. of Assam, Home, Political Deptt., Assam Secretariat, Dispur, Guwahati-6, Telefax 0361-2261421</p> <p>2. Sh.P.K.Goswami, Director of Technical Education, Guwahati Tel.0361-2382276</p>
3.	Bihar	<p>1. Sh.Gopal Ji, Deputy Director, Higher Education, Human Resource Development Department, Patna for 09430604430(M)</p> <p>(i) Magadh University, Bodh Gaya</p> <p>(ii) Veer Kumar Singh University, Ara</p> <p>(iii) Tilka Manjhi Bhagalpur University, Bhagalpur</p> <p>2. Shri Vijay Jumar Himanshu, Deputy Director, Higher Education for Patna University</p> <p>3. Shri Sunil Kumar, Deputy Director Higher Education for</p> <p>(i) Baba Sahed Bhim Rao Ambedkar Bihar University, Muzaffarpur (b) Jai Prakash University, Chapra</p> <p>4. Sh. Suryadeo Kumar Paswan, Assistant Director, Higher Education for</p> <p>(a) Lalit Narain Mithila University, Darbhanga (b)Bhupendra Narain Mandal University, Madhepura (c) Kameshwar Singh Darbhanga Sanskrit University, Darbhanga</p> <p>5.Sh.Rajeev Verma, Under Secretary, Home(Special) Dept. Govt. of Bihar, Patna, 09939608674(M),0612-2217225</p> <p>Resident Commissioner's,Bihar Bhavan, 5, Kautaliya Marg, Chanakyapuri, New Delhi Office Phone: 011-23014945, 23015067</p>
4.	Chandigarh UT	<p>1. Smt. Shashi Pathak, Under Secretary Home, Chandigarh Administration, Tel: 0172-2740290</p> <p>2.Sh.Bhupinder Singh, Joint Secretary Home, Chandigarh Administration</p> <p>3.Sh.Ram Niwas, IAS, Home Secretary, Chandigarh Administration, Home Department</p> <p>Delhi Resident Commissioner, Office Phone: 011 2335359</p>

5.	Chattisgarh	1. Shri Sunil Kujur, Secretary, Chattisgarh Administration 2. Shri R.K.Likhate, Under Secretary, Government of Chhattisgarh, Home(Passport) Department, Raipur 3. Sh. R.P.Verma, Under Secretary Government of Chhattisgarh, Home(Passport) Department, Raipur
6.	Dadra and Nagar Haveli UT	1. Sh. V.R.Jethwa, Deputy Secretary(Home) , Dadra and Nagar Haveli, (Home Department) Silvassa
7.	Daman and Die	1. Shri Manoj Kumar Sahoo, Addl. Collector & Addl. District Magistrate, Diu 2. Shri Sanjay Goel, IAS, Collector & District Magistrate, Diu
8.	Delhi NCT	1. Sh. Dharam Vir Singh, RDE(South), C-4, Vasant Vihar, New Delhi, Phone: 26141613 2. Sh. Mukul Koranga, Deputy Secretary, Home(Passport) and Ms. Sonica Singh, Superintendent, Government of National Capital Territory of Delhi, Home (Passport Department), 5 th Level, "C" Wing, Delhi Secretariat, I.P. Estate, New Delhi
9.	Goa	1. Shri N.V.Prabhu Dessai, Under Secretary(Home-I) Home Department (Foreigners and Citizenship Division), Secretariat, Porvorim-Goa 2. Sh. Bhaskar G. Nayak, Director of Higher Education, Government of Goa, Junta House, 2 nd Lift, 5 th floor, Panaji, Goa Tel: 2425582/85, Fax: 2425582, Mobile: 9822802572 3. Shri Siddhivinayak S. Naik, Under Secretary(Home-II), Department Foreigner's & Citizenship Div. Panji-Goa
10.	Gujarat	1. Sh. Y.N.Barot, Deputy Secretary(Prototol), (2) Shri Harish Khanna, Section Officer (079-23250389, Fax-23251638) (3) Sh. A.H.Raval, Under Secretary(Protocol), Government of Gujarat, General Administration Department , Sachivalya, Gandhinagar (Tel: 079-23250362, 09978406309(M))
11.	Haryana	1. Higher Education Commissioner/Director Higher Education, Haryana in respect of certificate(s)/degree(s) issued by Universities situated outside the State of Haryana 2. Registrar of the concerned University in the State which has issued the certificate(s)/diploma(s)/degree(s). 3. Director Secondary Education, Haryana in respect of certificate(s)/diploma(s)/degree issued by National open School, Central Board of Secondary Education, ICSE or any other State Board of Education in the country. 4. The Secondary Board of School Education, Haryana, Bhiwani in respect of Matriculation and 10+2 certificates issued by it or by the Haryana Open School. 5. Sh.S.K.Kalia, Deputy Director Colleges-I and Sh.V.S.Malhan, Assistant-Director Colleges-VII O/o Higher Education Commissioner, Haryana, Chandigarh(0172-2562036) Fax:2562042 6. Sh.Sant Kumar, IAS, Special Secretary to Government Haryana, Home Department 7. Sh.Ved Parkash Vats, H.S.S.-1 Under Secretary to Govt. of Haryana, Home Department(09780616195-M) 8. Sh. O.P.Goyal, HSS, Deputy Secretary Home Department

		9. Sh.Tek Chand Goel, Assistant Registrar(Conduct),Kurukshetra University Kurukshetra, Haryana
12.	Himachal Pradesh	1. Sh. Guru Lal Negi, Deputy Secretary(Home) to the Government of Himachal Pradesh, Shimla 2. Dr. D.C.Katoch, Addl . Director(Colleges) 3. Sh. Dinkar Burathoki, Jt. Director(C-I), Directorate of High Education, Himachal Pradesh 4.Sh.Devinder Sarswati, Under Secretary(Home) to the Government of Himachal Pradesh, Shimla (0177-2626450) 5.Sh.Vijay Kumar Sharma, Under Secretary(Home) to the Government of Himachal Pradesh, Shimla
13.	Jammu & Kashmir	1.Smt. Reva Kumari, Additional Secretary to Government, Technical Education Department J&K, Civil Secretariat, Jammu/Srinagar. Phone:0191-2546284(J), 0194-2485765 (K), 9419138399 2.Dr. Sham Lal Gupta , Principal, GGM Science College, Jammu, Government of Jammu and Kashmir, Civil Sectt. Higher Education Department 4. Prof.(Dr.) Ali Mohammad Mir, Principal, DP College, MA, Road, Srinagar (J&K) Fax: 0194-2476828, 9419010839(M),0194-2476828
14.	Jharkhand	1.Sh.P.J.Lakra, Director, 2. Cyril Xaxa, Deputy Secretary 3. Shekhar Kumar Verma, Under Secretary Government of Jharkhand, Department of Human Resource Development, Ranchi 4.Sh.Prem Prakash Sinha, Shri Arvind Kumar Jha, and Sh.Achutanand Thakur, Deputy Director, Department of Human Resource Development, Ranchi Resident Commissioner's office Tel: 011-26739011, Fax 26739005
15.	Karnataka	1.Sh. Sujothy Muthana, Joint Secretary to Government of Karnataka 2. Smt. Alice Gonsalves, Under Secretary, Home Department (Passport and Foreigners), Bangalore, Phone: 080-22033371 3. Sh.B.H. Manjunath, Regional Commissioner, Belgaum 4. Sh.Rajneesh Goel, Regional Commissioner, Gulbarga 5. Sh.T.N.Raviprakash, Under Secretary, Home Department (Passport and Foreigners) Bangalore, Tel: 080 22033371 6. Sh.M.V.Jayanthi, IAS, Regional Commissioner, Mysore 7. Sh.Chikkathimmaiah, Additional Commissioner(Administration and Development), Mysore 8. Sh.M. Manjunath Nayak, Additional Commissioner(Land Maintenance, Projects and Misc.), Mysore 9. Sh. G.M.Dhananjaya, Regional commissioner, Bangalore
16.	Kerala	1.Sh. P.K.Thomas, Joint Secretary to Government , Home Department and Smt. K.P.Remma Devi, Under Secretary to Government, Home(Attestation) Department 2. Smt. B. Saraswathi Amma, Additional Secretary to Government ,General Education Dept. Kerala(Certificate Authentication Centre) Thiruvananthapuram 3. Smt. Achamma Zacharia, Joint Secretary to Government of Kerala, General Education Department, Certificate Authentication Centre, Ernakulam

		<p>4. Sh. George Puthenpurackal, Additional Secretary to Government of Kerala, General Education Department, Ernakulam</p> <p>5. Sh.N.K.Raveendran, Additional Secretary to the Govt. of Kerala, General Education Department Certificate Authentication Centre,</p> <p>6.Sh.K.K.Gopalan, Joint Secretary to Govt. of Kerala, GED, Certificate Authentication Centre</p>
17.	Madhya Pradesh	<p>1. Sh.Mahendra Kumar Raghuvanshi, Deputy Secretary, Block 3 Green City, 35, Gulmohur Bhawan, Bhopal , Tel: 0755-2741024,09926966011(M)-Sh.Sher Singh</p> <p>2. Sh.V.S.Tomar, Under Secretary, Higher Education Department, Government of Madhya Pradesh, Bhopal Tel: 0755-2765656</p>
18.	Maharashtra	<p>1. Smt. Seema Dhamdhare, Joint Secretary, Higher Education Department, 4th floor, Mantralaya Annexe, Mumbai-400032, Tel: 022-22025206(O), 24367773 (R)</p> <p>1. Sh.S.D.Mane, Section Officer Home Department</p> <p>2. Sh. J.J.Valvi, Section Officer, Home Department</p> <p>3. Sh.R.N.Mali, Section Officer, Home Department, Government of Maharashtra</p> <p>4.Sh. V.R.Shirsat, Deputy Secretary, Government of Maharashtra, Employment & Self-Employment Department Mantralaya, Mumbai</p> <p>5. Sh.Sunil Rawade, Section Officer, Home Department, Government of Maharashtra</p>
19.	Meghalaya	<p>1. Sh.Barkos Warjri, IAS, Principal Secretary, Govt. of Meghalaya, Political Department, Room No.326, Meghalaya Secretariat, Shillong, Meghalaya Telefax: 0364-2226422</p> <p>2. Dr. Shreeranjn Dass, IAS, Commissioner & Secretary to the Govt. of Meghalaya, Political Department, Meghalaya Secretariat, Shillong, Meghalaya Telefax: 0364-2220502</p> <p>3, Sh. L. Roy, IAS, Commissioner & Secretary, Education Department Meghalaya Secretariat, Shillong, Meghalaya Telefax:0364-2226684(For Education Documents only)</p> <p>4. Sh.B. Dhar, IAS, Secretary to the Govt. of Meghalaya, Political Department</p> <p>5. Sh.Sanjay Goyal, IAS, Deputy Commissioner, West Garo Hill, District.</p>
20.	Mizoram	<p>1. Sh.R. Malsawma, Under Secretary, Govt. of Mizoram, Higher & Technical Education Dept. Telefax: 0389-2317548 (O)</p>
21.	Manipur	<p>1.Sh. M. Yaiskul Meitei, IAS, Joint Secretary(Home), Govt. of Manipur, Telephone:0385-2450232</p> <p>2. Sh.R.K.Chaoba Singh, Additional Director, University & Higher Education, 0385-2451420(O) 09436276974(M)</p> <p>3. Sh.S. Gourikumar Sharma, OSD, Univesity & Higher Education, Manipur State09856086410(M)</p> <p>4.Sh. T. Ojit Singh, OSD University & Higher Education, Imphal 09856170467(M)</p>
22.	Orissa	<p>1. Smt. B. Radhika, IAS, Special Secretary to Government, Home Department, Government of Orissa ,0674-2536761 09937014773</p> <p>2. Sh. A.P.Padhi, IAS, Principal Secretary to Government, Home Department. Phone:0674-2531515</p> <p>3.Sh. Anirudha Rout, Special Secretary, High Education 0674-2322434</p>

		<p>4. Sh.Gangadhar Singh, Addl. Secretary of Higher Education Department, Govt. of Orissa</p> <p>5.Sh.Bijay Sankar Deo, Joint Secretary and Shri Chaturbhuj Mallick, Joint Secretary, High Education Department, Department of Higher Education Government of Orissa, Bhubaneswar</p>
23.	Pudducherry	<p>1. Sh. L.Kumar, Joint Secretary to Government(Home)</p> <p>2.Sh. S.D.Sundaresan, Joint Secretary to Government (Administrative Reforms Wing), Home Department, Chief Secretariat, Puducherry</p> <p>3.Sh. V. Madhivanan, Joint Secretary to Government (Administrative Reforms Wing), Chief Secretariat,</p>
24.	Punjab	<p>1. Smt. Neelam Mahajan, Under Secretary to Government of Punjab, Department of NRI Affairs, Tel: 0172-2742243</p> <p>2. Smt. Sarita Chopra, Assistant Director (Funds), and Sh.Sandeep Mahajan, Assistant Director (CC), Punjab Education Department, Chandigarh Tel: 0172-2704431, 2702857, 09356062952(M)</p> <p>3. Smt. Harleen Kaur Bedi, Assistant Director, Office of Director Public Instruction (Colleges)</p> <p>4. Smt. Manorama Devi, Under Secretary to Government of Punjab, Department of NRI Affairs</p> <p>5. Sh.Sukhdev Singh Sandhi, Deputy Secretary to Government of Punjab, Department of NRI Affairs</p> <p>6. Sh. Sandeep Bajaj, Deputy Director, Punjab State Board of Technical Education & Industrial Training, Plot No.1-A, Sector-36-A, Chandigarh, Tel: 0172-2615385, 2615389, Fax: 0172: 2660734, 9988346813(M)</p>
25.	Rajasthan	<p>1. Sh.J.K.Sharma, Officer on Special duty (OSD), Home(Jail Department), Govt. of Rajasthan Tel.0141-5153222-Ext.2330</p> <p>2. Sh.Lekh Raj Toshawara, Dy. Secretary to Govt. of Rajasthan Tel.0141-2227246(O)</p> <p>3. Sh.Mahavir Prasad Verma, Deputy Secretary(Administration), Education Department,Administration Secretariat, Jaipur. Phone:0141-2227399(O) 9829480205-Sh.Daya Ram</p> <p>4. Sh.Madhusudan Sharma, Deputy Secretary (Administration). Education Department Phone:0141-2227724</p> <p>5. Dr. Kalyan Hironi, Officer on Special Duty (OSD),Education (Gr. IV) Department, Govt. of Rajasthan, Phone: 0141-2227017, 9413352467(M)</p>
26.	Sikkim	<p>1.Sh.G.B. Niraula, Joint Director(Examination), Ministry of Human Resource Development, Department of Higher Education,</p> <p>2.Ms. Diki Topden, Deputy Director(Examination) Human Resource Development, Govt. of Sikkim</p>
27.	Tamilnadu	<p>1.Sh. K. Ganeshan , Secretary Higher Education Government of Tamil Nadu Phone 044-25670499</p> <p>2.Under Secretary Government Public(Foreigners) Department, Government of Tamilnadu, Chennai</p>
28.	Tripura	<p>1. Smt. B. Basfore, Deputy Secretary to the Govrt of Tripura, Agartala, Tel:0381-2326041-224(EPBX)</p> <p>2. Sh.Dinesh Chandra Sarkar, Deputy Secretary to the Govt. of Tripura, Agaartala Tel:0381-2324001/0381-2324002</p>
29.	Uttar Pradesh	<p>1. Sh.Jagdev Singh, Special Secretary, Government of Uttar Pradesh</p> <p>2. Shri P.N.Yadav, Special Secretary, General Administration Deptt. Government of Uttar Pradesh</p>

		<p>3.Sh.Ramanand Prasad, Joint Secretary, Deptt. of Higher Education 0522-2238001 Extn.3041, 09936043902-Sh.Srivastava</p> <p>4.Sh.Ramkinker Mishra, Under Secretary, Deptt. of Higher Education, Government of Uttar Pradesh, 0522-2238001 Extn.3967</p> <p>5.Sh.Shanti Nath Mishra, Deputy Secretary, General Administration Deptt., Government of Uttar Pradesh 09415014247-(M)</p> <p>6.Sh.Om Prakash Mishr, Under Secretary, Department of Higher Education, Govt of Uttar Pradesh, 0522-2238001 Extn.3202</p> <p>Department of Higher Education, Government of UP., Lucknow, Tel: 0522 2238001 Extension 3202, Fax: 2238287</p>
30.	Uttrakhand	<p>1.Sh.K.S.Bisht, Under Secretary, General Administration Deptt.</p> <p>2.Sh.Lalit Mohan Arya, Deputy Secretary, General Administration Deptt,</p> <p>3.Sh.N.S.Dungariyal, Under Secretary, General Administration Department, Government of Uttrakhand, Tel: 0135-2712802</p> <p>4.Sh.Santosh Badoni, Under Secretary, General Administration Deptt., Uttrakhand</p>
31.	West Bengal	<p>1. Smt. Bani Bhattachariya, Section Officer, Home(Foreign & NRI's) Department, Government of West Bengal</p> <p>2. Sh. Khokan Sen, Section Officer, Home (Foreigners' & NRI's) Department Govt. of West Bengal</p> <p>3. Sh.A.K.Shah, WBCS(Exe), Joint Secretary to the Government of West Bengal, Home(Foreigners' & NRI's) Department, Phone:2214-3187</p> <p>4. Sh.Pradip Kumar Datta, Section Officer, Home (Foreigners & NRIs) Deptt. Govt. of West Bengal,</p>

Specimen Signature of Branch Secretariat

1.	Chennai	<p>1. Ms.Sumathi Ravichandran, Director & Head of Branch Secretariat,</p> <p>2. Sh.T.V.Ganesan, Section Officer,</p>
2.	Hyderabad	<p>1. Sh.Ravi Shankar Aisola, Joint Secretary, Branch Secretariat</p> <p>2. Sh.D.V.N. Rao, Section Officer</p>
3.	Kolkata	<p>1.Dr. R. Siva Kumar, Director, Branch Secretariat</p> <p>2.Sh.Debashish Biswas, Administrative Officer,</p> <p>3. Sh.Pradip Kumar Datta, Section Officer,</p> <p>4. Sh.Ashim Kumar Saha, Assistant</p>
4.	Guwahati	<p>1. Sh.T. Armstrong Changsan, Head of Branch Secretariat</p>