

# Miscellaneous Consular Services

## IMPORTANT NOTICE :

All Consular payments should be made **only** through **VFS Global Ltd** bank account number.

**Embassy shall not be responsible for any erroneous deposit or payment into our account.**

### 1) **Police Clearance Certificate (PCC):**

Requirements for PCC:

Duly filled online PCC Application form as per entries in the passport (Please follow below mentioned link for the online application).

<https://mportal.passportindia.gov.in/mission/>

- (a) Original Passport & good quality color photocopy of inside cover pages and other relevant pages of the passport.
- (b) In case of change of Indian address other than address mentioned in the passport, one good quality color copy of supporting document should be enclosed.
- (c) Copy of valid Swiss resident permit (color photocopy).
- (d) Affix one recent passport size (35 mm x 45 mm) photograph.
- (e) Copy of payment receipts of Service Fee and Consular Surcharge.

### 2) **Attestation of Power of Attorney (related to Property Matters):**

Requirements for attestation of Power of Attorney (Property Matters)

Duly filled Miscellaneous Services Application form and affix one recent passport size (35 mm x 45 mm) photograph.

[https://www.indembassybern.gov.in/pdf-download/Passport\\_Misc\\_En\\_Hindi.PDF](https://www.indembassybern.gov.in/pdf-download/Passport_Misc_En_Hindi.PDF)

- (a) Original Passport and photocopy of inside cover pages and other relevant pages of the passport.
- (b) Copy of valid Swiss resident permit.

- (c) Original Power of Attorney needs to be signed **before the Consular Officer at the Embassy. Furnish information exactly in the manner especially the name as per entries in the passport.**
- (d) Copy of Attorney / Nominee's passport or copy of identity and address proof (in case of non-availability of passport).
- (e) Copy of payment proof/receipts of Service Fee and Consular Surcharge.

### **3) Power of Attorney (other than Property Matters):**

Requirements for attestation of Power of Attorney (other than Property Matters)

Duly filled Miscellaneous Services Application form and affix one recent passport size (35 mm x 45 mm) photograph.

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- (a) Original Passport & photocopy of inside cover pages and other relevant pages of the passport.
- (b) Copy of valid Swiss Resident permit.
- (c) Original Power of Attorney needs to be signed **before the Consular Officer at the Embassy. Furnish information exactly in the manner especially the name as per entries in the passport.**
- (d) Copy of Attorney / Nominee's passport or copy of identity and address proof (in case of non-availability of passport).
- (e) Copy of payment details/receipts of Service Fee and Consular Surcharge.

### **4) Attestation of Affidavit / Sworn-in Affidavit**

Requirements for attestation of Affidavit

Duly filled Miscellaneous Services Application form and affix one recent passport size (35 mm x 45 mm) colour photograph.

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- (a) Original Passport & photocopy of inside cover pages and other relevant pages of the passport.
- (b) Copy of valid Swiss Resident permit.
- (c) Original Affidavit needs to be signed **before the Consular Officer at the Embassy.**

- (d) Copy of payment details/receipts of Service Fee and Consular Surcharge.
- (e) A covering letter should be attached clearly mentioning the purpose of the attestation.

### **5) Attestation of copy of Indian Passport / OCI Card**

Requirements for Attestation of copy of Indian Passport / OCI Card

Duly filled Miscellaneous Services Application form and affix one recent passport size (35 mm x 45 mm) photograph.

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- (a) Original Passport / OCI Card & photocopy of inside cover pages and other relevant pages of the passport / OCI card.
- (b) Copy of valid Swiss resident permit except Swiss nationals.
- (c) Copy of payment receipts of Service Fee and Consular Surcharge.
- (d) A covering letter should be attached clearly mentioning the purpose of the attestation.

### **6) NR1 Certificate**

Requirements for NRI Certificate:

NRI Certificate is issued to those Indian Nationals / OCI card holders who have stayed more than 182 days abroad in a particular financial year.

Duly filled Miscellaneous Services Application form and affix one recent passport size (35 mm x 45 mm) colour photograph.

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- (a) Original Indian Passport / OCI card and Foreign passport alongwith photocopy of the pages with arrival / departure immigration stamps.
- (b) List of their entry/exit into / from India to confirm length of total stay in foreign country during a particular financial year.
- (c) Copy of valid Swiss resident permit and copy of **Swiss address proof**.
- (d) A letter detailing the purpose of requirement for the NRI Certificate.
- (e) Copy of payment receipts of Service Fee and Consular Surcharge.
- (f) Copy of family tree to establish first degree relationship of family members (For sponsoring the student education)

## **7) Certificate for Date of Birth based on Indian passport :**

Requirements for DOB certificate:

Duly filled Miscellaneous Services Application form and affix one recent passport size (35 mm x 45 mm) photograph.

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- (a) Original Passport & photocopy of inside cover pages and other relevant pages of the passport.
- (b) Copy of valid Swiss resident permit and copy of **Swiss address proof**.
- (c) Copy of payment details/receipts of Service Fee and Consular Surcharge.
- (d) A letter detailing the purpose of requirement for the birth Certificate.

## **8) Attestation of Commercial Documents :**

Requirements for attestation of the Commercial Documents:

- (a) The commercial documents are required to be first attested (Apostilled) by the Chancery of State of Canton within the **Consular jurisdiction of the Embassy of India, Berne** and then to be submitted in **duplicate (Original and photocopy)** for attestation.
- (b) If attestation is also required on the 'Address Proof or 'Copy of Swiss/Foreign passport' of the applicant, the same procedure, as above, should be followed.
- (c) **A covering letter should be attached clearly mentioning the purpose of the attestation.**
- (d) Copy of Company's registration certificate (Handelsregister).
- (e) Copy of payment receipts of Service Fee and Consular Surcharge.

## **9) Attestation of Documents issued by Swiss Authorities :**

Requirements for attestation of Documents issued by Swiss authorities:

- (a) The original document(s) are required to be apostilled by the Chancery of State of Canton (Staatskanzlei), within the **Consular jurisdiction of the Embassy of India, Berne**.

- (b) Photocopy of inside cover pages and other relevant pages of the passport.
- (c) Copy of valid Swiss resident permit except Swiss nationals.
- (d) Copy of Swiss address proof.
- (e) Copy of payment receipts of Service Fee and Consular Surcharge.
- (f) A covering letter should be attached clearly mentioning the purpose of the attestation.

**10-A) Life Certificate: (Service Fee: Gratis)**

Requirements for attestation of the Life Certificate **(for pensioners)**

Duly filled Miscellaneous Services Application form and affix one recent passport size (35 mm x 45 mm) colour photograph.

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- (a) Original Passport & photocopy of inside cover pages and other relevant pages of the passport.
- (b) Copy of valid Swiss resident permit except Swiss nationals.
- (c) Original and one photocopy of the Life Certificate in the Format prescribed by the concerned Bank / Institution to be **signed before the Consular Officer at the Embassy.**
- (d) **Copy of Pension Paper/Book of the applicant.**
- (e) The applicant may directly approach with all the above mentioned documents to Embassy.

**10-B) Life Certificate: (Service Fee: Chargeable)**

Requirements for attestation of the Life Certificate **(General purpose)**

Duly filled Miscellaneous Services Application form and affix one recent passport size (35 mm x 45 mm) colour photograph.

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- (a) Original Passport & photocopy of inside cover pages and other relevant pages of the passport.

- (b) Copy of valid Swiss resident permit except Swiss nationals.
- (c) A letter detailing the purpose of requirement for the Life Certificate.

**11) Attestation of affidavit for Single / Marital status:**

Requirements for attestation of affidavit for single / marital status:

- (i) Single/Marital-Status Certificate or any other such related documents may be issued by Authorities in India only. Accordingly, applicants may approach a competent court/ SDM having jurisdiction of the area of their residential address. This can be in the form of a certificate/ affidavit notarized by SDM which is required to be counter-attested by the Home Department of the State concerned.
- (ii) The above-mentioned Certificate or Decree counter-attested by the Home Department of the State concerned shall thereafter be got attested/apostilled from the Consular, Passport and Visa Division of the Ministry of External Affairs New Delhi or its Branch Secretariats and Regional Passport Offices where such facilities are available.
- (iii) The above mentioned documents once attested by the above authorities as mentioned in above Para can be submitted for attestation service along with the following documents:

**Applicant requires to fill an affidavit & signed before the Consular Officer at the Embassy.**

Duly filled Miscellaneous Services Application form and affix one recent passport size (35 mm x 45 mm) photograph.

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- (a) Original Passport & photocopy of inside cover pages and other relevant pages of the passport.
- (b) Copy of valid Swiss resident permit.
- (c) Copy of payment receipts of Service Fee and Consular Surcharge.
- (d) A covering letter should be attached clearly mentioning the purpose of the attestation.

## **12) Sworn Affidavit for obtaining Child's Passport in India**

Requirements for attestation of Affidavit for obtaining Child's Passport in India:

Duly filled Miscellaneous Services Application form and affix one recent passport size (35 mm x 45 mm) photograph.

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- (a) Original Passport of the parent working in Switzerland
- (b) Photocopy of inside cover pages and other relevant pages of the passport.
- (c) Copy of valid Swiss resident permit,
- (d) An Affidavit is to be signed **before the Consular Officer at the Embassy.**
- (e) Photocopy of child's birth certificate.
- (f) Copy of the parent's passport who is applying for child's passport in India.
- (g) Copy of payment receipts of Service Fee and Consular Surcharge.

## **13) Attestation of Salary Certificates:**

Requirements for attestation of Salary Certificate: -

Duly filled Miscellaneous Services Application form and affix one recent passport size (35 mm x 45 mm) photograph.

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- (a) Photocopy of inside cover pages and other relevant pages of the passport.
- (b) Copy of valid Swiss resident permit.
- (c) The original Salary Certificate is to be apostilled by Chancery of State of Canton (Staatskanzlei) within the Consular jurisdiction of the Embassy of India, Berne.
- (d) Copy of payment receipts of Service Fee and Consular Surcharge.
- (e) A covering letter should be attached clearly mentioning the purpose of the attestation.

#### **14-A) Attestation of Academic Degree/ Certificate/ Mark Sheet issued in India**

Requirements for attestation of Academic Degree / Certificate/ Mark Sheet:

Duly filled Miscellaneous Services Application form and affix one recent passport size (35 mm x 45 mm) photograph.

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- (a) Original Passport & photocopy of inside cover pages and other relevant pages of the passport.
  - (b) Copy of Valid Swiss resident permit.
  - (c) A covering letter should be attached clearly mentioning the purpose of the attestation.
- I.** If original Degree / Certificate /Mark Sheet is to be attested: Such original Degree / Certificate should be duly attested by the General Administration Department of the concerned State/ Ministry of Human Resource Development, Government of India and the Attestation Cell/ Consular Section, Ministry of External Affairs, New Delhi.
- II.** If a true copy of the degree / certificate is to be attested: Copy of the degree/ certificate is required to be submitted along with the original of the Degree/Certificate duly attested by the General Administration Department of the concerned State and the Attestation Cell/ Consular Section, Ministry of External Affairs, New Delhi.

#### **14-B) Attestation of Marriage Certificate / Birth Certificate issued in India**

Requirements for attestation of Marriage Certificate for marriages performed in India .

Duly filled Miscellaneous Services Application form and affix one recent passport size (35 mm x 45 mm) photograph.

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- (a) The original of the Marriage Certificate / Birth Certificate duly attested by the concerned State Government & Apostilled by the Ministry of External Affairs, New Delhi.
- (b) Copy of valid Swiss resident permit.



- (c) Photocopy of inside cover pages and other relevant pages of the passport.
- (d) A covering letter should be attached clearly mentioning the purpose of the attestation.

**15) Registration of death of Indian National:**  
(Service Fee: **Gratis** & Consular Surcharge **Gratis** )

- (a) Original Indian passport of the deceased.
- (b) Copy of death registration certificate issued by Swiss authorities.
- (c) Cause of death certificate from authorized medical doctor/ hospital.
- (d) Cremation certificate (in case of mortal remains cremated in Swiss).
- (e) Copy of passport or any identification/address proof of informer / family member / friend of deceased.
- (f) If required any other extra document can be requested by the Embassy.
- (g) Applicant can submit all documents to the Embassy directly.

**16) Transportation of mortal remains of Indian nationals to India :**

The following documents are necessary for **PUBLIC HEALTH CLEARANCE** of Human Remains:

1. Death Certificate issued by the Health Department and International Death Certificate clearly mentioning the cause of death.

If the cause of death is mentioned as Cardio-respiratory arrest/natural death/pending to be ascertained after post-mortem/not possible to clearly mention the exact cause of death due to some unavoidable reasons - then in all such situations, the Health Department is required to issue a certificate stating the person has not died because of the infectious / communicable / notifiable disease".

2. Embalming Certificate.

THE ABOVE CERTIFICATES HAVE TO BE IN ENGLISH OR TRANSLATED IN ENGLISH BY THE AUTHORIZED TRANSLATOR. [The documents would be attested by the Embassy.]

3. **Original Passport of the deceased (required to be cancelled at the Embassy).**
4. Flight details.
5. Facilitation letter/other required certificates will be issued by the Embassy to enable transport of a dead body to India. Original document along with one set of copies are required to submit in person at the Embassy after scheduling an appointment.

**Note:** The above documents in original (with English translation where required), photocopy of the documents and passport of the deceased are required to be presented to the Health Officer at the airport for clearance.

#### **Check list of Documents: -**

1. **International death certificate** (Auszug aus dem Todesregister)
2. Doctor's certificate. (Arztliche Todesbescheinigung)
3. Embalming certificate.
4. Certificate from the undertaker confirming that the packing of body is in accordance with international regulations.
5. Clearance of Swiss authorities for release of mortal remains. (Leichenpass)
6. Letter pertaining to shipment of mortal remains.
7. Original Indian Passport of the deceased (If original is not available, submit proper reason)
8. If required any other extra document can be requested by the Embassy.

#### **Details of all Consular fee for Miscellaneous Services** **(Fee will be submitted to VFS account and not to Embassy's account)**

Sl.No.	Consular services	Service fee (CHF)	ICWF (CHF)	VFS service charges (CHF 18 per service)
1.	Police Clearance Certificate	22.00	2.00	18.00
2.	Attestation of Power of Attorney (property matters)	18.00	2.00	18.00

<b>3.</b>	Attestation of Power of Attorney (other than property matters)	<b>18.00</b>	<b>2.00</b>	<b>18.00</b>
<b>4.</b>	Attestation of Affidavit/Sworn- in Affidavit	<b>9.00</b>	<b>2.00</b>	<b>18.00</b>
<b>5.</b>	Attestation of copy of Indian Passport / OCI card	<b>9.00</b>	<b>2.00</b>	<b>18.00</b>
<b>6.</b>	NRI Certificate	<b>22.00</b>	<b>2.00</b>	<b>18.00</b>
<b>7.</b>	Certificate for Date of birth based on Indian passport	<b>22.00</b>	<b>2.00</b>	<b>18.00</b>
<b>8.</b>	Attestation of Commercial documents	<b>44.00</b>	<b>2.00</b>	<b>18.00</b>
<b>9.</b>	Attestation of documents issued by Swiss Authorities	<b>18.00</b>	<b>2.00</b>	<b>18.00</b>
<b>10.A</b>	Life Certificate ( <b>for pensioners</b> )	<b>0.00</b>	<b>0.00</b>	<b>Not applicable</b>
<b>10.B</b>	Life Certificate (General purpose)	<b>22.00</b>	<b>2.00</b>	<b>18.00</b>
<b>11.</b>	Attestation of affidavit for Single status/Marital status	<b>9.00</b>	<b>2.00</b>	<b>18.00</b>
<b>12.</b>	Sworn Affidavit for child's passport to be issued in India	<b>9.00</b>	<b>2.00</b>	<b>18.00</b>
<b>13.</b>	Attestation of Salary certificate	<b>18.00</b>	<b>2.00</b>	<b>18.00</b>
<b>14. A</b>	Attestation of Academic Degree/Certificate/Mark Sheet issued in India	<b>18.00</b>	<b>2.00</b>	<b>18.00</b>
<b>14. B</b>	Attestation of Marriage Certificate/Birth Certificate issued in India	<b>18.00</b>	<b>2.00</b>	<b>18.00</b>
<b>15.</b>	Registration of Death of Indian national	<b>0.00</b>	<b>0.00</b>	<b>Not applicable</b>