

**Procedure for availing various consular services at HCI Mauritius is as follows-**

- i. Registration and creation of user ID on the website <https://indianconsularservices.mea.gov.in/>
- ii. Using User ID, applicant can apply for the required service. User can also avail multiple services with the same User ID.
- iii. On selection of the service, the required documents for availing the services need to be uploaded by the applicant on the portal. Applicants can also view the required documents and fees even without registering for the service.
- iv. On successful submission of the documents, an electronic acknowledgment will be received by the applicant.
- v. After scrutiny of the documents by the High Commission, the applicant will receive a confirmation for payment of fees.
- vi. On receipt of the confirmation mail, applicant is required to visit High Commission of India (Consular Section) along with following documents.
  - (a) Copy of confirmation mail or application ID stating with MUSP2XXXXXXXXXX.
  - (b) Original as well as copy of the Passport of the applicant. In case of marriage certificate copy of passport of his/her spouse is also required.
  - (c) EDB letter regarding requirement of birth certificate/Copy of Valid Business visa page of the Passport & Employment letter issued by employer/Resident Permit or work permit.
  - (d) Fess in cash only.

**Note:-**

1. Memorise or note down user id/password till the issuance of the birth certificate as it may be required at later stage also.
2. Ensure that documents size should be than 200 KB.