

Implementation of the 'Apostille' Convention

With India's accession to the Hague Convention of October 5, 1961 abolishing the requirement of legalization of foreign public documents (www.hcch.net) Government of India, Ministry of External Affairs at CPV Division, Patiala House has started issuing Apostilles w.e.f. August 29, 2007.

Apostille stickers will be issued on the documents – personal documents like birth certificate, death certificate, affidavits, power of attorneys, marriage etc and educational documents like degree, diplomas, matriculation and secondary level certificates. However, commercial documents are excluded from the purview of the Convention.

Procedure:

All documents 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 now opened Regional Authentication Centers (RACs) ([see list below](#)) at various States from where the document should first be attested. Documents attested by these authorities then need to be presented to MEA for issue of Apostilles.

Procedure link: <https://www.mea.gov.in/apostille-menu.htm>

Fee:

A fee of Rs. 50/- in form of Postal/Pay Order drawn in favour of PAO, MEA, New Delhi is payable for each Apostille sticker.

For further information the following may be contacted:

1. Section Officer (OI)
Ministry of External Affairs,
CPV Division, Patiala House Annexe,
Tilak Marg, New Delhi – 110001
Email: sooi@mea.gov.in
2. Under Secretary (Ext. & OI)
MEA, CPV Division
Telefax: 23070486
Email: usexoi@mea.gov.in
3. Joint Secretary (Consular)
MEA, CPV Division
Telephone No: 23388015 / Fax: 23388385
Email: jscons@mea.gov.in
4. Joint Secretary (CPV)
MEA, CPV Division
Telephone No.: 23387104
Fax: 23782821
Email: jscpv@mea.gov.in

Regional Authentication Centers (RACs)

1.	Kerala	(i). Shri K.S. Gopinathan Nair, Regional Authentication officer, Lotus villa, Sasthamangalam, Thiruvananthapuram Tel: 0471-5575212 (O)
		(ii). Shri N.K. Raveendran, Additional Secretary, Govt. of Kerala, 40/9210-A, Dorai Swami Iyer Road, Ernakulam, Tel: 0484-5583832, 5583834 (O)
		(iii). Shri. P.A. Esak, Joint Secretary, GAD, Govt. of Kerala, 2nd Floor, CDA Building, Zamorin's Square, Railway Station Link Road, Kozhikode Tel: 0495-2304882, 2304885 (O)
2.	Karnataka	Shri. H.C Nagendra, Deputy Secretary / Shri M.S. Mahanteshaiah, Under Secretary, Home Department, Passport and Foreigners, Room No.220, IInd Floor, Vidhana Soudha, Bangalore, Tel: 080-22092540, 22092371 (O)
3.	Maharashtra	Smt. Seema Dhanderi, Joint Secretary, Shri. Kotwal, Tel: 25375529 School Education and Sports Department, 4th Floor Mantralaya Annexe, Mumbai-400032 Tel: 02222024237 (O), 24367773 ®
4.	Andhra Pradesh	Shri.K. Bikshamaiah, Joint Secretary (GPM & AR) Shri M.A. Ghaffar, Joint Secretary (AIS), General Administration Department, Old Reception Hall, Near Old Gate, A.P.Secretariat Buildings, Hyderabad Tel: 040-23454823 (O)
5.	Tamil Nadu	Public (Foreigners) Department, Near Chief Secretary Officer, Old Building, Third Floor, Chennai-9
6.	Punjab	(i) Smt. Joginder Kaur/Shri. Bakshi Ram, Under Secretary, Department of Non- Resident Indian Affairs, Government of Punjab, Ground Floor, Mini Secretariat, Sector-9, Chandigarh. (ii) Dr. Atamjit Singh, Deputy Director (Colleges), Director of Public Instruction © Punjab, Chandigarh.

7.	West Bengal	Shri. A.K. Barua, Section Officer, Home (Foreigner & NRI), Shri.C. Raychaudhuri, Joint Secretary, (Home Deptt.) Department Writers Building, Kolkata-700001 Fax: 22145479
8.	Goa	(i) Dr. Bhaskar G. Nair, Director of Higher Education. Government of Goa, Junta House, 2 nd Lift, 5 th Floor, Panaji, Goa. Tel: 2425582/85, Fax: 2425582, Mobile: 9822802572 (ii) Dr. Colsa Pinto, Director of Education, Government of Goa, Panaji-Goa. (iii) Shri. Aleixo F da Costa state Director of Craftsmen Training, Sharma Shakti Bhavan, 3 rd floor, Patto Plaza, Panaji, Goa 403001 (iv) Dr. Chandrasekhar, Director, Directorate of Technical Education, Alto Prvorim Goa, Tel: 0832-2413571, Fax: 2413571
9.	Rajasthan	(i) Dr. O.P. Gupta, Officer on Special Duty (OSD), Department of Higher Education, Room No 203, 2nd Floor, Main Building, Government Secretariat, Rajasthan, Jaipur Tel:0141-2227017(o) 9829132131(Mobile), 0141-2227017 Residence Address Dr.O.P.Gupta, F-40, Vaishali Nagar, Jaipur (Rajasthan) (ii)Shri Madhusudan Sharma Tel: 0141-2227724(O),9950999703(Mobile), 0141-2227395 (Fax) (iii) Shri K.K. Singhal Tel: 0141-2227399 (O), 0141-2351535(R),
10.	UT of Chandigarh	(i) Smt Kamla Bains, District Education Officer, UT, Sector-42, Chandigarh (ii) Sh. Gulzar Singh, Deputy Director Adult Education, UT, Sector-42, Chandigarh
11.	Meghalaya	Smt. R V Suchiang, IAS, Commissioner & Secretary, Education Department, Government of Meghalaya, Shillong
12.	Bihar	Sri Gopal Ji, Dy. Director, Higher Education, Human Resource Development Deptt. Govt of Bihar, Patna (for Magadh University, Bodh Gaya) (ii) Veer Kunwar Singh University, Ara (iii) Tilka Manjhi Bhagalpur University, Bhagalpur. 2. Sri Vijay Kumar Himanshu, Dy. Director,

		Higher Education for Patna University 3. Sri Sunil Kumar, Dy. Dir. Higher Education for (a) Baba Saheb Bhim Rao Ambdekar Bihar University, Muzaffarpur (b) Jai Prakash University, Chapra. 4. Sri Suryadeo Kumar Paswan, Asstt. Dir. Higher Education for (a) Lalit Narain Mithila Univeristy, Darbhanga (b) Bhupendra Narain Mandal University, Madhepura (c) Kameshwar Singh Darbhanga Sanskrit University, Darbhanga
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13.	M.P	Smt. S. Khandate, Under Secretary, Higher Education Deptt. Direcotorate of Higher Education, Satpura Bhwan, Bhopal, Madhya Pradesh-462004
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14.	Mizoram	Shri R.Malsawrna, Under Secretary, Higher & Technical Education Department, Govt of Mizoram.
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15.	Jammu & Kashmir	(i) Shri R.K.Sharma, Special Secretary to Government, Technical Education Department, J & k, Civil Sectt. Jammu/Srinagar. Tel: (J) 0191-2546284, (K) 0194-2485765, 941940855(M) (ii) Prof. (Dr) Ali Mohammad Mir, Principal, SP. College, M.A.Road, Srinagar (J&K), Fax: 0194-2476828, Mob-9419010839, Residental Address- Chandpora, Harwan, Srinagar, Kashmir191123, Tel: 0194-2462156. (iii) Prof. Vijay Kotwal, Principal C.G.M. Sc. College, Jammu
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16.	Dadra and NagarHaveli, UT	(i) Shri V C Pandey, Director of Education, and (ii) Shri D Balalah, Assistant Director of Education, (Admin) of the Administration of Dadra and Nagar Haveli, UT, Silvassa.
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17.	Sikkim	Mr G.B.Niraula, Joint Director (Examination) and Miss Diki Topeden, Deputy Director (Examination) Human Resource Development, Govt. of Sikkim, Gangtok, Sikkim
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18.	NCT of Delhi	Shri. D.M Khaneta, Addl. D.E (Co-ordination) Tel: 23814541(0)
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19.	U.P	Mr.P.N. Batham
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		Tel: 00522-2237918,2238113/3135 Shavkar Aggarwal, Tel:2238414, 0522-2238113, (M)9337349739 Fax: 0522-2235594
20.	Orissa	(i) Shri B.C. Jena, Spl. Secy, Home Deptt. (ii) Sh. Tarun Kanti Mishra, Prin. Secy Asstt. To Spl. Secy. Tel: 0674-2322512 Fax: 2238113, Mobile:09839077600
21.	Himachal Pradesh	Secy (Edu)- Himachal, Mr. P. Mishra Tel: 0177-2621894
22.	Haryana	Higher Education Commissioner/Director Higher Education, Haryana in respect of Certificate(s)/degree(s) issued by Universities situated outside the State of Haryana (ii) Registrar of the concerned University in the State which has issued the certificate (s)/diploma(s)/degree(s). (iii) Director Secondary Education, Haryana in respect of certificate(s)/diploma(s)/degrees issued by National Open School, Central Board of Secondary Education, ICSE or any other State Board of Education in the country (iv) The Secretary Board of School Education, Haryana, Bhiwani in respect of Matriculation and 10+2 certificates issued by it or by the Haryana Open School.
23.	Uttrakhand	(i) K.S. Bisht, Under Secy. GED (ii) Shri N.S. Dungariyal Tel: 0135/2712802-Secy, GAD, Mr. M.s.Khan Ramesh Rawat Fax: 2712096 (ARO)
24.	Puducherry	Dr. Jayanta Kumar Ray, Director, Fax: 0412-2254590, (0) 0413-2257831
25.	Gujarat	Shri.J.L.Patel, D.S Shri.S.M.Mistry, U.S. GAD, Sachivalaya, Gandhinagar, Gujarat.