

Sworn Affidavit for issue of passport to a minor child residing in India

(A) Overview:

This Affidavit is required to be submitted at the concerned Passport Office in India when both parents or either of the parents is/are applying for his/her/their child's passport in India and the other parent/both parents is/are in the United Kingdom. Through this Affidavit, the parent (s) in the United Kingdom certifies / certify that he/she/ they has/ have no objection for a passport being issued to his/her/their minor child in India. For this service, applicants have to apply in person only.

(B) Documents Required:

- a) Online Appointment:** Once the online uploaded documents are scrutinised and verification done by the Consulate General of India, Birmingham, **applicant needs to choose an appointment date through user dashboard on eSewa portal and secure online appointment for consular service before visit in-person** to submit the document for requested consular services.
- b) Dully filled Miscellaneous Application form** with one recent passport size photograph of the applicant/s (preferably 2"X2" on Matte Paper) affixed. For Miscellaneous Application Form please visit the link 'Forms for Consular Services - <https://cgibirmingham.gov.in/page/display/68/101>
- c) In case of Indian Passport Holders:** Valid passport in original and one set of self-attested copy of first two and last two pages of the passport and the page (s) containing passport officer's observation(s) (if any) and self-attested copy of current valid **UK eVisa** which shows an online record of individual's immigration status in the UK. Applicant must be UK resident.
- d) In case of Other Passport Holders:** Valid passport in original and one set of self-attested copy of the passport page(s) containing personal particulars of the passport holder.
- e) Address Proof:** Original and one copy executant's /applicant's proof of address. Any of the following self-attested documents viz. copy of utility bill (telephone bill/electricity bill/gas bill/water bill or Council Tax bill) or Driving License or lease deed of residence etc. where the applicant's UK address is clearly mentioned, should be provided.

- f) **Visa Status:** All applicants other than British Passport holder need to submit a self-attested copy of current valid **UK eVisa** which shows an online record of individual's valid immigration status in the UK. Applicant must be UK resident.
- g) **Sworn Affidavit** in prescribed format (for Format of Sworn Affidavit, please visit the link 'Forms for Consular Services' <https://cgibirmingham.gov.in/page/display/68/101> duly filled in by the parent (s) living in the United Kingdom. The Sworn Affidavit needs to be signed by the parent(s) before the Consular Officer. Applicant has to fill separate form for each child.
- h) **Fee: £10.00 (Pounds Ten only).** Fees will be accepted in **CASH only**, Credit/Debit card or other banking instrument will **NOT** be accepted.
- i) **Processing Time:** Normally, same day, however, if unforeseen technical reasons occur, services can be delayed till those problems are resolved.

(C) Procedure (How to apply on eSewa portal)

Please refer list of documents required mentioned above for Sworn Affidavit before starting the process to register and upload the listed documents on the eSewa (eCCSS) portal, it is mandatory for the applicant to register on the below mentioned eCCSS portal **before in-person visit to the CGI, Birmingham to submit and sign the documents before the consular officer.**

Once you are ready with all required document to apply for Consular Service, please click on below mentioned link and the system will redirect you to eCCSS portal:

<https://indianconsularservices.mea.gov.in/consularServices/>

Please check the required documents, fees, etc. for particular Consular service without registering on eCCSS portal. Once you are sure that you would like to avail particular consular service please follow the below steps.

- Signup and create your account using the New User Tab.
- Activate your account using OTP received on your registered email ID.
- Please login into your account and apply for the required service.
- Users can also avail multiple services with the same account.
- After selection of the service, please **upload the necessary documents** on eCCSS portal, link:

<https://indianconsularservices.mea.gov.in/consularServices/>

- **All the documents to be uploaded on the eSewa portal must of size less than 200 KB and in required format (pdf/jpeg/any other if required).**
- On successful submission of the documents, an electronic acknowledgment will be generated, which the applicant can print after logging in to his/her account.
- After scrutiny of the documents by the Mission, the applicant will receive confirmation for payment of fees, which can be seen in the dashboard of his/her account.
- **Appointment:** After scrutinising the application by the Mission, the applicant needs to **choose an appointment date for document/fee collection through user dashboard on eSewa portal** and secure online appointment for consular service before visit Consulate General of India, Birmingham in-person with all original and copies of documents to submit and sign before the consular officer at the Consular Counter, CGI, Birmingham for requested consular services.
- The applicant has to check the status of the application periodically through user dashboard on eSewa portal.
- **Fees:** When the applicant visit the CGI, Birmingham in-person with prior appointment, he/she needs to bring all original and copies of supporting document as mentioned in service-wise document list., specified fees must be paid **in CASH** only at the Consular Counter, CGI, Birmingham. Personal Cheques, Credit or Debit Cards or any other Banking Instruments will not be accepted. Please try to tender exact fee amount. All fees are non-refundable.
- For any technical help (e.g. issues like sign up, log in), the user can mail to eSewa support email ID (support-eccss@nic.in). However, for any non-technical help (e.g. sending of documents/ appointment availability, list of required documents, service/application status etc.), the consular office of the Mission should be contacted by email to inf.birmingham@mea.gov.in
- The Mission reserves the right to reject attestation of documents, if the contents are considered objectionable or contrary to the Rules.

The original copies of the documents will be matched and verified with the uploaded documents before providing consular service to the applicant.

[Apply for Miscellaneous Consular services eCCSS portal:](#)

<https://indianconsularservices.mea.gov.in/consularServices/> [\(please click here\)](#)

Please note: CGI, Birmingham has no agents for rendering these services and applicants.