

# GUIDELINES FOR MISCELLANEOUS CONSULAR SERVICES

*Through e-SEWA (Indian Consular Services System)*

## 1. Introduction

- The Embassy of India, Paris has implemented e-SEWA (Indian Consular Services System) for miscellaneous consular services.
- All applicants are required to submit applications online through the portal.

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

## 2. Mandatory Process

1. Fill the application online through e-SEWA
2. Upload all required documents
3. Submit the application and take a printout
4. Wait for scrutiny and further instructions from the Embassy
5. Visit the Embassy only if required / upon appointment confirmation
6. Collect the final document from the Embassy in person

### Key Reminders

- Applications are accepted online only
- Payment is to be made in cash at the Embassy
- Applicants may be required to visit the Embassy for verification of original documents

## 3. Important General Instructions

- Carry original documents along with self-attested copies at the time of visit
- Ensure the application is complete and correctly filled before submission
- Incomplete applications will not be accepted
- All details entered must exactly match the passport

### Mandatory Data Verification

- Applicants must carefully verify the following before submission:
  - Date of Birth — must exactly match the passport
  - Full Name — including middle name, if mentioned in the passport

**⚠ Any mismatch in name or date of birth may lead to rejection or delay of the application.**

### 3A. Action on Objected Applications (e-SEWA)

- If your application has been objected to in e-SEWA, carefully review the objection remarks provided.
- Upload the required/corrected document(s) as specified in the objection.
- Click "Resubmit to Mission" on the e-SEWA portal to resubmit your application online.
- Once resubmitted, the application will be processed from the Embassy end.
- Applicants need not visit the Embassy unless specifically instructed after resubmission.

**⚠ Do not create a new application for an objected file. Always use "Resubmit to Mission"**

on the same application.

## 4. Contact Details Requirement

- Applicants must provide a valid local French contact number in the application.
- This is essential for:
  - Clarifications regarding the application
  - Document verification queries
  - Appointment and processing updates
- Applications without valid contact details may face delays in processing.

## 5. Service-Specific Clarifications

### A. Certificate of Concordance

- If the First Name or Surname is not available, enter "XXX" in the respective field.
- Do not leave any mandatory field blank.

### B. Passport-Based Birth Certificate

- This certificate is issued strictly based on passport details.
- Ensure the full name (including middle name) exactly matches the passport.
- Ensure the date of birth exactly matches the passport.

### C. Certificat de Coutume (New Born Cases)

- For newborns, select "Coutume for New Born" — do NOT select the general Coutume option.
- Apply through the e-SEWA portal only.
- After processing, applicants may directly visit the Embassy to collect the certificate.

## 6. Power of Attorney (PoA) — Mandatory Guidelines

### Application Process

- Apply through e-SEWA portal under the Attestation / PoA category.
- Submit the application online and attend the Embassy in person on the scheduled date.

### Execution Requirements

- The applicant must sign the document in front of the Consular Officer.
- Two witnesses are mandatory.
- Witnesses must:
  - Provide a valid passport (original + self-attested copy)
  - Provide proof of address
  - Be physically present at the Embassy during execution

### Important Restrictions

- Blood relatives cannot be used as witnesses.
- Witnesses must not be beneficiaries of the PoA.

### Document Requirements

- Each page of the PoA must be properly numbered and signed by the applicant.

- The document must be printed on both sides.
- Blank pages are not accepted.

**⚠ Failure to comply with PoA guidelines may result in outright rejection of the document.**

## 7. Document Upload Guidelines (e-SEWA)

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- File size: Maximum 200 KB per document.
- File names must not contain any special characters.
- Upload only clear and fully legible documents.
- Ensure all documents are valid and not expired.

## 8. Appointment and Visit Guidelines

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- Visit the Embassy only when instructed or upon confirmed appointment.
- Ensure all documents are complete and in order before visiting.
- Each appointment is time-bound; incomplete cases may not be processed during the visit.

## 9. Collection of Documents

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- Final documents and certificates must be collected in person from the Embassy.
- Applicants will be informed when the document is ready for collection.

## 10. Important Notes

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- e-SEWA is applicable for miscellaneous consular services only.
- e-SEWA does NOT apply to Visa, Passport, or new Birth Registration services.
- Additional documents may be requested after scrutiny on a case-to-case basis.

## 11. Advisory to Applicants

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**Applicants are strongly advised to:**

- Carefully select the correct service category before filling the application.
- Double-check all entries before final submission.
- Follow all document format requirements strictly.
- Keep a copy of the submitted application printout for reference.
- Monitor e-SEWA for any objections and use "Resubmit to Mission" if required.

**⚠ Failure to comply with these guidelines may lead to delay or rejection of your application.**