

# Attestation/Affidavit/POA/GPA Services

## A. Attestation of Indian Documents

Following documents can be attested by the Consulate:-

- a. Educational Documents - Issued by Educational Institutes in India
- b. Indian Marriage Certificate
- c. Indian Passport
- d. PAN Card
- e. Indian Driving License
- f. OCI Card
- g. Any other document issued by Indian Authorities

**IMPORTANT: Consulate reserves the right to verify the documents from the issuing authority in India on case to case basis. In such cases, it may entail time beyond the normal timeline.**

### Check-List of Documents:-

1. Duly filled in Miscellaneous application form ([Click here](#))
2. Document to be attested should be provided with Original and one photocopy
3. Passport copy of the person to whom the document belongs
4. Copy of the Visa/Resident Permit
5. City Registration (Meldenbischungung)
6. Receipt of Fee deposited ([Fee details- Click here](#))

For Bank Transfer ([Click here](#))

[For Submission of application at the Consulate: \(Click here\)](#)

- Processing Time: 05 working days from the date of receipt of application in the Consulate.

## B. Attestation of German Documents

Following documents can also be attested by the Consulate:-

- German Ausweis (Identity Card)
- German Passport
- **Commercial Documents** (Please refer Section C below for more information)
- Salary Statement issued by German employer
- Telephone Bills by local German authority/company
- Any other document issued by German Authority

**IMPORTANT: It is mandatory to get the above documents notarized and attested by the District Courts (Landgerichte)/ Regierungspraesidium in the states of Bavaria or Baden-Wuerttemberg before submitting it to the Consulate.**

**Check-List of Documents:-**

1. Duly filled in Miscellaneous application form ([Click here](#))
2. Copies of the document(s) to be attested should be notarised and attested by the District Courts (Landgerichte). Another copy of the document be sent for the record of the Consulate
3. Passport/ID copy of the applicant
4. Copy of City Registration (Meldebescheinigung) (**This is not required for commercial documents**)
5. Receipt of Fee deposited (**Fee details- [Click here](#)**)

For Bank Transfer ([Click here](#))

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## **C. Procedure for attestation of commercial documents**

**Attestation of Trade/Commercial documents or issue any certificate ‘country of origin etc.’, pertaining to exports from foreign country to India.**

1. Commercial Documents to be attested for submission in India, are required to be first attested by the concerned German District Courts (Landgericht) of the applicant’s and to be submitted to the Consulate.
2. Attested copies of the document by the German District Courts (Landgericht) then to be submitted in duplicate (original and photocopy) along with the copy of passport/ ID of the applicant for attestation in the Consulate.
3. Attestation fee of Euros 48.00 including ICWF for each document.
4. The procedure for completion of attestation of document takes 3-5 working days after receipt of documents and payment of requisite fees in the Consulate.

**Note: (a) Please note that the Consulate would attest only the seal and signature of the District Court and not the contents of the document. Also, the Consulate will attest the Seal and Signature of the District Courts (Landgericht) which are within the jurisdiction of CGI Munich (Free State of Bayern & Baden-Württemberg).**

**(b) Consulate shall only attest the English translation of German documents.**

[For Submission of application at the Consulate: \(Click here\)](#)

## **D. PoA / GPA/ Public Affidavit/ Undertaking /Sponsorship Letter by Indian Nationals**

Consular Officer on behalf of the Consulate performs the notarial act of certifying a deed, contract or other documents including Power of Attorney (PoA). The Consular officer only **verifies the signature of the applicant** in respect of residents in the **states of Bavaria and Baden Wuerttemberg**.

1. The executor can give PoA to his/her family members, relatives, friends to perform a particular action on his/her behalf in India.
2. The names, contact address, telephone numbers and signatures of two witnesses known to the executor may be provided in the POA, However, for attestation purposes, witnesses' presence or Photo ID cards are not required at the Consulate.
3. A Power of Attorney can also be issued by joint applicants for which only one PoA should be prepared on which both applicants will put their signatures in presence of Consular Officer in the Consulate.
4. Indian nationals can prepare the PoA with the help of their lawyer/legal expert on a plain paper. The PoA is not necessarily to be made on a stamp paper, while the executor is residing abroad. Indian Nationals are not required to authenticate the power of attorney from local authority.
5. The Consulate reserves the right to reject attestation of documents the contents of which are objectionable or contrary to the Rules.
6. Only Indian nationals holding Indian passports can avail this service. Persons of Indian origin holding PIO/OCI or erstwhile Indian nationals may kindly see Section D of this Page.

**Applicant (s) presence is mandatory for attestation of PoA Public Affidavit, as he/she has to sign in front of the Consular Officer/Person authorised by Consulate. ([Click here for appointment](#))**

### **Documents required:**

1. Duly filled in Miscellaneous application form ([Click here](#)) along with a photograph pasted on it
2. Original and photocopy of PoA which needs to be attested (both the copies need to be ink-signed preferable in blue ink in front of Consular Officer)
3. Original Passport and Copy of passport (first and last page). Without original passport this service cannot be availed.
4. Copy of valid residence permit/visa (for Indian nationals)
5. Copy of City Registration (Meldebescheinigung)
6. Receipt of Fee deposited (**Fee details- [Click here](#)**)

For Bank Transfer ([Click here](#))

**Processing Time:- 05 working days from the date of receipt of application in the consulate.**

## **E. PoA/Affidavit for Foreign Nationals**

Foreign nationals can also prepare the PoA on a plain paper with the help of any lawyer/legal expert. However, before submitting it, the PoA is mandatorily required to be **notarized and attested by the district Court in the states of Bavaria or Baden-Wurttemberg** before attestation.

### **Documents required:**

1. Duly filled in Miscellaneous application form ([Click here](#)) along with a photograph pasted on it
2. Original and photocopy of PoA which needs to be attested
3. Copy of City Registration (Meldebescheinigung)
6. Receipt of Fee deposited (**Fee details- [Click here](#)**)

For Bank Transfer ([Click here](#))

[For Submission of application at the Consulate: \(Click here\)](#)

- Processing Time: 05 working days from the date of receipt of application in the Consulate.

## **F. Life Certificate**

To obtain a Life Certificate for pension purposes, the personal appearance of the applicant with the following documents at the Consulate is necessary:

1. Duly filled in Miscellaneous application form ([Click here](#))
2. Life certificate proforma, given by the Indian bank/authorities may please be filled beforehand. It has to be signed in the presence of Consular Officer of the Consulate.
3. Original Passport and self-attested copy of the first and last page of the passport.
4. Copy of the Visa/Resident Permit
5. City Registration (Meldenbescheinigung)
6. Fee: Gratis for pensioners and for others attestation fees will be charged.

(For fee details- [Click here](#))

**For Bank Transfer ([Click here](#))**

**For any query related to Attestation/PoA please write at [attest.munich@mea.gov.in](mailto:attest.munich@mea.gov.in) . In case you do not get a reply within 7 days. please write at [cons.munich@mea.gov.in](mailto:cons.munich@mea.gov.in).**