Power of Attorney and Attestation of Affidavits

Attestation of powers of attorney, wills and legal affidavits requiring notarisation or stamping by the Embassy.

Fee	CLP 20.300 for Indian passport holders; CLP 21.200 for OCI card holders. Always check the latest fee schedule: www.indianembassysantiago.gov.in/fee-schedule.php
Processing time	Usually 1–2 days from receipt of all documents.

> Power of Attorney and attestation of affidavits are applied for **online on the MEA e-Sewa portal**. No document will be accepted without the online application. See the steps below.

Documents required

- Copy of the Indian passport or e-OCI of the applicant. If you were an Indian national earlier but do not have an OCI card, this service cannot be provided: first get an e-OCI issued.
- The executant of the power of attorney or affidavit must appear in person and sign the document in the presence of the consular staff or officer. If you cannot come in person, write a notarised letter to the Consular Officer explaining the reason. The Embassy is not responsible for the content of such documents and is not legally responsible for them in any way.
- Copy of RUT/RUN.
- Misc. Consular Service Application Form. Affix a photograph on the form: 2 inches × 2 inches (5 cm × 5 cm), white background.
- Original passport or OCI card, for identity verification if you come in person.
- Two copies of the affidavit, power of attorney, will etc. to be attested (one is kept for office records, one is returned after authentication).

Take full precautions when furnishing affidavits, powers of attorney or wills for attestation, and take all necessary measures to prevent impersonation.

Apply on the MEA e-Sewa portal

When you have the complete set of documents, apply on the MEA e-Sewa portal. No document will be accepted without the online application.

1. Go to indianconsularservices.mea.gov.in/consularServices/. Register by selecting “New User” at the top right and create a user ID and password.
2. Log in with the credentials you created.
3. Go to “Online services” in the right-side panel and choose “Apply for services”.

4. Select country “Chile” and mission “Santiago”.
5. Select the service: “Power of Attorney (or the applicable service)”.
6. Fill in the details.
7. Select “Next” and upload the documents.
8. Save and continue, tick “I agree” and select “Submit to Mission”.
9. Make the payment if you have not already done so. Print, scan or download the payment slip and send it to cons1[dot]santiago[at]mea[dot]gov[dot]in. Choose offline mode, bank transfer, and confirm.
10. Print the acknowledgement slip and bring or send the complete application with all original documents to the Embassy.

How to pay

Only electronic transfers are accepted. Cheques, money orders, credit cards, debit cards and cash are not accepted.

A/C Number	102784
Bank name	Banco Santander
A/C Type	Cuenta Corriente
RUT	69.903.100-3
A/C Name	Embajada de la India
Destination email	cons1[dot]santiago[at]mea[dot]gov[dot]in

Please attach a copy or screenshot of the payment to your application. Fees once received will not be refunded under any circumstances, even if the application is withdrawn or the case does not qualify for the service.

Where to submit

In person: Consular Section, Embassy of India, 971 Alcántara, Las Condes, Santiago (Chile), ZIP Code 7550427. 10:00 AM to 12:30 PM, Monday to Friday, except official holidays.

By post or courier: 971 Alcántara, Las Condes, Santiago (Chile), ZIP Code 7550427, Mail Box 10433, Santiago. Use a courier service with tracking and keep the tracking numbers (also for the return courier).

The Embassy of India will not accept any responsibility if a courier is lost, misplaced, damaged or delayed.

Printable version: Power of Attorney and Attestation of Affidavits PDF