

Embassy of India, Santiago
Consular Wing

Other Consular Services

1. All applications submitted to the Embassy of India should have attached a bank receipt showing that the required fee amount (**as mentioned in the Fee Schedule**) has been deposited in the Embassy of India's Bank Account which is as follows:-

Name of the Bank: BANCO SANTANDER,
Bank Account Number: 10278-4, RUT: 69.903.100-3,
E-mail- cons1.santiago@mea.gov.in

2. Please note that no cash/cheque/credit cards/ debit cards or any other form of payments will be accepted by the Embassy

3. It may please be noted that fees, once paid, will not be refunded, even if the application is withdrawn or service is denied/not rendered.

4. The online application to be filled-in and required documents uploaded before submitting your application (print out of filled in application along with copy of supporting documents) to the Embassy.

5. Please note that the any application which is incomplete in any way will not be accepted. Therefore, please check that you have filled in all columns correctly, signed wherever required, and attached all required supporting documents.

MISCELLANEOUS CONSULAR SERVICES

6. For miscellaneous consular services the applicants are required to fill-in the online application and upload the required documents visiting the e-SEWA Portal- <https://indianconsularservices.mea.gov.in/consularServices/>

7. Miscellaneous consular services and documents required :

Sl.No.	Consular Services	Documents required
1.	Attestation of Affidavit/Power of Attorney(POA)	1. Power of Attorney/Affidavit for attestation 2. Recent and clear photograph (5X5 cm) 3. Copy of passport(first and last pages)and valid ID/RUT 4. Residence/address Proof Note: The Power of Attorney/Affidavit is to be signed by the applicant before the Consular Officer
2.	Attestation of civil documents	1. Original and photocopy of the civil document to be attested. 2. Copy of passport(first and last pages)and valid ID/RUT 3. Residence/address Proof Note: The civil document(except copy of Passport) issued by the authorities in India will be attested by the Embassy, if it has already been attested by the MEA, New Delhi.

3.	Attestation of Trade/Commercial document/issue of certificate pertaining to export from foreign country to India	<ol style="list-style-type: none"> 1. Trade/Commercial document along with its english translation, duly apostilled by the Chilean foreign office/concerned Embassy. 2. Copy of passport and local ID/RUT 3. Residence/address Proof
4.	Attestation of Trade/Commercial Document exports from India to a foreign country	<ol style="list-style-type: none"> 1. Copy of Trade/Commercial document 2. Copy of passport(first and last pages)and valid ID/RUT 3. Residence/address Proof
5.	Attestation of Pension paper/Life Certificate	<ol style="list-style-type: none"> 1. Original Pension document 2. The Life certificate for attestation. The applicant need to personally submit the application 3. Copy of passport(first and last pages)and valid ID/RUT
6.	Registration of Birth	<ol style="list-style-type: none"> 1. Online registration of birth of child on the portal: https://indiancitizenshiponline.nic.in 2. Photograph of child 3. Duly apostilled Birth Certificate along with english translation 4. Copy pf passport/RUT of both Parents 5. Self sworn affidavit (NOC) from parents 6. Request letter
7.	Registration of Death	<ol style="list-style-type: none"> 1. Passport of deceased 2. Duly apostilled Death Certificate along with english translation 3. A letter from the next of kin of the deceased 4. Copy pf Passport/RUT of informant 5. Letter from Employer
8.	Solemnizing Marriage and Marriage registration certificate	<ol style="list-style-type: none"> 1. publication of notice of intended marriage in newspaper 2. Declaration by Bridegroom and Bride for Intended Marriage 3. Original Bachelorhood Certificate 4. Four latest colour photographs 5. Copy of passport(first and last pages)and valid ID/RUT
9.	International Driving Permit(IDP)	<ol style="list-style-type: none"> 1. Expired IDP, 2. Indian Driving License 3. Copy of passport and local ID/RUT 4. After obtaining the receipt, the applicant can directly apply for fresh issue of IDP through the portal www.parivahan.gov.in and upload the documents, including the receipt issued by the Embassy. On receipt of application through the portal, the Licensing authority shall issue the IDP after necessary verification and shall courier it directly to the address of applicant.
10.	NRI certificate	<ol style="list-style-type: none"> 1. Duly filled in Declaration form 2. Copy of passport 3. Copy of passport(first and last pages)and valid ID/RUT

8. The filled-in application along with self attested copy of Passport, RUT, Fee payment receipt and other relevant documents may be sent to the Embassy by Post or delivered physically. Fee schedule is available on the Embassy's website.

9. For attestation of Power of Attorney(POA)/Affidavit, the applicant is required to visit Embassy and sign over the document before the Consular Officer.

10. The attestation of foreign documents will be done only after the document got translated in english and apostilled by the Foreign Office/Embassy of the respective country.

11. The documents(except copy of Passport) issued by the authorities in India will be attested if the document already got attested from the MEA, New Delhi.

12. Renunciation of Indian Citizenship Procedure:

- i. Any Indian citizen can renounce his/her citizenship by making a declaration in the Form XXII specified in Rule 23 of The Citizenship Rules, 2009. The application Form has to be filled only on the online portal of MHA "<https://indiancitizenshiponline.nic.in>
- ii. The renouncer would fill all his/her details and upload relevant documents in above mentioned website, take a print-out and visit the Indian Embassy for interview, signing the declaration before the Consular officer and to submit the print-out of the application with supporting documents.
- iii. Separate application has to be filed for each applicant and the online form should be filled in Block/ Capital letters.
- iv. Once the application form is submitted online by the applicant, then no further modifications are allowed. Hence applicants are requested to verify the details carefully before submitting the online application form.
- v. MHA File Number would be generated automatically after the submission of online application and the same will be communicated to the applicant by e-mail. Applicant must keep note of it for tracking the status and refer this file number for any future correspondence.
- vi. If the applicant is unable to pay the prescribed fee online, he may pay the same in the Embassy s Bank account mentioned above. Fee Schedule is available on the portal.
- vii. Complete step by step instructions for filling a fresh online application, modifying a partially filled online application, printing an application submitted online may be referred at the website <https://indiancitizenshiponline.nic.in>
- viii. Applicant must take the print out of the online submitted application and personally submit the same at the Embassy along with original documents for further action.
- ix. Applicant will be provided acknowledgment in Form XXIII after his signed application/declaration is successfully uploaded by the Embassy. This may be sent to applicant through e-mail.

- x. The decision of the competent authority on declaration of renunciation of Indian citizenship shall be conveyed to the applicant through e-mail. On acceptance of the declaration by the Competent Authority, a signed Renunciation Certificate (RC) will be sent by post in due course of time.
- xi. Applicant may note the legal provision under section 8 of the Citizenship Act, 1955 which provides that where a person ceases to be a citizen of India on renunciation of citizenship under section 8 (1), every minor child of that person shall thereupon cease to be a citizen of India, however, such child may, within one year after attaining full age, can make a declaration in the prescribed form and manner that he wishes to resume Indian citizenship.
- xii. A person who has ceased to be Indian citizen is required to surrender the documents which he had acquired on the basis of his Indian citizenship (e.g. Voter ID Card etc) to the authorities concerned.
