

AUTHENTICATION OF DOCUMENTS BY FOREIGNERS BRANCH

EXISTING SYSTEM

- Applicant first submits Application physically at this Branch along with Two photocopies of each documents to be authenticated
- FN Branch sends each of those documents to the respective issuing authority with a forwarding letter by Speed Post
- The Applicant comes again to this Branch to get the Tracking no. so that he/she may deposit Fees for verification in f/o the Document issuing authority (where applicable)
- After depositing such Fees, the applicant has to visit the Document Issuing Authority to have the confirmation of verification of documents.
- In cases, where there are no Fees, the Applicant has to visit the Document Issuing Authority for having the confirmation that the verification has been sent to FN Branch.
- After getting the confirmation that the verification report has been sent to FN Branch, the Applicant comes to this Branch with ORIGINAL document for getting the Authentication stamp affixed.

*The Applicant has to visit Foreigners Branch **3-4 times** and it takes lots of time*

NEW WEB APPLICATION and ONLINE PORTAL

STEP BY STEP USER GUIDE FOR APPLICANTS

1. Register through [online portal](#).
2. <https://easeapostille.wb.gov.in> Log in →
3. Fill up the Application Form after successful log in.
4. Upload scanned copy of every document to be authenticated

[Applicant will get Acknowledgement and confirmation of submission through SMS. He/she may take Print out of the Acknowledgement with unique ID]

5. Submit the Application Form

[All such submitted applications will be available at the Dashboard of online module at Foreigners Branch, which will be sent for verification to DIA]



- During each level of verification process the Applicant would get SMS reg. the status.
- The Payment levied by some of the DIAs could also be made through this portal. The following DIAs levy charges **FEES** for verification of documents:-

- REGISTRAR GENERAL OF MARRIAGES, WEST BENGAL Fees: Rs. 1000
- MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY Fees: Rs. 1000
- WEST BENGAL BOARD OF SECONDARY EDUCATION Fees: Rs. 200
- WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION Fees: Rs. 200

6. As the confirmation report is available on the Dashboard of the system at Foreigners Branch, the First Level User/User1 will check the verification status and submit it to the Admin.

[The Candidate will not only get SMS but also Acknowledgement at his/her Log In containing confirmation of authentication with request to visit Foreigners Branch with ORIGINAL document/s for Authentication sticker]

7. After completion of final verification, the candidate has to visit the Foreigners Branch, HHA Department with ORIGINAL DOCUMENT/S for endorsement. **(One time visit only)**
8. After checking the identity through acknowledgement, the ADMIN, Foreigners Branch, HHA Department will approve the Authentication. The endorsement status will be given on the reverse of the original document.
9. Now the document is ready for Apostille through MEA Branch Secretariat, Kolkata.

For detailed information on New User Registration and User ID Verification

[Click here](#)