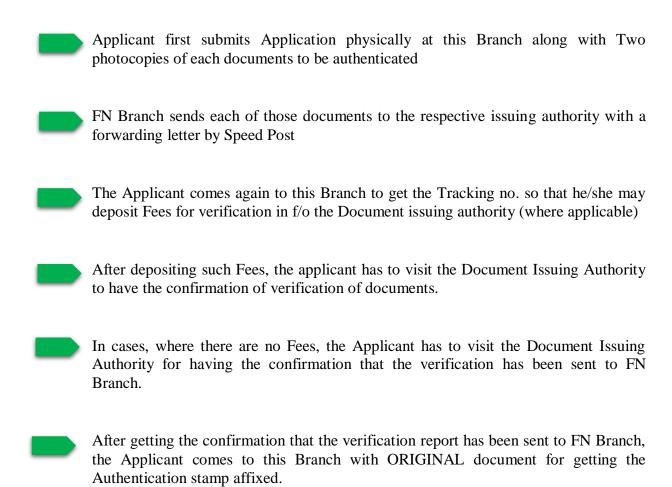
AUTHENTICATION OF DOCUMENTS BY FOREIGNERS BRANCH EXISTING SYSTEM



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 <u>FEES</u> 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.

