

Attestation, Authentication of documents, Apostle of internal validity

The Foreigners Branch provides services for Attestation and Authentication of ANY document issued by the Authority/organization/institute situated within the jurisdiction of the state of West Bengal. This Branch also provides authentication of only Educational documents/certificates issued by the Authority/University/Institutes/Board situated in other Indian states outside West Bengal.

Applicant who needs to get his/her document/s to be authenticated, may submit his/her application, *personally* or by authorized representative, written on plain A4 size paper, to The **ADDITIONAL SECRETARY, HOME DEPARTMENT, FOREIGNERS BRANCH**, with the undermentioned address, mentioning the names of document/s and purpose for which the authentication is required, along with TWO photocopies/Xerox copies of each document/s to be authenticated.

**Home Department,
Foreigners Branch,
Government of West Bengal
Writers Buildings, Block-V, Ground Floor,
Kolkata-700 001**

On receiving the application, this Branch forwards the application and copy/copies of documents to the concerned issuing authority for verification of the genuineness of the documents. On the day the application is received, it is processed and sent to the Despatcher of Home Department by this Branch within the 2 (TWO) working days, for onward transmission of the forwarding letter by ordinary post. The issuing authorities send the report to this Branch after realizing Fees as and where admissible.

After receipt of the satisfactory/favourable report from the issuing authority on the genuineness of the documents, this Branch endorses the respective certificate/s by giving stamp for authentication/attestation on the back side of the original document. For this purpose, the applicant or his/her authorized representative, has to come personally to this office along with the

original document/s. This part of the authentication is being done on the same day provided all the reports are received by the Foreigners Branch.

Next, the applicant has to go to the undermentioned office for apostle of each of the authenticated document.

**Ministry of External Affairs,
Branch Secretariat,
2, Ballygunj Park Road, Kolkata-700 019.**

For further details, visit this Branch or call 033-2254-4091.