



1. Documents submitted for attestation must first meet the following criteria:

(1). All Indian documents must bear a signature or seal of Ministry of External Affairs, Patiala House, Tilak Marg, New Delhi.

For the attestation from MEA, please visit website

<https://www.attestation-embassy.com/>

(\*\*\*Authentication of documents: All original documents/copies requiring attestation or Apostille should be first authenticated by the designated authorities of the State/Union Territory from where the document has been issued.)

(2). All Nepalese, Bangladeshi, Bhutanese documents have to be attested by their Ministry of Foreign Affairs, then attested by their respective Embassy/High Commission in New Delhi.

2. All applicants must fill in the application forms for document authentication and enclose a copy of the applicant's photo IDs (passport, driver's license, election commission card, etc), or certificates of incorporation, if the applicant is a corporation, or organization of other nature.

For the document which is not a original one, the original copy should be show at our counter, after checking it will be returned immediately. If the original copy can not be shown at our counter for some reason, the photocopy of the original document will only be attested provided there is stamp from any Notary relating authority mention that the photocopy has been checked the same as original.

3. Authorization letter (in original) would be required for the agent in case the applicant opts not to personally come to TECC to apply for authentication, or when corporations, organizations of other nature authorize their employees to apply for document authentication. The agent who comes to TECC on behalf of the applicants would be required to supply a copy of photo ID as well.

4. If a Chinese translation is needed, please have it done by oneself or a translator. This office does not offer translation service.

5. For the verification and facilitation of attestation, all the document need to be attested by the Local authority or Notary of the origin at the first place. For example, the document produced from Uttar Pradesh, should be attested firstly by U.P. authority or Notary, and be sent to MEA for attestation. A document which lacks of the attestation of its authority of origin won't be accepted.