

**Consulate General of India  
Belfast**

**Life Certificate for pension purpose or for any other purpose**

**(A) Overview:**

An individual who requires a Life Certificate for the purpose of drawing pension in India (or if an individual is required to produce Life Certificate before authorities in India for any other purpose) may apply for this service. **Applicant is required to visit the Consulate in-person and has to sign the Life Certificate before the Consular Officer.**

**(B) Jurisdiction:**

Consulate General of India, Belfast serves applicants residing in **Northern Ireland**.

**(C) Documents Required:**

**a) Online Appointment:** Once the online uploaded documents are scrutinised and verification done by the Consulate General of India, Belfast, **applicant needs to choose an appointment date through user dashboard on eSewa portal and secure online appointment for consular service before visit in-person to submit the document for requested consular services.**

**b) Dully filled Miscellaneous Application form** with one recent passport size photograph (preferably 2"X2") affixed. Only recent photographs of the applicant should be used wherever necessary. For Miscellaneous Application Form please visit <https://www.cgibelfast.gov.in/page/consular-forms/>.

**c) In case of Indian Passport Holders:** Valid passport in original and one set of self-attested copy of first two and last two pages of the passport and the page(s) containing passport officer's observation(s) (if any).

**d) In case of Other Passport Holders:** Valid passport in original and one set of self-attested copy of the passport page(s) containing personal particulars of the passport holder. Applicant is requested to carry one passport size photograph (preferably on Matte paper) to be pasted on the Life Certificate.

*The photograph of the applicant on the Life Certificate will be attested by stamping on the photograph. It is preferable to submit photograph printed on Matte paper and not Glossy paper as the stamp ink may fade/spread/erase on/from the photograph on glossy paper for which the Consulate will not be responsible once document is handed over to the applicant.*

**e) Address Proof:** Any of the following original and self-attested documents viz. copy of utility bill (telephone / electricity / gas / water / Council Tax bill) or Driving License or lease deed of residence etc. where the applicant's UK address is clearly mentioned, should be provided. Bank/credit card/mobile phone statements are **not** accepted as residence proof.

**f) Visa Status:** Self-attested copy of current valid **UK eVisa** which shows online record of individual's immigration status in the UK. Applicant must be UK resident.

**g) Original Pension Book** plus a photocopy should be provided, if the Life Certificate is required for pension purpose.

**h) For Other than pension purpose:** copy of the concerned document to be submitted duly self-attested. e.g., if it is for Power of Attorney (PoA)/LIC Policy, need to submit copy of PoA/LIC Policy or other document/s.

**i) Fee: Pension purpose:** Gratis (**Only £2.00** will be charged on account of Consular Surcharge) The fees will be accepted in **CASH only**, Credit/Debit card or other banking instrument will **NOT** be accepted.

**Other than pension purpose: £18.00 (Pounds Eighteen Only).** The fees will be accepted in **CASH only**, Credit/Debit card or other banking instrument will **NOT** be accepted

**j) Processing Time:** Normally, same day, however, if unforeseen technical reasons occur, services can be delayed till those problems are resolved.

**k) ONLY ONE COPY OF LIFE CERTIFICATE WILL BE ISSUED.**

**Please Note:**

- **The above are the general mandatory requirements. The applicant may be advised to submit some more documents, after scrutiny of the application and documents at the Consular Section, on a case-to-case basis.**
- **The applicant needs to appear in person with his/her valid passport and sign before the Consular Officer.**
- **If you are drawing pension from the Armed Forces, you may directly contact the Military Wing of the High Commission of India, London at Telephone number 2076323014 or email to [cons2.london@mea.gov.in](mailto:cons2.london@mea.gov.in) who will guide you.**

## **(D) Procedure (How to apply on eSewa portal)**

Please refer list of documents required mentioned above for Life Certificate before starting the process to register and upload the listed documents on the eSewa (eCCSS) portal. It is mandatory for the applicant to register on the below mentioned eCCSS portal **before in-person visit to the Consulate to submit and sign the documents before the consular officer.**

Once you are ready with all required document to apply for Consular Service, please click on below mentioned link and the system will redirect you to eCCSS portal:

<https://indianconsularservices.mea.gov.in/consularServices/>

Please check the required documents, fees, etc. for particular Consular service without registering on eCCSS portal. Once you are sure that you would like to avail particular consular service please follow the below steps.

- Signup and create your account using the New User Tab
- Activate your account using OTP received on your registered email ID.

- Please login into your account and apply for the required service.
- Users can also avail multiple services with the same account.
- After selection of the service, please **upload the necessary documents** on eCCSS portal, link:  
<https://indianconsularservices.mea.gov.in/consularServices/>
- **All the documents to be uploaded on the eSewa portal must be of size less than 200 KB and in required format (pdf/jpeg/any other if required).**
- On successful submission of the documents, an electronic acknowledgment will be generated, which the applicant can print after logging in to his/her account.
- After scrutiny of the documents by the Consulate, the applicant will receive confirmation for payment of fees, which can be seen in the dashboard of his/her account.
- **Appointment:** On receipt of confirmation for payment of fees, the applicant needs to **choose an appointment date through user dashboard on eSewa portal** and secure online appointment for consular service before visiting Consulate General of India, Belfast in-person with all original and copies of documents to submit and sign before the consular officer for requested consular services. Please print and bring the appointment slip with you.
- The applicant has to check the status of the application periodically through user dashboard on eSewa portal.
- **Fees:** When the applicant visit the Consulate in-person with prior appointment, he/she needs to bring all original and copies of supporting document as mentioned in service-wise document list., specified fees must be paid **in CASH only**. Personal Cheques, Credit or Debit Cards or any other Banking Instruments will **not** be accepted. Please try to tender exact fee amount. All fees are non- refundable.
- For any technical help (e.g. issues like sign up, log in), the user can mail to eSewa support email ID ([support-eccss@nic.in](mailto:support-eccss@nic.in)). However, for any non-technical help (e.g. sending of documents/ appointment availability, list of required documents, service/application status etc.), the Consulate should be contacted by email to [cons.belfast@mea.gov.in](mailto:cons.belfast@mea.gov.in).
- The Consulate reserves the right to reject attestation of documents, if the contents are considered objectionable or contrary to the Rules.

The original copies of the documents will be matched and verified with the uploaded documents before providing consular service to the applicant.

[Apply for Miscellaneous Consular services eCCSS portal:](https://indianconsularservices.mea.gov.in/consularServices/)  
<https://indianconsularservices.mea.gov.in/consularServices/> (please click here)

**Please note:** Consulate General of India, Belfast has no agents for rendering these services to the applicants.

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