

PRESS RELEASE

Documents to be produced by Indian parties in foreign countries or before foreign missions in India have to be **attested** by the State Government **before** the Government of India in the Ministry of External Affairs and the foreign missions concerned attests them. **Attestation** by the State Government is necessary to enable the Government of India's officials and officers of foreign missions in India or abroad to recognize the seals and signatures on the documents. In this State, the Joint Secretary or the Additional Secretary to Government in the General Administration Department are at present authorized to authenticate the seals and signatures appearing on certificates and documents issued by the executive authorities and courts. The individuals can submit their applications for attestation, after getting them duly notarized, only when foreign governments insist for such attestation.

The GOI in Ministry of Human Resource Development, have prescribed new procedure for **authentication** of educational certificates. As per the new procedure, the Government of India have empowered State Government to ***authenticate Educational certificates*** only. As far as the documents other than Educational Certificates are concerned the State Government may continue to ***attest*** the same if it was being done prior to the decentralization. The GOI has requested the State Governments to give wide publicity in this regard so that people do not suffer for lack of information.

Based on the guidelines of the GOI the following new guidelines are prescribed for authentication of educational certificates and attestation of other certificates / documents.

INSTRUCTIONS FOR FILLING UP OF APPLICATION FORM FOR AUTHENTICATION OF EDUCATIONAL CERTIFICATES DIPLOMAS/ DEGREES AND ATTESTATION OF OTHER CERTIFICATES / DOCUMENTS (for use of the applicant)

1. An application for authentication of educational certificates and an application for attestation of other certificates / documents can be obtained from the counter at Old Gate Reception of AP Secretariat. Timings for submission of application for Authentication / Attestation : 12:00 Noon to 02:00 PM on all working days.
2. The application form for authentication of educational certificates can be downloaded from the official website of the State Government (www.aponline.gov.in or www.gad.ap.gov.in) or can be got photocopied / printed for use.
3. Normally it is not necessary to get Board / University Certificates / Degrees authenticated. This application needs to be made only when it is insisted by the foreign countries proposed to be visited for the purpose of higher education / employment.
4. The authentication needs to be done only prior to departure and getting visa. It is not advisable to get authentication done either for searching for employment or in anticipation of getting jobs abroad.
5. As a Rule these forms should be completed, signed and presented by the applicant himself/herself, to whom the documents belong, during the specified timings and he/she should be ready to give any clarification/produce relevant documents as may be required by the concerned staff at the Counter. In special circumstances, another person may fill in this form for outstation candidates, provided he/she is the applicant's spouse/close relative.
6. All certificates / degrees / diplomas issued by the Boards / Universities / Councils etc. within the area of Andhra Pradesh should first be got notarised by a Notary Public and then submit for authentication / attestation. A fee of Rs.50/- (Rupees Fifty only) per each certificate has to be paid in the form of Court Fee Stamp which has to be affixed in the backside of the application form.
7. The authentication / attestation on certificates / documents is essential for getting them endorsed by Ministry of External Affairs (MEA) and Embassies of concerned Countries located in India for use in abroad. Hence **a copy of Passport of the candidate should be enclosed with the application form and the original of which should be shown to the staff at COUNTER** for verification of copy. If application is submitted by a person other than qualification holder, copy of ration card, electoral card etc... of such other person has to be enclosed to

the form, as a proof of identity, besides showing the passport of the qualification holder.

8. The GOI in Ministry of HRD (Human Resource Development), Dept. of Secondary and Higher Education have **authorized the State Governments for authentication of educational certificates only**. As far as other documents are concerned, the State Government continue to " Attest" the same if it was being done prior to decentralization. Accordingly, the Authorized Officer of the State Government authenticates only educational certificates and **attests** the other certificates / documents.
9. Since May 2005, the Government of Andhra Pradesh has been authenticating educational certificates issued in Andhra Pradesh. Hence, such authenticated certificates need not be submitted to Ministry of Human Resource Development (MHRD) for authentication again and instead should be submitted to Ministry of External Affairs(MEA), Consular Section, Patiala House, New Delhi and Embassies of concerned Countries located in India for counter signature / endorsement.
10. Before authenticating / attesting any document, the Department reserves the right to get it verified from the concerned issuing authority.
11. In case the certificates / documents submitted for authentication / attestation are found to be fake - which is a crime punishable under relevant law – action will be taken against all concerned under the provisions of the relevant Act.
12. Authenticated / Attested certificates / documents have to be collected by the applicant only on the next working day between 12.00 to 2.00 PM from the same counter. In the absence of applicant, certificates will be returned on the basis of authorization letter along with acknowledgement slip. It may be noted that due to exigencies of work or for any other unforeseen reasons, the Department may not be in a position to return the certificates / documents specifically on the dates mentioned in the acknowledgement slip and in which case the applicants may get the revised date endorsed on the acknowledgement slip for collection of certificates.
13. The applicants are advised to contact only the authorized staff members of the Department for any clarification / assistance for getting their certificates / documents attested / authenticated.

**THE FOLLOWING EDUCATIONAL CERTIFICATES ARE ACCEPTABLE
FOR AUTHENTICATION**

- 1) All original educational certificates viz. SSC / Intermediate / Degree / Diplomas including Engineering and Medical / Nursing / Pharmacy, etc. issued by the Boards / Universities / Councils / Institutions within the area of Andhra Pradesh.

In case of Doctors / Nurses / Pharmacists etc. it is necessary to submit photocopy of the Registration Certificate, original of which should be shown for verification of the photocopy.

Normally, mark sheets are not authenticated. Only the final qualification is authenticated. In the case of students going abroad for higher studies mark sheets / transcripts can be authenticated if proof is submitted for having got admission / call letter from an educational institution abroad.

**THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE FOR
AUTHENTICATION**

- 1) Documents which have already been authenticated earlier by the Government of A.P.
- 2) Mutilated documents / Certificates
- 3) Degree certificates in English unaccompanied by Hindi / vernacular version or vice-versa where certificates are issued in more than one language.
- 4) Provisional certificates other than those issued by a University / Board / Council.

Provisional certificates, which are awarded by University/Board/Council, which are for courses completed two or more years earlier are not generally authenticated, if:

- i. a letter/certificate is produced from the University/Board concerned that it has not issued the original certificates for that particular course so far, and the provisional certificate is genuine.
- ii. The mark-sheet in original is also produced with such provisional certificate and letter/certificate from the University.

If the provisional certificate is signed by the Principal of college, it should be countersigned by the Registrar of the University to which the college is affiliated.

- 5) Mark-sheets.
- 6) The Certificates issued by other States.
- 7) Certificates of Degrees / Diplomas issued by **Registered** / unrecognized/recognized **Private Educational Institutions**
- 8) Certificates obtained from **foreign Universities/ Institutions**
- 9) Thesis
- 10) Translations of Educational qualifications expressed in foreign languages
- 11) Certificates issued by Schools/Colleges including transfer certificates
- 12) Migration certificate, Special Certificate, Syllabus
- 13) Registration Certificates, Training Certificates
- 14) Date of birth certificate other than school leaving certificate etc.
- 15) Bona-fide student's certificate
- 16) Service/Experience certificates
- 17) Marriage Certificate
- 18) Correspondence between University/Board/Council etc.
- 19) Doctor's House Surgeon Certificates/ Internship Certificates
- 20) If more than one version of a degree/certificate has been issued by a University/Board/Institution in original, only one version will be authenticated.

THE FOLLOWING CERTIFICATES ARE ACCEPTABLE FOR
ATTESTATION

- 1) Date of Birth /Death Certificates, Marriage/Divorce certificates, Legal Heir certificate etc.. issued by competent authorities
- 2) Affidavits/Power of Attorney duly attested by notary and magistrate in order to get blood money, pension, insurance etc,, on the demand of foreign missions. GPAs which have been registered by the offices of Registrars/Sub -Registrar concerned, provided legal heir/family members or any other connected documents are to be produced.

THE FOLLOWING CERTIFICATES ARE NOT ACCEPTABLE FOR
ATTESTATION

- 1) Trust Deeds/Sale deeds duly registered by sub-Registrar concerned.
- 2) Affidavits/GPA duly attested by magistrate and notary regarding authorization to somebody abroad to settle one's marriage/no objection or settlement of one's marriage/ to deal property matters or to sell properties etc. or declaring that one's daughter/son is unmarried /having studied in other states/ having experience in Private firms etc. .

J.HARI NARAYAN
CHIEF SECRETARY TO GOVERNMENT

General Administration (I C) Department,
U.O. No. 70982/IC/2006-3, dated: 7 -10-2006.