

Who can apply for Authentication of documents through this portal?

Any Indian national whose permanent residence is in West Bengal and who has documents issued by any authority within the jurisdiction of this State may apply.

For Educational Documents: If any such resident of West Bengal has educational document/s from any University/Educational Institute outside West Bengal, he/she may also apply for authentication through this portal.

For Other Documents: Any applicant whose permanent residence is in West Bengal may apply for documents issued within the jurisdiction of West Bengal

Residents from outside West Bengal may apply for authentication through this portal if their documents are issued from Educational Institutions/other Organisations located in West Bengal.

Foreign national who has registered as a foreigner at any of the Foreigners Registration Offices in West Bengal may also apply for authentication of his/her documents issued by any authority within the jurisdiction of West Bengal.

Type of documents: Birth Certificate of a baby of a foreign couple, Marriage Certificate/Educational Documents/Police Clearance Certificate issued to the foreigner, etc.

How to apply through this portal?

First, the applicant has to register through this portal, by giving the basic details like Name and Mobile Number. After successful validation through OTP, registration will be done. The User ID & Password will be the Mobile No. and validated OTP. Then applicant may login through User Name and Password.

After login, the Applicant can submit New Application for authentication of documents in f/o himself/herself as well as for his/her minor child. More than one application may be submitted from any login as well as multiple numbers of documents may be submitted with a single application.

Points to be noted before proceeding for login:

1. Applicant shall first register online for the portal.
2. Applicant is required to carefully go through the USER MANUAL before filling the Application Form. All the necessary information should be entered correctly and any error should be avoided.
3. Clear scanned copies of necessary documents (for which authentication is/are required), photograph of the applicant, signature, Identity Proof (Passport) should be uploaded online in the mentioned format.
4. **All the Documents and Identity Proof must be uploaded in pdf format. However, Photo & Signature of the applicant shall be uploaded in jpg format.**
5. All the applications submitted successfully will go to the Users of Foreigners Branch. If any discrepancy is/are found the Online Application submitted by the eligible candidates, the Application will be revert back to Applicant's login for further edit and submission.

eASE – e-Authentication Service for Emigrants

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