

FEES for Authentication & Apostille

Foreigners Branch
Home & Hill Affairs Department

Foreigners Branch, Home & Hill Affairs Dept. does NOT charge any Fee for Authentication of documents.

FEES levied by Document Issuing Authorities for Verification of Documents:

Some Government Organisations within this State as well as outside the State of West Bengal, which issue documents to individual, take Fees for verification of those documents. When Foreigners Branch sends the documents to those Document Issuing Authorities, they levy Fees for verification of authenticity of documents.

Payment procedure of Document Issuing Authorities integrated with this portal for collection Fees for verification

In this Portal, there is facility to pay Fees for verification to some of those Document Issuing Authorities, while submitting Application for authentication. These Authorities are:

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| REGISTRAR GENERAL OF MARRIAGES, WEST BENGAL | Fees: Rs. 1000 |
| MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY | Fees: Rs. 1000 |
| WEST BENGAL BOARD OF SECONDARY EDUCATION | Fees: Rs. 200 |
| WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION | Fees: Rs. 200 |

Fees collected through Payment Gateway, will be credited directly to the Bank Accounts of the above named Document Issuing Authorities.

As the Applicant submits the application online through this portal, the Application will go to the Department User login of Foreigners Branch. The Department Users will scrutinize the Application, and then FORWARD it to the Internal Logins of the above authorities. When the Application is forwarded successfully, the PAYMENT LINK will be activated against the Document ID of the respective Application at the Login of the Applicant. SMS will also be forwarded to the registered Mobile no. of the Applicant. Then the Applicant has to complete the Payment through the Payment link accordingly.

Payment procedure NOT integrated with this portal for Document Issuing Authoritiesin West Bengal as well as in other States

Apart from these, there are other Document Issuing Authorities, mostly Universities/Educational Organisations (in West Bengal as well as outside West Bengal too) which may charge Fees for verification of documents.

UNIVERSITY CALCUTTA charges Fees for verification of authenticity of Educational Documents issued by the University. This Payment option for Calcutta University has NOT been integrated with this Portal. For Payment to University of Calcutta, the Applicant has to go through the following procedure:

****Payment is accepted by CALCUTTA UNIVERSITY through online system SBI COLLECT**

[**Procedure** :- Google> SBI COLLECT > EDUCATIONAL INSTITUTIONS > CALCUTTA UNIVERSITY > ONLINE PAYMENT > PAYMENT FOR MISC. FEES > CATEGORY (VERIFICATION OF EDUCATIONAL CAREER> Mentioning the Required data of the candidate of the candidate > payment through Net Banking > Debit or Credit Card or Payment in the SBI Bank Branch through downloaded challan and collect the receipt.]

It may be noted that this Payment procedure is not linked with the eAuthentication Portal of Foreigners Branch. The candidate has to complete the payment and intimate the University separately for processing the verification of documents.

For other Document Issuing Authorities.....

Before submitting application through this portal, Applicants are advised to contact the concerned Organisation directly or its website whether there is any Fee required for verification of documents issued by that Organisation.

eASE – e-Authentication Service for Emigrants