Verification of Indian Documents

Background information

Although India has acceded to the so-called Hague Apostille Convention of 5 October 1961, the Federal Republic of Germany has lodged an objection to India's accession, meaning that this convention does not apply between Germany and India. Germany does also not legalize Indian public documents. Consequently, Indian documents cannot be recognized for legal purposes in Germany through a simple formal certification. Instead, an Indian document is verified on a case-by-case basis through administrative assistance provided by the competent mission. Whether such a document verification is deemed necessary is at the discretion of the German authority to which the document is submitted.

This procedure was introduced to take into account the specific circumstances of the Indian document system and to enable a reliable assessment of the documents submitted. A document verification serves the purpose to verify the authenticity and accuracy of the content of Indian public documents submitted to German authorities. These include, in particular, civil status documents, educational certificates, or other official certificates.

Jurisdictions of the missions

Document verifications are carried out by the German missions in India, including the Embassy in New Delhi and the Consulates General in various regions of the country. Local jurisdiction is generally determined by the place of issuance of the documents to be verified. In other words, responsibility lies with the mission covering the region in which the document was registered or issued. The current place of residence of the concerned person is not relevant for determining jurisdiction. If the documents fall in the jurisdictions of several missions, all documents may be submitted for verification to any of the missions concerned.

Verification process

A document verification can only be initiated by a German authority. Private individuals cannot directly request a verification.

The authority (e.g. registry office, immigration office, a court) submits a request for administrative assistance to the competent mission.

Upon receipt of the request for administrative assistance, the documents are reviewed by the competent mission. To this end, the mission engages specialized service providers or local trusted lawyers. The verification generally covers both formal aspects and accuracy of content. In particular, the following is determined:

- whether the document was properly registered and issued,

- whether the information provided matches the entries in the relevant registers,

- whether there are any indications of inaccuracies or discrepancies.

The results of the verification are summarized by the competent mission in a final report and forwarded to the requesting German authority. The authority decides on the further use of the document in the respective proceedings.

Regardless of the outcome of the verification, stickers bearing a reference number are affixed to the verified documents; this allows authorities dealing with the document in the future to enquire about the result from the authority that originally requested the verification. This helps avoid unnecessary repeated verifications and the associated costs and efforts. Against this background, the requesting authorities are kindly asked to carefully retain the results.

Duration of the verification process

The processing time depends on the complexity of the case and may vary depending on the individual circumstances. As a general rule, the process takes approximately 4 months, depending on the mission.

Fees

There is a fee for conducting a document verification. The amount of the fee depends on regional circumstances and can be found in the information sheet of the respective mission (typically between 400 and 550 EUR, depending on the relevant mission).

As the amount has to be paid in UAE and the correct amount depends on the current exchange rate INR – EURO – UAE that will be communicated only on request once the process is initiated, please note that you will be informed about the correct amount once your documents have been pre-checked. The amount than has to be paid within a few days, before the verification process can been started.

In signing this document, I confirm, that I have been informed about the above. I am aware, that processing times can be delayed and additional costs may be charged. I also confirm, that I have received the **Information in accordance with the European General Data Protection Regulation (GDPR) regarding the necessity of transferring data to third countries**

_____	_____	_____
(Name)	(Place and Date)	(signature)

Attachments:

- **Information in accordance with the European General Data Protection Regulation (GDPR) regarding the necessity of transferring data to third countries**
- Reference information
- Confirmation of future employer

Attachment 1
Information in accordance with the European General Data Protection Regulation (GDPR) regarding the necessity of transferring data to third countries

Dear Certificate Holder,

The certificate you have submitted is to be verified by the German diplomatic mission in the country of issue, which is located outside the European Union.

For this purpose, your certificate will be sent to the relevant German diplomatic mission abroad. The mission will usually instruct a third party, e.g. a trusted solicitor, to verify the information contained in the certificate. In doing so, it may be necessary to pass on your certificate or the information it contains to other authorities or relevant individuals.

The protection of your personal data is important to us. Data transfers to third countries are carried out on the basis of Chapter V (Articles 44 to 50) of the GDPR, which has been in force in Germany since 25 May 2018. The legal basis for the transfer in this case is Article 49(1)(d) of the GDPR.

The transfer is necessary for important reasons of public interest. Important information for you:

Transferring authority: Federal Foreign Office

data controller: Consulate General of Germany in Dubai

Purpose of the transfer: Verification of documents

Type of data:

- Letter of employment
- School leaving certificates
- Educational documents

We hereby explicitly point out that, in this case of data transfer to third countries, the level of data protection in the third country has not been assessed by the European Commission in accordance with Article 45 of the GDPR, nor are there any appropriate safeguards within the meaning of Article 46 of the GDPR. It is therefore possible that the level of data protection in the third country is not equivalent to that provided by the GDPR.

It is not yet possible to determine how long your personal data will be stored. As a rule, the data is stored for 6 to 8 months.

As a data subject, you generally have the following rights:

- Right of access (Article 15 of the GDPR),

- Right to rectification (Article 16 of the GDPR),

- Right to erasure (Article 17 of the GDPR),

- Right to restriction of processing (Article 18 of the GDPR)

- Right to data portability (Article 20 of the GDPR),

- Right to object to processing (Article 21 of the GDPR).

You also have the right to lodge a complaint with a data protection supervisory authority regarding the processing of your personal data.

Attachment 2:

References in India:

Name	**Address**	**phone**	**relation (e.g. mother, father, sibling, previous employer)**
	House No: Street: Village/Town: VPO: PS:	Phone:	
	House No: Street: Village/Town: VPO: PS:	Phone:	
	House No: Street: Village/Town: VPO: PS:	Phone:	

Attachment 3:

Erklärung des zukünftigen Arbeitgebers

Firma: _____

Anschrift: _____

_____

Kontaktperson: _____

Ich bestätige hiermit, dass eine Einstellung der nachfolgend benannten Person als _____ beabsichtigt ist:

Name: _____

Vorname: _____

Geburtsdatum: _____

Geburtsort: _____

Geplanter Beschäftigungsbeginn: _____

Wir wurden darüber informiert, dass das Visumsverfahren regelmäßig zwischen 6 und 8 Monaten, in Einzelfällen auch einmal hierüber hinaus, andauern kann.

Wir bestätigen hiermit ausdrücklich, dass der angebotene Arbeitsplatz auch nach dieser Zeit weiterhin zur Verfügung stehen wird. Sollte es erforderlich sein, sind wir gerne bereit ergänzende Unterlagen und Informationen zu übermitteln.

_____	_____	_____
Name	Ort und Datum	Unterschrift/Stempel