



Attestation of documents / Certified copies

The German Consulate General in Kolkata can issue certified copies of original documents (*Kopienbeglaubigung / Beglaubigung von Abschriften*).

Appointment

Please book an appointment by writing to rk-s1@kalk.diplo.de.

Documents required

- valid passport
- **original** document(s)
Please note: a copy of a non-authenticated document **cannot** be certified!
- proof of residence in the jurisdiction¹ of the German Consulate General Kolkata (e.g. recent enrolment letter of a school, college or university, lease agreement, passport or Aadhaar card)

The Consulate can only make copies for documents up to A4 (210 x 297 mm). If the document is **larger**, please submit all the copies you need along with the originals. The submitted copies will then be certified.

Please arrange all original documents in the **order** you would like them to be in **before** submitting them at the counter.

Fee

The fee amounts to **23.97€ per document**.

Please note that the fee is to be paid in cash in Indian Rupees, calculated based on the Consulate's current official exchange rate.

If you are studying or intend to study at a **German university** and you can prove that you need to submit the certified copies to your university, you can obtain 3 sets of certified copies **free of charge**. As proof, please provide the following documents (to be submitted in addition to the documents listed above):

- copies of correspondence with the university
- copy of certificate of enrollment / registration with the university, if available
- if you are not yet enrolled: application sent to the university (including uni-assist form, if applicable)

Please note that if you do not submit these documents, the regular fee will be charged.

Please note:

1. Any person failing to present a proof of residence will not be attended.
2. The Consulate reserves the right to not attest the presented documents.
3. If the Consulate has doubt regarding the authenticity of any document, the attestation would only be possible after the documents have been verified. Please refer to our [website](#) for information related to verification of documents, including the additional charges.

¹ Jurisdiction: West Bengal, Bihar, Jharkhand, Odisha, Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland and Tripura.