



## **Information Sheet on the Verification of Indian Documents through Administrative Assistance**

Jurisdiction of the Consulate General in Mumbai:

**States:** Chhattisgarh, Goa, Gujarat, Madhya Pradesh, Maharashtra

**Union Territories:** Daman and Diu, Dadra and Nagar Haveli

The German diplomatic missions in India have determined that the conditions for the legalization of public documents from India are not met, leading to the suspension of the legalization process. Instead, Indian documents are now being verified through official or legal assistance for German authorities and courts, to serve as a decision-making aid for domestic agencies.

Due to the high volume of document verifications and the local circumstances, these verifications can only be carried out with the assistance of paid private investigation agencies or cooperating attorneys. The results of their investigations are evaluated by consular officers in a written statement, which is then forwarded to the requesting authority.

The cost for this process is currently approximately EUR 600 per application/procedure. Upon completion of the verification, the requesting authority will receive an electronic receipt for the assessment detailing the final and exact amount.

### **The following documents must be submitted as part of the administrative assistance request:**

- Original documents to be verified
- Copy of the passport and a passport photo of the person to be verified
- Addresses and contact information of family members
- Cost coverage declaration from the requesting authority
- Confirmation that the data protection briefing (GDPR) has taken place

All documents (including any photos) must be submitted in the original along with two unattached copies. Please note that it is the responsibility of your authority to conduct a data protection briefing according to GDPR regarding the necessity of data transmission to third countries. A sample of this briefing is attached to this information sheet. For the submission of documents, domestic authorities can use the courier service of the Federal Foreign Office:

**Auswärtiges Amt**

**Generalkonsulat Mumbai**

**Kurstraße 36**

**10117 Berlin**

The processing time is typically up to 6 weeks from the receipt of the complete administrative assistance request, plus an additional two weeks for postal and courier transit times each way. The Consulate General will confirm the receipt of the official assistance request. If an extended processing time is anticipated in a particular case, the requesting authority will be informed accordingly.

All information in this information sheet is based on the knowledge and assessments of the Consulate General at the time of writing. No guarantee can be given for its completeness and accuracy, especially in light of any subsequent changes.



## Information in accordance with the European Data Protection Regulation (GDPR) on the need to transfer data to third countries

Dear Sir / Madam,

The document you have submitted is to be checked by the German diplomatic mission or consular post in the country where the document was issued, which is outside the European Union.

For this purpose, as a rule, the Consulate General of the Federal Republic of Germany commissions a third party, e.g. a trustworthy lawyer, to check the information given in the document. For the same, it may be necessary to pass on your document or the information given in it to other authorities or natural persons involved.

The protection of your personal data is important to us. Data transfers to third countries are made on the basis of Chapter V (Articles 44 to 50) of the GDPR in force in Germany since May 25, 2018. The legal basis for the transfer in this case is Art. 49 (1) d) DS-GVO.

The transfer is necessary for important reasons of public interest.

Important information for you:

Transmitting agency: Federal Foreign Office

Purpose of the transfer: Verification of documents

Type of data: to be filled for eg. Birth Certificate

Recipient of the data in the third country: please fill in (issuing authority of the document in the third country)

We expressly point out that in this case of data transfer to third countries, the level of data protection in the third country has not been determined by the EU Commission in accordance with Article 45 of the GDPR and there are also no suitable guarantees in the meaning of Article 46 of the GDPR. It is therefore possible that a level of data protection exists in the third country that is not equivalent to that in the GDPR.

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Address of the controller:

Data protection officer of the controller:

It is currently not possible to determine the duration of the storage of your personal data. Generally, the data will be stored for [please complete] months [criteria for determining the duration, see the average duration of the document verification process according to the information sheet from the diplomatic mission].

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

- Right of access (Article 15 GDPR)
- Right to rectification (Article 16 GDPR)
- Right to erasure (Article 17 GDPR)
- Right to restriction of processing (Article 18 GDPR)
- Right to data portability (Article 20 GDPR)
- Right to object to processing (Article 21 GDPR)

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