STANDARD OPERATING PROCEDURE

LIFE CERTIFICATE

e-SEWA Portal | Step-by-Step Guide

For Consular Services

Follow each step carefully and ensure all documents are clear and readable.

STEP 1

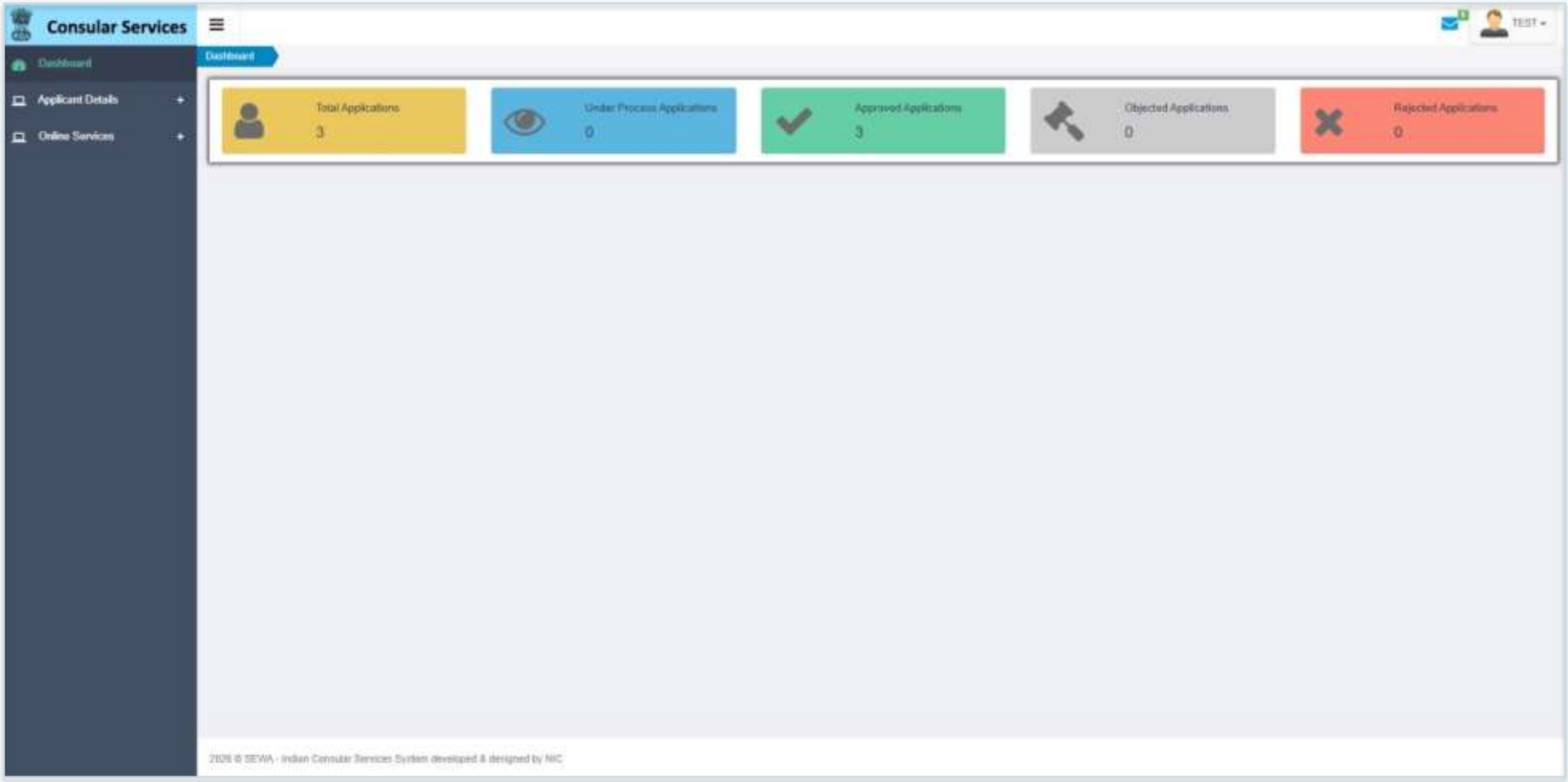
Sign in to the e-SEWA Portal



Log in using your authorised login credentials.

STEP 2

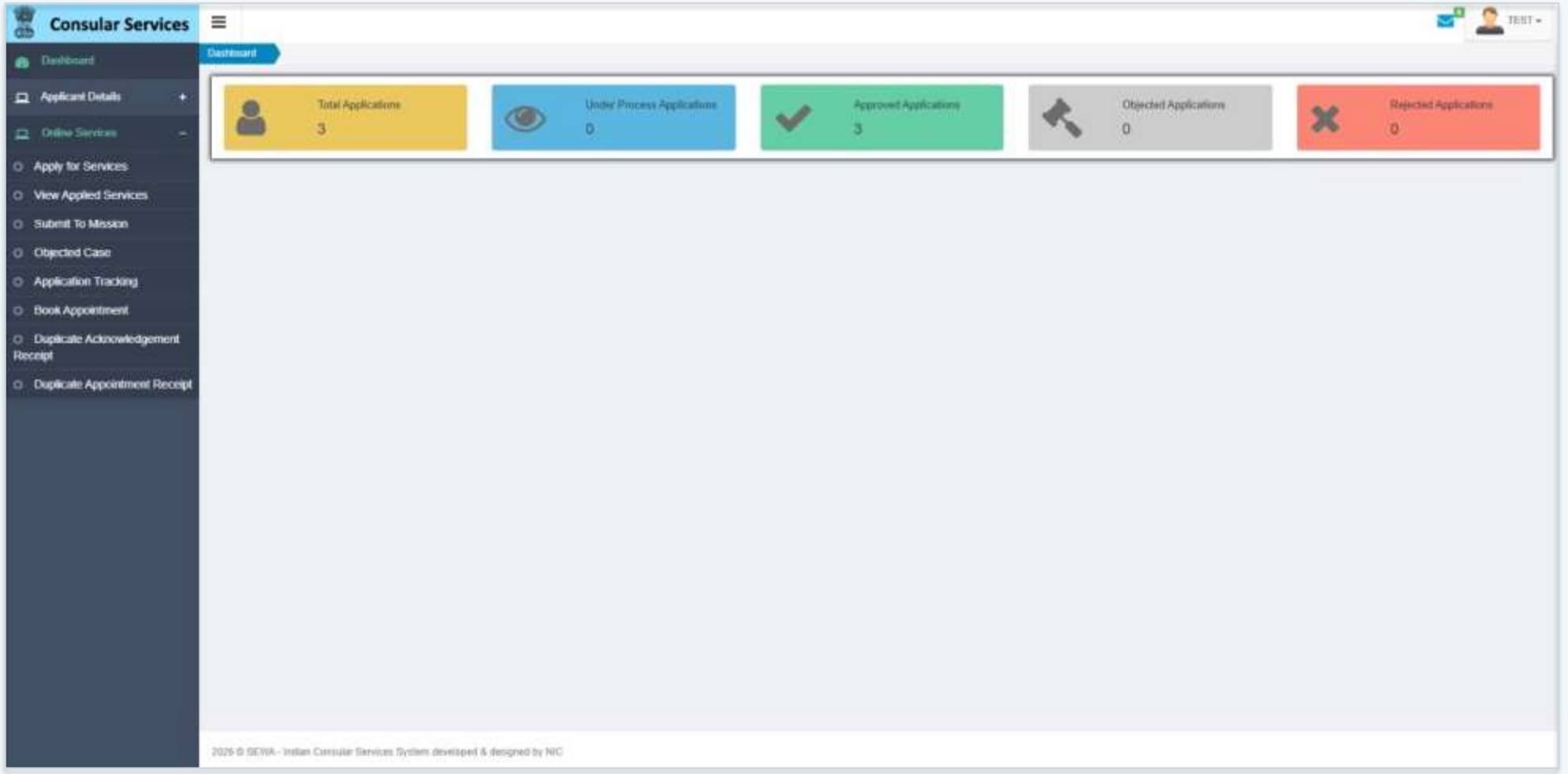
Open Online Services



On the left-side menu, click the + beside “Online Services” to expand it.

STEP 3

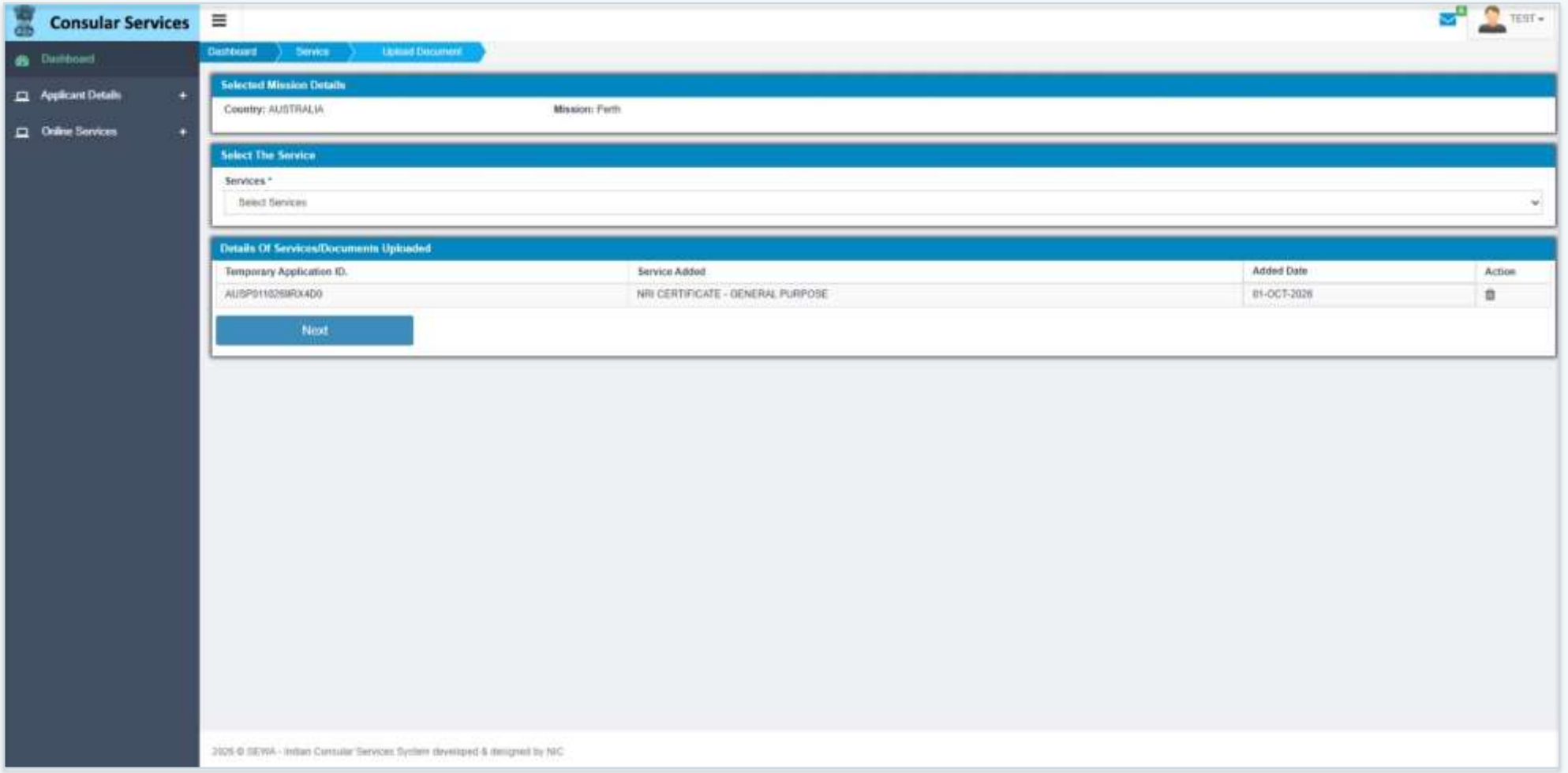
Select Apply for Services



Under “Online Services” on the left-side menu, select “Apply for Services”.

STEP 4

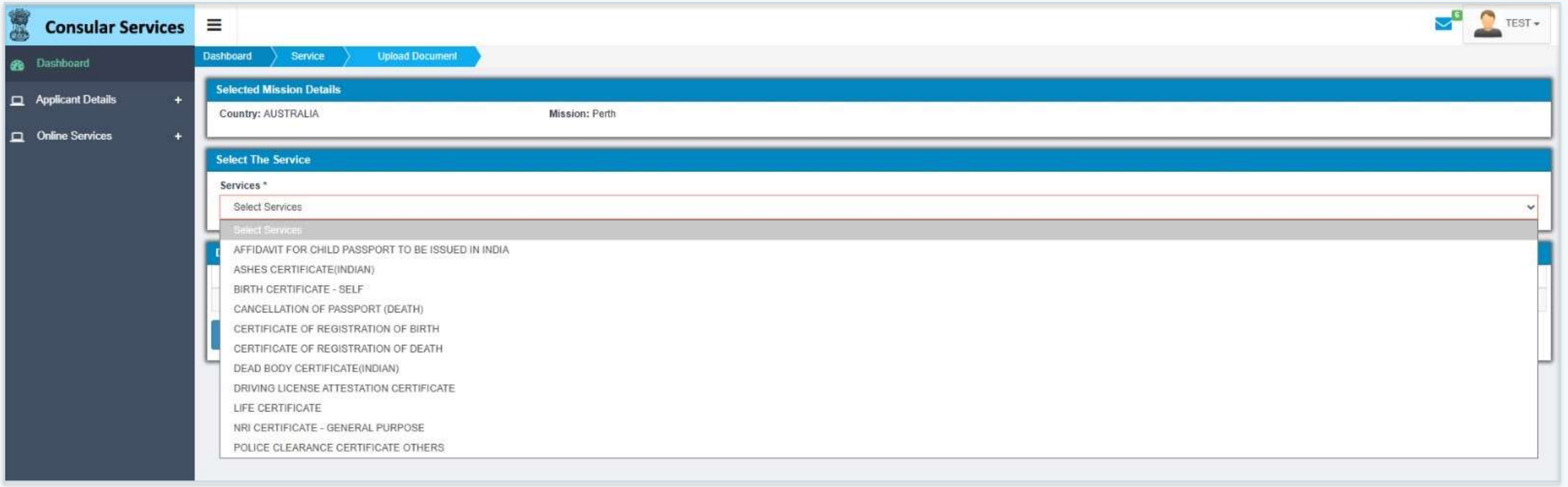
Open the Services List



On the Services page, open the “Services” drop-down list.

STEP 5

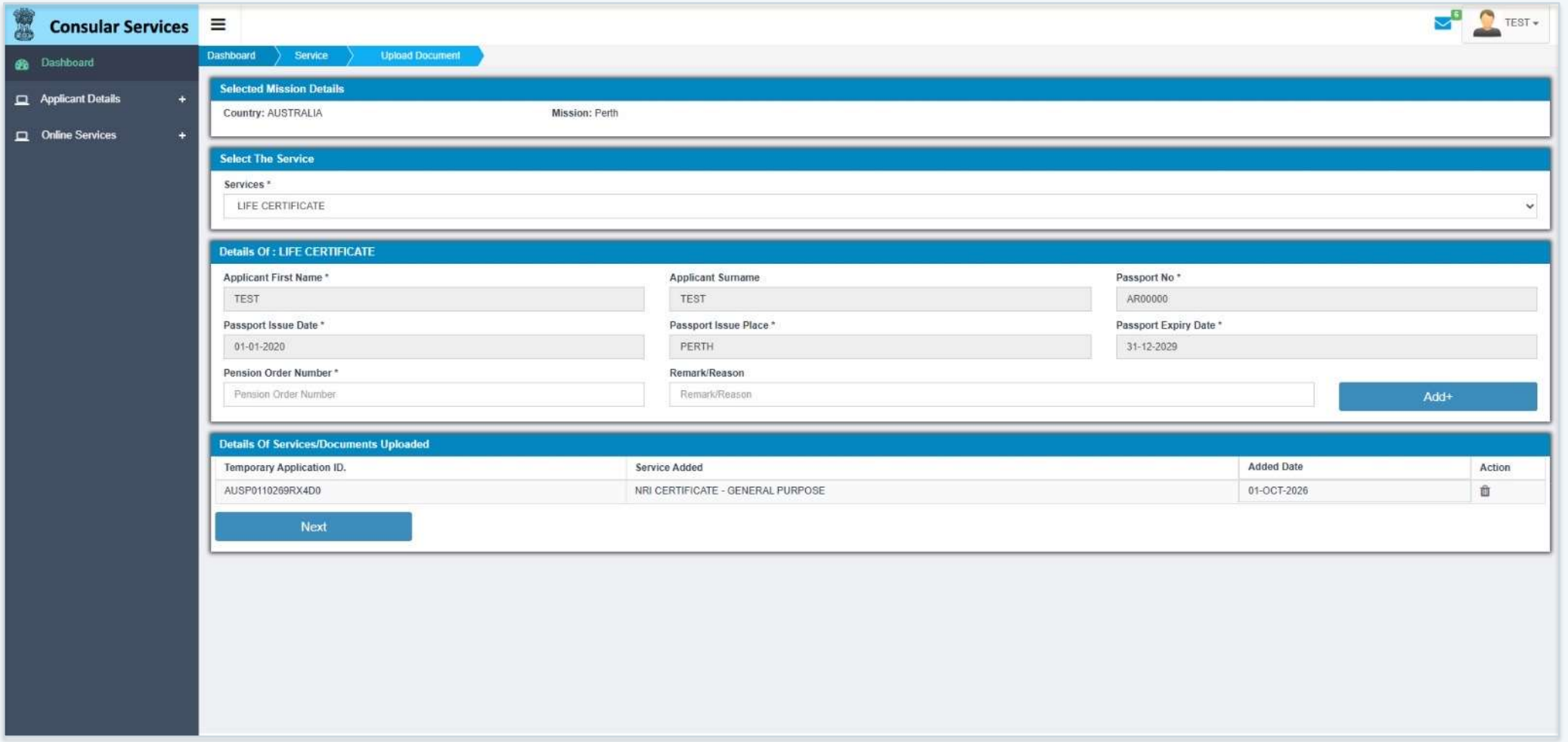
Choose Life Certificate



Select “LIFE CERTIFICATE” from the list of available services.

STEP 6

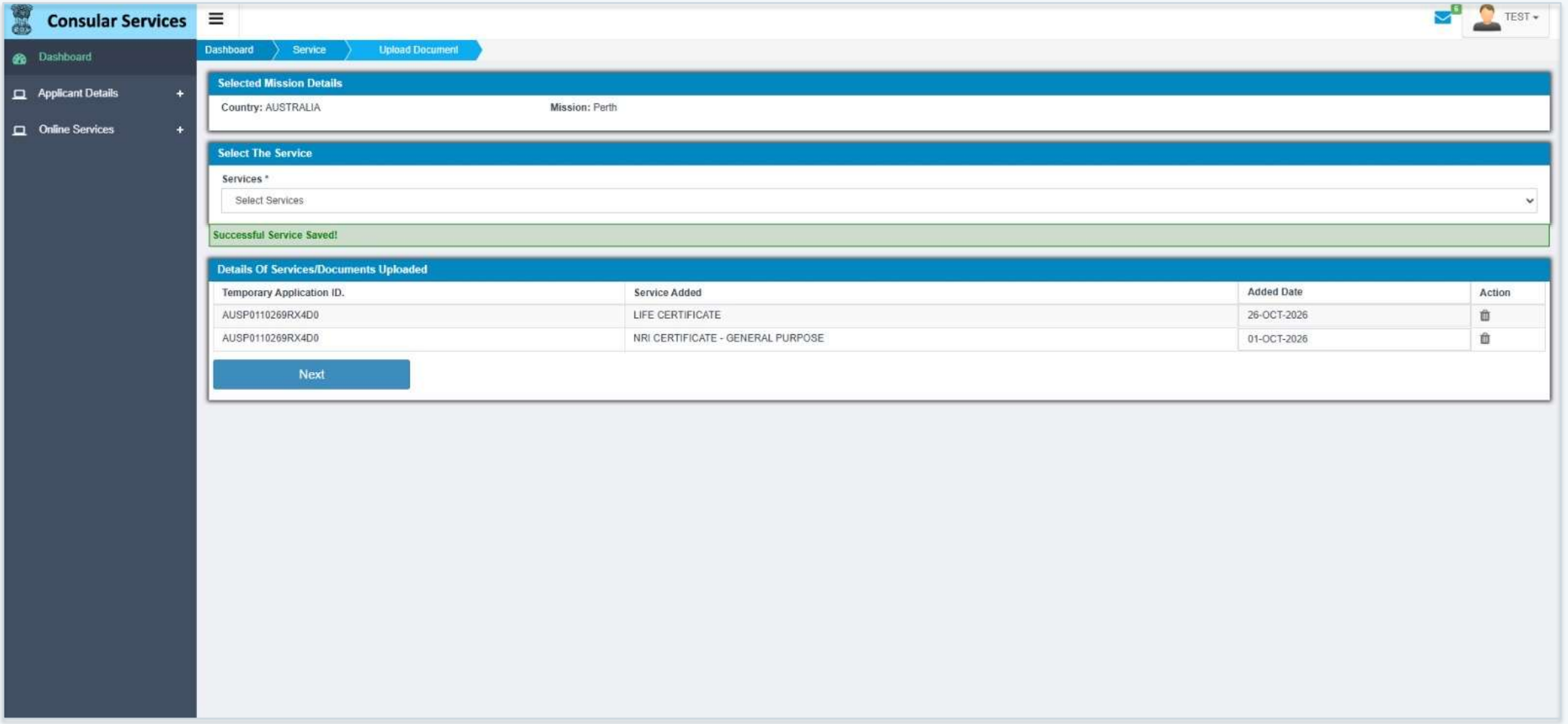
Enter the Pensioner’s Details



Enter the applicant’s details as per the passport, including name, date of birth, passport number, issue details and pension order number. Then click “Add+”.

STEP 7

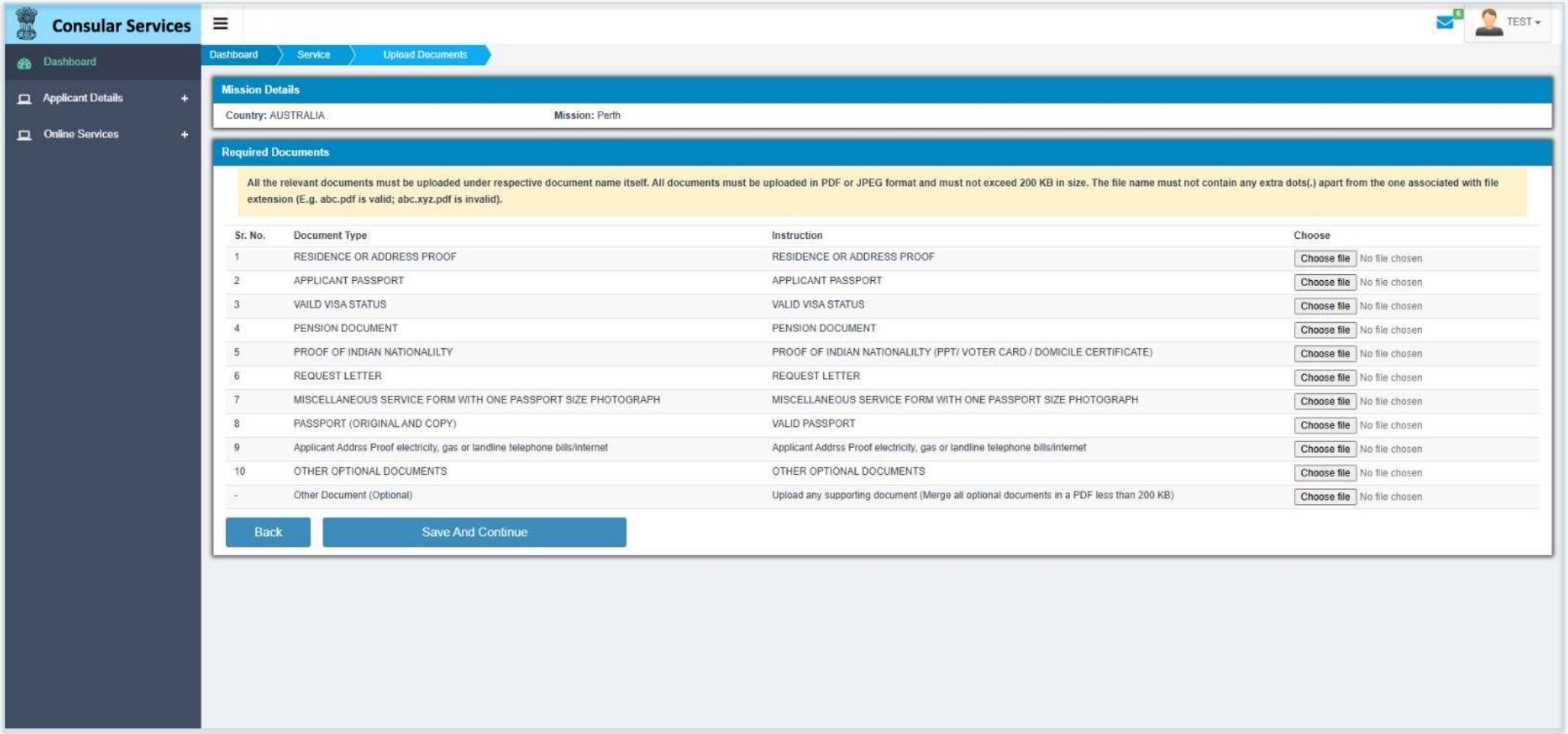
Proceed to the Next Page



After the Life Certificate service has been added successfully, click “Next”.

STEP 8

Upload All Required Documents

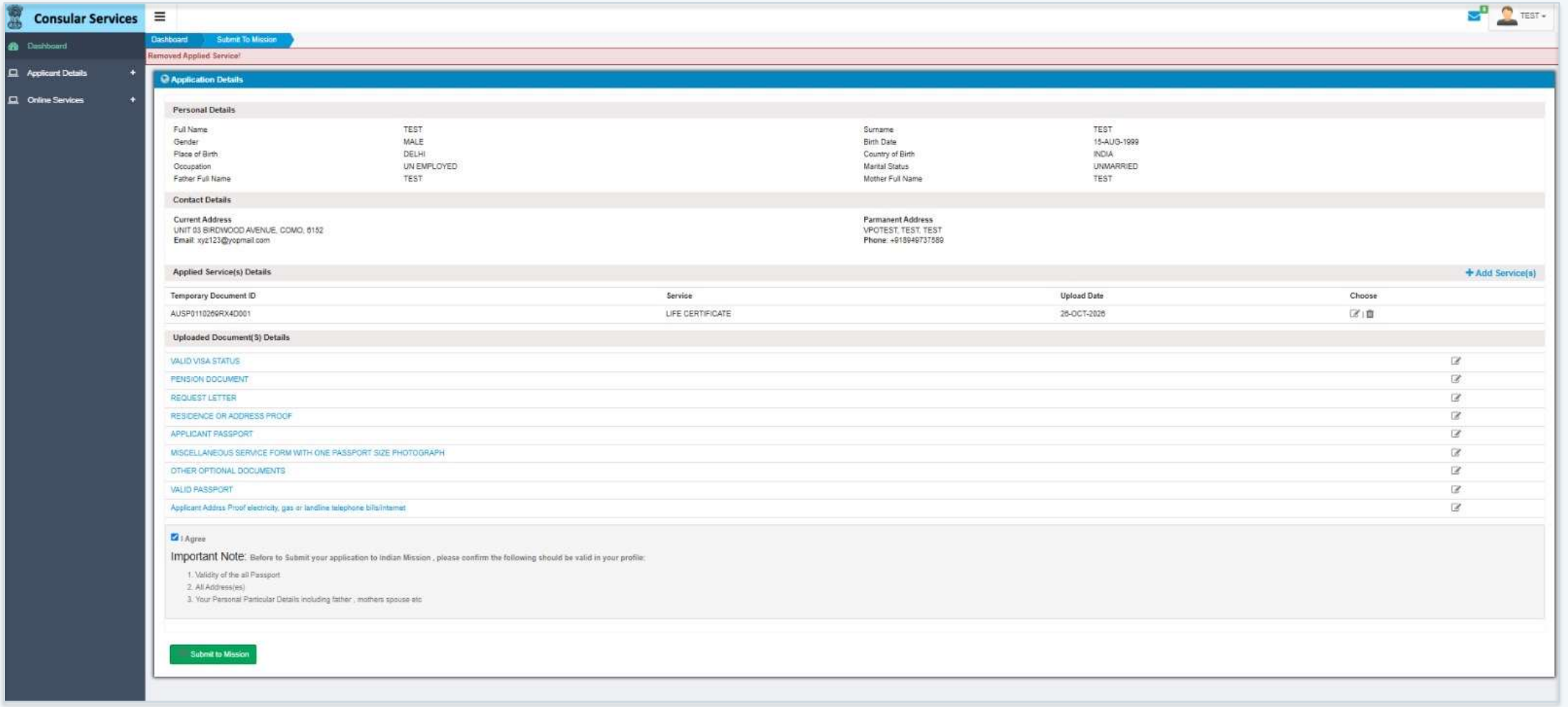


Upload every required document under the correct document name, then click “Save And Continue”.

Accepted formats: PDF or JPEG | Maximum size: 200 KB per document | File name: alphanumeric; avoid special characters.

STEP 9

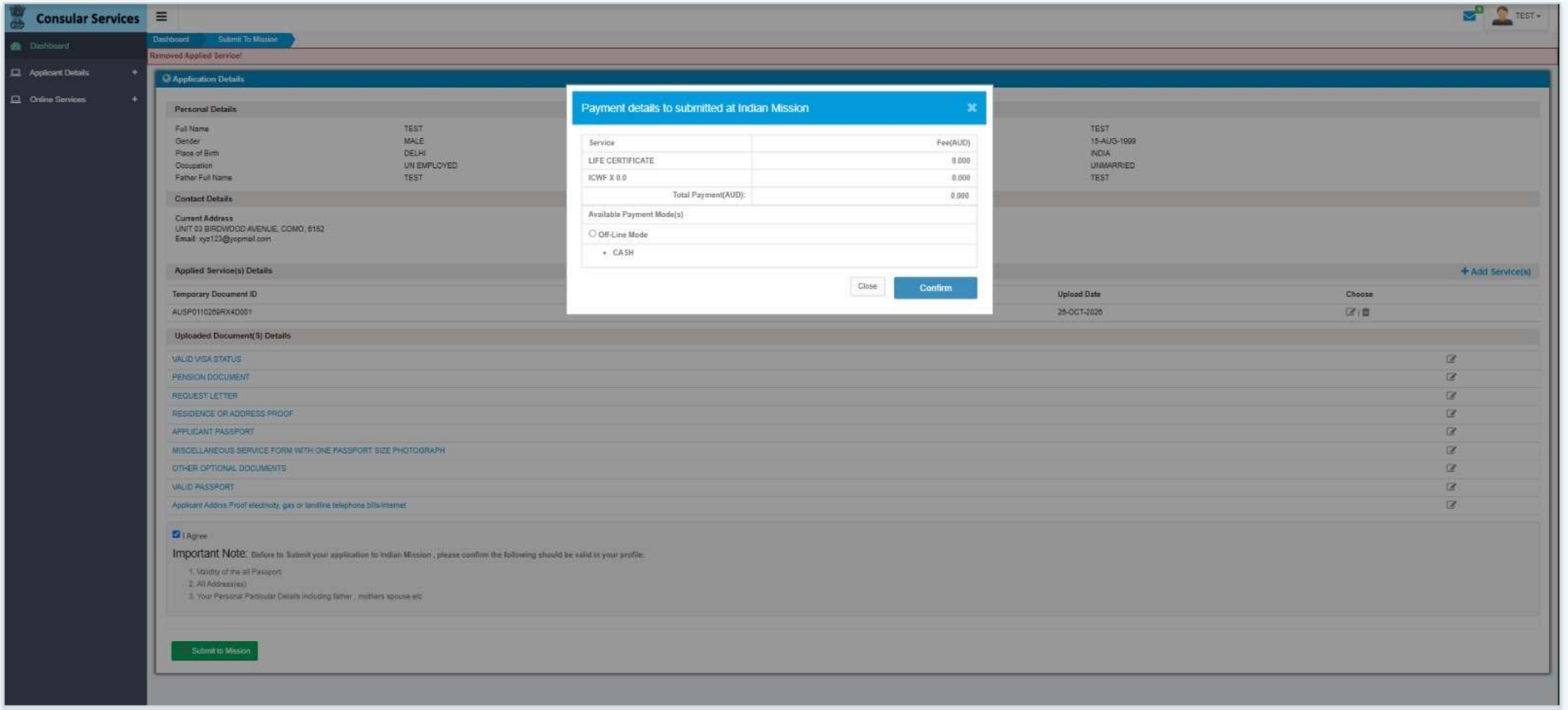
Review and Submit to Mission



Tick the “I Agree” checkbox, review the application details, and click “Submit to Mission”.

STEP 10

Select the Payment Mode



Select “Off-Line Mode” and click “Confirm”.

STEP 11

Acknowledge the Confirmation

When the confirmation message appears, click “OK” to proceed.

If the portal displays a confirmation or acknowledgement message, read it before continuing.

STEP 12

Print the Completed Application

After submission, open the completed application and take a printout. Keep the printout safe for your in-person visit.

Check that the printed application is complete and legible.

IMPORTANT

You must visit the concerned Indian Embassy/Consulate in person for verification.

Bring all supporting documents (as listed on the official website), along with the printout of the completed application form submitted online through the e-SEWA portal.

Please ensure that all original/supporting documents are available for verification.

THANK YOU

Life Certificate | e-SEWA Portal