

## ATTESTATION/AUTHENTICATION OF DOCUMENTS/CERTIFICATES

### INSTRUCTIONS:

- (1) The documents/certificates issued within the jurisdiction of the Mysuru Revenue Region will be Attested/Authenticated.
- (2) Approximate time for verification - 1½ - 2 Months.
- (3) The documents/Certificates issued from the Institutions affiliated to various Universities/Councils/Boards are attested/authenticated.
- (4) Experience Certificates/Transcripts/college certificates and other certificates issued from the Private Institution should be notarized before apply
- (5) Transfer certificates issued by the private educational institutions should be countersigned by the jurisdictional Block Educational Officers.
- (6) Medical Certificates issued by the private hospitals should be countersigned by the jurisdictional District Surgeons.

### I. Application:

1. Application to be addressed to

"The Regional Commissioner,  
Mysuru Division, Mysuru."

The proforma for the application is given at Annexure-1

2. The format of applications are available in the

"Office of the Regional Commissioner,  
Mysuru Division, Mysuru".

3. The prescribed application form with challan may be downloaded by visiting the website: [www.rcmysore.gov.in](http://www.rcmysore.gov.in)

## **II Documents to be submitted for attestation.**

The applicant is required to apply in person or through an authorized representative in the prescribed format of application along with the following:-

1. Original Voucher of Rs.310/- (Rs.300 towards application + Rs.10 towards stamp fee) per document for attestation.
2. In addition to the above attestation fee, verification charges charged by the various Universities/Boards/Councils through D.D/Challan for verification charges to various categories are enclosed in Annexure-II
3. Four Black and White Photo copies of the certificate to be enclosed exclusively for the use of the office. However in respect of certificates/documents issued by Notary/Private Institutions. 5 Photocopies of the Documents/Certificates to be enclosed.
4. The applicant/authorized person is required to produce the original documents/certificates to the Office at the time of applying which will be returned after perusal immediately.
5. The authorized person is required to produce the notarized authorization letter obtained from the applicant. The proforma of the authorization letter is enclosed as Annexure-III

## **III. Information on Verification Procedure:**

- (1) The authenticity of the documents will be got verified from the concerned Institution/authorities issuing the documents like Universities/Educational Institutions/Local Bodies issuing Birth and Death Certificates, Marriage Certificates etc.
- (2) Notarized documents and certificates issued by Private Organizations like experience certificate etc. will be got verified by the concerned issuing authorities through jurisdictional police authorities.

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## **Enclosures with application form**

- (1) Self attested 4 Photocopies of the document/certificate to be attested.
- (2) Application form at Annexure I
- (3) Fee payment treasury challan
- (4) Demand draft for verification charges as per Annexure II
- (5) Self attested Colour photocopy of the Passport-2
- (6) In case of Annexure-III, Representative's Photo Identity Proof is compulsory

## **Information on Procedure**

- 1) Rs.300/- per document + Rs.10/- stamp fee to be paid to the concerned Head of Account in Government Treasury Challan at S.B.I. Main Branch, Mysuru.
- 2) Only Certificates/documents issued within Mysuru Revenue Region will be attested.
- 3) Attestation will be done only after verifying genuineness of certificate.
- 4) Certificates issued by Institutions affiliated to various Universities/ Councils/ Boards in Mysuru Revenue Region will be attested. If issued by a private Institution, the original is required to be notarized first.

Attestation / Authentication Fee - Rs. 300/- per document  
Head of A/c No. – 0070-60-800-3-03

Court Fee Stamp –  
Rs. 10/- per application  
Head of A/c No. – 0030-01-101-0-01

## JURISDICTION

Certificate / Documents issued  
with in Mysuru Revenue Division  
only will be attested / authenticated.

### Mysuru Revenue Division Comprises of the following Districts.

1. Mysuru
2. Chamarajanagar
3. Mandya
4. Hassan
5. Chikkamagaluru
6. Kodagu
7. Dakshina Kannada
8. Udupi

**Office Address:-**

**OFFICE OF THE REGIONAL COMMISSIONER,**

**OPP: KALAMANDIR, VINOBA ROAD,**

**MYSURU-05**

**Contact No: 0821-2414088**

**Timings for submission of Applications**

**10.00 A.M. to 1.30 P.M.**