Note: Please print out a copy of this checklist, Sign and submit the same along with your application.

# Indian Driver License Verification (IDLV) Checklist

Please tick the box for each document included with your application at the **Indian Consular Application Centre (ICAC)**, as well as for any statements that are applicable to your application.

**Note:** Some Road Transport Authorities in Australia do not accept IDLV certification. Applicants are advised to check with their local RTA for relevant requirements.

Indian Driver Licence Verification (IDLV) services are not available under the jurisdiction of the Consulate General of India, Melbourne (VIC & TAS).

| **Section A: Standard Documents** | **Applicant ✓** | **Staff ✓** |
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| **Online application form** fully completed and available at https://services.vfsglobal.com/aus/en/ind.<br>The applicant's name and father's name on the application form must exactly match the driving licence.<br>After completing the details online, download all forms, including the Miscellaneous Services and Affidavit forms, print them and sign where applicable.<br>Any errors on the printed form cannot be changed by pen or pencil at the time of submission.<br>Applicants are advised to ensure the details entered in the online form are accurate. | | |
| Original valid Indian driving licence | | |
| Photocopy of the valid Indian driving licence | | |
| Photocopy of current Indian passport, first and last page | | |
| Applicants must submit their application at the ICAC that has consular jurisdiction over their place of residence and provide a copy of a valid address proof. | | |
| A printed copy of the licence details available in sarathi.nic.in, the official application of MoRTH.<br>**OR**<br>Original letter from the licence issuing authority in India confirming that the licence was issued by them.<br>The letter must be issued within the last six months. Letters older than six months will not be accepted.<br>The name sequence on the authority letter must match the licence.<br>The letter must clearly show the postal address of the issuing authority and include the name, contact number and email address of the person issuing the letter. It must also clearly bear the stamp and seal of the person signing the letter.<br>○ | | |
| Applicants must provide **one recent colour photograph (35 mm x 45 mm)** taken within the **last six months**, in compliance with International Civil Aviation Organization (ICAO) standards.<br>For detailed photograph specifications, please refer to the official guidance provided on the PASSPORT_SEVA_PHOTO_UPLOAD_INSTUCTIONS.pdf | | |

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| **Appointment Letter: -**<br>All applicants attending an ICAC for in-person submission must schedule an appointment in advance. Walk-in submissions will not be accepted under any circumstances.<br>Visit our website to schedule an appointment: https://services.vfsglobal.com/aus/en/ind/<br>○ | | |
| **Payment Instructions.**<br><br>**ICAC Service Fee:** Mandatory and payable online at the time of appointment booking.<br>**Government Fees & Levies:** Payable only through the approved methods listed below.<br>**Accepted Payment Modes:**<br>EFTPOS (in-person payments only)<br>Visa or Mastercard issued in Australia ( credit-card-authority-form.pdf )<br>Cash Policy: All centres operate on a cashless basis; cash payments are not accepted.<br>Money Order or Postal Order payable to "VFS Services Australia Pty Ltd"<br>Cheques: Personal and company cheques are not accepted. | | |
| **Section B: Additional Documents** | | |
| Is the Name on your License Different from the Name on your Current Valid Passport and letter issued by License authority?<br>The licence verification certificate will only be issued in the exact name shown on the driving licence. The name on the application form and licence must be **exactly** the same. The order of first name, middle name and surname in the online application form must also exactly match the licence. Any salutation will be considered part of the name.<br>Examples of name differences that are not acceptable:<br>1. Name on License – Venkatesh K Nath<br>2. Name on passport – Venkatesh Kamal Nath<br>3. Name on License – Smitaben Shah<br>Name on Passport – Smita Rajesh Shah<br>4. Name of License – Miss Vinita Singh<br>Name of Authority letter– Km Vinita Singh<br>In summary, the names on the licence, authority letter and passport must be exactly the same. If not, follow the procedure below:<br>○ | | |
| **Option 1:**<br>Have a public notary in Australia confirm that both names, as shown on the licence and passport and clearly stated in full on the affidavit, belong to one and the same person. This document must then be apostilled by the Department of Foreign Affairs and Trade in Australia.<br>Once the apostille stamp is completed, the Indian Driver Licence Verification application form may be submitted at an Indian passport and visa services centre, along with a copy of the apostilled document.<br>The licence verification certificate will only be issued in the name shown on the licence.<br>○ | | |

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| **Option 2:**<br>Have an affidavit made from the court in India, confirming that both names [Name on License and on the Passport] clearly stated in full on the affidavit belong to one and the same person.<br>○ Have this notarised in India.<br>○ Notarised affidavit can be signed ONLY by the applicant or father / mother of applicant. In case affidavit is signed by Father / Mother of applicant, a copy of passport / Pan Card of signatory needs to be provided.<br>○ The Original Affidavit must then be attested by the Consulate/ High Commission. This service is to be done first as a miscellaneous service at Indian Passport and Visa Services Centre. (http://www.vfsglobal.com/india/australia/attestation_of_documents.html)<br>○ Once the affidavit attestation is completed, the Indian Driver's License verification application form may be submitted at an Indian Passport and Visa Services Centre along with a copy of this affidavit.<br>○ The License Verification Certificate will only be issued in the name as it appears on the License. | | |

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| The High Commission of India / Consulate General of India reserves the right to request additional information and/or supporting documents, as necessary, to process the application. | | |

FOR OFFICIAL PURPOSES ONLY

ICAC Officer Comments -

The applicant hereby confirms that they have read and understood the above requirements, have ticked the relevant boxes against documents submitted, and certify that all the required documentation has been duly provided.

ICAC Officer (Name & Sign) _____

Applicant (Name & Sign) _____