

## 1 **Fee Challan**

The user takes the original and copies of the documents to the MOFA Challan Initiator at the MOFA attestation office. The Challan Initiator will generate a challan for the user.

## 2 **Documents Review**

Assistant Consular receive documents according to the given token, will review documents, feed in data and will ask the citizen to receive his documents after a certain time by showing the token and paid challan copy of mofa.

## 3 **Documents Forward**

Will upload the scanned documents and attach them with each certificate/document, then send for approval to Next Competent Authority.

## 4 **Documents Approval**

Competent Authority will verify the authenticity of underlying public document(s) by verifying the credentials of Issuing Authority through the Database of Issuing Authorities.

## 5 **Apostille Print**

Print section will print the system generated Apsotille and attach to the respective documents.

## 6 **Apostille Issue**

Documents with attached Apostille will be forwarded to the delivery section where the documents will be handed over to the applicant.