ATTESTATION

Three authentication centers are functioning in Thiruvananthapuram, Ernakulam and Kozhikode under Government of Kerala for the authentication of the educational certificates of Keralites. Authentication Officers from the General Education Department are authenticating the educational certificates and the MHRD guidelines are followed for authentication. The authenticated certificates are forwarded to the NRK Development Office, New Delhi for MEA attestation and the Embassy attestation and to Mumbai for Consulate attestation. At present NORKA-ROOTS is submitting the certificates in the Embassies of UAE, KSA and Kuwait for attestation as per the requirements of the applicant

HOW TO APPLY FOR ATTESTATION FROM NORKA WEBPORTAL

STEP 1

➢ Register on the Norka Roots Portal by entering the details and get the Username and Password

STEP 2

➢ Select "Certificate Attestation" from the activity menu in the left-hand panel.

STEP 3

➢ Click on 'Go to the Application' Button.
➢ You can view list of all submitted/drafted applications.

STEP 4

➢ In the Popup, you must select the type of certificate whether Educational or Non-Educational.
➢ Click on "Proceed" Button

STEP 5

➢ Read the instructions carefully provided in the landing page before applying.
➢ Click on "Next" Button.

STEP 6

➢ Enter details like Name of Certificate Holder, Gender, Caste, Nationality as in SSLC book, Passport Number, Mothers/Fathers Name in this page.
➢ Upload the photograph in the given space and click the option 'Upload'.

➢ Click on "NEXT" to proceed to the next page or click "Previous" to go back to the previous page.

STEP 7

➢ Enter Communication Address details like 'House No', 'Street/Ward', 'Post Office', 'District', 'State', 'Pin code'.
➢ Click on "NEXT" to proceed to the next page or click "Previous" to go back to the previous page.

STEP 8

➢ Enter Permanent Address Details like 'House No', 'Street/Ward', 'Post Office', 'District', 'State', 'Pin code' and click 'NEXT' to proceed to the next page.
➢ In case the permanent address is same as the communication address you can click on the check box "Same as Communication Address".

STEP 9

➢ Enter Communication Details like 'Mobile No', 'Land Line no', 'Email id' in this stage.
➢ Click on "NEXT" to proceed to the next page or click "Previous" to go back to the previous page.

STEP 10

➢ Enter Job details like 'Present Job', Country in which Previously worked, Country in which currently working, etc...
➢ Click on "NEXT" to proceed to the next page or click "Previous" to go back to the previous page.

STEP 11

➢ You must enter the details of the certificates to be attested.
➢ You can add any number of Certificate details by clicking '+'.
➢ You can delete Certificate details by using the '-' option.
➢ Only certificates which are already having HRD Attestation can be applied for Embassy attestation alone. You must enter the existing HRD number in the field for HRD number.
➢ For Certificates which are not having HRD Attestation, to apply for Embassy you should select HRD Attestation along with the Embassy.
➢ Click on "NEXT" to proceed to the next page or click "Previous" to go back to the previous page.

STEP 12

- Select the Attestation Office.
- If the Certificate is submitted by a nominee, you must click on the check box for "Check, whether the certificate is submitted by a nominee" and enter the details of the nominee like name, address of nominee, Relation with the certificate holder, proof of identity, ID number.
- Click on "I ACCEPT" box after reading Declaration.
- Click on "Get Token" for selecting token.
- Select Month from the dropdown menu,
- Select available date from the dropdown under 'Select Date'.
- Click on "Select" button of desired slot, then click on "Get" Button.
- Click on the checkbox for "Send by speed post" if required.
- Click on "NEXT" to proceed to the next page or click "Previous" to go back to the previous page.

STEP 14

- You can Review the application form.
- Click on "SUBMIT" Button for final submission.
- You can download the copy of your application by clicking on "Download Application Form" Button.