

Ref. No.: .....

Date: .....

**Subject: Verification of Unmarried Status**

This is to verify that applicant Mr./Ms. ...., holder of Nepali Citizenship Certificate No...../ National Identity Card No....., grandson/granddaughter of Mr. .... and Mrs. ...., son/daughter of Mr..... and Mrs....., permanent resident of ..... is unmarried as of the date of issuance of this letter.

This letter is issued on the basis of the applicant's written self-declaration, official inquiry and investigation carried out at the local level, and confirmation by competent witnesses.

**Witnesses**

1. ....

2. ....

Photo

Mr. /Ms .....

(Applicant)

This letter is hereby issued in accordance with the Section 12 of the Local Government Operation Act, 2074 BS (2017 AD).



.....  
(.....)  
Ward Chairman

Date: .....

Ref. No.: .....

**Subject: Verification of Single Status**

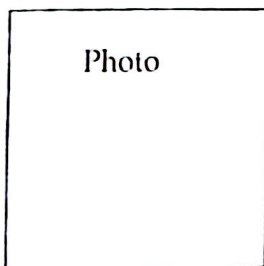
This is to verify that applicant Mr./Ms. ...., holder of Nepali Citizenship Certificate No...../ National Identity Card No....., grandson/granddaughter of Mr. .... and Mrs. ...., son/daughter of Mr..... and Mrs....., permanent resident of ..... is single as of the date of issuance of this letter.

This letter is issued on the basis of the applicant's written self-declaration, divorce registration, official inquiry and investigation carried out at the local level and confirmation by competent witnesses.

Witnesses

1. ....

2. ....



Mr. /Ms.....

(Applicant)

This letter is hereby issued in accordance with the Section 12 of the Local Government Operation Act, 2074 BS (2017 AD).

.....



Ref. No.: .....

Date: .....

**Subject: Permanent Address Verification**

This is to verify that applicant Mr./Ms. ...., holder of Nepali Citizenship Certificate No....., National Identity Card No....., Nepali Passport No. ...., grandson/granddaughter of Mr. .... and Mrs. ...., son/daughter of Mr..... and Mrs.....is a permanent resident of .....

It is further certified that the ..... (former administrative unit) has been converted to ..... (current administrative unit) as per the decision of the Government of Nepal.

Photo

Mr. /Ms.....

(Applicant)

This letter is hereby issued in accordance with the Section 12 of the Local Government Operation Act, 2074 BS (2017 AD).

.....  
(.....)  
Ward Chairman



Ref. No.: .....

Date: .....

**Subject: Temporary Address Verification**

This is to verify that applicant Mr./Ms. ...., holder of Nepali  
Citizenship Certificate No....., National Identity Card  
No....., Passport No. ....  
grandson/granddaughter of Mr. .... and Mrs.  
....., son/daughter of Mr..... and  
Mrs....., permanent resident of  
..... is temporarily residing at  
.....

It is further certified that the ..... (former  
administrative unit) has been converted to ..... (current  
administrative unit) as per the decision of the Government of Nepal.

Photo

Mr. /Ms.....

(Applicant)

This letter is hereby issued in accordance with the Section 12 of the Local Government  
Operation Act, 2074 BS (2017 AD).



.....  
(.....)  
Ward Chairman

Ref. No.: .....

Date: .....

**Subject: Date of Birth Verification**

This is to verify that applicant Mr./Ms. ...., holder of Nepali  
Citizenship Certificate No....., National Identity Card  
No....., Passport No. ....  
grandson/granddaughter of Mr. .... and Mrs.  
....., son/daughter of Mr..... and  
Mrs....., permanent resident of  
..... was born on ..... (Date  
of Birth) in ..... (Place of Birth).

Photo

Mr. /Ms.....

(Applicant)

This letter is hereby issued in accordance with the Section 12 of the Local Government  
Operation Act, 2074 BS (2017 AD).

.....  
(.....)  
Ward Chairman



Ref. No.: .....

Date: .....

**Subject: Place of Birth Verification**

This is to verify that applicant Mr./Ms. ...., holder of Nepali Citizenship Certificate No....., National Identity Card No....., Passport No. .... grandson/granddaughter of Mr. .... and Mrs. ...., son/daughter of Mr..... and Mrs....., permanent resident of ..... was born in ..... (Place of Birth) on ..... (Date of Birth).

It is further certified that the ..... (former administrative unit) has been converted to ..... (current administrative unit) as per the decision of the Government of Nepal.

Photo

Mr. /Ms.....

(Applicant)

This letter is hereby issued in accordance with the Section 12 of the Local Government Operation Act, 2074 BS (2017 AD).



.....  
(.....)  
Ward Chairman



Ref. No.: .....

Date: .....

**Subject: Marriage Verification**

This is to verify that Mr. .... (Name of Groom), holder of Nepali Citizenship Certificate No....., National Identity Card No....., grandson of Mr. .... and Mrs. ...., son of Mr..... and Mrs....., permanent resident of ..... got married to Ms. .... (Name of Bride), holder of Nepali Citizenship Certificate No....., National Identity Card No....., granddaughter of Mr. .... and Mrs. ...., daughter of Mr..... and Mrs....., permanent resident of ..... on ..... in accordance with social customs and traditions.

Photo	Photo
Mr. ....	Ms. ....
Groom	Bride

This letter is issued on the basis of the applicant's written self-declaration, official inquiry and investigation carried out at the local level, marriage registration records of the couple, and confirmation by competent witnesses, in accordance with the Section 12 of the Local Government Operation Act, 2074 BS (2017 AD).



.....  
(.....)  
Ward Chairman

Ref. No.: .....

Date: .....

**Subject: Divorce Verification**

This is to verify that Mr./Ms. ...., holder of Nepali Citizenship Certificate No....., National Identity Card No ..... grandson/granddaughter of Mr. .... and Mrs. ...., son/daughter of Mr.... and Mrs..... permanent resident of ..... got divorced on ..... as per the decision of ... District Court and the record maintained in this office.

Photo
Mr. /Ms. .....
Applicant

This letter is hereby issued in accordance with the Section 12 of the Local Government Operation Act, 2074 BS (2017 AD).

.....  
(.....)  
Ward Chairman





Ref No.: .....

Date: .....

### TO WHOM IT MAY CONCERN

This is to state that applicant Mr./Ms. ...., holder of Nepali Citizenship Certificate No. ...., National Identity Card No. ...., grandson/granddaughter of Mr. .... and Mrs. ...., son/daughter of Mr. .... and Mrs. .... is permanent resident of ..... is dependent on his/her son/daughter/father/mother Mr./Ms. ...., who is currently residing at .....

Photo

Mr./Ms. ....

(Applicant)

This letter is issued on the basis of the applicant's written self-declaration, official inquiry and investigation carried out at the local level, and confirmation by competent witnesses, in accordance with the Section 12 of the Local Government Operation Act, 2074 BS (2017 AD).



.....

(.....)

Ward Chairman

*For Consent to Stay Will*

Ref. No.: .....

Date: .....

### LETTER OF CONSENT

This is to state that applicant Mr./Ms. ...., holder of Nepali Citizenship Certificate No. ...., National Identity Card No. ...., grandson/granddaughter of Mr. .... and Mrs. ...., son/daughter of Mr. .... and Mrs. ...., permanent resident of .... has consented to send his/her son/daughter ... holder of Nepali Minor Identity Card No./Citizenship No. ...., Nepali Passport No. ...., aged .... years, to stay with his/her ..... (father/mother), Mr./Ms. ...., holder of Nepali Citizenship Certificate No. ...., National Identity Card No. ...., Nepali Passport No. ...., permanent resident of ...., who is currently residing at .....

Photograph of the minor/person for whom consent has been granted to reside with the stated individual

Right thumb of Applicant	Left thumb of Applicant
--------------------------	-------------------------

Mr./Ms. ....

Mr./Ms. ....  
(Applicant)

Signature: .....

This letter is issued in accordance with the Section 12 of the Local Government Operation Act, 2074 BS (2017 AD).

It is, hereby, verified that the applicant was physically present and signed this Letter of Consent before me.



.....  
(.....)  
Ward Chairman

Consent for various purposes

Ref. No.: .....

Date: .....

## LETTER OF CONSENT

This is to state that applicant Mr./Ms. ...., holder of Nepali Citizenship Certificate No. ...., National Identity Card No. ...., grandson/granddaughter of Mr. .... and Mrs. ...., son/daughter of Mr. .... and Mrs. ...., permanent resident of ..... has authorized Mr./Ms./Mrs. ...., holder of Nepali Citizenship Certificate No. ...., National Identity Card No. ...., Nepali Passport No. ...., permanent resident of ..... who is currently residing at ..... to .....

Photograph of  
the applicant

Right thumb of  
Applicant

Left thumb of  
Applicant

Mr./Ms. ....  
(Applicant)

Signature: .....

This letter is issued in accordance with the Section 12 of the Local Government Operation Act, 2074 BS (2017 AD).

It is, hereby, verified that the applicant was physically present and signed this Letter of Consent before me.



.....  
(.....)  
Ward Chairman

For the missing person

Ref. No.: .....

Date: .....

**LETTER OF AUTHORIZATION**

I/We, the undersigned family member/s of Mr./Ms. ...., holder of Nepali Citizenship Certificate No. ...., Nepali Passport No. ....  
 .... grandson/granddaughter of Mr. .... and  
 Mrs. ...., son/daughter of Mr. ....  
 and Mrs. ...., aged .... years, permanent resident of ....  
 ...., do hereby authorize the Embassy/  
 Consulate General of Nepal in .... to undertake all necessary steps  
 to ascertain his/her current whereabouts.

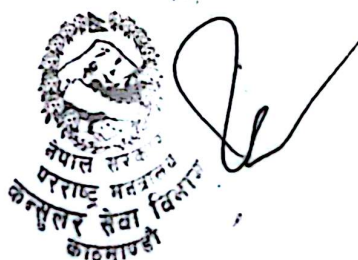
We further request the Embassy/ Consulate General to verify whether Mr./Ms. ....  
 .... is being held in any jail, detention center, or other custodial facility, and to  
 obtain official confirmation regarding any case or charges that may have been filed against  
 him/her.

This authorization is granted solely for the purpose of facilitating assistance in locating Mr./Ms.  
 ...., pursuing any required legal follow-up, and liaising with the  
 competent authorities as deemed necessary.

S. N.	Name	Relation	Signature
1.			
2.			
3.			
4.			

This letter is issued in accordance with the Section 12 of the Local Government  
 Operation Act, 2074 BS (2017 AD).

It is, hereby, verified that the applicant was physically present and signed this  
 Letter of Consent before me.



.....  
 (.....)  
 Ward Chairman



Individuals, individual for bank and company

Ref. No.: .....

Date: .....

### POWER OF ATTORNEY

I, the undersigned, Mr./Ms. ...., holder of Nepali Citizenship Certificate No. ...., National Identity Card No. ...., Nepali Passport No. ...., grandson/granddaughter of Mr. .... and Mrs. ...., son/daughter of Mr. .... and Mrs. ...., aged ..... years, permanent resident of ...., who had been working in .... and returned to Nepal on ..... due to ...., do hereby appoint and authorize Mr./Ms. ...., holder of Nepali Citizenship Certificate No. ...., Nepali Passport No. ...., permanent resident of ...., who is currently residing at ..... to act and represent me fully and legally in all matters and capacities including receiving the amount of money deposited in my bank account (Account Holder's Name: ...., Account No. ...., Bank Name: ....); receiving my salary, compensation, benefits, amenities, bonuses, insurance claims and any other entitlements from the ..... company where I was employed from ..... to .....

Right thumb of grantor	Left thumb of grantor
------------------------	-----------------------

Witnesses:

1. ....
2. ....

Mr./Ms. ....

Signature: .....

This letter is issued in accordance with the Section 12 of the Local Government Operation Act, 2074 BS (2017 AD).

It is, hereby, verified that the applicant was physically present and signed this Letter of Consent before me.



(.....)  
Ward Chairman



Ref. No.: .....

Date: .....

**POWER OF ATTORNEY**

I/We, the undersigned, the legal heirs of late Mr./Ms. ...., holder of Nepali Citizenship Certificate No. ...., Nepali Passport No. ...., grandson/granddaughter of Mr. .... and Mrs. ...., son/daughter of Mr. .... and Mrs. ...., aged .... years, permanent resident of ...., who died on .... in .... due to .... do hereby appoint and authorize the Ambassador/Charge d'Affaires a.i./Consul General/Acting Consul General of the Embassy/Consulate General of Nepal in ...., to act on our behalf before any judicial authority, Court/Sharia Court, police authority, labor authority, or any other concerned Government authority.

The Ambassador/Charge d'Affaires a.i./Consul General/Acting Consul General shall have full authority to act on our behalf and to carry out all acts deemed appropriate and necessary, including but not limited to the following:

1. To file and defend any case, complaint, petition, or claim before any competent Court, Sharia Court, judicial or administrative authority.
2. To demand, claim, and receive any compensation, dues, or amounts as awarded, adjudicated or determined by any Court, Sharia Court, judicial, or administrative authority.
3. To negotiate, settle or compromise any matter, claim or dispute as and when required.
4. To appoint, engage or retain legal counsel and to pay professional/legal fees and expenses from the compensation or amount so received.
5. To pursue, follow up and conclude all necessary proceedings, steps and actions related to the case.
6. To delegate and assign all or any of the powers herein conferred to any official of the Embassy/Consulate General of Nepal or to any duly designated lawyer or representative in .....

S. N.	Name	Photo	Citizenship Certificate Number	Relationship with the Deceased
1.				
2.				
3.				
4.				

Witnesses:

1. ....
2. ....

This letter is issued in accordance with the Section 12 of the Local Government Operation Act, 2074 BS (2017 AD).

It is, hereby, verified that the applicant was physically present and signed this Letter of Consent before me.



(.....)  
Ward Chairman

Ref No: .....

Date: .....

**POWER OF ATTORNEY**

I, the undersigned, Mr./Ms. ...., holder of Nepali Citizenship Certificate No. ....  
 ...., Nepali Passport No. ...., grandson/granddaughter of Mr. ....  
 and Mrs. ...., son/daughter of Mr. .... and  
 Mrs. ...., aged .... years, permanent resident of ....  
 ...., who had been working in .... and  
 returned to Nepal on .... due to ...., do hereby  
 appoint and authorize the Ambassador/Charge d'Affaires a.i./Consul General/Acting Consul General of the  
 Embassy/Consulate General of Nepal in ...., to act on my behalf before any judicial authority,  
 Court/Sharia Court, police authority, labor authority, or any other concerned Government authority.

The Ambassador/Charge d'Affaires a.i./Consul General/Acting Consul General shall have full authority to act on  
 my behalf and to carry out all acts deemed appropriate and necessary, including but not limited to the following:

1. To file and defend any case, complaint, petition, or claim before any competent Court, Sharia Court, judicial  
 or administrative authority.
2. To demand, claim, and receive any compensation, dues, or amounts as awarded, adjudicated or determined  
 by any Court, Sharia Court, judicial, or administrative authority.
3. To negotiate, settle or compromise any matter, claim or dispute as and when required.
4. To appoint, engage or retain legal counsel and to pay professional/legal fees and expenses from the  
 compensation or amount so received.
5. To pursue, follow up and conclude all necessary proceedings, steps and actions related to the case.
6. To delegate and assign all or any of the powers herein conferred to any official of the Embassy/Consulate  
 General of Nepal or to any duly designated lawyer or representative in .....

Right thumb of grantor	Left thumb of grantor
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**Witnesses:**

1. ....
2. ....

Mr./Ms. ....

Signature: .....

This letter is issued in accordance with the Section 12 of the Local Government Operation Act, 2074 BS (2017 AD).

It is, hereby, verified that the applicant was physically present and signed this Letter of Consent before me.

(.....)  
 Ward Chairman



For Transfer of Vehicle

Ref. No.: .....

Date: .....

### LETTER OF CONSENT

I, the undersigned, Mr./Ms. ...., holder of Nepali Citizenship Certificate No. ...., National Identity Card No. ...., Nepali Passport No. ...., grandson/granddaughter of Mr. .... and Mrs. ...., son/daughter of Mr. .... and Mrs. ...., aged ..... years, permanent resident of ..... who had been working in ..... and returned to Nepal on ..... due to ..... do hereby transfer the ownership of my vehicle with the following details to Mr./Ms. ...., holder of Nepali Citizenship Certificate No. ...., Nepali Passport No. ...., permanent resident of ..... who is currently residing at .....

The referred vehicle has the following specifications:

Company Name of Car/Vehicle	
Car/Vehicle Model	
Model Year	
Chassis No.	
Engine No.	
Registration Plate No.	

Right thumb	Left thumb

Mr./Ms. ....

Signature: .....

This letter is issued in accordance with the Section 12 of the Local Government Operation Act, 2074 BS (2017 AD).

It is, hereby, verified that the applicant was physically present and signed this Letter of Consent before me.



.....  
(.....)  
Ward Chairman



Ref. No.: .....

Date: .....

(AFFIDAVIT OF FINANCIAL SUPPORT)

I, the undersigned, Mr./Ms. ...., holder of Nepali  
Citizenship Certificate No. .... / National Identity  
Card No. ...., and Nepali Passport No. ....  
....., grandson/granddaughter of Mr. ....  
..... and Mrs. ...., son/daughter of  
Mr. .... and Mrs. ....  
....., aged ..... years, and permanent resident of .....  
....., do hereby solemnly affirm and declare as  
follows:

1. That my son/daughter, Mr./Ms. ...., holder of  
Nepali Citizenship Certificate No. ...., National  
Identity Card No. ...., and Nepali Passport No.  
....., is seeking admission to pursue the degree of  
..... at the .....  
..... (Name of College/University) located in  
..... (Country).
2. That I hereby undertake and guarantee to provide full financial support for my  
son/daughter, Mr./Ms. ...., covering all  
educational expenses, including college/university tuition fees, accommodation,  
living and other personal expenses, for the entire duration of his/her studies at the  
said institution.
3. That this affidavit is executed in good faith with full knowledge of the legal  
obligations and the consequences that may arise from any false statement or  
misrepresentation contained herein.

Right thumb of applicant	Left thumb of applicant
-----------------------------	----------------------------

Name: .....

Signature: .....

It is, hereby, verified that the applicant was physically present and signed this  
affidavit before me.



(.....)  
Ward Chairman

Ref. No.: .....

Date: .....

**Subject: Relationship Verification**

This is to verify that applicant Mr./Ms. ...., holder of Nepali Citizenship Certificate No....., National Identity Card No...../ Passport No. .... grandson/granddaughter of Mr. .... and Mrs. ...., son/daughter of Mr..... and Mrs. ...., permanent resident of ... has the following relationship with the under mentioned persons.

S. N.	Name	Citizenship Certificate Number	Relationship with the Applicant
1.			Applicant
2.			
3.			
4.			
5.			

**Photo Verification**

Photo	Photo	Photo	Photo	Photo
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(Applicant)

(Name of Relative)

(Name of Relative)

(Name of Relative)

(Name of Relative)

This letter is issued on the basis of the applicant's written self-declaration, official inquiry and investigation carried out at the local level, confirmation by competent witnesses, and in accordance with the Section 12 of the Local Government Operation Act, 2074 BS (2017 AD).



(.....)  
Ward Chairman