COMMISSIONERATE OF MUNICIPAL ADMINISTRATION
CHENNAI-600 028. TAMILNADU
Notification on e-Sanad services

e-Sanad:- The e-Sanad is a platform for the Indian and Foreign Nationals to get the Attestation / Apostille on professional and Personal documents from concerned Document Issuing Authorities (DIA) and Ministry of External Affairs (MEA), Government of India.

Submission of multiple candidates on single registration may lead to rejection of e-Sanad verification of certificates. Each candidate should register separately for their authentication of Certificates/Statements.

Step:1

CITIZEN REGISTRATION IN CITIZEN PORTAL

1. Please go to https://tnurbanepay.tn.gov.in
2. Click on New User Registration (for any help please see the help document available in the same page).
3. After getting activation code, please log on to the above site with the registered user ID
4. Go to services menu
5. Choose Birth and Death service
6. Choose Print Birth / Death Certificate
7. Choose the name of the Municipality / Corporation and fill the required details, verify and take the print out.
8. Citizen can take the Birth / Death Certificate in this portal at free of cost.

For any clarification contact:

J Section Superintendent (Nodal Officer)

Commissionerate of Municipal Administration,

Urban Administrative Building

75, Santhome High Road,

MRC Nagar, Raja Annamalaipuram,

Chennai-600 028.

Mobile No: 9176495819 / 044-29864447

E-mail:- jsec.tncma@nic.in

Step:2

Keep soft copy of the Birth / Death Certificate in PDF format in your Computer for uploading in e-Sanad Portal.

The candidate needs to visit e-Sanad Portal for Attestation / Apostille process. URL:https://esanad.nic.in/userlogin for registration.

for Commissioner of Municipal Administration.