Documents applicable for OCI Card in lieu of valid PIO Card:

S. No.	Document
1.	Duly signed **OCI Application Form** in original. The application may be submitted online on the Government of India's official website https://ociservices.gov.in and physical copy of the OCI application needs to be submitted with supporting documents. Please read the following carefully: • If you are applying for OCI card for the first time and you never held PIO card, kindly apply for new OCI registration. • If you are already an OCI Cardholder, kindly use OCI Miscellaneous Services. • If you are a PIO Cardholder, kindly register through OCI Registration (In Lieu Of Valid PIO-Card). • If you are a PIO Cardholder and card is in lost state, kindly register through OCI Registration (In Lieu Of Lost PIO-Card). • To reprint your already registered application, kindly use 'Re-Print Submitted Application' service. In case of urgent travel, applicants may apply for appropriate visa.
2.	**Photograph & Signature:** For detailed specifications - please click here • The physical photo must be affixed on the physical application form and the digital photo must be uploaded on the OCI form online. Physical and uploaded photograph must be identical. • The digital signature must also be uploaded online on the OCI portal (only in blue or black ink). Uploaded signature must match with the signature on the physical application form and passport.
3.	**Copy of current valid passport** with validity of minimum 6 months at the time of submission of application. Information page of the passport should be duly signed at the designated space. The document must be self-attested.
4.	**PIO card – Original and Copies of all the pages**
5.	**In case of change of personal particulars:** Copy of the document (s) relevant for effecting the requisite changes. Sufficient proof for each requested services like change of name, change of address, change in marital status, occupation etc. is to be furnished. In case of change of name, previous name must invariably be mentioned in the OCI application, failing which the OCI application is liable to be rejected. (The document must be self-attested).
6.	**PROOF OF LEGAL STATUS IN THE USA (IF HOLDING NON-USA PASSPORT)** (The document must be self-attested).

	Please submit any one of the following documents:
	- Copy of valid Green Card – Front and Back, OR - Copy of valid EAD – Front and Back, OR - Copy of valid long-term US visa, OR - In case visa extension is pending, I-797A Approval Notice / I-797C Receipt Notice along with recently expired visa may be submitted.
7.	**Copy of Employment / Work Letter – applicable in case of adult applicant** (the document must be self-attested): - If applicant is employed, a letter from the employer describing job profile of the applicant may be provided. - If applicant is self-employed / doing business, some documentary proof of self-employment/business may be provided. - If applicant is retired, some documentary proof regarding retirement and details of the last employer may be provided. - If applicant is a student, some documentary proof, e.g. admission letter, may be provided. - If applicant has never been employed/self-employed, a written statement may be submitted.
8.	**Parental Authorization Form (Notarized and Original) – applicable in case of minor applicant:** Both parents must sign the parental authorization form, which should be duly notarized. Signatures of the parents on OCI Application Form, their passports/ID proofs and parental authorization form must be identical. Mismatch of signatures will result in delay in processing the OCI application, which is also liable to be rejected. (**Click here for the format**). **Note:** One parent may sign the Parental Authorization Form only in the following conditions: - If parents are divorced and only one parent has legal custody of the minor applicant (and the other parent has no visitation rights or paying child support), court order regarding the legal custody must be provided. If the court order is in any foreign language other than English, translation in English by authorized translator is to be enclosed. - If one parent is not alive, copy of the death certificate must be provided. - If the parent is single adoptive parent, copy of adoption document must be provided.
9.	**Copy of birth certificate/last held Indian passport - applicable in case of minor applicant:** Copy of birth certificate/last held Indian passport in respect of minor applicant is needed as an additional safeguard to verify the names

	of both parents, as name of mother was not being printed in the PIO card. (The document must be self-attested).
10.	**Joint Affidavit of subsisting of marriage (Notarized and Original) – applicable in case of spouse of foreign origin**. (**Click here for the format**)
11.	**Proof of address** (the document must be self-attested): Proof of address must match with the present address as per application. Copy of any one of the following documents may be provided as proof of address: • State issued Identity Card, OR • Driving license, OR • Utility bill – water / gas / electricity / telephone (Latest one, not more than 3 month old), OR • Valid Lease Agreement, OR • Mortgage, OR • Income Tax Return, OR • For college/university students living in university housing/dormitories, a letter from the institution on official letterhead giving details of the applicant's present address, OR • In case of applicant residing with parents / children / relatives, a notarized undertaking from them with any copy of address proof as indicated above. **Note:** • Expired documents like lease/driving license are not acceptable as valid proof of address. • PO Box number is not acceptable as valid proof of address. • Copy of Driver's License should not be cut down to smaller size.
12.	**Proof of native address for non-US nationals living in the USA** (the document must be self-attested): Non-US nationals residing in the USA on a valid long-term visa should submit address proof of their home country. In the absence of address proof, a notarized statement must be provided giving details of native address. Applicants having dual nationality should submit proofs of native address of both the countries. **IMPORTANT NOTE**: If any supporting document is in a foreign language other than English, it should be translated in English by authorized translator.
13.	**Affidavit in lieu of originals**: A notarized affidavit needs to be submitted that the documents in support of the OCI application are true copies of the original documents, where only copies are being provided (**Click here for the format**).

14.	**Undertaking by the OCI applicant** (**Click here for the format**).
15.	**Consent Letter**, authorizing Indian Embassy/Consulate to make necessary corrections on observing errors in the OCI application (**Click here for the format**). **Note**: Consent letter is just for the sake of facilitating an OCI applicant to avoid delay in processing the OCI application and it is not an assurance to edit the OCI application completely. The responsibility lies primarily with the applicant to fill in correct details in the OCI application. Also that some details as per the OCI application are not editable subsequently. In some cases, the OCI application with errors is liable to be rejected and may be returned to the applicant for submitting fresh OCI application with correct details.
16.	**Fee Receipt**: • Application confirmation letter/payment confirmation is mandatory. Complete the process online on VFS India Consular Application Centre's website to get the application confirmation letter/payment confirmation. • Don't forget to enclose the application confirmation receipt. If paying by Money Order or Banker's Check, it should be made in favor of "VFS Services (USA) Inc." PERSONAL CHECKS ARE NOT ACCEPTABLE. Please ensure to update the correct details of the instrument (Money Order / Banker's Check). • Don't punch dummy information. Incorrect information may lead to rejection of your application. • To complete registration on VFS portal (**Click here to proceed**).

ADDITIONAL IMPORTANT INFORMATION

Documents in support of the OCI application must be uploaded online. The supporting documents (maximum size 1000kb) to be uploaded broadly fall under the following categories:

(i) Address proof
(ii) Current passport
(iii) Current Indian passport of parents / grandparents / great grandparents / spouse
(iv) Marriage Certificate
(v) Spouse passport
(vi) Joint declaration of subsisting of marriage
(vii) OCI Card

(viii)   Indian origin proof
(ix)   Indian visa
(x)   PIO card
(xi)   Spouse OCI card
(xii)   Relationship certificate
(xiii)   Previous Indian passport of self
(xiv)   Previous Indian passport of parents / grandparents / great grandparents / spouse
(xv)   OCI card of parents / grandparents / great grandparents / spouse
(xvi)   Nativity certificate of self / parents / grandparents / great grandparents / spouse
(xvii)   Domicile certificate of self / parents / grandparents / great grand parents
(xviii)   Naturalization certificate of the applicant's current citizenship
(xix)   Renunciation certificate of Indian citizenship
(xx)   Employment / work letter
(xxi)   Legal status of parents (in case of minor applicants)
(xxii)   Parental authorization (in case of minor applicants)

2.   All the supporting documents, including those which may not be uploaded under broad categories, must be submitted with the application form as per the checklist.

3.   Indian Embassy / Consulate reserves the right to ask for additional documents for processing the OCI application. Embassy/Consulate is under no obligation to inform reasons, if the OCI application is rejected and the decision of the Embassy/Consulate will be final.

<div style="border:1px solid black; text-align:center; color:red; font-weight:bold;">COMMON MISTAKES IN OCI APPLICATIONS RESULTING IN REJECTION</div>

1.   Poor quality of uploaded photo / signature. Please ensure to upload good quality photo and signature as per prescribed specifications.

2.   All supporting documents not uploaded online.

3.   Incorrect passport number / date of issue of passport

4.   Incorrect name / place of birth / date of birth

5.   Full names of parents / spouse not mentioned or not matching with their current legal names.

6.   Marital status / spouse name not mentioned.

7.   Incorrect contact numbers and email address.

8.   Part-B of OCI application not signed / Part-B (Minor Child) not signed by any of the parents

9.   Previous name not mentioned (if there is change of name, kindly mention the same in relevant column of the application and provide supporting documents).

10.   Incomplete postal address (please provide complete address ZIP code in the application).

11.   Proof of native address not provided (proof of native address must be provided if application is being submitted in a country of residence other than home country).

USEFUL TIPS FOR FILLING OCI APPLICATION ONLINE

1.   Please ensure that you have all the supporting documents in pdf and photo/signature in JPEG format as per specifications before starting online application.

2.   Fill all the details in the application very carefully and exactly as per documents. Please ensure that all the details like full names, date of birth, place of birth are exactly as per current passport. Please note that the date of birth, if different from the one mentioned in the last held Indian passport, is not acceptable.

3.   Upload all the supporting documents under their correct category / equivalent category (e.g. Birth Certificate can be uploaded under Relationship category). If you are unable to find suitable category to upload the document, please upload all the remaining documents (including any legal document) under current passport category along with current passport. **MOST IMPORTANT IS TO UPLOAD ALL THE SUPPORTING DOCUMENTS.**

4.   Kindly check all the details of the OCI application once printed. In case photo/signature and documents are not uploaded properly, these can be uploaded easily by selecting appropriate option (Re-upload image/upload/re-upload documents) available on the website.

        Please note that the file reference number required to re-upload photo/signature/documents is written vertically on left side and also below the bar code at the bottom of first page of application form submitted online.

5.   In case any information is wrong, please fill the form again.

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