

NEW OCI Checklist - For ADULT (NON-US National By Naturalization)

Applicant's Name			Passport no.	
Email ID			Mobile no.	____ - ____ - ____



THE FOLLOWING IS A LIST OF DOCUMENTS TO BE SUBMITTED FOR APPLYING FOR NEW OCI for Minor Applicant. YOU NEED TO MAIL THIS CHECKLIST AND OTHER DOCUMENTS WITH YOUR APPLICATION. PLEASE MAKE SURE YOU PRINT THIS DOCUMENT, COMPLETE IT AND INCLUDE IT IN YOUR APPLICATION AS THE COVER PAGE.

IMPORTANT GUIDELINES

- ❖ IT IS **ABSOLUTELY MANDATORY** to complete [VFS ONLINE REGISTRATION PROCESS](#) before sending your physical application. Failure to complete online registration process will result in returning your application unprocessed.
- ❖ All the photocopies of the documents that are being submitted must be in full page and clearly legible. Photos should be visible and other information should be clearly readable.
- ❖ **Please do not send original documents unless specified. VFS will not be responsible for return of any additional original documents submitted**
- ❖ **Please ensure that all data entries provided in your application match with your existing passport.** If not, please provide the supporting documentation.
- ❖ Please select the correct Indian mission based on the place where you reside in the USA and the mission's jurisdiction. Mission jurisdiction can be viewed at <http://visa.vfsglobal.com/usa/en/ind/attend-centre>
- ❖ You are recommended to fill a fresh OCI application form if your form has been completed more than 70 days ago. This might help avoid any processing delays in case your form expires at 90 days before submission to the Mission'
- ❖ After submission online, no changes can be made. In case of an error, please fill a new online application form.
- ❖ If your application lacks any of the documents listed in this checklist, your application will be put "on Hold" and an email notification highlighting the deficiencies will be sent to you. You must complete application within 7 days from the date of receipt of the email notification. Post receipt of missing documents, VFS India Consular application Centre will update the system in 48 – 72 business hours hence track the status only after 48-72 hours.
- ❖ Envelope should be superscribed as "**NEW OCI - MINOR. One Envelope can contain only one application only.**"

DON'T STAPLE THE DOCUMENTS

Please note:

- ❖ **VFS INDIA CONSULAR APPLICATION CENTRE employees cannot edit or make any changes to your online application form.**
- ❖ **THE CONSULATE RESERVES THE RIGHT TO CALL FOR ADDITIONAL DOCUMENTS, AS CONSIDERED NECESSARY.**
- ❖ **YOUR APPLICATION STATUS WILL BE UPDATED IN 48 – 72 HOURS POST ITS DELIVERY TO THE VFS INDIA CONSULAR APPLICATION CENTRE. TO TRACK THE STATUS ONLINE, [CLICK HERE](#)**

MANDATORY DOCUMENTS

S.N	Document Name	Original or Copy
1	<u>GOVERNMENT APPLICATION ONLINE FORM</u> Print out of the OCI Application Form completed on Govt. of India portal: https://passport.gov.in/oci/welcome <u>On the OCI Form Part – B, Applicant's signature is a must</u>	<u>Original</u>
2	<u>PHOTOGRAPH & SIGNATURE</u> <u>Photograph</u> <ul style="list-style-type: none"> Please provide 2 most recent passport size color photos (not older than 6 months) of the applicant (hard copies). Photos must be 2-inch x 2-inch in size, in color, depicting front pose against a white/ plain light (pale) background with dark colored dress on photographic paper. The physical photo must be affixed on the physical application form and the digital photo must be uploaded on Govt. form online. The physical and uploaded photograph must be identical 	<u>ORIGINAL & DIGITAL</u>

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	<ul style="list-style-type: none"> The digital signature must also be uploaded on the Govt. portal. Upload signature must match with the signature on the physical form and passport. For detailed specification- please click here	
3	<u>CURRENT PASSPORT INFORMATION PAGE COPY (DO NOT SEND ORIGINAL PASSPORT)</u> <i>Information page</i> that contains the <i>picture</i> and <i>personal details</i> of the holder of the Passport. Endorsement/amendment pages. Passport should be valid for at least 6 months from the date of submission of application at the VFS INDIA CONSULAR APPLICATION CENTRE	<u>SELF-ATTESTED PHOTOCOPY</u>
4	<u>COPY OF THE VALID LEGAL STATUS IN THE USA</u> Please submit one of the below documents as applicable, in Color – copy & Notarized (with Stamp and Notary signature):- <ul style="list-style-type: none"> Notarized valid Green Card - FRONT AND BACK Notarized valid Visa, Notarized valid EAD - FRONT AND BACK Notarized valid I-797A Approval Notice, Notarized valid Work permit/Study Permit, OR Notarized recently expired Visa and notarize I-797A Approval notice together with notarized I-797C Receipt Notice for filing of a request for extension before the expiry of Visa or I-797A. Notarized copy of proof of extension, if B1/B2 is expired and have a receipt for extension of stay or an approval for extension of stay. 	
5	<u>COPIES OF THE INDIAN PASSPORT OF THE APPLICANT</u> Copies of the applicant's Indian passport first 2 and last 2 pages are must.	<u>COPY</u>
6	<u>PROOF OF RENUNCIATION COPY</u> <ul style="list-style-type: none"> If you ever held an Indian Passport, it is MANDATORY to provide proof of the Renunciation of Indian Citizenship along with your OCI application. One of the following MUST be produced as proof: - <ul style="list-style-type: none"> ❖ Copy of the Canceled Indian Passport with a stamp stating the passport is canceled due to obtaining US/Foreign citizenship OR ❖ Copy of the Certificate of renunciation issued by the Embassy/Consulate of India OR ❖ Copy of the Deemed surrender certificate issued by the Embassy/Consulate of India Both - Canceled/ Surrendered Passport along with the copy of the Surrender/Renunciation Certificate would be needed for Indian passports surrendered after May 31, 2010 Copy of the Surrender/Renunciation Certificate would be needed for Indian passports surrendered after May 31, 2010. If you do not have the proof of renunciation then please apply for renunciation before submitting the OCI application.	<u>COPY</u>
7	<u>NATURALIZATION CERTIFICATE COPY</u> <ul style="list-style-type: none"> If you acquired US Nationality through Naturalization, a copy of your Naturalization Certificate is required. If you gained naturalization through your parents and possess no separate naturalization certificate, then copies of the parent's naturalization certificates and a Notarized statement signed by BOTH parents is required, stating the circumstances in which their child received his/her naturalization status and why the child does not possess his/her certificate. 	<u>COPY</u>
8	<u>CONSENT LETTER:</u> Applicant has to write and sign a consent letter confirming that the Indian Consulate/Embassy is authorized to make edit and correct the mistakes made in the OCI Government form.	<u>SIGNED COPY</u>
9	<u>PROOF OF MARITAL STATUS (MARRIED/DIVORCED/WIDOW)</u> Copy of the marriage certificate is a must, if married. Copy of the divorce decree, if divorced. If re-married, include a copy of the marriage certificate.	<u>COPY</u>

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S.N	Document Name	Original or Copy
	Copy of the Death certificate, if spouse is deceased. If proof of marital status is not available, submit a notarized affidavit to confirm the marital status and why proof cannot be submitted	
10	<u>PROOF OF ADDRESS COPY</u> Proof of address must match with the present address as per application: (any ONE of the below documents) - State Issued ID OR - Driving license OR - Utility Bill - Water (should be recent, no more than 3 months old) OR - Utility Bill - Gas (should be recent, no more than 3 months old) OR - Utility Bill - Electricity (should be recent, no more than 3 months old) OR - Valid Lease Agreement OR - Mortgage OR - Income Tax return OR - For College/University Students living on campus in University housing/dormitories, a letter from your institution on the institution letterhead explaining the exact address that you presently reside in will suffice. - Marriage Certificate in case the address in spouse's name, birth certificate of child in case of minor applicant along with parent's address proof. - In case of applicant residing with parents/children/ relatives, a notarized undertaking from them with one of the Notarized copies of address proof as indicated above. -In case of applicant residing in a hotel or temporary lodging for a short period of time and does not have a -- permanent address proof, then can submit copy of notarized hotel bills as proof of residence. -Please note – expired documents like lease/ driving license copies are not acceptable. Please provide alternate valid documents NOTE: DO NOT CUT YOUR DRIVER'S LICENCE COPY DOWN TO SMALLER SIZE Important: PO BOX number is NOT ACCEPTABLE as valid Proof of address	<u>COPY</u>
11	<u>FEE PAYMENTS & COURIERS</u> Complete the process online on VFS INDIA CONSULAR APPLICATION CENTRE's website to send your application and requisite documents. Don't forget to enclose the Application confirmation receipt and enclose the acceptable pre-paid label, if you opt to use your own courier labels. <u>Both Pre-paid labels and VFS offered courier label return address must match with the address proof submitted and mentioned on the application form.</u> To complete the questionnaire & create a profile: Click here to proceed If paying by Money order or Banker's check then it should be made in favor of "VFS Services (USA) Inc." PERSONAL CHECKS ARE NOT ACCEPTABLE FEDEX PREPAID LABELS ARE NOT ACCEPTABLE. Acceptable Prepaid Labels are – UPS or USPS with NO expiry date of the label.	<u>ORIGINAL</u>

SUPPORTING DOCUMENTS – CONDITION BASED

1	<u>NAME CHANGE AFFIDAVIT</u> If there is a change in name from an Indian passport or birth certificate and in the current foreign passport, please submit a notarized affidavit giving reasons for the name change. Please note that even if you are changing your last name from maiden to marriage or if you are changing your middle name to Initial letter then also name change affidavit is required. Name in all the documents supplied must match.	<u>NOTARIZED AND ORIGINAL</u>
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2	<u>SWORN AFFIDAVIT FOR NATURALIZATION CERTIFICATE</u> If the applicant has gained naturalization through parents, please provide a notarized sworn affidavit in original. Click here to download the Sworn Affidavit.	<u>NOTARIZED AND ORIGINAL</u>
3	<u>LEGAL STATUS (Holding a Non-USA passport)</u> Both parent's valid Visa status in the USA (for Non-USA passport holders) is required. In case of parents pending visa extension is under process "Required recently expired Visa or I-797A Approval notice together with I-797C Receipt Notice for filing of a request for extension before the expiry of Visa or I-797A.	<u>COPY</u>
4	<u>NON-US PASSPORT HOLDERS AND DUAL CITIZENS</u> Proof of address in home country or affidavit confirming the last known address.	<u>Copy</u>
5	<u>APPLICANT IS A GOVERNMENT EMPLOYEE:</u> Please provide a signed letter giving details of the employment and the current job profile.	<u>Copy</u>
6	<u>APPLICANT DOES NOT HAVE ITS INDIAN PASSPORT COPIES</u> <ul style="list-style-type: none"> ➤ Certificate of Residence or Place of Birth from First Class Magistrate/District Magistrate; OR <ul style="list-style-type: none"> ➤ Domicile Certificate issued by the competent authority; or OR <ul style="list-style-type: none"> ➤ Nativity Certificate from the competent authority. OR <ul style="list-style-type: none"> ➤ First three and last two pages of Indian passports of either parent; or Domicile certificate or nativity certificate issued to either parent by the competent authority along with the applicant's birth certificate copy to prove the relationship. OR First three and last two pages of Indian passports of either grandparent; or Domicile certificate or Nativity certificate issued to either grandparent by the competent authority along with the applicant's parent birth certificate and applicant's birth certificate to establish the relationship.	<u>Copy</u>



(Signature of the Applicant)

PHOTO / SIGNATURE AND DOCUMENT UPLOAD REQUIREMENTS ON GOVT. PORTAL

Applicant's Photo The images must be in jpeg or jpg format , with max size 30kb	The height and width of the Applicant Photo must be equal. The minimum dimensions are 360 pixels (width) x 360 pixels (height) The maximum dimensions are 900 pixels (width) x 900 pixels (height)
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Applicant's Signature The images must be in jpeg or jpg format , with max size 30kb	The height and width of the Signature Photo must have aspect ratio 3:1 The minimum dimensions are 360 pixels (width) x 120 pixels (height) The maximum dimensions are 900 pixels (width) x 300 pixels (height)  "Paint" software can be used to resize the photos
Documents Document-Upload Section of Online OCI-Registration has 7 categories.	Max file size allowed for a document file is 500 kb Please scan the documents in a single file for each category as Mentioned below for uploading. The document file should be in PDF format  An A-4 size page document Colour scanned at 100 DPI (Dots per inch resolution) will generate of file of between 200-250 kb.

It is mandatory to upload all the requisite documents on the Govt. Portal. Failure to comply with this requirement will make your application ineligible. VFS India Consular application Centre will then return your application unprocessed.

Categories	For Minors/ Newborn
Current Passport	Current passport copy and Birth Certificate Copies of Valid US Visas of both parents
Indian Origin Proof	Copy of cancelled Indian passport and renunciation certificate [If applicable] If applicant born outside India and never had any Indian passport, upload first and last page of both parent's surrendered Indian passports showing the 'Cancelled on acquiring foreign citizenship' stamp.
Indian Visa	Previous Indian Visa copy [If available]
PIO Card	If already a PIO card holder than copy of PIO card
Relationship Certificate	Copy of parents Indian passport or OCI card OR Statement of live birth Certificate reflecting both parent's names. Notarized Parental Authorization Form for OCI for Minor
Marriage Certificate	Copy of parents' Marriage Certificate & Joint Notarized affidavit if applicable

