

## CANCEL OCI Checklist - For Minor

Applicant's Name			Passport no.	
Email ID			Mobile no.	_____



**THE FOLLOWING IS A LIST OF DOCUMENTS TO BE SUBMITTED TO CANCEL OCI. 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.**

	<p style="text-align: center;"><b>• IMPORTANT GUIDELINES</b></p> <ul style="list-style-type: none"> <li>❖ Please ensure that all data entries provided in your application match with your existing passport. If not, please provide the supporting documentation.</li> <li>❖ 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 <a href="http://visa.vfsglobal.com/usa/en/ind/attend-centre">http://visa.vfsglobal.com/usa/en/ind/attend-centre</a></li> <li>❖ 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.</li> <li>❖ Envelope should be superscribed as "<b>CANCEL OCI - MINOR</b>". One Envelope can contain only one application only.</li> </ul> <p><b>Please note:</b></p> <ul style="list-style-type: none"> <li>❖ VFS INDIA CONSULAR APPLICATION CENTRE employees cannot edit or make any changes to your online application form.</li> <li>❖ THE CONSULATE RESERVES THE RIGHT TO CALL FOR ADDITIONAL DOCUMENTS, AS CONSIDERED NECESSARY.</li> <li>❖ 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, <a href="#">CLICK HERE</a>.</li> </ul> <p style="text-align: center; color: red; font-weight: bold; font-size: 1.2em;">DON'T STAPLE THE DOCUMENTS</p>
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❖ MANDATORY DOCUMENTS
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□	<p><b><u>GOVERNMENT APPLICATION ONLINE FORM - ORIGINAL</u></b></p> <p>In the case of Minor parent's signatures and the notary is required on the last page of the OCI form. Also minors below <b>5</b> years a thumb impression is required. For minors above the age of <b>5</b> years, the applicant has to sign the form. <a href="https://passport.gov.in/oci/welcome">https://passport.gov.in/oci/welcome</a></p>
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□	<p><b><u>PHOTOGRAPH &amp; SIGNATURE - ORIGINAL</u></b></p> <p><i>Photograph</i></p> <ul style="list-style-type: none"> <li>• Please provide 2 most recent passport size color photos (not older than 6 months) of the applicant (hard copies).</li> <li>• Photos to be 2 inches x 2 inches in size, in color, depicting front pose strictly against a light-colored background only on photographic paper.</li> <li>• 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</li> <li>• The digital signature must also be uploaded on the Govt. portal. Upload signature must match with the</li> </ul>
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	<p>signature on the physical form.</p> <ul style="list-style-type: none"> <li>• For Detailed Photograph specifications - <a href="#">Please click here</a></li> </ul>
<input type="checkbox"/>	<p><b><u>PROOF OF ADDRESS - COPY</u></b></p> <p>Proof of address must match with the present address as per application: (any ONE of the below documents)</p> <ul style="list-style-type: none"> <li>- State Issued ID OR</li> <li>- Driving license OR</li> <li>- Utility Bill - Water (should be recent, no more than 3 months old) OR</li> <li>- Utility Bill - Gas (should be recent, no more than 3 months old) OR</li> <li>- Utility Bill - Electricity (should be recent, no more than 3 months old) OR</li> <li>- Valid Lease Agreement OR</li> <li>- Mortgage OR</li> <li>- Income Tax return OR</li> <li>- 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.</li> <li>- 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.</li> <li>- In case of applicant residing with parents/children/ relatives, a notarized undertaking from them with one of the copies of address proof as indicated above.</li> </ul> <p>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</p>
<input type="checkbox"/>	<p><b><u>ORIGINAL OCI CARD</u></b></p>
<input type="checkbox"/>	<p><b><u>PARENTAL AUTHORIZATION - NOTARIZED AND ORIGINAL</u></b></p> <p>In the case of Minor submit parental authorization. <a href="#">Click here to Download</a></p>
<input type="checkbox"/>	<p><b>FEE PAYMENTS &amp; COURIERS</b></p> <p>Download requisite forms from VFS INDIA CONSULAR APPLICATION CENTRE's website to send your application and requisite documents. Don't forget to enclose the requisite fee &amp; return pre-paid Courier label.</p> <p>To know "how to send application : <a href="#">Click here to proceed</a></p> <p>Fees to be paid by Money order or Banker check and it should be made in favor of "VFS Services (USA) Inc.</p>
	<p><b>CHECKLIST</b></p> <p>1 Checklist (original) to be printed and enclosed with your application</p>

(Signature of the Applicant)

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### Important Notes

- ❖ Indian Embassy/Consulate may also call the applicant for a personal Interview.
- ❖ Applications with incorrect details on the OCI government form will fall under ineligible category and shall be rejected immediately. In this case, applicant would have to restart the entire process again since the old application will be voided.
- ❖ **HANDWRITTEN FORMS ARE NOT ACCEPTABLE**
- ❖ Application with lack of documents will be considered incomplete and will remain on hold for 21 days. On none receipt of the missing documents, application shall be Abandoned and returned back to the applicant. In this case, applicant would have to restart the entire process again since the old application will be voided.
- ❖ Only Consular fee + ICWF fee will be refunded back to the applicant in case the application is rejected or abandoned



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