

## NEW OCI Checklist - For MINOR

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' & Govt. Online form must be printed on Portrait format.
  - ❖ 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.**"
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- 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](#)**

**DON'T STAPLE THE DOCUMENTS**

### MANDATORY DOCUMENTS

#### **GOVERNMENT APPLICATION ONLINE FORM – ORIGINAL**

**OCI Application Form:** . In case of Minor any one parent may sign the form and notarize it before submission..

Also minors below 5 years a thumb impression is required. For minors above the age of 5 years, the applicant has to sign the form. <https://passport.gov.in/oci/welcome>

**Part - B of Government Form: Minor's thumb impression/signature is a must with both parent's signature on Part B of the OCI on the Government form.**

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	<p><b><u>PHOTOGRAPH &amp; SIGNATURE – ORIGINAL &amp; DIGITAL</u></b></p> <p><b>Photograph</b></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 must be 2-inch x 2-inch in size, in color, depicting front pose against a white/ plain light (pale) background with dark coloured dress 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 signature on the physical form.</li> <li>• For detailed specification- <a href="#">please click here</a></li> </ul>
	<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> <li>-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.</li> <li>-Please note – expired documents like lease/ driving license copies are not acceptable. Please provide alternate valid documents</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>
	<p><b><u>NOTARIZED AND ORIGINAL NAME CHANGE AFFIDAVIT</u></b></p> <p>If there is a name variation or you name is completely changed then please submit name change affidavit duly notarized.</p>
	<p><b><u>SELF-ATTESTED PHOTOCOPY OF PASSPORT *</u></b></p> <p><b>Information page</b> that contains the <b>picture</b> and <b>personal details</b> of the holder of the Passport. <b>Endorsement/amendment pages.</b></p> <p>Passport should be valid for at least <b>6 months</b> from the date of submission of application at the VFS INDIA CONSULAR APPLICATION CENTRE.</p>
	<p><b><u>ADDITIONAL DOCUMENTS FOR NEW OCI</u></b></p>

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	<p><b><u>PROOF OF RENUNCIATION – COPY</u></b>  <b><i>Proof of Renunciation of Indian Citizenship:</i></b></p> <ul style="list-style-type: none"> <li>• 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"> <li>❖ Canceled Indian Passport with a stamp stating the passport is canceled due to obtaining US/Foreign citizenship OR</li> <li>❖ Certificate of renunciation issued by the Embassy/Consulate of India OR</li> <li>❖ Deemed surrender certificate issued by the Embassy/Consulate of India Both - Cancelled/ Surrendered Passport along with the copy of the Surrender/Renunciation Certificate would be needed for Indian passports surrendered <b>after May 31, 2010</b></li> </ul> </li> </ul> <p>If you do not have the proof of renunciation then please <a href="#">apply for renunciation</a> before submitting the OCI application.</p>
	<p><b><u>PROOF OF INDIAN ORIGIN – COPY</u></b></p> <ul style="list-style-type: none"> <li>• Copy of first three and last two pages of the last-held Indian passport of the applicant.</li> <li>• If an Indian passport is not available, any one of the following documents:             <ul style="list-style-type: none"> <li>• Certificate of Residence or Place of Birth from First Class Magistrate/District Magistrate;</li> <li>• Domicile Certificate issued by the competent authority; or</li> <li>• Nativity Certificate from the competent authority.</li> </ul> </li> </ul> <p>In case of non-availability of an Indian passport, the decision to accept or reject the above-mentioned documents as proof of Indian citizenship made by the Embassy/Consulate will be final.</p> <p><b>If an applicant applies based on the Indian citizenship of his/her parents', the applicant should submit the following documents:</b></p> <ul style="list-style-type: none"> <li>• Applicant's birth certificate. The birth certificate should show the names of parents clearly; and</li> <li>• 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; or OCI Card of either parent together with his/her Indian passport or other documents to prove his/her Indian origin.</li> <li>• Proof of current and previous nationality of both parents.</li> </ul> <p><b>If an applicant applies based on the Indian citizenship of his/her grandparents, the applicant should submit the following documents:</b></p> <ul style="list-style-type: none"> <li>• Applicant's birth certificate and his/her parents' birth certificates issued by the competent authority. If the birth certificate is issued by a foreign authority, an apostilled birth certificate should be submitted. The birth certificates should show the names of parents clearly; and</li> <li>• 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; or OCI Card of either grandparent together with his/her Indian passport or other documents to prove his/her Indian origin.</li> <li>• Proof of current and previous nationality of both parents and grandparents</li> </ul>
	<p><b><u>NATURALISATION CERTIFICATE – COPY</u></b></p> <ul style="list-style-type: none"> <li>- If you acquired US Nationality through Naturalization, a copy of your Naturalization Certificate is required.</li> <li>- If you do not have an Indian passport and are applying for OCI on the basis that the parents and/or grandparents were Indian nationals - then PARENTS AND/OR GRANDPARENTS NATURALIZATION CERTIFICATE IS NEEDED.</li> <li>- If the applicant has more than one NATIONALITY after having INDIAN Citizenship, please provide all NATURALIZATION CERTIFICATES or PROOF OF NATIONALITY from all countries where the applicant has</li> </ul>

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	<p>held citizenship.</p> <ul style="list-style-type: none"> <li>- The US Naturalization Certificate should state "FORMER NATIONALITY" AS INDIA Certificates that state 'Country of Birth' as India CANNOT be accepted.</li> <li>- 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.</li> </ul> <p>If a <b>naturalization certificate</b> is not available, then a Certified True Copy from the local USCIS office must be provided.</p> <p>Additional information can be obtained from USCIS</p> <p><a href="https://www.uscis.gov/tools/how-do-i-customer-guides/how-do-i-guides-us-citizens/how-do-i-obtain-certified-true-copies-certificate-naturalization">https://www.uscis.gov/tools/how-do-i-customer-guides/how-do-i-guides-us-citizens/how-do-i-obtain-certified-true-copies-certificate-naturalization</a></p>
	<p><b><u>NATIVE ADDRESS DETAILS FROM THE COUNTRY OF NATIONALITY – COPY</u></b></p> <p>NON-US nationals residing in the USA on a valid visa should submit address proof of their home country. In absence of address proof, a notarized statement must be provided</p>
	<p><b><u>PARENTS PASSPORT – COPY</u></b></p> <p>In case of a Minor, parents are requested to provide a copy of parents' passport ( first 2 and last 2 pages) &amp; copy of parent's valid Visa status in the USA (for Non-USA passport holders). 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</p>
	<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> . <b>BOTH PARENTS</b> must sign the <b>parental authorization form failing which the application cannot be processed</b></p>
	<p><b><u>MARRIAGE CERTIFICATE OF PARENTS – COPY</u></b></p> <p>Marriage certificate of parents /grandparents required (only if OCI is applied on basis of Indian origin parents/ Grandparents. If no marriage certificate is available, reasons for same to be indicated)</p>
	<p><b><u>LANDING PAPERS – COPY (for Canadian Citizens)</u></b></p>
	<p><b><u>BIRTH CERTIFICATE – COPY</u></b></p> <p>It must reflect (i) Names of parents; (ii) Date of Birth; and (iii) Nationality. Note: Birth certificate issues by Hospitals are not accepted.</p>
<input type="checkbox"/>	<p><b>FEE PAYMENTS &amp; COURIERS</b></p> <p>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. <b>Both Pre-paid labels or VFS offered courier label return address must match with the address proof submitted and mentioned on the application form.</b></p> <p>To complete the questionnaire &amp; create a profile: <a href="#">Click here to proceed</a></p> <p>If paying by Money order or Banker's check then it should be made in favor of "VFS Services (USA) Inc. <b>PERSONAL CHECKS ARE NOT ACCEPTABLE</b></p>



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	<p><b>CHECKLIST</b></p> <p>1 Checklist (original) to be printed and enclosed with your application</p>
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**(Signature of the Applicant)**

### PHOTO / SIGNATURE AND DOCUMENT UPLOAD REQUIREMENTS ON GOVT. PORTAL

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

**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.**

<b>Categories</b>	<b>For Minors/ Newborn</b>
<b>Current Passport</b>	Current passport copy and Birth Certificate Copies of Valid US Visas of both parents
<b>Indian Origin Proof</b>	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.

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<b>Indian Visa</b>	Previous Indian Visa copy [If available]
<b>PIO Card</b>	If already a PIO card holder than copy of PIO card
<b>Relationship Certificate</b>	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
<b>Marriage Certificate</b>	Copy of parents' Marriage Certificate & Joint Notarized affidavit if applicable