

## New OCI -ADULT Checklist

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

☒ **THE FOLLOWING IS A LIST OF DOCUMENTS TO BE SUBMITTED FOR APPLYING FOR NEW OCI . PLEASE PRINT AND SIGN A COPY OF THIS CHECKLIST, ALONG WITH YOUR APPLICATION.**

	<p style="text-align: center;">▪ <b><u>IMPORTANT GUIDELINES</u></b></p> <ul style="list-style-type: none"> <li>❖ <b>Please ensure that all data entries provided in your application match with your existing passport.</b> 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>❖ Online applications are only accepted if filled out in the current year.</li> <li>❖ After submission online, no changes can be made. In case of an error, please fill a new online application form.</li> </ul> <p><b>Please note:</b></p> <ul style="list-style-type: none"> <li>❖ ICAC employees cannot edit or make any changes to your online application form.</li> <li>❖ <b>THE CONSULATE RESERVES THE RIGHT TO CALL FOR ADDITIONAL DOCUMENTS, AS CONSIDERED NECESSARY.</b></li> </ul>
❖ <b>MANDATORY DOCUMENTS</b>	
<input type="checkbox"/>	<p><b><u>GOVERNMENT APPLICATION ONLINE FORM – ORIGINAL</u></b></p> <p><b>OCI Application Form.</b> In case of Minor both parent's signatures and notary is required on the last page of the OCI form.</p> <p>Also minors below <b>5</b> year a thumb impression is required. Minors above the age of <b>5</b> year the applicant has to sign the form. <a href="https://passport.gov.in/oci/welcome">https://passport.gov.in/oci/welcome</a></p>
<input type="checkbox"/>	<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 to be 2 inches x 2 inches in size, in color, depicting front pose strictly against white background only on photographic paper.</li> <li>• Physical photo must be affixed on the physical application form and digital photo must be uploaded on Govt. form online. Physical and uploaded photograph must be identical</li> <li>• Digital signature must also be uploaded on the Govt. portal. Upload signature must match with the signature on the physical form.</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 letter head explaining the exact address that you presently reside in will suffice.</li> </ul>

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	<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>PHOTOCOPY OF PASSPORT</u></b>  <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 Indian Consular Application Centre (ICAC).</p>
	<p><b><u>ADDITIONAL DOCUMENTS FOR NEW OCI</u></b></p>
<input type="checkbox"/>	<p><b><u>PASSPORT – ORIGINAL</u></b></p> <p>If applying for New OCI then please send your original US/Foreign passport. Passport will be returned by ICAC within 3 – 5 days after verification.</p>
<input type="checkbox"/>	<p><b><u>PROOF OF RENUNCIATION – COPY</u></b>  <b>Proof of Renunciation of Indian Citizenship:</b></p> <ul style="list-style-type: none"> <li>• If you ever held an Indian Passport, it is MANDATORY to provide proof of 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 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 2010</b></li> </ul> </li> </ul> <p>If you do not have the proof of renunciation then please apply for renunciation before submitting the OCI application - <a href="http://visa.vfsglobal.com/usa/en/ind/apply-oci-pio">http://visa.vfsglobal.com/usa/en/ind/ apply-oci-pio</a></p>
<input type="checkbox"/>	<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 last-held Indian passport of the applicant.</li> <li>• If 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 competent authority.</li> </ul> </li> </ul> <p>In case of non-availability of 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 on the basis of 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 issued by competent authority. If the birth certificate is issued by a foreign authority, apostilled birth certificate should be submitted. The birth certificates should show the names of parents clearly; and</li> </ul>

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	<ul style="list-style-type: none"> <li>First three and last two pages of Indian passports of either parent; or Domicile certificate or nativity certificate issued to either parent by 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 on the basis of 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 competent authority. If the birth certificate is issued by a foreign authority, apostiled 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 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>
<input type="checkbox"/>	<p>If you include the name of your spouse in the OCI card, please submit the following documents:</p> <ul style="list-style-type: none"> <li>Copy of Marriage Certificate; or</li> <li>Copy of Indian passport containing name of spouse.</li> </ul>
<input type="checkbox"/>	<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 <b>PARENTS AND/OR GRANDPARENTS NATURALIZATION CERTIFICATE IS NEEDED.</b></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 held citizenship.</li> <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 parents 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 own certificate.</li> </ul> <p>If <b>naturalization certificate</b> is not available, then a Certified True copy from 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>
<input type="checkbox"/>	<p><b><u>LANDING PAPERS – COPY (For Canadian Citizens)</u></b></p>

(Signature of the Applicant)

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### **DOCUMENT UPLOADING INSTRUCTIONS**

Please visit the link <https://ociservices.gov.in/> to upload your documents / photograph and signature for OCI.

**Please bring a screenshot of the photograph and signature and documents uploaded.**

#### **A) PHOTO / SIGNATURE UPLOADING**

**INSTRUCTIONS Important:** The images must be in JPEG or JPG, with max size 200 kb.

##### **(1) APPLICANT'S PHOTOGRAPH:**

- The height and width of the Applicant Photo must be equal.
- The minimum dimensions are 200 pixels (width) x 200 pixels (height). The maximum dimensions are 900 pixels (width) x 900 pixels (height).

##### **(II) APPLICANT'S SIGNATURE / THUMB IMPRESSION (FOR MINORS WHO CANNOT SIGN):**

- The height and width of the Signature Photo must have aspect ratio 1:3.
- The minimum dimensions are 200 pixels (width) x 67 pixels (height). The maximum dimensions are 900 pixels (width) x 300 pixels (height).
- Ensure that the shoulders are touching the border (as in the picture below).
- Please ensure that the picture is captured in white / light background and then uploaded.
- Uploaded images must be the same as the physical photograph submitted in the form and must be uploaded in colour and NOT black and white.



**OR** (for minors who cannot sign)

#### **B) DOCUMENT UPLOADING INSTRUCTIONS**

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- Document-Upload Section of Online OCI- Registration has 7 categories. Documents relevant to your application have to be uploaded.
- Max file size allowed for a document file is 500kb
- The document file should be in PDF format
- Please scan and upload the self-attested copies

Please scan the documents in a single PDF for each category as mentioned below

CATEGORIES	ADULTS (18 AND ABOVE)
CURRENT PASSPORT	- Current Passport Copy (photo page)
INDIAN ORIGIN PROOF	Cancelled Indian passport (first and last page) with stamp showing 'Cancelled on acquiring foreign citizenship' as one file. In case, there is no Indian origin proof, Nativity Certificate can be uploaded here. <i>For applicants that do not have or never obtained an Indian passport, they can upload their 'Nativity Certificate' or 'OCI or PIO card of their parent as proof of Indian origin</i>
INDIAN VISA	- Landing Paper <i>For FC immigration category on the landing paper, please upload the Refugee Board letter and Notarized affidavit as well</i>
PIO CARD	-
SPOUSE OCI CARD	Upload spouse's OCI card first and last page as one file
RELATIONSHIP CERTIFICATE	Not applicable
MARRIAGE CERTIFICATE	Marriage Certificate or Divorce or Death Certificates can be uploaded here, if applicable

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### Important Notes

- ❖ Please Note: Applicants are required to submit total 2 photographs
- ❖ Affix **1 photograph** on EACH of the following documents:
- ❖ Online Passport Application Form
- ❖ 1 copy of the document checklist must be enclosed in your envelope.
- ❖ The Indian Embassy / Consulate have the right to request for additional documents over and above the mandatory list.
- ❖ This checklist can be updated at any point. If the application is in transit, you may have to provide Additional / New document / s as required.
- ❖ Send Original Documents only as indicated in the checklist.
- ❖ Check the number of Documents required in the checklist.
- ❖ PHOTOCOPY of documents such as Green card, Visa copy, Driving License copy etc. should appear on the Center of the page with a **Higher Zoom**.
- ❖ CAPITAL LETTERS must be used to fill the Online OCI Application form on the Government Website.
- ❖ Applicants are advised that they **DO NOT** print the document on both the sides of the paper as "DOUBLE SIDED PRINTED DOCUMENTS ARE NOT ACCEPTED".
- ❖ Please Sign the Application Form wherever indicated before submission.
- ❖ All minor applicants need to write their name or sign in the space provided. Minor applicants below 5 years may place thumb impression in the space provided
- ❖ In case of self-attestation for Minors, parents or legal guardians should sign along with the applicant
- ❖ Indian Embassy/Consulate may also call the applicant for a personal Interview.
- ❖ In case of foreign spouse, it is mandatory for the foreign spouse and Indian spouse to appear at the Indian Embassy/Consulate 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.
- ❖ 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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