OCI Checklist for Foreign Spouse

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.**

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IMPORTANT GUIDELINES

❖ **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
❖ Online applications are only accepted if filled out in the current year.
❖ After submission online, no changes can be made. In case of an error, please fill a new online application form.

Please note:
❖ **ICAC 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.**

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CATEGORIES OF APPLICANTS WHO CAN USE THIS CHECKLIST:

(1) New OCI Registration
(2) OCI Registration (In lieu of Valid PIO Card)
(3) OCI Registration (In lieu of Lost/Damaged PIO Card)
(4) OCI Misc. Services
  • In case of issuance of new passport.
  • In case of change of personal particulars viz. name, father's name, nationality etc.
  • In case of loss/damage of OCI registration certificate/visa
  • In case of change of address/occupation

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MANDATORY DOCUMENTS

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GOVERNMENT APPLICATION ONLINE FORM – ORIGNAL

OCI Application Form. In case of Minor both parent's signatures and notary is required on the last page of the OCI form.

Also minors below **5** year a thumb impression is required. Minors above the age of **5** year the applicant has to sign the form. https://passport.gov.in/oci/welcome

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PHOTOGRAPH & SIGNATURE – ORIGINAL & DIGITAL

Photograph

• Please provide 2 most recent passport size color photos (not older than 6 months) of the applicant (hard copies).
• Photos to be 2 inches x 2 inches in size, in color, depicting front pose strictly against white background only on photographic paper.
• 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
• Digital signature must also be uploaded on the Govt. portal. Upload signature must match with the signature on the physical form.

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☐	**PROOF OF ADDRESS – COPY**
	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 letter head explaining the exact address that you presently reside in will suffice.
	
	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

☐	**PHOTOCOPY OF PASSPORT** *Information page* that contains the *picture* and *personal details* 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 Indian Consular Application Centre (ICAC).
	ADDITIONAL DOCUMENTS FOR NEW OCI
☐	**APOSTILLED MARRIAGE CERTIFICATE**
☐	**LANDING PAPERS – COPY (For Canadian Citizens)**
	OCI REGISTRATION (IN CASE FOREIGN SPOUSE APPLYING ON THE BASIS OF INDIAN ORIGIN SPOUSE)
☐	**AFFIDAVIT FOR FOREIGN SPOUSE – NOTARIZED AND ORIGINAL** Download affidavit sample from : https://www.indianembassvusa.eov.in/Ddf/Sworn%20
☐	**CURRENT PASSPORT OF INDIAN SPOUSE – COPY**
☐	**PROOF OF INDIAN ORIGIN OF INDIAN ORIGIN SPOUSE – COPY**

☐	**IF SPOUSE HOLDS OCI CARD**
	Please submit the following documents:
	    • copy of passport of spouse;
	    • copy of OCI card of spouse; and
	    • copies of documents upon which OCI card was issued to the spouse.

☐	**DIVORCE DECREE AND APOSTILLED CURRENT MARRIAGE CERTIFICATE** If you are Divorced and Re-Married

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☐	**<u>DEATH CERTIFICATE – COPY</u>** If your Spouse is Deceased

(Signature of the Applicant)

❗ 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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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.
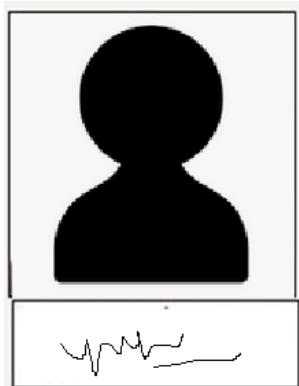
A) PHOTO / SIGNATURE UPLOADING

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).

(I) APPLICANT'S SIGNATURE / THUMB IMRESSION (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

- 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

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- 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	APPLICANTS APPLYING ON SPOUSE BASIS
CURRENT PASSPORT	- Current Passport Copy (photo page)
INDIAN ORIGIN PROOF	Upload spouse's surrendered Indian passport (first and last page) showing the 'Cancelled on acquiring foreign citizenship' stamp.
INDIAN VISA	- Landing Paper of the applicant - Landing paper of spouse f*or FC immigration category on the landing paper, please upload the Refugee Board letter and Notarized affidavit as well*
PIO CARD	-
SPOUSE OCI CARD	Upload spouse's OCI card first and last page as one file
RELATIONSHIP CERTIFICATE	Full version of birth Certificate reflecting both parents' names for those applicants born outside India
MARRIAGE CERTIFICATE	Marriage Certificate attested by the concerned Govt.