New OCI Checklist - For Spouse of Foreign Origin

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

☑ **Is 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.**

	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. **Govt. Online Form must be printed on the Portrait format.** **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.** # DON'T STAPLE THE DOCUMENTS
	CATEGORIES OF APPLICANTS WHO CAN USE THIS CHECKLIST: **(1)** New OCI Registration for Spouse of Foreign Origin

MANDATORY DOCUMENTS

☐	**GOVERNMENT APPLICATION ONLINE FORM – ORIGNAL** *OCI Application Form. Please fill the form correclty and ensure its duly signed.* URL of online 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 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.
	• 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 • The digital signature must also be uploaded on the Govt. portal. Upload signature must match with the signature on the physical form. • For detailed photograph specifications, please click here
☐	**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 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 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
☐	**SELF-ATTESTED 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 the VFS INDIA CONSULAR APPLICATION CENTRE.
	ADDITIONAL DOCUMENTS FOR NEW OCI
☐	**APOSTILLED MARRIAGE CERTIFICATE**

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	NATIVE ADDRESS DETAILS FROM THE COUNTRY OF NATIONALITY – COPY 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
☐	**BIRTH CERTIFICATE OF THE APPLICANT – COPY** IF THE APPLICANT WAS BORN OUTSIDE OF THE USA OR INDIA, THE BIRTH CERTIFICATE COPY MUST BE **APOSTILLED.**

	NAME CHANGE AFFIDAVIT – ORIGINAL & MANDATORY If there is change in name from that in your last-held Indian passport, please submit an Affidavit giving reasons for the change in name duly notarized
☐	**LANDING PAPERS – COPY (For Canadian Citizens)**
**OCI REGISTRATION (IN CASE of SPOUSE OF FOREIGN ORIGIN APPLYING ON THE BASIS OF INDIAN ORIGIN SPOUSE)**
☐	**AFFIDAVIT FOR SPOUSE OF FOREIGN ORIGIN – NOTARIZED AND ORIGINAL**
☐	**CURRENT PASSPORT OF INDIAN SPOUSE – COPY**
☐	**PROOF OF INDIAN ORIGIN OF INDIAN ORIGIN SPOUSE – COPY**
☐	**COPY OF SPOUSE OCI CARD - MANDATORY** Please submit the following documents: • copy of the passport of the spouse; • copy of OCI card of the 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
☐	**DEATH CERTIFICATE – COPY** If your Spouse is Deceased

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☐	**FEE PAYMENTS & COURIERS** 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. Both Pre-paid labels or VFS offered courier label return address must match with the address proof submitted and mentioned on the application form. 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. You must write govt. Application number on the front or back of money order or banker check. PERSONAL CHECKS ARE NOT ACCEPTABLE**
	CHECKLIST
	1 Checklist (original) to be printed and enclosed with your application

(Signature of the Applicant)

PHOTO / SIGANTURE 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)
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.

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It is <u>mandatory</u> 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 applicants applying on basis of Spouse
Current Passport	Current passport copy
Indian Origin Proof	Spouse's surrendered Indian passport (first and last page) 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
Spouse OCI Card	Copy of Spouse OCI card if applicable
Relationship Certificate	Copy of Birth Certificate + Apostilled Marriage Certificate
Marriage Certificate	Marriage Certificate attested by the concerned Govt.