

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

# CHECKLIST – GLOBAL ENTRY PROGRAM

The following is a list of documents to be submitted for **PASSPORT RE-ISSUE APPLICATION**. **PRINT AND SIGN THIS CHECKLIST**, and submit **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.
- ★ 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.
- ★ 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 <https://visa.vfsglobal.com/usa/en/ind/attend-centre>
- ★ After submission online, no changes can be made. In case of an error, fill a **new online application form**.
- ★ VFS INDIA CONSULAR APPLICATION CENTRE employees cannot edit or make any changes to your online application form & Govt Online Form must be printed on Portrait Format.
- ★ THE EMBASSY / CONSULATE RESERVES THE RIGHT TO CALL FOR ADDITIONAL DOCUMENTS, as required.
- ★ Note: Incomplete /erroneous applications will be returned to the applicant after 21 days, if not provided with missing/additional documents. In such case, the applicant will need to resubmit the application.
- ★ 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.
- ★ You are recommended to fill a fresh OCI application form if your form has been completed more than 150 days ago. This might help avoid any processing delays in case your form expires at 180 days before submission to the Mission.

## Mandatory Documents

### GOVERNMENT APPLICATION ONLINE FORM – ORIGINAL

- ★ The application must be completed and submitted online by visiting:  
<https://embassy.passportindia.gov.in>
- ★ First-time applicants need to register and make an account to be able to fill an online application form. If registered already, please log in and fill the application.

### PROOF OF ADDRESS

- ★ Driver's License (front and back page)  
OR
- ★ State ID (front and back page)  
OR
- ★ Utility bills such as gas, electricity, or water must not be older than 3 months/ Landline Telephone Bill.  
OR

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- ★ Month to Month Rental Lease agreement or Home Mortgage bill.  
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. OR
- ★ 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. OR
- ★ 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. OR
- ★ 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. OR

**Important:**

PO BOX number is **NOT ACCEPTABLE** as valid Proof of address.

Please note – expired documents like lease/ driving license copies are not acceptable. Please provide alternate valid documents

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**PHOTOGRAPH SPECIFICATIONS:**

- ★ 2 photos of size 51mm x 51 mm. (one photo must be affixed on the form and another should be clipped on form)
- ★ Photos must be compliant with specifications; Affix 01 photograph on Govt. form and 01 on change of appearance form.
- ★ For detailed photograph specifications – Please [click here](#)

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**FEE PAYMENTS AND COURIER ENVELOPES**

- ★ Complete the process online on VFS-INDIA CONSULAR APPLICATION CENTRE's website to send your application and requisite documents.
- ★ To create a profile: [Click here](#)
- ★ If paying by Money order or Banker or Cashier 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** PERONAL CHECKS ARE NOT ACCEPTABLE

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## CHECKLIST

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**ORIGINAL checklist to be printed and enclosed with your application**

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(Signature of the Applicant)

Thank You for remembering to include a printed and Signed checklist with your application.