

Documents applicable in case of fresh application of a person who previously held Indian passport and later acquired foreign citizenship by way of naturalization/registration:

MINOR (Applicants below the age of 18 years):

S. No	DOCUMENTS
1.	<u>Duly signed OCI Application Form in original.</u> The application may be submitted online on the Government of India's official website https://ociservices.gov.in and physical copy of the OCI application needs to be submitted with supporting documents. Please read the following carefully: • If you are applying for OCI card for the first time, kindly apply for new OCI registration. • If you are a PIO Cardholder, kindly register through OCI Registration as New OCI. • If you are already an OCI Cardholder kindly register through OCI registration as OCI Miscellaneous. • To reprint your already registered application, kindly use 'Re- Print Submitted Application' service. ❖ In case of urgent travel, applicants may apply for appropriate visa. ❖ Please note that the Consulate/Mission reserves the right to request additional documents, if necessary
2.	<u>Photograph & Signature: For detailed specifications - please click here</u> • The physical photo must be affixed to the physical application form, and the digital photo must be uploaded to the OCI form online. Physical and uploaded photograph must be identical. • Minor 5 year of age and above signature must also be uploaded online on the OCI portal (only in blue or black ink). Can not be E signature. • Minor under 5 years of age left thumbprint must also be uploaded online on the OCI portal
3.	<u>Parental Authorization Form (Notarized and Original):</u> Both parents must sign the parental authorization form, which should be duly notarized. Signatures of the parents on OCI Application Form, their passports/ID proofs and parental authorization form must be identical. Click here for the Form Mismatch of signatures will result in delay in processing the OCI application, which is also liable to be rejected Note: One parent may sign the Parental Authorization Form only in the following conditions: • If parents are divorced and only one parent has legal custody of the minor applicant (and the other parent has no visitation rights or paying child support), court order regarding the legal custody must be provided. If the court order is in any foreign language other than English, translation in English by authorized translator is to be enclosed. • If one parent is not alive, copy of the death certificate must be provided. • If the parent is single adoptive parent, copy of adoption document must be provided.

4.	Copy of current valid passport with validity of minimum 6 months at the time of submission of application. Information page of the passport should be duly signed at the designated space. The document must be self-attested.
5.	Copy of last held Indian passport (first 2 and last 2 pages). The document must be self-attested.
6.	Undertaking for Surrender of Indian Voter Card and Ration Card – Mandatory for all prior Indian Citizens (Click here for the format)
7.	Copy of the Naturalization Certificate (the document must be self attested): The naturalization certificate should be duly signed at the designated space. If the applicant has acquired naturalization through parents and the applicant doesn't possess separate naturalization certificate, a notarized affidavit signed by both parents may be submitted along with copies of their naturalization certificates (Click here for the format).
8.	Copy of the Surrender Certificate issued by the Indian Government (The document must be self-attested.) Note: This only applies to applicants who were naturalized from year 2010 onwards.
9.	Name Change Document issued by the local court or a duly notarized affidavit regarding change in name, if the current legal name as per current foreign passport is different from the name given in the last held Indian passport. Previous name as per last held Indian passport must invariably be mentioned in the OCI application, failing which the OCI application is liable to be rejected. To be more specific, previous name must be mentioned even in case of minor variation, including variation of a single letter. The following examples may help: Example 1: If a person's name as per last held Indian passport is TRIPTA TIWARI and the name as per foreign passport is TRIPTA TYAGI (surname changed after marriage), previous name as per last held Indian passport must be mentioned as TRIPTA TIWARI in the relevant column of the online OCI application. Example 2: If a person's name as per last held Indian passport is HARISH CHANDER GUPTA and the name as per foreign passport is HARISH C. GUPTA, previous name as per last held Indian passport must be mentioned as HARISH CHANDER GUPTA in the relevant column of the online OCI application. Example 3: If a person's name as per last held Indian passport is GIRDHAR PRAKASH and the name as per foreign passport is GIRI DHAR PRAKASH (one more 'i' in the first name), previous name as per last held Indian passport must be mentioned as GIRDHAR PRAKASH in the relevant column of the online OCI application. Example 4: If a person's name as per last held Indian passport is CHARU LATA and the name as per foreign passport is LATA CHARU, previous name as per last held Indian passport must be mentioned as CHARU LATA in the relevant column of the online OCI application. Example 5: If a person's name as per last held Indian passport is GHANSHYAMBHAI PATEL and the name as per foreign passport is GHANSHYAM PATEL, previous name as per last held Indian passport must be mentioned as GHANSHYAMBHAI PATEL in the relevant column of the online OCI application. Note: Date of birth in the current foreign passport must match with the date of birth mentioned in the last held Indian passport. Mismatch is not acceptable, and the application is liable to be rejected.

10.	Marriage Certificate of Parents: If the marriage is solemnized in India, Marriage Certificate issued by Marriage Registrar is required. Marriage Certificate issued by any religious body is not acceptable. If parents are divorced, copy of the divorce decree may be provided. If one parent is not alive, copy of the death certificate may be provided. (The document must be self -attested). If your marriage certificate or divorce decree was issued outside India, it must be apostilled or attested by the respective foreign authority or government. For example, if your document was issued in the United States, you must contact the County Office or Municipality Office in the same state or city where the certificate was issued to get it apostilled. Please do not send original apostilled documents to VFS or Consulate office. We required self-attested copies of apostilled documents.
11.	Copies of current passports of the parents – If parents are holding Indian passport, please provide first two and last pages of the Indian passport copies.
12.	<u>PROOF OF LEGAL STATUS OF PARENTS IN THE USA</u> (IF HOLDING NON- USA PASSPORT) (The document must be self-attested). Please submit any one of the following documents: • Copy of valid Green Card – Front and Back, OR • Copy of valid EAD – Front and Back, OR • Copy of valid long-term US visa, OR • In case visa extension is pending, I-797A Approval Notice / I-797C Receipt Notice along with recently expired visa may be submitted.
13.	Copies of OCI cards issued to parents, if ever obtained and available. (The document must be self-attested).
14.	Copy of Indian visa, if ever obtained and available (The document must be self- attested).
15.	<u>Proof of address</u> (the document must be self-attested): Proof of address must match the present address as per application. Copy of any one of the following documents may be provided as proof of address: • State issued Identity Card, OR • Driving license, OR • Utility bill – water / gas / electricity / telephone (Latest one, not more than 3-month-old), OR • Valid Lease Agreement, OR \ • Mortgage, OR • Income Tax Return, OR • For college/university students living in university housing/dormitories, a letter from the institution on official letterhead giving details of the applicant's present address, OR • In case of applicant residing with parents / children / relatives, a notarized undertaking from them with any copy of address proof as indicated above. Note: • Expired documents like lease/driving license are not acceptable as valid proof of address. • PO Box number is not acceptable as valid proof of address. • Copy of Driver's License should not be cut down to smaller size.

16.	Proof of native address for non-US nationals living in the USA (the document must be self-attested): Non-US nationals residing in the USA on a valid long -term visa should submit address proof of their home country. In the absence of address proof, a notarized statement must be provided giving details of native address. Applicants having dual nationality should submit proofs of native address of both the countries. IMPORTANT NOTE: If any supporting document is in a foreign language other than English, it should be translated in English by authorized translator.
17.	<u>Affidavit in lieu of originals:</u> A notarized affidavit needs to be submitted that the documents in support of the OCI application are true copies of the original documents, where only copies are being provided (Click here for the format).
18.	Undertaking by the OCI applicant (Click here for the format).
19.	Consent Letter, authorizing Indian Embassy/Consulate to make necessary corrections on observing errors in the OCI application (Click here for the format). Note: Consent letter is just for the sake of facilitating an OCI applicant to avoid delay in processing the OCI application and it is not an assurance to edit the OCI application completely. The responsibility lies primarily with the applicant to fill in correct details in the OCI application. Also, that some details as per the OCI application are not editable subsequently. In some cases, the OCI application with errors is liable to be rejected and may be returned to the applicant for submitting fresh OCI application with correct details.
20.	<u>Fee Receipt:</u> • Application confirmation letter/payment confirmation is mandatory. Complete the process online on VFS India Consular Application Centre's website to get the application confirmation letter/payment confirmation. Don't forget to enclose the application confirmation receipt. If paying by Money Order or Banker's Check, it should be made in Favor of "VFS Services (USA) Inc." PERSONAL CHECKS ARE NOT ACCEPTABLE. Please ensure to update the correct details of the instrument (Money Order / Banker's Check). • Don't punch dummy information. Incorrect information may lead to rejection of your application. • To complete registration on VFS Portal (Click here to proceed).

ADDITIONAL IMPORTANT INFORMATION

Documents in support of the OCI application must be uploaded online. The supporting documents (maximum size 1000kb) to be uploaded broadly fall under the following categories:

- (i) Address proof
- (ii) Current passport
- (iii) Current Indian passport of parents / grandparents / great grandparents / spouse
- (iv) Marriage Certificate
- (v) Spouse passport
- (vi) Joint declaration of subsisting of marriage
- (vii) OCI Card
- (viii) Indian origin proof
- (ix) Indian visa
- (x) PIO card
- (xi) Spouse OCI card
- (xii) Relationship certificate
- (xiii) Previous Indian passport of self
- (xiv) Previous Indian passport of parents / grandparents / great grandparents / spouse

- (xv) OCI card of parents / grandparents / great grandparents / spouse
- (xvi) Nativity certificate of self / parents / grandparents / great grandparents / spouse
- (xvii) Domicile certificate of self / parents / grandparents / great grandparents
- (xviii) Naturalization certificate of the applicant's current citizenship
- (xix) Surrender certificate of Indian citizenship
- (xx) Employment / work letter
- (xxi) Legal status of parents (in case of minor applicants)
- (xxii) Parental authorization (in case of minor applicants)

2. All the supporting documents, including those which may not be uploaded under broad categories, must be submitted with the application form as per the checklist.

3. Indian Embassy / Consulate reserves the right to ask for additional documents for processing the OCI application. Embassy/Consulate is under no obligation to inform reasons, if the OCI application is rejected and the decision of the Embassy/Consulate will be final.

COMMON MISTAKES IN OCI APPLICATIONS RESULTING IN REJECTION

- 1. Poor quality of uploaded photo / signature. Please ensure to upload good quality photo and signature as per prescribed specifications.
- 2. All supporting documents not uploaded online.
- 3. Incorrect passport number / date of issue of passport
- 4. Incorrect name / place of birth / date of birth
- 5. Full names of parents / spouse not mentioned or not matching with their current legal names.
- 6. Marital status / spouse name not mentioned.
- 7. Incorrect contact numbers and email address.
- 8. Part-B of OCI application not signed / Part -B (Minor Child) not signed by any of the parents.

9. Previous name not mentioned (if there is change of name, kindly mention the same in relevant column of the application and provide supporting documents).
10. Incomplete postal address (please provide complete address ZIP code in the application).
11. Proof of native address not provided (proof of native address must be provided if application is being submitted in a country of residence other than home country).

USEFUL TIPS FOR FILLING OCI APPLICATION ONLINE

1. Please ensure that you have all the supporting documents in pdf and photo/signature in JPEG format as per specifications before starting online application.
2. Fill all the details in the application very carefully and exactly as per documents. Please ensure that all the details like full names, date of birth, place of birth are exactly as per current passport. Please note that the date of birth, if different from the one mentioned in the last held Indian passport, is not acceptable.
3. Upload all the supporting documents under their correct category / equivalent category (e.g. Birth Certificate can be uploaded under Relationship category). If you are unable to find suitable category to upload the document, please upload all the remaining documents (including any legal document) under current passport category along with current passport. **MOST IMPORTANT IS TO UPLOAD ALL THE SUPPORTING DOCUMENTS.**
4. Kindly check all the details of the OCI application once printed. In case photo/signature and documents are not uploaded properly, these can be uploaded easily by selecting appropriate option (Re-upload image/upload/re-upload documents) available on the website.

Please note that the file reference number required to re-upload photo/signature/documents is written vertically on left side and also below the bar code at the bottom of first page of application form submitted online.

5. In case any information is wrong, please fill the form again.