

NEW OCI Checklist - For ADULT (US NATIONAL BY BIRTH)

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

THE FOLLOWING IS A LIST OF DOCUMENTS TO BE SUBMITTED FOR APPLYING FOR NEW OCI for Adult Applicant. YOU NEED TO MAIL THIS CHECKLIST AND OTHER DOCUMENTS WITH YOUR APPLICATION. PLEASE MAKE SURE YOU PRINT THIS DOCUMENT, COMPLETE IT AND INCLUDE IT IN YOUR APPLICATION AS THE COVER PAGE.

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.
- ❖ If your application lacks any of the documents listed in this checklist, your application will be put "on Hold" and an email notification highlighting the deficiencies will be sent to you. You must complete application within 7 days from the date of receipt of the email notification. Post receipt of missing documents, VFS India Consular application Centre will update the system in 48 – 72 business hours hence track the status only after 48-72 hours.
- ❖ Envelope should be superscribed as "**NEW OCI – ADULT – BY BIRTH**. **One Envelope can contain only one application only.**

DON'T STAPLE THE DOCUMENTS

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.**
- ❖ **YOUR APPLICATION STATUS WILL BE UPDATED IN 48 – 72 HOURS POST ITS DELIVERY TO THE VFS INDIA CONSULAR APPLICATION CENTRE. TO TRACK THE STATUS ONLINE, [CLICK HERE](#)**

MANDATORY DOCUMENTS

S.N	Document Name	Original or Copy
1	<u>GOVERNMENT APPLICATION ONLINE FORM</u> Print out of the OCI Application Form completed on Govt. of India portal: https://passport.gov.in/oci/welcome <u>On the OCI Form Part – B</u> <u>Applicant's signature is a must)</u>	<u>Original</u>
2	<u>PHOTOGRAPH & SIGNATURE</u> <i>Photograph</i> <ul style="list-style-type: none"> • 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 colored 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 	<u>ORIGINAL & DIGITAL</u>

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	<p>identical</p> <ul style="list-style-type: none"> The digital signature must also be uploaded on the Govt. portal. Upload signature must match with the signature on the physical form and passport. <p>For detailed specification- please click here</p>	
3	<p><u>FEE PAYMENTS</u></p> <p>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.</p> <p>Don't forget to enclose the Application confirmation receipt. If paying by Money order or Banker's check then it should be made in favor of "VFS Services (USA) Inc. PERSONAL CHECKS ARE NOT ACCEPTABLE. Ensure you update the correct details of the instrument (Money order/ Banker check. Don't punch dummy information. Incorrect information may lead to rejection of your application)</p> <p>To complete the questionnaire & create a profile: Click here to proceed.</p> <p>NOTE: YOU MUST SEND YOUR COMPLETE APPLICATION WITHIN 30 DAYS FROM THE DAY APPLICATION IS REGISTERED ON VFS SYSTEM.</p>	<u>Original</u>
4	<p><u>BIRTH CERTIFICATE</u></p> <p>It must reflect (i) Names of parents; (ii) Date of Birth; and (iii) Nationality. Note: Birth certificate issues by Hospitals are not accepted.</p> <p>If the applicant was born outside of India or USA, birth certificate copy must be apostilled or attested by the foreign mission concerned is required.</p>	<u>COPY</u>
5	<p><u>CURRENT PASSPORT INFORMATION PAGE COPY (DO NOT SEND ORIGINAL PASSPORT)</u></p> <p>Information page that contains the picture and personal details of the holder of the Passport. Endorsement/amendment pages.</p> <p>Passport should be valid for at least 6 months from the date of submission of application at the VFS INDIA CONSULAR APPLICATION CENTRE</p>	<u>SELF-ATTESTED PHOTOCOPY</u>
6	<p><u>PARENTS INDIAN PASSPORT (APPLYING ON THE BASIS OF PARENTS OR GRANDPARENTS)</u></p> <p>Parents or Grandparents first 2 and last 2 pages of the Indian passport copies.</p>	<u>COPY</u>
7	<p><u>CONSENT LETTER:</u></p> <p>Applicant has to write and sign a consent letter confirming that the Indian Consulate/Embassy is authorized to make edit and correct the mistakes made in the OCI Government form.</p>	<u>SIGNED COPY</u>
8	<p><u>PROOF OF MARITAL STATUS (MARRIED/DIVORCED/WIDOW)</u></p> <p>Copy of the marriage certificate is a must, if married. Copy of the divorce decree, if divorced. If re-married, include a copy of the marriage certificate. Copy of the Death certificate, if spouse is deceased.</p> <p>If proof of marital status is not available, submit a notarized affidavit to confirm the marital status and why proof cannot be submitted</p>	<u>COPY</u>
9	<p><u>PROOF OF ADDRESS</u></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"> - State Issued ID OR - Driving license OR 	<u>COPY</u>

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	<ul style="list-style-type: none"> - 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 Notarized 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 <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>	
10	<p><u>US PASSPORT INFORMATION PAGE</u></p> <p>If one or both parents are holding a US nationality, please submit the US passport information page copy.</p>	<u>COPY</u>
11	<p><u>COURIERS</u></p> <ol style="list-style-type: none"> 1. If opted VFS offered courier services, then download the incoming courier label from my account to send your complete application to the VFS Centre. 2. If you opt to use your own pre-paid label, then ensure correct pre-paid label details are entered while completing the registration process on VFS Portal. Incorrect information will lead to delay/ rejection of your application. In addition – please ensure you enclose the pre-Paid label ALONG WITH ENVELOPE before sending your application. Please ensure you liaise with your pre-paid company to schedule pick-ups as soon as you receive notification confirming that application is received by VFS Indian Consular Application Centre from the Embassy/Consulate. <p>FEDEX PREPAID LABELS ARE NOT ACCEPTABLE. Acceptable Prepaid Labels are – UPS or USPS with NO expiry date of the label.</p>	<u>ORIGINAL</u>
SUPPORTING DOCUMENTS – CONDITION BASED		
1	<p><u>NAME CHANGE AFFIDAVIT</u></p> <p>If there is a change in name from an Indian passport or birth certificate, please submit a notarized affidavit giving reasons for the name change. Name in all the documents supplied must match.</p>	<u>NOTARIZED AND ORIGINAL</u>
2	<p><u>Parents OCI Card</u></p>	<u>COPY</u>



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	If one or both parents are holding an OCI card, please include a copy of the OCI card first and last page. Indian Passport copies of the parents are still a mandatory requirement.	
3	<u>Naturalization Certificate</u> If parents have acquired foreign nationality, please submit parent's self-signed naturalization certificate copy.	<u>Self-signed Copy</u>
4	<u>NON-US PASSPORT HOLDERS AND DUAL CITIZENS</u> Proof of address in home country or affidavit confirming the last known address.	<u>Copy</u>

(Signature of the Applicant)

PHOTO / SIGNATURE AND DOCUMENT UPLOAD REQUIREMENTS ON GOVT. PORTAL

<p style="text-align: center;">Applicant's Photo</p> <p>The images must be in jpeg or jpg format, with max size 500kb</p>	<p>The height and width of the Applicant Photo must be equal.</p> <p>The minimum dimensions are 200 pixels (width) x 200 pixels (height) The maximum dimensions are 1500 pixels (width) x 1500 pixels (height). The minimum dimensions are 200 pixels (width) x 67 pixels (height). The maximum dimensions are 1500 pixels (width) x 500 pixels (height).</p>
<p style="text-align: center;">Applicant's Signature</p> <p>The images must be in jpeg or jpg format, with max size 500kb</p>	<p>The height and width of the Signature Photo must have aspect ratio 3:1 The minimum dimensions are 200 pixels (width) x 200 pixels (height) The maximum dimensions are 1500 pixels (width) x 1500 pixels (height). 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 1500 pixels (width) x 500 pixels (height).</p> <p style="text-align: center;"> TIP "Paint" software can be used to resize the photos</p>
<p style="text-align: center;">Documents</p> <p>Document-Upload Section of Online OCI-Registration</p>	<p>Max file size allowed for a document file is 1000 kb</p> <p>Please scan the documents in a single file for each category as mentioned below for uploading.</p> <p>The document file should be in PDF format</p> <p style="text-align: center;"> TIP An A-4 size page document Colour scanned at 100 DPI (Dots per inch resolution) will generate of file of between 200-250 kb.</p>

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It is mandatory 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 Minors/ Newborn
Current Passport	Current passport copy and Birth Certificate Copies of Valid US Visas of both parents
Indian Origin Proof	Copy of cancelled Indian passport and renunciation certificate [If applicable] If applicant born outside India and never had any Indian passport, upload first and last page of both parent's surrendered Indian passports 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
Relationship Certificate	Copy of parents Indian passport or OCI card OR Statement of live birth Certificate reflecting both parent's names. Notarized Parental Authorization Form for OCI for Minor
Marriage Certificate	Copy of parents' Marriage Certificate & Joint Notarized affidavit if applicable