

## Ship your physical documents and application to **CKGS Application Centre**

Sr. No.	Document Name	Number of Documents	Original / Copy	Select	For CKGS US Only (Not to be filled by Applicant)
1	Original Indian Passport	01	<i>Original</i>	✓	<input type="checkbox"/>
2	Photographs	02	<i>Original</i>	✓	<input type="checkbox"/>
3	Payment Instrument <ul style="list-style-type: none"> <li>The Money Order / Cashier's Check / Banker's Check should be in favor of '<b>Cox &amp; Kings Global Services USA LLC</b>'</li> </ul> <p>The payable amount should be as per the amount mentioned on the CKGS order form.</p> <p><b>Note: Personal checks are not allowed.</b></p>	01	<i>Original</i>	✓	<input type="checkbox"/>
4	<b>Online Passport Application Form (FORM SHOULD BE PRINTED IN THE PORTRAIT FORMAT)</b> <p><b>2 Signatures</b> of the applicant are required.</p> <ul style="list-style-type: none"> <li>First signature on page 1 in the box below the photograph.</li> <li>Second signature on page 4 in the box at the bottom of the page.</li> </ul> <p>If the signature is <b>OUTSIDE</b> the box, then the application will be REJECTED.</p> <p><b>2 Photographs</b> of the applicant are required. Affix 1 photograph (2 inches by 2 inches) on EACH of the following documents:</p> <ul style="list-style-type: none"> <li>Page 1 of the Online Passport Application Form</li> <li>Change of Appearance / Signature Form</li> </ul>	01	<i>Original</i>	✓	<input type="checkbox"/>
5	Passport copies of First five and last two pages	01	<i>Self Attested Copy</i>	✓	<input type="checkbox"/>
6	US Legal Status I-797 Valid Approval Notice	01	<i>Color Copy - Notarized (with Stamp and Notary Signatory)</i>	✓	<input type="checkbox"/>

7	<p><b><u>Valid US Residence Proof</u></b>  Driver's License (front and back page)  <b>OR</b>  State ID (front and back page)  <b>OR</b>  Utility bill such as gas, electric or water must not be older than 3 months/ Landline telephone Bill.  <b>OR</b>  Month to Month Rental Lease agreement or Home Mortgage bill.  <b>OR</b>  Mortgage  <b>OR</b>  Tax return</p> <p><b><u>Important:</u></b>  <b>PO BOX</b> number is <b>NOT ACCEPTABLE</b> as valid Proof of address.</p>	01	<b><i>Color Copy - Notarized (with Stamp and Notary Signatory)</i></b>	✓	<input type="checkbox"/>
8	<p><b><u>Indian Address Proof ( If applicant wants to add / change Indian Address)</u></b>  Aadhar Card  <b>OR</b>  Recent Bank Statement from Government bank (Should have affixed photograph)  <b>OR</b>  Drivers license  <b>OR</b>  Utility bill not older than 3 months</p>	01	<b><i>Self Attested Copy</i></b>	✓	<input type="checkbox"/>
9	Change of Appearance / Signature Form	01	<b><i>Original - Notarized (with Stamp and Notary Signatory)</i></b>	✓	<input type="checkbox"/>
10	Annexure E	01	<b><i>Original</i></b>	✓	<input type="checkbox"/>
11	<p><b>Checklist</b></p> <ul style="list-style-type: none"> <li>• <b>1 Checklist</b> to be printed.</li> <li>• Confirm the number of documents which must be 'enclosed' in your envelope for CKGS.</li> </ul>	01	<b><i>Original</i></b>	✓	<input type="checkbox"/>

12	<b>Prepaid Envelope for assured dispatch of your documents</b>  (Applicable <b>only if</b> you are using <b>own</b> prepaid for return shipping) <ul style="list-style-type: none"> <li>• Provide a prepaid envelope with <b>Shipment Number</b> and <b>Service Provider Name</b>.</li> <li>• FedEx / USPS prepaid self-addressed envelopes / shipping labels <b>will NOT be accepted</b> by CKGS.</li> <li>• <b>Do not</b> bring handwritten return envelopes as they <b>will NOT be accepted</b> by CKGS.</li> <li>• Prepaid label with UPS Store address is not acceptable Kindly note that the prepaid label should match the proof of address document submitted</li> </ul>	01	Copy	✓	<input type="checkbox"/>
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### 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
  - ✓ Change of Appearance / Signature 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 NRI Passport 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 Passport 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