

## NEW OCI CARD - UNITED STATES - MINOR

Sr No.	Original/Copy	Document	Instructions
1	01 Original	<b>Additional Particulars Form</b>	<ul style="list-style-type: none"> <li>• Fill the <b>Additional Particular Form</b> (for adult applicants) and enclose the print out.</li> <li>• <b>All pages</b> of Additional particulars form should have <b>signatures</b> of the applicant.</li> <li>• All questions must be answered with details – <b>no question</b> should be <b>left blank</b>.</li> <li>• Where applicable, please answer as Yes or No. Do not answer as N/A.</li> <li>• Incorrect/Incomplete applications and applications answered in N/A will not be processed.</li> <li>• Applicant's name should be as per Current passport.</li> </ul>
2	01 Original & Notarized	<b>Parental Authorization Form</b>	<ul style="list-style-type: none"> <li>• The Parental Authorization Form must be <b>DULY NOTARIZED</b> and <b>signed by both the parents</b>.</li> </ul>
3	02 Original	<b>Photograph</b>	<ul style="list-style-type: none"> <li>• Please upload the <b>most recent</b> passport size color photo on the online application.</li> <li>• Please provide 2 most recent passport size color photos (not older than 6 months) of the applicant (hard copies). Paste 1 photo on page 1 at the relevant place on the online form and send 1 photo along with the Application.</li> <li>• <b>Photos to be 2 inches x 2 inches in size, in color, depicting front pose strictly against white background only on photographic paper. Physical photo submitted to the CKGS and uploaded photo on the government website has to be identical.</b></li> </ul> <p>For detailed Photo specifications, go to <a href="https://www.in.ckgs.us/resources/pdf/photo-specifications.pdf">https://www.in.ckgs.us/resources/pdf/photo-specifications.pdf</a>.</p>
4	01 Copy	<b>Parents Marriage Certificate</b>	

5	01 Copy	<b>Naturalization Certificate (if Naturalized Citizen)</b>	<ul style="list-style-type: none"> <li>• If you acquired US Nationality through Naturalization, a copy of your Naturalization Certificate is required.</li> <li>• If you do not have an Indian passport and are applying for OCI on the basis that the parents and/or grandparents were Indian nationals – then PARENTS AND/OR GRANDPARENTS NATURALIZATION CERTIFICATE IS NEEDED.</li> <li>• If the applicant has more than one NATIONALITY after having INDIAN Citizenship, please provide all NATURALIZATION CERTIFICATES or PROOF OF NATIONALITY from all countries where the applicant has held citizenship.</li> <li>• The US Naturalization Certificate should state “FORMER NATIONALITY” AS INDIA. Certificates that state ‘Country of Birth’ as India CANNOT be accepted.</li> <li>• If you gained naturalization through your parents and possess no separate naturalization certificate, then copies of the parents naturalization certificates and a Notarized statement signed by BOTH parents is required, stating the circumstances in which their child received his/her naturalization status and why the child does not possess his/her own certificate.</li> <li>• If Notarized copy is not available, then a Certified True copy from local USCIS office must be provided.</li> <li>• Additional information can be obtained from USCIS <a href="https://www.uscis.gov/tools/how-do-i-customer-guides/how-do-i-guides-us-citizens/how-do-i-obtain-certified-true-copies-certificate-naturalization-website">https://www.uscis.gov/tools/how-do-i-customer-guides/how-do-i-guides-us-citizens/how-do-i-obtain-certified-true-copies-certificate-naturalization-website</a>.</li> </ul>
6	01 Original	<b>Prepaid Envelope for return of documents</b>  <b>(Applicable <span style="color: red;">only</span> if you are using <span style="color: red;">own</span> prepaid for return shipping)</b>	<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>• Handwritten return envelopes <b>will NOT be accepted</b> by CKGS.</li> </ul>
7	01 Original	<b>OCI Application Form</b>	

8	01 Copy	<b>Birth Certificate (if born outside India)</b>	<p>For applicants born outside of India, a photocopy of the birth certificate <b>OR</b> any government issued document that shows the following must be provided:-</p> <ul style="list-style-type: none"> <li>◦ Parents' Name</li> <li>◦ Date of Birth</li> <li>◦ Nationality</li> <li>• If the applicant is applying through parents, and one parent was born outside India, then please provide the Birth Certificate and Passport copy of the parent born outside India.</li> <li>• Birth Certificate has to be apostilled.</li> <li>• If the BIRTH CERTIFICATE/Documents are in any other language besides English, the document needs to be translated into English and it has to be notarized.</li> </ul>
9	01 Copy	<b>Legal Status of Parents in US</b>	Landing Papers are required in case of Canadian Passport Holders
10	01 Original	<b>Affidavit for Child's Naturalization By Parents (Naturalization Certificate on Basis of Parents)</b>	<ul style="list-style-type: none"> <li>• Kindly download the editable affidavit document for Child's Naturalization By Parents (Naturalization Certificate on Basis of Parents) from below link:  <a href="https://www.in.ckgs.us/resources/pdf/Affidavit-for-Childs-Naturalization-By-Parents.pdf">https://www.in.ckgs.us/resources/pdf/Affidavit-for-Childs-Naturalization-By-Parents.pdf</a> </li> </ul>

11	01 Copy	<b>Proof of Indian Origin of Applicant</b>	<ul style="list-style-type: none"> <li>• Copy of <b>first three and last two pages</b> of the last <b>Indian Passport</b> held.</li> </ul> <p>In case of non-availability of Indian passport, the decision to accept the mentioned documents as proof of Indian Citizenship will be made by the Embassy/Consular Officer and will be FINAL in such cases.</p> <p>(if Indian Passport is not available, any <b><u>One</u></b> of the below documents)</p> <ul style="list-style-type: none"> <li>• Birth Certificate <b>OR</b></li> <li>• Certificate of Indian origin from First Class Magistrate / District Magistrate <b>OR</b></li> <li>• Ancestral Nativity Certificate from Indian Official / Magistrate <b>OR</b></li> <li>• Educational certificate issued by an institution of India <b>AND</b> Land ownership certificate.</li> </ul> <p>If the applicant does <b>NOT HAVE</b> an Indian Passport and is applying for OCI on the basis that his parents' and/or grandparents' were Indian Nationals, then the applicant must enclose the following documents:-</p> <ul style="list-style-type: none"> <li>◦ Copy of Proof of both parents' and grandparents' current nationality and previous nationality.</li> <li>◦ Applicant's <b>Birth Certificate</b> (in which their parents' name is mentioned).</li> <li>◦ If the applicant is applying as a grandchild of an Indian National, then the applicant must submit <b>his/her birth certificate as well as his/her parents' birth certificate</b>. All submitted birth certificates must show the parents' names clearly so that it establishes the relationship with the applicants parents' and grandparents', <b>AND</b></li> </ul> <p>(any <b><u>One</u></b> of the below documents)</p> <ul style="list-style-type: none"> <li>◦ Copies of first three and last two pages of BOTH parents'/grandparents' Indian passport, <b>OR</b></li> <li>◦ Copy of BOTH parents'/grandparents' domicile certificate issued by the competent authority, <b>OR</b></li> <li>◦ Copy of BOTH parents' OCI cards/ grandparents' OCI cards including information pages on OCI cards.</li> </ul> <p>Note: If parents'/grandparents' have OCI/PIO cards, it is mandatory to give copies of BOTH – Indian Passport &amp; OCI/PIO Cards.</p>
12	01 Copy	<b>Parents Current Passports</b>	
13	01 Original	<b>Checklist</b>	<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>
14	01 Original & Notarized	<b>Affidavit in Lieu of Originals</b>	<b>Duly Fill-in and Notarize the Affidavit</b> and submit along with the application.

15	01 Copy	<b>Proof of Address of Parents</b>	<p>Proof of address <b>must match</b> with the <b>present address</b> as per application: (any <b><u>ONE</u></b> of the below documents)</p> <ul style="list-style-type: none"> <li>a. State Issued ID <b>OR</b></li> <li>b. Driving license <b>OR</b></li> <li>c. Utility Bill <b>OR</b></li> <li>d. Valid Lease Agreement <b>OR</b></li> <li>e. For College/University Students living on campus in University housing /dormitories, a letter from your institution on the institution letter head explaining the exact address that you presently reside in will suffice.</li> </ul> <p>NOTE: DO NOT CUT DRIVER'S LICENCE COPY DOWN TO A SMALLER SIZE.</p> <p><b><u>Important:</u></b> <b>PO BOX</b> number is <b>NOT ACCEPTABLE</b> as valid Proof of address.</p>
16	01 Copy	<b>Parents OCI Cards (if they have OCI card)</b>	
17	01 Copy	<b>Proof of Renunciation of Indian Citizenship (If Minor has ever held Indian Passport)</b>	<p>If you ever held an Indian Passport, it is <b>MANDATORY</b> to provide <b>proof of Renunciation of Indian Citizenship</b> along with your OCI application. One of the following <b>MUST</b> be produced as proof:-</p> <ul style="list-style-type: none"> <li>◦ Canceled Indian Passport with stamp stating the passport is canceled due to obtaining US/Foreign citizenship. <b>OR</b></li> <li>◦ Certificate of renunciation issued by the Embassy/Consulate of India. <b>OR</b></li> <li>◦ Deemed surrender certificate issued by the Embassy/Consulate of India.</li> </ul>
18	01 Original & Copy	<b>Current US Passport</b>	<p>Along with the original, please also provide copies of the following pages of your current valid passport :-</p> <ul style="list-style-type: none"> <li>◦ <b>Information page</b> that contains the <b>picture</b> and <b>personal details</b> of the holder of the Passport.</li> <li>◦ <b>Endorsement/amendment pages.</b></li> <li>◦ Passport should be valid for at least <b>6 months</b> from the date of submission of application CKGS.</li> </ul>
19	01 Copy	<b>Landing Papers (if currently Canadian Resident)</b>	



## IMPORTANT NOTES

- ✓ The Documents in the Checklist are mandatory for the application to be processed.
- ✓ The Indian Embassy / Consulates have the right to request for additional documentation.

- ✓ Missing document notification is sent by CKGS post verification of postal applications by CKGS.
- ✓ Original must be sent only when it is asked.
- ✓ 1 Copy of this checklist must be submitted with your documents.
- ✓ Applicants are required to upload all required documents on the Govt. website failing which their application will be ineligible for further processing and returned to them.
- ✓ CKGS Center will not be able to process your application in case details on the form do not match with the details on the US/Foreign passport.
  - ✓ Given name of the applicant must be exactly the same as stated (it may be a combination of first name and middle name) in the US/Foreign passport.
  - ✓ Surname of the applicant must be exactly the same as stated in the US/Foreign passport.
  - ✓ Sex of the applicant must be exactly the same as stated in the US/Foreign passport.
  - ✓ Date of birth of the applicant must be exactly the same as stated in the US/Foreign passport.
  - ✓ Place of birth of the applicant must be exactly the same as stated in the US/Foreign passport. **For example :** If in US/ foreign passport the place of birth is stated as "India" then ensure on the government form it has to be India only.
  - ✓ Date of issue of passport of the applicant must be exactly the same as stated in the US/Foreign passport.
  - ✓ Passport number of the applicant must be exactly the same as stated the US/Foreign passport.
  - ✓ Place of issue of US passport must be USDOS (in case of US passport holders). Foreign passport holders use place of issue exactly as stated in their passport.
  - ✓ Father, Mother and spouse (if any) must be exactly the same as stated in the supporting document. No abbreviation or additions/deletions are allowed.
- ✓ It is absolutely mandatory to upload all required documents on the govt. Website as part of your OCI applying process.
- ✓ Ensure uploaded photograph and physical photograph affixed on the form(s) must be identical.
- ✓ Uploaded Photograph and signature must match the acceptable specification and must be of good quality.