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Document Checklist for OCI Card	Fill the Additional Particulars Form	Forms	Submission and Collection Mode	Pay	Go to the Government site to fill the OCI Form & Upload Documents	Return to CKGS for Physical Documents Submission

In case you get *disconnected* or wish to complete your form *later* please save this CKGS Web Reference Number → **USACOSXAZAB17C**

Jurisdiction : Chicago Nationality : United States Traveller : Minor Service Category :

New OCI Card

PROCEED

My Payment Summary		▼
OCI		
New OCI Card		\$ 275.00
ICWF Fee		\$ 3.00
CKGS Service Fee		\$ 17.00
Convenience Fee		\$ 10.33
SHIPPING		
Return Shipping Option Selected		
Total		\$ 305.33

Processing Time

Processing Time at Consulate for New OCI Card
45 to 60 Business days

PLEASE NOTE:

- Non-refundable tickets or reservations should not be purchased. If you are required to travel on urgent basis please apply for a **Visa**.
- The general processing time is dependent on various factors and may vary from time to time. This does not include time taken by shipping.
- Incomplete / Incorrect applications** will increase the processing time and applicants will need to comply with any changes in the procedure that may occur during this time.

Enter CKGS Temporary ID / Web Reference Number to continue

- CKGS Application Center will not be liable for any claims of inconvenience or penalties should applicant need to make changes to their travel plans owing to the delays and / or any inconvenience caused due to any rejections.

Submit

CKGS Application Centers & Jurisdictions
(<https://www.in.ckgs.us/application-centers>)

- Applicants can track their application status on **Track My Application** (<https://www.in.ckgs.us/trackandtrace/>).

Document Checklist for New OCI Card

There are 2 processes of submitting your documents.

Step A - **'Upload'** your documents on the Government of India OCI site. If you fail to upload all the documents on the Government of India OCI website then application will be ineligible for further processing and returned to you.

Step B - **Ship** your physical documents and application to CKGS Application Centre

Please Note : -

It is ABSOLUTELY MANDATORY to upload the photo, signature image and all required documents on the government website as part of your OCI applying process. Failure to comply with this requirement will make your application fall under "Ineligible Category". It means your application will be returned unprocessed to you with eligible refunds.

Kindly go through OCI sample form (/resources/pdf/sample-oci-application-form.pdf) to avoid mistakes in filling Goverment OCI form

Date: Dec 17 2017 6:45PM

☰ Document Checklist

Step A

For Upload on Government site

Sr. No.	Document Name	Original / Copy
1	Current Valid Passport	01 Scanned copy
2	Photograph (For Govt. website)	01 Scanned copy
3	Signature	01 Scanned copy

Sr. No.	Document Name	Original / Copy
4	<p>Proof of Indian Origin (for Govt.)</p> <ul style="list-style-type: none"> • Copy of first three and last two pages of the last Indian Passport held. <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 One of the below documents)</p> <ul style="list-style-type: none"> • Birth CertificateOR • Certificate of Indian origin from First Class Magistrate / District MagistrateOR • Ancestral Nativity Certificate from Indian Official / MagistrateOR • Educational certificate issued by an institution of India AND Land ownership certificate. <p>If the applicant does NOT HAVE 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"> ◦ Copy of Proof of both parents' and grandparents' current nationality and previous nationality. ◦ Applicant's Birth Certificate (in which their parents' name is mentioned). ◦ If the applicant is applying as a grandchild of an Indian National, then the applicant must submit his/her birth certificate as well as his/her parents' birth certificate. All submitted birth certificates must show the parents' names clearly so that it establishes the relationship with the applicants parents' and grandparents', AND <p>(any One of the below documents)</p> <ul style="list-style-type: none"> ◦ Copies of first three and last two pages of BOTH parents'/grandparents' Indian passport, OR ◦ Copy of BOTH parents'/grandparents' domicile certificate issued by the competent authority, OR ◦ Copy of BOTH parents' OCI cards/ grandparents' OCI cards including information pages on OCI cards. <p>Note: If parents'/grandparents' have OCI/PIO cards, it is mandatory to give copies of BOTH – Indian Passport & OCI/PIO Cards.</p>	01 Scanned copy

Step B <i>For Physical Submission to CKGS Application Center</i>			
Sr. No.	Document Name	Original / Copy	Self Attested / Notarized
1	<p>Checklist</p> <ul style="list-style-type: none"> • 1 Checklist to be printed. • Confirm the number of documents which must be 'enclosed' in your envelope for CKGS. 	01 Original	
2	Affidavit in Lieu of Originals Duly Fill-in and Notarize the Affidavit and submit along with the application.	01 Original	Notarized
3	OCI Application Form	01 Original	

Sr. No.	Document Name	Original / Copy	Self Attested / Notarized
4	<p>Photograph</p> <ul style="list-style-type: none"> Please upload the most recent passport size color photo on the online application. 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. Photos to be 2 inches x 2 inches in size, in color, depicting front pose strictly against white background only on photographic paper. <p>Physical photo submitted to the CKGS and uploaded photo on the government website has to be identical.</p> <p>For detailed Photo specifications, go to https://www.in.ckgs.us/resources/pdf/photo-specifications.pdf (https://www.in.ckgs.us/resources/pdf/photo-specifications.pdf).</p>	02 Original	
5	<p>Additional Particulars Form</p> <ul style="list-style-type: none"> Fill the Additional Particular Form (for adult applicants) and enclose the print out. All pages of Additional particulars form should have signatures of the applicant. All questions must be answered with details – no question should be left blank. Where applicable, please answer as Yes or No. Do not answer as N/A. Incorrect/Incomplete applications and applications answered in N/A will not be processed. Applicant's name should be as per Current passport. 	01 Original	
6	<p>Parental Authorization Form</p> <ul style="list-style-type: none"> The Parental Authorization Form must be DULY NOTARIZED and signed by both the parents. 	01 Original	Notarized
7	<p>Current US Passport</p> <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"> Information page that contains the picture and personal details of the holder of the Passport. Endorsement/amendment pages. Passport should be valid for at least 6 months from the date of submission of application CKGS. 	01 Original & Copy	
8	Parents Current Passports	01 Copy	
9	Legal Status of Parents in US Landing Papers are required in case of Canadian Passport Holders	01 Copy	
10	Parents Marriage Certificate	01 Copy	
11	Parents OCI Cards (if they have OCI card)	01 Copy	

Sr. No.	Document Name	Original / Copy	Self Attested / Notarized
12	<p>Proof of Indian Origin of Applicant</p> <ul style="list-style-type: none"> • Copy of first three and last two pages of the last Indian Passport held. <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 <u>One</u> of the below documents)</p> <ul style="list-style-type: none"> • Birth Certificate OR • Certificate of Indian origin from First Class Magistrate / District Magistrate OR • Ancestral Nativity Certificate from Indian Official / Magistrate OR • Educational certificate issued by an institution of India AND Land ownership certificate. <p>If the applicant does NOT HAVE 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"> ◦ Copy of Proof of both parents' and grandparents' current nationality and previous nationality. ◦ Applicant's Birth Certificate (in which their parents' name is mentioned). ◦ If the applicant is applying as a grandchild of an Indian National, then the applicant must submit his/her birth certificate as well as his/her parents' birth certificate. All submitted birth certificates must show the parents' names clearly so that it establishes the relationship with the applicants parents' and grandparents', AND <p>(any <u>One</u> of the below documents)</p> <ul style="list-style-type: none"> ◦ Copies of first three and last two pages of BOTH parents'/grandparents' Indian passport, OR ◦ Copy of BOTH parents'/grandparents' domicile certificate issued by the competent authority, OR ◦ Copy of BOTH parents' OCI cards/ grandparents' OCI cards including information pages on OCI cards. <p>Note: If parents'/grandparents' have OCI/PIO cards, it is mandatory to give copies of BOTH – Indian Passport & OCI/PIO Cards.</p>	01 Copy	

Sr. No.	Document Name	Original / Copy	Self Attested / Notarized
13	<p>Naturalization Certificate (if Naturalized Citizen)</p> <ul style="list-style-type: none"> • If you acquired US Nationality through Naturalization, a copy of your Naturalization Certificate is required. • 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. • 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. • The US Naturalization Certificate should state "FORMER NATIONALITY" AS INDIA. Certificates that state 'Country of Birth' as India CANNOT be accepted. • 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. • If Notarized copy is not available, then a Certified True copy from local USCIS office must be provided. • Additional information can be obtained from USCIS 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. 	01 Copy	
14	<p>Affidavit for Child's Naturalization By Parents (Naturalization Certificate on Basis of Parents)</p> <ul style="list-style-type: none"> • Kindly download the editable affidavit document for Child's Naturalization By Parents (Naturalization Certificate on Basis of Parents)from below link: 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) 	01 Original	