* **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*** |
| 4 | Proof of Indian Origin (for Govt.)   * Copy of **first three and last two pages** of the last **Indian Passport** held.   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.  (if Indian Passport is not available, any ***One*** of the below documents)   * 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.   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:-   * 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**   (any ***One*** of the below documents)   * 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.   Note: If parents’/grandparents’ have OCI/PIO cards, it is mandatory to give copies of BOTH – Indian Passport & OCI/PIO Cards. | **01 *Scanned copy*** |

**Step B**

**For Physical Submission to CKGS Application Center**

| **Sr. No.** | **Document Name** | **Original / Copy** | **Self Attested / Notarized** |
| --- | --- | --- | --- |
| 1 | **Checklist**   * **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** |  |
| 4 | Photograph   * 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.**   **Physical photo submitted to the CKGS and uploaded photo on the government website has to be identical.**  For detailed Photo specifications, go to <https://www.in.ckgs.us/resources/pdf/photo-specifications.pdf>. | **02 Original** |  |
| 5 | Additional Particulars Form   * 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 | Parental Authorization Form   * The Parental Authorization Form must be **DULY NOTARIZED** and **signed by both the parents**. | **01 Original** | Notarized |
| 7 | Current US Passport  Along with the original, please also provide copies of the following pages of your current valid passport :-   * **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** |  |
| 12 | Proof of Indian Origin of Applicant   * Copy of **first three and last two pages** of the last **Indian Passport** held.   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.  (if Indian Passport is not available, any ***One*** of the below documents)   * 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.   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:-   * 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**   (any ***One*** of the below documents)   * 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.   Note: If parents’/grandparents’ have OCI/PIO cards, it is mandatory to give copies of BOTH – Indian Passport & OCI/PIO Cards. | **01 Copy** |  |
| 13 | Naturalization Certificate (if Naturalized Citizen)   * 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 | Affidavit for Child’s Naturalization By Parents (Naturalization Certificate on Basis of Parents)   * 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> | **01 Original** |  |
| 15 | Birth Certificate (if born outside India)  For applicants born outside of India, a photocopy of the birth certificate **OR** any government issued document that shows the following must be provided:-   * Parents' Name * Date of Birth * Nationality * 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. * Birth Certificate has to be apostilled. * 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. | **01 Copy** |  |
| 16 | Proof of Renunciation of Indian Citizenship (If Minor has ever held Indian Passport)   If you ever held an Indian Passport, it is **MANDATORY** to provide **proof of Renunciation of Indian Citizenship** along with your OCI application. One of the following **MUST** be produced as proof:-   * Canceled Indian Passport with stamp stating the passport is canceled due to obtaining US/Foreign citizenship.   **OR**   * Certificate of renunciation issued by the Embassy/Consulate of India.   **OR**   * Deemed surrender certificate issued by the Embassy/Consulate of India. | **01 Copy** |  |
| 17 | Proof of Address of Parents  Proof of address **must match** with the **present address** as per application: (any ***ONE*** of the below documents)   1. State Issued ID **OR** 2. Driving license **OR** 3. Utility Bill **OR** 4. Valid Lease Agreement **OR** 5. 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.   NOTE: DO NOT CUT DRIVER’S LICENCE COPY DOWN TO A SMALLER SIZE.  **Important:** **PO BOX** number is **NOT ACCEPTABLE** as valid Proof of address. | **01 Copy** |  |
| 18 | Landing Papers (if currently Canadian Resident) | **01 Copy** |  |
| 19 | **Prepaid Envelope for return of documents**  (Applicable **only if** you are using **own** prepaid for return shipping)   * Provide a prepaid envelope with **Shipment Number** and **Service Provider Name.** * FEDEX / USPS prepaid self-addressed envelopes / shipping labels **will NOT be accepted** by CKGS. * Handwritten return envelopes **will NOT be accepted** by CKGS. | **01 Original** |  |

