

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	CKGS Online Payment Receipt	01	<i>Original</i>	✓	<input type="checkbox"/>
4	<p><u>Online Passport Application Form</u> 2 Signatures of the applicant are required.</p> <ul style="list-style-type: none"> First signature on page 1 in the box below the photograph. Second signature on page 4 in the box at the bottom of the page. <p>If the signature is OUTSIDE the box, then the application will be REJECTED.</p> <p>2 Photographs 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"> Page 1 of the Online Passport Application Form Change of Appearance / Signature Form 	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 Valid Green Card (Front page and back page)	01	<i>Color Copy - Notarized</i>	✓	<input type="checkbox"/>
7	<p><u>Valid US Residence Proof</u> Driver's License (front and back page) OR State ID (front and back page) OR Utility bill such as gas, electric or water must not be older than 3 months/ Landline telephone Bill. OR Month to Month Rental Lease agreement or Home Mortgage bill.</p> <p><u>Important:</u> PO BOX number is NOT ACCEPTABLE as valid Proof of address.</p>	01	<i>Color Copy - Notarized</i>	✓	<input type="checkbox"/>
8	<p><u>Indian Address Proof</u> (If applicant wants to add / change Indian Address) Aadhar Card OR Recent Bank Statement from Government bank (Should have affixed photograph) OR Drivers license OR</p>	01	<i>Self Attested Copy</i>	✓	<input type="checkbox"/>

	Utility bill not older than 3 months				
9	Change of Appearance / Signature Form	01	Original - Notarized	✓	<input type="checkbox"/>
10	Annexure E	01	Original	✓	<input type="checkbox"/>
11	Checklist <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	✓	<input type="checkbox"/>
12	Prepaid Envelope for assured dispatch of your documents (Applicable only if you are using own prepaid for return shipping) <ul style="list-style-type: none"> • 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. • Do not bring handwritten return envelopes as they will NOT be accepted by CKGS. 	01	Copy	✓	<input type="checkbox"/>



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