

## 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	Photographs	02	<i>Original</i>	✓	<input type="checkbox"/>
2	CKGS Online Payment Receipt	01	<i>Original</i>	✓	<input type="checkbox"/>
3	Online Passport Application Form	01	<i>Original</i>	✓	<input type="checkbox"/>
4	<b><u>Proof of Indian Nationality</u></b> Passport copies First five and last two pages <b>OR</b> Indian birth certificate <b>OR</b> Matriculation/Higher Secondary/School Leaving Certificate <b>OR</b> Indian Photo Identify Card - Driving License - Election Commission ID - PAN Card <b>OR</b> Any other document containing photo and indicating Indian nationality of the applicant	01	<i>Self Attested Copy</i>	✓	<input type="checkbox"/>
5	US Legal Status I-797 Valid Approval Notice	01	<i>Self Attested Copy</i>	✓	<input type="checkbox"/>
6	<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><u>Important:</u></b> <b>PO BOX</b> number is <b>NOT ACCEPTABLE</b> as valid Proof of address.	01	<i>Self Attested Copy</i>	✓	<input type="checkbox"/>
7	<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	01	<i>Self Attested Copy</i>	✓	<input type="checkbox"/>
8	Change of Appearance / Signature Form	01	<i>Original - Notarized</i>	✓	<input type="checkbox"/>

9	Annexure E	01	<i>Original</i>	✓	<input type="checkbox"/>
10	Original Most Recent Indian Passport (In case of damaged passport)	01	<i>Original</i>	✓	<input type="checkbox"/>
11	Annexure F	01	<i>Original</i>	✓	<input type="checkbox"/>
12	<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>	01	<i>Original</i>	✓	<input type="checkbox"/>
13	<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> </ul>	01	<i>Copy</i>	✓	<input type="checkbox"/>
14	Original Indian Passport	01	<i>Original</i>	✓	<input type="checkbox"/>



## Important Notes

- ✓ Please Note: Applicants are required to submit total 3 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