

Murugan, Senthil



860114183

OCI - New OCI Card (Adult) - ID: 860114183

253854560

Balaram, Ramya - ID: 253854560[Print Page](#)

Please send your documents to:

Travisa India Outsourcing**Attention: OCI Mail Department - Id# 860114183****316 East 53rd St 3rd Floor****New York, NY 10022**

Important! We strongly recommend using insured FedEx or UPS for shipping of passports. United States Postal Service (USPS) is strongly discouraged and Travisa Outsourcing cannot be responsible for lost, stolen or damaged documents that use the USPS service. Tracking does not show up in the USPS website until up to 48 hours later and is unreliable.

Contact Information

Service Type:	OCI - New OCI Card (Adult)
Shipping Method:	FedEx Overnight (4 - 6 Passports)
Date of Birth:	Nov 08, 1973
Consulate ID:	USANI4781312
Name:	Senthil Murugan
Address:	110 Galway Circle
City, State, Zip:	Chalfont, Pennsylvania 18914
Home Phone:	(215) 716-1324
Email:	senthilmurugan@yahoo.com
Current Nationality:	United States
Apply By:	By Mail

Current Passport Number:	502501913
Current Passport Expiration Date:	Nov 22, 2014

Application Type and Family Information

Are you renouncing your Indian citizenship along with your OCI/PIO application?:	Yes
Father's Name:	N. Murugan
Mother's Name:	M. Leela
Application Type:	Family
Family Member 2:	
First Name:	Ramya
Last Name:	Balaram
Consulate ID:	USANI4781412
Renouncing Indian Citizenship?	Yes
Expiration Date of most recent Indian Passport:	Feb 24, 2013
Date of Naturalization:	Oct 19, 2012
Date of Birth:	Apr 06, 1983
Is this applicant holding a PIO card?	No
Citizenship:	United States
Passport Number:	502501912
Passport Valid Until:	Nov 22, 2014

Payment

Payment Information:	Money Order / Cashier's Check - Payable to Travisa
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	Outsourcing with the amount of \$998.00.
Family Member 1:	
Service Fee:	\$12.00
Additional Fee:	\$175.00 - Renunciation
Outbound Shipping Fee:	\$34.00
Consular Fee:	\$278.00
Inbound Shipping Fee:	\$34.00
Family Member 2:	
Service Fee:	\$12.00
Additional Fee:	\$175.00 - Renunciation
Consular Fee:	\$278.00
Family Member 3:	
Family Member 4:	



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India OCI Checklist - New OCI Card

(Adult)

Please select this service if you would like to apply for an OCI card as an adult and you do not hold a PIO card.

A New OCI card for an applicant who DOES NOT hold a PIO card is given to a non-Indian national who:

- Was eligible to become a citizen of India on January 26, 1950 or later, or
- Was a citizen of India on, or at any time after, January 26, 1950, or
- Belonged to a territory that became part of India after August 15, 1947, or
- Is a child or grandchild of a person who meets any of the criteria listed above.
- Non US passport holders who hold a temporary visa such as B1/B2 are not eligible.
- Any one who is or has ever been a citizen of Pakistan or Bangladesh is not eligible for OCI status.

Your OCI application will not be processed without all items listed below. If all items are not provided, your application will be returned to you in approximately 10 business days, and the service fee of \$12.00 will apply along with applicable shipping and handling costs.



Please do not staple your documents or use paper clips.



India OCI Checklist - New OCI Card (Adult): <ul style="list-style-type: none">• All documents should be provided in the same order as they appear on this checklist• Please check the box for the items you are including in your application package	For Applicant Only
1. Travisa Order Form Now that you have completed this Order Form, please submit this form and checklist along with all other required documents.	<input checked="" type="checkbox"/>
2. OCI Online Application	<input type="checkbox"/>

Complete the OCI Online Application Form. Once the OCI Online Application Form is completed and printed, the following should be submitted along with your application package:

- One Part A per person that is applying, and
- One Part B per person (if applying individually) OR one Part B per family (if applying as a family). **On Part B, question #21/ #22 regarding Family Members in India, you must answer the question. If you do not have close family members living in India, 'No close family members living in India.' is an acceptable answer. For question #20/ #21 regarding the Employer Address, be sure to give the name and address of the Employer. Retired applicants should give the name and address of their last Employer.**

If applying as a family, all family members MUST reside at the same address. Family applications are limited to 4 family members per application. If applying as a family of five or greater, the family can be split up with the father and mother on separate family applications.

Complete the online **OCI Online Application Form** on the Indian Government's website. When you complete the online portion, you will need to print out Part A and Part B. After printing, complete and sign Part B. You will need to submit both parts (A and B) along with your application. You do not have to submit the instructions that will print after Part B.

For detailed instructions on how to complete the OCI online form, please visit **Online Help**.

3. Photo

One (1) passport sized photo. The photo is required to be recent, identical, sized 2 inches by 2 inches, in color, depicting front pose against light background on photographic paper. Detailed information about the OCI photo can be viewed at **OCI Photo Instructions**.



4. Signature

The OCI application has multiple places for signature. The following sections must be signed correctly:



<ul style="list-style-type: none"> • OCI Part A: Each applicant must sign COMPLETELY inside the box on their Part A form next to their picture. Minors who cannot write their name can use a thumbprint in black ink instead. If any part of the signature or thumbprint for Part A is outside of the box, the application will be rejected. • OCI Part B: On Part B, it is very important that ALL applicants sign Part B. For minor applicants, both parents must sign the Part B application form even if both parents are not applying for OCI. If only one parent is available to sign for the minor, proof of custody or a death certificate must be provided. 	
<p>5. Copy of United States Passport</p> <p>You must provide a copy of your valid original United States passport (or Non Indian passport if Non-US nationality) along with your application package at the beginning of the OCI request process. Your original US or non-Indian passport will be required only after the OCI card has been received back from Delhi, India. A copy of the following pages is required:</p> <ul style="list-style-type: none"> • Copy of the information page. This page contains the picture and basic details of the passport. • Copy of the endorsement/amendment pages. On US passport books that end with page 24, copy pages 22, 23 and 24. On US passport books that end with page 28, copy pages 25, 26 and 27. 	<input type="checkbox"/>
<p>6. Original Passport To Be Sent At The End of Processing</p> <p>Your original passport will be required as the last step in the process after your OCI card has been approved and returned From Delhi, India to the Embassy/Consulate. When the OCI card is at this stage, you will receive notification and shipping instructions automatically by email. At this point, you will need to provide your valid original United States passport (or Non Indian passport if Non-US nationality) so that the U-Visa (OCI) sticker can be affixed to a blank visa page. The passport must have a minimum validity of six months from the date of application with at least two blank visa pages.</p>	<input type="checkbox"/>
<p>7. Copy of Naturalization Certificate</p> <p>If you are a former Indian national or Non-US born, a copy of your</p>	<input type="checkbox"/>

Naturalization Certificate is required. If a minor gained naturalization through his/her parents and possesses no separate naturalization certificate, then copies of the parents' naturalization certificates and a notarized written statement signed by both parents is required stating the circumstances that their child received his/her naturalization status and why the child does not possess his/her own certificate. If you have obtained more than one nationality after having Indian citizenship, please provide all Naturalization Certificates or proof of nationality from all countries that you have held citizenship.

8. Copy of Birth Certificate

For applicants born outside of India, a photocopy of the birth certificate or any government issued document that shows parents name, date of birth and nationality must be provided.

You should not send the originals - we cannot be responsible for original documents. **If you don't submit a copy, we will make a photocopy for you for \$2.00.**

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9. Proof of Indian Origin

Copy of first three and last two pages of the last Indian passport held, or any document that provides sufficient evidence that you held Indian Citizenship, such as:

- A notarized copy of educational certificate issued by an institution in India and land ownership certificate by which eligibility may be reasonably ascertained, OR
- A duly notarized affidavit to that effect, OR
- A copy of an Ancestral Nativity Certificate issued by an Indian official or magistrate with sufficient authority to confirm Indian origin of the applicant.

The decision of whether to accept this type of document as proof of your Indian citizenship will be made by the Consular Officer and will be final in such cases.

If you do not have an Indian passport and you are applying for OCI on the basis that your parents and/or grandparents were Indian nationals, then you must enclose the following documents:

- Copy of proof of both parents current nationality and previous

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nationality.

- Your birth certificate (in which your parent's name is mentioned) is required. If you are applying as the grandchild of an Indian national, then you must submit your birth certificate as well as your parent's birth certificate. All submitted birth certificates must show the parent's names clearly so that it establishes the relationship with your parents and grandparents, AND
- Copy of both parent/grandparent's Indian passport, OR
- Copy of both parent/grandparent's domicile certificate issued by the competent authority, OR
- Copy of your parents OCI cards, OR
- Any other document that provides sufficient evidence of your parent/grandparent's Indian citizenship, such as a notarized copy of school certificate and a land ownership certificate by which eligibility may be reasonably ascertained. The decision of whether to accept this type of document as proof of your parent/grandparent's Indian citizenship will be made by the Consular Officer and will be final in such cases.

10. Proof of Renunciation of Indian Citizenship

If the applicant has already renounced Indian citizenship, one of the following must be produced as proof:

- Copy of your Certificate of Renunciation issued by a Consulate of India or,
- Copy of your cancelled Indian passport with stamp that states 'Cancelled as holder acquired US/foreign citizenship'

If the applicant has NOT renounced their Indian citizenship, or cannot show proof, the following must be provided:

- Most recent Indian passport.(original not copy)
- Copy of your naturalization certificate
 - If the most recent Indian passport is available, provide the following:
 - Two (2) copies of the completed **Renunciation Form**
 - Copies of the first three pages and the last two pages of the most recent Indian passport.
 - If you do not have your most recent Indian passport, your naturalization date will determine what requirements are needed.
- You must provide a notarized **Affidavit of Loss**.



- If you were naturalized over 10 years from today, you must provide two (2) copies of a **deemed surrender certificate form**.
- If you were naturalized after June 1, 2010, you must provide two (2) copies of the **Renunciation Declaration form**.
- There will be a separate renunciation fee automatically calculated on the Order Form depending the date of naturalization:
 - **Naturalized before June 1, 2010:** \$25.00 renunciation fee
 - **Naturalized on or after June 1, 2010:** \$175.00 renunciation fee

If the most recent Indian passport is retained for more than 3 years after acquisition of citizenship of another country, a penalty of \$250.00 will be automatically calculated on the Order Form except where the most recent Indian passport expired before January 1, 2005 or where the most recent Indian passport shows a 'Cancelled' stamp. In addition, a penalty of \$250.00 will be charged for each case of misuse of the Indian passport for travel after 3 months of acquisition of citizenship of another country subject to a maximum penalty of \$1250.00.

For help calculating the renunciation and penalty fees due, you can refer to the **Renunciation and Penalty Fee Flowchart** as a guide.

11. Proof of Address

Applicants must submit a proof of residence/address that matches the present address on the OCI application exactly. This proof must also match the prepaid envelope return address exactly. Photocopy of state issued ID (Driver License or ID), or the **original** major utility bill (Water, Gas, Electric, Sewage) must be submitted. Do not cut your drivers license copy down to a smaller size. Please leave the copy on regular sized paper. If you don't submit a copy, we will make a photocopy for you for \$2.00.

The following items are not accepted: cell phone bill, credit card statement, bank statement or lease. The address cannot include a P.O. box.



<p>For minors, a proof of address from both parents or a legal guardian may be submitted instead. For family (group) applications, only one copy of proof of address is required per family (group) as long as all family members reside at the same address.</p> <p>For College/University students living on campus in university housing/dormitories, a letter from your institution on the institution's letterhead explaining the exact address that you presently reside in will suffice.</p>	
<p>12. Name Change Documentation</p> <p>For former Indian nationals, if your name in your Indian passport is different in any way from the name in your United States passport, one of the following documents must be provided.</p> <ul style="list-style-type: none"> • Marriage Certificate showing the name change if the name was changed at marriage. • Official court order for the name change • Endorsement of name change during naturalization process. • Newspaper advertisements in both the US and India announcing the name change. 	<input type="checkbox"/>
<p>13. Visa Status</p> <p>If you are a non-US citizen, then you must provide a copy of one of the following: your Permanent Resident Card (both sides), Employment authorization card or copy of page showing H1 / H4, L1/L2, F1/F2, J1/J2 etc. Non-US passport holder parents who are applying for their kids must also provide US visa status. Do not send the original documents. Travisa Outsourcing cannot be held responsible for loss or damage to original documents.</p>	<input type="checkbox"/>
<p>14. Travel Rules for OCI Card Holders</p> <p>When traveling to India, an OCI card holder must carry both the OCI booklet and the passport with the 'U' visa sticker.</p>	<input type="checkbox"/>

The following is a list of common rejection reasons for OCI Applications.

1. **Missing Proof of that Renunciation of Indian Citizenship is completed**
2. **Missing requirements to apply for a Renunciation Certificate**
3. **Missing copies of the Indian passport of an adult applicant**
4. **Missing copies of Indian passports of Mother and Father of a minor applicant**
5. **Missing signature of Mother and/or Father on OCI application Part B**
6. **Missing Proof of Name Change if name is different on Indian passport than on US passport**
7. **Missing Prepaid Return Shipping Label**
8. **Prepaid Return Shipping Label not acceptable, must be computer generated. Handwritten labels not accepted**
9. **Missing Proof of Address**
10. **Proof of Address not acceptable, must be photocopy of a driver's license or state ID, or the original major utility bill (Water, Gas, Electric, Sewage)**

Please send your documents to:

Travisa India Outsourcing

Attention: OCI Mail Department - Id# 860114183

316 East 53rd St 3rd Floor

New York, NY 10022

shipping label