

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	03	<i>Original</i>	✓	<input type="checkbox"/>
3	CKGS Online Payment Receipt	01	<i>Original</i>	✓	<input type="checkbox"/>
4	Online Passport Application Form	01	<i>Original</i>	✓	<input type="checkbox"/>
5	Nationality Verification Form	01	<i>Original</i>	✓	<input type="checkbox"/>
6	Passport copies of First five and last two pages	01	<i>Self Attested Copy</i>	✓	<input type="checkbox"/>
7	US Legal Status Valid I-20 for student visa	01	<i>Self Attested Copy</i>	✓	<input type="checkbox"/>
8	<u>Valid US Residence Proof</u> Driver's License OR State ID 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. <u>Important:</u> PO BOX number is NOT ACCEPTABLE as valid Proof of address.	01	<i>Self Attested Copy</i>	✓	<input type="checkbox"/>
9	<u>Indian Address Proof (If applicant wants to add / change Indian Address)</u> Aadhar Card OR Recent Bank Statement from Government bank (Should have affixed photograph) OR Drivers license OR Utility bill not older than 3 months	01	<i>Self Attested Copy</i>	✓	<input type="checkbox"/>
10	Change of Appearance / Signature Form	01	<i>Original - Notarized</i>	✓	<input type="checkbox"/>
11	Annexure E	01	<i>Original</i>	✓	<input type="checkbox"/>
12	Original Most Recent Indian Passport	01	<i>Original</i>	✓	<input type="checkbox"/>



Important Notes

- ✓ Affix **1 photograph** on **EACH** of the following documents:
 - ✓ Online Passport Application Form
 - ✓ Nationality Verification 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.
- ✓ Questions **1 to 6** of the Government Online Form **PDF** will get **auto-populated**. You have to fill in details from **Column 7 to 29 MANUALLY** using **black / blue** ballpoint pen.
- ✓ **All** questions need to be **answered**. **DO NOT** leave any fields blank
- ✓ If any of the questions is not applicable to you, please write **N/A** in the corresponding space
- ✓ 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
 - ✓ **Question no 26** needs to be signed by the applicant
 - ✓ **Question no 28** needs to be signed by **both** parents and **notarized**
 - ✓ **Question no 29** needs to be signed by the applicant in the given the boxes