

## Document Checklist

| Sr No. | Original/Copy           | Document                              | Instructions   |
|--------|-------------------------|---------------------------------------|--|
| 1      | 01 Original             | <b>Checklist</b>                      | <ul style="list-style-type: none"> <li>• <b>1 Checklist</b> to be printed.</li> <li>• The boxes must be ticked off against the required documents.</li> <li>• Confirm the number of documents which must be 'enclosed' in your envelope for CKGS.</li> </ul>   |
| 2      | 01 Original & Notarized | <b>Affidavit in Lieu of Originals</b> | <b>Duly Fill-in and Notarize the Affidavit</b> and submit along with the application.  |
| 3      | 01 Original             | <b>OCI Application Form</b>           |  |
| 4      | 02 Original             | <b>Photograph</b>                     | <ul style="list-style-type: none"> <li>• Please upload the <b>most recent</b> passport size color photo on the online application.</li> <li>• 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.</li> <li>• <b>Photos to be 2 inches x 2 inches in size, in color, depicting front pose strictly against white background only on photographic paper.</b></li> </ul> <p>For detailed Photo specifications, go to <a href="https://www.in.ckgs.us/resources/pdf/photo-specifications.pdf">https://www.in.ckgs.us/resources/pdf/photo-specifications.pdf</a>.</p> |
| 5      | 01 Original             | <b>Additional Particulars Form</b>    | <ul style="list-style-type: none"> <li>• Fill the <b>Additional Particular Form</b> (for adult applicants) and enclose the print out.</li> <li>• <b>All pages</b> of Additional particulars form should have <b>signatures</b> of the applicant.</li> <li>• All questions must be answered with details – <b>no question</b> should be <b>left blank</b>.</li> <li>• Where applicable, please answer as Yes or No. Do not answer as N/A.</li> <li>• Incorrect/Incomplete applications and applications answered in N/A will not be processed.</li> <li>• Applicant's name should be as per Current passport.</li> </ul>  |
| 6      | 01 Original & Copy      | <b>Current US Passport</b>            | <p>Along with the original, please also provide copies of the following pages of your current valid passport :-</p> <ul style="list-style-type: none"> <li>○ <b>Information page</b> that contains the <b>picture</b> and <b>personal details</b> of the holder of the Passport.</li> <li>○ <b>Endorsement/amendment pages.</b></li> <li>○ Passport should be valid for at least <b>8 months</b> from the date of submission of application CKGS.</li> </ul>   |

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| 7 | 01 Copy | <b>Proof of Marital Status (if applicable)</b> | <ul style="list-style-type: none"> <li>a. Married - Marriage Certificate</li> <li>b. Divorcee - Copy of Divorce Decree (Complete Pages)</li> <li>c. Divorced and Re-Married - both of the following: <ul style="list-style-type: none"> <li>1. Copy of Divorce Decree (Complete Pages)</li> <li>2. Copy of Marriage Certificate (Current)</li> </ul> </li> </ul>  |
| 8 | 01 Copy | <b>Proof of Indian Origin of Applicant</b>     | <ul style="list-style-type: none"> <li>• Copy of <b>first three and last two pages</b> of the last <b>Indian Passport</b> held.</li> </ul> <p>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.</p> <p>(if Indian Passport is not available, any <b><u>One</u></b> of the below documents)</p> <ul style="list-style-type: none"> <li>• Birth Certificate <b>OR</b></li> <li>• Certificate of Indian origin from First Class Magistrate / District Magistrate <b>OR</b></li> <li>• Ancestral Nativity Certificate from Indian Official / Magistrate <b>OR</b></li> <li>• Educational certificate issued by an institution of India <b>AND</b> Land ownership certificate.</li> </ul> <p>If the applicant does <b>NOT HAVE</b> 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:-</p> <ul style="list-style-type: none"> <li>◦ Copy of Proof of both parents' and grandparents' current nationality and previous nationality.</li> <li>◦ Applicant's <b>Birth Certificate</b> (in which their parents' name is mentioned).</li> <li>◦ If the applicant is applying as a grandchild of an Indian National, then the applicant must submit <b>his/her birth certificate as well as his/her parents' birth certificate</b>. All submitted birth certificates must show the parents' names clearly so that it establishes the relationship with the applicants parents' and grandparents', <b>AND</b></li> </ul> <p>(any <b><u>One</u></b> of the below documents)</p> <ul style="list-style-type: none"> <li>◦ Copies of first three and last two pages of BOTH parents'/grandparents' Indian passport, <b>OR</b></li> <li>◦ Copy of BOTH parents'/grandparents' domicile certificate issued by the competent authority, <b>OR</b></li> <li>◦ Copy of BOTH parents' OCI cards/ grandparents' OCI cards including information pages on OCI cards.</li> </ul> <p>Note: If parents'/grandparents' have OCI/PIO cards, it is mandatory to give copies of BOTH – Indian Passport &amp; OCI/PIO Cards.</p> |

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| 9  | 01 Copy | <b>Naturalization Certificate (if Naturalized Citizen)</b> | <ul style="list-style-type: none"> <li>• If you acquired US Nationality through Naturalization, a copy of your Naturalization Certificate is required.</li> <li>• 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.</li> <li>• 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.</li> <li>• The US Naturalization Certificate should state “FORMER NATIONALITY” AS INDIA. Certificates that state ‘Country of Birth’ as India CANNOT be accepted.</li> <li>• 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.</li> <li>• If Notarized copy is not available, then a Certified True copy from local USCIS office must be provided.</li> <li>• Additional information can be obtained from USCIS <a href="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">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</a>.</li> </ul> |
| 10 | 01 Copy | <b>Proof of Renunciation of Indian Citizenship</b>         | <p>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:-</p> <ul style="list-style-type: none"> <li>◦ Canceled Indian Passport with stamp stating the passport is canceled due to obtaining US/Foreign citizenship.</li> <li style="text-align: center;"><b>OR</b></li> <li>◦ Certificate of renunciation issued by the Embassy/Consulate of India.</li> <li style="text-align: center;"><b>OR</b></li> <li>◦ Deemed surrender certificate issued by the Embassy/Consulate of India.</li> </ul>  |

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| 11 | 01 Copy     | <b>Proof of Address</b>   | <p>Proof of address <b>must match</b> with the <b>present address</b> as per application:<br/>         (any <b>ONE</b> of the below documents)</p> <ol style="list-style-type: none"> <li>State Issued ID<br/><b>OR</b></li> <li>Driving license<br/><b>OR</b></li> <li>Utility Bill<br/><b>OR</b></li> <li>Valid Lease Agreement<br/><b>OR</b></li> <li>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.</li> </ol> <p>NOTE: DO NOT CUT YOUR DRIVER'S LICENCE COPY DOWN TO A SMALLER SIZE.</p> |
| 12 | 01 Copy     | <b>Landing Papers (if currently Canadian Resident)</b>  |   |
| 13 | 01 Original | <p><b>Prepaid Envelope for return of documents</b></p> <p>(Applicable <b>only if you are using own prepaid for return shipping</b>)</p> | <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>Handwritten return envelopes <b>will NOT be accepted</b> by CKGS.</li> </ul>   |



### IMPORTANT NOTES

- ✓ 1 copy of the checklist must be also 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 on the checklist.
- ✓ Check the number of Documents required.