

Document Checklist

Sr No.	Original/Copy	Document	Instructions
1	01 Original	Checklist	<ul style="list-style-type: none"> • 1 Checklist to be printed. • The boxes must be ticked off against the required documents. • Confirm the number of documents which must be 'enclosed' in your envelope for CKGS.
2	01 Original	OCI Application Form	
3	02 Original	Photograph	<ul style="list-style-type: none"> • Please upload the most recent passport size color photo on the online application. • 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. • Photos to be 2 inches x 2 inches in size, in color, depicting front pose strictly against white background only on photographic paper. <p>For detailed Photo specifications, go to https://www.in.ckgs.us/resources/pdf/photo-specifications.pdf.</p>
4	01 Original	Additional Particulars Form	<ul style="list-style-type: none"> • Fill the Additional Particular Form (for adult applicants) and enclose the print out. • All pages of Additional particulars form should have signatures of the applicant. • All questions must be answered with details – no question should be left blank. • Where applicable, please answer as Yes or No. Do not answer as N/A. • Incorrect/Incomplete applications and applications answered in N/A will not be processed. • Applicant's name should be as per Current passport.
5	01 Copy & Notarized	Current US Passport	<p>Please provide a duly notarized passport copy of the following pages of valid Passport :-</p> <ul style="list-style-type: none"> ◦ Information page that contains the picture and personal details of the holder of the Passport. ◦ Endorsement/amendment pages. ◦ Passport should be valid for at least 6 months from the date of submission of application CKGS.
6	01 Copy	PIO Card	<ul style="list-style-type: none"> • Copy of First and Last page of the PIO card
7	01 Original & Notarized	Sworn Affidavit in case of spouse based applications (In case PIO was issued under "Foreign Spouse" Category)	<p>Sworn Affidavit of spouse is required if the spouse of an applicant is a foreign national. The form should be filled completely and signed by both applicant and spouse; the same should also be notarized.</p>

8	01 Copy	Landing Papers (if currently Canadian Resident)	
9	01 Copy	Proof of Particulars to be Changed - Address	<ul style="list-style-type: none"> • Copy of documents in support of the Change in Address of the applicant. <p>For example – if shifted to a New Place, then copies of utility bill/s as proof of address with the current address mentioned is required.</p>
10	01 Copy	Proof of Particulars to be Changed - Appearance	<ul style="list-style-type: none"> • Copy of documents in support of the Change in Appearance of the applicant. <p>For example – if appearance of the applicant has changed from the past look, then a new photograph reflecting the new look/appearance is required.</p>
11	01 Copy	Proof of Address	<p>Proof of address must match with the present address as per application: (any ONE of the below documents)</p> <ol style="list-style-type: none"> State Issued ID OR Driving license OR Utility Bill OR Valid Lease Agreement OR 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. <p>NOTE: DO NOT CUT YOUR DRIVER'S LICENCE COPY DOWN TO A SMALLER SIZE.</p>
12	01 Original	Prepaid Envelope for return of 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. • Handwritten return envelopes will NOT be accepted by CKGS.
13	01 Copy	Proof of Particulars to be Changed - Passport Particulars	<ul style="list-style-type: none"> • Copy of documents in support of the Change in Passport particulars of the applicant. <p>For example – if the passport particulars of the applicant have to be corrected, documentary evidence for effecting the requisite changes is required.</p>



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.