

## OCI Misc. Services Checklist - For Adult

☒ THE FOLLOWING IS A LIST OF DOCUMENTS TO BE SUBMITTED FOR APPLYING FOR RE-ISSUE. PLEASE PRINT AND SIGN A COPY OF THIS CHECKLIST, ALONG WITH YOUR APPLICATION.

	<p style="text-align: center;"><b><u>IMPORTANT GUIDELINES</u></b></p> <ul style="list-style-type: none"> <li>❖ IT IS <b>ABSOLUTELY MANDATORY</b> to complete <b>VFS ONLINE REGISTRATION PROCESS</b> before sending your physical application. Failure to complete online registration process will result in returning your application unprocessed.</li> <li>❖ All the photocopies of the documents that are being submitted must be in full page and clearly legible. Photos should be visible and other information should be clearly readable.</li> <li>❖ Please do not send original documents unless specified. VFS will not be responsible for return of any additional original documents submitted.</li> <li>❖ Please ensure that all data entries provided in your application match with your existing passport. If not, please provide the supporting documentation.</li> <li>❖ Please select the correct Indian mission based on the place where you reside in the USA and the mission's jurisdiction. Mission jurisdiction can be viewed at <a href="http://visa.vfsglobal.com/usa/en/ind/attend-centre">http://visa.vfsglobal.com/usa/en/ind/attend-centre</a></li> <li>❖ You are recommended to fill a fresh OCI application form if your form has been completed more than 150 days ago. This might help avoid any processing delays in case your form expires at 180 days before submission to the Mission'</li> <li>❖ After submission online, no changes can be made. In case of an error, please fill a new online application form.</li> <li>❖ If your application lacks any of the documents listed in this checklist, your application will be put "on Hold" and an email notification highlighting the deficiencies will be sent to you. You must complete application within 7 days from the date of receipt of the email notification. Post receipt of missing documents, VFS India Consular application Centre will update the system in 48 – 72 business hours hence track the status only after 48-72 hours.</li> <li>❖ Envelope should be superscribed as "<b>OCI Misc. Services- ADULT. One Envelope can contain only one application only.</b>"</li> </ul> <p><b><u>Please note:</u></b></p> <ul style="list-style-type: none"> <li>❖ <b>VFS INDIA CONSULAR APPLICATION CENTRE</b> employees cannot edit or make any changes to your online application form.</li> <li>❖ <b>THE CONSULATE RESERVES THE RIGHT TO CALL FOR ADDITIONAL DOCUMENTS, AS CONSIDERED NECESSARY.</b></li> </ul>
<b>MANDATORY DOCUMENTS</b>	
<input type="checkbox"/>	<p><b><u>GOVERNMENT APPLICATION ONLINE FORM – ORIGINAL</u></b></p> <p><b>OCI Application Form.</b> Please fill the form correctly and ensure it is duly signed. OCI form URL : .  <a href="https://ociservices.gov.in/welcome">https://ociservices.gov.in/welcome</a></p>
<input type="checkbox"/>	<p><b><u>PHOTOGRAPH &amp; SIGNATURE – ORIGINAL &amp; DIGITAL</u></b></p> <p><b>Photograph</b></p> <ul style="list-style-type: none"> <li>• Please provide 2 most recent passport size color photos (not older than 6 months) of the applicant (hard copies).</li> <li>• Photos must be 2-inch x 2-inch in size, in color, depicting front pose against a white/ plain light (pale) background with dark coloured dress on photographic paper.</li> <li>• The physical photo must be affixed on the physical application form and the digital photo must be</li> </ul>

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	<p>uploaded on Govt. form online. The physical and uploaded photograph must be identical</p> <ul style="list-style-type: none"> <li>The digital signature must also be uploaded on the Govt. portal. Upload signature must match with the signature on the physical form.</li> <li>For Detailed photograph Specifications – <a href="#">Please click here</a></li> </ul>
	<p><b><u>FEE PAYMENTS</u></b></p> <p>Application confirmation letter/ Payment confirmation is mandatory. Complete the process online on VFS INDIA CONSULAR APPLICATION CENTRE's website to get the Application confirmation letter/ Payment confirmation. Don't forget to enclose the Application confirmation receipt. If paying by Money order or Banker's check then it should be made in favor of "VFS Services (USA) Inc. <b>PERSONAL CHECKS ARE NOT ACCEPTABLE. Ensure you update the correct details of the instrument (Money order/ Banker check. Don't punch dummy information. Incorrect information may lead to rejection of your application)</b></p> <p>To complete the questionnaire &amp; create a profile: <a href="#">Click here to proceed.</a></p> <p><b>NOTE: YOU MUST SEND YOUR COMPLETE APPLICATION WITHIN 30 DAYS FROM THE DAY APPLICATION IS REGISTERED ON VFS SYSTEM.</b></p>
<input type="checkbox"/>	<p><b><u>PROOF OF ADDRESS – COPY</u></b></p> <p>Proof of address must match with the present address as per application: (any ONE of the below documents)</p> <ul style="list-style-type: none"> <li>- State Issued ID OR</li> <li>- Driving license OR</li> <li>- Utility Bill - Water (should be recent, no more than 3 months old) OR</li> <li>- Utility Bill - Gas (should be recent, no more than 3 months old) OR</li> <li>- Utility Bill - Electricity (should be recent, no more than 3 months old) OR</li> <li>- Valid Lease Agreement OR</li> <li>- Mortgage OR</li> <li>- Income Tax return OR</li> <li>- For College/University Students living on campus in University housing/dormitories, a letter from your institution on the institution letterhead explaining the exact address that you presently reside in will suffice.</li> <li>- Marriage Certificate in case the address in spouse's name, birth certificate of child in case of minor applicant along with parent's address proof.</li> <li>- In case of applicant residing with parents/children/ relatives, a notarized undertaking from them with one of the copies of address proof as indicated above.</li> <li>- In case of applicant residing in a hotel or temporary lodging for a short period of time and does not have a -- permanent address proof, then can submit copy of notarized hotel bills as proof of residence.</li> <li>- Please note – expired documents like lease/ driving license copies are not acceptable. Please provide alternate valid documents</li> </ul> <p>NOTE: DO NOT CUT YOUR DRIVER'S LICENCE COPY DOWN TO SMALLER SIZE Important: PO BOX number is NOT ACCEPTABLE as valid Proof of address</p>
<input type="checkbox"/>	<p><b><u>PHOTOCOPY OF PASSPORT</u></b></p> <p><b>Information page</b> that contains the <b>picture</b> and <b>personal details</b> of the holder of the Passport. <b>Endorsement/amendment pages.</b></p> <p>Passport should be valid for at least <b>6 months</b> from the date of submission of application at the Indian Consular Application Centre (VFS INDIA CONSULAR APPLICATION CENTRE).</p>
<b><u>OCI MISC SERVICES</u></b>	
<input type="checkbox"/>	<p><b><u>OCI CARD – ORIGINAL AND COPIES</u></b></p>
<input type="checkbox"/>	<p><b><u>AFFIDAVIT IN LIEU OF ORIGINAL DOCUMENTS – NOTARIZED AND ORIGINAL</u></b></p> <p><b>Note:</b> the Affidavit in Lieu of Originals must list US passport as one of the documents</p>

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	<a href="#">Click here to download</a>
<input type="checkbox"/>	<p>If you include the name of your spouse in the OCI card, please submit the following documents:</p> <ul style="list-style-type: none"> <li>• Copy of Marriage Certificate; or</li> <li>• Copy of Indian passport containing the name of spouse.</li> </ul>
<input type="checkbox"/>	<p><b><u>DIVORCE DECREE – COPY</u></b></p> <p>If you are Divorced, then submit a divorce decree</p>
<input type="checkbox"/>	<p><b><u>DIVORCE DECREE &amp; CURRENT MARRIAGE CERTIFICATE– COPY</u></b></p> <p>If you are Divorced and Re-Married</p>
<input type="checkbox"/>	<p><b><u>DEATH CERTIFICATE – COPY</u></b></p> <p>If your Spouse is Deceased</p>
<input type="checkbox"/>	<p><b><u>PROOF OF PARTICULARS CHANGED – COPY</u></b></p> <p><b><i>Change in Address</i></b></p> <p>Copy of documents in support of the Change in Address of the applicant. For example - if shifted to a New Place, then copies of utility bills/s as proof of address with the current address mentioned are required.</p> <p><b><i>Change in Appearance</i></b></p> <p>Copy of documents in support of the Change in Appearance of the applicant. For example - if the appearance of the applicant has changed from the past look, then a new photograph reflecting the new look/appearance is required.</p> <p><b><i>Change in Occupation</i></b></p> <p>Copy of documents in support of the Change in the Occupation of the applicant. For example - if changed Occupation, then copies of documentary evidence are required.</p> <p><b><i>Change your Name</i></b></p> <p>Copy of documents in support of the Change of Name of the applicant. For example - if the name of the applicant has to be changed, documentary evidence for effecting the requisite changes is required.</p> <p><b><i>Change your Signature</i></b></p> <p>Copy of documents in support of the Change of Signature of the applicant. For example - if the Signature of the applicant has to be changed, documentary evidence for effecting the requisite changes is required</p> <p><b><i>Correction of Date of birth</i></b></p> <p>Copy of documents in support of the Correction in Date of Birth of the applicant. For example - if the Date of Birth of the applicant has to be corrected, documentary evidence for effecting the requisite changes is required.</p> <p><b><i>Correction in Place of birth</i></b></p>

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	<p>Copy of documents in support of the Correction in Place of Birth of the applicant. For example - if the Place of Birth of the applicant has to be corrected, documentary evidence for effecting the requisite changes is required.</p> <p><b><i>Spelling in Father's name</i></b></p> <p>Copy of documents in support of the Correction of Spelling in Father's name of the applicant. For example – if the Father's name of the applicant has to be corrected, documentary evidence for effecting the requisite changes is required.</p> <p><b><i>Spelling in Mother's name</i></b></p> <p>Copy of documents in support of the Correction of Spelling in Mother's name of the applicant. For example, - if the Mother's name of the applicant has to be corrected, documentary evidence for effecting the requisite changes is required</p> <p><b><i>Split of Name</i></b></p> <p>Copy of documents in support of the Split of Name of the applicant. For example - if the name of the applicant has to be split, documentary evidence for effecting the requisite changes is required.</p> <p><b><i>Passport Particulars</i></b></p> <p>Copy of documents in support of the Change in Passport particulars of the applicant. For example - if the passport particulars of the applicant have to be corrected, documentary evidence for effecting the requisite changes is required.</p> <p><b><i>Addition of Spouse Name</i></b></p> <p>Copy of documents in support of the Addition of Spouse Name of the applicant. For example - if Spouse's name of the applicant has to be added, documentary evidence for effecting the requisite changes is required. (Marriage Certificate)</p> <p><b><i>Addition of Mother's Name</i></b></p> <p>Copy of documents in support of the Addition of Mother's Name of the applicant. For example - if the Mother's name of the applicant has to be added, documentary evidence for effecting the requisite changes is required. (Birth Certificate)</p>
<input type="checkbox"/>	<p><b><u>COURIERS</u></b></p> <ol style="list-style-type: none"> <li>1. If opted VFS offered courier services, then download the incoming courier label from <a href="#">my account</a> to send your complete application to the VFS Centre.</li> <li>2. If you opt to use your own pre-paid label, then ensure correct pre-paid label details are entered while completing the registration process on VFS Portal. <b>Incorrect information will lead to delay/ rejection of your application. In addition – please ensure you enclose the pre-Paid label ALONG WITH ENVELOPE before sending your application. Please ensure you liaise with your pre-paid company to schedule pick-ups as soon as you receive notification confirming that application is received by VFS Indian Consular Application Centre from the Embassy/Consulate.</b></li> </ol> <p><b>FEDEX PREPAID LABELS ARE NOT ACCEPTABLE. Acceptable Prepaid Labels are – UPS or USPS with NO expiry date of the label.</b></p>

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	<b>CHECKLIST</b> 1 Checklist (original) to be printed and enclosed with your application
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(Signature of the Applicant)

### *PHOTO / SIGANTURE AND DOCUMENT UPLOAD REQUIREMENTS ON GOVT. PORTAL*

<b>Applicant's Photo</b>  The images must be in <b>jpeg or jpg format</b> , with <b>max size 500kb</b>	The height and width of the Applicant Photo must be equal.  The <b>minimum</b> dimensions are 200 pixels (width) x 200 pixels (height) The <b>maximum</b> dimensions are 1500 pixels (width) x 1500 pixels (height). The minimum dimensions are 200 pixels (width) x 67 pixels (height). The maximum dimensions are 1500 pixels (width) x 500 pixels (height).
<b>Applicant's Signature</b>  The images must be in <b>jpeg or jpg format</b> , with <b>max size 500kb</b>	The height and width of the Signature Photo must have aspect ratio 3:1 The <b>minimum</b> dimensions are 200 pixels (width) x 200 pixels (height) The <b>maximum</b> dimensions are 1500 pixels (width) x 1500 pixels (height). The height and width of the Signature Photo must have aspect ratio 1:3. The minimum dimensions are 200 pixels (width) x 67 pixels (height). The maximum dimensions are 1500 pixels (width) x 500 pixels (height).   <b>"Paint"</b> software can be used to resize the photos
<b>Documents</b>  Document-Upload Section of Online OCI-Registration	Max file size allowed for a document file is <b>1000 kb</b>  Please scan the documents in a single file for each category as <b>mentioned below</b> for uploading.   The document file should be in <b>PDF format</b>  An A-4 size page document <b>Colour scanned at 100 DPI</b> (Dots per inch resolution) will generate of file of between 200-250 kb.

Documents-Uploaded Section of Online OCI- registration. Please upload the documents in the required category as per the list below.

Please note – It is mandatory to upload all the requisite documents on the Govt. Portal. If you don't comply with the requirement then your application will be returned unprocessed since it falls under the "Ineligible category"

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DOCUMENTS TO BE UPLOADED ON GOVT. WEBISTE		
DOCUMET TITLE	OCI RE-ISSUE	OCI RE-ISSUE FOR LOST OCI CARD
Current Passport	Copy of Current Passport	Copy of Current Passport
Employment / Work Permit	Copy of US Visa if hold a non-US passport	Copy of US Visa if hold a non-US passport
Indian Origin	n/a	Indian Passport/Ind.BC/SLC if copy of OCI Card is not avail
Marriage Certificate	Notarized Sworn Joint Affidavit (if OCI Card was acquired through spouse)	Notarized Sworn Joint Affidavit (if OCI Card was acquired through spouse)
<i>Parental Auth. Form (if below 18 y/o)</i>	Notarized PAF (if below 18 y/o)	Notarized PAF (if below 18 y/o)
<i>OCI Card</i>	Copy of OCI Card (first and last page)	Copy of Lost OCI Card if available
<i>Relationship Cert.</i>	Copy of MC / Divorce Decree / Death Cert of Spouse whichever applies. Apostilled MC if OCI acquired through spouse.	Copy of MC / Divorce Decree / Death Cert of Spouse whichever applies. Apostilled MC if OCI acquired through spouse.