

OCI Misc. Services - Minor Checklist

Applicant's Name			Passport no.	
Email ID			Mobile no.	-----

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

	<p><u>IMPORTANT GUIDELINES</u></p> <ul style="list-style-type: none"> ❖ Please ensure that all data entries provided in your application match with your existing passport. If not, please provide the supporting documentation. ❖ 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: http://visa.vfsglobal.com/usa/en/ind/attend-centre ❖ Online applications are only accepted if filled out in the current year. ❖ After submission online, no changes can be made. In case of an error, please fill a new online application form. <p><u>Please note:</u></p> <ul style="list-style-type: none"> ❖ ICAC employees cannot edit or make any changes to your online application form. ❖ THE CONSULATE RESERVES THE RIGHT TO CALL FOR ADDITIONAL DOCUMENTS, AS CONSIDERED NECESSARY.
<p>MANDATORY DOCUMENTS</p>	
<input type="checkbox"/>	<p><u>GOVERNMENT APPLICATION ONLINE FORM – ORIGINAL</u></p> <p>OCI Application Form. In case of Minor both parent's signatures and notary is required on the last page of the OCI form.</p> <p>Also minors below 5 year a thumb impression is required. Minors above the age of 5 year the applicant has to sign the form. https://ociservices.gov.in/welcome</p>
<input type="checkbox"/>	<p><u>PHOTOGRAPH & SIGNATURE – ORIGINAL & DIGITAL</u></p> <p>Photograph</p> <ul style="list-style-type: none"> • Please provide 2 most recent passport size color photos (not older than 6 months) of the applicant (hard copies). • Photos to be 2 inches x 2 inches in size, in color, depicting front pose strictly against white background only on photographic paper. • Physical photo must be affixed on the physical application form and digital photo must be uploaded on Govt. form online. Physical and uploaded photograph must be identical • Digital signature must also be uploaded on the Govt. portal. Upload signature must match with the signature on the physical form.
<input type="checkbox"/>	<p><u>PROOF OF ADDRESS – COPY</u></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"> - State Issued ID OR - Driving license OR - Utility Bill - Water (should be recent, no more than 3 months old) OR - Utility Bill - Gas (should be recent, no more than 3 months old) OR - Utility Bill - Electricity (should be recent, no more than 3 months old) OR - Valid Lease Agreement OR - Mortgage OR - Income Tax return 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.

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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

PHOTOCOPY OF PASSPORT
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 at Indian Consular Application Centre (ICAC).

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OCI CARD – ORIGINAL AND COPIES

AFFIDAVIT IN LIEU OF ORIGINAL DOCUMENTS – NOTARIZED AND ORIGINAL

PARENTAL AUTHORIZATION – NOTARIZED AND ORIGINAL
 In case of Minor submit parental authorization. Download sample from
<https://www.indianembassvusa.gov.in/Ddf/Parental>

PROOF OF PARTICULARS CHANGED – COPY

Change in Address
 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 bill/s as proof of address with the current address mentioned is required.

Change in Appearance
 Copy of documents in support of the Change in Appearance of the applicant. For example - if appearance of the applicant has changed from the past look, then a new photograph reflecting the new look/appearance is required.

Change in Occupation
 Copy of documents in support of the Change in Occupation of the applicant. For example - if changed Occupation, then copies of documentary evidence is required.

Change your Name
 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.

Change your Signature
 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

Correction of Date of birth
 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.

Correction in Place of birth
 Copy of documents in support of the Correction in Place of Birth of the applicant. For example - if the Place of

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	<p>Birth of the applicant has to be corrected, documentary evidence for effecting the requisite changes is required.</p> <p>Spelling in Father's name</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>Spelling in Mother's name</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>Split of Name</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>Passport Particulars</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>Addition of Mother's Name</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>
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(Signature of the Applicant)

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Important Notes

- ❖ Please Note: Applicants are required to submit total 2 photographs
- ❖ Affix **1 photograph** on EACH of the following documents:
- ❖ Online Passport Application 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 Application form on the Government Website.
- ❖ Applicants are advised that they **DO NOT** print the document on both the sides of the paper as "DOUBLE SIDED PRINTED DOCUMENTS ARE NOT ACCEPTED".
- ❖ Please Sign the 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
- ❖ Indian Embassy/Consulate may also call the applicant for a personal Interview.
- ❖ In case of foreign spouse, it is mandatory for the foreign spouse and Indian spouse to appear at the Indian Embassy/Consulate for a personal Interview.
- ❖ Applications with incorrect details on the OCI government form will fall under ineligible category and shall be rejected immediately. In this case, applicant would have to restart the entire process again since the old application will be voided.
- ❖ Application with lack of documents will be considered incomplete and will remain on hold for 21 days. On none receipt of the missing documents, application shall be Abandoned and returned back to the applicant. In this case, applicant would have to restart the entire process again since the old application will be voided.
- ❖ Only Consular fee + ICWF fee will be refunded back to the applicant in case the application is rejected or abandoned

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DOCUMENT UPLOADING INSTRUCTIONS

Please visit the link <https://ociservices.gov.in/> to upload your documents / photograph and signature for OCI.

Please bring a screenshot of the photograph and signature and documents uploaded.

A) PHOTO / SIGNATURE UPLOADING

INSTRUCTIONS Important: The images must be in JPEG or JPG, with max size 200 kb.

(1) APPLICANT'S PHOTOGRAPH:

- The height and width of the Applicant Photo must be equal.
- The minimum dimensions are 200 pixels (width) x 200 pixels (height). The maximum dimensions are 900 pixels (width) x 900 pixels (height).

(II) APPLICANT'S SIGNATURE / THUMB IMPRESSION (FOR MINORS WHO CANNOT SIGN):

- 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 900 pixels (width) x 300 pixels (height).
- Ensure that the shoulders are touching the border (as in the picture below).
- Please ensure that the picture is captured in white / light background and then uploaded.
- Uploaded images must be the same as the physical photograph submitted in the form and must be uploaded in colour and NOT black and white.



OR (for minors who cannot sign)

B) DOCUMENT UPLOADING INSTRUCTIONS

- Document-Upload Section of Online OCI- Registration has 7 categories. Documents relevant to your application have to be uploaded.
- Max file size allowed for a document file is 500kb
- The document file should be in PDF format
- Please scan and upload the self-attested copies

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Please scan the documents in a single PDF for each category as mentioned below

CATEGORIES	FOR MINOR APPLICANTS
CURRENT PASSPORT	- Current Passport Copy (photo page)
INDIAN ORIGIN PROOF	-
INDIAN VISA	<i>OCI Card first and Last Page</i>
PIO CARD	-
SPOUSE OCI CARD	-
RELATIONSHIP CERTIFICATE	-
MARRIAGE CERTIFICATE	-