

Instructions for Filling OCI Application:

- (i) Please fill the fields in BLOCK LETTERS.
- (ii) A person who has not attained the age of 18 years is considered as minor. In case of minor who cannot sign, his/her left thumb impression may be placed in the signature box. Parents should not sign on behalf of the children.
- (iii) Signature/Thumb impression (only in blue or black ink) should be confined to the prescribed box. In case of minor applicants, parents should NOT sign in the box.
- (iv) The documents enclosed with the application should be self-attested.

Photograph & Signature:

- Two most recent passport size color photos (not older than 6 months).
- It is mandatory to upload Applicant's image and Applicant's signature image during OCI-Registration.
- The physical photo must be affixed on the physical application form and the digital photo must be uploaded on the OCI form online. Physical and uploaded photograph must be identical.
- The digital signature must also be uploaded online on the OCI portal. Uploaded signature must match with the signature on the physical application form and passport.
- Kindly be ready with both these images before starting the registration process.

Specifications for applicant's image and applicant's signature image are as under:

- (i) Both the images must be in jpeg or jpg format, with max size 500kb.
- (ii) Photograph to be affixed on the application should be a square shape of size not less than 51*51mm (with 80% coverage of face). It should have plain light color background (not white) without the border with front view of person's head and shoulders showing the full face in middle of the photograph. It should not be stapled and not have any signature.
- (iii) The height and width of the **Applicant Photo** must be equal.
 - a. The minimum dimensions are 200 pixels (width) x 200 pixels (height).
 - b. The maximum dimensions are 1500 pixels (width) x 1500 pixels (height).
- (iv) Photographs that do not conform to these standards will be rejected and may cause a delay in processing the applications. Please see standards of acceptable photographs as Photo Link.
- (v) The height and width of the **Signature Photo** must have aspect ratio 1:3
 - a. The minimum dimensions are 200 pixels (width) x 67 pixels (height).
 - b. The maximum dimensions are 1500 pixels (width) x 500 pixels (height).

(a) Fee Receipt:

- 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, it should be made in favor of "VFS Services (USA) Inc." PERSONAL CHECKS ARE NOT ACCEPTABLE. Please ensure to update the correct details of the instrument (Money Order / Banker's Check).
- Don't punch dummy information. Incorrect information may lead to rejection of your application.

To Register and complete registration ([Click here to proceed](#))

Documents applicable in case of fresh application of a person who is a foreign citizen by birth and never held Indian passport:

ADULT (Applicants of or above the age of 18 years):

S. No.	Document
1.	OCI Government Application Form duly signed on the Declaration page. – https://ociservices.gov.in/welcome
2.	Photograph & Signature: - Two most recent passport size colour photos (not older than 6 months). - It is mandatory to upload Applicant's image and Applicant's signature image during OCI-Registration. - The physical photo must be affixed on the physical application form and the digital photo must be uploaded on the OCI form online. Physical and uploaded photograph must be identical. - The digital signature must also be uploaded online on the OCI portal. Uploaded signature must match with the signature on the physical application form and passport. - Kindly be ready with both these images before starting the registration process. Specifications for applicant's image and applicant's signature image are as under: (vi) Both the images must be in jpeg or jpg format, with max size 500kb. (vii) Photograph to be affixed on the application should be a square shape of size not less than 51*51mm (with 80% coverage of face). It should have plain light color background (not white) without the border with front view of person's head and shoulders showing the full face in middle of the photograph. It should not be stapled and not have any signature. (viii) The height and width of the Applicant Photo must be equal. a. The minimum dimensions are 200 pixels (width) x 200 pixels (height). b. The maximum dimensions are 1500 pixels (width) x 1500 pixels (height). (ix) Photographs that do not conform to these standards will be rejected and may cause a delay in processing the applications. Please see standards of acceptable photographs as Photo Link. (x) The height and width of the Signature Photo must have aspect ratio 1:3 a. The minimum dimensions are 200 pixels (width) x 67 pixels (height). b. The maximum dimensions are 1500 pixels (width) x 500 pixels (height).
3.	Birth Certificate: Copy of the birth certificate may be provided, if the applicant was born in the USA. It must reflect (i) Names of Parents; (ii) Date of Birth; and (iii) Nationality. Birth certificates issued by hospitals are not acceptable.

	Note: If the applicant was born outside India or the USA, birth certificate must be apostilled by the concerned Foreign Government or attested by the concerned foreign Mission.
4.	COPY OF THE VALID STATUS IN THE USA (IF HOLDING A NON-USA PASSPORT) Please submit one of the below documents as applicable, - Copy of the valid Green Card - FRONT AND BACK – - Copy of the EAD - FRONT AND BACK - Copy of the Valid I-797A Approval Notice, - Copy of the valid Work permit/Study Permit
5.	Evidence of Indian origin of parents or grandparents or great grandparents: Any of the following documents may be provided: • Copies of Indian Passports • Copy of the Domicile Certificate issued by the Competent Authority • Copy of the Nativity Certificate from the Competent Authority • PIO / OCI Card of parents along with documents on the basis of which PIO/OCI card was issued • Any other proof substantiating the request. Note: If proof of Indian origin of parents is not available, the documents being provided should be sufficient to establish family lineage to prove Indian origin. If family lineage to prove Indian origin is not established, the application is liable to be rejected.
6.	Copies of naturalization certificates and current foreign passports of parents: If parents have acquired foreign nationality, copies of their naturalization certificates and current foreign passports may be provided.
7.	Copies of OCI cards issued to parents and spouse, if ever obtained and available.
8.	Proof of Marital Status (Married/Divorced/Widow): • Copy of the marriage certificate, if married. • Copy of the divorce decree, if divorced. If re-married, include a copy of the marriage certificate. • Copy of the Death certificate, if spouse is deceased. • If proof of marital status is not available, a notarized affidavit may be submitted, thereby confirming the marital status and indicating the reasons of non-availability of requisite certificate.
9.	Name Change Document issued by the local court or a duly notarized affidavit regarding change in name, if the current legal name as per current foreign passport is different from the name given in the last held Indian passport. Previous name as per last held Indian passport must invariably be mentioned in the OCI application, failing which the OCI application is liable to be rejected. To be more specific, previous name must be mentioned even in case of minor variation, including variation of a single letter. The following examples may help: Example 1: If a person's name as per last held Indian passport is TRIPTA TIWARI and the name as per foreign passport is TRIPTA TYAGI (surname changed after marriage), previous name as per last held Indian passport must be

	mentioned as TRIPTA TIWARI in the relevant column of the online OCI application. Example 2: If a person's name as per last held Indian passport is HARISH CHANDER GUPTA and the name as per foreign passport is HARISH C. GUPTA, previous name as per last held Indian passport must be mentioned as HARISH CHANDER GUPTA in the relevant column of the online OCI application. Example 3: If a person's name as per last held Indian passport is GIRDHAR PRAKASH and the name as per foreign passport is GIRIDHAR PRAKASH (one more 'i' in the first name), previous name as per last held Indian passport must be mentioned as GIRDHAR PRAKASH in the relevant column of the online OCI application. Example 4: If a person's name as per last held Indian passport is CHARU LATA and the name as per foreign passport is LATA CHARU, previous name as per last held Indian passport must be mentioned as CHARU LATA in the relevant column of the online OCI application. Example 5: If a person's name as per last held Indian passport is GHANSHYAMBHAI PATEL and the name as per foreign passport is GHANSHYAM PATEL, previous name as per last held Indian passport must be mentioned as GHANSHYAMBHAI PATEL in the relevant column of the online OCI application. Note: Date of birth in the current foreign passport must match with the date of birth mentioned in the last held Indian passport. Mismatch is not acceptable and the application is liable to be rejected.
10.	Copy of Employment / Work Letter: • If applicant is employed, a letter from the employer describing job profile of the applicant may be provided. • If applicant is self-employed / doing business, some documentary proof of self-employment/business may be provided. • If applicant is retired, some documentary proof regarding retirement and details of the last employer may be provided. • If applicant is a student, some documentary proof, e.g. admission letter, may be provided. • If applicant has never been employed/self-employed, a written statement may be submitted.
11.	Copy of Indian visa, if ever obtained and available .
12.	Proof of address: Proof of address must match with the present address as per application. Copy of any one of the following documents may be provided as proof of address: • State issued Identity Card, OR • Driving license, OR • Utility bill – water / gas / electricity / telephone (Latest one, not more than 3 month old), OR • Valid Lease Agreement, OR • Mortgage, OR • Income Tax Return, OR

	- For college/university students living in university housing/dormitories, a letter from the institution on official letterhead giving details of the applicant's present address, OR - In case of applicant residing with parents / children / relatives, a notarized undertaking from them with any copy of address proof as indicated above. Note: - Expired documents like lease/driving license are not acceptable as valid proof of address. - PO Box number is not acceptable as valid proof of address. - Copy of Driver's License should not be cut down to smaller size.
13.	Proof of native address for non-US nationals living in the USA: Non-US nationals residing in the USA on a valid long-term visa should submit address proof of their home country. In the absence of address proof, a notarized statement must be provided giving details of native address. Applicants having dual nationality should submit proofs of native address of both the countries. IMPORTANT NOTE: If any supporting document is in a foreign language other than English, it should be translated in English by authorized translator.
14.	Affidavit in lieu of originals: A notarized affidavit needs to be submitted that the documents in support of the OCI application are true copies of the original documents, where only copies are being provided (Click here for the format).
15.	Undertaking by the OCI applicant (Click here for the format)
16.	Consent Letter, authorizing Indian Embassy/Consulate to make necessary corrections on observing errors in the OCI application (Click here for the format). Note: Consent letter is just for the sake of facilitating an OCI applicant to avoid delay in processing the OCI application and it is not an assurance to edit the OCI application completely. The responsibility lies primarily with the applicant to fill in correct details in the OCI application. Also that some details as per the OCI application are not editable subsequently. In some cases, the OCI application with errors is liable to be rejected and may be returned to the applicant for submitting fresh OCI application with correct details.
17.	Fee Receipt & Courier: - 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, it should be made in favor of "VFS Services (USA) Inc." PERSONAL CHECKS ARE NOT ACCEPTABLE. Please ensure to update the correct details of the instrument (Money Order / Banker's Check).

	• Don't punch dummy information. Incorrect information may lead to rejection of your application. • To Register and complete registration (Click here to proceed) • If paying by Money order or Banker's check then it should be made in favor of "VFS Services (USA) Inc. PERSONAL CHECKS ARE NOT ACCEPTABLE. FEDEX PREPAID LABELS ARE NOT ACCEPTABLE.
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COMMON MISTAKES IN OCI APPLICATIONS RESULTING IN REJECTION

1. Poor quality of uploaded photo / signature. Please ensure to upload good quality photo and signatures as per prescribed specifications.
2. All supporting documents not uploaded online.
3. Incorrect passport number / date of issue of passport
4. Incorrect name / place of birth / date of birth
5. Full names of parents / spouse not mentioned or not matching with their current legal names.
6. Marital status / spouse name not mentioned.
7. Incorrect contact numbers and email address.
8. Part-B of OCI application not signed / Part-B (Minor Child) not signed by any of the parents
9. Previous name not mentioned (if there is change of name, kindly mention the same in relevant column of the application and provide supporting documents).
10. Incomplete postal address (please provide complete address ZIP code in the application).
11. Proof of native address not provided (proof of native address must be provided if application is being submitted in a country of residence other than home country).

USEFUL TIPS FOR FILLING OCI APPLICATION ONLINE

1. Please ensure that you have all the supporting documents in pdf and photo/signature in JPEG format as per specifications before starting online application.
2. Fill all the details in the application very carefully and exactly as per documents. Please ensure that all the details like full names, date of birth, place of birth are exactly as per current passport. Please note that the date of birth, if different from the one mentioned in the last held Indian passport, is not acceptable.

3. Upload all the supporting documents under their correct category / equivalent category (e.g. Birth Certificate can be uploaded under Relationship category). If you are unable to find suitable category to upload the document, please upload all the remaining documents (including any legal document) under current passport category along with current passport. **MOST IMPORTANT IS TO UPLOAD ALL THE SUPPORTING DOCUMENTS.**
4. Kindly check all the details of the OCI application once printed. In case photo/signature and documents are not uploaded properly, these can be uploaded easily by selecting appropriate option (Re-upload image/upload/re- upload documents) available on the website.

Please note that the file reference number required to re-upload photo/signature/documents is written vertically on left side and also below the bar code at the bottom of first page of application form submitted online.

5. In case any information is wrong, please fill the form again.