

Adult- requirements checklist

1. Photograph • Please provide 2 most recent passport size color photos (**not older than 6 months**) of the applicant (hard copies).
2. PROOF OF ADDRESS – COPY (ANY ONE)
 - ← State Issued ID **OR**
 - ← Driving license **OR**
 - ← Utility Bill - Water ← **OR** - Gas ← **OR** - Electricity (should be recent, no more than 3 months old) **OR**
 - ← Valid Lease Agreement **OR**
 - ← Mortgage **OR**
 - ← Income Tax return
3. SELF-ATTESTED PHOTOCOPY OF PASSPORT. Information page that contains the picture and personal details of the holder of the Passport. Endorsement/amendment pages.
4. PROOF OF INDIAN ORIGIN – COPY.
Copy of first three and last two pages of the last-held Indian passport of the applicant.
If an Indian passport is not available, any one of the following documents: ← Certificate of Residence or Place of Birth from First Class Magistrate/District Magistrate; ← Domicile Certificate issued by the competent authority; or ← Nativity Certificate from the competent authority.
5. PROOF OF PARENTS NAMES. If your Indian passport does not have both parents' names then you **MUST** submit an Indian government issued document (e.g. birth certificate) to prove your parents names.
6. PROOF OF RENUNCIATION– COPY
Renunciation/ Surrender certificate if you were naturalized after 2010
7. NATURALIZATION CERTIFICATE – COPY
8. SIGNATURE on a piece of plain paper (required for digital upload).
9. Marriage Certificate – COPY*
10. Copy of existing or past Indian Visa if available
11. **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.
12. Undertaking by the OCI applicant.
13. **Consent Letter:** authorizing Indian Embassy/Consulate to make necessary corrections on observing errors in the OCI application.
14. Copy of Employment / Work Letter (the document must be self-attested): • 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.

We will prepare number 10, 11 & 12 and send it to you for your signature.

***IF YOU ARE SUBMITTING A BIRTH, MARRIAGE, DIVORCE OR DEATH CERTIFICATE ISSUED BY ANY COUNTRY EXCEPT INDIA WITH YOUR APPLICATION IT HAS TO BE "APOSTILLED" BY THE CONCERNED AUTHORITIES.**