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General OCI Questions

What is an OCI Card?

The Constitution of India does not allow Dual Citizenship. You cannot be a citizen of India and a citizen of another foreign country at the same time. Government of India decided to register a Person of Indian origin and issue Overseas Citizenship of India (OCI) card based on the registration made.

Who is Eligible to apply for an OCI Card?

Following list of applicants are ELIGIBLE

A foreign national can apply for an OCI Card:

- Who was a citizen of India at the time of, or at any time after 26th January, 1950; OR
- Who was eligible to become a citizen of India on 26th January, 1950; OR
- Who belonged to a territory that became part of India after 15th August, 1947; OR
- Who is a child or a grandchild or a great grandchild of such a citizen; OR
- Who is a minor child of such persons mentioned above; OR
- Who is a minor child and whose both parents are citizens of India or one of the parents is a citizen of India is eligible for registration as OCI cardholder; OR
- Who is a spouse of foreign origin of a citizen of India or spouse of foreign origin of an Overseas Citizen of India Card holder.

Please Note: A couple needs to be married for 2 years prior to the submission of the OCI application. In case of dissolution of marriage or deceased spouse, he/she must notify and return the OCI Card to the Embassy/Consulate.

Who is not eligible to apply for an OCI Card?

If you or either of your parents or grandparents or great grandparents is/has been a citizen of Pakistan or Bangladesh, you are not eligible to apply for an OCI Card.

The following table enlists the exceptions for OCI Eligibility:

<table>
<thead>
<tr>
<th>Sr No.</th>
<th>Applicant Demographic</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Foreign military personnel (Armed Forces / Para-military / security / Police / Intelligence) either in service or retired</td>
<td>Not Eligible</td>
</tr>
<tr>
<td></td>
<td>Children of Foreign military personnel (Armed Forces / Para-military / security / Police / Intelligence) either in service or retired (Former Indian/ Foreign)</td>
<td>Not Eligible</td>
</tr>
<tr>
<td></td>
<td>Spouse of Foreign military personnel (Armed</td>
<td>Not Eligible</td>
</tr>
<tr>
<td></td>
<td>Eligibility</td>
<td></td>
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<td>------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Forces / Para-military / security / Police / Intelligence) either in service or retired (Former Indian / Foreign)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Civil Govt. servant working in Ministry of Defence as Employees / IT engineers / civil contractors Not Eligible</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Children of Civil Govt. servant working in Ministry of Defence as Employees / IT engineers / civil contractors (Former Indian / Foreign) Once they turn 18 - Eligible Below 18 years of age - Not Eligible</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Spouse of Civil Govt. servant working in Ministry of Defence as Employees / IT engineers / civil contractors (Former Indian / Foreign) Former Indian - Eligible Foreign National - Not Eligible</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Former Bangladesh / Pakistan Nationals Not Eligible</td>
<td></td>
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<tr>
<td>4</td>
<td>Children of Parents / Grandparents / Great grandparents who are of Bangladesh / Pakistan Origin (one or both, mother or father, of any descent) Not Eligible</td>
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<td>5</td>
<td><strong>Step Children or adopted children</strong></td>
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<td>- Foreign born step or adopted children with one parent Indian and the other one foreign Not Eligible</td>
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<td></td>
<td>- Foreign born step or adopted children with both parents Indian Nationals Not Eligible</td>
<td></td>
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<tr>
<td></td>
<td>- Foreign born step or adopted children with both parents as former Indian Nationals Not Eligible</td>
<td></td>
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<td></td>
<td>- Children who had an Indian passport Once they turn 18 - Eligible Below 18 years of age - Not Eligible</td>
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<tr>
<td>6</td>
<td>Child of Single Parent whose other parent’s personal particulars (Nationality) are not available Not Eligible</td>
<td></td>
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<tr>
<td>7</td>
<td><strong>Minor foreigners who are born out of live-in relationships and their parents subsequently either got married or continued with live-in relationship</strong></td>
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<tr>
<td></td>
<td>- Foreign born children born out of live-in relationships with one parent Indian and the other one foreign Not Eligible</td>
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<td></td>
<td>- Foreign born children born out of live-in relationships with both parents Indian Nationals Not Eligible</td>
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<tr>
<td></td>
<td>- Foreign born children born out of live-in relationships with both parents as former Indian Nationals Not Eligible</td>
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<tr>
<td>8</td>
<td><strong>Surrogate baby</strong></td>
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<td></td>
<td>- Foreign born surrogate children with one parent is Indian, one is foreign Not Eligible</td>
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<td>- Foreign born surrogate children with both parents Indian Nationals Not Eligible</td>
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<td>Eligibility Status</td>
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<tr>
<td>- Foreign born surrogate children with both parents as former Indian Nationals</td>
<td>Not Eligible</td>
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<td>9 Foreign born children</td>
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<tr>
<td>- Foreign born children with one parent Indian and the other one foreign</td>
<td>Not Eligible</td>
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<tr>
<td>- Foreign born children with both or single parent Indian National</td>
<td>Eligible</td>
<td></td>
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<tr>
<td>10 Foreign Spouse</td>
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<td>- Foreign Spouse whose, Indian origin spouse has deceased</td>
<td>Not Eligible</td>
<td></td>
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<tr>
<td>- Foreign Spouse who have separated from their Indian origin spouse</td>
<td>Not Eligible</td>
<td></td>
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<tr>
<td>11 Applying on basis of Spouse</td>
<td>Not Eligible</td>
<td></td>
</tr>
<tr>
<td>- Naturalized Indian Spouse is not an OCI cardholder</td>
<td></td>
<td></td>
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<tr>
<td>- Indian Spouse does not hold an Indian Passport presently</td>
<td></td>
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</tr>
<tr>
<td>12 Applying on basis of Spouse and if marriage has not been registered and / or subsisted for a continuous period of two years immediately preceding the presentation of the OCI application</td>
<td>Not Eligible</td>
<td></td>
</tr>
<tr>
<td>13 NON US Passport Holders holding temporary visa such as B1 / B2</td>
<td>Not Eligible</td>
<td></td>
</tr>
<tr>
<td>14 Official / Diplomatic passport holders</td>
<td>Not Eligible</td>
<td></td>
</tr>
</tbody>
</table>

**What is an OCI Card holder not entitled to?**

A. An OCI card holder is **not** entitled:

- To vote
- To be a member of a Legislative Assembly or of a Legislative Council or of the Parliament of India
- To hold Indian constitutional posts such as that of the President, Vice President, Judge of the Supreme Court or High Court etc.
- He/she cannot normally hold employment in the Government.

**What are the various services available under OCI Card? OR What are the different OCI categories?**
Following are the **OCI categories/services** that one can apply for depending on **age** and **nationality** are listed as follows:

- New OCI Card
- New OCI Card for **Foreign Spouse** of Person of Indian Origin
- OCI Re-Issue with **New Passport**
- OCI Re-Issue for **Lost** OCI Card
- OCI Re-Issue for **Damaged** OCI Card
- Cancellation of OCI Card
- OCI in lieu of PIO card
- OCI in lieu of PIO card for **Lost** PIO card
- OCI in lieu of PIO card for **Damaged** PIO card

In addition to the above services, following are the **Miscellaneous services** which can be applied for:

- Change your address?
- Correction in Date of birth?
- Correction in Place of birth?
- Change your Name?
- Split your Name?
- Change your Appearance?
- Change your Signature?
- Correction of Spelling in Father’s name?
- Correction of Spelling in Mother’s name?
- Correction of Spelling Legal Guardian’s name?
- Change of Occupation?

**What are the benefits of an OCI?**

The following benefits will be allowed to an **OCI card holder:**

- Multiple entry, multi-purpose lifelong visa to visit India
- Exemption from reporting to Police authorities for any length of stay in India
- Parity with NRIs in financial, economic and educational fields except in the acquisition of agricultural or plantation properties.

**I want to get an OCI Card for my child. How do I do this?**

It is very important that you apply for your OCI card on the **CKGS website ONLY** and follow the process as defined.

**Do not go directly** to the Government of India website to fill the online application. You must go via the links on the **CKGS website** provided below. You will be guided to the Government of India website to fill your online form/s at the appropriate step via the **CKGS website**.

For USA applicants, the CKGS website has been customized so that the **documents**
checklist, forms and letters requirements are as per the instructions of the Embassy/Consulates of India in USA.
You need to select Minor on the widget and fill in the rest of the details on the widget. You will be guided through the entire application process from the widget.

The rules on the CKGS website will identify your OCI category, type, duration, fees and
help avoid errors. Further to assist you, many forms and letters that have repetitive information will get auto populated and you only have to fill in the missing fields.

<table>
<thead>
<tr>
<th>OCI – How to Apply?</th>
<th><a href="https://www.in.ckgs.us/oci/how-to-apply">https://www.in.ckgs.us/oci/how-to-apply</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>OCI Application – Get Started</td>
<td><a href="https://www.in.ckgs.us/oci/">https://www.in.ckgs.us/oci/</a></td>
</tr>
</tbody>
</table>

It is recommended that you read the OCI – How to Apply carefully before processing your OCI Application.

Once you are ready with the important documents listed on the website, you proceed to the next stage which is OCI Application – Get Started on https://www.in.ckgs.us/oci/

- **Fill** the forms with your correct details.
- **Review** and check the forms and letters.
- **Print** the forms as per your Document Checklist or you can print them later from the ‘My Account’ page.
- **Enclose** a Notarized Affidavit in Lieu of Originals letter stating that you possess the original true copies of all the documents submitted and that they can be provided if required by the Embassy/Consulate.
- **Sign** the forms / letters where indicated. The Notarized Affidavit will have to be signed in the presence of a Notary.
- **Print 1 copy** of the Document Checklist and keep one for your reference.

At the appropriate step you will be guided to fill your online form/s on the Government of India website via the CKGS website.
On the Government of India OCI website, you will be required to:

2. Fill out the Government OCI Form
3. Upload your Photo and Signature
4. Upload a scanned copy of your Documents on the Government website as indicated.
5. Print and Sign the Form.
6. Affix your photo on the Government OCI Form.

Once you complete and print the Government OCI forms, return to CKGS website on [www.in.ckgs.us/oci](http://www.in.ckgs.us/oci) Click on the box which states ‘Already filled in government form’ to complete the OCI Application process.
I am a spouse of an OCI card holder. How do I apply for my OCI Card?

It is very important that you apply for your OCI card on the CKGS website ONLY and follow the process as defined. 

**Do not go directly** to the Government of India website to fill the online application. You must go via the links on the CKGS website provided below. You will be guided to the Government of India website to fill your online form/s at the appropriate step via the CKGS website.

For USA applicants, the CKGS website has been customized so that the documents checklist, forms and letters requirements are as per the instructions of the Embassy/Consulates of India in USA.

You need to select **Spouse** on the widget and fill in the rest of the details on the widget. You will be guided through the entire application process from the widget.
The rules on the CKGS website will identify your OCI category, type, duration, fees and help avoid errors. Further to assist you, many forms and letters that have repetitive information will get auto populated and you only have to fill in the missing fields.

OCI – How to Apply?  https://www.in.ckgs.us/oci/how-to-apply
It is recommended that you read the OCI – How to Apply carefully before processing your OCI Application.

Once you are ready with the important documents listed on the website, you proceed to the next stage which is OCI Application – Get Started on https://www.in.ckgs.us/oci/

- **Fill** the forms with your correct details.
- **Review** and check the forms and letters.
- **Print** the forms as per your Document Checklist or you can print them later from the ‘My Account’ page.
- **Enclose** a Notarized Affidavit in Lieu of Originals letter stating that you possess the original true copies of all the documents submitted and that they can be provided if required by the Embassy/Consulate.
- **Sign** the forms / letters where indicated. The Notarized Affidavit will have to be signed in the presence of a Notary.
- **Print 1 copy** of the Document Checklist and keep one for your reference.

At the appropriate step you will be guided to fill your online form/s on the Government of India website via the CKGS website.
On the Government of India OCI website, you will be required to:

2. Fill out the Government OCI Form
3. Upload your Photo and Signature
4. Upload a scanned copy of your Documents on the Government website as indicated.
5. Print and Sign the Form.
6. Affix your photo on the Government OCI Form.

Once you complete and print the Government OCI forms, return to CKGS website on www.in.ckgs.us/oci. Click on the box which states ‘Already filled in government form’ to complete the OCI Application process.
Is there any condition to be met to apply under 'New OCI Card for Foreign Spouse of Person of Indian Origin'?

If you are of Indian Heritage or held an Indian Nationality, then you are eligible to apply under Adult and NOT through your Spouse.
If you are a Foreign Spouse of a Person of Indian Origin, you must provide the following documents:

- Copy of Marriage Certificate
  - Marriage should be registered and subsisted for a continuous period of not less than 2 years preceding the OCI application.
- Self Attested Joint Statement signed by the couple stating:
  - That in case of dissolution of marriage or deceased spouse, you must notify and return your OCI Card to the Embassy / Consulate.

What if I do not appear on the given appointment date?

If you do not appear on the given appointment date, your application will be put on Hold and Applicant No Show fee will be levied in addition to total application fees.

**Please Note:**
Confirmed bookings are subject to a 48-hours cancellation/rescheduling policy, which means that rescheduling or cancellation of confirmed appointment is allowed only up to 48 hours prior to your initial scheduled appointment date. No alteration can be made once the 48 hour window has passed and Applicant No Show fees will be levied in addition to total application fees if you do not appear on the given appointment date.

Can I cancel my appointment?

If you do not appear on the given appointment date, your application will be put on Hold and Applicant No Show fee will be levied in addition to total application fees.

**Please Note:**
Confirmed bookings are subject to a 48-hours cancellation/rescheduling policy, which means that rescheduling or cancellation of confirmed appointment is allowed only up to 48 hours prior to your initial scheduled appointment date. No alteration can be made once the 48 hour window has passed and Applicant No Show fees will be levied in addition to total application fees if you do not appear on the given appointment date.

Appointments can be cancelled only up to 48 hours prior to the scheduled appointment date through the [Cancel appointment link](#).

Can I apply for OCI and Visa together?
You can apply for each separately and send both as separate applications. There are different processing time lines for both services. For details, please visit:

<table>
<thead>
<tr>
<th>Service</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visa</td>
<td><a href="http://www.in.ckgs.us/visa">www.in.ckgs.us/visa</a></td>
</tr>
<tr>
<td>OCI</td>
<td><a href="http://www.in.ckgs.us/oci/index.shtml">www.in.ckgs.us/oci/index.shtml</a></td>
</tr>
</tbody>
</table>

**Can a person registered as an OCI be granted Indian citizenship?**

Yes. As per the provisions of section 5(1) (g) of the Citizenship Act, 1955, a person who is registered as an OCI for **5 years** and is residing in India for **1 year** out of the **5 years**, is eligible to apply for **Indian Citizenship**.

**OCI application is in process on my passport, meanwhile can I travel on the same passport?**

Yes, you can travel on the same passport provided you already have a valid visa for the respective country you are traveling to. If not, you are required to apply for a VISA.

**I am over 50 years of age can I travel on the same OCI card?**

You will have to apply for reissue of OCI card only if your OCI card was issued to you **before** you turned **50** or the passport number in your OCI card is different from your **latest valid passport**. If you got your first or reissued OCI card **after** you turned 50, then you can travel on the **same OCI card**.

**My son is going to be 21. Can he travel on the same OCI?**

Yes he can travel as long as his OCI and Passport are valid.

Vide circular No. 26011/06/2015-OCI dated 29th January, 2015 of Ministry of Home Affairs, Government of India, all immigration authorities in India will not insist on production of the foreign passport containing the 'U' Visa Sticker in the case of OCI Cardholders while they enter/exit India and the immigration clearance will be granted based on production of the 'OCI CARD ONLY':

However, applicants must note the new OCI travel advisory – Re-issue of OCI Card (On getting a New Passport)

- **20 years of age or younger:**
  OCI card must be **RE-ISSUED EACH TIME A NEW PASSPORT** is issued up to the completion of **20 years** of age in view of biological changes in face of the applicant.

- **21 to 49 years of age:**
  Re-issuance of OCI registration certificate (OCI card) is **NOT mandatory** each time a new passport is issued between **21 to 49 years of age**. However, if the applicant wishes to avail this service, he / she can request re-issue of OCI to **update the new passport number**. It is also sufficient if the cardholder carries the **OCI registration certificate** (OCI card), **old passport** and the **current valid Passport** while traveling to India.
• **50 years of age or older:**
  For applicants whose OCI cards were issued before 50 years of age, OCI must be re-issued ONCE after the issuance of a new passport after completing 50 years of age in view of biological changes in face of the applicant.
  If the OCI card is issued for the first time after the age of 50 years, then there is no need for re-issuance of OCI. It is also sufficient if the cardholder carries the OCI card, old passport and the current valid Passport while traveling to India.

**CKGS website Questions**

**How to retrieve partial application on CKGS website?**

On the CKGS website [https://www.in.ckgs.us/](https://www.in.ckgs.us/), an applicant can quickly fill in the **CKGS Temporary ID / Web Reference Number** to continue their application from where they left. The **Temporary ID / Web Reference Number** will be sent to them via the **noreply.usa@ckgs.com** email ID.

**Note:** To ensure you receive our alerts / updates, add **noreply.usa@ckgs.com** to your white list / Approved / Safe Sender list.

**How to retrieve complete application on CKGS website?**

On the CKGS website [https://www.in.ckgs.us/](https://www.in.ckgs.us/), an applicant can quickly fill in the **CKGS Temporary ID / Web Reference Number** to continue their application from where they left. The **Temporary ID / Web Reference Number** will be sent to them via the **noreply.usa@ckgs.com** email ID.

**Note:** To ensure you receive our alerts / updates, add **noreply.usa@ckgs.com** to your white list / Approved / Safe Sender list.

**I am unable to upload my documents on My Account, what do I do?**

You can upload the documents from **My Account**, if you still face issues please fill the feedback form at [www.in.ckgs.us/feedback/](http://www.in.ckgs.us/feedback/) along with the screenshot of the error displayed on screen and we will communicate by auto-generated emails. To make sure you receive our alerts/updates, add **noreply.usa@ckgs.com** to your White list / Approved / Safe Senders list.

**I am unable to upload pending additional documents on My Account, what do I do?**
You can upload the documents from My Account, if you still face issues please fill the feedback form at www.in.ckgs.us/feedback/ along with the screenshot of the error displayed on screen and we will communicate by auto-generated emails. To make sure you receive our alerts/updates, add noreply.usa@ckgs.com to your White list / Approved / Safe Senders list.

How do I ensure that there is no rejection to my application?

Some of the common errors of rejection are listed below:

1. Failure to submit proof of Renunciation of Indian Citizenship.
2. Failure to apply for a Renunciation Certificate along with OCI application.
3. Missing Indian Passport.
4. Failure to submit proof of Name Change, if name is different on Indian passport and US passport. Please note that the acceptable Proof of Name Change should be notarized copy of Marriage Certificate showing the name change if the name was changed at marriage or Official Court Order for the name change or Endorsement of name change during naturalization process.
5. Failure to submit Proof of Address. Please note that the acceptable Proof of Address should be a copy of a State issued ID such as Driver’s License OR a photocopy of a latest Utility Bill (Water, Gas, Electricity or Sewage).

Give me tips on what I should keep ready before filling in my application.

Keep these details handy before you fill your OCI application form:

- Details of your Current US / Foreign Passport. Passport should be valid for minimum **8 months** from date of application:
  - Passport Number
  - Date of Issue
  - Place of issue
  - Country of Issue
  - Nationality described therein
- Existing OCI card number (in case of applying for Miscellaneous OCI Services)

What are the Technical Aspects of the CKGS Website to keep in mind?

The CKGS website is best viewed in

- Internet Explorer 9.x or higher
- Mozilla Firefox® 35.x or higher
- Safari 9.0 or higher
- Chrome 36 or higher or an equivalent browser software
You must also have Adobe Acrobat Reader version 7.0 or higher installed on your PC in order to download and print the completed application form. Please verify that JavaScript and cookies are enabled on your computer. Please check that the date / time on your computer are set correctly. If the date / time is set in the future, this can result in NOT being able to advance past the first page in some browsers.

How will CKGS communicate with me?

<table>
<thead>
<tr>
<th>Communication flow</th>
<th>Modes</th>
</tr>
</thead>
</table>
| **From CKGS to Applicant**  | **Emails**  
We will communicate by auto-generated emails. To make sure you receive our alerts/updates, add noreply.usa@ckgs.com to your White list / Approved / Safe Senders list. |
| **Tracking Messages**       | We provide timely updates in the form of Tracking messages, which can be viewed from Track My Application and My Account pages on our website. |
| **From Applicant to CKGS**  | **Email**  
In order to get in touch with us, you can fill out the feedback form at www.in.ckgs.us/feedback/. This is the most recommended way. |
|                             | **Phone**  
You can also contact us on 516-206-1483 / 646-589-0088 (Monday to Friday 9:00 am to 9:00 pm EST except Holidays) |

Government website Questions

What can I do if I am having trouble completing the online OCI application form on the Government website?

If you are having trouble completing the online OCI application on the Government website, please view the sample on how to fill the government form at www.in.ckgs.us/resources/pdf/sample-oci-application-form.pdf.

How to retrieve my partial application on Government website?

To retrieve the partial application on Government website follow the steps.

a. **Getting the Temporary ID from the Government website:**
   While filling the Online OCI application form on the Government website, https://passport.gov.in/oci/, you will get a Temporary Application ID. You must note down this ID to continue filling your application in case you get disconnected or if you wish to continue filling your form later.
b. *Completing a partially filled form on the Government website*
   On the Government website [https://passport.gov.in/oci/](https://passport.gov.in/oci/), click on *Complete Partially Filled Registration Form* to continue with your partially filled application:

c. *Completing the Partial Form*
   On the next page, to continue with the application, you will be required to fill in the *Temporary Application ID* noted from *Step A*:

d. *New Web Reference Number*
   At the end of the application, you will get a **NEW WEB REFERENCE NUMBER** from the Government Online NRI OCI application form which will now be the number to be used on the **CKGS website** to continue the process.

e. *Returning to CKGS Website*
   After Completion of the Government of India OCI form, please log on to the CKGS website [https://www.in.ckgs.us/](https://www.in.ckgs.us/). On the home page, click on the box which states ‘**Government Online NRI OCI Form Already Filled**’ and continue the process.

f. *Return to CKGS for Physical Documents Submission*
   On the next page, you need to fill in the **New Web Reference Number** received from the government site along with your **Passport Number** and your **Date of Birth**, to continue the OCI application process.
How to retrieve my complete application on Government website?

To retrieve the complete/partial application on Government website follow the steps.

a. **Getting the Temporary ID from the Government website:**
   While filling the Online OCI application form on the Government website, [https://ociservices.gov.in](https://ociservices.gov.in), you will get a **Temporary Application ID.** You must note down this ID to continue filling your application in case you get disconnected or if you wish to continue filling your form later.

b. **Completing a partially filled form on the Government website**
   On the Government website [https://ociservices.gov.in](https://ociservices.gov.in), click on **Complete Partially Filled Registration Form** to continue with your partially filled application:

c. **Completing the Partial Form**
   On the next page, to continue with the application, you will be required to fill in the **Temporary Application ID** noted from **Step A:**

d. **New Web Reference Number**
   At the end of the application, you will get a **NEW WEB REFERENCE NUMBER** from the Government Online NRI OCI application form which will now be the number to be used on the **CKGS website** to continue the process.

e. **Returning to CKGS Website**
   After Completion of the Government of India OCI form, please log on to the CKGS
website https://www.in.ckgs.us/. On the home page, click on the box which states ‘Government Online NRI OCI Form Already Filled’ and continue the process.

f. Return to CKGS for Physical Documents Submission

On the next page, you need to fill in the New Web Reference Number received from the government site along with your Passport Number and your Date of Birth, to continue the OCI application process.

What are the Technical Aspects of the Government Website to keep in mind?

The Government website is best viewed in

- Internet Explorer 8.x or higher
- Mozilla Firefox® 35.x or higher
- Chrome 36 or higher or an equivalent browser software

You must also have Adobe Acrobat Reader version 7.0 or higher installed on your PC in order to download and print the completed application form. Please verify that Java Script and cookies are enabled on your computer. Please check that the date / time on your computer are set correctly. If the date / time is set in the future, this can result in NOT being able to advance past the first page in some browsers.

How do I fill the Government form?

It is very important that you apply for your OCI card on the CKGS website at https://www.in.ckgs.us/oci/ ONLY and follow the process as defined.

- Do not go directly to the Government of India website to fill the online government application. You must go via the links on the CKGS website provided below. You will be guided to the Government of India website to fill your online form/s at the appropriate step via the CKGS website.
- For USA applicants, the CKGS website has been customized so that the documents checklist, forms and letters requirements are as per the instructions of the Embassy/Consulates of India in USA. Simply fill in the widget and you will be guided through the entire application process.
- The rules on the CKGS website will identify your OCI category, type, duration, fees and help avoid errors. Further to assist you, many forms and letters that have repetitive information will get auto populated and you only have to fill in the missing fields.
To fill the Government application form follow the steps -

**Step 1. Government of India Online OCI website**

On the Government of India OCI website, you will be required to:

2. Fill out the Government OCI Form
3. Upload your Photo and Signature
4. Upload a scanned copy of your Documents on the Government website as indicated.
5. Print and Sign on the Government OCI Form.
6. Affix your photo on the Government OCI Form.

**Step 2. Select the OCI service to start Form filling**

Select the Applicable category of OCI service to start OCI form filling.

**Step 3. OCI Form filling (Page 1) on Government of India website**

Complete the OCI Form filling (Page 1). Please view the sample on how to fill the government form at [https://www.in.ckgs.us/resources/pdf/sample-oci-application-form.pdf?z=1](https://www.in.ckgs.us/resources/pdf/sample-oci-application-form.pdf?z=1).

**Step 4. OCI Form filling (Page 2) on Government of India website**

Complete the OCI Form filling (Page 1)

**Step 5. Verify the information on the completed OCI Form**

Verify the information on the screen and click modify to make any changes. If all information is correct than click submit to continue.

**Step 6. Upload Image**

Upload the photo and signature to complete the form filling process.
Step 7. **Upload Image and Signature**
Upload Applicant’s image and signature.

Step 8. **Proceed to Part B**
Continue to Part B of Form filling on the Government of India website.

Step 9. **OCI Form Filling Part B**
Complete Part B of the Form.

Step 10. **Upload Documents**
Upload mandatory documents on the Government site.

Step 11. **Select Document Type**

Step 12. **Complete the Form Filling**
Do the Final Submission of the form on the Government of India website.

Step 13. **Registration of the Form**
Generate Registration Form

Step 14. **Return back to CKGS site after completing Government form filling**
Once you complete and print the Government OCI forms, **return to CKGS website on www.in.ckgs.us** Click on the box which states ‘Already filled in government form’ to complete the OCI Application process.
Step 15. Continue form submission on CKGS website
Once applicant has completed the online process, he/she will now have to submit your physical application along with the required supporting documents via shipping or walk-in option selected by you to the CKGS Application Center as per the Jurisdiction of your application.

Step 16. Submission of documents at CKGS application Centre
This is the final step. Take prints of the documents and forms to be submitted at the CKGS Application Centre.

What can I do if I am having trouble accessing the online OCI application form on the Government website?

If you are having trouble completing the online OCI application on the Government website, please check the following:

- The Government of India OCI Application Website works best with Firefox, Chrome, IE-8 and above.
- Verify that JavaScript and cookies are enabled on your computer.
- Check that the date / time on your computer are set correctly. If the date / time are set in the future, this can result in not being able to advance past the first page in some browsers.
- Avoid using your browser backward, forward and do not refresh buttons during the session, as this will result in the session expiration.
- Avoid multiple logins in different browsers / tabs for the ‘SAME’ application.

Applicants must note that CKGS has no control over the Government of India OCI Application Website. Hence, we will be unable to answer any questions if you contact our call center.

How do I upload the pending documents on the Government of India website? OR How do I upload the pending documents on the Government of India website as the site was not working whilst I was uploading documents? OR How do I upload the pending documents on the Government of India website as I had to temporarily disconnect whilst I was uploading?

To upload the pending documents on Government website follow the steps.

1. a. Getting the Web Reference Number from the Government website:
While filling the Online OCI application form on the Government website, https://ociservices.gov.in, at the end of the application, you will get a NEW WEB REFERENCE NUMBER. You must note down this ID to continue filling your application in case you get disconnected or if you wish to continue filling your form later.
2. **b. Completing upload of required documents on the Government website**
   On the Government website [https://ociservices.gov.in](https://ociservices.gov.in), click on OCI Document Upload/ Re-upload to continue with uploading the pending documents:

3. **c. Completing the Partial Form Filling**
   On the next page, to continue with the application, you will be required to fill in the Web Reference Number noted from Step A:

4. **d. Select the Document to be uploaded**
   Select the document to be uploaded:

5. **e. Select the Document to be uploaded**
   Search for the document to be uploaded: and click Upload:

6. **f. Upload all the documents and complete the process**

How do I upload the Photo and Signature on the Government of India website? OR How do I upload the Photo and Signature on the Government of India website as the site was not working whilst I was uploading Photo and
Signature? OR How do I upload the Photo and Signature on the Government of India website as I had to temporarily disconnect whilst I was uploading?

To upload the photo & signature on the Government website follow the steps.

1. **a. Getting the Web Reference Number from the Government website:**
   While filling the Online OCI application form on the Government website, https://ociservices.gov.in, at the end of the application, you will get a **NEW WEB REFERENCE NUMBER**. You must note down this ID to continue filling your application in case you get disconnected or if you wish to continue filling your form later.

2. **b. Completing upload of photo & signature on the Government website**
   On the Government website https://ociservices.gov.in, click on OCI Image Upload/Re-upload to continue with uploading the pending documents:

3. **c. Completing the Partial Form Filling**
   On the next page, to continue, you will be required to fill in the **Web Reference Number** noted from **Step A**:

4. **d. Uploading the Photo & Signature**
   On the next page, to continue with the application, you will be required to upload the Photo & Signature:

5. **e. Finish Uploading the Photo & Signature**
   You will be required to confirm the upload of the Photo & Signature:
Renunciation Questions

Do I need to apply for renunciation of my Indian passport before I apply for OCI card?

You may apply for OCI and Renunciation together. Answer the questions displayed on the widget that will guide you through the entire OCI application process. Continue the process and along the steps you will be able to complete the Renunciation application and get the requirements, fees and document checklist. You can complete your full application process online and then submit your physical application along with the required forms and documents.

<table>
<thead>
<tr>
<th>OCI</th>
<th><a href="https://www.in.ckgs.us/oci/">https://www.in.ckgs.us/oci/</a></th>
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<tbody>
<tr>
<td>Renunciation</td>
<td><a href="https://www.in.ckgs.us/renunciation/">https://www.in.ckgs.us/renunciation/</a></td>
</tr>
</tbody>
</table>

Please Note: Applicants applying from San Francisco / New York Jurisdiction cannot apply for OCI and Renunciation together. They first need to apply for Renunciation Certificate. After receiving their Renunciation Certificate or Deemed Surrender Certificate only then they can apply for OCI application.

I have applied for OCI and Renunciation together, I have received my OCI card, what is status of renunciation?

You can check the status of your application via Track My Application https://www.in.ckgs.us/trackandtrace/ on the CKGS website.

You must enter the following details in the Track my Status:

- Tracking ID/ Web Reference Number
- Passport Number

I am a foreign national so do I need to apply for renunciation?

Under The Indian Citizenship Act, 1955, Persons of Indian Origin is NOT allowed DUAL Citizenship.

If a person has ever held an Indian passport and has obtained the passport of another country, they will be required to surrender their Indian passport immediately after gaining another country's nationality. To apply for Renunciation of Indian Citizenship visit https://www.in.ckgs.us/renunciation/.

How can I withdraw my renunciation application?
To withdraw your application please visit https://www.in.ckgs.us/withdraw-my-passport/. Please note that withdrawal fees will be applicable.

Can I apply for OCI and Renunciation together from San Francisco / New York Jurisdiction?

NO, you first have to apply for 'Renunciation of Indian Citizenship' click on "https://www.in.ckgs.us/renunciation". After you receive your Renunciation Certificate or your Deemed Surrender Certificate only then you should apply for your OCI application.

Photo and Signature Specifications

What are the OCI Photo specifications for Adults?

General Photo guidelines for OCI are as follows:

- Photograph for OCI cannot be the same photograph that is already in your passport
- **Recent Passport photo** taken within the past **6 months**, showing current appearance
- **Photograph to be affixed on the application should be square shaped OR 2 inches by 2 inches size (80% coverage of face)**
- Photographs **NOT** to be stapled and must **NOT** be adhesive taped.
- Must be in color, against white background and must show full face, front view.
- Must be taken in normal street attire, preferably taken in colored **attire**, for example, a medium blue shirt etc.
- The attire should **not be** patterned / textured or pure white.
- Photograph has to be an original and printed on **GLOSSY PHOTO PAPER ONLY**.
- Uniforms should not be worn in photographs except religious attire that is worn daily.
- If you normally wear prescription glasses, a hearing device, wig or similar articles, they should be worn for your picture.
- Dark glasses or non-prescription glasses with tinted lenses are not acceptable unless you need them for medical reasons. A medical certificate may be required.
- Glare on eyeglasses should be avoided with a slight upward or downward tilt of the head.
- Do not wear a hat or headgear that obscures the hair or hairline. Head coverings are not permitted except for religious reasons, but the facial features from bottom of chin to top of forehead and both edges of the face must be clearly shown.

For more photo specifications, please go to https://www.in.ckgs.us/resources/pdf/photo-specifications.pdf

PHOTO UPLOAD

- It should be in JPEG/IPG format only
- Max size should 200kb
- Height and width must be equal
- The minimum dimensions are 200 pixels (width) x 200 pixels (height) **OR**
What are the OCI Photo specifications for Minors?

General Photo guidelines for OCI are as follows:

- Photograph for OCI cannot be the same photograph that is already in your passport
- Recent Passport photo taken within the past 6 months, showing current appearance
- Photograph to be affixed on the application should be square shaped OR 2 inches by 2 inches size (80% coverage of face)
- Photographs NOT to be stapled and must NOT be adhesive taped.
- Must be in color, against white background and must show full face, front view.
- Must be taken in normal street attire, preferably taken in colored attire, for example, a medium blue shirt etc.
- The attire should not be patterned / textured or pure white.
- Photograph has to be an original and printed on GLOSSY PHOTO PAPER ONLY.
- Uniforms should not be worn in photographs except religious attire that is worn daily.
- If you normally wear prescription glasses, a hearing device, wig or similar articles, they should be worn for your picture.
- Dark glasses or non-prescription glasses with tinted lenses are not acceptable unless you need them for medical reasons. A medical certificate may be required.
- Glare on eyeglasses should be avoided with a slight upward or downward tilt of the head.
- Do not wear a hat or headgear that obscures the hair or hairline. Head coverings are not permitted except for religious reasons, but the facial features from bottom of chin to top of forehead and both edges of the face must be clearly shown.

For more photo specifications, please go to https://www.in.ckgs.us/resources/pdf/photo-specifications.pdf.

PHOTO UPLOAD

- It should be in JPEG/JPG format only
- Max size should be 200kb
- Height and width must be equal
- The minimum dimensions are 200 pixels (width) x 200 pixels (height) OR
- Square shape of size not less than 51mm x 51mm or 2 inches x 2 inches (with 80% coverage of face)
- The maximum dimensions are 900 pixels (width) x 900 pixels (height)

What are the OCI Signature specifications for Adults?
All forms and letters on the CKGS website have to be signed by the applicant where indicated.

The following sections of the OCI Application Form must be Duly Signed:

- **OCI PART A** (Uploaded Signature must be legible on a plain white background).
- **OCI PART B**

**NOTE** - If the signature is OUTSIDE of the boxes provided, the application will be **REJECTED**. If the signature isn’t clear after it is uploaded, they need to be uploaded again or the applicant has to sign in the application form again.

**SIGNATURE UPLOAD**

- It should be in JPEG/JPG format only
- Max size should 200kb
- 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)

What are the OCI Signature specifications for Minors?

The following are the general signature guidelines to be followed for Minor applicants:

- For child of **5 years and above**, signature/name of the minor child should be in the signature box under their photo on the **first page** of the OCI Application Form.
- **Uploaded** Signature/Thumb impression must be legible on plain white background.
- For child **less than 5 years** of age thumb impression of the minor child should be in the signature box under their photo using only a BLACK or BLUE inkpad. (Use Left Thumb impression for Boys & Right Thumb impression for girls).
- Parents cannot sign on behalf of the child under any circumstances on the **PART A** of the OCI Application Form.
- Applications should contain BOTH PARENTS signature on the **PART B ONLY** AND DULY NOTARIZED.
- Minors must sign/place thumb impression under **PART B** of the OCI Application form.
- Wherever parent’s sign, the signature must match with the passport signature. Applications will be put on hold and a new application will be asked for if parent’s signature does not match with the passport signature.
- Wherever documents need to be self-attested, both parents must sign.

**NOTE** - If the signature is OUTSIDE of the boxes provided, the application will be **REJECTED**. If the thumbprint/signature is not clear after it is uploaded online, it needs to be uploaded again or minor has to sign in the application form again.

**SIGNATURE UPLOAD**

- It should be in JPEG/JPG format only
- Max size should 200kb
• 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)

**The photo printed on my OCI card is not very clear. Can I get it reprinted?**

In case you feel the photograph your new OCI Card is not satisfactory and defers widely from the photo submitted, then you may **request** the Embassy/Consulate to get it reprinted. [https://www.in.ckgs.us/indian-embassy-consulate-locations-jurisdiction](https://www.in.ckgs.us/indian-embassy-consulate-locations-jurisdiction)

It is at the Embassy/Consulates discretion if they chose to reprint the OCI card.

**Note:** You, the applicant will have to bear the cost of any Consular fee if charged by the Embassy and for any shipping (onward and return).

**Categories of OCI Card**

**How do I apply for an OCI Card?**

It is very important that you apply for your OCI card on the **CKGS website** at [https://www.in.ckgs.us/oci/](https://www.in.ckgs.us/oci/) **ONLY** and follow the process as defined.

- **Do not go directly** to the Government of India website to fill the online government application. You must go via the links on the **CKGS website** provided below. You will be guided to the Government of India website to fill your online form/s at the appropriate step via the **CKGS website**.
- For USA applicants, the CKGS website has been customized so that the **documents checklist, forms and letters** requirements are as per the instructions of the Embassy/Consulates of India in USA. Simply fill in the widget and you will be guided through the entire application process.
- The rules on the CKGS website will identify your **OCI category, type, duration, fees** and help avoid errors. Further to assist you, many forms and letters that have repetitive information will get auto populated and you only have to fill in the missing fields.

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**Step 1. OCI – How to Apply**

It is recommended that you read the **OCI – How to Apply** carefully on the CKGS website homepage as shown below or click on [https://www.in.ckgs.us/oci/how-to-apply](https://www.in.ckgs.us/oci/how-to-apply).

Once you are ready with the important documents listed on the website, you proceed to the next step.
Step 2. **How to Apply guide**
Read the **OCI – How to Apply** carefully.

There are 2 options explained in detail –

- Before Submission
- Post Submission

Step 3. **OCI Application – Get Started**
Once you are familiar with the steps, you can proceed to OCI Application – Get Started on the CKGS website homepage as shown below or click on [https://www.in.ckgs.us/oci/](https://www.in.ckgs.us/oci/)

Step 4. **OCI Widget**
Fill in the questions on the widget to go to the next step.

Step 5. **OCI Document Checklist**
On the next step of the widget, you will find all the document’s and form’s requirements for your OCI application.

1. **Print 1 copy** of the **Document Checklist** and keep one for your reference.
2. After completing the application form and making the payment **print** the forms from the ‘My Account’ page.
3. **Sign** the forms / letters where indicated. The Notarized Affidavit will have to be signed in the presence of a Notary.

Step 6. **Mode of submission of your Application to CKGS either by Shipping or Walk-in**
Applicant can select the ‘mode of submission and collection’ on the widget as shown -

**If choice of submission and/or collection is by Shipping**

If applicant has selected ‘Shipping’ option in the submission and collection then following details need to be filled –

You can book your shipping at the appropriate step on the CKGS website. You will have to
send your fully completed application (all documents and complete payment) through Shipping. It is recommended that you purchase your shipment through CKGS as this will save you the need to travel, parking charges, as well as waiting time at the CKGS Application Center.

Applications must be sent to the CKGS Application Center of your jurisdiction. It must NOT be sent to the Mission.

Simply print the label which will automatically be addressed as follows: Please see example:

Attn To: {OCI Category} ‘OCI’ Application
CKGS Application Center Name
OCI Department
CKGS Application Center Address
CKGS Application Center Location
CKGS Application Zip Code

**Important Note on Shipping bought through CKGS**

**DO's**

- Please send **only 1 Application per package**.
- Weight of the package should be less than **0.5Lbs**.
- The shipping label provided by CKGS must be pasted on the envelope.
- **Only use** the envelopes shown below to send with the shipping label provided by CKGS:

**DON'T's**

- **DO NOT** enclose your application in any other packaging except for the ones displayed above.
- **DO NOT** request a pickup by FedEx / UPS as this is not included in the price.
- If **more than one** application is sent in the same package, then the application will be put on hold.
- **DO NOT** use the shipping label to submit an application outside of your jurisdiction.

Applications sent in the wrong packaging will not be processed until CKGS is reimbursed the difference in the amount for shipping applications in the wrong packaging. You will have to log onto our [shipping page](#) and make an online payment for any reimbursement (if applicable).

Please note that the conditions of the Shipping provider are in addition to the [Terms and Conditions](#) of CKGS.

**Note on Prepaid/Own Shipping Label**
In case you use your own shipping label, ensure that you provide the **AWB Number and Service provider’s details** when you are prompted at the **Shipping stage**. This is **Compulsory** to avoid delays. If you have used your own label, we cannot take any responsibility of pick-up and delivery to you. The Shipping Service providers often do not acknowledge receipt of the envelopes. Nor will CKGS drop off your prepaid envelopes to your shipping service provider as you have not bought the shipping service from us.

**NOTE:**

- **FedEx Prepaid Envelopes** sent by you are **NOT** accepted.
- **USPS Pre-paid labels** have an expiry date and hence they are **NOT** accepted by CKGS.
- For Prepaid envelopes, CKGS will not be responsible to contact you, and if you ignore this point for any delay occurring will be your liability.

**If choice of submission and/or collection is Walk-in**

If applicant has selected Walk-in as your submission option, you shall continue online to complete the ‘**Appointment Process**’.

- Choose Your 'Appointment Date'
- Select Your Time Slot
- If the date / time slot is already booked, then the next available option will be displayed.
- Get a confirmation of your appointment date and time booked from CKGS.

Come in person at the designated appointment date and time and submit your application along with all documents at the CKGS Application Center.

**Step 7. Complete Payment**
To make online payment click ‘Pay Online’ button.

**Step 8. To Make Online Payment**
This is the Payment Gateway screen. Enter your credit card details and proceed.

**Note:** This is the payment gateway screen and the above information entered by you is not stored by CKGS.

**Step 9. Payment Confirmation Message**
After successful completion of Payment a confirmation message is displayed.

**Step 10. Payment Receipt**
Payment Receipt is displayed with the payment information.

**Note:** If the payment is not made online (i.e. for offline payments) an Order form is generated instead of Payment Receipt as follows.

**Step 11. Proceed to Government of India Online OCI website**
Fill your online form/s on the Government of India website via the CKGS website.

**Step 12. Government of India Online OCI website**
On the Government of India OCI website, you will be required to:

2. Fill out the Government OCI Form
3. Upload your Photo and Signature
4. Upload a scanned copy of your Documents on the Government website as indicated.
5. Print and Sign on the Government OCI Form.
6. Affix your photo on the Government OCI Form.

**Step 13. Select the OCI service to start Form filling**
Select the Applicable category of OCI service to start OCI form filling.

**Step 14. OCI Form filling (Page 1) on Government of India website**
Complete the OCI Form filling (Page 1). Please view the sample on how to fill the government form at [https://www.in.ckgs.us/resources/pdf/sample oci application form.pdf](https://www.in.ckgs.us/resources/pdf/sample-oci-application-form.pdf).

**Step 15. OCI Form filling (Page 2) on Government of India website**
Step 16. Verify the information on the completed OCI Form
Verify the information on the screen and click modify to make any changes. If all information is correct than click submit to continue.

Step 17. Upload Image
Upload the photo and signature to complete the form filling process.

Step 18. Upload Image and Signature
Upload Applicant’s image and signature.

Step 19. Proceed to Part B
Continue to Part B of Form filling on the Government of India website.

Step 20. OCI Form Filling Part B
Complete Part B of the Form.

Step 21. Upload Documents
Upload mandatory documents on the Government site.

Step 22. Select Document Type
Select Document to be uploaded.

Step 23. Complete the Form Filling
Do the Final Submission of the form on the Government of India website.
Step 24. **Registration of the Form**
Generate Registration Form

Step 25. **Return back to CKGS site after completing Government form filling**
Once you complete and print the Government OCI forms, return to CKGS website on www.in.ckgs.us Click on the box which states ‘Already filled in government form’ to complete the OCI Application process.

Step 26. **Continue form submission on CKGS website**
Once applicant has completed the online process, he/she will now have to submit your physical application along with the required supporting documents via shipping or walk-in option selected by you to the CKGS Application Center as per the Jurisdiction of your application.

Step 27. **Submission of documents at CKGS application Centre**
This is the final step. Take prints of the documents and forms to be submitted at the CKGS Application Centre.

**How do I apply for 'Correction of Spelling Legal Guardian's name'**?

It is very important that you apply for your OCI card on the CKGS website at https://www.in.ckgs.us/oci/ ONLY and follow the process as defined.

- **Do not go directly** to the Government of India website to fill the online government application. You must go via the links on the CKGS website provided below. You will be guided to the Government of India website to fill your online form/s at the appropriate step via the CKGS website.
- For USA applicants, the CKGS website has been customized so that the documents checklist, forms and letters requirements are as per the instructions of the Embassy/Consulates of India in USA. Simply fill in the widget and you will be guided through the entire application process.
- The rules on the CKGS website will identify your OCI category, type, duration, fees and help avoid errors. Further to assist you, many forms and letters that have repetitive information will get auto populated and you only have to fill in the missing fields.
Step 1. OCI – How to Apply
It is recommended that you read the OCI – How to Apply carefully on the CKGS website homepage as shown below or click on https://www.in.ckgs.us/oci/how-to-apply.
Once you are ready with the important documents listed on the website, you proceed to the next step.

Step 2. How to Apply guide
Read the OCI – How to Apply carefully.

There are 2 options explained in detail –

- Before Submission
- Post Submission

Step 3. OCI Application – Get Started
Once you are familiar with the steps, you can proceed to OCI Application – Get Started on the CKGS website homepage as shown below or click on https://www.in.ckgs.us/oci/

Step 4. OCI Widget
Fill in the questions on the widget to go to the next step.

Step 5. OCI Document Checklist
On the next step of the widget, you will find all the document’s and form’s requirements for your OCI application.

1. Print 1 copy of the Document Checklist and keep one for your reference.
2. After completing the application form and making the payment print the forms from the ‘My Account’ page.
3. Sign the forms / letters where indicated. The Notarized Affidavit will have to be signed in the presence of a Notary.

Step 6. Fill in the Additional Particulars Form
Fill in the Additional Particulars form with your correct details.
Step 7. **Review Additional Particulars Form**
Re-verify the filled in details of the Additional Particulars Form.

Step 8. **Submission and Collection mode**
Applicant can select the ‘mode of submission and collection’ on the widget as shown -

**If choice of submission and/or collection is by Shipping**

If applicant has selected ‘Shipping’ option in the submission and collection then following details need to be filled –

You can book your shipping at the appropriate step on the CKGS website. You will have to send your fully completed application (all documents and complete payment) through Shipping. It is recommended that you purchase your shipment through CKGS as this will save you the need to travel, parking charges, as well as waiting time at the CKGS Application Center.

Applications must be sent to the CKGS Application Center of your jurisdiction. It must NOT be sent to the Mission.

Simply print the label which will automatically be addressed as follows: Please see example:

Attn To: {OCI Category} ‘OCI’ Application  
CKGS Application Center Name  
OCI Department  
CKGS Application Center Address  
CKGS Application Center Location  
CKGS Application Zip Code

**Important Note on Shipping bought through CKGS**

**DO’s**

- Please send **only 1 Application per package.**
- Weight of the package should be less than **0.5Lbs.**
- The shipping label provided by CKGS must be pasted on the envelope.
- **Only use** the envelopes shown below to send with the shipping label provided by CKGS:
DON'Ts

- **DO NOT** enclose your application in any other packaging except for the ones displayed above.
- **DO NOT** request a pickup by FedEx / UPS as this is not included in the price.
- If more than one application is sent in the same package, then the application will be put on hold.
- **DO NOT** use the shipping label to submit an application outside of your jurisdiction.

Applications sent in the wrong packaging will not be processed until CKGS is reimbursed the difference in the amount for shipping applications in the wrong packaging. You will have to log onto our shipping page and make an online payment for any reimbursement (if applicable).

Please note that the conditions of the Shipping provider are in addition to the Terms and Conditions of CKGS.

**Note on Prepaid/Own Shipping Label**

In case you use your own shipping label, ensure that you provide the AWB Number and Service provider’s details when you are prompted at the Shipping stage. This is Compulsory to avoid delays.

If you have used your own label, we cannot take any responsibility of pick-up and delivery to you. The Shipping Service providers often do not acknowledge receipt of the envelopes. Nor will CKGS drop off your prepaid envelopes to your shipping service provider as you have not bought the shipping service from us.

**NOTE:**

- **FedEx Prepaid Envelopes** sent by you are NOT accepted.
- **USPS Pre-paid labels** have an expiry date and hence they are NOT accepted by CKGS.
- For Prepaid envelopes, CKGS will not be responsible to contact you, and if you ignore this point for any delay occurring will be your liability.

If choice of submission and/or collection is **Walk-in**

If applicant has selected Walk-in as your submission option, you shall continue online to complete the ‘Appointment Process’.

- Choose Your 'Appointment Date'
- Select Your Time Slot
- If the date / time slot is already booked, then the next available option will be displayed.
- Get a confirmation of your appointment date and time booked from CKGS.

Come in person at the designated appointment date and time and submit your application along with all documents at the CKGS Application Center.

**Step 9. Complete Payment**
To make online payment click ‘Pay Online’ button.

**Step 10. To Make Online Payment**
This is the Payment Gateway screen. Enter your credit card details and proceed.

**Note:** This is the payment gateway screen and the above information entered by you is not stored by CKGS.

**Step 11. Payment Confirmation Message**
After successful completion of Payment a confirmation message is displayed.

**Step 12. Payment Receipt**
Payment Receipt is displayed with the payment information.

**Note:** If the payment is not made online (i.e. for offline payments) an **Order form** is generated instead of **Payment Receipt** as follows.

**Step 13. Proceed to Government of India Online OCI website**
Fill your online form/s on the **Government of India website** via the **CKGS website**.

**Step 14. Government of India Online OCI website**
On the Government of India OCI website, you will be required to:
2. Fill out the Government OCI Form
3. Upload your Photo and Signature
4. Upload a scanned copy of your Documents on the Government website as indicated.
5. Print and Sign on the Government OCI Form.
6. Affix your photo on the Government OCI Form.

**Step 15. Select the OCI service to start Form filling**
Select the Applicable category of OCI service to start OCI form filling.

**Step 16. OCI Form filling on Government of India website**
Complete the OCI Form filling.

**Step 17. Choose OCI Miscellaneous service on Government of India website**
Choose the service you wish to avail.

**Step 18. Enter your Particulars**
Enter all the latest personal details.

**Step 19. Upload Image**
Upload the photo and signature to complete the form filling process.

**Step 20. Upload Image and Signature**
Upload Applicant’s image and signature.

**Step 21. Proceed to Part B**
Continue to Part B of Form filling on the Government of India website.
Step 22. OCI Form Filling Part B
Complete Part B of the Form.

Step 23. Upload Documents
Upload mandatory documents on the Government site.

Step 24. Select Document Type
Select Document to be uploaded.

Step 25. Complete the Form Filling
Do the Final Submission of the form on the Government of India website.

Step 26. Registration of the Form
Generate Registration Form

Step 27. Return back to CKGS site after completing Government form filling
Once you complete and print the Government OCI forms, return to CKGS website on www.in.ckgs.us Click on the box which states ‘Already filled in government form’ to complete the OCI Application process.

Step 28. Continue form submission on CKGS website
Once applicant has completed the online process, he/she will now have to submit your physical application along with the required supporting documents via shipping or walk-in option selected by you to the CKGS Application Center as per the Jurisdiction of your application.

Step 29. Submission of documents at CKGS application Centre
This is the final step. Take prints of the documents and forms to be submitted at the CKGS Application Centre.
How do I apply for 'Change of Occupation'?

It is very important that you apply for your OCI card on the CKGS website at https://www.in.ckgs.us/oci/ ONLY and follow the process as defined.

- Do not go directly to the Government of India website to fill the online government application. You must go via the links on the CKGS website provided below. You will be guided to the Government of India website to fill your online form/s at the appropriate step via the CKGS website.
- For USA applicants, the CKGS website has been customized so that the documents checklist, forms and letters requirements are as per the instructions of the Embassy/Consulates of India in USA. Simply fill in the widget and you will be guided through the entire application process.
- The rules on the CKGS website will identify your OCI category, type, duration, fees and help avoid errors. Further to assist you, many forms and letters that have repetitive information will get auto populated and you only have to fill in the missing fields.

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**Step 1. OCI – How to Apply**

It is recommended that you read the OCI – How to Apply carefully on the CKGS website homepage as shown below or click on https://www.in.ckgs.us/oci/how-to-apply. Once you are ready with the important documents listed on the website, you proceed to the next step.

**Step 2. How to Apply guide**

Read the OCI – How to Apply carefully.

There are 2 options explained in detail –

- Before Submission
- Post Submission

**Step 3. OCI Application – Get Started**

Once you are familiar with the steps, you can proceed to OCI Application – Get Started on the CKGS website homepage as shown below or click on https://www.in.ckgs.us/oci/
Step 4. OCI Widget
Fill in the questions on the widget to go to the next step.

Step 5. OCI Document Checklist
On the next step of the widget, you will find all the document’s and form’s requirements for your OCI application.

1. **Print 1 copy** of the Document Checklist and keep one for your reference.
2. After completing the application form and making the payment **print** the forms from the ‘My Account’ page.
3. **Sign** the forms / letters where indicated. The Notarized Affidavit will have to be signed in the presence of a Notary.

Step 6. Fill in the Additional Particulars Form
Fill in the Additional Particulars form with your correct details.

Step 7. Review Additional Particulars Form
Re-verify the filled in details of the Additional Particulars Form.

Step 8. Submission and Collection mode
Applicant can select the ‘mode of submission and collection’ on the widget as shown -

**If choice of submission and/or collection is by Shipping**

If applicant has selected ‘Shipping’ option in the submission and collection then following details need to be filled –

You can book your shipping at the appropriate step on the CKGS website. You will have to send your fully completed application (all documents and complete payment) through Shipping. It is recommended that you purchase your shipment through CKGS as this will save you the need to travel, parking charges, as well as waiting time at the CKGS Application Center.

Applications must be sent to the CKGS Application Center of your jurisdiction. It must NOT be sent to the Mission.

Simply print the label which will automatically be addressed as follows: Please see example:
Important Note on Shipping bought through CKGS

**DO's**

- Please send **only 1 Application per package.**
- Weight of the package should be less than **0.5Lbs.**
- The shipping label provided by CKGS must be pasted on the envelope.
- **Only use** the envelopes shown below to send with the shipping label provided by CKGS:

**DON'T's**

- **DO NOT** enclose your application in any **other** packaging except for the ones displayed above.
- **DO NOT** request a pickup by FedEx / UPS as this is not included in the price.
- If **more than one** application is sent in the same package, then the application will be put on hold.
- **DO NOT** use the shipping label to submit an application outside of your jurisdiction.

Applications sent in the wrong packaging will not be processed until CKGS is reimbursed the difference in the amount for shipping applications in the wrong packaging. You will have to log onto our shipping page and make an online payment for any reimbursement (if applicable).

**Please note that the conditions of the Shipping provider are in addition to the Terms and Conditions of CKGS.**

**Note on Prepaid/Own Shipping Label**

In case you use your own shipping label, ensure that you provide the **AWB Number and Service provider's details** when you are prompted at the Shipping stage. This is **Compulsory** to avoid delays.

If you have used your own label, we cannot take any responsibility of pick-up and delivery to you. The Shipping Service providers often do not acknowledge receipt of the envelopes. Nor will CKGS drop off your prepaid envelopes to your shipping service provider as you have not bought the shipping service from us.

**NOTE:**
FedEx Prepaid Envelopes sent by you are **NOT** accepted.

USPS Pre-paid labels have an expiry date and hence they are **NOT** accepted by CKGS.

For Prepaid envelopes, CKGS will not be responsible to contact you, and if you ignore this point for any delay occurring will be your liability.

**If choice of submission and/or collection is Walk-in**

If applicant has selected Walk-in as your submission option, you shall continue online to complete the ‘Appointment Process’.

- Choose Your 'Appointment Date'
- Select Your Time Slot
- If the date / time slot is already booked, then the next available option will be displayed.
- Get a confirmation of your appointment date and time booked from CKGS.

Come in person at the designated appointment date and time and submit your application along with all documents at the CKGS Application Center.

**Step 9. Complete Payment**

To make online payment click ‘Pay Online’ button.

**Step 10. To Make Online Payment**

This is the Payment Gateway screen. Enter your credit card details and proceed.

**Note:** This is the payment gateway screen and the above information entered by you is not stored by CKGS.

**Step 11. Payment Confirmation Message**

After successful completion of Payment a confirmation message is displayed.

**Step 12. Payment Receipt**

Payment Receipt is displayed with the payment information.
**Note:** If the payment is not made online (i.e. for offline payments) an Order form is generated instead of Payment Receipt as follows.

**Step 13. Proceed to Government of India Online OCI website**
Fill your online form/s on the Government of India website via the CKGS website.

**Step 14. Government of India Online OCI website**
On the Government of India OCI website, you will be required to:

2. Fill out the Government OCI Form
3. Upload your Photo and Signature
4. Upload a scanned copy of your Documents on the Government website as indicated.
5. Print and Sign on the Government OCI Form.
6. Affix your photo on the Government OCI Form.

**Step 15. Select the OCI service to start Form filling**
Select the Applicable category of OCI service to start OCI form filling.

**Step 16. OCI Form filling on Government of India website**
Complete the OCI Form filling.

**Step 17. Choose OCI Miscellaneous service on Government of India website**
Choose the service you wish to avail.

**Step 18. OCI Form filling on Government of India website**
Complete the OCI Form filling.
Step 19. **Upload Image**
Upload the photo and signature to complete the form filling process.

Step 20. **Upload Image and Signature**
Upload Applicant’s image and signature.

Step 21. **Proceed to Part B**
Continue to Part B of Form filling on the Government of India website.

Step 22. **OCI Form Filling Part B**
Complete Part B of the Form.

Step 23. **Upload Documents**
Upload mandatory documents on the Government site.

Step 24. **Select Document Type**
Select Document to be uploaded.

Step 25. **Complete the Form Filling**
Do the Final Submission of the form on the Government of India website.

Step 26. **Registration of the Form**
Generate Registration Form

Step 27. **Return back to CKGS site after completing Government form filling**
Once you complete and print the Government OCI forms, return to CKGS website on www.in.ckgs.us Click on the box which states ‘Already filled in government form’ to
complete the OCI Application process.

**Step 28. Continue form submission on CKGS website**
Once applicant has completed the online process, he/she will now have to submit your physical application along with the required supporting documents via shipping or walk-in option selected by you to the CKGS Application Center as per the Jurisdiction of your application.

**Step 29. Submission of documents at CKGS application Centre**
This is the final step. Take prints of the documents and forms to be submitted at the CKGS Application Centre.

**How do I apply for 'Correction of Spelling in Mother's name'?**

It is very important that you apply for your OCI card on the CKGS website at https://www.in.ckgs.us/oci/ ONLY and follow the process as defined.

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- For USA applicants, the CKGS website has been customized so that the documents checklist, forms and letters requirements are as per the instructions of the Embassy/Consulates of India in USA. Simply fill in the widget and you will be guided through the entire application process.
- The rules on the CKGS website will identify your OCI category, type, duration, fees and help avoid errors. Further to assist you, many forms and letters that have repetitive information will get auto populated and you only have to fill in the missing fields.

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**Step 1. OCI – How to Apply**
It is recommended that you read the OCI – How to Apply carefully on the CKGS website homepage as shown below or click on on https://www.in.ckgs.us/oci/how-to-apply. Once you are ready with the important documents listed on the website, you proceed to the next step.

**Step 2. How to Apply guide**
Read the OCI – How to Apply carefully.

There are 2 options explained in detail –

- Before Submission
- Post Submission

Step 3. OCI Application – Get Started
Once you are familiar with the steps, you can proceed to OCI Application – Get Started on the CKGS website homepage as shown below or click on https://www.in.ckgs.us/oci/

Step 4. OCI Widget
Fill in the questions on the widget to go to the next step.

Step 5. OCI Document Checklist
On the next step of the widget, you will find all the document’s and form’s requirements for your OCI application.

1. Print 1 copy of the Document Checklist and keep one for your reference.
2. After completing the application form and making the payment print the forms from the ‘My Account’ page.
3. Sign the forms / letters where indicated. The Notarized Affidavit will have to be signed in the presence of a Notary.

Step 6. Fill in the Additional Particulars Form
Fill in the Additional Particulars form with your correct details.

Step 7. Review Additional Particulars Form
Re-verify the filled in details of the Additional Particulars Form.

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Applications must be sent to the CKGS Application Center of your jurisdiction. It must NOT be sent to the Mission.

Simply print the label which will automatically be addressed as follows: Please see example:

Attn To: {OCI Category} ‘OCI’ Application
CKGS Application Center Name
OCI Department
CKGS Application Center Address
CKGS Application Center Location
CKGS Application Zip Code

Important Note on Shipping bought through CKGS

DO’s

- Please send only 1 Application per package.
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- The shipping label provided by CKGS must be pasted on the envelope.
- Only use the envelopes shown below to send with the shipping label provided by CKGS:

DON'T's

- DO NOT enclose your application in any other packaging except for the ones displayed above.
- DO NOT request a pickup by FedEx / UPS as this is not included in the price.
- If more than one application is sent in the same package, then the application will be put on hold.
- DO NOT use the shipping label to submit an application outside of your jurisdiction.

Applications sent in the wrong packaging will not be processed until CKGS is reimbursed the
difference in the amount for shipping applications in the wrong packaging. You will have to log onto our shipping page and make an online payment for any reimbursement (if applicable).

Please note that the conditions of the Shipping provider are in addition to the Terms and Conditions of CKGS.

**Note on Prepaid/Own Shipping Label**

In case you use your own shipping label, ensure that you provide the AWB Number and Service provider’s details when you are prompted at the Shipping stage. This is Compulsory to avoid delays.

If you have used your own label, we cannot take any responsibility of pick-up and delivery to you. The Shipping Service providers often do not acknowledge receipt of the envelopes. Nor will CKGS drop off your prepaid envelopes to your shipping service provider as you have not bought the shipping service from us.

**NOTE:**

- **FedEx Prepaid Envelopes** sent by you are NOT accepted.
- **USPS Pre-paid labels** have an expiry date and hence they are NOT accepted by CKGS.
- For Prepaid envelopes, CKGS will not be responsible to contact you, and if you ignore this point for any delay occurring will be your liability.

**If choice of submission and/or collection is Walk-in**

If applicant has selected Walk-in as your submission option, you shall continue online to complete the ‘Appointment Process’.

- Choose Your 'Appointment Date'
- Select Your Time Slot
- If the date / time slot is already booked, then the next available option will be displayed.
- Get a confirmation of your appointment date and time booked from CKGS.

Come in person at the designated appointment date and time and submit your application along with all documents at the CKGS Application Center.

**Step 9. Complete Payment**

To make online payment click ‘Pay Online’ button.
Step 10. **To Make Online Payment**
This is the Payment Gateway screen. Enter your credit card details and proceed.

**Note:** This is the payment gateway screen and the above information entered by you is not stored by CKGS.

Step 11. **Payment Confirmation Message**
After successful completion of Payment a confirmation message is displayed.

Step 12. **Payment Receipt**
Payment Receipt is displayed with the payment information.

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Step 13. **Proceed to Government of India Online OCI website**
Fill your online form/s on the **Government of India website** via the **CKGS website**.

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On the Government of India OCI website, you will be required to:

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4. Upload a scanned copy of your Documents on the Government website as indicated.
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6. Affix your photo on the Government OCI Form.

Step 15. **Select the OCI service to start Form filling**
Select the Applicable category of OCI service to start OCI form filling.
Step 16. OCI Form filling on Government of India website
Complete the OCI Form filling.

Step 17. Choose OCI Miscellaneous service on Government of India website
Choose the service you wish to avail.

Step 18. Enter your Particulars
Enter all the latest personal details.

Step 19. Upload Image
Upload the photo and signature to complete the form filling process.

Step 20. Upload Image and Signature
Upload Applicant's image and signature.

Step 21. Proceed to Part B
Continue to Part B of Form filling on the Government of India website.

Step 22. OCI Form Filling Part B
Complete Part B of the Form.

Step 23. Upload Documents
Upload mandatory documents on the Government site.

Step 24. Select Document Type
Select Document to be uploaded.

**Step 25. Complete the Form Filling**
Do the Final Submission of the form on the Government of India website.

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**How do I apply for 'Correction of Spelling in Father's name'?**

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It is recommended that you read the **OCI – How to Apply** carefully on the CKGS website homepage as shown below or click on [https://www.in.ckgs.us/oci/how-to-apply](https://www.in.ckgs.us/oci/how-to-apply).
Once you are ready with the important documents listed on the website, you proceed to the next step.

**Step 2. How to Apply guide**
Read the **OCI – How to Apply** carefully.

There are 2 options explained in detail –

• Before Submission
• Post Submission

**Step 3. OCI Application – Get Started**
Once you are familiar with the steps, you can proceed to OCI Application – Get Started on the CKGS website homepage as shown below or click on [https://www.in.ckgs.us/oci/](https://www.in.ckgs.us/oci/)

**Step 4. OCI Widget**
Fill in the questions on the widget to go to the next step.

**Step 5. OCI Document Checklist**
On the next step of the widget, you will find all the document’s and form’s requirements for your OCI application.

1. **Print 1 copy** of the **Document Checklist** and keep one for your reference.
2. After completing the application form and making the payment print the forms from the ‘My Account’ page.
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Fill in the Additional Particulars form with your correct details.

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Applicant can select the ‘mode of submission and collection’ on the widget as shown -

**If choice of submission and/or collection is by Shipping**

If applicant has selected ‘Shipping’ option in the submission and collection then following details need to be filled –

You can book your shipping at the appropriate step on the CKGS website. You will have to send your fully completed application (all documents and complete payment) through Shipping. It is recommended that you purchase your shipment through CKGS as this will save you the need to travel, parking charges, as well as waiting time at the CKGS Application Center.

Applications must be sent to the CKGS Application Center of your jurisdiction. It must NOT be sent to the Mission.

Simply print the label which will automatically be addressed as follows: Please see example:

Attn To: {OCI Category} ‘OCI’ Application
CKGS Application Center Name
OCI Department
CKGS Application Center Address
CKGS Application Center Location
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**Important Note on Shipping bought through CKGS**

**DO’s**
• Please send only 1 Application per package.
• Weight of the package should be less than 0.5Lbs.
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Note on Prepaid/Own Shipping Label

In case you use your own shipping label, ensure that you provide the AWB Number and Service provider’s details when you are prompted at the Shipping stage. This is Compulsory to avoid delays.

If you have used your own label, we cannot take any responsibility of pick-up and delivery to you. The Shipping Service providers often do not acknowledge receipt of the envelopes. Nor will CKGS drop off your prepaid envelopes to your shipping service provider as you have not bought the shipping service from us.

NOTE:

• FedEx Prepaid Envelopes sent by you are NOT accepted.
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If choice of submission and/or collection is Walk-in
If applicant has selected Walk-in as your submission option, you shall continue online to complete the ‘Appointments Process’.

- Choose Your 'Appointment Date'
- Select Your Time Slot
- If the date / time slot is already booked, then the next available option will be displayed.
- Get a confirmation of your appointment date and time booked from CKGS.

Come in person at the designated appointment date and time and submit your application along with all documents at the CKGS Application Center.

**Step 9. Complete Payment**
To make online payment click ‘Pay Online’ button.

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This is the Payment Gateway screen. Enter your credit card details and proceed.

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Step 16. OCI Form filling on Government of India website
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Step 17. Choose OCI Miscellaneous service on Government of India website
Choose the service you wish to avail.

Step 18. Enter your Particulars
Enter all the latest personal details.

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Upload Applicant’s image and signature.
Step 21. Proceed to Part B
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How do I apply for 'Change your Signature'?

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Step 2. How to Apply guide
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There are 2 options explained in detail –

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OCI Department
CKGS Application Center Address
CKGS Application Center Location
CKGS Application Center Zip Code

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**DO's**

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Choose the service you wish to avail.
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Enter all the latest personal details.

**Step 19. Upload Image**
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Upload Applicant's image and signature.

**Step 21. Proceed to Part B**
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**Step 22. OCI Form Filling Part B**
Complete Part B of the Form.

**Step 23. Upload Documents**
Upload mandatory documents on the Government site.

**Step 24. Select Document Type**
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How do I apply for 'Change your Name'?
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There are 2 options explained in detail –

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**Step 7. Review Additional Particulars Form**
Re-verify the filled in details of the Additional Particulars Form.
Step 8. Submission and Collection mode
Applicant can select the ‘mode of submission and collection’ on the widget as shown -

If choice of submission and/or collection is by Shipping

If applicant has selected ‘Shipping’ option in the submission and collection then following details need to be filled –

You can book your shipping at the appropriate step on the CKGS website. You will have to send your fully completed application (all documents and complete payment) through Shipping. It is recommended that you purchase your shipment through CKGS as this will save you the need to travel, parking charges, as well as waiting time at the CKGS Application Center.

Applications must be sent to the CKGS Application Center of your jurisdiction. It must NOT be sent to the Mission.

Simply print the label which will automatically be addressed as follows: Please see example:

Attn To: {OCI Category} ‘OCI’ Application
CKGS Application Center Name
OCI Department
CKGS Application Center Address
CKGS Application Center Location
CKGS Application Zip Code

Important Note on Shipping bought through CKGS
DO’s

• Please send only 1 Application per package.
• Weight of the package should be less than 0.5LBS.
• The shipping label provided by CKGS must be pasted on the envelope.
• Only use the envelopes shown below to send with the shipping label provided by CKGS:

DON'T's

• DO NOT enclose your application in any other packaging except for the ones displayed above.
• DO NOT request a pickup by FedEx / UPS as this is not included in the price.
- If **more than one** application is sent in the same package, then the application will be put **on hold**.
- **DO NOT** use the shipping label to submit an application outside of your jurisdiction.

Applications sent in the wrong packaging will not be processed until CKGS is reimbursed the difference in the amount for shipping applications in the wrong packaging. You will have to log onto our **shipping page** and make an online payment for any reimbursement (if applicable).

**Please note that the conditions of the Shipping provider are in addition to the Terms and Conditions of CKGS.**

**Note on Prepaid/Own Shipping Label**

In case you use your own shipping label, ensure that you provide the **AWB Number and Service provider’s details** when you are prompted at the **Shipping stage**. This is **Compulsory** to avoid delays.

If you have used your own label, we cannot take any responsibility of pick-up and delivery to you. The Shipping Service providers often do not acknowledge receipt of the envelopes. Nor will CKGS drop off your prepaid envelopes to your shipping service provider as you have not bought the shipping service from us.

**NOTE:**

- **FedEx Prepaid Envelopes** sent by you are **NOT** accepted.
- **USPS Pre-paid labels** have an expiry date and hence they are **NOT** accepted by CKGS.
- For Prepaid envelopes, CKGS will not be responsible to contact you, and if you ignore this point for any delay occurring will be your liability.

**If choice of submission and/or collection is Walk-in**

If applicant has selected Walk-in as your submission option, you shall continue online to complete the ‘**Appointment Process**’.

- Choose Your 'Appointment Date'
- Select Your Time Slot
- If the date / time slot is already booked, then the next available option will be displayed.
- Get a confirmation of your appointment date and time booked from CKGS.

Come in person at the designated appointment date and time and submit your application along with all documents at the CKGS Application Center.
Step 9. Complete Payment
To make online payment click ‘Pay Online’ button.

Step 10. To Make Online Payment
This is the Payment Gateway screen. Enter your credit card details and proceed.

Note: This is the payment gateway screen and the above information entered by you is not stored by CKGS.

Step 11. Payment Confirmation Message
After successful completion of Payment a confirmation message is displayed.

Step 12. Payment Receipt
Payment Receipt is displayed with the payment information.

Note: If the payment is not made online (i.e. for offline payments) an Order form is generated instead of Payment Receipt as follows.

Step 13. Proceed to Government of India Online OCI website
Fill your online form/s on the Government of India website via the CKGS website.

Step 14. Government of India Online OCI website
On the Government of India OCI website, you will be required to:

2. Fill out the Government OCI Form
3. Upload your Photo and Signature
4. Upload a scanned copy of your Documents on the Government website as indicated.
5. Print and Sign on the Government OCI Form.
6. Affix your photo on the Government OCI Form.
Step 15. Select the OCI service to start Form filling
Select the Applicable category of OCI service to start OCI form filling.

Step 16. OCI Form filling on Government of India website
Complete the OCI Form filling.

Step 17. Choose OCI Miscellaneous service on Government of India website
Choose the service you wish to avail.

Step 18. Enter your Particulars
Enter all the latest personal details.

Step 19. Upload Image
Upload the photo and signature to complete the form filling process.

Step 20. Upload Image and Signature
Upload Applicant's image and signature.

Step 21. Proceed to Part B
Continue to Part B of Form filling on the Government of India website.

Step 22. OCI Form Filling Part B
Complete Part B of the Form.
**Step 23. Upload Documents**
Upload mandatory documents on the Government site.

**Step 24. Select Document Type**
Select Document to be uploaded.

**Step 25. Complete the Form Filling**
Do the Final Submission of the form on the Government of India website.

**Step 26. Registration of the Form**
Generate Registration Form

**Step 27. Return back to CKGS site after completing Government form filling**
Once you complete and print the Government OCI forms, **return to CKGS website on** [www.in.ckgs.us](http://www.in.ckgs.us) Click on the box which states ‘**Already filled in government form**’ to complete the OCI Application process.

**Step 28. Continue form submission on CKGS website**
Once applicant has completed the online process, he/she will now have to submit your **physical application** along with the required supporting documents via shipping or walk-in option selected by you to the CKGS Application Center as per the Jurisdiction of your application.

**Step 29. Submission of documents at CKGS application Centre**
This is the final step. Take prints of the documents and forms to be submitted at the CKGS Application Centre.

**How do I apply for 'Split your Name'?**

It is very important that you apply for your OCI card on the **CKGS website** at [https://www.in.ckgs.us/oci/](https://www.in.ckgs.us/oci/) **ONLY** and follow the process as defined.
• **Do not go directly** to the Government of India website to fill the online government application. You must go via the links on the CKGS website provided below. You will be guided to the Government of India website to fill your online form/s at the appropriate step via the CKGS website.

• For USA applicants, the CKGS website has been customized so that the **documents checklist, forms and letters** requirements are as per the instructions of the Embassy/Consulates of India in USA. Simply fill in the widget and you will be guided through the entire application process.

• The rules on the CKGS website will identify your **OCI category, type, duration, fees** and help avoid errors. Further to assist you, many forms and letters that have repetitive information will get auto populated and you only have to fill in the missing fields.

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**Step 1. OCI – How to Apply**
It is recommended that you read the **OCI – How to Apply** carefully on the CKGS website homepage as shown below or click on **https://www.in.ckgs.us/oci/how-to-apply**. Once you are ready with the important documents listed on the website, you proceed to the next step.

**Step 2. How to Apply guide**
Read the **OCI – How to Apply** carefully.

There are 2 options explained in detail –

• Before Submission
• Post Submission

**Step 3. OCI Application – Get Started**
Once you are familiar with the steps, you can proceed to OCI Application – Get Started on the CKGS website homepage as shown below or click on **https://www.in.ckgs.us/oci/**

**Step 4. OCI Widget**
Fill in the questions on the widget to go to the next step.

**Step 5. OCI Document Checklist**
On the next step of the widget, you will find all the document’s and form’s requirements for your OCI application.
1. **Print 1 copy** of the **Document Checklist** and keep one for your reference.
2. After completing the application form and making the payment **print** the forms from the ‘My Account’ page.
3. **Sign** the forms / letters where indicated. The Notarized Affidavit will have to be signed in the presence of a Notary.

**Step 6. Fill in the Additional Particulars Form**

Fill in the Additional Particulars form with your correct details.

**Step 7. Review Additional Particulars Form**

Re-verify the filled in details of the Additional Particulars Form.

**Step 8. Submission and Collection mode**

Applicant can select the ‘mode of submission and collection’ on the widget as shown -

**If choice of submission and/or collection is by Shipping**

If applicant has selected ‘Shipping’ option in the submission and collection then following details need to be filled –

You can book your shipping at the appropriate step on the CKGS website. You will have to send your fully completed application (all documents and complete payment) through Shipping. It is recommended that you purchase your shipment through CKGS as this will save you the need to travel, parking charges, as well as waiting time at the CKGS Application Center.

Applications must be sent to the CKGS Application Center of your jurisdiction. It must NOT be sent to the Mission.

Simply print the label which will automatically be addressed as follows: Please see example:

- **Attn To:** {OCI Category} ‘OCI’ Application
- CKGS Application Center Name
- OCI Department
- CKGS Application Center Address
- CKGS Application Center Location
- CKGS Application Zip Code
Important Note on Shipping bought through CKGS

DO's

- Please send only 1 Application per package.
- Weight of the package should be less than 0.5Lbs.
- The shipping label provided by CKGS must be pasted on the envelope.
- Only use the envelopes shown below to send with the shipping label provided by CKGS:

DONT's

- DO NOT enclose your application in any other packaging except for the ones displayed above.
- DO NOT request a pickup by FedEx / UPS as this is not included in the price.
- If more than one application is sent in the same package, then the application will be put on hold.
- DO NOT use the shipping label to submit an application outside of your jurisdiction.

Applications sent in the wrong packaging will not be processed until CKGS is reimbursed the difference in the amount for shipping applications in the wrong packaging. You will have to log onto our shipping page and make an online payment for any reimbursement (if applicable).

Please note that the conditions of the Shipping provider are in addition to the Terms and Conditions of CKGS.

Note on Prepaid/Own Shipping Label

In case you use your own shipping label, ensure that you provide the AWB Number and Service provider’s details when you are prompted at the Shipping stage. This is Compulsory to avoid delays.

If you have used your own label, we cannot take any responsibility of pick-up and delivery to you. The Shipping Service providers often do not acknowledge receipt of the envelopes. Nor will CKGS drop off your prepaid envelopes to your shipping service provider as you have not bought the shipping service from us.

NOTE:

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- For Prepaid envelopes, CKGS will not be responsible to contact you, and if you ignore this point for any delay occurring will be your liability.
If choice of submission and/or collection is **Walk-in**

If applicant has selected Walk-in as your submission option, you shall continue online to complete the ‘**Appointment Process**’.

- Choose Your 'Appointment Date'
- Select Your Time Slot
- If the date / time slot is already booked, then the next available option will be displayed.
- Get a confirmation of your appointment date and time booked from CKGS.

Come in person at the designated appointment date and time and submit your application along with all documents at the CKGS Application Center.

**Step 9. Complete Payment**
To make online payment click ‘Pay Online’ button.

**Step 10. To Make Online Payment**
This is the Payment Gateway screen. Enter your credit card details and proceed.

**Note:** This is the payment gateway screen and the above information entered by you is not stored by CKGS.

**Step 11. Payment Confirmation Message**
After successful completion of Payment a confirmation message is displayed.

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Payment Receipt is displayed with the payment information.

**Note:** If the payment is not made online (i.e. for offline payments) an **Order form** is generated instead of **Payment Receipt** as follows.
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On the Government of India OCI website, you will be required to:

2. Fill out the Government OCI Form
3. Upload your Photo and Signature
4. Upload a scanned copy of your Documents on the Government website as indicated.
5. Print and Sign on the Government OCI Form.
6. Affix your photo on the Government OCI Form.

**Step 15. Select the OCI service to start Form filling**
Select the Applicable category of OCI service to start OCI form filling.

**Step 16. OCI Form filling on Government of India website**
Complete the OCI Form filling.

**Step 17. Choose OCI Miscellaneous service on Government of India website**
Choose the service you wish to avail.

**Step 18. Enter your Particulars**
Enter all the latest personal details.

**Step 19. Upload Image**
Upload the photo and signature to complete the form filling process.
Step 20. **Upload Image and Signature**
Upload Applicant's image and signature.

Step 21. **Proceed to Part B**
Continue to Part B of Form filling on the Government of India website.

Step 22. **OCI Form Filling Part B**
Complete Part B of the Form.

Step 23. **Upload Documents**
Upload mandatory documents on the Government site.

Step 24. **Select Document Type**
Select Document to be uploaded.

Step 25. **Complete the Form Filling**
Do the Final Submission of the form on the Government of India website.

Step 26. **Registration of the Form**
Generate Registration Form

Step 27. **Return back to CKGS site after completing Government form filling**
Once you complete and print the Government OCI forms, return to CKGS website on www.in.ckgs.us Click on the box which states ‘Already filled in government form’ to complete the OCI Application process.

Step 28. **Continue form submission on CKGS website**
Once applicant has completed the online process, he/she will now have to submit your physical application along with the required supporting documents via shipping or walk-in option selected by you to the CKGS Application Center as per the Jurisdiction of your application.

**Step 29. Submission of documents at CKGS application Centre**

This is the final step. Take prints of the documents and forms to be submitted at the CKGS Application Centre.

**How do I apply for 'Change your Appearance'?**

It is very important that you apply for your OCI card on the CKGS website at https://www.in.ckgs.us/oci/ ONLY and follow the process as defined.

- **Do not go directly** to the Government of India website to fill the online government application. You must go via the links on the CKGS website provided below. You will be guided to the Government of India website to fill your online form/s at the appropriate step via the CKGS website.
- For USA applicants, the CKGS website has been customized so that the documents checklist, forms and letters requirements are as per the instructions of the Embassy/Consulates of India in USA. Simply fill in the widget and you will be guided through the entire application process.
- The rules on the CKGS website will identify your OCI category, type, duration, fees and help avoid errors. Further to assist you, many forms and letters that have repetitive information will get auto populated and you only have to fill in the missing fields.

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**Step 1. OCI – How to Apply**

It is recommended that you read the OCI – How to Apply carefully on the CKGS website homepage as shown below or click on https://www.in.ckgs.us/oci/how-to-apply.

Once you are ready with the important documents listed on the website, you proceed to the next step.

**Step 2. How to Apply guide**

Read the OCI – How to Apply carefully.

There are 2 options explained in detail –

- Before Submission
• Post Submission

Step 3. OCI Application – Get Started
Once you are familiar with the steps, you can proceed to OCI Application – Get Started on the CKGS website homepage as shown below or click on https://www.in.ckgs.us/oci/

Step 4. OCI Widget
Fill in the questions on the widget to go to the next step.

Step 5. OCI Document Checklist
On the next step of the widget, you will find all the document’s and form’s requirements for your OCI application.

1. Print 1 copy of the Document Checklist and keep one for your reference.
2. After completing the application form and making the payment print the forms from the ‘My Account’ page.
3. Sign the forms / letters where indicated. The Notarized Affidavit will have to be signed in the presence of a Notary.

Step 6. Fill in the Additional Particulars Form
Fill in the Additional Particulars form with your correct details.

Step 7. Review Additional Particulars Form
Re-verify the filled in details of the Additional Particulars Form.

Step 8. Submission and Collection mode
Applicant can select the ‘mode of submission and collection’ on the widget as shown -

If choice of submission and/or collection is by Shipping
If applicant has selected ‘Shipping’ option in the submission and collection then following details need to be filled –
You can book your shipping at the appropriate step on the CKGS website. You will have to send your fully completed application (all documents and complete payment) through Shipping. It is recommended that you purchase your shipment through CKGS as this will save you the need to travel, parking charges, as well as waiting time at the CKGS Application Center.

Applications must be sent to the CKGS Application Center of your jurisdiction. It must NOT be sent to the Mission.

Simply print the label which will automatically be addressed as follows: Please see example:

Attn To: {OCI Category} ‘OCI’ Application
CKGS Application Center Name
OCI Department
CKGS Application Center Address
CKGS Application Center Location
CKGS Application Zip Code

**Important Note on Shipping bought through CKGS**

**DO's**

- Please send **only 1 Application per package**.
- Weight of the package should be less than **0.5Lbs.**
- The shipping label provided by CKGS must be pasted on the envelope.
- **Only use** the envelopes shown below to send with the shipping label provided by CKGS:

**DONT's**

- **DO NOT** enclose your application in any **other** packaging except for the ones displayed above.
- **DO NOT** request a pickup by FedEx / UPS as this is not included in the price.
- If **more than one** application is sent in the same package, then the application will be put **on hold**.
- **DO NOT** use the shipping label to submit an application outside of your jurisdiction.

Applications sent in the wrong packaging will not be processed until CKGS is reimbursed the difference in the amount for shipping applications in the wrong packaging. You will have to log onto our **shipping page** and make an online payment for any reimbursement (if applicable).

**Please note that the conditions of the Shipping provider are in addition to the Terms and Conditions** of CKGS.
**Note on Prepaid/Own Shipping Label**

In case you use your own shipping label, ensure that you provide the **AWB Number and Service provider’s details** when you are prompted at the **Shipping stage**. This is **Compulsory** to avoid delays.

If you have used your own label, we cannot take any responsibility of pick-up and delivery to you. The Shipping Service providers often do not acknowledge receipt of the envelopes. Nor will CKGS drop off your prepaid envelopes to your shipping service provider as you have not bought the shipping service from us.

**NOTE:**

- **FedEx Prepaid Envelopes** sent by you are **NOT** accepted.
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- For Prepaid envelopes, CKGS will not be responsible to contact you, and if you ignore this point for any delay occurring will be your liability.

**If choice of submission and/or collection is Walk-in**

If applicant has selected Walk-in as your submission option, you shall continue online to complete the ‘**Appointment Process**’.

- Choose Your 'Appointment Date'
- Select Your Time Slot
- If the date / time slot is already booked, then the next available option will be displayed.
- Get a confirmation of your appointment date and time booked from CKGS.

Come in person at the designated appointment date and time and submit your application along with all documents at the CKGS Application Center.

**Step 9. Complete Payment**
To make online payment click ‘Pay Online’ button.

**Step 10. To Make Online Payment**
This is the Payment Gateway screen. Enter your credit card details and proceed.

**Note:** This is the payment gateway screen and the above information entered by you is not
Step 11. **Payment Confirmation Message**
After successful completion of Payment a confirmation message is displayed.

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Payment Receipt is displayed with the payment information.

**Note:** If the payment is not made online (i.e. for offline payments) an Order form is generated instead of Payment Receipt as follows.

Step 13. **Proceed to Government of India Online OCI website**
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On the Government of India OCI website, you will be required to:

2. Fill out the Government OCI Form
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4. Upload a scanned copy of your Documents on the Government website as indicated.
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Complete the OCI Form filling.
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Choose the service you wish to avail.

Step 18. Enter your Particulars
Enter all the latest personal details.

Step 19. Upload Image
Upload the photo and signature to complete the form filling process.

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Upload Applicant’s image and signature.

Step 21. Proceed to Part B
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Complete Part B of the Form.

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Upload mandatory documents on the Government site.

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Select Document to be uploaded.

Step 25. Complete the Form Filling
Do the Final Submission of the form on the Government of India website.
Step 26. **Registration of the Form**
Generate Registration Form

Step 27. **Return back to CKGS site after completing Government form filling**
Once you complete and print the Government OCI forms, return to CKGS website on [www.in.ckgs.us](http://www.in.ckgs.us) Click on the box which states ‘Already filled in government form’ to complete the OCI Application process.

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This is the final step. Take prints of the documents and forms to be submitted at the CKGS Application Centre.

**How do I apply for 'Change your Address'?**

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Once you are ready with the important documents listed on the website, you proceed to the next step.

**Step 2. How to Apply guide**
Read the OCI – How to Apply carefully.

There are 2 options explained in detail –

- Before Submission
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**Step 3. OCI Application – Get Started**
Once you are familiar with the steps, you can proceed to OCI Application – Get Started on the CKGS website homepage as shown below or click on [https://www.in.ckgs.us/oci/](https://www.in.ckgs.us/oci/)

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Fill in the Additional Particulars form with your correct details.
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Re-verify the filled in details of the Additional Particulars Form.

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Step 8. **Submission and Collection mode**

Applicant can select the ‘mode of submission and collection’ on the widget as shown -

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- OCI Department
- CKGS Application Center Address
- CKGS Application Center Location
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**Note:** This is the payment gateway screen and the above information entered by you is not stored by CKGS.

**Step 11. Payment Confirmation Message**
After successful completion of Payment a confirmation message is displayed.

**Step 12. Payment Receipt**
Payment Receipt is displayed with the payment information.

**Note:** If the payment is not made online (i.e. for offline payments) an **Order form** is generated instead of **Payment Receipt** as follows.

**Step 13. Proceed to Government of India Online OCI website**
Fill your online form/s on the **Government of India website** via the **CKGS website**.

**Step 14. Government of India Online OCI website**
On the Government of India OCI website, you will be required to:
2. Fill out the Government OCI Form
3. Upload your Photo and Signature
4. Upload a scanned copy of your Documents on the Government website as indicated.
5. Print and Sign on the Government OCI Form.
6. Affix your photo on the Government OCI Form.

**Step 15. Select the OCI service to start Form filling**
Select the Applicable category of OCI service to start OCI form filling.

**Step 16. OCI Form filling on Government of India website**
Complete the OCI Form filling.

**Step 17. Choose OCI Miscellaneous service on Government of India website**
Choose the service you wish to avail.

**Step 18. Enter your Particulars**
Enter all the latest personal details.

**Step 19. Upload Image**
Upload the photo and signature to complete the form filling process.

**Step 20. Upload Image and Signature**
Upload Applicant’s image and signature.

**Step 21. Proceed to Part B**
Continue to Part B of Form filling on the Government of India website.
Step 22. OCI Form Filling Part B
Complete Part B of the Form.

Step 23. Upload Documents
Upload mandatory documents on the Government site.

Step 24. Select Document Type
Select Document to be uploaded.

Step 25. Complete the Form Filling
Do the Final Submission of the form on the Government of India website.

Step 26. Registration of the Form
Generate Registration Form

Step 27. Return back to CKGS site after completing Government form filling
Once you complete and print the Government OCI forms, return to CKGS website on www.in.ckgs.us Click on the box which states ‘Already filled in government form’ to complete the OCI Application process.

Step 28. Continue form submission on CKGS website
Once applicant has completed the online process, he/she will now have to submit your physical application along with the required supporting documents via shipping or walk-in option selected by you to the CKGS Application Center as per the Jurisdiction of your application.

Step 29. Submission of documents at CKGS application Centre
This is the final step. Take prints of the documents and forms to be submitted at the CKGS Application Centre.
How do I apply for 'Correction in Place of birth'?

It is very important that you apply for your OCI card on the CKGS website at https://www.in.ckgs.us/oci/ ONLY and follow the process as defined.

- **Do not go directly** to the Government of India website to fill the online government application. You must go via the links on the CKGS website provided below. You will be guided to the Government of India website to fill your online form/s at the appropriate step via the CKGS website.
- For USA applicants, the CKGS website has been customized so that the documents checklist, forms and letters requirements are as per the instructions of the Embassy/Consulates of India in USA. Simply fill in the widget and you will be guided through the entire application process.
- The rules on the CKGS website will identify your OCI category, type, duration, fees and help avoid errors. Further to assist you, many forms and letters that have repetitive information will get auto populated and you only have to fill in the missing fields.

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**Step 1. OCI – How to Apply**
It is recommended that you read the OCI – How to Apply carefully on the CKGS website homepage as shown below or click on https://www.in.ckgs.us/oci/how-to-apply. Once you are ready with the important documents listed on the website, you proceed to the next step.

**Step 2. How to Apply guide**
Read the OCI – How to Apply carefully.

There are 2 options explained in detail –

- Before Submission
- Post Submission

**Step 3. OCI Application – Get Started**
Once you are familiar with the steps, you can proceed to OCI Application – Get Started on the CKGS website homepage as shown below or click on https://www.in.ckgs.us/oci/
Step 4. OCI Widget
Fill in the questions on the widget to go to the next step.

Step 5. OCI Document Checklist
On the next step of the widget, you will find all the document’s and form’s requirements for your OCI application.

1. **Print 1 copy** of the Document Checklist and keep one for your reference.
2. After completing the application form and making the payment **print** the forms from the ‘My Account’ page.
3. **Sign** the forms / letters where indicated. The Notarized Affidavit will have to be signed in the presence of a Notary.

Step 6. Fill in the Additional Particulars Form
Fill in the Additional Particulars form with your correct details.

Step 7. Review Additional Particulars Form
Re-verify the filled in details of the Additional Particulars Form.

Step 8. Submission and Collection mode
Applicant can select the ‘mode of submission and collection’ on the widget as shown –

If **choice of submission and/or collection is by Shipping**

If applicant has selected ‘Shipping’ option in the submission and collection then following details need to be filled –

You can book your shipping at the appropriate step on the CKGS website. You will have to send your fully completed application (all documents and complete payment) through Shipping. It is recommended that you purchase your shipment through CKGS as this will save you the need to travel, parking charges, as well as waiting time at the CKGS Application Center.

Applications must be sent to the CKGS Application Center of your jurisdiction. It must NOT be sent to the Mission.

Simply print the label which will automatically be addressed as follows: Please see example:
Important Note on Shipping bought through CKGS

**DO's**

- Please send **only 1 Application per package.**
- Weight of the package should be less than **0.5Lbs.**
- The shipping label provided by CKGS must be pasted on the envelope.
- **Only use** the envelopes shown below to send with the shipping label provided by CKGS:

**DON'T's**

- **DO NOT** enclose your application in any **other** packaging except for the ones displayed above.
- **DO NOT** request a pickup by FedEx / UPS as this is not included in the price.
- If **more than one** application is sent in the same package, then the application will be put **on hold.**
- **DO NOT** use the shipping label to submit an application outside of your jurisdiction.

Applications sent in the wrong packaging will not be processed until CKGS is reimbursed the difference in the amount for shipping applications in the wrong packaging. You will have to log onto our **shipping page** and make an online payment for any reimbursement (if applicable).

**Please note that the conditions of the Shipping provider are in addition to the Terms and Conditions of CKGS.**

**Note on Prepaid/Own Shipping Label**

In case you use your own shipping label, ensure that you provide the **AWB Number and Service provider’s details** when you are prompted at the **Shipping stage.** This is **Compulsory** to avoid delays.

If you have used your own label, we cannot take any responsibility of pick-up and delivery to you. The Shipping Service providers often do not acknowledge receipt of the envelopes. Nor will CKGS drop off your prepaid envelopes to your shipping service provider as you have not bought the shipping service from us.

**NOTE:**
FedEx Prepaid Envelopes sent by you are **NOT** accepted.

USPS Pre-paid labels have an expiry date and hence they are **NOT** accepted by CKGS.

For Prepaid envelopes, CKGS will not be responsible to contact you, and if you ignore this point for any delay occurring will be your liability.

**If choice of submission and/or collection is Walk-in**

If applicant has selected Walk-in as your submission option, you shall continue online to complete the ‘**Appointment Process**’.

- Choose Your 'Appointment Date'
- Select Your Time Slot
- If the date / time slot is already booked, then the next available option will be displayed.
- Get a confirmation of your appointment date and time booked from CKGS.

Come in person at the designated appointment date and time and submit your application along with all documents at the CKGS Application Center.

**Step 9. Complete Payment**

To make online payment click ‘Pay Online’ button.

**Step 10. To Make Online Payment**

This is the Payment Gateway screen. Enter your credit card details and proceed.

**Note:** This is the payment gateway screen and the above information entered by you is not stored by CKGS.

**Step 11. Payment Confirmation Message**

After successful completion of Payment a confirmation message is displayed.

**Step 12. Payment Receipt**

Payment Receipt is displayed with the payment information.
Note: If the payment is not made online (i.e. for offline payments) an Order form is generated instead of Payment Receipt as follows.

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Step 17. Choose OCI Miscellaneous service on Government of India website
Choose the service you wish to avail.

Step 18. Enter your Particulars
Enter all the latest personal details.
**Step 19. Upload Image**
Upload the photo and signature to complete the form filling process.

**Step 20. Upload Image and Signature**
Upload Applicant's image and signature.

**Step 21. Proceed to Part B**
Continue to Part B of Form filling on the Government of India website.

**Step 22. OCI Form Filling Part B**
Complete Part B of the Form.

**Step 23. Upload Documents**
Upload mandatory documents on the Government site.

**Step 24. Select Document Type**
Select Document to be uploaded.

**Step 25. Complete the Form Filling**
Do the Final Submission of the form on the Government of India website.

**Step 26. Registration of the Form**
Generate Registration Form

**Step 27. Return back to CKGS site after completing Government form filling**
Once you complete and print the Government OCI forms, return to CKGS website on www.in.ckgs.us Click on the box which states ‘Already filled in government form’ to
Complete the OCI Application process.

**Step 28. Continue form submission on CKGS website**
Once applicant has completed the online process, he/she will now have to submit your physical application along with the required supporting documents via shipping or walk-in option selected by you to the CKGS Application Center as per the Jurisdiction of your application.

**Step 29. Submission of documents at CKGS application Centre**
This is the final step. Take prints of the documents and forms to be submitted at the CKGS Application Centre.

**How do I apply for 'Correction in Date of birth'?**

It is very important that you apply for your OCI card on the CKGS website at [https://www.in.ckgs.us/oci/](https://www.in.ckgs.us/oci/) ONLY and follow the process as defined.

- **Do not go directly** to the Government of India website to fill the online government application. You must go via the links on the CKGS website provided below. You will be guided to the Government of India website to fill your online form/s at the appropriate step via the CKGS website.
- For USA applicants, the CKGS website has been customized so that the documents checklist, forms and letters requirements are as per the instructions of the Embassy/Consulates of India in USA. Simply fill in the widget and you will be guided through the entire application process.
- The rules on the CKGS website will identify your OCI category, type, duration, fees and help avoid errors. Further to assist you, many forms and letters that have repetitive information will get auto populated and you only have to fill in the missing fields.

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**Step 1. OCI – How to Apply**
It is recommended that you read the OCI – How to Apply carefully on the CKGS website homepage as shown below or click on [https://www.in.ckgs.us/oci/how-to-apply](https://www.in.ckgs.us/oci/how-to-apply).

Once you are ready with the important documents listed on the website, you proceed to the next step.

**Step 2. How to Apply guide**
Read the **OCI – How to Apply** carefully.

There are 2 options explained in detail –

- Before Submission
- Post Submission

**Step 3. OCI Application – Get Started**
Once you are familiar with the steps, you can proceed to OCI Application – Get Started on the CKGS website homepage as shown below or click on [https://www.in.ckgs.us/oci/](https://www.in.ckgs.us/oci/)

**Step 4. OCI Widget**
Fill in the questions on the widget to go to the next step.

**Step 5. OCI Document Checklist**
On the next step of the widget, you will find all the document’s and form’s requirements for your OCI application.

1. **Print 1 copy** of the Document Checklist and keep one for your reference.
2. After completing the application form and making the payment **print** the forms from the ‘My Account’ page.
3. **Sign** the forms / letters where indicated. The Notarized Affidavit will have to be signed in the presence of a Notary.

**Step 6. Fill in the Additional Particulars Form**
Fill in the Additional Particulars form with your correct details.

**Step 7. Review Additional Particulars Form**
Re-verify the filled in details of the Additional Particulars Form.

**Step 8. Submission and Collection mode**
Applicant can select the ‘mode of submission and collection’ on the widget as shown -
If choice of submission and/or collection is by Shipping

If applicant has selected ‘Shipping’ option in the submission and collection then following details need to be filled –

You can book your shipping at the appropriate step on the CKGS website. You will have to send your fully completed application (all documents and complete payment) through Shipping. It is recommended that you purchase your shipment through CKGS as this will save you the need to travel, parking charges, as well as waiting time at the CKGS Application Center.

Applications must be sent to the CKGS Application Center of your jurisdiction. It must NOT be sent to the Mission.

Simply print the label which will automatically be addressed as follows: Please see example:

Attn To: {OCI Category} ‘OCI’ Application
CKGS Application Center Name
OCI Department
CKGS Application Center Address
CKGS Application Center Location
CKGS Application Zip Code

**Important Note on Shipping bought through CKGS**

**DO's**

- Please send **only 1 Application per package**.
- Weight of the package should be less than **0.5Lbs.**
- The shipping label provided by CKGS must be pasted on the envelope.
- **Only use** the envelopes shown below to send with the shipping label provided by CKGS:

**DONT's**

- **DO NOT** enclose your application in any **other** packaging except for the ones displayed above.
- **DO NOT** request a pickup by FedEx / UPS as this is not included in the price.
- If **more than one** application is sent in the same package, then the application will be **put on hold**.
- **DO NOT** use the shipping label to submit an application outside of your jurisdiction.

Applications sent in the wrong packaging will not be processed until CKGS is reimbursed the difference in the amount for shipping applications in the wrong packaging. You will have to
log onto our shipping page and make an online payment for any reimbursement (if applicable).

Please note that the conditions of the Shipping provider are in addition to the Terms and Conditions of CKGS.

Note on Prepaid/Own Shipping Label

In case you use your own shipping label, ensure that you provide the AWB Number and Service provider’s details when you are prompted at the Shipping stage. This is Compulsory to avoid delays.

If you have used your own label, we cannot take any responsibility of pick-up and delivery to you. The Shipping Service providers often do not acknowledge receipt of the envelopes. Nor will CKGS drop off your prepaid envelopes to your shipping service provider as you have not bought the shipping service from us.

NOTE:

- **FedEx Prepaid Envelopes** sent by you are NOT accepted.
- **USPS Pre-paid labels** have an expiry date and hence they are NOT accepted by CKGS.
- For Prepaid envelopes, CKGS will not be responsible to contact you, and if you ignore this point for any delay occurring will be your liability.

If choice of submission and/or collection is Walk-in

If applicant has selected Walk-in as your submission option, you shall continue online to complete the ‘Appointment Process’.

- Choose Your 'Appointment Date'
- Select Your Time Slot
- If the date / time slot is already booked, then the next available option will be displayed.
- Get a confirmation of your appointment date and time booked from CKGS.

Come in person at the designated appointment date and time and submit your application along with all documents at the CKGS Application Center.

Step 9. Complete Payment
To make online payment click ‘Pay Online’ button.

Step 10. To Make Online Payment
This is the Payment Gateway screen. Enter your credit card details and proceed.

Note: This is the payment gateway screen and the above information entered by you is not stored by CKGS.

Step 11. Payment Confirmation Message
After successful completion of Payment a confirmation message is displayed.

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Payment Receipt is displayed with the payment information.

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Step 15. Select the OCI service to start Form filling
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Step 16. **OCI Form filling on Government of India website**
Complete the OCI Form filling.

Step 17. **Choose OCI Miscellaneous service on Government of India website**
Choose the service you wish to avail.

Step 18. **Enter your Particulars**
Enter all the latest personal details.

Step 19. **Upload Image**
Upload the photo and signature to complete the form filling process.

Step 20. **Upload Image and Signature**
Upload Applicant’s image and signature.

Step 21. **Proceed to Part B**
Continue to Part B of Form filling on the Government of India website.

Step 22. **OCI Form Filling Part B**
Complete Part B of the Form.

Step 23. **Upload Documents**
Upload mandatory documents on the Government site.

Step 24. **Select Document Type**
Select Document to be uploaded.
Step 25. **Complete the Form Filling**
Do the Final Submission of the form on the Government of India website.

Step 26. **Registration of the Form**
Generate Registration Form

Step 27. **Return back to CKGS site after completing Government form filling**
Once you complete and print the Government OCI forms, return to CKGS website on www.in.ckgs.us Click on the box which states ‘Already filled in government form’ to complete the OCI Application process.

Step 28. **Continue form submission on CKGS website**
Once applicant has completed the online process, he/she will now have to submit your physical application along with the required supporting documents via shipping or walk-in option selected by you to the CKGS Application Center as per the Jurisdiction of your application.

Step 29. **Submission of documents at CKGS application Centre**
This is the final step. Take prints of the documents and forms to be submitted at the CKGS Application Centre.

**How do I apply for Cancellation of OCI card? OR How do I apply for Renunciation of OCI card? OR How do I cancel my OCI card?**

It is very important that you apply for cancellation of your OCI card on the CKGS website at https://www.in.ckgs.us/oci/ ONLY and follow the process as defined.

- **Do not go directly** to the Government of India website to fill the online government application. You must go via the links on the CKGS website provided below. You will be guided to the Government of India website to fill your online form/s at the appropriate step via the CKGS website.
- For USA applicants, the CKGS website has been customized so that the documents checklist, forms and letters requirements are as per the instructions of the
Embassy/Consulates of India in USA. Simply fill in the widget and you will be guided through the entire application process.

- The rules on the CKGS website will identify your OCI category, type, duration, fees and help avoid errors. Further to assist you, many forms and letters that have repetitive information will get auto populated and you only have to fill in the missing fields.

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**Step 1. OCI – How to Apply**

It is recommended that you read the OCI – How to Apply carefully on the CKGS website homepage as shown below or click on https://www.in.ckgs.us/oci/how-to-apply. Once you are ready with the important documents listed on the website, you proceed to the next step.

**Step 2. How to Apply guide**

Read the OCI – How to Apply carefully.

There are 2 options explained in detail –

- Before Submission
- Post Submission

**Step 3. OCI Application – Get Started**

Once you are familiar with the steps, you can proceed to OCI Application – Get Started on the CKGS website homepage as shown below or click on https://www.in.ckgs.us/oci/

**Step 4. OCI Widget**

Fill in the questions on the widget to go to the next step.

**Step 5. OCI Document Checklist**

On the next step of the widget, you will find all the document’s and form’s requirements for your OCI application.
1. **Print 1 copy** of the Document Checklist and keep one for your reference.
2. After completing the application form and making the payment **print** the forms from the ‘My Account’ page.
3. **Sign** the forms / letters where indicated. The Notarized Affidavit will have to be signed in the presence of a Notary.

**Step 6. Additional Particulars Form**
Fill in the Additional Particulars Form.

**Step 7. Mode of submission of your Application to CKGS either by Shipping or Walk-in**
Applicant can select the ‘mode of submission and collection’ on the widget as shown -

If choice of submission and/or collection is by **Shipping**

If applicant has selected ‘Shipping’ option in the submission and collection then following details need to be filled –

You can book your shipping at the appropriate step on the CKGS website. You will have to send your fully completed application (all documents and complete payment) through Shipping. It is recommended that you purchase your shipment through CKGS as this will save you the need to travel, parking charges, as well as waiting time at the CKGS Application Center.

Applications must be sent to the CKGS Application Center of your jurisdiction. It must NOT be sent to the Mission.

Simply print the label which will automatically be addressed as follows: Please see example:

- **Attn To:** {OCI Category} ‘OCI’ Application
- CKGS Application Center Name
- OCI Department
- CKGS Application Center Address
- CKGS Application Center Location
- CKGS Application Zip Code

**Important Note on Shipping bought through CKGS**

**DO’s**
• Please send **only 1 Application per package.**
• Weight of the package should be less than **0.5Lbs.**
• The shipping label provided by CKGS must be pasted on the envelope.
• **Only use** the envelopes shown below to send with the shipping label provided by CKGS:

**DONT's**

• **DO NOT** enclose your application in any other packaging except for the ones displayed above.
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- Choose Your 'Appointment Date'
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Come in person at the designated appointment date and time and submit your application along with all documents at the CKGS Application Center.

**Step 8. Complete Payment**
To make online payment click ‘Pay Online’ button.

**Step 9. To Make Online Payment**
This is the Payment Gateway screen. Enter your credit card details and proceed.

**Note:** This is the payment gateway screen and the above information entered by you is not stored by CKGS.

**Step 10. Payment Confirmation Message**
After successful completion of Payment a confirmation message is displayed.

**Step 11. Payment Receipt**
Payment Receipt is displayed with the payment information.

**Note:** If the payment is not made online (i.e. for offline payments) an Order form is generated instead of Payment Receipt as follows.

**How do I apply for an OCI Re-issue for Damaged OCI card?**
It is very important that you apply for your OCI card on the CKGS website at https://www.in.ckgs.us/oci/ ONLY and follow the process as defined.

- **Do not go directly** to the Government of India website to fill the online government application. You must go via the links on the CKGS website provided below. You will be guided to the Government of India website to fill your online form/s at the appropriate step via the CKGS website.

- For USA applicants, the CKGS website has been customized so that the documents checklist, forms and letters requirements are as per the instructions of the Embassy/Consulates of India in USA. Simply fill in the widget and you will be guided through the entire application process.

- The rules on the CKGS website will identify your OCI category, type, duration, fees and help avoid errors. Further to assist you, many forms and letters that have repetitive information will get auto populated and you only have to fill in the missing fields.

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Once you are ready with the important documents listed on the website, you proceed to the next step.

**Step 2. How to Apply guide**
Read the OCI – How to Apply carefully.

There are 2 options explained in detail –

- Before Submission
- Post Submission

**Step 3. OCI Application – Get Started**
Once you are familiar with the steps, you can proceed to OCI Application – Get Started on the CKGS website homepage as shown below or click on https://www.in.ckgs.us/oci/

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Fill in the questions on the widget to go to the next step.
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On the next step of the widget, you will find all the document’s and form’s requirements for your OCI application.

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3. **Sign** the forms/letters where indicated. The Notarized Affidavit will have to be signed in the presence of a Notary.

Step 6. Fill in the Additional Particulars Form
Fill in the Additional Particulars form with your correct details.

Step 7. Review Additional Particulars Form
Re-verify the filled in details of the Additional Particulars Form.

Step 8. Submission and Collection mode
Applicant can select the ‘mode of submission and collection’ on the widget as shown -

**If choice of submission and/or collection is by Shipping**
If applicant has selected ‘Shipping’ option in the submission and collection then following details need to be filled –

You can book your shipping at the appropriate step on the CKGS website. You will have to send your fully completed application (all documents and complete payment) through Shipping. It is recommended that you purchase your shipment through CKGS as this will save you the need to travel, parking charges, as well as waiting time at the CKGS Application Center.

Applications must be sent to the CKGS Application Center of your jurisdiction. It must NOT be sent to the Mission.

Simply print the label which will automatically be addressed as follows: Please see example:

Attn To: {OCI Category} ‘OCI’ Application
CKGS Application Center Name
OCI Department
Important Note on Shipping bought through CKGS

DO's

- Please send only 1 Application per package.
- Weight of the package should be less than 0.5Lbs.
- The shipping label provided by CKGS must be pasted on the envelope.
- Only use the envelopes shown below to send with the shipping label provided by CKGS:

DON'T's

- DO NOT enclose your application in any other packaging except for the ones displayed above.
- DO NOT request a pickup by FedEx / UPS as this is not included in the price.
- If more than one application is sent in the same package, then the application will be put on hold.
- DO NOT use the shipping label to submit an application outside of your jurisdiction.

Applications sent in the wrong packaging will not be processed until CKGS is reimbursed the difference in the amount for shipping applications in the wrong packaging. You will have to log onto our shipping page and make an online payment for any reimbursement (if applicable).

Please note that the conditions of the Shipping provider are in addition to the Terms and Conditions of CKGS.

Note on Prepaid/Own Shipping Label

In case you use your own shipping label, ensure that you provide the AWB Number and Service provider’s details when you are prompted at the Shipping stage. This is Compulsory to avoid delays.

If you have used your own label, we cannot take any responsibility of pick-up and delivery to you. The Shipping Service providers often do not acknowledge receipt of the envelopes. Nor will CKGS drop off your prepaid envelopes to your shipping service provider as you have not bought the shipping service from us.

NOTE:

- FedEx Prepaid Envelopes sent by you are NOT accepted.
- USPS Pre-paid labels have an expiry date and hence they are NOT accepted by CKGS.
• For Prepaid envelopes, CKGS will not be responsible to contact you, and if you ignore this point for any delay occurring will be your liability.

If choice of submission and/or collection is **Walk-in**

If applicant has selected Walk-in as your submission option, you shall continue online to complete the ‘**Appointment Process**’.

• Choose Your 'Appointment Date'
• Select Your Time Slot
• If the date / time slot is already booked, then the next available option will be displayed.
• Get a confirmation of your appointment date and time booked from CKGS.

Come in person at the designated appointment date and time and submit your application along with all documents at the CKGS Application Center.

**Step 9. Complete Payment**
To make online payment click ‘Pay Online’ button.

**Step 10. To Make Online Payment**
This is the Payment Gateway screen. Enter your credit card details and proceed.

**Note:** This is the payment gateway screen and the above information entered by you is not stored by CKGS.

**Step 11. Payment Confirmation Message**
After successful completion of Payment a confirmation message is displayed.

**Step 12. Payment Receipt**
Payment Receipt is displayed with the payment information.
**Note:** If the payment is not made online (i.e. for offline payments) an Order form is generated instead of Payment Receipt as follows.

**Step 13. Proceed to Government of India Online OCI website**
Fill your online form/s on the Government of India website via the CKGS website.

**Step 14. Government of India Online OCI website**
On the Government of India OCI website, you will be required to:

2. Fill out the Government OCI Form
3. Upload your Photo and Signature
4. Upload a scanned copy of your Documents on the Government website as indicated.
5. Print and Sign on the Government OCI Form.
6. Affix your photo on the Government OCI Form.

**Step 15. Select the OCI service to start Form filling**
Select the Applicable category of OCI service to start OCI form filling.

**Step 16. Choose OCI Miscellaneous service on Government of India website**
Choose the service you wish to avail.

**Step 17. OCI Form filling on Government of India website**
Complete the OCI Form filling.

**Step 18. Upload Image**
Upload the photo and signature to complete the form filling process.

**Step 19. Upload Image and Signature**
Upload Applicant’s image and signature.

**Step 20. Proceed to Part B**
Continue to Part B of Form filling on the Government of India website.

**Step 21. OCI Form Filling Part B**
Complete Part B of the Form.

**Step 22. Upload Documents**
Upload mandatory documents on the Government site.

**Step 23. Select Document Type**
Select Document to be uploaded.

**Step 24. Complete the Form Filling**
Do the Final Submission of the form on the Government of India website.

**Step 25. Registration of the Form**
Generate Registration Form

**Step 26. Return back to CKGS site after completing Government form filling**
Once you complete and print the Government OCI forms, return to CKGS website on www.in.ckgs.us Click on the box which states ‘Already filled in government form’ to complete the OCI Application process.

**Step 27. Continue form submission on CKGS website**
Once applicant has completed the online process, he/she will now have to submit your physical application along with the required supporting documents via shipping or walk-in
option selected by you to the CKGS Application Center as per the Jurisdiction of your application.

**Step 28. Submission of documents at CKGS application Centre**
This is the final step. Take prints of the documents and forms to be submitted at the CKGS Application Centre.

**How do I apply for an OCI Re-issue for Lost OCI card?**

It is very important that you apply for your OCI card on the CKGS website at [https://www.in.ckgs.us/oci/](https://www.in.ckgs.us/oci/) ONLY and follow the process as defined.

- **Do not go directly** to the Government of India website to fill the online government application. You must go via the links on the CKGS website provided below. You will be guided to the Government of India website to fill your online form/s at the appropriate step via the CKGS website.
- For USA applicants, the CKGS website has been customized so that the documents checklist, forms and letters requirements are as per the instructions of the Embassy/Consulates of India in USA. Simply fill in the widget and you will be guided through the entire application process.
- The rules on the CKGS website will identify your OCI category, type, duration, fees and help avoid errors. Further to assist you, many forms and letters that have repetitive information will get auto populated and you only have to fill in the missing fields.

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**Step 1. OCI – How to Apply**

It is recommended that you read the OCI – How to Apply carefully on the CKGS website homepage as shown below or click on on [https://www.in.ckgs.us/oci/how-to-apply](https://www.in.ckgs.us/oci/how-to-apply).

Once you are ready with the important documents listed on the website, you proceed to the next step.

**Step 2. How to Apply guide**

Read the OCI – How to Apply carefully.

There are 2 options explained in detail –

- Before Submission
- Post Submission
Step 3. OCI Application – Get Started
Once you are familiar with the steps, you can proceed to OCI Application – Get Started on the CKGS website homepage as shown below or click on https://www.in.ckgs.us/oci/

Step 4. OCI Widget
Fill in the questions on the widget to go to the next step.

Step 5. OCI Document Checklist
On the next step of the widget, you will find all the document’s and form’s requirements for your OCI application.

1. **Print 1 copy** of the Document Checklist and keep one for your reference.
2. After completing the application form and making the payment **print** the forms from the ‘My Account’ page.
3. **Sign** the forms / letters where indicated. The Notarized Affidavit will have to be signed in the presence of a Notary.

Step 6. Fill in the Additional Particulars Form
Fill in the Additional Particulars form with your correct details.

Step 7. Review Additional Particulars Form
Re-verify the filled in details of the Additional Particulars Form.

Step 8. Submission and Collection mode
Applicant can select the ‘mode of submission and collection’ on the widget as shown -

If choice of submission and/or collection is by **Shipping**
If applicant has selected ‘Shipping’ option in the submission and collection then following details need to be filled –
You can book your shipping at the appropriate step on the CKGS website. You will have to send your fully completed application (all documents and complete payment) through Shipping. It is recommended that you purchase your shipment through CKGS as this will save you the need to travel, parking charges, as well as waiting time at the CKGS Application Center.

Applications must be sent to the CKGS Application Center of your jurisdiction. It must NOT be sent to the Mission.

Simply print the label which will automatically be addressed as follows: Please see example:

Attn To: {OCI Category} ‘OCI’ Application
CKGS Application Center Name
OCI Department
CKGS Application Center Address
CKGS Application Center Location
CKGS Application Zip Code

**Important Note on Shipping bought through CKGS**

**DO's**

- Please send **only 1 Application per package**.
- Weight of the package should be less than **0.5Lbs.**
- The shipping label provided by CKGS must be pasted on the envelope.
- **Only use** the envelopes shown below to send with the shipping label provided by CKGS:

**DON'T's**

- **DO NOT** enclose your application in any **other** packaging except for the ones displayed above.
- **DO NOT** request a pickup by FedEx / UPS as this is not included in the price.
- If **more than one** application is sent in the same package, then the application will be put **on hold**.
- **DO NOT** use the shipping label to submit an application outside of your jurisdiction.

Applications sent in the wrong packaging will not be processed until CKGS is reimbursed the difference in the amount for shipping applications in the wrong packaging. You will have to log onto our **shipping page** and make an online payment for any reimbursement (if applicable).

**Please note that the conditions of the Shipping provider are in addition to the Terms and Conditions of CKGS.**
Note on Prepaid/Own Shipping Label

In case you use your own shipping label, ensure that you provide the AWB Number and Service provider’s details when you are prompted at the Shipping stage. This is Compulsory to avoid delays. If you have used your own label, we cannot take any responsibility of pick-up and delivery to you. The Shipping Service providers often do not acknowledge receipt of the envelopes. Nor will CKGS drop off your prepaid envelopes to your shipping service provider as you have not bought the shipping service from us.

NOTE:

- FedEx Prepaid Envelopes sent by you are NOT accepted.
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- For Prepaid envelopes, CKGS will not be responsible to contact you, and if you ignore this point for any delay occurring will be your liability.

If choice of submission and/or collection is Walk-in

If applicant has selected Walk-in as your submission option, you shall continue online to complete the ‘Appointment Process’.

- Choose Your 'Appointment Date'
- Select Your Time Slot
- If the date / time slot is already booked, then the next available option will be displayed.
- Get a confirmation of your appointment date and time booked from CKGS.

Come in person at the designated appointment date and time and submit your application along with all documents at the CKGS Application Center.

Step 9. Complete Payment
To make online payment click ‘Pay Online’ button.

Step 10. To Make Online Payment
This is the Payment Gateway screen. Enter your credit card details and proceed.

Note: This is the payment gateway screen and the above information entered by you is not
stored by CKGS.

Step 11. **Payment Confirmation Message**
After successful completion of Payment a confirmation message is displayed.

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Step 13. **Proceed to Government of India Online OCI website**
Fill your online form/s on the **Government of India website** via the **CKGS website**.

Step 14. **Government of India Online OCI website**
On the Government of India OCI website, you will be required to:

2. Fill out the Government OCI Form
3. Upload your Photo and Signature
4. Upload a scanned copy of your Documents on the Government website as indicated.
5. Print and Sign on the Government OCI Form.
6. Affix your photo on the Government OCI Form.

Step 15. **Select the OCI service to start Form filling**
Select the Applicable category of OCI service to start OCI form filling.

Step 16. **Choose OCI Miscellaneous service on Government of India website**
Choose the service you wish to avail.
Step 17. **OCI Form filling on Government of India website**
Complete the OCI Form filling.

Step 18. **Upload Image**
Upload the photo and signature to complete the form filling process.

Step 19. **Upload Image and Signature**
Upload Applicant's image and signature.

Step 20. **Proceed to Part B**
Continue to Part B of Form filling on the Government of India website.

Step 21. **OCI Form Filling Part B**
Complete Part B of the Form.

Step 22. **Upload Documents**
Upload mandatory documents on the Government site.

Step 23. **Select Document Type**
Select Document to be uploaded.

Step 24. **Complete the Form Filling**
Do the Final Submission of the form on the Government of India website.

Step 25. **Registration of the Form**
Generate Registration Form

Step 26. Return back to CKGS site after completing Government form filling
Once you complete and print the Government OCI forms, return to CKGS website on www.in.ckgs.us Click on the box which states ‘Already filled in government form’ to complete the OCI Application process.

Step 27. Continue form submission on CKGS website
Once applicant has completed the online process, he/she will now have to submit your physical application along with the required supporting documents via shipping or walk-in option selected by you to the CKGS Application Center as per the Jurisdiction of your application.

Step 28. Submission of documents at CKGS application Centre
This is the final step. Take prints of the documents and forms to be submitted at the CKGS Application Centre.

How do I apply for an OCI Re-issue of OCI card for New Passport?
It is very important that you apply for your OCI card on the CKGS website at https://www.in.ckgs.us/oci/ ONLY and follow the process as defined.

- Do not go directly to the Government of India website to fill the online government application. You must go via the links on the CKGS website provided below. You will be guided to the Government of India website to fill your online form/s at the appropriate step via the CKGS website.
- For USA applicants, the CKGS website has been customized so that the documents checklist, forms and letters requirements are as per the instructions of the Embassy/Consulates of India in USA. Simply fill in the widget and you will be guided through the entire application process.
- The rules on the CKGS website will identify your OCI category, type, duration, fees and help avoid errors. Further to assist you, many forms and letters that have repetitive information will get auto populated and you only have to fill in the missing fields.

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Step 1. OCI – How to Apply
It is recommended that you read the **OCI – How to Apply** carefully on the CKGS website homepage as shown below or click on [https://www.in.ckgs.us/oci/how-to-apply](https://www.in.ckgs.us/oci/how-to-apply). Once you are ready with the important documents listed on the website, you proceed to the next step.

**Step 2. How to Apply guide**
Read the **OCI – How to Apply** carefully.

There are 2 options explained in detail –

- Before Submission
- Post Submission

**Step 3. OCI Application – Get Started**
Once you are familiar with the steps, you can proceed to OCI Application – Get Started on the CKGS website homepage as shown below or click on [https://www.in.ckgs.us/oci/](https://www.in.ckgs.us/oci/)

**Step 4. OCI Widget**
Fill in the questions on the widget to go to the next step.

**Step 5. OCI Document Checklist**
On the next step of the widget, you will find all the document’s and form’s requirements for your OCI application.

1. **Print 1 copy** of the Document Checklist and keep one for your reference.
2. After completing the application form and making the payment **print** the forms from the ‘My Account’ page.
3. **Sign** the forms / letters where indicated. The Notarized Affidavit will have to be signed in the presence of a Notary.

**Step 6. Fill in the Additional Particulars Form**
Fill in the Additional Particulars form with your correct details.
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Re-verify the filled in details of the Additional Particulars Form.

Step 8. Submission and Collection mode
Applicant can select the ‘mode of submission and collection’ on the widget as shown -

If choice of submission and/or collection is by Shipping

If applicant has selected ‘Shipping’ option in the submission and collection then following details need to be filled –

You can book your shipping at the appropriate step on the CKGS website. You will have to send your fully completed application (all documents and complete payment) through Shipping. It is recommended that you purchase your shipment through CKGS as this will save you the need to travel, parking charges, as well as waiting time at the CKGS Application Center.

Applications must be sent to the CKGS Application Center of your jurisdiction. It must NOT be sent to the Mission.

Simply print the label which will automatically be addressed as follows: Please see example:

Attn To: {OCI Category} ‘OCI’ Application
CKGS Application Center Name
OCI Department
CKGS Application Center Address
CKGS Application Center Location
CKGS Application Zip Code

Important Note on Shipping bought through CKGS

DO’s

- Please send only 1 Application per package.
- Weight of the package should be less than 0.5Lbs.
- The shipping label provided by CKGS must be pasted on the envelope.
- Only use the envelopes shown below to send with the shipping label provided by CKGS:

DON'T's
• **DO NOT** enclose your application in any other packaging except for the ones displayed above.
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• If more than one application is sent in the same package, then the application will be put on hold.
• **DO NOT** use the shipping label to submit an application outside of your jurisdiction.

Applications sent in the wrong packaging will not be processed until CKGS is reimbursed the difference in the amount for shipping applications in the wrong packaging. You will have to log onto our shipping page and make an online payment for any reimbursement (if applicable).

**Please note that the conditions of the Shipping provider are in addition to the Terms and Conditions of CKGS.**

**Note on Prepaid/Own Shipping Label**

In case you use your own shipping label, ensure that you provide the AWB Number and Service provider’s details when you are prompted at the Shipping stage. This is **Compulsory** to avoid delays.

If you have used your own label, we cannot take any responsibility of pick-up and delivery to you. The Shipping Service providers often do not acknowledge receipt of the envelopes. Nor will CKGS drop off your prepaid envelopes to your shipping service provider as you have not bought the shipping service from us.

**NOTE:**

- **FedEx Prepaid Envelopes** sent by you are **NOT** accepted.
- **USPS Pre-paid labels** have an expiry date and hence they are **NOT** accepted by CKGS.
- For Prepaid envelopes, CKGS will not be responsible to contact you, and if you ignore this point for any delay occurring will be your liability.

**If choice of submission and/or collection is Walk-in**

If applicant has selected Walk-in as your submission option, you shall continue online to complete the ‘**Appointment Process**’.

- Choose Your ‘Appointment Date’
- Select Your Time Slot
- If the date / time slot is already booked, then the next available option will be displayed.
- Get a confirmation of your appointment date and time booked from CKGS.

Come in person at the designated appointment date and time and submit your application along with all documents at the CKGS Application Center.
Step 9. Complete Payment
To make online payment click ‘Pay Online’ button.

Step 10. To Make Online Payment
This is the Payment Gateway screen. Enter your credit card details and proceed.

Note: This is the payment gateway screen and the above information entered by you is not stored by CKGS.

Step 11. Payment Confirmation Message
After successful completion of Payment a confirmation message is displayed.

Step 12. Payment Receipt
Payment Receipt is displayed with the payment information.

Note: If the payment is not made online (i.e. for offline payments) an Order form is generated instead of Payment Receipt as follows.

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5. Print and Sign on the Government OCI Form.
6. Affix your photo on the Government OCI Form.

**Step 15. Select the OCI service to start Form filling**
Select the Applicable category of OCI service to start OCI form filling.

**Step 16. Choose OCI Miscellaneous service on Government of India website**
Choose the service you wish to avail.

**Step 17. OCI Form filling on Government of India website**
Complete the OCI Form filling.

**Step 18. Upload Image**
Upload the photo and signature to complete the form filling process.

**Step 19. Upload Image and Signature**
Upload Applicant’s image and signature.

**Step 20. Proceed to Part B**
Continue to Part B of Form filling on the Government of India website.

**Step 21. OCI Form Filling Part B**
Complete Part B of the Form.

**Step 22. Upload Documents**
Upload mandatory documents on the Government site.
Step 23. Select Document Type
Select Document to be uploaded.

Step 24. Complete the Form Filling
Do the Final Submission of the form on the Government of India website.

Step 25. Registration of the Form
Generate Registration Form

Step 26. Return back to CKGS site after completing Government form filling
Once you complete and print the Government OCI forms, return to CKGS website on www.in.ckgs.us Click on the box which states ‘Already filled in government form’ to complete the OCI Application process.

Step 27. Continue form submission on CKGS website
Once applicant has completed the online process, he/she will now have to submit your physical application along with the required supporting documents via shipping or walk-in option selected by you to the CKGS Application Center as per the Jurisdiction of your application.

Step 28. Submission of documents at CKGS application Centre
This is the final step. Take prints of the documents and forms to be submitted at the CKGS Application Centre.

Are there any rules regarding re-issue of OCI Card?
The following are the rules in case an applicant wishes to apply for ‘Re-issue of OCI Card’:

- **20 years of age or younger:**
  OCI card must be RE-ISSUED EACH TIME A NEW PASSPORT is issued up to
the completion of **20 years** of age in view of biological changes in face of the applicant.

- **21 to 49 years of age:**
  Re-issuance of OCI registration certificate (OCI card) is **NOT mandatory** each time a new passport is issued between **21 to 49 years of age**. However, if the applicant wishes to avail this service, he / she can request re-issue of OCI to **update the new passport number**. It is also sufficient if the cardholder carries the **OCI registration certificate (OCI card)**, **old passport** and the **current valid Passport** while traveling to India.

- **50 years of age or older:**
  For applicants whose OCI cards were issued **before 50 years of age**, OCI must be **re-issued ONCE** after the issuance of a new passport after completing 50 years of age in view of biological changes in face of the applicant.

  If the **OCI card** is issued for the **first time after** the age of **50 years**, then there is **no need for re-issuance** of OCI. It is also sufficient if the cardholder carries the **OCI card**, **old passport** and the **current valid Passport** while traveling to India.

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**How do I apply for an OCI Card with Renunciation of Indian citizenship?**

It is very important that you follow the process defined on the CKGS website for **OCI application** at [https://www.in.ckgs.us/](https://www.in.ckgs.us/).

- **Do not go directly** to the Government of India website to fill the online government application. You must go via the links on the **CKGS website** provided below. You will be guided to the Government of India website to fill your online form/s at the appropriate step via the **CKGS website**.

- For USA applicants, the CKGS website has been customized so that the **documents checklist, forms and letters** requirements are as per the instructions of the Embassy/Consulates of India in USA. Simply fill in the widget and you will be guided through the entire application process.

- The rules on the CKGS website will identify your **OCI category, type, duration, fees** and help avoid errors. Further to assist you, many forms and letters that have repetitive information will get auto populated and you only have to fill in the missing fields.

**Please Note:** For **San Francisco** jurisdiction **OCI with Renunciation** is **not available**. You need to apply for **Renunciation first** and then apply for OCI Card.

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**Step 1. OCI – How to Apply**

It is recommended that you read the **OCI – How to Apply** carefully on the CKGS website homepage as shown below or click on [https://www.in.ckgs.us/oci/how-to-apply](https://www.in.ckgs.us/oci/how-to-apply).

Once you are ready with the important documents listed on the website, you proceed to the next step.
Step 2. How to Apply guide
Read the OCI – How to Apply carefully.

There are 2 options explained in detail –

- Before Submission
- Post Submission

Step 3. OCI Application – Get Started
Once you are familiar with the steps, you can proceed to OCI Application – Get Started on the CKGS website homepage as shown below or click on https://www.in.ckgs.us/oci/

Step 4. OCI Widget
Fill in the questions on the widget to go to the next step.

Step 5. OCI Document Checklist
On the next step of the widget, you will find all the document’s and form’s requirements for your OCI application.

1. **Print 1 copy** of the Document Checklist and keep one for your reference.
2. After completing the application form and making the payment **print** the forms from the ‘My Account’ page.
3. **Sign** the forms / letters where indicated. The Notarized Affidavit will have to be signed in the presence of a Notary.

Step 6. Additional Particulars Form
Fill in the Additional Particulars form.

Step 7. If Renunciation Applicable
If you have not renounced your Indian citizenship then system will take you through the Renunciation of Indian citizenship process.

Fill-up the Renunciation Verification widget.
Step 8. Renunciation Verification

Step 9. Fill Renunciation form
Fill-up the Renunciation Form.

Step 10. Mode of submission of your Application to CKGS either by Shipping or Walk-in
Applicant can select the ‘mode of submission and collection’ on the widget as shown -

If choice of submission and/or collection is by Shipping

If applicant has selected ‘Shipping’ option in the submission and collection then following details need to be filled –

You can book your shipping at the appropriate step on the CKGS website. You will have to send your fully completed application (all documents and complete payment) through Shipping. It is recommended that you purchase your shipment through CKGS as this will save you the need to travel, parking charges, as well as waiting time at the CKGS Application Center.

Applications must be sent to the CKGS Application Center of your jurisdiction. It must NOT be sent to the Mission.

Simply print the label which will automatically be addressed as follows: Please see example:

Attn To: {OCI Category} ‘OCI’ Application
CKGS Application Center Name
OCI Department
CKGS Application Center Address
CKGS Application Center Location
CKGS Application Zip Code

Important Note on Shipping bought through CKGS

DO’s

• Please send only 1 Application per package.
• Weight of the package should be less than 0.5Lbs.
The shipping label provided by CKGS must be pasted on the envelope.

**Only use** the envelopes shown below to send with the shipping label provided by CKGS:

**DON'T's**

- **DO NOT** enclose your application in any *other* packaging except for the ones displayed above.
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- If *more than one* application is sent in the same package, then the application will be put on hold.
- **DO NOT** use the shipping label to submit an application outside of your jurisdiction.

Applications sent in the wrong packaging will not be processed until CKGS is reimbursed the difference in the amount for shipping applications in the wrong packaging. You will have to log onto our shipping page and make an online payment for any reimbursement (if applicable).

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**Note on Prepaid/Own Shipping Label**

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If you have used your own label, we cannot take any responsibility of pick-up and delivery to you. The Shipping Service providers often do not acknowledge receipt of the envelopes. Nor will CKGS drop off your prepaid envelopes to your shipping service provider as you have not bought the shipping service from us.

**NOTE:**

- **FedEx Prepaid Envelopes** sent by you are **NOT** accepted.
- **USPS Pre-paid labels** have an expiry date and hence they are **NOT** accepted by CKGS.
- For Prepaid envelopes, CKGS will not be responsible to contact you, and if you ignore this point for any delay occurring will be your liability.

**If choice of submission and/or collection is Walk-in**

If applicant has selected Walk-in as your submission option, you shall continue online to complete the ‘**Appointment Process**’.
Choose Your 'Appointment Date'
Select Your Time Slot
If the date / time slot is already booked, then the next available option will be displayed.
Get a confirmation of your appointment date and time booked from CKGS.

Come in person at the designated appointment date and time and submit your application along with all documents at the CKGS Application Center.

Step 11. **Complete Payment**
To make online payment click ‘Pay Online’ button.

Step 12. **To Make Online Payment**
This is the Payment Gateway screen. Enter your credit card details and proceed.

**Note:** This is the payment gateway screen and the above information entered by you is not stored by CKGS.

Step 13. **Payment Confirmation Message**
After successful completion of Payment a confirmation message is displayed.

Step 14. **Payment Receipt**
Payment Receipt is displayed with the payment information.

**Note:** If the payment is not made online (i.e. for offline payments) an Order form is generated instead of Payment Receipt as follows.

Step 15. **Proceed to Government of India Online OCI website**
Fill your online form/s on the Government of India website via the CKGS website.
Step 16. Government of India Online OCI website
On the Government of India OCI website, you will be required to:

2. Fill out the Government OCI Form
3. Upload your Photo and Signature
4. Upload a scanned copy of your Documents on the Government website as indicated.
5. Print and Sign on the Government OCI Form.
6. Affix your photo on the Government OCI Form.

Step 17. Select the OCI service to start Form filling
Select the Applicable category of OCI service to start OCI form filling.

Step 18. OCI Form filling (Page 1) on Government of India website
Complete the OCI Form filling (Page 1). Please view the sample on how to fill the government form at [https://www.in.ckgs.us/resources/pdf/sample-oci-application-form.pdf](https://www.in.ckgs.us/resources/pdf/sample-oci-application-form.pdf).

Step 19. OCI Form filling (Page 2) on Government of India website
Complete the OCI Form filling (Page 2).

Step 20. Verify the information on the completed OCI Form
Verify the information on the screen and click modify to make any changes. If all information is correct than click submit to continue.

Step 21. Upload Image
Upload the photo and signature to complete the form filling process.

Step 22. Upload Image and Signature
Upload Applicant's image and signature.
Step 23. **Proceed to Part B**
Continue to Part B of Form filling on the Government of India website.

Step 24. **OCI Form Filling Part B**
Complete Part B of the Form.

Step 25. **Upload Documents**
Upload mandatory documents on the Government site.

Step 26. **Select Document Type**
Select Document to be uploaded.

Step 27. **Complete the Form Filling**
Do the Final Submission of the form on the Government of India website.

Step 28. **Registration of the Form**
Generate Registration Form

Step 29. **Return back to CKGS site after completing Government form filling**
Once you complete and print the Government OCI forms, **return to CKGS website on www.in.ckgs.us** Click on the box which states ‘**Already filled in government form**’ to complete the OCI Application process.

Step 30. **Continue form submission on CKGS website**
Once applicant has completed the online process, he/she will now have to submit your **physical application** along with the required supporting documents via shipping or walk-in option selected by you to the CKGS Application Center as per the Jurisdiction of your application.
Step 31. Submission of documents at CKGS application Centre
This is the final step. Take prints of the documents and forms to be submitted at the CKGS Application Centre.

If I have lost my OCI card and I do not have the copy nor the particulars of OCI then can I apply for New OCI Card?
Yes. You can apply for New OCI card. However, you must provide “Notarized affidavit for lost OCI card” in addition to documents mentioned under new OCI card document checklist”.

My family member is applying for an OCI card

My husband is of Indian origin but does not have an OCI card. What should he do?
To apply for an OCI card your husband needs to visit https://www.in.ckgs.us/ and on the OCI Application- Get Started page under Applicant Details, select ‘Adult’ for the question ‘Are you applying as’:

<table>
<thead>
<tr>
<th>Step 1</th>
<th>OCI – How to Apply?</th>
<th><a href="https://www.in.ckgs.us/oci/how-to-apply">https://www.in.ckgs.us/oci/how-to-apply</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2</td>
<td>OCI Application – Get Started</td>
<td><a href="https://www.in.ckgs.us/oci/">https://www.in.ckgs.us/oci/</a></td>
</tr>
</tbody>
</table>

My wife is of Indian origin but does not have an OCI card. What should she do?
To apply for an OCI card your wife needs to visit https://www.in.ckgs.us/ and on the OCI Application- Get Started page under Applicant Details, select ‘Adult’ for the question ‘Are you applying as’:
To understand the full process, follow the below steps in sequential order:

<table>
<thead>
<tr>
<th>Step 1</th>
<th>OCI – How to Apply?</th>
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<td>Step 2</td>
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<td><a href="https://www.in.ckgs.us/oci/">https://www.in.ckgs.us/oci/</a></td>
</tr>
</tbody>
</table>

**I want to get an OCI Card for my child. How do I do this?**

To apply for an OCI card for a child, on the OCI Application- Get Started page under Applicant Details, select ‘Minor(Below 18 years)’ for the question ‘Are you applying as’:

To understand the full process, follow the below steps in sequential order:

<table>
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<tr>
<th>Step 1</th>
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<td>Step 2</td>
<td>OCI Application – Get Started</td>
<td><a href="https://www.in.ckgs.us/oci/">https://www.in.ckgs.us/oci/</a></td>
</tr>
</tbody>
</table>

**I am a spouse of an OCI card holder. How do I apply for my OCI Card?**

To apply for an OCI card on the basis of spouse, on the OCI Application- Get Started page under Applicant Details, select ‘Spouse’ of an OCI card holder for the question ‘Are you applying as’:

To understand the full process, follow the below steps in sequential order:

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<tr>
<td>Step 2</td>
<td>OCI Application – Get Started</td>
<td><a href="https://www.in.ckgs.us/oci/">https://www.in.ckgs.us/oci/</a></td>
</tr>
</tbody>
</table>
My father is of Indian origin but does not have an OCI card. What should he do?

To apply for an OCI card your father needs to visit [https://www.in.ckgs.us/](https://www.in.ckgs.us/) and on the OCI Application- Get Started page under Applicant Details, select ‘Adult’ for the question ‘Are you applying as’:

To understand the full process, follow the below steps in sequential order:

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<td>Step 2</td>
<td>OCI Application – Get Started</td>
<td><a href="https://www.in.ckgs.us/oci/">https://www.in.ckgs.us/oci/</a></td>
</tr>
</tbody>
</table>

My mother is of Indian origin but does not have an OCI card. What should she do?

To apply for an OCI card your mother needs to visit [https://www.in.ckgs.us/](https://www.in.ckgs.us/) and on the OCI Application- Get Started page under Applicant Details, select ‘Adult’ for the question ‘Are you applying as’:

To understand the full process, follow the below steps in sequential order:

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<th>Step</th>
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<tr>
<td>Step 2</td>
<td>OCI Application – Get Started</td>
<td><a href="https://www.in.ckgs.us/oci/">https://www.in.ckgs.us/oci/</a></td>
</tr>
</tbody>
</table>

My family wants to apply for an OCI card. What should they do?
Yes. If you and your family members satisfy any one or more of the below listed points then they are eligible to apply for an OCI card.

A foreign national can apply for an OCI Card:

- Who was a citizen of India at the time of, or at any time after 26th January, 1950; OR
- Who was eligible to become a citizen of India on 26th January, 1950; OR
- Who belonged to a territory that became part of India after 15th August, 1947; OR
- Who is a child or a grandchild or a great grandchild of such a citizen; OR
- Who is a minor child of such persons mentioned above; OR
- Who is a minor child and whose both parents are citizens of India or one of the parents is a citizen of India is eligible for registration as OCI cardholder; OR
- Who is a spouse of foreign origin of a citizen of India or spouse of foreign origin of an Overseas Citizen of India Cardholder.

Please Note: A couple needs to be married for 2 years prior to the submission of the OCI application. In case of dissolution of marriage or deceased spouse, he/she must notify and return the OCI Card to the Embassy/Consulate.

Emergency Questions

I need to travel urgently to India and I am a US citizen, can I apply for emergency OCI card?

There is no emergency OCI card. You may apply for a VISA if you have to travel for emergency purpose. When you return, you can apply for an OCI card provided you are eligible. You will be eligible to apply if you are one of the following:

- Who was a citizen of India at the time of, or at any time after 26th January, 1950; OR
- Who was eligible to become a citizen of India on 26th January, 1950; OR
- Who belonged to a territory that became part of India after 15th August, 1947; OR
- Who is a child or a grandchild or a great grandchild of such a citizen; OR
- Who is a minor child of such persons mentioned above; OR
- Who is a minor child and whose both parents are citizens of India or one of the parents is a citizen of India is eligible for registration as OCI cardholder; OR
- Who is a spouse of foreign origin of a citizen of India or spouse of foreign origin of an Overseas Citizen of India Cardholder.

Matchup Questions
Is there any matchup process for OCI card? OR Explain the matchup process?

The Matchup process for OCI card has been discontinued for the following OCI categories:

- New OCI card
- New OCI card for Foreign Spouse of Indian Origin
- OCI in lieu of PIO for Lost PIO card
- Cancellation of OCI card
- Cancellation of PIO card

Important:
However, for the following categories you need to send your Original documents at 2nd stage when application is sent to the Embassy/Consulate.

- OCI in lieu of PIO card
- OCI in lieu of Damaged PIO Card
- OCI Re-Issue New Passport
- OCI Re-Issue for Damaged OCI Card
- OCI Miscellaneous - Change of Particulars
- OCI Miscellaneous - Correction of OCI Online Form
- OCI Miscellaneous - Change of Appearance
- OCI Miscellaneous - Change of Address / Occupation

You will be informed via Track and Trace or email to visit the CKGS website https://www.in.ckgs.us/ and fill the Submission of Original Documents for OCI form and then submit the documents to CKGS Visa Application Center.

Filling the Submission of Original Documents for OCI Form
On the next page, you must fill in your CKGS / Government Web Reference Number, Date of Birth and USA / Foreign Passport Number to proceed to the Form page

Completing the Submission of Original Documents for OCI Form
A list of Original documents will be displayed on the form, which you will have to send to the CKGS application center by Shipping or Walk-in to complete your OCI application process. Remember to download, print and sign this form and submit it along with your Original documents:

General PIO Questions

Can I apply for renewal of PIO card?
Applicant cannot apply for PIO card. It is highly recommended that you apply for an OCI card. OCI in Lieu of PIO is much easier to apply as all you need is your existing PIO card and current passport. Click here for more details on OCI in lieu of PIO - https://www.in.ckgs.us/oci/how-to-apply

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**Step 1. OCI – How to Apply**
It is recommended that you read the OCI – How to Apply carefully on the CKGS website homepage as shown below or click on https://www.in.ckgs.us/oci/how-to-apply. Once you are ready with the important documents listed on the website, you proceed to the next step.

**Step 2. How to Apply guide**
Read the OCI – How to Apply carefully.

There are 2 options explained in detail –

- Before Submission
- Post Submission

**Step 3. OCI Application – Get Started**
Once you are familiar with the steps, you can proceed to OCI Application – Get Started on the CKGS website homepage as shown below or click on https://www.in.ckgs.us/oci/

**Step 4. OCI Widget**
Fill in the questions on the widget to go to the next step.

**Step 5. ‘OCI in lieu of PIO’ Document Checklist**
On the next step of the widget, you will find all the document’s and form’s requirements for your OCI application.

1. **Print 1 copy** of the Document Checklist and keep one for your reference.
2. **Print** the forms from the ‘**My Account**’ page.
3. **Sign** the forms / letters where indicated. The Notarized Affidavit will have to be signed in the presence of a Notary.

**Step 6. Mode of submission of your Application to CKGS either by Shipping or Walk-in**

Applicant can select the ‘mode of submission and collection’ on the widget as shown -

**If mode of submission and/or collection is by Shipping**

If applicant has selected ‘Shipping’ option in the submission and collection then following details need to be filled –

You can book your shipping at the appropriate step on the CKGS website. You will have to send your fully completed application (all documents and complete payment) through Shipping. It is recommended that you purchase your shipment through CKGS as this will save you the need to travel, parking charges, as well as waiting time at the CKGS Application Center.

Applications must be sent to the CKGS Application Center of your jurisdiction. It must NOT be sent to the Mission.

Simply print the label which will automatically be addressed as follows: Please see example:

Attn To: {OCI Category} ‘OCI’ Application  
CKGS Application Center Name  
OCI Department  
CKGS Application Center Address  
CKGS Application Center Location  
CKGS Application Zip Code

**Important Note on Shipping bought through CKGS**

**DO’s**

- Please send **only 1 Application per package.**
- Weight of the package should be less than **0.5Lbs.**
- The shipping label provided by CKGS must be pasted on the envelope.
- **Only use** the envelopes shown below to send with the shipping label provided by CKGS:

**DONT's**
• **DO NOT** enclose your application in any other packaging except for the ones displayed above.
• **DO NOT** request a pickup by FedEx / UPS as this is not included in the price.
• If **more than one** application is sent in the same package, then the application will be put on hold.
• **DO NOT** use the shipping label to submit an application outside of your jurisdiction.

Applications sent in the wrong packaging will not be processed until CKGS is reimbursed the difference in the amount for shipping applications in the wrong packaging. You will have to log onto our shipping page and make an online payment for any reimbursement (if applicable).

**Please note that the conditions of the Shipping provider are in addition to the Terms and Conditions of CKGS.**

**Note on Prepaid/Own Shipping Label**

In case you use your own shipping label, ensure that you provide the AWB Number and Service provider’s details when you are prompted at the Shipping stage. This is **Compulsory** to avoid delays.
If you have used your own label, we cannot take any responsibility of pick-up and delivery to you. The Shipping Service providers often do not acknowledge receipt of the envelopes. Nor will CKGS drop off your prepaid envelopes to your shipping service provider as you have not bought the shipping service from us.

**NOTE:**

• **FedEx Prepaid Envelopes** sent by you are **NOT** accepted.
• **USPS Pre-paid labels** have an expiry date and hence they are **NOT** accepted by CKGS.
• For Prepaid envelopes, CKGS will not be responsible to contact you, and if you ignore this point for any delay occurring will be your liability.

**If mode of submission and/or collection is Walk-in**

If applicant has selected Walk-in as your submission option, you shall continue online to complete the ‘Appointment Process’.

• Choose Your 'Appointment Date'
• Select Your Time Slot
• If the date / time slot is already booked, then the next available option will be displayed.
• Get a confirmation of your appointment date and time booked from CKGS.

Come in person at the designated appointment date and time and submit your application along with all documents at the CKGS Application Center.
**Step 7. Complete Payment**
To make online payment click ‘Pay Online’ button.

**Step 8. To Make Online Payment**
Complete the payment as per the payment mode chosen. For online Payment enter your credit card details.

**Step 9. Order Form**
Verify the details of payment, appointment and other application details

**Step 10. Proceed to Government of India Online OCI website**
Fill your online form/s on the Government of India website via the CKGS website.

**Step 11. Government of India Online OCI website**
On the Government of India OCI website, you will be required to:

2. Fill out the Government OCI Form
3. Upload your Photo and Signature
4. Upload a scanned copy of your Documents on the Government website as indicated.
5. Print and Sign on the Government OCI Form.
6. Affix your photo on the Government OCI Form.

**Step 12. Select the OCI service to start Form filling**
Select the Applicable category of OCI service to start OCI form filling.

**Step 13. OCI Form filling (Page 1) on Government of India website**
Complete the OCI Form filling (Page 1). Please view the sample on how to fill the government form at [https://www.in.ckgs.us/resources/pdf/sample-oci-application-form.pdf](https://www.in.ckgs.us/resources/pdf/sample-oci-application-form.pdf).

**Step 14. OCI Form filling (Page 2) on Government of India website**
Complete the OCI Form filling (Page 2)

**Step 15. Verify the information on the completed OCI Form**
Verify the information on the screen and click modify to make any changes. If all information is correct than click submit to continue.

**Step 16. Upload Image**
Upload the photo and signature to complete the form filling process.

**Step 17. Upload Image and Signature**
Upload Applicant’s image and signature.

**Step 18. Proceed to Part B**
Continue to Part B of Form filling on the Government of India website.

**Step 19. OCI Form Filling Part B**
Complete Part B of the Form.

**Step 20. Upload Documents**
Upload mandatory documents on the Government site.

**Step 21. Select Document Type**
Select Document to be uploaded.
Step 22. Complete the Form Filling
Do the Final Submission of the form on the Government of India website.

Step 23. Registration of the Form
Generate Registration Form

Step 24. Return back to CKGS site after completing Government form filling
Once you complete and print the Government OCI forms, return to CKGS website on www.in.ckgs.us Click on the box which states ‘Already filled in government form’ to complete the OCI Application process.

Step 25. Continue form submission on CKGS website
Once applicant has completed the online process, he/she will now have to submit your physical application along with the required supporting documents via shipping or walk-in option selected by you to the CKGS Application Center as per the Jurisdiction of your application.

Now since the PIO card scheme is canceled and I already have a PIO card, can I travel on the same?

OCI in Lieu of PIO

All PIO cards are valid until September 30, 2019. AFTER September 30, 2019, handwritten PIO cards will be considered as an Invalid travel documents according to the ICAO guidelines. Therefore, all applicants, who have not yet converted their PIO cards to OCI card, are requested to apply for OCI in lieu of PIO.

Foreign nationals can travel with valid travel document i.e. Passport and PIO Card if the date of their journey commenced ON or BEFORE September 30, 2019.

If you wish to apply for OCI card in Lieu of PIO card, you may visit the following links:

<table>
<thead>
<tr>
<th>How To Apply</th>
<th><a href="https://www.in.ckgs.us/oci/how-to-apply">https://www.in.ckgs.us/oci/how-to-apply</a></th>
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<tbody>
<tr>
<td>OCI Application – Get Started</td>
<td><a href="https://www.in.ckgs.us/oci/">https://www.in.ckgs.us/oci/</a></td>
</tr>
</tbody>
</table>
I have an expired PIO card, what do I do?

OCI in Lieu of PIO

All PIO cards are valid until September 30, 2019. AFTER September 30, 2019, handwritten PIO cards will be considered as an Invalid travel documents according to the ICAO guidelines. Therefore, all applicants, who have not yet converted their PIO cards to OCI card, are requested to apply for OCI in lieu of PIO.

Foreign nationals can travel with valid travel document i.e. Passport and PIO Card if the date of their journey commenced ON or BEFORE September 30, 2019.

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<td><a href="https://www.in.ckgs.us/oci/">https://www.in.ckgs.us/oci/</a></td>
</tr>
<tr>
<td>Frequently Asked Questions</td>
<td><a href="https://www.in.ckgs.us/faq">https://www.in.ckgs.us/faq</a></td>
</tr>
</tbody>
</table>

Do I need to apply for cancellation of my PIO card before I apply for OCI card? OR Do I need to apply for renunciation of my PIO card before I apply for OCI card?

You need not apply for cancellation of your PIO card if you apply for OCI in lieu of PIO card.

OCI in Lieu of PIO

All PIO cards are valid until September 30, 2019. AFTER September 30, 2019, handwritten PIO cards will be considered as an Invalid travel documents according to the ICAO guidelines. Therefore, all applicants, who have not yet converted their PIO cards to OCI card, are requested to apply for OCI in lieu of PIO.

Foreign nationals can travel with valid travel document i.e. Passport and PIO Card if the date of their journey commenced ON or BEFORE September 30, 2019.

If you wish to apply for OCI card in Lieu of PIO card, you may visit the following links:

| How To Apply | https://www.in.ckgs.us/oci/how-to-apply |
Click here for more details on **OCI in lieu of PIO** - https://www.in.ckgs.us/oci/how-to-apply. If you do not want a PIO card than you may apply for **Renunciation of PIO card**. Click here for more details on **PIO** - https://www.in.ckgs.us/oci/pio-how-to-apply.shtml.

**Is there any condition to be met to apply under 'New OCI Card for Foreign Spouse of Person of Indian Origin'?**

If you are of Indian Heritage or held an Indian Nationality, then you are eligible to apply under **Adult** and **NOT** through your **Spouse**.

If you are a **Foreign Spouse** of a **Person of Indian Origin**, you must provide the following documents:

1. Copy of Marriage Certificate
   - Marriage should be registered and subsisted for a continuous period of not less than 2 years preceding the OCI application.
2. Self-Attested Joint Statement signed by the couple stating:
   - That in case of dissolution of marriage or deceased spouse, you must notify and return your OCI Card to the Embassy / Consulate.
3. Legal Status of Spouse
4. Passport of Spouse

**Can I apply for cancellation of my PIO card? OR Can I apply for renunciation of my PIO card?**

Applicant can apply for cancellation of his/her PIO card. Click here for more details on **PIO Card** - https://www.in.ckgs.us/pio/how-to-apply.shtml

<table>
<thead>
<tr>
<th>Step</th>
<th>PIO – How to Apply?</th>
<th><a href="https://www.in.ckgs.us/pio/how-to-apply.shtml">https://www.in.ckgs.us/pio/how-to-apply.shtml</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2</td>
<td>PIO Cancellation</td>
<td><a href="https://www.in.ckgs.us/pio/pio-categories.shtml">https://www.in.ckgs.us/pio/pio-categories.shtml</a></td>
</tr>
</tbody>
</table>

**Step 1. PIO – How to Apply**
It is recommended that you read the **PIO – How to Apply** carefully on the CKGS website homepage as shown below or click on https://www.in.ckgs.us/pio/how-to-apply.shtml
Once you are ready with the important documents listed on the website, you proceed to the next step.

**Step 2. How to Apply guide**
Read the **PIO – How to Apply** carefully.
There are 2 options explained in detail –

- Before Submission
- Post Submission

**Step 3. PIO Cancellation Application – Categories**
Once you are familiar with the steps, you can proceed to PIO Categories on the CKGS website homepage as shown below or click on [https://www.in.ckgs.us/pio/pio-categories.shtml](https://www.in.ckgs.us/pio/pio-categories.shtml)

**Step 4. PIO Categories**
Select the Category applicable to you and to go to the next step.

**Step 5. Document Checklist & Forms**
On the next step click Document Checklist & Forms, you will find all the document’s and form’s requirements for your PIO renunciation application.

1. **Print** 1 Set of the Checklist and tick the boxes against the required documents before enclosing them in the envelope for submission.
2. All forms and letters must be **typed**.
3. All forms as per Checklist to be printed and **SIGNED**.
4. **Signatures** have to be in the Applicants personal handwriting.
5. The Documents mentioned under the Checklist are **MANDATORY**. All the documents have to be submitted along with the application. If any are missing / incorrect, then the application would be treated as ‘INCOMPLETE’ and processing will be kept ‘On Hold’ until the documents are ‘Complete’.
6. ALL documents submitted should be provided in the same order as they appear on the **Document Checklist**.
7. If an applicant is applying for more than a single service, then the necessary documentation will be as per the **Checklist** that is required for **EACH OF THE SERVICES** applied. Each Service would be processed separately and will have a separate Checklist. Even if the mandatory documents seem repetitive, they are required to be given separately. The exceptions being original documents such as a passport.
8. There could be additional documents to be submitted post the verification of the application as required by the Consulate / Embassy. The decision of the Embassy / Consulate is **FINAL** in all such cases.
9. It is the responsibility of the Applicant to ensure accuracy and completeness of their application.

**Important Note:** If you ever held an Indian Passport, it is mandatory to provide proof of Renunciation of Indian Citizenship along with your Visa / OCI / PIO application. Please click here [www.in.ckgs.us/renunciation](http://www.in.ckgs.us/renunciation) for document checklist, forms and fees.

**Step 6. Mode of submission of your Application to CKGS either by Pre-paid Shipping or Walk-in**

**If mode of submission is Shipping**

You will have to send your fully completed application (all documents and complete payment) through Shipping. It is recommended that your purchase your shipment through CKGS as this will save you the need to travel, parking charges, as well as waiting time at the CKGS Application Center.

Applications must be sent to the CKGS Application Center of your jurisdiction. It must NOT be sent to the Mission.

Simply print the label which will automatically be addressed as follows: Please see example:

Attn To: {PIO Category} ‘PIO’ Application  
CKGS Application Center Name  
PIO Department  
CKGS Application Center Address  
CKGS Application Center Location  
CKGS Application Zip Code

**Important Note on Shipping bought through CKGS**

**DO's**

- Please send only 1 Application per package.
- Weight of the package should be less than 0.5Lbs.
- The shipping label provided by CKGS must be pasted on the envelope.
- **Only use** the envelopes shown below to send with the shipping label provided by CKGS:

**DON'T's**

- **DO NOT** enclose your application in any other packaging except for the ones displayed above.
• **DO NOT** request a pickup by FedEx / UPS as this is not included in the price.
• If **more than one** application is sent in the same package, then the application will be put **on hold**.
• **DO NOT** use the shipping label to submit an application outside of your jurisdiction.

Applications sent in the wrong packaging will not be processed until CKGS is reimbursed the difference in the amount for shipping applications in the wrong packaging. You will have to log onto our shipping page and make an online payment for any reimbursement (if applicable).

**Please note that the conditions of the Shipping provider are in addition to the Terms and Conditions of CKGS.**

**Note on Prepaid/Own Shipping Label**

In case you use your own shipping label, ensure that you provide the **AWB Number and Service provider’s details** when you are prompted at the Shipping stage. This is **Compulsory** to avoid delays.

If you have used your own label, we cannot take any responsibility of pick-up and delivery to you. The Shipping Service providers often do not acknowledge receipt of the envelopes. Nor will CKGS drop off your prepaid envelopes to your shipping service provider as you have not bought the shipping service from us.

**NOTE:**

- **FedEx Prepaid Envelopes** sent by you are **NOT** accepted.
- **USPS Pre-paid labels** have an expiry date and hence they are **NOT** accepted by CKGS.
- For Prepaid envelopes, CKGS will not be responsible to contact you, and if you ignore this point for any delay occurring will be your liability.

**Enter Shipping details**

**If mode of submission is Walk-in**

Applicant can come in person and submit the application along with all documents at the CKGS Application Center.

**NOTE:**

All documents submitted should be provided in the same order as they appear on the Document Checklist.

**I have applied for OCI in Lieu of PIO card. I have submitted my original PIO for processing. Can I carry my OCI application receipt and my current passport while travelling to India?**
PIO cardholders can travel with their original PIO card and Current Passport. If you have applied for OCI card then you can also carry your OCI receipt along with you.

I am Applying from New York Jurisdiction for OCI in lieu of PIO card. I have submitted my original PIO card for processing. Can I carry my OCI application receipt and Indian Passport while travelling to India?

In case, if an applicant has to travel to India on an urgent basis and has submitted his original PIO card for processing then, he can apply for Regular Visa or E-Visa in order to travel to India.

Categories of PIO card

How do I apply for a new PIO card?

Applicant cannot apply for PIO card. It is highly recommended that you apply for an OCI card. OCI in Lieu of PIO is much easier to apply as all you need is your existing PIO card and current passport.

Click here for more details on OCI in lieu of PIO - https://www.in.ckgs.us/oci/how-to-apply

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How can I apply for an OCI in lieu of PIO card?

OCI in Lieu of PIO is much easier to apply as all you need is your existing PIO card and current passport.

Click here for more details on OCI in lieu of PIO - https://www.in.ckgs.us/oci/how-to-apply

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Step 1. OCI – How to Apply

It is recommended that you read the OCI – How to Apply carefully on the CKGS website homepage as shown below or click on https://www.in.ckgs.us/oci/how-to-apply. Once you are ready with the important documents listed on the website, you proceed to the next step.

Step 2. How to Apply guide

Read the OCI – How to Apply carefully.

There are 2 options explained in detail –
Step 3. OCI Application – Get Started
Once you are familiar with the steps, you can proceed to OCI Application – Get Started on the CKGS website homepage as shown below or click on https://www.in.ckgs.us/oci/

Step 4. OCI Widget
Fill in the questions on the widget to go to the next step.

Step 5. ‘OCI in lieu of PIO’ Document Checklist
On the next step of the widget, you will find all the document’s and form’s requirements for your OCI application.

1. **Print 1 copy** of the Document Checklist and keep one for your reference.
2. **Print** the forms from the ‘My Account’ page.
3. **Sign** the forms / letters where indicated. The Notarized Affidavit will have to be signed in the presence of a Notary.

Step 6. Mode of submission of your Application to CKGS either by Shipping or Walk-in
Applicant can select the ‘mode of submission and collection’ on the widget as shown -

If mode of submission and/or collection is by **Shipping**

If applicant has selected ‘Shipping’ option in the submission and collection then following details need to be filled –

You can book your shipping at the appropriate step on the CKGS website. You will have to send your fully completed application (all documents and complete payment) through Shipping. It is recommended that you purchase your shipment through CKGS as this will save you the need to travel, parking charges, as well as waiting time at the CKGS Application Center.

Applications must be sent to the CKGS Application Center of your jurisdiction. It must NOT
be sent to the Mission.

Simply print the label which will automatically be addressed as follows: Please see example:

Attn To: {OCI Category} ‘OCI’ Application
CKGS Application Center Name
OCI Department
CKGS Application Center Address
CKGS Application Center Location
CKGS Application Zip Code

**Important Note on Shipping bought through CKGS**

**DO's**

- Please send only 1 Application per package.
- Weight of the package should be less than 0.5Lbs.
- The shipping label provided by CKGS must be pasted on the envelope.
- **Only use** the envelopes shown below to send with the shipping label provided by CKGS:

**DONT's**

- **DO NOT** enclose your application in any other packaging except for the ones displayed above.
- **DO NOT** request a pickup by FedEx / UPS as this is not included in the price.
- If more than one application is sent in the same package, then the application will be put on hold.
- **DO NOT** use the shipping label to submit an application outside of your jurisdiction.

Applications sent in the wrong packaging will not be processed until CKGS is reimbursed the difference in the amount for shipping applications in the wrong packaging. You will have to log onto our shipping page and make an online payment for any reimbursement (if applicable).

Please note that the conditions of the Shipping provider are in addition to the Terms and Conditions of CKGS.

**Note on Prepaid/Own Shipping Label**

In case you use your own shipping label, ensure that you provide the AWB Number and Service provider’s details when you are prompted at the Shipping stage. This is Compulsory to avoid delays. If you have used your own label, we cannot take any responsibility of pick-up and delivery to you. The Shipping Service providers often do not acknowledge receipt of the envelopes. Nor will CKGS drop off your prepaid envelopes to your shipping service provider as you have not
bought the shipping service from us.

NOTE:

- **FedEx Prepaid Envelopes** sent by you are **NOT** accepted.
- **USPS Pre-paid labels** have an expiry date and hence they are **NOT** accepted by CKGS.
- For Prepaid envelopes, CKGS will not be responsible to contact you, and if you ignore this point for any delay occurring will be your liability.

**If mode of submission and/or collection is Walk-in**

If applicant has selected Walk-in as your submission option, you shall continue online to complete the ‘**Appointment Process**’.

- Choose Your 'Appointment Date'
- Select Your Time Slot
- If the date / time slot is already booked, then the next available option will be displayed.
- Get a confirmation of your appointment date and time booked from CKGS.

Come in person at the designated appointment date and time and submit your application along with all documents at the CKGS Application Center.

**Step 7. Complete Payment**
To make online payment click ‘Pay Online’ button.

**Step 8. To Make Online Payment**
Complete the payment as per the payment mode chosen.
For online Payment enter your credit card details.

**Note:** This is the payment gateway screen and the above information entered by you is not stored by CKGS.

**Step 9. Payment Confirmation Message**
After successful completion of Payment a confirmation message is displayed.
Step 10. Payment Receipt
Payment Receipt is displayed with the payment information.

Note: If the payment is not made online (i.e. for offline payments) an Order form is generated instead of Payment Receipt as follows.

Step 11. Proceed to Government of India Online OCI website
At the appropriate step you will be guided to fill your online form/s on the Government of India website via the CKGS website.

Step 12. Government of India Online OCI website
On the Government of India OCI website, you will be required to:

2. Fill out the Government OCI Form
3. Upload your Photo and Signature
4. Upload a scanned copy of your Documents on the Government website as indicated.
5. Print and Sign on the Government OCI Form.
6. Affix your photo on the Government OCI Form.

Step 13. Select the OCI service to start Form filling
Select the Applicable category of OCI service to start OCI form filling.

Step 14. OCI Form filling (Page 1) on Government of India website
Complete the OCI Form filling (Page 1).

Step 15. OCI Form filling (Page 2) on Government of India website
Complete the OCI Form filling (Page 2)
Step 16. **Verify the information on the completed OCI Form**  
Verify the information on the screen and click modify to make any changes. If all information is correct then click submit to continue.

Step 17. **Upload Image**  
Upload the photo and signature to complete the form filling process.

Step 18. **Upload Image and Signature**  
Upload Applicant's image and signature.

Step 19. **Proceed to Part B**  
Continue to Part B of Form filling on the Government of India website.

Step 20. **OCI Form Filling Part B**  
Complete Part B of the Form.

Step 21. **Upload Documents**  
Upload mandatory documents on the Government site.

Step 22. **Select Document Type.**

Step 23. **Complete the Form Filling**  
Do the Final Submission of the form on the Government of India website.

Step 24. **Registration of the Form**  
Generate Registration Form
Step 25. **Return back to CKGS site after completing Government form filling**
Once you complete and print the Government OCI forms, return to CKGS website on [www.in.ckgs.us/oci](http://www.in.ckgs.us/oci) Click on the box which states ‘Already filled in government form’ to complete the OCI Application process.

Step 26. **Continue form submission on CKGS website**
Enter Applicant details to continue

**Lost / Damaged PIO card Questions**

**I have lost my PIO card. Which OCI category should I apply for?**

Since you have lost your PIO card but you have copies of your PIO card you can apply for the **“OCI in lieu of PIO Card (for Lost PIO Card)”** category from [https://www.in.ckgs.us/oci/](https://www.in.ckgs.us/oci/).

To understand the full process, follow the below steps in sequential order:

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<td>Step 1</td>
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<td><a href="https://www.in.ckgs.us/oci/">https://www.in.ckgs.us/oci/</a></td>
</tr>
</tbody>
</table>

**I have damaged my PIO card. Which OCI category should I apply for?**

Since you have damaged your PIO card but you have copies of your PIO card you can apply for the **“OCI in lieu of PIO Card for Damaged PIO Card”** category from [https://www.in.ckgs.us/oci/](https://www.in.ckgs.us/oci/).

To understand the full process, follow the below steps in sequential order:

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</table>
I have lost my PIO card and do not have any copies of my PIO card either. Which OCI category should I apply for?

Since you have lost your PIO card and do not possess copies of your PIO card either, you must apply for a NEW OCI CARD from https://www.in.ckgs.us/oci/.
To understand the full process, follow the below steps in sequential order:

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I have a PIO card and I want to check if I can travel or should I apply for OCI in lieu of PIO card?

All PIO cards issued till 09 January 2015 are deemed to be valid lifelong. **However, it is highly recommended that you apply for an OCI, click here to apply [www.in.ckgs.us/oci](https://www.in.ckgs.us/oci)**

**OCI in Lieu of PIO**

All PIO cards are valid until September 30, 2019. AFTER September 30, 2019, handwritten PIO cards will be considered as an **Invalid** travel documents according to the **ICAO guidelines**. Therefore, all applicants, who have not yet converted their PIO cards to OCI card, are requested to apply for OCI in lieu of PIO.

Foreign nationals can travel with valid travel document i.e. Passport and PIO Card if the date of their journey commenced **ON or BEFORE September 30, 2019**.

If you wish to apply for OCI card in Lieu of PIO card, you may visit the following links:

<table>
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<tr>
<th>How To Apply</th>
<th><a href="https://www.in.ckgs.us/oci/how-to-apply">https://www.in.ckgs.us/oci/how-to-apply</a></th>
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<td>Frequently Asked Questions</td>
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**Can I apply for a PIO card in case my PIO Card is Damaged?**

Applicant cannot apply for PIO card. It is **highly recommended** that you **apply** for an **OCI card**, OCI in Lieu of PIO Card (for Lost/ Damaged PIO Card) is much easier to apply as all you need is your existing PIO card and current passport. **Click here for more details on OCI in lieu of PIO Card (for Lost/ Damaged PIO Card) - [https://www.in.ckgs.us/oci/how-to-apply](https://www.in.ckgs.us/oci/how-to-apply)**

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**Step 1. OCI – How to Apply**

It is recommended that you read the **OCI – How to Apply** carefully on the CKGS website homepage as shown below or click on **[https://www.in.ckgs.us/oci/how-to-apply](https://www.in.ckgs.us/oci/how-to-apply)**. Once you are ready with the important documents listed on the website, you proceed to the next step.
Step 2. How to Apply guide
Read the OCI – How to Apply carefully.

There are 2 options explained in detail –

- Before Submission
- Post Submission

Step 3. OCI Application – Get Started
Once you are familiar with the steps, you can proceed to OCI Application – Get Started on the CKGS website homepage as shown below or click on https://www.in.ckgs.us/oci/

Step 4. OCI Widget
Fill in the questions on the widget to go to the next step.

Step 5. ‘OCI in lieu of PIO Card (for Lost/ Damaged Card)’ Document Checklist
On the next step of the widget, you will find all the document’s and form’s requirements for your OCI application.

1. Print 1 copy of the Document Checklist and keep one for your reference.
2. Print the forms from the ‘My Account’ page.
3. Sign the forms / letters where indicated. The Notarized Affidavit will have to be signed in the presence of a Notary.

Step 6. Mode of submission of your Application to CKGS either by Shipping or Walk-in
Applicant can select the ‘mode of submission and collection’ on the widget as shown -

If mode of submission and/or collection is by Shipping

If applicant has selected ‘Shipping’ option in the submission and collection then following details need to be filled –
You can book your shipping at the appropriate step on the CKGS website. You will have to send your fully completed application (all documents and complete payment) through Shipping. It is recommended that you purchase your shipment through CKGS as this will save you the need to travel, parking charges, as well as waiting time at the CKGS Application Center.

Applications must be sent to the CKGS Application Center of your jurisdiction. It must NOT be sent to the Mission.

Simply print the label which will automatically be addressed as follows: Please see example:

Attn To: {OCI Category} ‘OCI’ Application
CKGS Application Center Name
OCI Department
CKGS Application Center Address
CKGS Application Center Location
CKGS Application Zip Code

**Important Note on Shipping bought through CKGS**

**DO's**

- Please send **only 1 Application per package**.
- Weight of the package should be less than **0.5Lbs**.
- The shipping label provided by CKGS must be pasted on the envelope.
- **Only use** the envelopes shown below to send with the shipping label provided by CKGS:

**DONT's**

- **DO NOT** enclose your application in any **other** packaging except for the ones displayed above.
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Applications sent in the wrong packaging will not be processed until CKGS is reimbursed the difference in the amount for shipping applications in the wrong packaging. You will have to log onto our **shipping page** and make an online payment for any reimbursement (if applicable).

**Please note that the conditions of the Shipping provider are in addition to the Terms and Conditions of CKGS.**

**Note on Prepaid/Own Shipping Label**
In case you use your own shipping label, ensure that you provide the **AWB Number and Service provider’s details** when you are prompted at the **Shipping stage**. This is **Compulsory** to avoid delays.

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- For Prepaid envelopes, CKGS will not be responsible to contact you, and if you ignore this point for any delay occurring will be your liability.

**If mode of submission and/or collection is Walk-in**

If applicant has selected Walk-in as your submission option, you shall continue online to complete the ‘**Appointment Process**’.

- Choose Your 'Appointment Date'
- Select Your Time Slot
- If the date / time slot is already booked, then the next available option will be displayed.
- Get a confirmation of your appointment date and time booked from CKGS.

Come in person at the designated appointment date and time and submit your application along with all documents at the CKGS Application Center.

**Step 7. Complete Payment**
To make online payment click ‘Pay Online’ button.

**Step 8. To Make Online Payment**
Complete the payment as per the payment mode chosen. For online Payment enter your credit card details.

**Step 9. Order Form**
Verify the details of payment, appointment and other application details.
Step 10. Proceed to Government of India Online OCI website
At the appropriate step you will be guided to fill your online form/s on the Government of India website via the CKGS website.

Step 11. Government of India Online OCI website
On the Government of India OCI website, you will be required to:

2. Fill out the Government OCI Form
3. Upload your Photo and Signature
4. Upload a scanned copy of your Documents on the Government website as indicated.
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Step 12. Select the OCI service to start Form filling
Select the Applicable category of OCI service to start OCI form filling.

Step 13. OCI Form filling (Page 1) on Government of India website
Complete the OCI Form filling (Page 1).

Step 14. OCI Form filling (Page 2) on Government of India website
Complete the OCI Form filling (Page 2)

Step 15. Verify the information on the completed OCI Form
Verify the information on the screen and click modify to make any changes. If all information is correct than click submit to continue.

Step 16. Upload Image
Upload the photo and signature to complete the form filling process.

**Step 17. Upload Image and Signature**
Upload Applicant’s image and signature.

**Step 18. Proceed to Part B**
Continue to Part B of Form filling on the Government of India website.

**Step 19. OCI Form Filling Part B**
Complete Part B of the Form.

**Step 20. Upload Documents**
Upload mandatory documents on the Government site.

**Step 21. Select Document Type**
Select Document to be uploaded.

**Step 22. Complete the Form Filling**
Do the Final Submission of the form on the Government of India website.

**Step 23. Registration of the Form**
Generate Registration Form

**Step 24. Return back to CKGS site after completing Government form filling**
Once you complete and print the Government OCI forms, return to CKGS website on www.in.ckgs.us Click on the box which states ‘Already filled in government form’ to complete the OCI Application process.
Can I apply for a PIO card in case my PIO Card is Lost?

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**Step 1. OCI – How to Apply**
It is recommended that you read the OCI – How to Apply carefully on the CKGS website homepage as shown below or click on [https://www.in.ckgs.us/oci/how-to-apply](https://www.in.ckgs.us/oci/how-to-apply).
Once you are ready with the important documents listed on the website, you proceed to the next step.

**Step 2. How to Apply guide**
Read the OCI – How to Apply carefully.

There are 2 options explained in detail –

- Before Submission
- Post Submission

**Step 3. OCI Application – Get Started**
Once you are familiar with the steps, you can proceed to OCI Application – Get Started on the CKGS website homepage as shown below or click on [https://www.in.ckgs.us/oci/](https://www.in.ckgs.us/oci/)

**Step 4. OCI Widget**
Fill in the questions on the widget to go to the next step.
**Step 5. ‘OCI in lieu of PIO Card (for Lost Card)’ Document Checklist**

On the next step of the widget, you will find all the document’s and form’s requirements for your OCI application.

1. **Print 1 copy** of the Document Checklist and keep one for your reference.
2. **Print** the forms from the ‘My Account’ page.
3. **Sign** the forms / letters where indicated. The Notarized Affidavit will have to be signed in the presence of a Notary.

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Applicant can select the ‘mode of submission and collection’ on the widget as shown -

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If applicant has selected ‘Shipping’ option in the submission and collection then following details need to be filled –

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CKGS Application Center Name
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**DONT's**

• **DO NOT** enclose your application in any other packaging except for the ones displayed above.
• **DO NOT** request a pickup by FedEx / UPS as this is not included in the price.
• If more than one application is sent in the same package, then the application will be put on hold.
• **DO NOT** use the shipping label to submit an application outside of your jurisdiction.

Applications sent in the wrong packaging will not be processed until CKGS is reimbursed the difference in the amount for shipping applications in the wrong packaging. You will have to log onto our shipping page and make an online payment for any reimbursement (if applicable).

Please note that the conditions of the Shipping provider are in addition to the **Terms and Conditions** of CKGS.

**Note on Prepaid/Own Shipping Label**

In case you use your own shipping label, ensure that you provide the **AWB Number and Service provider’s details** when you are prompted at the Shipping stage. This is Compulsory to avoid delays.

If you have used your own label, we cannot take any responsibility of pick-up and delivery to you. The Shipping Service providers often do not acknowledge receipt of the envelopes. Nor will CKGS drop off your prepaid envelopes to your shipping service provider as you have not bought the shipping service from us.

**NOTE:**

• **FedEx Prepaid Envelopes** sent by you are **NOT** accepted.
• **USPS Pre-paid labels** have an expiry date and hence they are **NOT** accepted by CKGS.
• For Prepaid envelopes, CKGS will not be responsible to contact you, and if you ignore this point for any delay occurring will be your liability.

**If mode of submission is Walk-in**

If applicant has selected Walk-in as your submission option, you shall continue online to complete the ‘**Appointment Process**’.

• Choose Your 'Appointment Date'
- Select Your Time Slot
- If the date / time slot is already booked, then the next available option will be displayed.
- Get a confirmation of your appointment date and time booked from CKGS.

Come in person at the designated appointment date and time and submit your application along with all documents at the CKGS Application Center.

**Step 7. Complete Payment**
To make online payment click ‘Pay Online’ button.

**Step 8. To Make Online Payment**
Complete the payment as per the payment mode chosen.
For online Payment enter your credit card details.

**Step 9. Order Form**
Verify the details of payment, appointment and other application details

**Step 10. Proceed to Government of India Online OCI website**
At the appropriate step you will be guided to fill your online form/s on the Government of India website via the CKGS website.

**Step 11. Government of India Online OCI website**
On the Government of India OCI website, you will be required to:

2. Fill out the Government OCI Form
3. Upload your Photo and Signature
4. Upload a scanned copy of your Documents on the Government website as indicated.
5. Print and Sign on the Government OCI Form.
6. Affix your photo on the Government OCI Form.
Step 12. Select the OCI service to start Form filling
Select the Applicable category of OCI service to start OCI form filling.

Step 13. OCI Form filling (Page 1) on Government of India website
Complete the OCI Form filling (Page 1).

Step 14. OCI Form filling (Page 2) on Government of India website
Complete the OCI Form filling (Page 2)

Step 15. Verify the information on the completed OCI Form
Verify the information on the screen and click modify to make any changes. If all information is correct than click submit to continue.

Step 16. Upload Image
Upload the photo and signature to complete the form filling process.

Step 17. Upload Image and Signature
Upload Applicant’s image and signature.

Step 18. Proceed to Part B
Continue to Part B of Form filling on the Government of India website.

Step 19. OCI Form Filling Part B
Complete Part B of the Form.
Step 20. Upload Documents
Upload mandatory documents on the Government site.

Step 21. Select Document Type

Step 22. Complete the Form Filling
Do the Final Submission of the form on the Government of India website.

Step 23. Registration of the Form
Generate Registration Form

Step 24. Return back to CKGS site after completing Government form filling
Once you complete and print the Government OCI forms, return to CKGS website on www.in.ckgs.us Click on the box which states ‘Already filled in government form’ to complete the OCI Application process.

Step 25. Continue form submission on CKGS website
Enter Applicant details to continue

My family member is applying for a PIO card

My husband is of Indian origin but does not have a PIO card. What should he do?

Applicant cannot apply for PIO card. It is highly recommended that you apply for an OCI card. To apply for an OCI card your husband needs to visit https://www.in.ckgs.us/ and on the OCI Application- Get Started page under Applicant Details, select ‘Adult’ for the question ‘Are you applying as’: 
To understand the full process, follow the below steps in sequential order:

<table>
<thead>
<tr>
<th>Step 1</th>
<th>OCI – How to Apply?</th>
<th><a href="https://www.in.ckgs.us/oci/how-to-apply">https://www.in.ckgs.us/oci/how-to-apply</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2</td>
<td>OCI Application – Get Started</td>
<td><a href="https://www.in.ckgs.us/oci/">https://www.in.ckgs.us/oci/</a></td>
</tr>
</tbody>
</table>

My wife is of Indian origin but does not have a PIO card. What should she do?

Applicant cannot apply for PIO card. It is **highly recommended** that you **apply** for an **OCI card**. To apply for an OCI card your wife needs to visit [https://www.in.ckgs.us/] and on the **OCI Application- Get Started** page under **Applicant Details**, select ‘**Adult**’ for the question ‘Are you applying as’:

To understand the full process, follow the below steps in sequential order:

<table>
<thead>
<tr>
<th>Step 1</th>
<th>OCI – How to Apply?</th>
<th><a href="https://www.in.ckgs.us/oci/how-to-apply">https://www.in.ckgs.us/oci/how-to-apply</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2</td>
<td>OCI Application – Get Started</td>
<td><a href="https://www.in.ckgs.us/oci/">https://www.in.ckgs.us/oci/</a></td>
</tr>
</tbody>
</table>

I want to get a PIO Card for my child. How do I do this?

Applicant cannot apply for PIO card. It is **highly recommended** that you **apply** for an **OCI card**. To apply for an OCI card for a child **OCI Application- Get Started** page under **Applicant Details**, select ‘**Minor (Below 18 years)**’ for the question ‘Are you applying as’:

To understand the full process, follow the below steps in sequential order:

<table>
<thead>
<tr>
<th>Step 1</th>
<th>OCI – How to Apply?</th>
<th><a href="https://www.in.ckgs.us/oci/how-to-apply">https://www.in.ckgs.us/oci/how-to-apply</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2</td>
<td>OCI Application – Get Started</td>
<td><a href="https://www.in.ckgs.us/oci/">https://www.in.ckgs.us/oci/</a></td>
</tr>
</tbody>
</table>

I am a spouse of a PIO card holder. How do I apply for my PIO Card?

Applicant cannot apply for PIO card. It is **highly recommended** that you **apply** for an **OCI card**. To apply for an OCI card for a child **OCI Application- Get Started** page under **Applicant Details**, select ‘**Spouse** of an OCI card holder’ for the question ‘Are you applying as’:

To understand the full process, follow the below steps in sequential order:

<table>
<thead>
<tr>
<th>Step 1</th>
<th>OCI – How to Apply?</th>
<th><a href="https://www.in.ckgs.us/oci/how-to-apply">https://www.in.ckgs.us/oci/how-to-apply</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2</td>
<td>OCI Application – Get Started</td>
<td><a href="https://www.in.ckgs.us/oci/">https://www.in.ckgs.us/oci/</a></td>
</tr>
</tbody>
</table>
My father is of Indian origin but does not have a PIO card. What should he do?

Applicant cannot apply for PIO card. It is highly recommended that you apply for an OCI card. To apply for an OCI card your father needs to visit https://www.in.ckgs.us/ and on the OCI Application- Get Started page under Applicant Details, select ‘Adult’ for the question ‘Are you applying as’:

To understand the full process, follow the below steps in sequential order:

<table>
<thead>
<tr>
<th>Step 1</th>
<th>OCI – How to Apply?</th>
<th><a href="https://www.in.ckgs.us/oci/how-to-apply">https://www.in.ckgs.us/oci/how-to-apply</a></th>
</tr>
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<tbody>
<tr>
<td>Step 2</td>
<td>OCI Application – Get Started</td>
<td><a href="https://www.in.ckgs.us/oci/">https://www.in.ckgs.us/oci/</a></td>
</tr>
</tbody>
</table>

My mother is of Indian origin but does not have a PIO card. What should she do?

Applicant cannot apply for PIO card. It is highly recommended that you apply for an OCI card. To apply for an OCI card your mother needs to visit https://www.in.ckgs.us/ and on the OCI Application- Get Started page under Applicant Details, select ‘Adult’ for the question ‘Are you applying as’:

To understand the full process, follow the below steps in sequential order:

<table>
<thead>
<tr>
<th>Step 1</th>
<th>OCI – How to Apply?</th>
<th><a href="https://www.in.ckgs.us/oci/how-to-apply">https://www.in.ckgs.us/oci/how-to-apply</a></th>
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<tbody>
<tr>
<td>Step 2</td>
<td>OCI Application – Get Started</td>
<td><a href="https://www.in.ckgs.us/oci/">https://www.in.ckgs.us/oci/</a></td>
</tr>
</tbody>
</table>

My family wants to apply for a PIO card. What should they do?

Applicant cannot apply for PIO card. It is highly recommended that you apply for an OCI card. If you and your family members satisfy any one or more of the below listed points than they are eligible to apply for an OCI card.

A foreign national can apply for an OCI Card:

- Who was a citizen of India at the time of, or at any time after 26th January, 1950; OR
- Who was eligible to become a citizen of India on 26th January, 1950; OR
- Who belonged to a territory that became part of India after 15th August, 1947; OR
- Who is a child or a grandchild or a great grandchild of such a citizen; OR
- Who is a minor child of such persons mentioned above; OR
- Who is a minor child and whose both parents are citizens of India or one of the parents is a citizen of India is eligible for registration as OCI cardholder; OR
- Who is a spouse of foreign origin of a citizen of India or spouse of foreign origin of an Overseas Citizen of India Cardholder.
Please Note: A couple needs to be married for 2 years prior to the submission of the OCI application. In case of dissolution of marriage or deceased spouse, he/she must notify and return the OCI Card to the Embassy/Consulate.

Fees and Payments

What are the fees that I have to pay for an OCI card?

The following fees will be applicable to OCI applicants. Payment can be made by Credit Card online or at the CKGS Application Center.

Your Fees include:

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>· OCI Fees</td>
<td>As per adult / minor and applicable category</td>
</tr>
<tr>
<td>B</td>
<td>· ICWF - Indian Community Welfare Fund</td>
<td>$3</td>
</tr>
<tr>
<td>C</td>
<td>· CKGS Service Fee</td>
<td>$17 per application</td>
</tr>
<tr>
<td>D</td>
<td>· Optional Fee</td>
<td>Courier Service, SMS etc</td>
</tr>
</tbody>
</table>

Note:

- Payment has to be made separately for each Applicant.
- Convenience charges will apply for Credit.
- Cash will NOT be accepted.
- Personal Checks will NOT be accepted.
- If fees are not paid in full, CKGS will not be responsible for any delays and consequential charges that you may incur.

What are the fees that I have to pay for a PIO card?

PIO Card scheme has been withdrawn vide Gazette Notification No.25024/9/2014F, I dated 09 January 2015. Applicants may apply for an OCI card ONLY. The conversion of PIO cards into OCI cards will be done free-of-charge (gratis for the Consular fees) for applications submitted until December 31st, 2017.

<table>
<thead>
<tr>
<th>Service Category</th>
<th>US Passport Holder</th>
<th>Non-US Passport Holder</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCI in Lieu of PIO card</td>
<td>Consular Fee $100</td>
<td>Consular Fee $100</td>
</tr>
<tr>
<td></td>
<td>ICWF Fee $3</td>
<td>ICWF Fee $3</td>
</tr>
<tr>
<td></td>
<td>CKGS Service Fee $17</td>
<td>CKGS Service Fee $17</td>
</tr>
<tr>
<td>OCI in Lieu of PIO for Lost PIO card</td>
<td>Consular Fee $200</td>
<td>Consular Fee $200</td>
</tr>
<tr>
<td></td>
<td>ICWF Fee $3</td>
<td>ICWF Fee $3</td>
</tr>
<tr>
<td></td>
<td>CKGS Service $17</td>
<td>CKGS Service $17</td>
</tr>
<tr>
<td>OCI in Lieu of PIO for Damaged PIO card</td>
<td>Consular Fee</td>
<td>$200</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>---------------</td>
<td>------</td>
</tr>
<tr>
<td></td>
<td>ICWF Fee</td>
<td>$3</td>
</tr>
<tr>
<td></td>
<td>CKGS Service Fee</td>
<td>$17</td>
</tr>
</tbody>
</table>

| Applied from another jurisdiction other than the jurisdiction of residence | Consular Fee  | $100 | Consular Fee  | $100 |
| applicants must apply for OCI in Lieu of PIO card | ICWF Fee | $3 | ICWF Fee | $3 |
|                                      | CKGS Service Fee | $17 | CKGS Service Fee | $17 |

### How are payments to be made?

The following fees will be applicable to OCI applicants. Payment can be made by Credit Card online or at the CKGS Application Center.

**Your Fees include:**

<table>
<thead>
<tr>
<th>A</th>
<th>OCI Fees</th>
<th>As per adult / minor and applicable category</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>ICWF - Indian Community Welfare Fund</td>
<td>$3</td>
</tr>
<tr>
<td>C</td>
<td>CKGS Service Fee</td>
<td>$17 per application</td>
</tr>
<tr>
<td>D</td>
<td>Optional Fee</td>
<td>Courier Service, SMS etc</td>
</tr>
</tbody>
</table>

**Note:**

- Payment has to be made **separately** for each Applicant.
- Convenience charges will apply for Credit.
- Cash will **NOT** be accepted.
- Personal Checks will **NOT** be accepted.
- **If fees are not paid in full, CKGS will not be responsible for any delays and consequential charges that you may incur.**

### How do I apply for a refund?

To apply for a refund follow the steps:

**Step 1. Navigating to Refunds from Homepage**
On the CKGS website [https://www.in.ckgs.us/](https://www.in.ckgs.us/) click on Payments / Refunds

**Step 2. Initiating Refund Claim process**
On the payment Information page, click on **Refund Claim** to proceed to the next step

**Step 3. Completing Refund Claim process**
On the Refund Claim Information Page, fill in the Web Reference Number, Date of Birth, Current Indian Passport Number and mention the Reason of Refund as “**Cancel Application**”.

**Step 4. Application Cancelation**
On the next screen, you will be informed that your application has been cancelled. Your Refund will be initiated (if applicable):

**How to check status of Refund?**
To check status of refund follow the steps :

**Step 1. Navigating to Refunds from Homepage**
On the CKGS website [https://www.in.ckgs.us/](https://www.in.ckgs.us/) click on Payments / Refunds

**Step 2. Tracking Refund Status**
On the payment Information page, click on **Refund Status** to proceed to the next step

**Step 3. Filling up details for Refund Status**
On the Refund Claim Information Page, fill in the Web Reference Number, Date of Birth, Current Indian Passport Number and mention the Reason of Refund.

**Step 4. Display Status Information**
If refund is applicable to you, then the Refund Status will be displayed to you accordingly.

**After cancelling my application, how soon will I receive my refund? OR After withdrawing my application, how soon will I receive my refund?**
The refund amount will be credited to the credit card in **10 working days** when the mode of payment used is Credit card.

**What will be the mode of payment for my refund?**

The mode of payment of refund will depend on the mode of payment of fees. Following is the chart to explain refund mode applicable to you.

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Mode of Payment</th>
<th>Payment Method</th>
<th>Refund mode</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Credit card</td>
<td>Online</td>
<td>Refunded to Credit card</td>
</tr>
<tr>
<td>2.</td>
<td>Credit card</td>
<td>Offline</td>
<td>Refunded to Credit card</td>
</tr>
<tr>
<td>3.</td>
<td>Bankers Check/ Money Order Offline</td>
<td></td>
<td>Refunded by check</td>
</tr>
</tbody>
</table>

**How do I make the payment for my OCI application?**

Payments must be made by **Credit Card** online or at the CKGS Application Center.

**Note:**
- Payment has to be made separately for each applicant, even minors.
- Convenience charges will apply for Credit Card.
- Do not send cash along with your application.
- **Personal checks** will **NOT** be accepted.
- If Fees are not paid in full, CKGS will not be responsible for any delays and consequential charges that you may incur.

**What should I do if my 'Payment receipt' is not generated?**

To regenerate the ‘Payment receipt’ follow the steps:

A. **Log in to My Account**
   You can generate a **Payment Receipt** from the CKGS website [https://www.in.ckgs.us/](https://www.in.ckgs.us/) by logging in to *My Account* from the Home Page as shown below:

B. **Fill in your Details**
   On the Log in page, you will be required to fill in your **Web Reference Number**, **Date of Birth**, and **Current passport number**:
C. Generating the Payment receipt
After logging into ‘My Account’, you can download and print the Payment receipt from under the Print Documents & Forms section.

Can I pay by Bankers Check or Money order?
Yes you can make payment through Cashier/Bankers check or Money order. Answer the questions displayed on the widget that will guide you through the entire OCI application process. At step 6 you will be required to enter the payment information where you need to enter the details of your Bankers check or Money order.

Cashier/ Bankers Check

Money Order

Order Form
Post submission of off-line payment details an Order Form gets generated. Verify the details displayed on the Order form like payment, appointment and other application details.

Processing time as per categories

What is the processing time for a new OCI card?
The processing time for New OCI Card is as mentioned in the following table:

<table>
<thead>
<tr>
<th>Application Center</th>
<th>Processing Time at Embassy/Consulate &amp; New Delhi for OCI Cards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atlanta</td>
<td>45 Business days</td>
</tr>
<tr>
<td>Chicago</td>
<td>45 to 60 Business days</td>
</tr>
<tr>
<td>Houston</td>
<td>45 to 60 Business days</td>
</tr>
<tr>
<td>San Francisco</td>
<td>60 Business days</td>
</tr>
<tr>
<td>Washington DC</td>
<td>60 to 80 Business days</td>
</tr>
<tr>
<td>New York</td>
<td>25 to 35 Business days</td>
</tr>
</tbody>
</table>

PLEASE NOTE:
1. Non-refundable tickets or reservations should not be purchased. If you are required to travel on urgent basis please apply for a Visa.
2. The general processing time is dependent on various factors and may vary from time to time. This does not include time taken by shipping.
3. Incomplete / Incorrect applications will increase the processing time and applicants will need to comply with any changes in the procedure that may occur during this time.
4. CKGS Application Center will not be liable for any claims of inconvenience or penalties should applicant need to make changes to their travel plans owing to the delays and / or any inconvenience caused due to any rejections.
5. Applicants can track their application status on Track My Application.

What is the processing time for re-issue of OCI card for new Passport?

The processing time for OCI Re-Issue for New Passport is as mentioned in the following table:

<table>
<thead>
<tr>
<th>Application Center</th>
<th>Processing Time at Embassy/Consulate &amp; New Delhi for OCI Cards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atlanta</td>
<td>45 Business days</td>
</tr>
<tr>
<td>Chicago</td>
<td>45 to 60 Business days</td>
</tr>
<tr>
<td>Houston</td>
<td>45 Business days</td>
</tr>
<tr>
<td>San Francisco</td>
<td>60 Business days</td>
</tr>
<tr>
<td>Washington DC</td>
<td>60 to 80 Business days</td>
</tr>
<tr>
<td>New York</td>
<td>4 to 5 Business days</td>
</tr>
</tbody>
</table>

PLEASE NOTE:

1. 2 Business days are required for CKGS Application Center to ship the passport and OCI card once received from the Embassy / Consulate.
2. 2 Business days are required for CKGS Application Center to process and send the application to the Embassy / Consulate for Match Up.
3. Non-refundable tickets or reservations should not be purchased. If you are required to travel on urgent basis please apply for a Visa.
4. The general processing time is dependent on various factors and may vary from time to time. This does not include time taken by shipping.
5. Incomplete / Incorrect applications will increase the processing time and applicants will need to comply with any changes in the procedure that may occur during this time.
6. CKGS Application Center will not be liable for any claims of inconvenience or penalties should applicant need to make changes to their travel plans owing to the delays and / or any inconvenience caused due to any rejections.
7. Applicants can track their application status on Track My Application.

What is the processing time for re-issue of OCI card for damaged OCI card?
The processing time for **OCI Re-Issue for Damaged OCI Card** is as mentioned in the following table:

<table>
<thead>
<tr>
<th>Application Center</th>
<th>Processing Time at Embassy/Consulate &amp; New Delhi for OCI Cards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atlanta</td>
<td>45 Business days</td>
</tr>
<tr>
<td>Chicago</td>
<td>45 to 60 Business days</td>
</tr>
<tr>
<td>Houston</td>
<td>45 Business days</td>
</tr>
<tr>
<td>San Francisco</td>
<td>60 Business days</td>
</tr>
<tr>
<td>Washington DC</td>
<td>60 to 80 Business days</td>
</tr>
<tr>
<td>New York</td>
<td>4 to 5 Business days</td>
</tr>
</tbody>
</table>

**PLEASE NOTE:**

1. **2 Business days** are required for CKGS Application Center to ship the passport and OCI card once received from the Embassy / Consulate.
2. **2 Business days** are required for CKGS Application Center to process and send the application to the Embassy / Consulate for Match Up.
3. Non-refundable tickets or reservations should not be purchased. If you are required to travel on urgent basis please apply for a **Visa**.
4. The general processing time is dependent on various factors and may vary from time to time. This does not include time taken by shipping.
5. **Incomplete / Incorrect applications** will increase the processing time and applicants will need to comply with any changes in the procedure that may occur during this time.
6. CKGS Application Center will not be liable for any claims of inconvenience or penalties should applicant need to make changes to their travel plans owing to the delays and / or any inconvenience caused due to any rejections.
7. Applicants can track their application status on [Track My Application](#).

---

**What is the processing time for re-issue of OCI card for lost OCI card?**

The processing time for **OCI Re-Issue for Lost OCI Card** is as mentioned in the following table:

<table>
<thead>
<tr>
<th>Application Center</th>
<th>Processing Time at Embassy/Consulate &amp; New Delhi for OCI Cards</th>
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<tbody>
<tr>
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<tr>
<td>San Francisco</td>
<td>60 Business days</td>
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<tr>
<td>Washington DC</td>
<td>60 to 80 Business days</td>
</tr>
<tr>
<td>New York</td>
<td>4 to 5 Business days</td>
</tr>
</tbody>
</table>

**PLEASE NOTE:**

1. **2 Business days** are required for CKGS Application Center to ship the passport and OCI card once received from the Embassy / Consulate.
2. Non-refundable tickets or reservations should not be purchased. If you are required to travel on urgent basis please apply for a **Visa**.
3. The general processing time is dependent on various factors and may vary from time to time. This does not include time taken by shipping.
4. **Incomplete / Incorrect applications** will increase the processing time and applicants will need to comply with any changes in the procedure that may occur during this time.
5. CKGS Application Center will not be liable for any claims of inconvenience or penalties should applicant need to make changes to their travel plans owing to the delays and / or any inconvenience caused due to any rejections.
6. Applicants can track their application status on [Track My Application](#).

**What is the processing time for OCI - Miscellaneous Categories?**

The processing time for all the **below mentioned categories** is as mentioned in the following table:

<table>
<thead>
<tr>
<th>Category</th>
<th>Processing Time at Embassy/Consulate &amp; New Delhi for OCI Cards</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCI Miscellaneous - Change of Particulars</td>
<td></td>
</tr>
<tr>
<td>OCI Miscellaneous - Correction of OCI Online Form</td>
<td></td>
</tr>
<tr>
<td>OCI Miscellaneous - Change of Appearance</td>
<td></td>
</tr>
<tr>
<td>OCI Miscellaneous - Change of Address / Occupation</td>
<td></td>
</tr>
<tr>
<td>Atlanta</td>
<td>45 Business days</td>
</tr>
<tr>
<td>Chicago</td>
<td>45 to 60 Business days</td>
</tr>
<tr>
<td>Houston</td>
<td>45 Business days</td>
</tr>
<tr>
<td>San Francisco</td>
<td>60 Business days</td>
</tr>
<tr>
<td>Washington DC</td>
<td>60 to 80 Business days</td>
</tr>
<tr>
<td>New York</td>
<td>4 to 5 Business days</td>
</tr>
</tbody>
</table>

**PLEASE NOTE:**

1. **2 Business days** are required for CKGS Application Center to ship the passport and OCI card once received from the Embassy / Consulate.
2. **2 Business days** are required for CKGS Application Center to process and send the application to the Embassy / Consulate for Match Up.
3. Non-refundable tickets or reservations should not be purchased. If you are required to travel on urgent basis please apply for a Visa.
4. The general processing time is dependent on various factors and may vary from time to time. This does not include time taken by shipping.
5. **Incomplete / Incorrect applications** will increase the processing time and applicants will need to comply with any changes in the procedure that may occur during this time.
6. CKGS Application Center will not be liable for any claims of inconvenience or penalties should applicant need to make changes to their travel plans owing to the delays and / or any inconvenience caused due to any rejections.
7. Applicants can track their application status on [Track My Application](#).

**What is the processing time for OCI card for foreign spouse of Indian origin?**
The processing time for the \textit{OCI card for foreign spouse of Indian origin} is as mentioned in the following table:

<table>
<thead>
<tr>
<th>Application Center</th>
<th>Processing Time at Embassy/Consulate &amp; New Delhi for OCI Cards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atlanta</td>
<td>It takes about \textbf{60 business days} from the time the application is sent from the CKGS Application Center to the Consulate until the time your physical OCI card is received by the Consulate from India.</td>
</tr>
<tr>
<td>Chicago</td>
<td>It takes about \textbf{45 to 60 Business days} from the time the application is sent from the CKGS Application Center to the Consulate until the time your physical OCI card is received by the Consulate from India.</td>
</tr>
<tr>
<td>Houston</td>
<td>It takes minimum \textbf{80 days} from the time the completed application is sent to the Consulate.</td>
</tr>
<tr>
<td>San Francisco</td>
<td>It takes about \textbf{60 business days} from the time the application is sent from the CKGS Application Center to the Consulate until the time your physical OCI card is received by the Consulate from India.</td>
</tr>
<tr>
<td>Washington DC</td>
<td>It takes more than \textbf{56 business days} from the time the completed application is sent to the Embassy.</td>
</tr>
<tr>
<td>New York</td>
<td>It takes about \textbf{60 business days} from the time the application is sent from the CKGS Application Center to the Consulate until the time your physical OCI card is printed by the Consulate in NY.</td>
</tr>
</tbody>
</table>

**PLEASE NOTE:**

1. Non-refundable tickets or reservations should not be purchased. If you are required to travel on urgent basis please apply for a Visa.
2. The general processing time is dependent on various factors and may vary from time to time. This does not include time taken by shipping.
3. \textbf{Incomplete / Incorrect applications} will increase the processing time and applicants will need to comply with any changes in the procedure that may occur during this time.
4. CKGS Application Center will not be liable for any claims of inconvenience or penalties should applicant need to make changes to their travel plans owing to the delays and / or any inconvenience caused due to any rejections.
5. Applicants can track their application status on \textbf{Track My Application}.

**What is the processing time for damaged PIO card?**

Applicant cannot apply for PIO card. It is \textbf{highly recommended} that you \textbf{apply} for an \textbf{OCI card}, OCI in Lieu of PIO is much easier to apply as all you need is your existing PIO card and current passport.
The processing time for all the **below mentioned categories** is as mentioned in the following table:

**OCI in lieu of PIO card**  
**OCI in lieu of PIO Card (for Damaged PIO Card)**

<table>
<thead>
<tr>
<th>Application Center</th>
<th>Processing Time at Embassy/Consulate &amp; New Delhi for OCI Cards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atlanta</td>
<td>45 Business days</td>
</tr>
<tr>
<td>Chicago</td>
<td>45 to 60 Business days</td>
</tr>
<tr>
<td>Houston</td>
<td>45 Business days</td>
</tr>
<tr>
<td>San Francisco</td>
<td>15 to 25 Business days</td>
</tr>
<tr>
<td>Washington DC</td>
<td>60 to 80 Business days</td>
</tr>
<tr>
<td>New York</td>
<td>4 to 5 Business days</td>
</tr>
</tbody>
</table>

Processing time for OCI IN LIEU OF PIO CARD where the PIO Card was issued in a different jurisdiction, will take approximately 10 to 12 weeks to complete.

**PLEASE NOTE:**

1. Non-refundable tickets or reservations should not be purchased. If you are required to travel on urgent basis please apply for a **Visa**.
2. The general processing time is dependent on various factors and may vary from time to time. This does not include time taken by shipping.
3. **Incomplete / Incorrect applications** will increase the processing time and applicants will need to comply with any changes in the procedure that may occur during this time.
4. CKGS Application Center will not be liable for any claims of inconvenience or penalties should applicant need to make changes to their travel plans owing to the delays and / or any inconvenience caused due to any rejections.
5. Applicants can track their application status on **Track My Application**.

What is the processing time for lost PIO card?

Applicant cannot apply for PIO card. It is **highly recommended** that you apply for an **OCI card**, OCI in Lieu of PIO is much easier to apply as all you need is your existing PIO card and current passport.

The processing time for **OCI in lieu of PIO card (for Lost PIO Card)**

<table>
<thead>
<tr>
<th>Application Center</th>
<th>Processing Time at Embassy/Consulate &amp; New Delhi for OCI Cards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atlanta</td>
<td>45 Business days</td>
</tr>
<tr>
<td>Chicago</td>
<td>45 to 60 Business days</td>
</tr>
<tr>
<td>Application Center</td>
<td>Processing Time at Embassy/Consulate &amp; New Delhi for OCI Cards</td>
</tr>
<tr>
<td>--------------------</td>
<td>---------------------------------------------------------------</td>
</tr>
<tr>
<td>Atlanta</td>
<td>45 Business days</td>
</tr>
<tr>
<td>Chicago</td>
<td>45 to 60 Business days</td>
</tr>
<tr>
<td>Houston</td>
<td>45 Business days</td>
</tr>
<tr>
<td>San Francisco</td>
<td>60 Business days</td>
</tr>
<tr>
<td>Washington DC</td>
<td>60 to 80 Business days</td>
</tr>
<tr>
<td>New York</td>
<td>4 to 5 Business days</td>
</tr>
</tbody>
</table>

**PLEASE NOTE:**

1. **2 Business days** are required for CKGS Application Center to ship the passport and OCI card once received from the Embassy / Consulate.
2. Non-refundable tickets or reservations should not be purchased. If you are required to travel on urgent basis please apply for a **Visa**.
3. The general processing time is dependent on various factors and may vary from time to time. This does not include time taken by shipping.
4. **Incomplete / Incorrect applications** will increase the processing time and applicants will need to comply with any changes in the procedure that may occur during this time.
5. CKGS Application Center will not be liable for any claims of inconvenience or penalties should applicant need to make changes to their travel plans owing to the delays and / or any inconvenience caused due to any rejections.
6. Applicants can track their application status on [Track My Application](#).

**What is the processing time for 'OCI - Change of Address'?**

The processing time for **OCI - Change of Address** is as mentioned in the following table:

<table>
<thead>
<tr>
<th>Application Center</th>
<th>Processing Time at Embassy/Consulate &amp; New Delhi for OCI Cards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atlanta</td>
<td>45 Business days</td>
</tr>
<tr>
<td>Chicago</td>
<td>45 to 60 Business days</td>
</tr>
<tr>
<td>Houston</td>
<td>45 Business days</td>
</tr>
<tr>
<td>San Francisco</td>
<td>60 Business days</td>
</tr>
<tr>
<td>Washington DC</td>
<td>60 to 80 Business days</td>
</tr>
<tr>
<td>New York</td>
<td>4 to 5 Business days</td>
</tr>
</tbody>
</table>

**PLEASE NOTE:**

1. **2 Business days** are required for CKGS Application Center to ship the passport and OCI card once received from the Embassy / Consulate.
2. **2 Business days** are required for CKGS Application Center to process and send the application to the Embassy / Consulate for Match Up.
3. Non-refundable tickets or reservations should not be purchased. If you are required to travel on urgent basis please apply for a Visa.
4. The general processing time is dependent on various factors and may vary from time to time. This does not include time taken by shipping.
5. Incomplete / Incorrect applications will increase the processing time and applicants will need to comply with any changes in the procedure that may occur during this time.
6. CKGS Application Center will not be liable for any claims of inconvenience or penalties should applicant need to make changes to their travel plans owing to the delays and / or any inconvenience caused due to any rejections.
7. Applicants can track their application status on Track My Application.

What is the processing time for 'OCI - Correction in Date of Birth'?

The processing time for OCI Miscellaneous – Correction in Date of Birth is as mentioned in the following table:

<table>
<thead>
<tr>
<th>Application Center</th>
<th>Processing Time at Embassy/Consulate &amp; New Delhi for OCI Cards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atlanta</td>
<td>45 Business days</td>
</tr>
<tr>
<td>Chicago</td>
<td>45 to 60 Business days</td>
</tr>
<tr>
<td>Houston</td>
<td>45 Business days</td>
</tr>
<tr>
<td>San Francisco</td>
<td>60 Business days</td>
</tr>
<tr>
<td>Washington DC</td>
<td>60 to 80 Business days</td>
</tr>
<tr>
<td>New York</td>
<td>4 to 5 Business days</td>
</tr>
</tbody>
</table>

PLEASE NOTE:

1. 2 Business days are required for CKGS Application Center to ship the passport and OCI card once received from the Embassy / Consulate.
2. 2 Business days are required for CKGS Application Center to process and send the application to the Embassy / Consulate for Match Up.
3. Non-refundable tickets or reservations should not be purchased. If you are required to travel on urgent basis please apply for a Visa.
4. The general processing time is dependent on various factors and may vary from time to time. This does not include time taken by shipping.
5. Incomplete / Incorrect applications will increase the processing time and applicants will need to comply with any changes in the procedure that may occur during this time.
6. CKGS Application Center will not be liable for any claims of inconvenience or penalties should applicant need to make changes to their travel plans owing to the delays and / or any inconvenience caused due to any rejections.
7. Applicants can track their application status on Track My Application.

What is the processing time for 'OCI - Correction in Place of Birth'?
The processing time for *OCI – Correction in Place of Birth* is as mentioned in the following table:

<table>
<thead>
<tr>
<th>Application Center</th>
<th>Processing Time at Embassy/Consulate &amp; New Delhi for OCI Cards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atlanta</td>
<td>45 Business days</td>
</tr>
<tr>
<td>Chicago</td>
<td>45 to 60 Business days</td>
</tr>
<tr>
<td>Houston</td>
<td>45 Business days</td>
</tr>
<tr>
<td>San Francisco</td>
<td>60 Business days</td>
</tr>
<tr>
<td>Washington DC</td>
<td>60 to 80 Business days</td>
</tr>
<tr>
<td>New York</td>
<td>4 to 5 Business days</td>
</tr>
</tbody>
</table>

**PLEASE NOTE:**

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2. **2 Business days** are required for CKGS Application Center to process and send the application to the Embassy / Consulate for Match Up.
3. Non-refundable tickets or reservations should not be purchased. If you are required to travel on urgent basis please apply for a **Visa**.
4. The general processing time is dependent on various factors and may vary from time to time. This does not include time taken by shipping.
5. **Incomplete / Incorrect applications** will increase the processing time and applicants will need to comply with any changes in the procedure that may occur during this time.
6. CKGS Application Center will not be liable for any claims of inconvenience or penalties should applicant need to make changes to their travel plans owing to the delays and / or any inconvenience caused due to any rejections.
7. Applicants can track their application status on [Track My Application](#).

**What is the processing time for 'OCI - Change your Name'?**

The processing time for *OCI - Change your Name* is as mentioned in the following table:

<table>
<thead>
<tr>
<th>Application Center</th>
<th>Processing Time at Embassy/Consulate &amp; New Delhi for OCI Cards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atlanta</td>
<td>45 Business days</td>
</tr>
<tr>
<td>Chicago</td>
<td>45 to 60 Business days</td>
</tr>
<tr>
<td>Houston</td>
<td>45 Business days</td>
</tr>
<tr>
<td>San Francisco</td>
<td>60 Business days</td>
</tr>
<tr>
<td>Washington DC</td>
<td>60 to 80 Business days</td>
</tr>
<tr>
<td>New York</td>
<td>4 to 5 Business days</td>
</tr>
</tbody>
</table>

**PLEASE NOTE:**

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2. **2 Business days** are required for CKGS Application Center to process and send the application to the Embassy / Consulate for Match Up.
3. Non-refundable tickets or reservations should not be purchased. If you are required to travel on urgent basis please apply for a Visa.
4. The general processing time is dependent on various factors and may vary from time to time. This does not include time taken by shipping.
5. Incomplete / Incorrect applications will increase the processing time and applicants will need to comply with any changes in the procedure that may occur during this time.
6. CKGS Application Center will not be liable for any claims of inconvenience or penalties should applicant need to make changes to their travel plans owing to the delays and / or any inconvenience caused due to any rejections.
7. Applicants can track their application status on Track My Application.

What is the processing time for 'OCI - Split your Name'?

The processing time for OCI - Split your Name is as mentioned in the following table:

<table>
<thead>
<tr>
<th>Application Center</th>
<th>Processing Time at Embassy/Consulate &amp; New Delhi for OCI Cards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atlanta</td>
<td>45 Business days</td>
</tr>
<tr>
<td>Chicago</td>
<td>45 to 60 Business days</td>
</tr>
<tr>
<td>Houston</td>
<td>45 Business days</td>
</tr>
<tr>
<td>San Francisco</td>
<td>60 Business days</td>
</tr>
<tr>
<td>Washington DC</td>
<td>60 to 80 Business days</td>
</tr>
<tr>
<td>New York</td>
<td>4 to 5 Business days</td>
</tr>
</tbody>
</table>

PLEASE NOTE:

1. 2 Business days are required for CKGS Application Center to ship the passport and OCI card once received from the Embassy / Consulate.
2. 2 Business days are required for CKGS Application Center to process and send the application to the Embassy / Consulate for Match Up.
3. Non-refundable tickets or reservations should not be purchased. If you are required to travel on urgent basis please apply for a Visa.
4. The general processing time is dependent on various factors and may vary from time to time. This does not include time taken by shipping.
5. Incomplete / Incorrect applications will increase the processing time and applicants will need to comply with any changes in the procedure that may occur during this time.
6. CKGS Application Center will not be liable for any claims of inconvenience or penalties should applicant need to make changes to their travel plans owing to the delays and / or any inconvenience caused due to any rejections.
7. Applicants can track their application status on Track My Application.

What is the processing time for 'OCI - Change your Appearance'?

The processing time for OCI - Change your Appearance is as mentioned in the following table:
<table>
<thead>
<tr>
<th>Application Center</th>
<th>Processing Time at Embassy/Consulate &amp; New Delhi for OCI Cards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atlanta</td>
<td>45 Business days</td>
</tr>
<tr>
<td>Chicago</td>
<td>45 to 60 Business days</td>
</tr>
<tr>
<td>Houston</td>
<td>45 Business days</td>
</tr>
<tr>
<td>San Francisco</td>
<td>60 Business days</td>
</tr>
<tr>
<td>Washington DC</td>
<td>60 to 80 Business days</td>
</tr>
<tr>
<td>New York</td>
<td>4 to 5 Business days</td>
</tr>
</tbody>
</table>

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2. **2 Business days** are required for CKGS Application Center to process and send the application to the Embassy / Consulate for Match Up.
3. Non-refundable tickets or reservations should not be purchased. If you are required to travel on urgent basis please apply for a **Visa**.
4. The general processing time is dependent on various factors and may vary from time to time. This does not include time taken by shipping.
5. **Incomplete / Incorrect applications** will increase the processing time and applicants will need to comply with any changes in the procedure that may occur during this time.
6. CKGS Application Center will not be liable for any claims of inconvenience or penalties should applicant need to make changes to their travel plans owing to the delays and / or any inconvenience caused due to any rejections.
7. Applicants can track their application status on **Track My Application**.

**What is the processing time for 'OCI - Change your Signature'?**

The processing time for **OCI - Change your Signature** is as mentioned in the following table:

<table>
<thead>
<tr>
<th>Application Center</th>
<th>Processing Time at Embassy/Consulate &amp; New Delhi for OCI Cards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atlanta</td>
<td>45 Business days</td>
</tr>
<tr>
<td>Chicago</td>
<td>45 to 60 Business days</td>
</tr>
<tr>
<td>Houston</td>
<td>45 Business days</td>
</tr>
<tr>
<td>San Francisco</td>
<td>60 Business days</td>
</tr>
<tr>
<td>Washington DC</td>
<td>60 to 80 Business days</td>
</tr>
<tr>
<td>New York</td>
<td>4 to 5 Business days</td>
</tr>
</tbody>
</table>

PLEASE NOTE:

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2. **2 Business days** are required for CKGS Application Center to process and send the application to the Embassy / Consulate for Match Up.
3. Non-refundable tickets or reservations should not be purchased. If you are required to travel on urgent basis please apply for a **Visa**.
The general processing time is dependent on various factors and may vary from time to time. This does not include time taken by shipping.

Incomplete / Incorrect applications will increase the processing time and applicants will need to comply with any changes in the procedure that may occur during this time.

CKGS Application Center will not be liable for any claims of inconvenience or penalties should applicant need to make changes to their travel plans owing to the delays and / or any inconvenience caused due to any rejections.

Applicants can track their application status on Track My Application.

What is the processing time for 'OCI - Correction of Spelling in Father's Name'?

The processing time for OCI – Correction of Spelling in Father’s Name is as mentioned in the following table:

<table>
<thead>
<tr>
<th>Application Center</th>
<th>Processing Time at Embassy/Consulate &amp; New Delhi for OCI Cards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atlanta</td>
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<tr>
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<td>45 to 60 Business days</td>
</tr>
<tr>
<td>Houston</td>
<td>45 Business days</td>
</tr>
<tr>
<td>San Francisco</td>
<td>60 Business days</td>
</tr>
<tr>
<td>Washington DC</td>
<td>60 to 80 Business days</td>
</tr>
<tr>
<td>New York</td>
<td>4 to 5 Business days</td>
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</tbody>
</table>

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2. 2 Business days are required for CKGS Application Center to process and send the application to the Embassy / Consulate for Match Up.
3. Non-refundable tickets or reservations should not be purchased. If you are required to travel on urgent basis please apply for a Visa.
4. The general processing time is dependent on various factors and may vary from time to time. This does not include time taken by shipping.
5. Incomplete / Incorrect applications will increase the processing time and applicants will need to comply with any changes in the procedure that may occur during this time.
6. CKGS Application Center will not be liable for any claims of inconvenience or penalties should applicant need to make changes to their travel plans owing to the delays and / or any inconvenience caused due to any rejections.
7. Applicants can track their application status on Track My Application.

What is the processing time for 'OCI - Correction of spelling in Mother's Name'?
The processing time for **OCI – Correction of spelling in Mother’s Name** is as mentioned in the following table:

<table>
<thead>
<tr>
<th>Application Center</th>
<th>Processing Time at Embassy/Consulate &amp; New Delhi for OCI Cards</th>
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</thead>
<tbody>
<tr>
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<tr>
<td>Chicago</td>
<td>45 to 60 Business days</td>
</tr>
<tr>
<td>Houston</td>
<td>45 Business days</td>
</tr>
<tr>
<td>San Francisco</td>
<td>60 Business days</td>
</tr>
<tr>
<td>Washington DC</td>
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<td>4 to 5 Business days</td>
</tr>
</tbody>
</table>

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1. **2 Business days** are required for CKGS Application Center to ship the passport and OCI card once received from the Embassy / Consulate.
2. **2 Business days** are required for CKGS Application Center to process and send the application to the Embassy / Consulate for Match Up.
3. Non-refundable tickets or reservations should not be purchased. If you are required to travel on urgent basis please apply for a **Visa**.
4. The general processing time is dependent on various factors and may vary from time to time. This does not include time taken by shipping.
5. **Incomplete / Incorrect applications** will increase the processing time and applicants will need to comply with any changes in the procedure that may occur during this time.
6. CKGS Application Center will not be liable for any claims of inconvenience or penalties should applicant need to make changes to their travel plans owing to the delays and / or any inconvenience caused due to any rejections.
7. Applicants can track their application status on **Track My Application**.

What is the processing time for 'OCI - Correction of spelling in Legal Guardian's Name'?

The processing time for **OCI – Correction of spelling in Legal Guardian’s Name** is as mentioned in the following table:

<table>
<thead>
<tr>
<th>Application Center</th>
<th>Processing Time at Embassy/Consulate &amp; New Delhi for OCI Cards</th>
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<tbody>
<tr>
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<td>45 Business days</td>
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<tr>
<td>Chicago</td>
<td>45 to 60 Business days</td>
</tr>
<tr>
<td>Houston</td>
<td>45 Business days</td>
</tr>
<tr>
<td>San Francisco</td>
<td>60 Business days</td>
</tr>
<tr>
<td>Washington DC</td>
<td>60 to 80 Business days</td>
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<td>New York</td>
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**PLEASE NOTE:**

1. **2 Business days** are required for CKGS Application Center to ship the passport and OCI card once received from the Embassy / Consulate.
2. **2 Business days** are required for CKGS Application Center to process and send the application to the Embassy / Consulate for Match Up.

3. Non-refundable tickets or reservations should not be purchased. If you are required to travel on urgent basis please apply for a **Visa**.

4. The general processing time is dependent on various factors and may vary from time to time. This does not include time taken by shipping.

5. **Incomplete / Incorrect applications** will increase the processing time and applicants will need to comply with any changes in the procedure that may occur during this time.

6. CKGS Application Center will not be liable for any claims of inconvenience or penalties should applicant need to make changes to their travel plans owing to the delays and / or any inconvenience caused due to any rejections.

7. Applicants can track their application status on **Track My Application**.

What is the processing time for 'OCI - Change of Occupation'?

The processing time for **OCI - Change of Occupation** is as mentioned in the following table:

<table>
<thead>
<tr>
<th>Application Center</th>
<th>Processing Time at Embassy/Consulate &amp; New Delhi for OCI Cards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atlanta</td>
<td>45 Business days</td>
</tr>
<tr>
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<td>45 to 60 Business days</td>
</tr>
<tr>
<td>Houston</td>
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</tr>
<tr>
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<td>New York</td>
<td>4 to 5 Business days</td>
</tr>
</tbody>
</table>

**PLEASE NOTE:**

1. **2 Business days** are required for CKGS Application Center to ship the passport and OCI card once received from the Embassy / Consulate.

2. **2 Business days** are required for CKGS Application Center to process and send the application to the Embassy / Consulate for Match Up.

3. Non-refundable tickets or reservations should not be purchased. If you are required to travel on urgent basis please apply for a **Visa**.

4. The general processing time is dependent on various factors and may vary from time to time. This does not include time taken by shipping.

5. **Incomplete / Incorrect applications** will increase the processing time and applicants will need to comply with any changes in the procedure that may occur during this time.

6. CKGS Application Center will not be liable for any claims of inconvenience or penalties should applicant need to make changes to their travel plans owing to the delays and / or any inconvenience caused due to any rejections.

7. Applicants can track their application status on **Track My Application**.

**Processing time as per jurisdiction**
What is the processing time for new OCI card for Washington jurisdiction?

The processing time for new OCI card will vary as per jurisdiction. It will take minimum 60 to 80 business days till the new OCI card is dispatched to you. Meanwhile, you can check the status of your application via Track My Application [https://www.in.ckgs.us/trackandtrace](https://www.in.ckgs.us/trackandtrace/) on the CKGS website.

You must enter the following details in the Track my Status:

- Tracking ID/ Web Reference Number
- Passport Number

What is the processing time for Re-issue of new OCI card in case of new Passport for Washington jurisdiction?

The processing time for Re-issue of new OCI card in case of new Passport for Washington jurisdiction is as follows:

<table>
<thead>
<tr>
<th>Application Center</th>
<th>Processing Time at Embassy/Consulate &amp; New Delhi for OCI Cards</th>
<th>Processing time for Matchup</th>
</tr>
</thead>
<tbody>
<tr>
<td>Washington DC</td>
<td>60 to 80 Business days</td>
<td>3 to 5 Business days</td>
</tr>
</tbody>
</table>

Meanwhile, you can check the status of your application via Track My Application [https://www.in.ckgs.us/trackandtrace](https://www.in.ckgs.us/trackandtrace/) on the CKGS website.

You must enter the following details in the Track my Status:

- Tracking ID/ Web Reference Number
- Passport Number

What is the processing time for a New OCI Card in case of a lost OCI card for Washington jurisdiction?

The processing time for New OCI Card for Washington jurisdiction is as follows:

<table>
<thead>
<tr>
<th>Application Center</th>
<th>Processing Time at Embassy/Consulate &amp; New Delhi for OCI Cards</th>
<th>Processing time for Matchup</th>
</tr>
</thead>
<tbody>
<tr>
<td>Washington DC</td>
<td>60 to 80 Business days</td>
<td>3 to 5 Business days</td>
</tr>
</tbody>
</table>

PLEASE NOTE:
1. **2 Business days** are required for CKGS Application Center to ship the passport and OCI card once received from the Embassy / Consulate.

2. **2 Business days** are required for CKGS Application Center to process and send the application to the Embassy / Consulate for Match Up.

3. Non-refundable tickets or reservations should not be purchased. If you are required to travel on urgent basis, please apply for a Visa. To withdraw your application please visit [https://www.in.ckgs.us/withdraw-mypassport/](https://www.in.ckgs.us/withdraw-mypassport/).

4. The general processing time is dependent on various factors and may vary from time to time. This does not include time taken by shipping.

5. **Incomplete / Incorrect applications** will increase the processing time and applicants will need to comply with any changes in the procedure that may occur during this time.

6. CKGS Application Center will not be liable for any claims of inconvenience or penalties should applicant need to make changes to their travel plans owing to the delays and / or any inconvenience caused due to any rejections.

7. Applicants can track their application status on [Track My Application](https://www.in.ckgs.us/withdraw-mypassport/).

---

**What is the processing time for Re-issue of new OCI card in case of damaged OCI card for Washington jurisdiction?**

The processing time for **OCI Re-Issue for Damaged OCI Card** for **Washington jurisdiction** for Washington jurisdiction is as follows:

<table>
<thead>
<tr>
<th>Application Center</th>
<th>Processing Time at Embassy/Consulate &amp; New Delhi for OCI Cards</th>
<th>Processing time for Matchup</th>
</tr>
</thead>
<tbody>
<tr>
<td>Washington DC</td>
<td>60 to 80 Business days</td>
<td>3 to 5 Business days</td>
</tr>
</tbody>
</table>

**PLEASE NOTE:**

1. **2 Business days** are required for CKGS Application Center to ship the passport and OCI card once received from the Embassy / Consulate.

2. **2 Business days** are required for CKGS Application Center to process and send the application to the Embassy / Consulate for Match Up.

3. Non-refundable tickets or reservations should not be purchased. If you are required to travel on urgent basis, please apply for a Visa. To withdraw your application please visit [https://www.in.ckgs.us/withdraw-my passport/](https://www.in.ckgs.us/withdraw-mypassport/).

4. The general processing time is dependent on various factors and may vary from time to time. This does not include time taken by shipping.

5. **Incomplete / Incorrect applications** will increase the processing time and applicants will need to comply with any changes in the procedure that may occur during this time.

6. CKGS Application Center will not be liable for any claims of inconvenience or penalties should applicant need to make changes to their travel plans owing to the delays and / or any inconvenience caused due to any rejections.

7. Applicants can track their application status on [Track My Application](https://www.in.ckgs.us/withdraw-my passport/).
What is the processing time for OCI card for foreign spouse of Indian origin for Washington jurisdiction?

The processing time for OCI card for foreign spouse of Indian origin for Washington jurisdiction is **56 Business days** from the time the completed application is sent to the Embassy.

**PLEASE NOTE:**

1. **2 Business days** are required for CKGS Application Center to ship the passport and OCI card once received from the Embassy / Consulate.
2. Non-refundable tickets or reservations should not be purchased. If you are required to travel on urgent basis, please apply for a Visa. To withdraw your application please visit [https://www.in.ckgs.us/withdraw-my-passport/](https://www.in.ckgs.us/withdraw-my-passport/).
3. The general processing time is dependent on various factors and may vary from time to time. This does not include time taken by shipping.
4. **Incomplete / Incorrect applications** will increase the processing time and applicants will need to comply with any changes in the procedure that may occur during this time.
5. CKGS Application Center will not be liable for any claims of inconvenience or penalties should applicant need to make changes to their travel plans owing to the delays and / or any inconvenience caused due to any rejections.
6. Applicants can track their application status on [Track My Application](https://www.in.ckgs.us/withdraw-my-passport/).

What is the processing time for OCI card for Minor for Washington jurisdiction?

The processing time for New OCI Card for Minor for Washington jurisdiction is **60 to 80 Business days**.

**PLEASE NOTE:**

1. **2 Business days** are required for CKGS Application Center to ship the passport and OCI card once received from the Embassy / Consulate.
2. Non-refundable tickets or reservations should not be purchased. If you are required to travel on urgent basis, please apply for a Visa. To withdraw your application please visit [https://www.in.ckgs.us/withdraw-my-passport/](https://www.in.ckgs.us/withdraw-my-passport/).
3. The general processing time is dependent on various factors and may vary from time to time. This does not include time taken by shipping.
4. **Incomplete / Incorrect applications** will increase the processing time and applicants will need to comply with any changes in the procedure that may occur during this time.
5. CKGS Application Center will not be liable for any claims of inconvenience or penalties should applicant need to make changes to their travel plans owing to the delays and / or any inconvenience caused due to any rejections.
6. Applicants can track their application status on [Track My Application](https://www.in.ckgs.us/withdraw-my-passport/).
What is the processing time for new OCI card for Chicago jurisdiction?

The processing time for new OCI card will vary as per jurisdiction. It will take minimum 45 to 60 Business days till the new OCI card is dispatched to you. Meanwhile, you can check the status of your application via Track My Application https://www.in.ckgs.us/trackandtrace/ on the CKGS website.

You must enter the following details in the Track my Status:

- Tracking ID/ Web Reference Number
- Passport Number

What is the processing time for Re-issue of new OCI card in case of new Passport for Chicago jurisdiction?

The processing time for Re-issue of new OCI card in case of new Passport for Chicago jurisdiction is as follows:

<table>
<thead>
<tr>
<th>Application Center</th>
<th>Processing Time at Embassy/Consulate &amp; New Delhi for OCI Cards</th>
<th>Processing time for Matchup</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicago</td>
<td>45 to 60 Business days</td>
<td>3 to 4 Business days</td>
</tr>
</tbody>
</table>

Meanwhile, you can check the status of your application via Track My Application https://www.in.ckgs.us/trackandtrace/ on the CKGS website.

You must enter the following details in the Track my Status:

- Tracking ID/ Web Reference Number
- Passport Number

What is the processing time for a New OCI Card in case of a lost OCI card for Chicago jurisdiction?

The processing time for New OCI Card for Chicago jurisdiction is as follows:

<table>
<thead>
<tr>
<th>Application Center</th>
<th>Processing Time at Embassy/Consulate &amp; New Delhi for OCI Cards</th>
<th>Processing time for Matchup</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicago</td>
<td>45 to 60 Business days</td>
<td>3 to 4 Business days</td>
</tr>
</tbody>
</table>

PLEASE NOTE:

1. 2 Business days are required for CKGS Application Center to ship the passport and OCI card once received from the Embassy / Consulate.
2. **2 Business days** are required for CKGS Application Center to process and send the application to the Embassy / Consulate for Match Up. Non-refundable tickets or reservations should not be purchased. If you are required to travel on urgent basis, please apply for a Visa. To withdraw your application please visit [https://www.in.ckgs.us/withdraw-my-passport/](https://www.in.ckgs.us/withdraw-my-passport/).

3. The general processing time is dependent on various factors and may vary from time to time. This does not include time taken by shipping.

4. **Incomplete / Incorrect applications** will increase the processing time and applicants will need to comply with any changes in the procedure that may occur during this time.

5. CKGS Application Center will not be liable for any claims of inconvenience or penalties should applicant need to make changes to their travel plans owing to the delays and / or any inconvenience caused due to any rejections.

6. Applicants can track their application status on [Track My Application](https://www.in.ckgs.us/track-my-application).

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**What is the processing time for Re-issue of new OCI card in case of damaged OCI card for Chicago jurisdiction?**

The processing time for **OCI Re-Issue for Damaged OCI Card** for **Chicago jurisdiction** is as follows:

<table>
<thead>
<tr>
<th>Application Center</th>
<th>Processing Time at Embassy/Consulate &amp; New Delhi for OCI Cards</th>
<th>Processing time for Matchup</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicago</td>
<td>45 to 60 Business days</td>
<td>3 to 4 Business days</td>
</tr>
</tbody>
</table>

**PLEASE NOTE:**

1. **2 Business days** are required for CKGS Application Center to ship the passport and OCI card once received from the Embassy / Consulate.

2. Non-refundable tickets or reservations should not be purchased. If you are required to travel on urgent basis, please apply for a Visa. To withdraw your application please visit [https://www.in.ckgs.us/withdraw-my-passport/](https://www.in.ckgs.us/withdraw-my-passport/).

3. The general processing time is dependent on various factors and may vary from time to time. This does not include time taken by shipping.

4. **Incomplete / Incorrect applications** will increase the processing time and applicants will need to comply with any changes in the procedure that may occur during this time.

5. CKGS Application Center will not be liable for any claims of inconvenience or penalties should applicant need to make changes to their travel plans owing to the delays and / or any inconvenience caused due to any rejections.

6. Applicants can track their application status on [Track My Application](https://www.in.ckgs.us/track-my-application).

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**What is the processing time for OCI card for foreign spouse of Indian origin for Chicago jurisdiction?**
The processing time for **OCI card for foreign spouse of Indian origin** for Chicago jurisdiction is **45 to 60 Business days** from the time the completed application is sent to the Embassy.

**PLEASE NOTE:**

1. **2 Business days** are required for CKGS Application Center to ship the passport and OCI card once received from the Embassy / Consulate.
2. Non-refundable tickets or reservations should not be purchased. If you are required to travel on urgent basis, please apply for a Visa. To withdraw your application please visit [https://www.in.ckgs.us/withdraw-my-passport/](https://www.in.ckgs.us/withdraw-my-passport/).
3. The general processing time is dependent on various factors and may vary from time to time. This does not include time taken by shipping.
4. **Incomplete / Incorrect applications** will increase the processing time and applicants will need to comply with any changes in the procedure that may occur during this time.
5. CKGS Application Center will not be liable for any claims of inconvenience or penalties should applicant need to make changes to their travel plans owing to the delays and / or any inconvenience caused due to any rejections.
6. Applicants can track their application status on [Track My Application](https://www.in.ckgs.us/withdraw-my-passport/).

**What is the processing time for OCI card for Minor for Chicago jurisdiction?**

The processing time for **New OCI Card for Minor** for Chicago jurisdiction is **45 to 60 Business days**.

**PLEASE NOTE:**

1. **2 Business days** are required for CKGS Application Center to ship the passport and OCI card once received from the Embassy / Consulate.
2. Non-refundable tickets or reservations should not be purchased. If you are required to travel on urgent basis, please apply for a Visa. To withdraw your application please visit [https://www.in.ckgs.us/withdraw-my-passport/](https://www.in.ckgs.us/withdraw-my-passport/).
3. The general processing time is dependent on various factors and may vary from time to time. This does not include time taken by shipping.
4. **Incomplete / Incorrect applications** will increase the processing time and applicants will need to comply with any changes in the procedure that may occur during this time.
5. CKGS Application Center will not be liable for any claims of inconvenience or penalties should applicant need to make changes to their travel plans owing to the delays and / or any inconvenience caused due to any rejections.
6. Applicants can track their application status on [Track My Application](https://www.in.ckgs.us/withdraw-my-passport/).

**What is the processing time for new OCI card for Houston jurisdiction?**

The processing time for **new OCI card** will vary as per jurisdiction. It will take minimum **45 to 60 Business days** till the new OCI card is dispatched to you. Meanwhile, you can check
the status of your application via Track My Application https://www.in.ckgs.us/trackandtrace/ on the CKGS website.

You must enter the following details in the Track my Status:

- Tracking ID/ Web Reference Number
- Passport Number

What is the processing time for Re-issue of new OCI card in case of new Passport for Houston jurisdiction?

The processing time for Re-issue of new OCI card in case of new Passport for Houston jurisdiction is as follows:

<table>
<thead>
<tr>
<th>Application Center</th>
<th>Processing Time at Embassy/Consulate &amp; New Delhi</th>
<th>Processing time for Matchup for OCI Cards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Houston</td>
<td>45 to 60 Business days</td>
<td>3 to 4 Business days</td>
</tr>
</tbody>
</table>

Meanwhile, you can check the status of your application via Track My Application https://www.in.ckgs.us/trackandtrace/ on the CKGS website.

You must enter the following details in the Track my Status:

- Tracking ID/ Web Reference Number
- Passport Number

What is the processing time for a New OCI Card in case of a lost OCI card for Houston jurisdiction?

The processing time for New OCI Card for Houston jurisdiction is as follows:

<table>
<thead>
<tr>
<th>Application Center</th>
<th>Processing Time at Embassy/Consulate &amp; New Delhi for OCI Cards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Houston</td>
<td>45 Business days</td>
</tr>
</tbody>
</table>

Matchup for OCI Cards

5 to 7 Business days

PLEASE NOTE:

1. **2 Business days** are required for CKGS Application Center to ship the passport and OCI card once received from the Embassy / Consulate.
2. **2 Business days** are required for CKGS Application Center to process and send the application to the Embassy / Consulate for Match Up.
3. Non-refundable tickets or reservations should not be purchased. If you are required to travel on urgent basis, please apply for a Visa. To withdraw your application please visit https://www.in.ckgs.us/withdraw-my-passport/.
4. The general processing time is dependent on various factors and may vary from time to time. This does not include time taken by shipping.
5. **Incomplete / Incorrect applications** will increase the processing time and applicants will need to comply with any changes in the procedure that may occur during this time.

6. CKGS Application Center will not be liable for any claims of inconvenience or penalties should applicant need to make changes to their travel plans owing to the delays and / or any inconvenience caused due to any rejections.

7. Applicants can track their application status on [Track My Application](#).

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**What is the processing time for Re-issue of new OCI card in case of damaged OCI card for Houston jurisdiction?**

The processing time for **OCI Re-Issue for Damaged OCI Card** for **Houston jurisdiction** is as follows:

<table>
<thead>
<tr>
<th>Application Center</th>
<th>Processing Time at Embassy/Consulate &amp; New Delhi for OCI Cards</th>
<th>Processing time for Matchup</th>
</tr>
</thead>
<tbody>
<tr>
<td>Houston</td>
<td>45 Business days</td>
<td>5 to 7 Business days</td>
</tr>
</tbody>
</table>

**PLEASE NOTE:**

1. **2 Business days** are required for CKGS Application Center to ship the passport and OCI card once received from the Embassy / Consulate.

2. **2 Business days** are required for CKGS Application Center to process and send the application to the Embassy / Consulate for Match Up.

3. Non-refundable tickets or reservations should not be purchased. If you are required to travel on urgent basis, please apply for a Visa. To withdraw your application please visit [https://www.in.ckgs.us/withdraw-my-passport/](https://www.in.ckgs.us/withdraw-my-passport/).

4. The general processing time is dependent on various factors and may vary from time to time. This does not include time taken by shipping.

5. **Incomplete / Incorrect applications** will increase the processing time and applicants will need to comply with any changes in the procedure that may occur during this time.

6. CKGS Application Center will not be liable for any claims of inconvenience or penalties should applicant need to make changes to their travel plans owing to the delays and / or any inconvenience caused due to any rejections.

7. Applicants can track their application status on [Track My Application](#).

---

**What is the processing time for OCI card for foreign spouse of Indian origin for Houston jurisdiction?**

The processing time for **OCI card for foreign spouse of Indian origin** for **Houston jurisdiction** is **80 Business days** from the time the completed application is sent to the Embassy.

**PLEASE NOTE:**
1. Non-refundable tickets or reservations should not be purchased. If you are required to travel on urgent basis, please apply for a Visa. To withdraw your application please visit https://www.in.ckgs.us/withdraw-my-passport/.
2. The general processing time is dependent on various factors and may vary from time to time. This does not include time taken by shipping.
3. Incomplete / Incorrect applications will increase the processing time and applicants will need to comply with any changes in the procedure that may occur during this time.
4. CKGS Application Center will not be liable for any claims of inconvenience or penalties should applicant need to make changes to their travel plans owing to the delays and / or any inconvenience caused due to any rejections.
5. Applicants can track their application status on Track My Application.

What is the processing time for OCI card for Minor for Houston jurisdiction?

The processing time for New OCI Card for Minor for Houston jurisdiction is 45 Business days.

PLEASE NOTE:

1. 2 Business days are required for CKGS Application Center to ship the passport and OCI card once received from the Embassy / Consulate.
2. Non-refundable tickets or reservations should not be purchased. If you are required to travel on urgent basis, please apply for a Visa. To withdraw your application please visit https://www.in.ckgs.us/withdraw-my-passport/.
3. The general processing time is dependent on various factors and may vary from time to time. This does not include time taken by shipping.
4. Incomplete / Incorrect applications will increase the processing time and applicants will need to comply with any changes in the procedure that may occur during this time.
5. CKGS Application Center will not be liable for any claims of inconvenience or penalties should applicant need to make changes to their travel plans owing to the delays and / or any inconvenience caused due to any rejections.
6. Applicants can track their application status on Track My Application.

What is the processing time for new OCI card for Atlanta jurisdiction?

The processing time for new OCI card will vary as per jurisdiction. It will take minimum 45 Business days till the new OCI card is dispatched to you. Meanwhile, you can check the status of your application via Track My Application https://www.in.ckgs.us/trackandtrace/ on the CKGS website.

You must enter the following details in the Track my Status:

- Tracking ID/ Web Reference Number
- Passport Number
What is the processing time for Re-issue of new OCI card in case of new Passport for Atlanta jurisdiction?

A. The processing time for Re-issue of new OCI card in case of new Passport for Atlanta jurisdiction is as follows:

<table>
<thead>
<tr>
<th>Application Center</th>
<th>Processing Time at Embassy/Consulate &amp; New Delhi for OCI Cards</th>
<th>Processing time for Matchup</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atlanta</td>
<td>45 Business days</td>
<td>5 to 7 Business days</td>
</tr>
</tbody>
</table>

Meanwhile, you can check the status of your application via [Track My Application](https://www.in.ckgs.us/trackandtrace/) on the CKGS website.

You must enter the following details in the Track my Status:

- Tracking ID/ Web Reference Number
- Passport Number

What is the processing time for a New OCI Card in case of a lost OCI card for Atlanta jurisdiction?

The processing time for New OCI Card for Atlanta jurisdiction is as follows:

<table>
<thead>
<tr>
<th>Application Center</th>
<th>Processing Time at Embassy/Consulate &amp; New Delhi for OCI Cards</th>
<th>Processing time for Matchup</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atlanta</td>
<td>45 Business days</td>
<td>5 to 7 Business days</td>
</tr>
</tbody>
</table>

**PLEASE NOTE:**

1. **2 Business days** are required for CKGS Application Center to ship the passport and OCI card once received from the Embassy / Consulate.
2. **2 Business days** are required for CKGS Application Center to process and send the application to the Embassy / Consulate for Match Up.
3. Non-refundable tickets or reservations should not be purchased. If you are required to travel on urgent basis, please apply for a Visa. To withdraw your application please visit [https://www.in.ckgs.us/withdraw-my-passport/](https://www.in.ckgs.us/withdraw-my-passport/).
4. The general processing time is dependent on various factors and may vary from time to time. This does not include time taken by shipping.
5. **Incomplete / Incorrect applications** will increase the processing time and applicants will need to comply with any changes in the procedure that may occur during this time.
6. CKGS Application Center will not be liable for any claims of inconvenience or penalties should applicant need to make changes to their travel plans owing to the delays and / or any inconvenience caused due to any rejections.
7. Applicants can track their application status on [Track My Application](https://www.in.ckgs.us/trackandtrace/).
What is the processing time for Re-issue of new OCI card in case of damaged OCI card for Atlanta jurisdiction?

The processing time for OCI Re-Issue for Damaged OCI Card for Atlanta jurisdiction is as follows:

<table>
<thead>
<tr>
<th>Application Center</th>
<th>Processing Time at Embassy/Consulate &amp; New Delhi for OCI Cards</th>
<th>Processing time for Matchup</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atlanta</td>
<td>45 Business days</td>
<td>5 to 7 Business days</td>
</tr>
</tbody>
</table>

PLEASE NOTE:

1. 2 Business days are required for CKGS Application Center to ship the passport and OCI card once received from the Embassy / Consulate.
2. 2 Business days are required for CKGS Application Center to process and send the application to the Embassy / Consulate for Match Up.
3. Non-refundable tickets or reservations should not be purchased. If you are required to travel on urgent basis, please apply for a Visa. To withdraw your application please visit [https://www.in.ckgs.us/withdraw-my-passport/](https://www.in.ckgs.us/withdraw-my-passport/).
4. The general processing time is dependent on various factors and may vary from time to time. This does not include time taken by shipping.
5. Incomplete / Incorrect applications will increase the processing time and applicants will need to comply with any changes in the procedure that may occur during this time.
6. CKGS Application Center will not be liable for any claims of inconvenience or penalties should applicant need to make changes to their travel plans owing to the delays and / or any inconvenience caused due to any rejections.
7. Applicants can track their application status on [Track My Application](https://www.in.ckgs.us/withdraw-my-passport/).

What is the processing time for OCI card for foreign spouse of Indian origin for Atlanta jurisdiction?

The processing time for OCI card for foreign spouse of Indian origin for Atlanta jurisdiction is 60 Business days from the time the completed application is sent to the Embassy.

PLEASE NOTE:

1. Non-refundable tickets or reservations should not be purchased. If you are required to travel on urgent basis, please apply for a Visa. To withdraw your application please visit [https://www.in.ckgs.us/withdraw-my-passport/](https://www.in.ckgs.us/withdraw-my-passport/).
2. The general processing time is dependent on various factors and may vary from time to time. This does not include time taken by shipping.
3. Incomplete / Incorrect applications will increase the processing time and applicants will need to comply with any changes in the procedure that may occur during this time.
4. CKGS Application Center will not be liable for any claims of inconvenience or penalties should applicant need to make changes to their travel plans owing to the delays and / or any inconvenience caused due to any rejections.
5. Applicants can track their application status on Track My Application.

What is the processing time for OCI card for Minor for Atlanta jurisdiction?

The processing time for New OCI Card for Minor for Atlanta jurisdiction is 45 Business days.

PLEASE NOTE:

1. **2 Business days** are required for CKGS Application Center to ship the passport and OCI card once received from the Embassy / Consulate.
2. Non-refundable tickets or reservations should not be purchased. If you are required to travel on urgent basis, please apply for a Visa. To withdraw your application please visit https://www.in.ckgs.us/withdraw-my-pasport/.
3. The general processing time is dependent on various factors and may vary from time to time. This does not include time taken by shipping.
4. **Incomplete / Incorrect applications** will increase the processing time and applicants will need to comply with any changes in the procedure that may occur during this time.
5. CKGS Application Center will not be liable for any claims of inconvenience or penalties should applicant need to make changes to their travel plans owing to the delays and / or any inconvenience caused due to any rejections.
6. Applicants can track their application status on Track My Application.

What is the processing time for new OCI card for San Francisco jurisdiction?

The processing time for new OCI card will vary as per jurisdiction. It will take minimum **60 Business days** till the new OCI card is dispatched to you. Meanwhile, you can check the status of your application via Track My Application https://www.in.ckgs.us/trackandtrace/ on the CKGS website.

You must enter the following details in the Track my Status:

- Tracking ID/ Web Reference Number
- Passport Number

What is the processing time for Re-issue of new OCI card in case of new Passport for San Francisco jurisdiction?
The processing time for Re-issue of new OCI card in case of new Passport for San Francisco jurisdiction is as follows:

<table>
<thead>
<tr>
<th>Application Center</th>
<th>Processing Time at Embassy/Consulate &amp; New Delhi for OCI Cards</th>
</tr>
</thead>
<tbody>
<tr>
<td>San Francisco</td>
<td>60 Business days</td>
</tr>
<tr>
<td></td>
<td>7 to10 Business days</td>
</tr>
</tbody>
</table>

Meanwhile, you can check the status of your application via Track My Application [https://www.in.ckgs.us/trackandtrace/](https://www.in.ckgs.us/trackandtrace/) on the CKGS website.

You must enter the following details in the Track my Status:

- Tracking ID/ Web Reference Number
- Passport Number

What is the processing time for a New OCI Card in case of a lost OCI card for San Francisco jurisdiction?

The processing time for Re-issue of OCI Card in case of lost OCI card for San Francisco jurisdiction is as follows:

<table>
<thead>
<tr>
<th>Application Center</th>
<th>Processing Time at Embassy/Consulate &amp; New Delhi for OCI Cards</th>
</tr>
</thead>
<tbody>
<tr>
<td>San Francisco</td>
<td>60 Business days</td>
</tr>
<tr>
<td></td>
<td>7 to10 Business days</td>
</tr>
</tbody>
</table>

PLEASE NOTE:

1. **2 Business days** are required for CKGS Application Center to ship the passport and OCI card once received from the Embassy / Consulate.
2. **2 Business days** are required for CKGS Application Center to process and send the application to the Embassy / Consulate for Match Up.
3. Non-refundable tickets or reservations should not be purchased. If you are required to travel on urgent basis, please apply for a Visa. To withdraw your application please visit [https://www.in.ckgs.us/withdraw-my-passport/](https://www.in.ckgs.us/withdraw-my-passport/).
4. The general processing time is dependent on various factors and may vary from time to time. This does not include time taken by shipping.
5. **Incomplete / Incorrect applications** will increase the processing time and applicants will need to comply with any changes in the procedure that may occur during this time.
6. CKGS Application Center will not be liable for any claims of inconvenience or penalties should applicant need to make changes to their travel plans owing to the delays and / or any inconvenience caused due to any rejections.
7. Applicants can track their application status on Track My Application [https://www.in.ckgs.us/trackandtrace/](https://www.in.ckgs.us/trackandtrace/).

What is the processing time for Re-issue of new OCI card in case of damaged OCI card for San Francisco jurisdiction?
The processing time for **OCI Re-Issue for Damaged OCI Card** for San Francisco jurisdiction is as follows:

<table>
<thead>
<tr>
<th>Application Center</th>
<th>Processing Time at Embassy/Consulate &amp; New Delhi for OCI Cards</th>
<th>Processing time for Matchup</th>
</tr>
</thead>
<tbody>
<tr>
<td>San Francisco</td>
<td>60 Business days</td>
<td>7 to 10 Business days</td>
</tr>
</tbody>
</table>

**PLEASE NOTE:**

1. **2 Business days** are required for CKGS Application Center to ship the passport and OCI card once received from the Embassy / Consulate.
2. **2 Business days** are required for CKGS Application Center to process and send the application to the Embassy / Consulate for Match Up.
3. Non-refundable tickets or reservations should not be purchased. If you are required to travel on urgent basis, please apply for a Visa. To withdraw your application please visit [https://www.in.ckgs.us/withdraw-my-passport/](https://www.in.ckgs.us/withdraw-my-passport/).
4. The general processing time is dependent on various factors and may vary from time to time. This does not include time taken by shipping.
5. **Incomplete / Incorrect applications** will increase the processing time and applicants will need to comply with any changes in the procedure that may occur during this time.
6. CKGS Application Center will not be liable for any claims of inconvenience or penalties should applicant need to make changes to their travel plans owing to the delays and / or any inconvenience caused due to any rejections.
7. Applicants can track their application status on [Track My Application](#).

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What is the processing time for OCI card for foreign spouse of Indian origin for San Francisco jurisdiction?

The processing time for **OCI card for foreign spouse of Indian origin** for San Francisco jurisdiction is **60 Business days** from the time the completed application is sent to the Embassy.

**PLEASE NOTE:**

1. Non-refundable tickets or reservations should not be purchased. If you are required to travel on urgent basis, please apply for a Visa. To withdraw your application please visit [https://www.in.ckgs.us/withdraw-my-passport/](https://www.in.ckgs.us/withdraw-my-passport/).
2. The general processing time is dependent on various factors and may vary from time to time. This does not include time taken by shipping.
3. **Incomplete / Incorrect applications** will increase the processing time and applicants will need to comply with any changes in the procedure that may occur during this time.
4. CKGS Application Center will not be liable for any claims of inconvenience or penalties should applicant need to make changes to their travel plans owing to the delays and / or any inconvenience caused due to any rejections.
5. Applicants can track their application status on [Track My Application](#).
What is the processing time for OCI card for Minor for San Francisco jurisdiction?

The processing time for New OCI Card for Minor for San Francisco jurisdiction is **60 Business days**.

**PLEASE NOTE:**

1. Non-refundable tickets or reservations should not be purchased. If you are required to travel on urgent basis, please apply for a Visa. To withdraw your application please visit [https://www.in.ckgs.us/withdraw-my-passport/](https://www.in.ckgs.us/withdraw-my-passport/).
2. The general processing time is dependent on various factors and may vary from time to time. This does not include time taken by shipping.
3. Incomplete / Incorrect applications will increase the processing time and applicants will need to comply with any changes in the procedure that may occur during this time.
4. CKGS Application Center will not be liable for any claims of inconvenience or penalties should applicant need to make changes to their travel plans owing to the delays and / or any inconvenience caused due to any rejections.
5. Applicants can track their application status on [Track My Application](https://www.in.ckgs.us/trackandtrace/).

What is the processing time for new OCI card for New York jurisdiction?

The processing time for new OCI card will vary as per jurisdiction. It will take minimum **25 to 35 business days** till the new OCI card is dispatched to you. Meanwhile, you can check the status of your application via [Track My Application](https://www.in.ckgs.us/trackandtrace/) on the CKGS website.

You must enter the following details in the **Track my Status:**

- Tracking ID/ Web Reference Number
- Passport Number

What is the processing time for Re-issue of new OCI card in case of new Passport for New York jurisdiction?

The processing time for Re-issue of new OCI card in case of new Passport will vary as per jurisdiction. It will take minimum **4 to 5 business days** till the new OCI card is dispatched to you. Meanwhile, you can check the status of your application via [Track My Application](https://www.in.ckgs.us/trackandtrace/) on the CKGS website.

You must enter the following details in the **Track my Status:**

- Tracking ID/ Web Reference Number
- Passport Number
What is the processing time for a New OCI Card in case of a lost OCI card for New York jurisdiction?

The processing time for *New OCI Card* for *New York jurisdiction* is **4 to 5 Business days**.

**PLEASE NOTE:**

1. Non-refundable tickets or reservations should not be purchased. If you are required to travel on urgent basis, please apply for a Visa. To withdraw your application please visit [https://www.in.ckgs.us/withdraw-my-passport/](https://www.in.ckgs.us/withdraw-my-passport/).
2. The general processing time is dependent on various factors and may vary from time to time. This does not include time taken by shipping.
3. **Incomplete / Incorrect applications** will increase the processing time and applicants will need to comply with any changes in the procedure that may occur during this time.
4. CKGS Application Center will not be liable for any claims of inconvenience or penalties should applicant need to make changes to their travel plans owing to the delays and / or any inconvenience caused due to any rejections.
5. Applicants can track their application status on [Track My Application](http://www.in.ckgs.us/track-my-application).

What is the processing time for Re-issue of new OCI card in case of damaged OCI card for New York jurisdiction?

The processing time for *OCI Re-Issue for Damaged OCI Card* for *New York jurisdiction* is as follows:

<table>
<thead>
<tr>
<th>Application Center</th>
<th>Processing Time at Embassy/Consulate &amp; New Delhi for OCI Cards</th>
</tr>
</thead>
<tbody>
<tr>
<td>New York</td>
<td>4 to 5 Business days</td>
</tr>
</tbody>
</table>

**PLEASE NOTE:**

1. Non-refundable tickets or reservations should not be purchased. If you are required to travel on urgent basis, please apply for a Visa. To withdraw your application please visit [https://www.in.ckgs.us/withdraw-my-passport/](https://www.in.ckgs.us/withdraw-my-passport/).
2. The general processing time is dependent on various factors and may vary from time to time. This does not include time taken by shipping.
3. **Incomplete / Incorrect applications** will increase the processing time and applicants will need to comply with any changes in the procedure that may occur during this time.
4. CKGS Application Center will not be liable for any claims of inconvenience or penalties should applicant need to make changes to their travel plans owing to the delays and / or any inconvenience caused due to any rejections.
5. Applicants can track their application status on [Track My Application](http://www.in.ckgs.us/track-my-application).
What is the processing time for OCI card for foreign spouse of Indian origin for New York jurisdiction?

The processing time for *OCI card for foreign spouse of Indian origin* for *New York jurisdiction* is **60 Business days** from the time the completed application is sent to the Embassy.

**PLEASE NOTE:**

1. **2 Business days** are required for CKGS Application Center to ship the passport and OCI card once received from the Embassy / Consulate.
2. Non-refundable tickets or reservations should not be purchased. If you are required to travel on urgent basis, please apply for a Visa. To withdraw your application please visit [https://www.in.ckgs.us/withdraw-my-passport/](https://www.in.ckgs.us/withdraw-my-passport/).
3. The general processing time is dependent on various factors and may vary from time to time. This does not include time taken by shipping.
4. **Incomplete / Incorrect applications** will increase the processing time and applicants will need to comply with any changes in the procedure that may occur during this time.
5. CKGS Application Center will not be liable for any claims of inconvenience or penalties should applicant need to make changes to their travel plans owing to the delays and / or any inconvenience caused due to any rejections.
6. Applicants can track their application status on [Track My Application](https://www.in.ckgs.us/withdraw-my-passport/).

What is the processing time for OCI card for Minor for New York jurisdiction?

The processing time for *New OCI Card* for *Minor* for *New York jurisdiction* is **25 to 35 Business days**.

**PLEASE NOTE:**

1. **2 Business days** are required for CKGS Application Center to ship the passport and OCI card once received from the Embassy / Consulate.
2. Non-refundable tickets or reservations should not be purchased. If you are required to travel on urgent basis, please apply for a Visa. To withdraw your application please visit [https://www.in.ckgs.us/withdraw-my-passport/](https://www.in.ckgs.us/withdraw-my-passport/).
3. The general processing time is dependent on various factors and may vary from time to time. This does not include time taken by shipping.
4. **Incomplete / Incorrect applications** will increase the processing time and applicants will need to comply with any changes in the procedure that may occur during this time.
5. CKGS Application Center will not be liable for any claims of inconvenience or penalties should applicant need to make changes to their travel plans owing to the delays and / or any inconvenience caused due to any rejections.
6. Applicants can track their application status on [Track My Application](https://www.in.ckgs.us/withdraw-my-passport/).
Withdraw

I have applied under wrong jurisdiction so. What do I do?

You need to withdraw your current application and reapply for a new application under the correct jurisdiction. To withdraw your application please visit https://www.in.ckgs.us/withdraw-my-passport/. Please note that withdrawal fees will be applicable.

I wish to travel and my application is at Embassy. What do I do?

Since your OCI application is still under process with Embassy, you may apply for a VISA if you have to travel for emergency purpose. To withdraw your application please visit https://www.in.ckgs.us/withdraw-my-passport/.

I made a mistake while filling the CKGS form, what do I do?

On the CKGS website https://www.in.ckgs.us/, an applicant can quickly fill in the CKGS Temporary ID / Web Reference Number to modify their application.

The Temporary ID / Web Reference Number will be sent to them via the noreply.usa@ckgs.com email ID.

Note: To ensure you receive our alerts / updates, add noreply.usa@ckgs.com to your white list / Approved / Safe Sender list.

I made a mistake while filling the government online form, what do I do?

Once the government online form reaches the ‘Final Submit’ stage on the government website and you have completed the final submission, then the application cannot be edited. You will have to re-fill the government online form in this case.

Only if the application has not reached the final submission stage, then the government online form can still be edited by following the steps.

To retrieve and modify the partial application on Government website follow the steps.

Step 1: Getting the Temporary ID from the Government website:
While filling the Online OCI application form on the Government website, https://passport.gov.in/oci/, you will get a Temporary Application ID. You must note down this ID to continue filling your application in case you get disconnected or if you wish to continue filling your form later.
Step 2: **Completing a partially filled form on the Government website**
On the Government website [https://passport.gov.in/oci/](https://passport.gov.in/oci/), click on Complete Partially Filled Registration Form to continue with your partially filled application:

Step 3: **Completing the Partial Form**
On the next page, to continue with the application, you will be required to fill in the Temporary Application ID noted from Step A:

Step 4: **New Web Reference Number**
At the end of the application, you will get a NEW WEB REFERENCE NUMBER from the Government Online NRI OCI application form which will now be the number to be used on the CKGS website to continue the process B.

**Status**

**What is status of my application?**
You can check the status of your application via Track My Application [https://www.in.ckgs.us/trackandtrace/](https://www.in.ckgs.us/trackandtrace/) on the CKGS website.

You must enter the following details in the Track my Status:

- Tracking ID/ Web Reference Number
- Passport Number

**What is status on the pending documents?**
You can check the status of your application via Track My Application [https://www.in.ckgs.us/trackandtrace/](https://www.in.ckgs.us/trackandtrace/) on the CKGS website.

You must enter the following details in the Track my Status:

- Tracking ID/ Web Reference Number
• Passport Number

Where can I get my status updates on my OCI Application once I have submitted the application?

You can check the status of your application via Track My Application [https://www.in.ckgs.us/trackandtrace/] on the CKGS website.

You must enter the following details in the Track my Status:

• Tracking ID/ Web Reference Number
• Passport Number

Documentations

Do I have to submit my original documents during initial submission of OCI application?

You need to submit original documents as per checklist for these categories

1. OCI in Lieu of PIO Card
2. OCI in Lieu of PIO Card (Lost PIO Card)
3. OCI Re-Issue New Passport
4. OCI Re-Issue Lost Damaged OCI Card
5. Renunciation of OCI
6. OCI Miscellaneous

How can I get the documents notarized? OR Which documents do I get notarized?

A Notary can be found in Local Banks, Credit Union City Country Offices, Attorney Offices, UPS, FedEx locations. If you can't find anybody easily, search online for a ‘notary public’ with your city name.

Only specific documents need to be notarized as mentioned in your checklist. Please Note: DO NOT sign the Affidavit in Lieu of Originals on your own; the Notary Officer will require you to SIGN in his / her presence.

How many applications can I send in one envelope?
Please send only **ONE** application **PER** envelope. This applies even if you are sending your own prepaid envelope or applications of family members. Every application is processed separately and hence needs to be sent in an individual envelope.

**I have completed the OCI process on your website, why do you need a physical copy?**

OCI issuing authorities require the **Original OCI application form** with the applicant’s **signature** along with **Originals** and/or **copies of supporting documents** in **hard copy** as per **checklist**. Simply submitting the online application form will not commence your OCI application process.

Remember that the processing of your application will **ONLY** commence once your physical application package is received by the CKGS Application Center, failing which the application **cannot be processed**.

**Will my documents for OCI be sent to India?**

Yes, currently the process is that your OCI application will be sent from the Indian Missions from USA to India for further processing except for New York Jurisdiction and these categories where the processing is done in New York:

1. OCI in Lieu of PIO Card
2. OCI in Lieu of PIO Card (Lost PIO Card)
3. OCI Re-Issue New Passport
4. OCI Re-Issue Lost Damaged OCI Card
5. Renunciation of OCI
6. OCI Miscellaneous

**I have got my OCI card in the UK and have got a valid UK passport. I also have a US passport. Can I travel or do I need a visa?**

You can travel using your **OCI card along with both the Passports**.

**OCI is on my old passport and it has not been transferred to my new passport, can I travel?**

Yes, you may travel with **both the new and old passports**.

**What are the documents that I need for a 'New OCI card'?**

The following list of **documents** will be required while applying for a **new OCI card**:

- Affidavit in Lieu of Originals
- OCI Application Form
- Photograph
- Additional Particulars Form
• Current US/ Foreign Passport

**Please Note:** In addition to the documents listed here you may be required to submit additional documents as per your checklist.

**What are the documents that I need for 'Re-issue of OCI card in case of new Passport'?**

The following list of documents will be required while applying for a Re-issue of OCI card for new Passport:

- Affidavit in Lieu of Originals
- OCI Miscellaneous Form
- Photograph
- OCI Card
- Current US/ Foreign Passport

**Please Note:** In addition to the documents listed here you may be required to submit additional documents as per your checklist.

**What are the documents that I need for 'Re-issue of OCI card in case of lost OCI card'?**

The following list of documents will be required while applying for Re-issue of OCI card in case of lost OCI card:

- Affidavit in Lieu of Originals
- OCI Miscellaneous Form
- Photograph
- OCI Card
- Current US/ Foreign Passport

**Please Note:** In addition to the documents listed here you may be required to submit additional documents as per your checklist.

**What are the documents that I need for 'Re-issue of New OCI card in case of lost OCI card'?**

The following list of documents will be required while applying for Re-issue of OCI card in case of lost OCI card:

- Affidavit in Lieu of Originals
- OCI Miscellaneous Form
- Photograph
- OCI Card
- Current US/ Foreign Passport

**Please Note:** In addition to the documents listed here you may be required to submit additional documents as per your checklist.
What are the documents that I need for 'OCI card for foreign spouse of Indian origin'?

The following list of documents will be required while applying for OCI card for foreign spouse of Indian origin:

- Affidavit in Lieu of Originals
- OCI Application Form
- Photograph
- Additional particulars Form
- Current US/Foreign Passport
- Marriage Certificate (Must be married for at least two years)
- Proof of Indian Origin of Spouse
- Proof of Renunciation of Indian Citizenship of Spouse (if Naturalized)
- Current Passport of Spouse
- Legal status of Spouse in US (if Spouse is Non US citizen)
- Naturalization Certificate of Spouse
- Proof of Address of Spouse
- Birth Certificate

**Please Note:** In addition to the documents listed here you may be required to submit additional documents as per your checklist.

What are the documents that I need for an 'OCI card for Minor'?

The following list of documents will be required while applying for a new OCI card:

- Affidavit in Lieu of Originals
- OCI Application Form
- Photograph
- Additional Particulars Form
- Current US/Foreign Passport
- Parental Authorization Form

**Please Note:** In addition to the documents listed here you may be required to submit additional documents as per your checklist.

What are the documents that I need for 'OCI in lieu of PIO card'?

The following list of documents will be required while applying for OCI in lieu of PIO card:

- OCI Application Form
- Photograph
- PIO Card
- Current US/Foreign Passport

**Please Note:** In addition to the documents listed here you may be required to submit additional documents as per your checklist.
What are the documents that I need for 'Renunciation of OCI card'?

The following list of documents will be required while applying for Re-issue of OCI card in case of lost OCI card:

- Affidavit in Lieu of Originals
- OCI Renunciation Form
- OCI Card
- Current US/ Foreign Passport

Please Note: In addition to the documents listed here you may be required to submit additional documents as per your checklist.

I have applied for OCI but never submitted documents. Can I re-apply?

You will have to withdraw your previous application and then re-apply for a New OCI card. To apply for an OCI card visit https://www.in.ckgs.us/

To understand the full process, follow the below steps in sequential order:

<table>
<thead>
<tr>
<th>Step 1</th>
<th>OCI – How to Apply?</th>
<th><a href="https://www.in.ckgs.us/oci/how-to-apply">https://www.in.ckgs.us/oci/how-to-apply</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2</td>
<td>OCI Application – Get Started</td>
<td><a href="https://www.in.ckgs.us/oci/">https://www.in.ckgs.us/oci/</a></td>
</tr>
</tbody>
</table>

How do I ship the documents?

You can follow the steps to Download and Print the Shipping Label and Barcode to ship the documents to CKGS Application Centre. Remember that the processing of your application will commence ONLY once your physical application package is received by us at the CKGS Application Center, failing which the application cannot be processed.

Step 1: Log in to My Account
You can generate a Shipping Label from the CKGS website https://www.in.ckgs.us/oci/ by logging in to ‘My Account’ from the Home Page as shown below:

Step 2: Fill in your Details
On the Log in page, you will be required to fill in your Web Reference Number, Date of Birth, and Current passport number:

Step 3: Generating the Shipping Label
After logging into ‘My Account’, you can download and print the shipping label from under the Service Details section.
How do I ship the documents to my jurisdiction?

You can follow the steps to Download and Print the Shipping Label and Barcode to ship the documents to CKGS Application Centre. Remember that the processing of your application will commence ONLY once your physical application package is received by us at the CKGS Application Center, failing which the application cannot be processed.

**Step 1: Log in to My Account**

You can generate a Shipping Label from the CKGS website https://www.in.ckgs.us/oci/ by logging in to ‘My Account’ from the Home Page as shown below:

**Step 2: Fill in your Details**

On the Log in page, you will be required to fill in your Web Reference Number, Date of Birth, and Current passport number:

**Step 3: Generating the Shipping Label**

After logging into ‘My Account’, you can download and print the shipping label from under the Service Details section.

I have filled the online form, do I still need to submit my original documents to the CKGS application Centre?

You need to submit original documents as per checklist for these categories

1. OCI in Lieu of PIO Card
2. OCI in Lieu of PIO Card (Lost PIO Card)
3. OCI Re-Issue New Passport
4. OCI Re-Issue Lost Damaged OCI Card
5. Renunciation of OCI
6. OCI Miscellaneous

Remember that the processing of your application will commence ONLY once your physical application package is received by us at the CKGS Application Center, failing which the application cannot be processed.

I do not have a valid state ID that reflects my true current address, is there an alternate method to prove my residency?
The **Proof of address** must match with the **present** address of the application. Only **one** of the following will be required as **proof**.

- **Only State Issued** – Driving license
  
  **NOTE**: Do NOT cut your driver’s license copy down to a smaller size
  
  **OR**
  
- Utility Bill – Water
  
  **OR**
  
- Utility Bill – Electricity
  
  **OR**
  
- Utility Bill – Gas
  
  **OR**
  
- Valid lease **signed** by landlord and tenant.
  
- **For College / University students** living on campus in University housing / dormitories - A letter from institution on the institution’s letter head explaining the **exact address** that one presently resides in.

The following items are **NOT ACCEPTED**: cell phone bill, credit card statement, bank statement. **The address cannot include a P.O. Box.**

**Shipping Questions**

**What should I do if my shipping label is not generated?**

You may generated the shipping label by following the steps:

**Step 1: Log in to My Account**

You can generate a **Shipping Label** from the CKGS website [https://www.in.ckgs.us/oci/](https://www.in.ckgs.us/oci/) by logging in to ‘**My Account**’ from the Home Page as shown below:

**Step 2: Fill in your Details**

On the Log in page, you will be required to fill in your **Web Reference Number**, **Date of Birth**, and **Current passport number**:

**Step 3: Generating the Shipping Label**

After logging into ‘**My Account**’, you can download and print the **shipping label** from under the **Service Details** section.

**What should I do if my shipping Air way bill label is not generated?**
You may generated the shipping label by following the steps:

**Step 1: Log in to My Account**
You can generate a Shipping Label from the CKGS website [https://www.in.ckgs.us/oci/](https://www.in.ckgs.us/oci/) by logging in to ‘My Account’ from the Home Page as shown below:

**Step 2: Fill in your Details**
On the Log in page, you will be required to fill in your Web Reference Number, Date of Birth, and Current passport number:

**Step 3: Generating the Shipping Label**
After logging into ‘My Account’, you can download and print the shipping label from under the Service Details section.

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**Naturalization Certificate**

**Is it illegal to photocopy Naturalization certificate?**

One can photocopy a Naturalization Certificate for lawful purposes such as for proving proof of US citizenship to a foreign consular officer to obtain a visa or a lifelong visa such as an OCI for travel to India. You should not photocopy for unlawful purposes such as for misrepresentation or for fraud etc.

**What is the process to be followed if notarization of copy of Naturalization is not possible?**

If notarization of a Naturalization Certificate is not possible, then applicant must note the following:

- When you require a Certificate of Naturalization to be authenticated, be sure to use the term ‘Certified True Copy’.
- Make an appointment with your local USCIS office by using the InfoPass Appointment Scheduler on [infopass.uscis.gov/](https://infopass.uscis.gov/).
- When you go for your appointment to your local USCIS office, be sure to take your Original Naturalization Certificate and a copy of it.
- Also take another form of photo identification, such as a Driver’s license or Passport.
- A USCIS officer will review the documents and may certify the copy, if the officer can confirm your identity and status as a naturalized citizen.
Common Mistakes to avoid while filling Online OCI Government Form

Common errors that an applicant must avoid while filling government form in order to avoid delays and rejections in the application?

Following are few of the common errors that an applicant can avoid while filling the government application form. By avoiding the following errors applicant can fill their government form more accurately and precisely.

1. Wrong Jurisdiction selection done by Applicant on the Govt. form.
2. Uploaded photograph is not identical on the photo affixed on the Govt. form.
3. Uploaded photograph does not meet the photo specifications.
4. Uploaded digital signature is not clear or is small. Click on How to Apply or complete signature specification.
5. Given Names on Govt. Form does not match with the name mentioned on US / Foreign passport.
6. Surname on Govt. Form does not match with the name mentioned on US / Foreign passport.
7. Date of birth on Govt. Form does not match with the date of birth mentioned on US / Foreign passport.
8. Sex on Govt. Form does not match with the sex details mentioned on US / Foreign passport.
9. Passport number on Govt. Form does not match with the passport number mentioned on US / Foreign passport.
10. Place of birth on Govt. Form does not match with the place of birth mentioned on US / Foreign passport.
11. Issue date of passport on Govt. Form does not match with the issue date of passport mentioned on US / Foreign passport.
12. Place of issue on Govt. Form does not match with the place of issue on mentioned on US / Foreign passport.

Applying from CAMP

Can I cancel my visa/OCI/renunciation application?
Yes. You can cancel your visa/OCI/renunciation application as per your requirement. However, in case of cancellation of application, CKGS service fees and convenience fees will not be refunded.

Can I apply for walk-in to collect my documents from CKGS?

No. For all camp services return shipping is ‘Mandatory’. Thus, applicant can select only shipping option under the question “How would you like your proceed application returned?”

Contact list of FRRO

Contact list for Foreigner Regional Registration Offices (FRRO)

For an updated Contact List of FRRO, please click here