

OCI Government Sample Form

Step by step instructions to fill Online Government Form for OCI Application

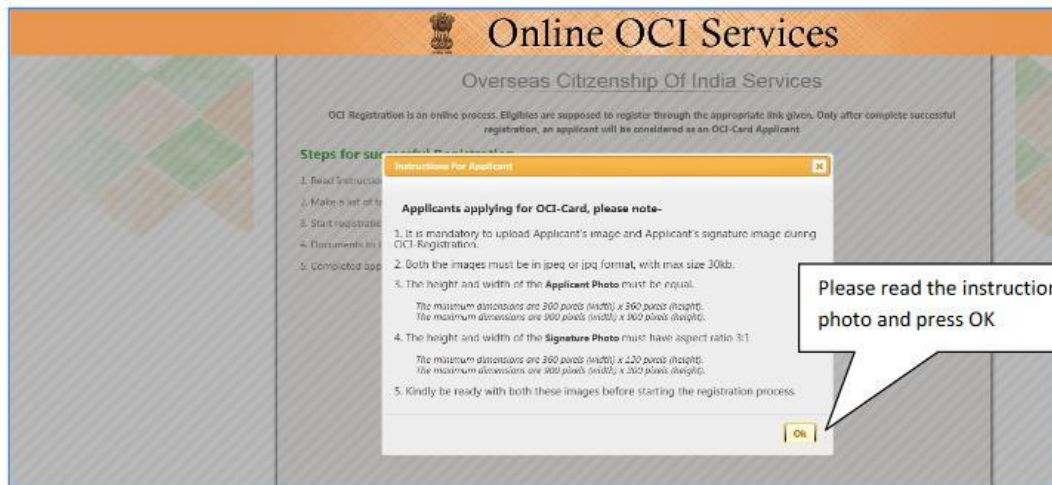
- You must go to CKGS website and read and understand “[How to apply page](#)”.
- Please note that the application once finalized cannot be modified.
- Kindly ensure that you are entering the correct data while online registration and filling forms on both CKGS and Government website.
- In case you have entered incorrect details then, you have to register again with the correct details and get the print outs with fresh file number before submitting the application to CKGS Center.
- CKGS Center will not be able to process your application in case details on the form do not match with the details on the US/Foreign passport.
- Given names of the applicant must be exactly the same as stated (it may be a combination of first name and middle name) on the US/Foreign passport.
- Surname of the applicant must be exactly the same as stated in the US/Foreign passport.
- Sex of the applicant must be exactly the same as stated in the US/Foreign passport.
- Date of birth of the applicant must be exactly the same as stated in the US/Foreign passport.
- Place of birth of the applicant must be exactly the same as stated in the US/Foreign passport. **For example:** If in US/ foreign passport the place of birth is stated as “**India**” **then** ensure on the government form it has to be India only. ***Do not add any city / state name.***
- Date of issue of passport of the applicant must be same as stated in the US/Foreign passport.
- Passport number of the applicant must be same as stated in the US/Foreign passport.
- Place of issue of US passport must be USDOS (in case of US passport holders). Foreign passport holders use place of issue as stated in their passport.
- It is absolutely mandatory to upload all required documents on the government website as part of your OCI application process.
- Uploaded photograph and physical photograph affixed on the form(s) must be identical.


Kindly be ready with scanned copy of the following items before starting the registration process

<p>Applicant's photo</p> <p>The images must be in jpeg or jpg format only , with max size 200kb</p>	<ul style="list-style-type: none">• Height and width must be equal• The minimum dimensions are 200 pixels (width) x 200 pixels (height).• 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). <p><i>“Paint” software can be used to resize the photos</i></p>
<p>Applicant's Signature</p> <p>The images must be in jpeg or jpg format only with max size 200kb</p>	<ul style="list-style-type: none">• 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). <p><i>“Paint” software can be used to resize the photos</i></p>
<p>IT IS <u>ABSOLUELY MANDATORY</u> TO UPLOAD ALL REQUIRED DOCUMENTS ON THE GOVT. WEBSITE AS PART OF YOUR OCI APPLYING PROCESS. FAILURE TO COMPLY WITH THIS REQUIREMENT WILL MAKE YOUR APPLICATION FALL UNDER “INELIGIBLE CATEGORY”. IT MEANS YOUR APPLICATION WILL BE RETURNED UNPROCESSED TO YOU WITH ELIGIBLE REFUNDS.</p>	

[Below is step by step process to complete New OCI Application on the Govt. of India website.](#)

Note: This website is not managed or handled by CKGS



 **Online OCI Services**

OCI Miscellaneous Services

Please read the [Guidelines](#), [Instructions](#) and [FAQ's](#) before filling up this form

This service can be availed for re-issuance / issuance of duplicate OCI documents in the following category of cases:


1. In case of issuance of new passport.
2. In case of change of personal particulars viz. name, father's name, nationality etc.
3. In case of loss/damage of OCI registration certificate/visa.
4. In case of manually filled in applications (discontinued now) mistakes have been committed by the Indian Mission/Post/Office while entering the personal particulars.
5. In case of change of address/occupation.

Please answer the question and press enter

ANSWER THIS QUESTION

Question : What is the natural color of APPLE

Answer : x



 **Online OCI Services**

Select One Of The Following Options As Per Your Requirement

Please click here if making fresh application

Fresh Application

Complete Partially-Filled Application



If you have the Temporary number, please put it here to complete your application



Online OCI Services

OCI Registration Form

Place of submission* USA
 Mission* ATLANTA

Applicant's Information

Surname THOMAS
 Given Name * JANE
 Have you ever changed your name? If yes, click the box and give details.
 Previous Surname DSOUZA
 Previous Name * JANE
 Sex * FEMALE
 Date Of Birth * 15/FEB/1977
 Country Of Birth* INDIA
 State (Birth)* MAHARASHTRA
 Place Of Birth * MUMBAI
 Current Nationality * UNITED STATES
 Visible Mark* NONE
 Marital Status * MARRIED

Applicant's Passport Details

Passport Number *
 Date Of Issue *
 Place Of Issue *

Applicant's Family Details

Father's Name *
 Father's Nationality * Select Country
 Mother's Name *
 Mother's Nationality * Select Country
Spouse's Details
 Spouse's Name *
 Spouse's Nationality * Select Country
 Spouse's Passport No
 Issue Date
 Issue Place

Spouse's Nationality * INDIA
 Marriage Registration Date
 Are You applying OCI on the basis of Indian Spouse/ Spouse's OCI-Card?
 Select Any one YES NO [\[click here for details\]](#)

If Spouse Nationality is selected as India then enter Marriage registration date and Spouse's OCI card details.

Exit Save & Exit Save & Continue

Note the Temporary ID for future reference.

Select the jurisdiction for your state.

Enter Surname as your Family name and Given Names as your First name and/or Middle name as in passport.

Check if you have previously changed your name.

Enter SEX details as per current passport.

Enter Country of Birth, State (Birth) and Place of Birth as on your Passport.

Enter marks like mole/ beauty spot/ birth mark, etc. or 'None' if no marks present.

Enter your current Passport number that you intend to travel with.

Passport Place of issue = USA then enter "USDOS" or else, Place of issue = as mentioned in your Passport.

Enter name of your father as mentioned in your Passport

Enter name of your mother as mentioned in your passport

Click Exit in case you do not wish to save the details.

Click to save the details and exit in case you wish to fill the form later.

Click Save & Continue to continue filling the Page 2 of the government form.

Occupation Details

Occupation *

Address of Employer *

Address Line 2

Applicant's Address Details

Present Address*

Mobile No*

Telephone No*

Email*

Native Place Address

Aadhaar No

To know more about ADHAAR No, please [\[click here\]](#)

Select your Occupation.

Enter Name and Address of your employer/ workplace if applicable. Not required for Student, Housewife, Retired, etc.

Enter your current US address.

Enter your current contact details - Mobile No, Telephone No & Email address.

Enter address if it is different than US address.

Click Next to continue to re-verify the filled in government form.

Click to save the details and exit in case you wish to fill the form later.

Click exit in case you do not wish to save the details.

Verify Information

Temporary Application ID
271115402HLSN

Please verify information provided by you. Submission of this form will never allow you to change your information for this application. If you need to change the information provided, click on Modify button provided below.

Applicant Information

Country Selected	USA
Mission Selected	ATLANTA
Surname	THOMAS
Given Name	JANE
Previous Surname	DSOUZA
Previous Name	JANE
Sex	FEMALE
Date Of Birth	15/FEB/1977
Country Of Birth	UNITED STATES
Place Of Birth	CONNECTICUT
Current Nationality	UNITED STATES
Visible Mark	NONE
Marital Status	MARRIED

Family Information

Father's Name	WW
Father's Nationality	INDIA
Mother's Name	TT
Mother's Nationality	INDIA
Spouse Name	PO
Spouse Nationality	UNITED KINGDOM
Spouse's Passport Number	7687888
Passport Issue Date	01/JAN/2011
Passport Issue Place	UK

Passport Information

Passport Number	8978987
Date Of Issue	01/JAN/2011
Place Of Issue	ATLANTA

Occupation Details

Occupation	DOCTOR
Address of Employer	TTT TURNER ROAD

Residential Address Details

Present Address	FORT TM
Mobile No	67656887876
Telephone No	234344444
Email	jane.thomas@gmail.com
Native Address	GURGAON
AADHAR No.	-

Click modify if you wish to edit any details.

Click submit if you wish to continue to upload the documents.

Modify

Submit

OCI- Registration Image Upload

Temporary Application ID
271115402HLSN

Your File Reference Number is
USAA03C7EN16

Till now you have successfully registered Part-A. After uploading image and fill the Part B to complete the registration.

Keep note of Web Reference Number and Temporary ID for future reference.

Please ensure following points before uploading photo

- Applicant's Image and Applicant's Signature Image should be of size 100x100 pixels.
- Applicant's Image and Applicant's Signature Image size should be 100x100 pixels.
- Applicant's Images must be square; i.e, aspect ratio must be 1:1.
- Applicant's Signature Images should have aspect ratio(height:width) of 1:1.
- If you don't want to upload photograph. You can click the "Exit Now" button.

Click this button to continue to upload your photo. Photo must be uploaded clearly with white background.

Click exit if you want to upload documents later. Note your Web Reference Number.

Yes i am ready with the image

Exit Now

Applicant Photo/Signature Upload

To upload applicant's image

Browse... No file selected.

To upload applicant's signature

Browse... No file selected.

Upload scanned copy of your latest signature. Kindly click on [signature specification](#) for more details.

Upload scanned copy of your latest photograph. Please note that physical photo and uploaded photo must be identical.

Click if you wish to exit upload.

Upload

Close

Click if you wish to upload scanned copy of your latest photo &/or signature.

OCI- Registration Image Upload

Temporary Application ID
54211142PID86

Your File Reference Number is

USAC04A7DN16

Till now you have successfully registered Part-A, and also have uploaded Applicant's Image & Signature. Please select one of the option given to proceed.



Click if you wish to re - upload scanned copy of your latest photo &/or signature.

Click to proceed to Part B of filling the form.

If you want to upload again

I want to upload again

If you dont want to upload again

I have uploaded successfully

OCI-Registration Confirmation

Temporary Application ID
54211142PID86

Your File Reference Number is

USAC04A7DN16

Till now you have successfully registered Part-A, and have also uploaded Applicant's Image & Signature.

Applicant Name

BCD ABC

File Reference Number

USAC04A7DN16

Proceed To Part-B

Exit

Click to exit if you wish to fill Part B later.

Click to proceed to Part B of filling the form.

OCI Registration Part-B

Click Yes or No as applicable and complete filling up Part-B.

Other Details of Applicant(s)

- Citizenship Details

- Have you/any member of your family applied for OCI registration earlier? Yes No
If YES, give details(Reference No., when and where applied and what was the outcome)
- Whether the applicant(s) sought asylum before applying for present citizenship? Yes No
If YES, give specific details when and why
- Whether the applicant(s) had ever been a citizen of Pakistan or Bangladesh at any time? Yes/No Yes No
If YES, give specific details
- Whether either of parents or grandparents or great-grandparents of applicant(s) had ever been citizen of Pakistan or Bangladesh at any time? Yes/No Yes No
If YES, give specific details
- Whether the applicant(s) (other than minor child/children) has worked / is working in Armed Forces/Para-military/Police/security/intelligence organizations? Yes/No Yes No
If YES, give specific details

+ Present Nationality Details

Applicant Name	Present Nationality	Acquisition Method	Date
BCD ABC	UNITED STATES	BY BIRTH <input type="text"/>	22/DEC/1986

Acquisition date is required

+ Other Details

Previous Nationality of Applicant(s) (If Any)
BCD ABC

Click to confirm and complete filling up Part-B.

Do you have relatives staying in India? Yes No

Sr No.	Name	Present Address	Relationship	Age
1	<input type="text" value="BNM"/>	<input type="text" value="MUMBAI"/>	<input type="text" value="FATHER"/>	<input type="text" value="60"/>

Has any of the applicant(s) faced criminal proceeding ? Yes No

Online OCI Document Upload

Welcome to Document-Upload Section of Online OCI- Registration

Applicant Name BCD ABC	Web File-Number USAC04A7DN16
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Document Upload

Select a Document Type to upload

Select Document

- Select Document
- CURRENT PASSPORT
- INDIAN ORIGIN PROOF
- INDIAN VISA
- PIO CARD
- SPOUSE OCI CARD
- RELATIONSHIP CERTIFICATE
- MARRIAGE CERTIFICATE

Upload all relevant documents as per your checklist to complete the government form filling. Refer CKGS checklist for specifications related to each document.

PLEASE NOTE:

IT IS **ABSOLUTELY MANDATORY** TO UPLOAD THE PHOTO, SIGNATURE IMAGE AND ALL REQUIRED DOCUMENTS ON THE GOVT. WEBSITE AS PART OF YOUR OCI APPLYING PROCESS. FAILURE TO COMPLY WITH THIS REQUIREMENT WILL MAKE YOUR APPLICATION FALL UNDER “INELIGIBLE CATEGORY”. IT MEANS YOUR APPLICATION WILL BE RETURNED UNPROCESSED TO YOU WITH ELIGIBLE REFUNDS.

FOR MINORS

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**.

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 inkpadd**. (Use **Left Thumb impression for Boys & Right Thumb impression for girls**) [Click here](#) for more details.

OCI Miscellaneous Services Sample Form

Online OCI Services

Online OCI Registration

YOU HAVE BEEN SUCCESSFULLY COMPLETED BOTH PART-A & PART-B OF ONLINE OCI REGISTRATION FOR THE FOLLOWING A
YOU ARE REQUESTED TO UPLOAD APPROPRIATE DOCUMENTS. OTHERWISE YOUR APPLICATION WILL NOT BE CONSIDERED

Applicant Name	Web File-Number
EFG ABC	USAW03DFAN16

To upload supporting documents (Mandatory)

To Exit

Click Upload Documents if applicant wishes to upload any more documents.

Click Exit to leave this Page.

Message is displayed at the end that Part-A & Part-B completed successfully.

Please Note:

Applicants are required to upload all required documents on the Govt. website failing which their application will be ineligible for further processing and returned to them.



Online OCI Services

OCI Miscellaneous Services

Select One Of These Services *

- Change of Passport Particulars
- Change of Personal Particulars
- Loss / Damage of OCI Certificate / Visa
- Change of Address / Occupation

Next

Kindly select **all services applicable** from the above.

Service 1 – Change of Passport Particulars

Select “**Change of Passport Particulars**” to update/ modify any of the following details **ONLY**.

- Current Passport Number
- Place of Issue (Kindly enter the name of **COUNTRY of ISSUE** of your Passport)
- Date of Issue
- Reason for Availing the Service



Online OCI Services

Services Selected

Change of Passport Particulars

Place of submission*

USA

Select Mission*

SAN FRANCISCO

Passport Details

Enter latest Passport Number in which OCI(U-Visa) transferred*

Issue Place *

Issue Date *


Reason for Availing the Service*

Service 2 – Change of Personal Particulars

Select “**Change of Personal Particulars**” to update/ modify any of the following details **ONLY**.

- Surname
- Given Names (this field must include **Middle Name** if any)
- Sex
- Date of Birth
- Place of Birth
- Visible Mark
- Marital Status
- Father / Guardian Name (This field requires the **complete name** in the order of: First Name, Middle Name and Surname).

- Mother (This field requires the **complete name** in the order of: First Name, Middle Name and Surname).
- Nationality
- Reason for Availing the Service



The screenshot shows the 'Online OCI Services' web interface. At the top, there is a header with the Indian national emblem and the text 'Online OCI Services'. Below the header, a tab labeled 'Personal Particulars' is selected. The form contains the following fields:

- Surname* (text input)
- Given Name* (text input)
- Sex * (dropdown menu with 'Select Gender' as the current selection)
- Date of Birth * (text input)
- Place of Birth * (text input)
- Visible Mark * (text input)
- Marital Status * (dropdown menu with 'Select Marital Status' as the current selection)
- Father/Guardian Name* (text input)
- Mother Name* (text input)
- Nationality * (dropdown menu with 'Select Country' as the current selection)
- Reason for Availing the Service* (large text area)

Service 3 – Loss / Damage of OCI Certificate

This service ask you to provide a reason to avail “service 3” which is “Loss/damaged of OCI Certificate” **ONLY**.



Online OCI Services

OCI Miscellaneous Registration

Services Selected Loss / Damage of OCI Certificate / Visa

Place of submission*

USA

Select Mission*

SAN FRANCISCO

Reason for Availing the Service*

Present enter the reason

Submit

Service 4 – Change of Address / Occupation

Select “Change of Address / Occupation” update/ modify any of the following details **ONLY**.

- Present Residential Address (This requires **complete address** of the U.S., Street no. and street name, City, State and Zip Code)
- Phone Number
- Email Address (It is advised to provide email address that belongs to the **applicant** only to avoid any rejection)
- Occupation (This requires specific title such as clerk, teacher etc. If you select **‘Government Service’** as your occupation then it will require further clarification).
- Occupation Details
- Employer Address
- Reason for Availing the Service



The image shows a screenshot of the 'Online OCI Services' web portal. At the top, there is a header with the Indian national emblem and the text 'Online OCI Services'. Below this is a sub-header 'Address and Occupation Details'. The form contains several input fields: 'Residential Address' (three stacked text boxes), 'Phone number *' (one text box), 'Email' (one text box), 'Occupation*' (a dropdown menu with 'Select Occupation' as the current selection), 'Occupation Details' (one text box), 'Employer Address' (two stacked text boxes), and 'Reason for Availing the Service*' (a large text area with a vertical scrollbar on the right).

 **Online OCI Services**

Address and Occupation Details

Residential Address

Phone number *

Email

Occupation*

Occupation Details

Employer Address

Reason for Availing the Service*