



Federation of Indian Associations (FIA)
The largest Non-Profit Umbrella Organization in the tri-state of NY, NJ & CT

VISA CAMP CHECKLIST (YOU WILL NEED THESE TO SUCCESSFULLY SUBMIT YOUR APPLICATION)

OCI			
OCI Adult (Born in India)	OCI Adult (Born in USA)	OCI Re-Issue (New Passport)	OCI Minor (Born in USA)
1) Application form	1) Application Form	1) Misc. Application Form	1) Application Form
2) Copy of US Passport	2) Copy of US Passport	2) Copy of New Passport	2) Copy of US Passport
3) 1 Passport Photo - 2"x2" - White Background	3) 1 Passport Photo - 2"x2" - White Background	3) 1 Passport Photo - 2"x2" - White Background	3) 1 Passport Photo - 2"x2" - White Background
4) Copy Naturalization Certificate	4) Copy of Birth Certificate	4) Original + Copy OCI card	4) Copy of Birth Certificate
5) Proof of Indian Origin <i>Either</i> - Indian Passport - Indian Birth Certificate - School Leaving Certificate	5) Parents' Proof of Indian origin <i>Either</i> - Copy of Parent's Indian Passport - Birth certificate - School Leaving Certificate	5) Original + Copy of Expired US Passport	5) Parent's proof of Renunciation <i>Either</i> - Copy of cancelled Indian Passport - Renunciation certificate
6) Proof of Renunciation <i>Either</i> - Copy of cancelled Indian Passport - Renunciation certificate	6) Copy of Proof of Address.	6) Copy of U-Visa Page	6) Copy of Parent's Naturalization Certificate or US passport
7) Copy of Proof of Address		7) Copy Proof of Address	7) Copy of Parent's Indian passport or OCI card
			8) Parent's Copy of Proof of Address

NEW OCI CARD FOR PIO CARD HOLDERS	OCI card for Minors with Parents who are Indian Citizens	FEE : NEW OCI CARD FOR PIO CARD HOLDER
1) Application form	1) Application Form	1. IF PIO CARD WAS GRANTED WHEN THE APPLICANT WAS A MINOR AND NOW IS AN ADULT - \$ 165.00 2. IF PIO CARD WAS GRANTED WHEN THE APPLICANT WAS A MINOR & IS STILL A MINOR - \$ 165.00 3. IF PIO CARD WAS GRANTED WHEN THE APPLICANT WAS AN ADULT - \$ 45.00
2) Copy of US Passport	2) Copy of US Passport	
3) 1 Passport Photo - 2"x2" - White Background	3) 1 Passport Photo - 2"x2" - White Background	
4) Copy of Naturalization Certificate	4) Copy of Birth Certificate	
5) Original PIO Card along with a copy of the same.	5) Parent's Valid Indian Passport	
6) Proof of Renunciation <i>Either</i> - Copy of cancelled Indian Passport - Renunciation certificate	6) copy of Parents' Valid Visa.	
7) Copy Proof of Address	7) Copy of Parents' proof of Address	



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VISAS			
Tourist Visa (Adult Born in USA)	Tourist Visa (Adult Born in India)	Tourist Visa (Foreign Passport Holder)	Tourist Visa (Minor born in USA)
1) Application Form	1) Application Form	1) Application Form	1) Application Form - Minor signature or thumb-print required underneath picture. - Parents or legal guardian must sign and notarize Page 2 and a Duly notarized Parental Authorisation For
2) 1 Passport Photo - 2"x2" - White Background.	2) 1 Passport Photo - 2"x2" - White Background.	2) 1 Passport Photo - 2"x2" - White Background.	2) 1 Passport Photo - 2"x2" - White Background.
3) Original + Copy of US passport (Information Page Only)	3) Original + Copy of US passport (Information Page Only)	3) Original + Copy of Foreign passport (Information Page Only)	3) Copy of Birth Certificate
4) Copy of Proof of Address - State Issued IDs, Utility Bills or a Lease Agreement	4) Proof of Renunciation <i>Either</i> -Copy of cancelled Indian Passport -Renunciation Certificate -Copy of the Naturalization Certificate OR Need to apply for Renunciation with visa application.	4) Copy of Proof of Immigration Status (Green Card,H1,L1,Extention I797a)	4) Original + Copy of US passport (Information Page Only)
5)Additional Particulars Form		5) Copy of Proof of Address - State Issued IDs, Utility Bills or a Lease Agreement	5) Copy of Proof of Address - State Issued IDs, Utility Bills or a Lease Agreement
	5) Copy of Proof of Address - State Issued IDs, Utility Bills or a Lease Agreement	6))Additional Particulars Form	6)Copy of both the Parents' Passport (information pages only). If it's a non U.S. Passport then also the visa status in U
		7)Non Citizen U.S. Form	7) Additional Particulars Form



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Business Visa (US Passport Holder)	Business Visa (Foreign Passport Holder)	Conference Visa
1) Application Form	1) Application Form	1) Application Form
2) 1 Passport Photo - 2"x2" - White Background.	2) 1 Passport Photo - 2"x2" - White Background.	2) 1 Passport Photo - 2"x2" - White Background.
3) Original + Copy of US passport (Information Page Only)	3) Original + Copy of Foreign passport (Information Page Only)	3) Original + Copy of US passport (Information Page Only)
4) Invitation letter from India including the address and phone number of the company, as well as the duration of the visa requested.	4) Invitation letter from India including the address and phone number of the company, as well as the duration of the visa requested.	4) Invitation letter from India.
5) Company letter from US including the address and phone number of the company, as well as the duration of the visa requested.	5) Company letter from US including the address and phone number of the company, as well as the duration of the visa requested.	5) Company letter from US
6) Copy of Proof of Address - State Issued IDs, Utility Bills or a Lease Agreement	6) Copy of Proof of Immigration Status (Green Card, H1, L1, Extension I797a)	6) Company's Letter of Incorporation
7) Additional Particulars Form	7) Copy of Proof of Address - State Issued IDs, Utility Bills or a Lease Agreement	7) Copy of Proof of Address - State Issued IDs, Utility Bills or a Lease Agreement
	8) Non U.S. Citizen Form	8) If Foreign passport then visa status in USA. Non U.S. Citizen Form



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RENUNCIATION- Naturalized before 2010, and having Indian Passport	RENUNCIATION- Naturalized before 2010, without Indian Passport - passport lost or stolen - (Only after Ten years of getting Naturalized)	RENUNCIATION – After 2010 with Indian Passport
1) Renunciation Certificate – 2 Copies	1) Deemed Surrender Certificate – 2 copies	1) Renunciation Certificate – 2 Copies
2) Original Indian Passport	2) Duly Notarized Affidavit of Loss	2) Original Indian Passport
3) Copy of Naturalization Certificate	3) Copy of U.S. Passport	3) Copy of Naturalization Certificate
4) Copy of Address Proof.	4) Copy of Naturalization Certificate.	4) Copy of Address Proof.
5) Copy of US passport	5) Proof of Address.	5) Copy of US passport
6) For Minors who got naturalized under their parent – the parent has to submit a duly notarized letter stating that the applicant got Naturalized under him/her and also give a copy of their Naturalization certificate.		

RENUNCIATION- Naturalized after 2010, without Indian Passport – Indian passport lost or stolen
1) Renunciation Declaration – 2 Copies
2) Affidavit of Loss duly Notarized
3) Copy of Naturalization Certificate
4) Copy of Address Proof.
5) Copy of US passport

IMPORTANT NOTICES:

- **ALL** of the information on your application form must match the information found in your passport exactly. Verify that there are no typos or missing information.
- Applicants who hold multiple passports/nationalities (excluding Pakistani passport holders), must apply with US passport.
- Applicants 18+ years-old, the proof of address must be in the applicant's name. **No exceptions.** Acceptable proofs of address include a Driver's License, State ID OR utilities: natural gas, electric, water, sewage. Also, maintenance bill, heating and oil, mortgage statements, or a valid lease agreement that has not expired and is signed by both the tenant and landlord. The Address proof must match the address on the application.

The following will NOT be accepted: cell phone bill, cable or land line phone bills, credit card/ bank statements, insurance forms, tax forms, pay stubs and the address **cannot** include a PO Box.

There is NO expedited service provided for any visa application submitted. Applicants are advised not to book their flight until the visa is in hand. The only exceptions are for life and death situations in which an acceptable proof will be required and your options will be explained to you.

FOR ALL MINOR APPLICANTS

The signature of both parents and legal guardians on the 2nd page of minor's application should match the signature in the passport. Significant variations in the signature provided may result in a rejection from the consulate even if there is a notary stamp. If only the mother's maiden name appears on the minor's birth certificate and it is different than the name on the mother's passport, a proof of the name change is required.

FOR ALL INDIAN BORN APPLICANTS APPLYING FOR AN OCI OR VISA OF ANY CATEGORY

It is a requirement of the Indian government that if you do not have **PROOF** of your renunciation, (Copy of renunciation certificate stamped and signed by the consulate general of India and a copy of the naturalization certificate), you must apply for the renunciation at the time of submitting your OCI/Visa application.

PROFESSIONALS IN: JOURNALISM, MEDIA, PHOTOGRAPHY, WRITING or PRODUCING

It is a requirement of the Indian government that you apply for a *journalist visa*. If the purpose of the trip is anything other than journalistic you must provide a completed journalist undertaking letter. In the event that tourism is the sole purpose of the visit, you must provide a letter from your employer stating you are not being sent on an assignment, and the sole purpose of the trip is tourism.

For applicants applying for a Conference Visa: If the conference is sponsored by either the Indian government or the NGO, a "No Objection" Clearance from the respective ministry is required.

ANY FURTHER/SPECIAL QUESTIONS : enquiriesusa@ckgs.com