

New PIO Card – Minor- US Passport Holder

- ✓ The documents in the checklist are mandatory for your application to be processed.
- ✓ The list of the documents is not exhaustive and is subject to change based on the requirements of the Indian Embassy / Consulate
- ✓ The Indian Embassy / Consulate have the right to request for additional documentation.
- ✓ 2 copies of signed Document Checklist with the boxes ticked must be submitted with your documents

To make sure you receive our alerts / updates, add noreply.usa@ckgs.com to your white list / Approved / Safe Sender list.

Sr no	Document Checklist	Original Required	
1	2 copies of Document Checklist to be printed, ticked and signed	Copy	<input checked="" type="checkbox"/>
2	PIO APPLICATION FORM <ul style="list-style-type: none"> • Complete 2 SETS of the PIO Form online and then download • Handwritten forms are not accepted • Make sure to SIGN where indicated • 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 application. • If the signature is OUTSIDE of the boxes provided, the application may be REJECTED • 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 for Boys & Right Thumb for girls) • PARENT CANNOT SIGN ON BEHALF OF THE CHILD UNDER ANY CIRCUMSTANCES ON THE FIRST PAGE • Applications should contain BOTH parents signature on the 3rd PAGE ONLY. • NOTARY should be next to parents signatures. • Proof of renunciation status must be provided if parent/parents was/were naturalized citizens • All questions must be answered fully – NA as an answer is NOT ACCEPTABLE • 14(a)(b) in the form is MANDATORY – if you do not have a Permanent Residence and phone number in INDIA, please provide information of a close FRIEND or RELATIVE • NO DOUBLE SIDE printing of the Application Form, 3 SEPARATE PAGES to be used. • 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. 	Original	<input checked="" type="checkbox"/>
3	PARENTS PROOF OF ORIGIN Applicable if MINOR does not have an Indian Passport is applying for PIO on the basis of PARENTS & GRANDPARENTS of Indian Nationals. <ul style="list-style-type: none"> • Copy of Proof of both parents current nationality and previous nationality • Applicants birth certificate (in which your parent's name is mentioned) • If the applicant is applying as a grandchild of an Indian National, then the applicant must submit his birth certificate as well as his parents birth certificate. All submitted birth certificates must show the parents names clearly so that it establishes the relationship with the applicants parents and grandparents AND • Copies of first three and last two pages of BOTH parent/grandparent's Indian passport, OR • Copy of BOTH parent/grandparent's domicile certificate issued by the competent 	All Copies	<input checked="" type="checkbox"/>

	<p>authority,</p> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Copy of parents PIO/OCI cards, <p style="text-align: center;">OR</p> • Any other document that provides sufficient evidence of parent/grandparent's Indian citizenship, such as a notarized copy of school certificate and a land ownership certificate by which eligibility may be reasonably ascertained. 		
4	<p>PROOF OF FORMER INDIAN CITIZENSHIP</p> <ul style="list-style-type: none"> • Copy of first three and last two pages of the most recent Indian passport held • If the applicant does NOT have an Indian Passport and is applying for PIO as the child or grandchild of an Indian National, then the applicant MUST supply proof of relationship with his parent or grandparent 	Copy	<input checked="" type="checkbox"/>
5	<p>ADDITIONAL PARTICULARS FORM</p> <ul style="list-style-type: none"> • Fill the Additional Particulars Form and enclose the print out. • All pages of Additional Particulars Form should have signatures of the parents. 	Original	<input checked="" type="checkbox"/>
6	<p>SIGNED CKGS DECLARATION AND UNDERTAKING FORM</p> <ul style="list-style-type: none"> • This must be signed by the applicant or ONE of the parents or Legal Guardians. 	Original	<input checked="" type="checkbox"/>
7	<p>SIGNED CKGS DISCLAIMER FORM</p> <ul style="list-style-type: none"> • This must be signed by the applicant or ONE of the parents or Legal Guardians. 	Original	<input checked="" type="checkbox"/>
8	<p>PARENTAL AUTHORIZATION FORM</p> <ul style="list-style-type: none"> • Fill the Parental Authorization Form for Minors as available on the CKGS website and signed by BOTH Parents or Legal Guardians; and MUST be NOTARISED. 	Original	<input checked="" type="checkbox"/>
9	<p>SINGLE PARENT</p> <ul style="list-style-type: none"> • Copy of court document(s) proving you have a legal and physical custody of the child must be submitted with the child's application 	Copy	<input type="checkbox"/>
10	<p>ORIGINAL US PASSPORT</p> <ul style="list-style-type: none"> • Original US VALID Passport to be submitted for PIO 	Original	<input checked="" type="checkbox"/>
11	<p>COPY OF US PASSPORT</p> <ul style="list-style-type: none"> • Copy of the information page that contains the picture and basic details of the passport. • Copy of the endorsement / amendment pages. • For US passports that end with page 24, copy pages 22, 23 and 24. • For US passports that end with page 28, copy pages 25, 26 and 27. 	Copy	<input checked="" type="checkbox"/>
12	<p>PHOTOGRAPH</p> <ul style="list-style-type: none"> • 4 Recent Passport photo • 2 inches by 2 inches on glossy paper showing front view of applicants face against white background. • Photographs not to be stapled 	Original	<input checked="" type="checkbox"/>
13	<p>BIRTH CERTIFICATE</p> <ul style="list-style-type: none"> • For applicants born outside of India, a photocopy of the birth certificate OR any government issued document that shows the following must be provided:- <ul style="list-style-type: none"> ○ Parents Name ○ Date of Birth ○ Nationality • If the applicant is applying through parents, Birth Certificate copy of ANY PARENT born outside India. • If the document is in any other language besides English, the document needs to be translated into English and it has to be NOTARIZED. 	Copy	<input checked="" type="checkbox"/>

14	<p>NATURALIZATION CERTIFICATE</p> <ul style="list-style-type: none"> If you are a former Indian National a copy of your Naturalization Certificate is required If the minor applicant does not have an Indian passport and is applying for PIO on the basis that the parents and/or grandparents were Indian nationals – then PARENTS AND/OR GRANDPARENTS NATURALIZATION CERTIFICATE IS NEEDED If the applicant has more than one NATIONALITY after having INDIAN Citizenship, please provide ALL NATURALIZATION CERTIFICATES or PROOF OF NATIONALITY from all countries where the applicant has held citizenship. The US naturalization Certificate should state “FORMER NATIONALITY” AS INDIA. 	Copy	<input type="checkbox"/>
15	<p>PROOF OF ADDRESS</p> <ul style="list-style-type: none"> For MINORS –ANY ONE Proof of Address from both parents OR a Legal guardian has to be submitted Only State Issued - Driving license OR Utility Bill - Water OR Utility Bill - Electricity OR Utility Bill - Gas OR Valid lease signed by landlord and tenant <p>For College / University Students living on campus in University housing / dormitories, a letter from your institution on the institution letter head explaining the exact address that you presently reside in will suffice</p>	Copy	<input checked="" type="checkbox"/>
16	<p>NAME CHANGE DOCUMENTATION</p> <ul style="list-style-type: none"> For Former Indian nationals, if your name in your Indian Passport or Indian Government issued document is different in any way from the name in the US Passport, a copy of one of the following documents must be provided Official Court Order for the name change OR Endorsement of name change during naturalization process 	Copy	<input type="checkbox"/>
17	<p>ADDRESS IN INDIA</p> <ul style="list-style-type: none"> If Address in India is different from the one in the Indian passport, proof of new address has to be provided 	Copy	<input type="checkbox"/>
18	<p>COPIES OF PARENT'S US PASSPORTS, NATURALIZATION CERTIFICATES AND PROOF OF RENUNCIATION - IF PARENTS ARE NATURALIZED</p> <ul style="list-style-type: none"> COPIES OF PARENTS VALID US PASSPORT, NATURALIZATION CERTIFICATES AND PROOF OF RENUNCIATION <ul style="list-style-type: none"> Copy of the information page that contains the picture and basic details of the passport. Copy of the endorsement / amendment pages. On US passport books that end with page 24, copy pages 22, 23 and 24. In US passport books that end with page 28, copy pages 25, 26 and 27. Copy of parents Naturalization Certificates Proof of Renunciation for parents 	Copy	<input type="checkbox"/>

19	SETS OF DOCUMENTS <table border="1" data-bbox="268 286 1233 425"> <tr> <td>Location</td> <td>No of Sets</td> </tr> <tr> <td>Washington DC & Chicago</td> <td>ONE</td> </tr> <tr> <td>San Francisco, New York, Atlanta & Houston</td> <td>TWO</td> </tr> </table>	Location	No of Sets	Washington DC & Chicago	ONE	San Francisco, New York, Atlanta & Houston	TWO	Original	<input type="checkbox"/>
Location	No of Sets								
Washington DC & Chicago	ONE								
San Francisco, New York, Atlanta & Houston	TWO								
20	EXCEPTION REQUIREMENT FOR <u>HOUSTON</u> APPLICANTS <ul style="list-style-type: none"> If the applicants DOES NOT have the most recent Indian passport; the following additional documents are to be provided with your application. <ul style="list-style-type: none"> Police report for the lost of Indian Passport Indian Birth Certificate School Leaving Certificate issued by State board/Central Board Birth certificate should be attested by issuing authorities. (Notary is not acceptable) 	Copy Original	<input type="checkbox"/>						
21	LEGAL STATUS – APPLICABLE IF PARENTS ARE NON US CITIZENS <ul style="list-style-type: none"> Required Both parents Visa status with valid dates Parents legal status Required for PIO Minor applications if parents do not hold US Passports All Non US Citizens must provide copy of the following:- <ul style="list-style-type: none"> Permanent Resident Card – Both Sides Employment Authorization Card which states ‘Serves as I-512’ Approved I-797 OR Copy of Pages showing valid visa stamps of H1 / H4, L1 / L4, F1 / F2, J1 / J2 etc TRANSFER NOTICES AND RECEIPT NOTES ARE NOT ACCEPTED <p>Note:</p> <ul style="list-style-type: none"> Embassy/Consulate does not accept I-94 as a valid visa status. Embassy/Consulate only accepts I-797A Section Approval notice like HIB, H4, L1, F1, etc <p>Receipt notice is not acceptable. PERMANENT RESIDENT CARD, EAD CARD has to read “SERVE AS I-512 ADVANCE PAROLE AND/OR I-512, Authorization for Parole”.</p>	Copy	<input type="checkbox"/>						
22	COPY OF ONLINE PAYMENT RECEIPT (IF APPLICABLE) <ul style="list-style-type: none"> Only if payment is made online for Fees and any optional value added services like courier, SMS, etc. 	Copy	<input checked="" type="checkbox"/>						
23	OFFLINE PAYMENT INSTRUMENT (IF APPLICABLE) <ul style="list-style-type: none"> Money Order / Cashier’s Check / Bankers Check favoring “Cox & Kings Global Services USA LLC”. 	Original	<input type="checkbox"/>						
24	FOR RETURN OF YOUR DOCUMENTS Enclose Proof of Payment of the CKGS Courier Service Charge OR Prepaid Envelope with AWB no # with service provider name.	Copy Original	<input checked="" type="checkbox"/>						
25	IMPORTANT NOTE: If you ever held an Indian Passport, it is mandatory to provide proof of Renunciation of Indian Citizenship along with your Visa application. Please click here www.in.ckgs.us/renunciation.shtml for document checklist, forms and fees.	Copy	<input type="checkbox"/>						

✓ We recommend that you purchase courier service from CKGS for an end to end delivery.

