

Renunciation of PIO – 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 for Walk-in & 1 copy for Postal applicants of signed 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	<p>PIO RENUNCIATION APPLICATION FORM</p> <ul style="list-style-type: none"> • Download 2 SETS of the PIO Form from the CKGS website and Complete the “Declaration of Renunciation of PIO form”. • 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. • 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 • 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 • 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 type="checkbox"/>
2	<p>LETTER REQUESTING PIO RENUNCIATION</p> <ul style="list-style-type: none"> • Provide a letter requesting to have the applicants PIO Card Cancelled 	Original	<input type="checkbox"/>
3	<p>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.</p> <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 	All Copies	<input type="checkbox"/>

	<p>applicants parents and grandparents</p> <p>AND</p> <ul style="list-style-type: none"> • 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 authority, OR • Copy of parents PIO/OCI cards, OR • 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>ADDITIONAL PARTICULARS FORM</p> <ul style="list-style-type: none"> • Fill the Additional Particular Form and enclose the print out. • All pages of additional particulars form should have signatures of the applicant • All questions must be answered – no question should be left blank 	Original	<input type="checkbox"/>
5	<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 type="checkbox"/>
6	<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 type="checkbox"/>
7	<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 type="checkbox"/>
8	<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"/>
9	<p>ORIGINAL US PASSPORT</p> <ul style="list-style-type: none"> • Original US VALID Passport to be submitted for Renunciation of PIO 	Original	<input type="checkbox"/>
10	<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 type="checkbox"/>
11	<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 	Copy	<input type="checkbox"/>

	<ul style="list-style-type: none"> 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. 		
12	<p>NATURALIZATION CERTIFICATE</p> <ul style="list-style-type: none"> If you are a former Indian National OR Non US Born, 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"/>
13	<p>PROOF OF ADDRESS</p> <p>Proof of address to match with present address as per application. Only one of the following:</p> <ul style="list-style-type: none"> Only State Issued – Driving Licence (validity for at least 6 months pending) OR Utility Bill – Water (should be recent, no more than 3 months old) OR Utility Bill – Electricity (should be recent, no more than 3 months old) OR Utility Bill – Gas (should be recent, no more than 3 months old) OR Valid lease signed by landlord and tenant (applicable ONLY FOR Atlanta and Houston. For New York, lease document must be notarized.) 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 (Not Applicable for Applications from Washington DC). <p>NOTE: DO NOT CUT YOUR DRIVER’S LICENCE COPY DOWN TO A SMALLER SIZE Only for Chicago Jurisdiction</p> <ul style="list-style-type: none"> Valid lease signed by landlord and tenant is NOT an acceptable proof of address. Please provide State issued ID or major utility bill. 	Copy	<input type="checkbox"/>
14	<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 	Copy	<input type="checkbox"/>

	OR Endorsement of name change during naturalization process								
15	<p>LEGAL STATUS – APPLICABLE IF PARENTS ARE NON US CITIZENS</p> <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 1-512’ ○ 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 • Receipt notice is not acceptable. PERMANENT RESIDENT CARD, EAD CARD has to read “<u>SERVE AS I-512 ADVANCE PAROLE AND/OR I-512, Authorization for Parole</u>”. 	Copy	<input type="checkbox"/>						
16	<p>SETS OF DOCUMENTS</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Location</th> <th style="text-align: center;">No of Sets</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Washington DC & Chicago</td> <td style="text-align: center;">ONE</td> </tr> <tr> <td style="text-align: center;">San Francisco, New York, Atlanta & Houston</td> <td style="text-align: center;">TWO</td> </tr> </tbody> </table>	Location	No of Sets	Washington DC & Chicago	ONE	San Francisco, New York, Atlanta & Houston	TWO	Original	<input type="checkbox"/>
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17	<p>EXCEPTION REQUIREMENT FOR <u>HOUSTON</u> APPLICANTS</p> <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"/> <input type="checkbox"/>						
18	<p>COPY OF ONLINE PAYMENT RECEIPT (IF APPLICABLE)</p> <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 type="checkbox"/>						
19	<p>OFFLINE PAYMENT INSTRUMENT (IF APPLICABLE)</p> <ul style="list-style-type: none"> • Money Order / Cashier’s Check / Bankers Check favoring “Cox & Kings Global Services USA LLC”. 	Original	<input type="checkbox"/>						
20	<p>FOR RETURN OF YOUR DOCUMENTS</p> <ul style="list-style-type: none"> • Enclose Proof of Payment of the CKGS Courier Service Charges <p style="text-align: center;">OR</p>	Copy Original	<input type="checkbox"/> <input type="checkbox"/>						

	<ul style="list-style-type: none"> Prepaid Envelop with AWB no # with service provider name <p>IMPORTANT NOTE:</p> <ul style="list-style-type: none"> FEDEX PREPAID SELF ADDRESSED ENVELOPES / SHIPPING LABELS WILL NOT BE ACCEPTED BY CKGS. DO NOT SEND HANDWRITTEN RETURN ENVELOPES AS THEY WILL NOT BE ACCEPTED. 		
21	<p>PROOF OF RENUNCIATION OF INDIAN CITIZENSHIP:</p> <p>If you ever held an Indian Passport, it is MANDATORY to provide proof of Renunciation of Indian Citizenship along with your OCI application. One of the following MUST be produced as proof:-</p> <ul style="list-style-type: none"> ○ Certificate of renunciation issued by the Embassy/Consulate of India OR ○ Cancelled Indian Passport with stamp stating the passport is cancelled due to obtaining US citizenship OR ○ Deemed surrender certificate issued by the Embassy/Consulate of India 	Copy	<input type="checkbox"/>
22	<p>To apply for RENUNCIATION you can click on the below mentioned link:</p> <p>Please click here http://www.in.ckgs.us/renunciation.shtml for documents checklist, forms and fee.</p>	---	<input type="checkbox"/>

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