# Power of Attorney/Affidavit Checklist

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|---|---|
| Applicant Name: | Passport No.: |
| Email Address: | Phone No.: |

| SR. NO | Mandatory Documents<br>Signature of the applicant on all documents should match the signature on their current valid passport |
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| 1 | **Application form**<br>Download the Miscellaneous Application form and fill it up carefully.<br>**Each applicant (executant) is required to fill up separate** Miscellaneous Application form |
| 2 | **Photograph – Passport Size**<br>Paste the applicant's photo on the application form/s<br>PHOTOGRAPH SPECIFICATIONS (Must be white background)<br>• 2 Photos of size 51mm x 51 mm (2 by 2 size) preferably White Background– **PHOTOGRAPHS MUST BE IDENTICAL.**<br>• Photo must be taken within 6 months.<br>• Shoulder must be visible<br>• Without glasses<br>• Without flashlight reflection<br>• With dark coloured attire to distinguish with white background<br>• With good lighting on the face<br>• Photos must be compliant with specifications;<br>To know more about photo specifications – Please click here |
| 3 | **Signed PoA / Affidavit – Notarized – Original & photocopy**<br>*Applicants is required to submit the original and a photocopy of the notarized PoA / Affidavit<br>*The Embassy does not prescribe any specific format for PoA / Affidavit and could be as per applicant's requirements either on plain paper or Indian Stamp Paper **(Embassy does not provide Stamp Papers).**<br>***The first two paragraphs of the Power of Attorney (PoA)** or Affidavit must include the applicant's name exactly as it appears in the current passport, along with the applicant's U.S. residential address.<br>*If an **alias name** is mentioned in the PoA or Affidavit, supporting documentation establishing the alias name must also be provided.<br>*Signature on PoA/Affidavit should match the signature in the current valid passport<br>*After the applicants sign POA and affix one current passport size photograph on the last page of the PoA, the PoA needs to be signed and witnessed by two individuals (other than immediate family members) with their full names and addresses clearly mentioned. After completing the above, POA may be notarized.<br>*All applicants who are Indian nationals/ must ensure that their signature on PoA / Affidavit matches with the signature in the current valid passport. In case signature differs, the documents would be sent back, to be signed again, as in the passport. |
| 4 | **Apostilled POA – Non-Indian Nationals**<br>Applicants of other nationalities may first get the PoA apostilled by the US State Department/ Authorities. Mission/ post will attest the PoA for such categories of applicants only after those are apostilled. PoA must be apostilled by the Secretary of State in which the applicant resides (OCI card holders – Apostille not required). |

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| **5** | **Copy of OCI - Notarized**<br><br>Applicants holding OCI must provide copy of OCI ( First & Last page) |
| **6** | **Copy of Current Passport - Notarized**<br><br>Those having Indian passport may provide notarized copies of the first and last pages of the passport.<br><br>Other nationals may provide the notarized copy of the Passport bio-pages and pages with the applicant's signature, **and ensure that they sign their passport, at the space provided for the same and then take the copy and get it notarized.** |
| **7** | **Copy of US Legal Status - Notarized**<br><br>Notarized copy of documents showing valid US visa status |
| **8** | **Copy of Proof of Address in the USA - Notarized and Photocopy**<br><br>US Driving License or Utility Bill or Lease Agreement or State Identity Card or Mortgage Deed. |
| **9** | **Judicial Order of Guardianship**<br>PoA of persons who are mentally incapacitated will not be accepted. Such cases will be entertained only if the applicant holds a notarized judicial order of guardianship of such person who is the main executor of the PoA. |
| **10** | **Fee:**<br><br>**For Power of Attorney (PoA), Consular Fee: $20.00 per executant, ICWF Fee: $2.00 per executant, VFS Service Fee: $19.00 per executant. The total fee is $41.00 per executant (per applicant).**<br><br>**Example: If two applicants (Applicant A and Applicant B) are executing a Joint PoA, each applicant must pay $41.00, for a total of $82.00.**<br><br>**Additional Copies: An extra $20.00 per executant applies for each additional original Joint PoA copy. For two applicants, each additional copy costs $20.00 per applicant.**<br><br>**For affidavit relating to property:** Consular fee - **$20.00** per executant, **$2.00** -ICWF per executant and VFS service fee **$19.00**. Total Fees **$41.00 per application.**<br><br>**Additional Copies: An extra $20.00 per executant applies for each additional original Affidavit copy. For two applicants, each additional copy costs $20.00 per applicant.**<br><br>**For affidavit other than property:** Consular fee - **$10.00** per executant, **$2.00** -ICWF per executant and VFS service fee **$19.00**. Total Fees **$31.00 per application**<br><br>**Additional Copies: An extra $10.00 per executant applies for each additional original Affidavit copy. For two applicants, each additional copy costs $10.00 per applicant.**<br><br>The fee can be paid online or through single money order / cashier's cheques, drawn in favour of "VFS Services (USA) Inc".<br>**Please attach a copy of the Application confirmation letter showing the fees paid to avoid any delay in processing your application.**<br>**Note:** Personal cheques, personal money orders, and other banking instruments are not accepted. |