**HOW TO APPLY- A STEP-BY-STEP GUIDE**

**RENUNCIATION SERVICES**

**Step 1**: Complete the online application form by selecting the correct Renunciation related services, print it, and sign it. Click on the link; you will be directed to the website of Passport Seva https://embassy.passportindia.gov.in/

Once you have completed the form on the Passport Seva site, please also note the ARN number (Application Reference Number), print it and return to the VFS Website to proceed with the subsequent steps to complete the application onward submission process.

Note: Filling or submitting online form on the Govt. website does not complete the process, you will have to submit the physical application to the VFS India Consular Application Centre.

**Step 2**: Create a profile and pay fees on VFS website. This step must be completed before you send your application to VFS for processing.

**Follow the below steps to complete the mail-in application submission process:**

1. Create a profile and register on the VFS website <https://services.vfsglobal.com/usa/en/ind/postal-interim> to complete the subsequent steps. If you are part of a family or group, you’ll have to create an individual profile for each member of the family or group.

2. If you opt to send your own courier labels or prefer to pay via money order or banker’s check then ensure you keep all the information ready before completing the online registration. Entering incorrect details or dummy information will lead to delay or rejection of your applications.

3. Download and print the checklist and required affidavits to be submitted. You must provide all documents in order to prevent delay in processing.

**Step 3**: Once you have completed the mail-in application registration, you will be ready to dispatch your physical application packet via the shipping method selected by you to the VFS Indian Consular Application Centre.

Applicants opting to submit application in person as against applying by post are required to book an appointment to submit their application at the VFS Indian Consular Application Centre.