## Applying for OCI

Please use **Internet Explorer or Google Chrome or Firefox** for doing online registration, which is a compatible browser. Proper alignments of print out may not come with other browsers.

Please refer to the website for detailed Instructions, FAQs, guidelines, benefits of the scheme, photo specifications etc. at

## *https://passport.gov.in/oci*

# Filling the Online Application form:

Online registration is **MUST** to apply for OCI. You may apply for one member or for the whole family in the same application. *Family consists of self, spouse and minor children only.* Adult children (above 18 years) may apply separately.

Please choose the country and place of submission, which should be the Indian Mission in your country. If there are more than one Indian Mission/Consulates located in your country, choose the one, in whose jurisdiction you are resident. The jurisdiction of each Indian Mission is specified at their website. The application needs to be submitted to the same Indian Mission, which has been chosen at the time of online registration. Persons applying from India may choose place of submission FRRO DELHI (Delhi, Haryana, Rajasthan, Himachal Pradesh & Uttarakhand), AMRITSAR (Punjab, J&K, Chandigarh), LUCKNOW (UP, Bihar, Jharkhand), BENGALURU (Karnataka), CHENNAI (Tamilnadu, Puducherry, Andaman & Nicobar), HYDERABAD (Odisha, Andhra Pradesh, Chhattisgarh), KOLKATA (West Bengal, Sikkim, Assam, Arunachal, Mizoram, Manipur, Meghalaya, Tripura), MUMBAI (Maharashtra, M.P., Gujarat, Daman & Diu), TRIVANDRUM (Kerala), CALICUT (Kerala), COCHIN (Kerala), & GOA (Goa, Dadra & Nagar Haveli) in their area of jurisdiction.

## OUTSOURCED AGENCIES:

In some countries, the handling of OCI applications has been outsourced to some agencies like VFS, BLS or others. In such cases, the applications and fees etc. have to be submitted to these outsourced agencies along with the service fees levied by them for their services. The details of outsourced agencies and the schedule of fees (in local currencies) may be seen at the websites of the Indian Missions or the outsourced agencies in your country.

## FILLING AND PRINTING OF FORM:

All details are to be filled online in the relevant columns and after filling press SAVE/Continue. SUBMITTING/SAVING the form sends the information to the Central database. There is an option for uploading the photograph, which may be used if you wish to. (This option is not

mandatory). After filling in the information in Part A, applicants have to fill up the Part B also online. You have also the option to complete the form later. In that case, a temporary file number is generated, which can be used to access the application to complete it. After completion of both parts (A & B), a registration number is generated and PDF form comes up for printing automatically. The printout is complete application consisting of both Parts i.e. A and B. **Incomplete application forms cannot be printed.** In case of errors, please register afresh. There is no option to edit the completed application which has already been registered.

The completed and printed forms need to be signed by the applicants. However for minor children, who cannot sign, or for illiterate persons, the thumb impression is required to be affixed in the signature box (left hand thumb for male & right hand thumb for female) in Part A. Part B is to be signed by the head of family or adult applicant or the parents in case of minors.

## ATTESTED COPIES:

Self-attestation of the photocopies, means putting your signature and date after writing "Certified True copy of the original" on the copies of the documents. In case of minors, the first applicant or either of parents can attest the documents.

## DISTINGUISHING MARKS:

Visible distinguishing mark means any mark on the body by birth, birthmark or any indelible scar etc. (normally visible) which helps in identifying a person easily. You can write "NONE", in case you don't have a distinguishing mark. Please do not write such marks which are not ordinarily visible.

## DEFINITION OF FAMILY:

Family for the purposes of OCI is **self, spouse and minor children only**. Details of adult children and extended family members are not required in the form.

## PASSPORT DETAILS:

The details of the foreign passport of the applicant need to be filled in the Passport details column. Please do not write the details of Indian passport, held by you earlier, in the application.

## DATE OF BIRTH:

Please check the date format which is day/month/year i.e. 25/DEC/2010 (DD/MMM/YYYY), while saving. Not following the prescribed date format will result in ERROR in the application form.

# Saving and printing the online form

After pressing SUBMIT/SAVE as stated above, a PDF file is generated for printing the complete application and it has the online registration number, which may be noted.  Please select the print option to get the print-outs of the filled application form.

## Mistakes/Editing in Online registration form :

Once the completed application is submitted, **editing is not allowed**. You have to register afresh in case of errors. There are no restrictions on re-registrations.  Manual amendments in the information on the printed form are also not allowed. The information submitted by you is saved in the database and automatically printed on the OCI documents.  In case of wrong data entered in the application, the onus of discrepancies in the OCI document is with the applicant.

In case you have registered more than once, please note that the **only form which you send to the embassy/office along with fees and necessary self-attested documents will be registered and processed. Other registrations are automatically ignored.**

**Online registrations are valid for six months from the date of registration.**

## Reprinting the online form:

In case the applicant fails to get the print-outs for the first time, he can take the print out of already registered application using OCI-Registration Reprint option by supplying reference number (registration number), passport number and Date of Birth. Incomplete registrations are not available for printing.  **Please note that the registration number consists of 5 alphabets, fifth one being letter 'I', and not number '1', and seven numbers (numerals).  Website for reprint of forms is:**

## https://passport.gov.in/oci/printOption

If you forget the registration number, it can be retrieved by providing the date of birth and passport number at the following:

## *https://passport.gov.in/oci/forgotRegis*

**SUBMISSION OF APPLICATION:**

The printed form (photograph pasted and signature/Thumb impression affixed) (**only one set** of application) along with fees and documents

need to be sent to the Embassy/Mission/Office in the country of your residence, which has been selected at the time of registration.

# Document Requirements:

The Photograph size is 51 X 51 mm, with light plain background, the details of photograph standards is on the online registration form.

Embassies ask for Surrender certificate of the Indian Passport or affidavit etc. at the time of applying for OCI.  Please see the instructions on this subject on the website of the Indian Embassy/Mission in your country or on the website of the outsourced agency (if applicable).  You can send the application for surrender certificate (renunciation of Indian citizenship) along with the required fees etc. together with your application for OCI in the same envelope and a combined certified check for fees payable in the name of Embassy/High Commission/Consulate.

## PROOF OF ELIGIBILITY:

Embassies also ask for the documentary evidence for the person being of Indian origin, which can be an old Indian passport or surrender (renunciation) certificate etc.  In the absence of expired Indian passport etc., some other evidence need to be submitted, the details of which may be seen in the Indian Mission's website in your country.  The list of documents required to be attached with the printed applications can be seen either at the websites of the Indian Missions or the outsourced agencies, where the applications need to be submitted. **Basically, each adult applicant is required to prove his/her Indian origin by way of supporting documents.  Minor children are eligible to OCI, if either of parents is eligible to it.**

The details of Indian Mission's website, may be searched on the net through any search engine like Google etc.

In case, where the OCI handling has been outsourced to some third parties (viz. BLS or VFS etc.), please check their website for the details of documents and the fees payable, which may include their service charges also.

## FEES:

Please refer to the Embassy/Consulate website (or the outsourced agency website) for details of fees, mode of payment, address, jurisdiction, mode of submission etc. of the embassy where you have to apply. Fees for OCI Card is US $ 275/- per person irrespective of the age of the applicant and is charged as per official rate of exchange (in local currencies in different countries). There are some more additional levies of outsourced agency i.e. service charge and other charges/fees.  PIO card holders are required to pay different (lesser) fees, details of which are available on the website of the Indian Mission.

**MODE of PAYMENT OF FEES:**

Please note that credit cards and personal checks are not accepted by the Indian Missions for payment of fees. (This may differ with outsourced agencies). The fees are payable either by bank drafts, cashiers' checks, bankers' checks, money order, Postal orders etc. drawn in the name of the Indian Mission concerned. Cash is accepted only by the Indian Missions at the counters, while submitting the applications in person. Cash may not be sent with the postal applications. Persons applying in India need to send the fees by way of bank draft in Indian Rupees, the details about the exact amount and mode of payment are available on the website of the Ministry of Home Affairs (Foreigners Division)

## https://passport.gov.in/oci/

List of documents to be sent along with the form, be checked on the Embassy website in your country. The form can be sent by mail or submitted in person. Please use Registered post or speed post and NOT private courier for sending applications to FRROs in India.

## OCI processing time:

The online application will be registered by the Indian Missions after receiving your signed form, fees and supported documents. Till the OCI application form is received along with the documents and fees, and registered by Mission, it will be shown as: "Not Acknowledged by Mission or wrong passport number or mismatch of registration and passport details" on the online status. After acknowledgement a new File Number will be allotted, which may be noted on the "Online Status Enquiry". **Please note, status enquiry becomes active only after the application is acknowledged online by Indian Mission/outsourced agency.**

Registration by Mission/Embassy/Consulate may take 10 to 20 days or even more depending upon the rush of applications being received by a particular Indian Mission. Postal applications may take an extra time of two to three weeks. Thereafter, a period of minimum three weeks is required for getting clearances from India. After registration and the clearance, the mission has to approve/Grant the application based on the supporting documents. The photos and signatures are scanned and uploaded in the system. Thereafter, documents are printed in India and the OCI Cards are dispatched to the Mission where they sign the documents, affix U visa stickers to your passport and formalities for dispatch/delivery to the applicants. The whole process of OCI card issuance may take about two to four months or more, from the date of acknowledgement depending upon the rush of applications in the country of your residence.

In case of inordinate delay beyond this, it could be due to some problem in the application form, documents or photographs etc. In such cases, the

applicant may contact the Indian Mission to whom the application has been submitted for remedial measures. The exact time period for issuing the OCI card and collection methods, can be checked from the respective Embassy website.

## OCI collection Procedure

The OCI card collection procedure and time schedule is provided in detail on the embassy website in your country of residence. Applicants are advised to continue to monitor the status enquiry periodically and present their passports to the Indian Mission/Office, after they see that their documents have been received by the Indian Mission/Embassy, for affixing U visa sticker on it.

*Since applications are processed in order of their receipt in the office, this service cannot be expedited*. Please plan your departure for India accordingly. There is no bar in obtaining visas for India, while the OCI applications are under process.

<u>No separate acknowledgements or receipts are sent to the applicants by the Indian Missions for the applications received by them by mail/post etc. The status of applications can be monitored by the applicants online at the website</u>

*https://passport.gov.in/oci/statusEnqury.*

You are required to input your online registration number or File number and your passport number for accessing the online OCI Enquiry.

As the OCI process is a time consuming, original documents are not asked for and only self-attested copies are required. The original passport needs to be submitted to the Indian Mission only after receipt of documents from India, for affixing U visa stickers on it. This is the last step in the process.

Please do write in case of any problem in online registration, quoting references and details etc.

With regards

OCI Team, Delhi


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