

FRESH OCI - GENERAL GUIDANCE

1. Upload an ICAO-compliant photograph (mandatory), Guidelines for ICAO Compliant Photo AND tips to edit and upload photo see bottom)
2. Upload a scanned copy of the signature / thumb impression(mandatory), for minors, and
3. Upload all other relevant documents directly(mandatory).

Apply through the website <https://ociservices.gov.in>.

Step 1: Complete the Online OCI Application Form by using the portal (Do not forget to upload ICAO compliant photo (see bottom), signature and documents)

Step 2. Take the printout of the completed online OCI application, book an appointment and submit it at the Luxembourg consulate. Print out should be in a portrait mode. Signature/ thumb impression of applicant should be on first and last page.

PLEASE VISIT Indian Embassy Brussels Website, choose the relevant service, tick the boxes, take a printout sign and bring it along with application to the counter - <https://indianembassybrussels.gov.in/checklist.php>

Applicants can track the status in the same portal where the application was made.

Once the Luxembourg consulate receives the OCI Card from the Embassy an email will be sent and the applicants can walk in and collect the same during the consular hours.

(i) Fresh OCI – Check list for adults

1. All Luxembourg residents are requested to choose Belgium and Brussels as their mission.
2. If you have lived in another country and applied for or renewed your passport there, the system automatically selects the last country of residence. In such cases, please use a different email ID to apply and select Belgium – Brussels as the mission
3. Upload the Surrender and renunciation certificate and submit the photocopies at the counter
4. Upload the Self-attested Luxembourg passport – submit the photocopies at the counter and Original should be shown at the counter.
5. Upload the Self-attested Luxembourg ID card (both sides). - submit the photocopies at the counter and Original to be shown at the counter.
6. Upload the copy of the cancelled Indian passport - submit the photocopies at the counter and Original to be shown at the counter.
7. One ICAO compliant photos, 2x2 inch (51x51 mm) size to be submitted at the counter.
8. Upload the Copy of the Certificate the residence of Luxembourg - submit the photocopies at the counter
9. For second-generation OCI applicants (applicants relying on parents/grandparents/great-grandparents), it is mandatory to provide evidence of Indian origin to prove eligibility. Required documents include cancelled Indian passports, PIO/OCI cards, domicile certificates, or birth certificates of the ancestors, along with proof of relationship.

For minor applicants (below 18 years), Complete the online OCI application at <https://ociservices.gov.in/>

**** Mandatory Documents to be uploaded in the application form and show the originals at the counter**

- a. Copy of Luxembourg passport and I'D card
- b. Copy of Surrender certificate and cancelled Indian Passport.
- c. copy of birth certificate
- d. copies of parents' current passports – First and last page.
- e. copies of parents' Resident / Luxembourg ID cards – Both sides
- f. copies of parents' marriage certificate. - original to be shown at the counter
- g. Copy of the Certificate the residence Elargi of Luxembourg

For New OCI Registration (MINORS/BABIES)

For registering, please visit the website <https://ociservices.gov.in/welcome>

1. Self-attested Copy of current passport and identity card
2. Self-attested Copy of parents' marriage certificate.
3. Self-attested Copy of Birth Certificate issued from Commune.
4. Self-attested Copy of passports and identity cards of BOTH PARENTS.
5. Self-attested Copy of surrender certificate of Indian passport and copy of cancelled Indian passport.
(* ** In case of child not having an Indian passport, a Sworn Affidavit mentioning that the child has never possessed an Indian passport has to be taken from the Embassy/Consulate General of India, which is a separate Consular Service).
6. Certificate of Residence/Composition de Menage issued from Commune/Municipality.
7. Thumb Impression of the baby should be on the application form (in place of signatures) and should also be uploaded along with photo.

**** Mandatory Documents to be uploaded in the application form**

- (a) Current Passport (under current passport)
- (b) Indian Passport - first and last page in a single pdf file (under proof of Indian Origin) or
- (c) Indian Passport or OCI card of Parent- first and last page in a single pdf file (under proof of Indian Origin)
- (d) Surrender certificate of either parent's and sworn affidavit in case the child has never possessed Indian Passport.
- (e) Marriage certificate of the parents
- (f) Certificate of Residence/Composition de Menage issued from Commune/Municipality.

For Foreign Spouse Case

1. Copy of current passport.
2. Copy of identity card.
3. Copy of Marriage Certificate (in English language) duly apostilled by the Foreign Office of the country where the certificate was issued. Proof of being married for at least 2 years prior to date of application
4. A Declaration that the marriage is subsisting to be signed by the couple at the consular desk. The declaration form will be provided at the time of submission.
4. Passport and OCI card (if issued) of the spouse.
5. Certificate of Residence/Composition de Menage/Samenstelling issued from Commune/Municipality.

**** Mandatory Documents to be uploaded in the application form:**

- (a) Self-attested Current Passport (under current passport)
- (b) Self-attested Indian Passport and or OCI card of Spouse - first and last page in a single pdf file (under proof of Indian Origin)
- (c) Apostilled Marriage Certificate.
- (d) Certificate of Residence/Composition de Menage issued from Commune/Municipality.

(ii) OCI CARD RENEWAL

For registering, please visit the website <https://ociservices.gov.in/welcome>

- OCI cardholder is required to get the OCI card **re-issued only once when a new passport is issued after completing 20 years of age.**
The uploading of these documents may be done within three months of receipt of the new passport. The service will be provided on Gratis basis.
- The Foreign Spouse of an Indian Citizen or Spouse of foreign origin of an OCI cardholder is required to upload a copy of the new passport and also a latest photo ONLINE each time a new passport is issued along with a declaration on subsisting of marriage, copy of the Indian passport of the Indian spouse/passport & OCI card of the OCI cardholder spouse.
- Immediately on uploading of the documents mentioned above, an email will be auto sent by the system to the OCI card holder confirming that the documents have been successfully uploaded. After the completion of verification process, an acknowledgment through email will also be automatically sent to the OCI card holder informing that the updated details have been taken on record.

This service can also be availed for re-issuance/issuance of duplicate OCI documents in the following category of cases:

- In case of loss/damage of OCI card.
- In case of change of personal particulars viz. name, father's name, nationality etc.
- In case of change of address/occupation
- For registering, please visit the website <https://ociservices.gov.in/welcome>
- The supporting documents are:
 1. Copy of current passport.
 2. Copy of identity card.
 3. Copy of previous OCI card (first and last page)
 4. Certificate of Residence/Composition de Menage/Samenstelling issued from Commune/Municipality/Townhall.

**** Mandatory Documents to be uploaded in the application form and submitted at the counter**

- (a) Current Passport (under current passport)
- (b) Copy of previous OCI card - first and last page (under PIO card held by the applicant)
- (c) Self-attested Indian Passport and or OCI card of Spouse - first and last page in a single pdf file (under proof of Indian Origin) and Apostilled Marriage Certificate.
- (d) Copy of cancelled Indian passport or surrender certificate.
- (e) In case the applicant never possessed Indian passport the Sworn affidavit along with either parent's cancelled Indian passport and surrender certificate as proof of Indian origin should be uploaded.
- (f) second-generation OCI renewal applicants (applicants relying on parents/grandparents/great-grandparents),

it is mandatory to provide evidence of Indian origin to prove eligibility. Required documents include cancelled Indian passports, PIO/OCI cards, domicile certificates, or birth certificates of the ancestors, along with proof of relationship.

PIO TO OCI CONVERSION CASES

For registering, please visit the website <https://ociservices.gov.in/welcome>

Fill in the application form for OCI in lieu of Valid PIO Card and follow the

(ii) OCI CARD RENEWAL procedures as mentioned above.

The supporting documents are:

1. Copy of current passport.
2. Copy of identity card.
3. Copy of PIO card (first and last page)
4. Certificate of Residence/Composition de Menage/Samenstelling issued from Commune/Municipality/Townhall.

**** Documents to be uploaded in the application form:**

- (a) Current Passport (under current passport)
 - (b) Copy of PIO card - first and last page (under PIO card held by the applicant)
- (***Embassy has the right to ask any other additional documents as per requirement.)

CASH ONLY ACCEPTED

OCI FEES:

Sl	Particulars of Fees		Euro
1	New OCI registration	Fresh Application	254 (Fee 251 + 3 ICWF)
2	OCI registration	In lieu of Valid PIO card	95 (Fee 92 + 3 ICWF)
		In lieu of Lost PIO card	95 (Fee 92 + 3 ICWF)
3	Misc. services on OCI including re-issue	In case of issuance of new passport	26 (Fee 23 + 3 ICWF)
		In case of change of personal particulars	26 (Fee 23 + 3 ICWF)
4	Issuance of Duplicate OCI booklet	In case of mutilated/damaged OCI card	95 (Fee 92 + 3 ICWF)
		In case of loss of OCI card	95 (Fee 92 + 3 ICWF)

Prescribed Fee Plus € 15 Courier charges apply

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