

## Apply for OCI card

(1) For registering, please visit the website <https://ociservices.gov.in>. be filled online & when registered, application form(s) should be printed and its hard copy (one set) with 1 photo (5.0 cm x 5.0 cm) affixed there-on, should be handed over in person at the Counter.

(2) Please note that the required documents (as mentioned below) must be uploaded at relevant columns in the OCI application form, failing which will lead to delay or cancellation of the application.

(3) The supporting document for NEW OCI applications are:

### i) For New OCI Registration (ADULTS)

1. Copy of current passport.
2. Copy of identity card.
3. Renunciation **and** Surrender certificate of **Indian Passport**
4. Copy of Cancelled Indian Passport
5. **Certificate of Residence/Composition de Menage/Samenstelling** issued from Commune/Municipality/ *Gemeente*.

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

*(a) Current Passport (under current passport)*

*(b) Cancelled Indian Passport - first and last page in a single pdf file*

*(Under proof of Indian Origin)*

### ii) For New OCI Registration (MINORS/BABIES)

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

1. Copy of current passport.
2. Copy of identity card.
3. Copy of **Birth Certificate** issued from **Commune**.
4. Copy of passports and identity cards of **BOTHPARENTS**.
5. Copy of surrender certificate of Indian passport and copy 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/Samenstelling** issued from Commune/Municipality/ Gemeente.

7. Thumb Impression of the baby should be on the application form (in place of signatures) and should also be uploaded along with photo.

**\*\* 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)

**(i) 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/ Gemeente.

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

(a) Current Passport (under current passport)

(b) Indian Passport or OCI card of Spouse - first and last page in a single pdf file (under proof of Indian Origin)

(c) Apostilled Marriage Certificate.

**(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 are 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.

- There will be no restriction on the OCI cardholder to travel to/from India during the period from date of issue of new passport till the date of final acknowledgment of his/her documents in the online system.

- **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 lastpage)
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 previous OCI card - first and last page (under PIO card held by the applicant)*

### **(iii) 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

Step 2 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.)**

## **OCI Fees**

<b>S No.</b>	<b>Particulars of Fees</b>		<b>Euro</b>
1	New registration OCI	Fresh Application	233 ( Fee 230 + 3 ICWF)
2	OCI registration	In lieu of Valid PIO card	87 ( Fee 84 + 3 ICWF)
		In lieu of Lost PIO card	87 ( Fee 84 + 3 ICWF)
3	Misc. services on OCI including re-issue	In case of issuance of new passport	24 (Fee 21 + 3 ICWF)
		In case of change of personal particulars	24 (Fee 21 + 3 ICWF)
4	Issuance of Duplicate OCI booklet	In case of mutilated/damaged OCI card	87 ( Fee 84 + 3 ICWF)
		In case of loss of OCI card	87 ( Fee 84 + 3 ICWF)

(Additional € 15 Courier charges apply)

**CASH ONLY ACCEPTED**