

## For FRESH OCI CASES in Luxembourg - It's a 2 Step process

### Step 1 – Apply for surrender certificate

The following documents are required to be enclosed with each application:

- (1) Proof of present citizenship (Copy of current Luxembourg and Indian passport and Copy of resident card of Luxembourg).
- (2) Surrender the Indian passport for cancellation.
- (3) Please apply the surrender certificate through the PSP portal namely (<https://portal3.passportindia.gov.in/Online/index.html>)
- (4) Fill the Miscellaneous form for Foreign nationals - Please visit the website (<https://www.indianembassybrussels.gov.in>) to download this form.
- (5) Please fill in 2 copies of the below Renunciation form, Annexure I and II , print, Sign and bring them, either parent can sign on behalf of the minor children.  
  
<https://indianembassybrussels.gov.in/pdf/Renunciation%20of%20Indian%20Citizenship%20Annexure%20I%20Particulars%20and%20Annexure%20II.pdf>
- (6) Two passport size photographs (size 5.0 cm x 5.0 cm with light background showing front view of face).
- (7) Photocopies of passports of the applicant and Marriage certificates (original passports and marriage certificate to be shown at the counter). For minor applicants (below 18 years), copy of birth certificate and copies of passports and marriage certificates of parents are mandatory.
- (8) Nationality certificate – Certificat de nationalité (Heimatschein). The Certificate should mention the **date from when you received your nationality**. Separate certificates of Nationality is required for each family member.
- (11) Address proof of Luxembourg i.e. **Certificate de Residence** from the Commune
- (12) Prescribed Fee **€ 80 + € 2** (ICWF surcharge)  
  
**(Additional € 15 Courier charges apply)**

## **STEP 2 – Apply for OCI card**

- (1) For registering please visit the website <https://ociservices.gov.in> . The form should be filled online & when registered, application form(s) should be printed and its hard copy (one set) with 4 photos (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 OCI applications are:

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

1. Copy of current passport.
2. Copy of identity card.
3. Surrender certificate of **Indian Passport** or **Sworn Affidavit**
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)**

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 **BOTH PARENTS**.
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. 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**

- OCI card needs to be re-issued **each time** a new passport is acquired by the cardholder **up to the age of 20 years** and once upon completing **50 years of age**.
- Re-issuance of OCI card is not required each time a passport is issued to a cardholder between 21 and 50 years of age.
- This service can be 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
- 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.

**\*\* 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**

- 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 OCI registration                     | 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)