

## STEP BY STEP INSTRUCTIONS FOR APPLYING FRESH OCI



# Online OCI Services

Digital India 2020 Awards

### Overseas Citizen Of India

15 YEARS OF CELEBRATING THE MAHAJATHA

- About OCI
- OCI-Registration
- OCI-Enquiry
- Benefits
- Useful-Links
- Contact Us



A foreign national, - (i) who was a citizen of India at the time of, or at any time after 26th January, 1950; or (ii) who was eligible to become a citizen of India on 26th January, 1950; or (iii) who belonged to a territory that became part of India after 15th August, 1947; or (iv) who is a child or a grandchild or a great grandchild of such a citizen; or (v) who is a minor child of such persons mentioned above; or (vi) who is a minor child and whose both parents are citizens of India or one of the parents is a citizen of India - is eligible for registration as OCI cardholder. Besides, spouse of foreign origin of a citizen of India or spouse of foreign origin of an Overseas Citizen of India Cardholder and whose marriage has been registered and subsisted for a continuous period of not less than two years immediately preceding the presentation of the application is also eligible for registration as OCI cardholder. However, no person, who or either of whose parents or grandparents or great grandparents is or had been a citizen of Pakistan, Bangladesh or such other country as the Central Government may, by notification in the Official Gazette, specify, shall be eligible for registration as an Overseas Citizen of India Cardholder.

Foreign nationals cannot apply for OCI in India while on Tourist Visa, Missionary Visa and Mountaineering Visa. Moreover, the foreigner has to be ordinarily resident of India to be eligible to apply for OCI registration in India.

Note: 'ordinarily resident' will mean a person staying in a particular country or in India for a continuous period of 6 months.

Please Click here

Click Here To Proceed

**Notice:** In the backdrop of outbreak of COVID-19, no foreigners are allowed to visit the FRCO

# Online OCI Services

## Overseas Citizen Of India Cardholder

Select "New OCI Registration"

- New OCI Registration
- OCI Registration (In Lieu Of Valid PIO-Card)
- OCI Registration (In Lieu Of Lost PIO-Card)
- OCI Miscellaneous Services
- OCI Document Upload/ Re-upload
- OCI Image Upload/ Re-upload
- Status Enquiry
- Re-Print Submitted Applications

### New OCI Registration

- Before you start
  - Check your eligibility before you start your registration.
  - If you are already an OCI Card Holder, kindly use OCI Miscellaneous Services.
  - If you are an PIO Card Holder, kindly register through OCI Registration (In Lieu Of Valid PIO-Card).
  - If you are an PIO Card Holder and card is in lost state, kindly register through OCI Registration (In Lieu Of Lost PIO-Card).
  - To reprint your already registered application, kindly use 'Re-Print Submitted Application' service.
  - In case of urgent travel, applicants may apply for appropriate visa.
- Prerequisites
- After Registration

Please Click here

Proceed

Instructions For Filing Application Form

Applicants applying for OCI-Card, please read

1. Please fill the fields in BLOCK LETTERS.
2. A person who has not attained the age of 18 years is considered as minor. In case of minor who cannot sign, his/her left thumb impression may be placed in the signature box. Parents should not sign on the behalf of the children.
3. Signature/Thumb impression should be confined to the prescribed box. In case of minor applicants, parents should NOT sign in the box.
4. Photograph to be affixed on the application should be a square shape of size not less than 51\*51mm (with 80% coverage of face). It should have plain light color background (not white) without the border with front view of person's head and shoulders showing the full face in middle of the photograph. It should not be stapled and not have any signature.
5. Photographs that do not conform to these standards will be rejected and may cause a delay in processing the applications. Please see standards of acceptable photographs as Photo Link.
6. If there are any objections while processing the applications, the same will be displayed on the Online Status Enquiry. Please follow the instructions and send requisite documents to the Indian Mission/ Office where you have applied quoting the File (or Acknowledgement) Number.
7. After successful registration, copy of Part A and Part B with an online registration number will be printed. Application form on Parts A and B, complete in all respects, along with all relevant enclosures may be submitted to the appropriate office.
8. Enclosures to be attached with the application:
  1. In case of applications for registration as Overseas Citizens of India Cardholder in lieu of PIO card, only copies of the following documents to be attached:-
    1. Valid passport of the applicant
    2. Valid PIO card of the applicant.

I have read the instructions

Accept

Please read the instructions and press Accept

Online OCI Services

Select One Of The Following Options As Per Your Requirement

Fresh Application

Complete Partly-Filled Application

Please Click here to start Fresh Application

Back To Main Menu

Please click "Fresh Application"

Online OCI Services

Overseas Citizenship Of India Services

OCI-Registration is an online process. Eligibles are supposed to register through the appropriate link given. Only after complete successful registration, an applicant will be considered as an OCI-Card Applicant

Steps for successful Registration

1. Start registration from Part-A, then upload image and signature; and finally complete Part-B.
2. Documents supporting your application have to be uploaded in PDF format at the end of Part-B.
3. After completing application, hard copy has to be submitted to the selected mission's office.

4 d d 0 2

4 d g d 6 2

Enter

\* Fill Captcha to Proceed

Please fill the number

Please click the Enter button



# Online OCI Services

## OCI Registration Form

Place of submission \*   
 Mission \*

Please choose New Zealand and Mission Wellington

### Applicant's Information

Surname   
 Given Name \*   
 Have you ever changed your name? If yes, click the box and give details.   
 Sex \*   
 Date Of Birth \*   
 Country Of Birth \*   
 Place Of Birth \*   
 Current Nationality \*   
 National Identification Number   
 Visible Mark \*

As per current New Zealand / Foreign Passport

### Applicant's Passport Details

Passport Number \*   
 Date Of Issue \*   
 Date Of Expiry \*   
 Place Of Issue \*   
 Previous Passport Number

As per Indian Passport or Birth Certificate

### Applicant's Family Details

Father's Name \*   
 Father's Nationality \*   
 Father's Profession \*   
 Mother's Name \*   
 Mother's Nationality \*   
 Mother's Profession \*   
 Relation With the Root Indian \*

Press on Save and Continue



# Online OCI Services

## OCI Registration Form (Page-II)

Temporary Application ID  
210105491271852

Please note down temporary application id

### Applicant's Address Details

Present Address \*   
  
  
 Zip code / Pin code / Area code \*   
 Mobile No. \*   
 Telephone No. \*   
 Email \*

Please fill in the required information

Please click on Next



# Online OCI Services

## Verify Information

Temporary Application ID  
210105491371002

Please verify information provided by you. Submission of this form will never allow you to change your information for this application. If you need to change the information provided, click on Modify button provided below.

### Applicant Information

Country Selected	CANADA
Mission Selected	OTTAWA
Surname	ABCABC
Given Name	ABCABC
Previous Name	Never Chg
Sex	MALE
Date Of Birth	01/JAN/2020
Country Of Birth	INDIA
Birth(State)	DELHI
Place Of Birth	DELHI
Current Nationality	CANADA
National Identification Number	
Visible Mark	NONE

Please carefully verify your information

### Family Information

Father's Name	ABCABC
Father's Nationality	INDIA
Father's Profession	GOVT SER
Mother's Name	ABCABC
Mother's Nationality	INDIA
Mother's Profession	GOVT SERVICE

Please carefully verify your information

### Passport Information

Passport Number	AB123456
Date Of Issue	10/JAN/2020
Date Of Expiry	10/JAN/2030
Place Of Issue	OTTAWA
Previous Passport Number	

Please click on Modify if any information is incorrect. Otherwise press on Submit

### Residential Address Details

Present Address	10 SPRINGFIELD RD OTTAWA ONTARIO, CANADA
Mobile No	6137443751
Telephone No	6137443751
Email	hciconsulanservice.ottawa@gmail.com

Modify

Submit



# Online OCI Services

## OCI Image Upload

Temporary Application ID  
298654917952

Your File Reference Number is  
**CAN000022N21**

Till now you have successfully registered Part-A. After uploading image and signature, you will be redirected to fill the Part B to complete the registration.

### Kindly ensure following points before uploading photo

- Applicant's Image and Applicant's Signature Image should be of jpeg or jpg format.
- Applicant's Image and Applicant's Signature Image size should not be larger than 500KB.
- Applicant's Images must be square i.e. aspect ratio must be 1:1
- Applicant's Signature Images should have aspect ratio (height/width) must be 1:3
- If you don't want to upload photograph, You can click the "Exit Now" button below.

Yes - I'm ready with the image

Exit Now

Click here to proceed Photo and Signature as per requirement

Click here to upload Picture, if necessary do cropping accordingly

Click here to upload Signature, if necessary do cropping accordingly

To upload applicant's photo



Cropped selection is here

To upload applicant's signature



Applicant signature which you have selected is as per instructions. If you want to change then click crop button and drag the white selected area or else can directly upload the original image.

Any error or remarks after selecting file will be displayed

Upload

Close

If your photo and signature are accepted you can press upload to submit



## Online OCI Services

### OCI Image Upload

Temporary Application ID  
218105491371892

Your File Reference Number is  
**CANO00032N21**

Till now you have successfully registered Part-A, and also have uploaded Applicant's Image & Signature. Please select one of the option given to proceed.



The photo and signature uploaded will be shown here

If you want to upload again

I want to upload again

If you dont want to upload again

I have uploaded successfully

Click on "uploaded successfully" or to do it again click on "upload again"



## Online OCI Services

### OCI-Registration Confirmation

Temporary Application ID  
218105491371892

Your File Reference Number is  
**CANO00032N21**

Till now you have successfully registered Part-A, and have also uploaded Applicant's Image & Signature.

Applicant Name  
ABCABC ABCABC

File Reference Number  
CANO00032N21

Please note the File Reference Number

Proceed To Part-B

Exit

Click to Proceed to Part-B



## OCI Registration Part-B

### Other Details of Applicant

Temporary File Number  
210105481371002

#### - Citizenship Details

- Have you/any member of your family applied for Overseas Citizen of India registration earlier? \*  Yes  No  
if YES, give details:
- Have you surrendered/get your previous Overseas Citizen of India card cancelled? \*  Yes  No  
if YES, Please mention number and date of issue of previous Overseas Citizen of India card
- Whether holding dual nationality? \*  Yes  No  
if YES, mention country and passport details.
- Have you sought asylum (political or otherwise) in any country before applying for citizenship? \*  Yes  No  
if YES, please give full particulars/details
- Whether the applicant had ever been a citizen of Pakistan or Bangladesh at any time? \*  Yes  No  
if YES, give specific details
- Have you ever been convicted by Court of Law of any country? \*  Yes  No  
if YES, please give full particulars / details
- Have you ever been refused entry / deported by any country including India? \*  Yes  No  
if YES, please give full particulars / details
- Have you been associated with any organisation (Government or non-Government/ Political party/ Group accused of or guilty of any rights violation)? \*  Yes  No

Please read and select applicable answers

- Have you ever been engaged in human trafficking / drug trafficking / child abuse / crime against women / Economic offense / Financial Fraud? \*  Yes  No  
if YES, please give full particulars / details
- Have you ever been engaged in cyber crime / terrorist activities / sabotage / espionage / genocide / political killing / other acts of violence? \*  Yes  No  
if YES, please give full particulars / details
- Have you ever, by any means or medium, expressed views that justify or glorify terrorist violence or that may encourage others to terrorist acts or other serious criminal acts? \*  Yes  No  
if YES, please give full particulars / details
- Whether either of parents or grandparents or great-grandparents of applicant had ever been citizen of Pakistan or Bangladesh at any time? \*  Yes  No  
if YES, give specific details
- Whether the applicant (other than minor child/children) has worked / is working in Armed Forces/Para-military/Police/security intelligence organizations? \*  Yes  No  
if YES, give specific details
- Have you undergone compulsory military/police/army conscription/training in your native country? \*  Yes  No  
if YES, period of compulsory training/conscription:
- Are you still serving in armed / police forces beyond compulsory training period prescribed by rule in that country (Not applicable to a minor child)? \*  Yes  No
- Whether applicant is-**
- Currently under any investigation? \*  Yes  No  
if YES, please give details:
- Wanted for questioning? \*  Yes  No  
if YES, please give details:
- Facing charges for any offence in any country? \*  Yes  No  
if YES, please give details:

#### + Present Nationality Details

#### + Other Details

Submit



# Online OCI Services

## Whether applicant is-

Currently under any investigation? \*

Yes  No

If YES, please give details:

Wanted for questioning? \*

Yes  No

If YES, please give details:

Facing charges for any offence in any country? \*

Yes  No

If YES, please give details:

Please copy the date and method from Citizenship Certificate

## Present Nationality Details

Applicant Name	Present Nationality	Acquisition Method	Date
ABCABC ABCABC	CANADA	NATURALIZATION	01/JAN/2021

Please Select your previous nationality

## Other Details

Previous Nationality of Applicant (If Any)

ABCABC ABCABC  Renounced Passport No. A123456

Do you have relatives staying in India?

Yes  No

Has any of the applicant faced criminal proceeding ?

Yes  No

Please select the applicable answers

Submit

Click on Submit to go to next page



# Online OCI Services

## Online OCI Registration

YOU HAVE BEEN SUCCESSFULLY COMPLETED BOTH PART-A & PART-B OF ONLINE OCI REGISTRATION FOR THE FOLLOWING APPLICANT.  
YOU ARE REQUESTED TO UPLOAD APPROPRIATE DOCUMENTS. OTHERWISE YOUR APPLICATION WILL NOT BE CONSIDERED.

<b>Applicant Name</b> ABCABC ABCABC	<b>Web File Number</b> CAN000032N21
--	--

Start uploading the documents by clicking here

To upload supporting documents (Mandatory)

Upload Documents

To Exit

Exit



# Online OCI Services

## Online OCI Document Upload

Welcome to Document-Upload Section of Online OCI- Registration

<b>Applicant Name</b> ABCABC ABCABC	<b>Web File Number</b> CAN000032N21
--	--

### Document Upload

CURRENT PASSPORT

Uploaded

Re-Upload

Select a Document Type to upload

Select Document

Select Document

EMPLOYMENT/ WORK LETTER

INDIAN ORIGIN PROOF

NIDMA VISA

MARRIAGE CERTIFICATE

PFD CARD

RELATIONSHIP CERTIFICATE

SPOUSE OCI CARD

UPLOADING OF CURRENT PASSPORT FOR ABC

Choose from the dropdown menu to attach relevant document and upload



# Online OCI Services

## Online OCI Document Upload

Welcome to Document-Upload Section of Online OCI- Registration

Applicant Name  
ABCABC ABCABC

Web File-Number  
CAN00032N21

### Document Upload

CURRENT PASSPORT

Uploaded

Re-Upload

Select a Document Type to upload

Select Document

Upload

UPLOADING OF CURRENT PASSPORT FOR ABCABC ABCABC HAS SUCCESSFULLY COMPLETED

To generate filled Registration Form

Generate Registration Form

After completing the online OCI registration, you will have to submit printout of your application form along with the required supporting documents to Indian Mission/Post/FRRO of your jurisdiction for further processing.

Uploaded files will be shown here

Generate your form and take printout



# Online OCI Services

## Online OCI Document Upload

Welcome to Document-Upload Section of Online OCI- Registration

Applicant Name  
ABCABC ABCABC

Web File-Number  
CAN00032N21

### Document Upload

CURRENT PASSPORT

Re-Upload

Select a Document Type to upload

Select Document

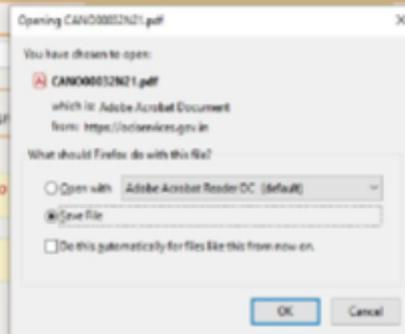
Upload

UPLOADING OF CURRENT PASSPORT FOR ABCABC ABCABC HAS SUCCESSFULLY COMPLETED

After completing the online OCI registration, you will have to submit printout of your application form along with the required supporting documents to Indian Mission/Post/FRRO of your jurisdiction for further processing.

Thanks For Submission

Exit



For any assistance send email at :

helpdesk-oci@gov.in