Procedure to apply for Overseas Citizen of India (OCI) Card and for OCI Miscellaneous (Renewal) services
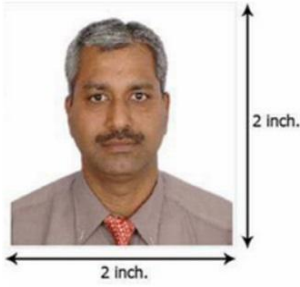
- **PLEASE READ THE COMMON MISTAKES AND USEFUL TIPS CAREFULLY DETAILED AT THE END OF THIS DOCUMENT BEFORE STARTING ONLINE FORM FILLING.**

- The applicant shall submit the application form online (https://ociservices.gov.in) and **upload all the requisite documents**, photograph and signature (in the case of minors who cannot sign, left hand thumb impression) along with the application.

  (Note: An application submitted online for more than 180 days cannot be accepted at VFS. In such case, applicants are required to refill the online application again and submit copy of same alongwith other documents.)

- The applicant then submit duly signed application form (**ensuring uploading of all supporting documents**), 1 photograph, 2 pre-paid self addressed envelopes at nearest VFS centre with prior appointment only from link: https://www.hcilondon.gov.in/appointment/ . For the help of our diaspora, applications for any service can be accepted at any place, i.e., London, Birmingham and Edinburgh. So wherever you get an appointment, please go ahead and submit your application as per your convenience and choice, provided that application is registered and filled up for that particular jurisdiction/center e.g. GBRL registration is for London and will be accepted only in London, GBRB for Birmingham and GBRE for Edinburgh.

- All the Original documents **except current passport** need to be submitted alongwith the application. Fees will be charged by VFS (by Cash/Card) at the time of submission of application.

- After acknowledgement of application at High Commission, all the original documents submitted with application will be couriered back in one of the self-addressed envelope.

Photo Specifications: https://ociservices.gov.in/Photo-Spec-FINAL.pdf

Signature - If child below 5 years is unable to sign, then thumb impressions (left hand) with Blue/Black Ink only will have to be uploaded. Minor children who are able to sign/write their names should do so and it should be uploaded. Parents need to sign in the relevant space in the application form as well as sign all the copies on behalf of the minor child.

(Note: Photo submitted must be **same** as uploaded online with the application. Please also check if the signature printed on the OCI application are clear and of adequate size as per Sample Photo/Signatures below.)

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(Ramesh)		Small and on one side of allocated space

2 inch. / 2 inch.

Fees details for OCI Applications:-

S. No.	Category	Fees Charged (in £)
1.	New OCI application:	£ 200.00
2.	PIO to OCI	£75.00
3.	OCI Renewal	£21.00
4.	OCI renewal (Lost Case)	£75.00
5.	VFS Charges	£7.44
6.	SMS Charges	£2.00
7.	Courier Fees per envelope *(Charged by VFS if special delivery envelopes not provided by applicant)*	£ 15.00 (Express one day delivery) £ 8.00 (3 days delivery)

Delivery of OCI Card:- OCI card will be couriered back to the applicant in self address envelope.

Documents required for New OCI
(Turnaround time: 4-6 weeks)

VERY IMPORTANT NOTE: APPLICANTS ARE REQUIRED TO UPLOAD <u>ALL THE DOCUMENTS</u> WITH THE ONLINE APPLICATION AS NO COPY OF SUPPORTING DOCUMENTS WILL BE ACCEPTED AT VFS DURING APPOINTMENT. APPLICANT CAN UPLOAD SINGLE OR MULTIPLE PAGE PDF IN LOW RESOLUTION IN <u>SAME OR ANY OTHER SIMILAR CATEGORY AVAILABLE</u>. AN APPLICATION WITHOUT ALL THE DOCUMENTS UPLOADED ONLINE WILL NOT BE PROCESSED/ACCEPTED.

Mandatory Documents to be submitted alongwith all the new OCI applications:-

1. Copy of current valid passport, with validity of minimum 6 months at the time of submission of application. **(Upload online)**

2. Registered Marriage Certificate (If married) or equivalent proof (Indian passport copy on which spouse name is endorsed) to endorse name of spouse in OCI card. **(Upload online)**

3. Letter from employer/Pay Slip/Proof of own business/Student ID Card/Proof of last employment. **(Upload online)**

4. Address proof (Utility Bill/ Driving Licence copy or any other proof for current address.) **(Upload online in similar or any available category)**

5. Copy of appointment confirmation letter must be attached with each application.

IN ADDITION TO ABOVE DOCUMENTS, APPLICANT HAVE TO PROVIDE THE FOLLOWING DOCUMENTS DEPENDING UPON THE CATEGORY UNDER WHICH HE IS APPLYING FOR OCI

A. Applying on own Indian Origin:

1. Naturalization/Registration Certificate **(Upload online)**

2. **(a) If applicant ever had Indian Passport:**

   Surrender Certificate of Indian Passport. **(Upload online)**

   & also Copy of Indian passport (1st and Last Page) **(Upload online)**

(Naturalization Certificate can be uploaded with current Passport making multiple page pdf with low resolution)
(Indian Passport – First and Last page and Surrender Certificate can be uploaded together as Proof of Indian Origin together making multiple page pdf with low resolution)

Note:

(i) Applicants who **have obtained foreign nationality after May 2010**, are mandatorily required to submit Surrender Certificate/Renunciation of Indian Citizenship Certificate.

(ii) Applicants who have held an Indian passport, and **obtained foreign nationality before May 2010**, but are unable to produce the same for Surrender of Indian passport for any reason (lost/misplaced/submitted to UK Home Office long time back) are required to furnish a notarised affidavit **in original** from UK stating the facts about their first travel to UK, the whereabouts of their Indian passports and using Indian Passport after attaining British Nationality **(Upload online)** along with other necessary documents as mentioned in Point (b) below. – **This notarized affidavit is required to be submitted in original alongwith the application.**

(b) If Applicant was born in India and never held Indian passport and travelled on parents Indian passport:

1. Birth Certificate clearly indicating names of parents. **(Upload online- Relationship category)**

2. Notary affidavit in original from UK stating the fact and how he/she travelled to UK or Exit permit issued by FRRO in India. **(Upload online- any available category)** and other necessary documents as mentioned below. **(Upload online)**

- Domicile certificate /Nativity Certificate issued by District Magistrate or equivalent (in original)

  OR

- Parents/Grand parents/Great Grand parents Indian passport with proper documents to prove relationship with them.
  OR

- **If born in India between 26 January, 1950 to 30 June, 1987:**

  Birth Certificate issued by Indian Government.
  Note: Recently issued birth Certificate (Post-dated birth certificates) should be duly certified by the District Magistrate/District Collector of the area, with name, stamp, seal and contact telephone numbers with area code for verification.

  OR

  School Leaving Certificate (in original) (**Matric and higher Board level Classes**).

  Note: Post-dated School Certificate/School Leaving Certificate from India should be authenticated by Director of Education/District Magistrate/District Collector of the area with name, stamp, seal and contact telephone numbers with area code for verification

Applying on the basis of Parents/Grand parents/Great Grand parents

3. Birth Certificate clearly indicating names of parents (Mandatory for applicants born outside India). Applicants born in India can also produce their old Indian passport (first and last page) in place of Birth Certificate. **(Upload online- Relationship Certificate category)**

4. **Evidence of self or parents or grandparents or great grandparents for- (Upload online)**

    I. Being a citizen of India at the time of, or at any time after the commencement of the Constitution i.e. 26.01.1950; or

    II. Being eligible to become a citizen of India at the time of commencement of the Constitution i.e. 26.01.1950; or

    III. Belonging to a territory that became part of India after 15th August, 1947.

    These could be:

    a. Copy of their Indian Passport; or

    b. Copy of the Domicile Certificate issued by the Competent Authority; or

    c. Copy of Nativity Certificate from the competent authority; or

    d. OCI Card/ PIO card (first and last page) along with the base papers/ documents upon which the OCI/PIO card was issued; or

    e. Evidence of relationship as parent/grandparent/ great grandparent, if their Indian origin is claimed as basis for registration as OCI Cardholder:

    The document of relationship could be "Birth Certificate" issued from competent authority mentioning both parent's name establishing the link to the person of Indian Origin i.e. root Indian.

B. Application in case of Minor Child

1. All the documents mentioned above.

2. Current passport copy of both parents to confirm signature in Part-B of the application.

    (Upload online)

3. **If parents are divorced:** A Court order of dissolution of marriage and Child arrangement order which specifically mentions that the legal custody of the child is with the parent who is applying for the OCI card. If both the parents share joint custody of the child, a duly notarized letter from both the parents giving their consent to apply for OCI for child or a specific court order giving permission for issue of OCI to the child with one of the parent. **(Upload online)**

4. In case of Live-in, adopted child and Surrogacy relevant documents need to be submitted with the application. **(Upload online)**

5. In case child was born in India and never held Indian passport then copy of Exit permit/stay permit issued by Indian authorities to child is required to be provided. **(Upload Online)**

C. Application for OCI under Foreign Spouse Category - After at least 2 years of marriage.

(Turnaround time is 10-12 weeks subject to clearance received from MHA)

IMPORTANT NOTE: **Applicant applying under this category have to visit VFS centre alongwith his/her spouse for submitting the OCI application alongwith original documents and their copies. Interview in such cases will be taken over audio/video call by officer from High Commission after receipt of application.**

1. Applicant's own Birth Certificate confirming names of both parents. **(Upload online)**

2. Registered marriage certificate. **(Upload online)**

3. Copy of valid Passport of the spouse. **(Upload online)**

4. Copy of the Indian Passport/OCI/PIO (first and last pages) of Spouse. **(Upload online)**

Document Requirement for Renewal of OCI or PIO to OCI (Turnaround time is 10 days)

VERY IMPORTANT NOTE: APPLICANTS ARE REQUIRED TO UPLOAD ALL THE DOCUMENTS WITH THE ONLINE APPLICATION AS NO COPY OF SUPPORTING DOCUMENTS WILL BE ACCEPTED AT VFS DURING APPOINTMENT. APPLICANT CAN UPLOAD SINGLE OR MULTIPLE PAGE PDF IN LOW RESOLUTION IN SAME OR ANY OTHER SIMILAR CATEGORY AVAILABLE. AN APPLICATION WITHOUT ALL THE DOCUMENTS UPLOADED ONLINE WILL NOT BE PROCESSED

Note:-
- Kindly refer to Advisory to check if renewal of OCI is required and relaxation on renewal of OCI till 31.12.2021:
https://www.hcilondon.gov.in/docs/16171792861.pdf
- Government has permitted PIO Cardholders to enter/exit India till 31.12.2021 alongwith the foreign passport. Kindly refer to the link:
https://www.hcilondon.gov.in/page/pio-card/
- Applicants are requested to select **"Change in personal Particulars"** option alongwith other valid options while filling form online to add name of Spouse in online form.

Mandatory Documents:-

1. Copy of present valid passport, with validity of minimum 6 months at the time of submission of application. **(Upload online)**

2. Copy of OCI card or PIO Card (as the case may be) (First and Last Page) **(Upload online)**.

3. Copy of appointment confirmation letter must be attached with each application.

Other documents required on case to case basis:-

- **For applications of Minor children:** Current passport copies of both parents and marriage certificate or equivalent proof **(Upload online in similar or any available category).**

- **For married applicants:** Registered Marriage Certificate or equivalent proof (Indian passport copy on which spouse name is endorsed) alongwith current passport copy of spouse to endorse name of spouse in OCI card if not already endorsed in OCI card. **(Upload online)**

- **Foreign Spouse Category OCI Cardholders:** Consent letter from spouse if OCI was obtained on the basis of Indian Origin Spouse along with his/her current passport copy to verify signatures. **(Upload online)**

- **For divorced applicants:** Copy of Divorce order issued by relevant court **(Upload online).**

- **If there is change in employment status:** Letter from employer/Pay Slip/Proof of own business/Student ID Card/Proof of last employment. **(Upload online).**

- **If there is change of Address:** Copy of address proof like utility bill or any other document specifying full address **(Upload online).**

- **Lost OCI Card:** A copy of police report/crime reference number/Home Office letter is required along with the application with a declaration from the applicant stating the circumstance in which the documents were lost. **(Upload online)**

  Note: In case the old passport bearing U-Visa sticker is lost or not available, it is not mandatory to provide its copy. The application will be charged as normal Miscellaneous application and not under Lost case category.

- **If the parents are divorced (Application for Minor)** : Court order of dissolution of marriage and Child arrangement order which specifically mentions that the full legal custody of the child is with the parent who is applying for the OCI card. If both the parents share joint custody of the child, duly notarized letter from both the parents giving their consent to apply for OCI for child or a specific court order giving permission for issue of OCI to the child with one of the parent. **(Upload online)**

Important links regarding OCI

Details	Web Link
HCI's Link – Q & A	https://www.hcilondon.gov.in/page/oci-card/ https://www.hcilondon.gov.in/page/pio-card/
Q & A on OCI	https://mha.gov.in/PDF_Other/9OCIcardholder_Misc services_FAQs_15112019.pdf https://mha.gov.in/PDF_Other/3OCIcardholder_FAQs_15112019.pdf
Current OCI rules	https://mha.gov.in/PDF_Other/2OCIcardholder_Brochure_15112019.pdf
Benefits of OCI	https://mha.gov.in/PDF_Other/1OCIcardholder_Introduction_15112019.pdf
Recent Circulars on OCI	https://www.hcilondon.gov.in/page/recent-circulars-on-oci/
Relaxation on renewal of OCI till 31.12.2021	https://www.hcilondon.gov.in/docs/16171792861.pdf
OCI Website for New OCI, renewal, PIO to OCI	https://ociservices.gov.in/welcome
Track status of OCI application	https://ociservices.gov.in/statusEnqury
Gazette of India notification No. 962 dated 04.03.2021 regarding OCI cardholders	https://www.mha.gov.in/sites/default/files/Notification_19032021.pdf

Photo Specifications	https://ociservices.gov.in/Photo-Spec-FINAL.pdf
VFS Appointment	https://www.hcilondon.gov.in/appointment/
Check your Jurisdiction	https://www.vfsglobal.com/india/uk/Jurisdiction.html For the help of our diaspora, applications for any service can be accepted at any place, i.e., London, Birmingham and Edinburgh. Applicants can submit their application **irrespective of their jurisdiction** as per his/her convenience and choice, provided that application is registered and filled up for that particular jurisdiction/ center e.g. GBRL registration is for London and will be accepted only in London and similarly GBRB is for Birmingham and GBRE for Edinburgh.

Common Mistakes which may result in rejection/delay of OCI application

1. Uploaded Photo/Signatures are not as per specifications.
2. **All the supporting documents are not uploaded online.**
3. Passport Number/Date of issue of passport is incorrect.
4. Name/place of birth/Date of birth is incorrect.
5. Full names of parents/Spouse are not mentioned.
6. Marital status/Spouse name not mentioned.
7. Part –B of application not signed/Part-B (Minor Child) is not signed by any one of the parent.

Useful tips to make form filling easy and avoid mistakes

1. Please ensure you have all the supporting documents in pdf each less than 1MB of size and Photo/Signatures in JPEG format as per specifications before starting online form filling.
2. Fill all the details in the application very carefully and exactly as per documents. **Please ensure that all the details like full names, date of birth, place of birth are exactly as per current passport.**
3. Scan documents in pdf with low dpi (100-200 dpi) to reduce file size. Various mobile phone apps can also be used to create multiple page pdf of documents easily.
4. Photo/signatures can be easily resized to requisite specifications/size by using photo editing option in mobile phones/Paint brush software in computers.
5. **Upload all the supporting documents under their correct category/equivalent category**. (e.g. OCI card can be uploaded under Indian Visa category and birth certificate can be uploaded under Relationship category). If applicant are unable to find suitable category to upload the document, please upload all the remaining documents (including any legal document) under current passport category alongwith current Passport or in Indian visa/origin category alongwith OCI card first and last page or in any available category as a multiple page pdf with 100-200 dpi resolution.

MOST IMPORTANT IS TO UPLOAD ALL THE SUPPORTING DOCUMENTS

6. Kindly check all the details of the OCI application once printed. In case photo/signature and documents are not uploaded properly, these can be done easily by selecting appropriate option (Re-upload image/upload/re-upload documents) available on the website.

   Please note that the file reference number required to re-upload photo/signature/documents is written vertically on left side and also below the bar code at the bottom of first page of application from submitted online.

7. In case any information is wrong, please refill the form again.

8. In case of any doubt on eligibility, kindly contact:
   E-mail**:** inf.london@mea.gov.in/ info.london@hcilondon.in
   Telephone No. : 00-44 (0) 20 8629 5950

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