

## **Instructions for filling application form**

- 1) Please write/print fields in BLOCK LETTERS.
- 2) A maximum of four (4) applicants consisting of spouses and at most two minor children may apply in one application form.
- 3) **A person who has not attained the age of 18 years is considered as minor. In case of minor who can not sign, his/her left thumb impression may be placed in the Signature Box. Parents should not sign on behalf of minors.**
- 4) **Signature/Thumb impression should be confined in the prescribed box. In case of minor applicants, parent should NOT sign in the box.**
- 5) **Photograph to be affixed on the application should be of square shape of size not less than 35\*35mm (with 80% coverage by face). It should have white/ light color background without border with front view of person's head and shoulders showing the full face in the middle of the photograph. It should not be stapled and should not have any signature. 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) Part A has to be filled for each applicant of the family and Part B is common for all applicants of the family.
- 8) After submission of Part A online, a copy of Part A with an online Registration Number will be printed along with Part B of application form. Details in Part B can be typed or hand written in BLOCK LETTERS. In case the space provided is not sufficient, additional sheets may be used for providing requisite details. Application form on Parts A and B, complete in all respects, along with all relevant enclosures may be submitted to the appropriate office.

**9) Enclosures for each applicant:**

1. Proof of present citizenship of applicant e.g. copy of Passport / citizenship certificate. **In case of applications filed in India, a copy of valid Visa / Residential Permit should also be enclosed.**
2. Evidence of self or parents or grand parents,
  - (a) being eligible to become a citizen of India at the time of commencement of the Constitution i.e. on 26<sup>th</sup> January, 1950; or
  - (b) belonging to a territory that became part of India after 15<sup>th</sup> August, 1947; or
  - (c) being citizen of India on or after 26<sup>th</sup> January, 1950.

**These could be:**

- (i) Copy of the passport; or
  - (ii) Copy of the domicile certificate issued by the Competent Authority ; or
  - (iii) Any other proof.
3. Evidence of relationship as parent/grandparent, if their Indian origin is claimed as basis for grant of Overseas Citizenship of India.
  4. Application fee by way of demand draft (US\$ 275 for each applicant or equivalent in local currency; US \$ 25 for each PIO Card holder or equivalent in local currency). **In case of applications filed in India, a Demand Draft for Rs. 12,650 for each applicant drawn in favor of “Pay and Accounts Officer (Secretariat), Ministry of Home Affairs “payable at New Delhi has to be enclosed. For PIO Card holders, the fee is Rs. 1,150.** For the applications to be submitted outside India, please visit website of Indian Mission/ Post in the respective country to get equivalent amount of fee to be paid along with application.

- 10) PIO Card holder should submit a copy of his/her PIO card.
- 11) The documents enclosed with the application should be self attested.
- 12) This form when completed should be submitted in **duplicate (both sets must have original photograph and signature along with enclosures)-**
  - (i) In India to the Foreigners Regional Registration Officer (FRRO), Mumbai, Kolkata, Delhi, Amritsar ,Chennai or Under Secretary, OCI Cell, Citizenship Section, Foreigners Division, Ministry of Home Affairs (MHA), New Delhi.

- (ii) Outside India, to the Indian Mission/ Post having jurisdiction over the country of which the applicant is a citizen or if he/she is not living in the country of his/her citizenship, to the Indian Mission/ Post having jurisdiction over the country of which the applicant is ordinarily resident.
- 13) After receipt of application in concerned office, a File (or Acknowledgement) Number would be issued to the applicant by way of acknowledgement. This would be communicated by e-mail/Post in case of applications received by post.
- 14) The applicant(s) can verify the status of their application(s) online by quoting the online Registration Number or File (or Acknowledgement) Number.**
- 15) Please contact Mission/Office where you have applied for OCI registration after 10 days from the date of dispatch of documents from Delhi or any day after receipt of documents at the Mission/Office, whichever is earlier. Please produce your passport(s) and PIO Card, if applicable, in person/ through authorized person /by post for affixing OCI visa sticker and issuance of registration certificate.
- In case of applications filed in India with FRRO, applicants should go to the FRRO office in person/ through authorized person. In case of applications filed in India with MHA, applicants should go to OCI Cell, Ministry of Home Affairs, Jaisalmer House, 26 Man Singh Road, New Delhi in person/ through authorized person.
- 16) Please check that all fields in the form are filled in and all necessary enclosures are attached before submission of the form to Indian Mission/Post abroad or MHA/FRRO in India.**
- 17) For any problem in filing application, please write to e-mail: shettybn@nic.in