

BROCHURE

OVERSEAS CITIZEN OF INDIA (OCI) CARDHOLDER

1. Eligibility criteria:

Following categories of foreign nationals are eligible for registration as Overseas Citizen of India (OCI) Cardholder:-

- (1) Who was a citizen of India at the time of, or at any time after the commencement of the Constitution i.e. 26.01.1950; or
- (2) who was eligible to become a citizen of India on 26.01.1950; or
- (3) who belonged to a territory that became part of India after 15.08.1947; or
- (4) who is a child or a grandchild or a great grandchild of such a citizen; or
- (5) who is a minor child of such persons mentioned above; or
- (6) who is a minor child and whose both parents are citizens of India or one of the parents is a citizen of India; or
- (7) spouse of foreign origin of a citizen of India or spouse of foreign origin of an Overseas Citizen of India Cardholder registered under section 7A of the Citizenship Act, 1955 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.

Note : 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.

2. Application Form and Procedure:

Applications for registration as OCI Cardholder is to be submitted only on the online system. For this purpose, please log on to <http://ociservices.gov.in>

(A) Documents to be submitted with the application

1. Proof of present citizenship – Copy of present valid passport (applicable in all cases), with validity of minimum 6 months at the time of submission of application.
2. In case application is submitted in India, copy of any type of Visa (other than Missionary Visa and Mountaineering Visa)/ Residential Permit with 3 months validity as on the date of application.

3. Evidence of self or parents or grandparents or great grandparents-
- (a) 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
 - (b) Being eligible to become a citizen of India at the time of commencement of the Constitution i.e. 26.01.1950; or
 - (c) Belonging to a territory that became part of India after 15th August, 1947.

These could be:

- (i) Copy of the Indian Passport; or
 - (ii) Copy of the Domicile Certificate issued by the Competent Authority; or
 - (iii) Copy of Nativity Certificate from the competent authority; or
 - (iv) OCI Card/ PIO card of parents/ spouse along with the base papers/ documents upon which the OCI/ PIO card was issued; or
 - (v) Any other proof substantiating the request. Usually applicants are able to submit a certificate of residence or place of birth of self/parents/grandparents from First Class Magistrate/District Magistrate (DM) of the concerned place.
4. 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 parents" name. In case the birth certificate is issued by a foreign authority, it is to be Apostled or endorsed by the concerned Indian Mission abroad.

5. In case of minor child whose both parents are citizens of India or one of the parents is a citizen of India –
- (i) Copy of child"s birth certificate
 - (ii) Copy of Indian passport of the parents / one of the parents or copy of the Domicile Certificate or Nativity Certificate issued by the Competent Authority in respect of the parents/ one of the parents or any other proof substantiating the status of the parents/ one of the parents as being Indian citizen(s).
 - (iii) If the parents are divorced, court order of dissolution of marriage, which specifically mentions that the legal custody of the child is with the parent who is applying for the OCI card.

6. Evidence as spouse of foreign origin of a citizen of India or spouse of foreign origin of an OCI Cardholder –
- (i) Registered marriage certificate; and
 - (ii) In the case of spouse of an Indian citizen - copy of the Indian Passport of the spouse or copy of the Domicile Certificate or Nativity Certificate issued by the Competent Authority in respect of the Indian spouse or any other proof substantiating the status of the spouse as being an Indian citizen.
 - (iii) In the case of spouse of an OCI Cardholder - Copy of the present valid Passport of the spouse and copy of the OCI Card of the spouse and copies of the documents upon which the OCI Card was issued to the spouse
7. **In case of applications of Canadian nationals for registration as OCI cardholder**, following documents should also be submitted:-
- (a) Landing paper/ Work Permit of applicant/ sponsor
 - (b) If landing paper at Column 19 shows FC (Family Class), then-
 - (i) Letter from Canadian Immigration and Refugee Board
 - (ii) A notarized affidavit pleading that neither the applicant nor the sponsor has sought Refugee status in Canada
 - (c) Last Canadian address
 - (d) Last Canadian Visa copy

(B) Application Fee

Till such time, the online payment facility is introduced,

- (a) in case of application submitted in Indian Mission/ Post abroad - By way of Demand Draft for US \$ 275 for each applicant or equivalent in local currency.
- (b) in case application is submitted in India - a fee of Rs.15,000/- by way of Demand Draft drawn in favour of "Pay and Accounts Officer (Secretariat), Ministry of Home Affairs" payable at New Delhi.

(C) Specifications for Photograph

Photograph to be affixed on the application should be of square shape of size not less than 51x 51 mm (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 should not have any signature.

Note: Photographs that do not conform to the above standards will be rejected and may cause delay in processing the applications.

(D) **Offices in which original documents are to be submitted for prior verification**

As per the existing procedure, the applicants have to submit the application form online and upload all the requisite documents (self attested), photograph and signature (in the case of minors who cannot sign, left hand thumb impression) along with the application. After submission of the complete application online including documents, photograph and signature, the original of the supporting documents have to be submitted to the Indian Mission/ Post/ FRRO concerned for prior verification.

Details of offices where the applicants have to submit the original supporting documents for prior verification are as follows:-

Applicants outside India

- (1) The Indian Mission /Post having jurisdiction over the country of which applicant is a citizen; or
- (2) 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**.

Applicants in India

To the following FRROs according to their jurisdictional control as mentioned against each FRRO:-

| S.No. | FRRO Office | States/ UTs (jurisdiction) |
|-------|---|--|
| 1 | FRRO, Amritsar Bureau of Immigration, D-123, Ranjit Avenue, Amritsar – 143001 Tel: 0183-2500464 Fax:0183- 2500465 Email: frroasr@nic.in | Punjab, Jammu & Kashmir and Chandigarh |
| 2 | FRRO, Bangalore 5 Floor, „A“ Block, TTMC, BMTB Bus Stand Building, K.H.Road, Shantinagar, Bangalore- 560027 Tel.: 080- 22218195;22218183 Fax: 080-22218196 Email: frroblr-ka@nic.in | Karnataka |
| 3 | FRRO, Chennai No.26, Shastri Bhawan Annexe Building, 26 Haddows Road, Nungambakkam, Chennai- 600006 Tel: 044- | Tamilnadu, Puducherry and Andaman & Nicobar islands |

| | | |
|---|---|---|
| | 23454970;28251721 Fax:044-23454971 Email: frrochn@nic.in chiochn@nic.in | |
| 4 | FRRO, Delhi, East Block VIII, Level 2, Sector-1, R.K.Puram, New Delhi – 110066 Tel.: 011-26711384 Support Centre:011- 26711443; 26713851 Fax: 011-26711348 Email: frrodli@nic.in | Delhi, Haryana, Rajasthan, Himachal Pradesh and Uttarakhand |
| 5 | FRRO, Goa Foreigners Branch, Goa Police Head Quarters, Opposite Azad Maidan, Panaji – 403001 Tel.: 0832-2426545 Fax: 0832-2426545 Email: frrogoa@nic.in | Goa and Dadra & Nagar Haveli (However, till further orders, cases pertaining to Goa and Dadra & Nagar Haveli will be handled by the FRRO, Mumbai) |
| 6 | FRRO, Hyderabad Bureau of Immigration, Room no.301, 3 Floor, CGO Tower, Kabadiguda, Hyderabad- 500080 Tel.: 040-27541022; 040-27541088 Fax: 040-27541087 Email: frrohyd@nic.in | Andhra Pradesh, Telangana, Odisha and Chhattisgarh |
| 7 | FRRO, Kochi (Cochin) 2 nd Floor, Airlines Building, Cochin International Airport Ltd., Airport P.O., Kochi – 683111 Tel.: 0484-2611277 Fax: 0484-2611277 Email: frrococ@nic.in frro.cochin@nic.in | Kerala (excluding jurisdiction of other FRROs in Kerala) |
| 8 | FRRO, Kolkata 237, A.J.C.Bose Road, Kolkata Tel.: 033-22900549 Email: frrokol@nic.in | West Bengal, Sikkim, Assam, Arunachal Pradesh, Mizoram, Nagaland, Manipur, Meghalaya and Tripura |
| 9 | FRRO, Kozhikode (Calicut) 20/1305, Castle view, Thiruvannur Road, Panniyankara, Kallai P.O. Kozhikode – 673003 | Kerala (excluding jurisdiction of other FRROs in Kerala) |

| | | |
|----|--|--|
| | <p>Tel: 0495-2323550 Fax:0495-2323550 Email: frrocal@nic.in frro-clt@nic.in</p> | |
| 10 | <p>FRRO, Lucknow 557, Hind Nagar, Kanpur Road, Near Old Chungi, Lucknow -226012 Tel: 0522-2432431 Fax:0522-2432430 Email: frrolko@nic.in</p> | <p>Uttar Pradesh, Bihar and Jharkhand</p> |
| 11 | <p>FRRO, Mumbai Annex-II Bldg, 3 Floor, Badruddin Tayyabji Marg, Behind St.Xavier College, C.S.T., Mumbai – 400001 (Near CST Railway Station and the office is in the lane beside Times of India building) Tel.: 022-22621169 022-22621167 (OCI enquiry) Fax: 022-22620721 Email: frromum@nic.in</p> | <p>Maharashtra, Madhya Pradesh, Gujarat and Daman & Diu. Till further orders, cases pertaining to Goa and Dadra & Nagar Haveli will also be handled by the FRRO, Mumbai</p> |
| 12 | <p>FRRO, Thiruvananthapuram T.C.14/1377, Vazhuthacaud, opposite Ganapati Temple, Thycaud P.O., Thiruvananthapuram – 14 Tel.: 0471-2333515 Fax: 0471-2333514 Email: frrotvm@nic.in</p> | <p>Kerala (excluding jurisdiction of other FRROs in Kerala) and Lakshadweep</p> |
| 13 | <p>FRRO Ahmedabad Barrack No. 2, First Floor, Govt. Polytechnic Campus, Ambawadi, Ahmedabad -380015 Tel.: 079-26306606(T) Fax: 079-26306607 (F) Email: frroamd@nic.in</p> | <p>Gujarat</p> |

(E) **General Instructions**

The applicants have to submit the application form online and upload all the requisite documents (self attested), photograph and signature (in the case of minors who cannot sign, left hand thumb impression) along with the application. After submission of the complete application online including documents, photograph and signature, the original of the supporting documents have to be submitted to the Indian Mission/ Post/ FRRO concerned for prior verification. No hardcopy of the application is to be submitted to the Indian Mission/ Post/ FRRO. The Indian Missions/ Posts/ FRROs will be responsible for verifying the supporting documents with the originals.

If there is any deficiency in the application/ uploaded documents/ photograph, the Indian Mission/Post/FRRO concerned shall inform the same to the applicant by email. The applicant may then submit the required documents to the Indian Mission/ Post/ FRRO concerned, who will take necessary action to upload the same on the online system.

After verification of the documents with the originals and confirming that the application along with all the documents submitted are in order, the Indian Mission/Post/FRRO concerned shall click the following box provided on the online system:-

"Uploaded documents verified with originals and found to be correct."

Once the above box is clicked, the application will get automatically acknowledged on the online system. Simultaneously an auto email will be sent to the applicant informing "**Application received and is under process**". Thereafter, the originals of the supporting documents will be returned to the applicant.

3. **Procedure for submission of application by erstwhile PIO cardholders**

- (1) As on date, all Person of Indian Origin (PIO) cardholders with valid PIO cards as on 9.1.2015 are deemed to be Overseas Citizen of India (OCI) cardholders in terms of the notification issued by the Ministry of Home Affairs on 9.1.2015.
- (2) However, all persons having valid PIO cards as on 9th January, 2015 are advised to apply for registration as OCI cardholder in view of the following advantages in possessing an OCI card:-
 - (a) OCI card is a smart card
 - (b) Possession of an OCI card will facilitate quicker immigration clearance at the Immigration Check Posts

- (c) It will help in obtaining various Consular Services from the Indian Missions
 - (d) For those who are resident in India, it will facilitate in availing various services in India.
- (3) The fees for conversion of OCI in lieu of PIO card is Rs 5500 (USD \$100). These charges will be effective for all application that were submitted online after 31.12.2017. A separate online application form for submission of application for registration as OCI cardholder in lieu of PIO card is available in the website <https://ociservices.gov.in>
- (4) The erstwhile PIO cardholder with a valid PIO card as on 9.1.2015 will have to upload only the following documents with his/ her application:-
- (a) Copy of the valid Passport
 - (b) Copy of the PIO card
- (5) The applicants can submit the applications online from anywhere.
- (6) The OCI card shall be issued by the Indian Mission/ Post/ FRRO concerned within the jurisdiction of the applicant's place of residence. The applicant will have to approach the Indian Mission/ Post/ FRRO concerned only for collecting the OCI Card by surrendering the PIO card.

4. Procedure for granting Registration:

- (1) In all cases, other than the application submitted as a spouse of foreign origin of a citizen of India or spouse of foreign origin of an OCI Cardholder and by erstwhile PIO cardholders with valid PIO cards as on 9.1.2015, the security agencies shall upload their comments/ clearance on the online system after verification of the antecedents of the applicant within 20 days from the date of acknowledgement of the application. If the comments/ clearance of security agencies are not uploaded within 20 days of the date of acknowledgement of the application, the Indian Mission/Post/ FRRO concerned shall register a person as an OCI Cardholder within 30 days of the date of acknowledgement if there is no adverse information available against the applicant after preliminary scrutiny. However, If during the verification subsequently, any adverse information comes to the knowledge of the Ministry of Home Affairs, the registration as an OCI Cardholder already granted by the Indian Mission/ Post/ FRRO concerned shall be cancelled by an order under section 7D of the Citizenship Act, 1955.

Further, if there is any adverse information against the applicant after preliminary scrutiny by the Indian Mission/Post/ FRRO concerned, prior approval of the Ministry of Home Affairs shall be

required before grant of registration. The Ministry of Home Affairs may approve or reject the grant of registration within 120 days from the date of the receipt of the application. If the grant of registration as an OCI Cardholder is approved by the MHA, the Indian Mission/Post/ FRRO concerned shall register the person as an OCI Cardholder.

- (2) In the case of application submitted as a spouse of foreign origin of a citizen of India or spouse of foreign origin of an OCI Cardholder, the person shall be registered as an OCI Cardholder only after prior clearance of the Ministry of Home Affairs (Foreigners Division) in terms of the proviso to clause (d) of sub-section (1) of section 7A of the Citizenship Act, 1955 as incorporated by the Citizenship (Amendment) Act, 2015 notified on 10th March, 2015.

In the case of applications submitted by erstwhile PIO cardholders with valid PIO cards as on 9.1.2015, the Mission/ Post/ FRRO concerned will verify only the genuineness of the PIO card issued and clear the application for registration as OCI cardholder. The Mission/ Post/ FRRO concerned may verify the authenticity of the PIO card from its own records and clear the application for registration as OCI cardholder and this exercise may be completed within 5 working days.

In case the PIO Card was issued from the Mission/ Post/ FRRO other than where the application for registration as OCI cardholder has been made, the issuing authority shall get confirmation regarding the genuineness of the PIO Card issued from the authority who issued the PIO Card initially, at the earliest through electronic means. The whole exercise shall be completed preferably within a fortnight of submission of the application online.

- (3) After grant of registration, a registration certificate in the form of a booklet will be issued. This will serve as a life-long multiple entry visa to visit India. Instructions have been issued on 29th January, 2015 to all Indian Missions/ Posts, FRROs etc. conveying the decision to dispense with the „U“ (Universal) visa sticker on the foreign passport of OCI card holders with immediate effect. It has been advised that immigration authorities in ICPs should not insist on production of foreign passport containing the „U“ visa sticker in the case of OCI cardholders while they enter/ exit India.

- (4) The applicant may collect the OCI booklet from the concerned Indian Mission/FRRO either in person or through a duly authorized person. However, the condition is that the applicant should be physically present in the country of issuance of OCI cardholder registration booklet when it is collected through an authorized person. If a person is not in a position to travel to the country of issuance of the OCI cardholder registration booklet, he/she could procure it through the concerned Indian Mission/ FRRO of their present place of stay by making a formal request to the office issuing the OCI Cardholder registration booklet.

5. **Cancellation of OCI Registration:**

If it is found that the registration as an OCI Cardholder was obtained by means of fraud, false representation or concealment of any material fact or the registered OCI Cardholder has shown disaffection towards the Constitution of India or comes under any of the provisions of section 7D of the Citizenship Act, 1955, the registration of such person will not only be cancelled forthwith but he/she will also be blacklisted preventing his/ her future entry into India.

6. **Benefits to an OCI Cardholder:**

- (i) Multiple entry lifelong visa for visiting India for any purpose (However OCI Cardholders will require a special permission to undertake research work in India for which they may submit the application to the Indian Mission/ Post/ FRRO concerned).
- (ii) Exemption from registration with Foreigners Regional Registration Officer (FRRO) or Foreigners Registration Officer (FRO) for any length of stay in India.
- (iii) Parity with Non-Resident Indians (NRIs) in respect of all facilities available to them in economic, financial, and educational fields **except in matters relating to the acquisition of agricultural or plantation properties.**
- (iv) Registered Overseas Citizen of India Cardholder shall be treated at par with Non-Resident-Indians in the matter of inter-country adoption of Indian children.
- (v) Registered Overseas Citizen of India Cardholder shall be treated at par with resident Indian nationals in the matter of tariffs in air fares in domestic sectors in India.

- (vi) Registered Overseas Citizen of India Cardholder shall be charged the same entry fee as domestic Indian visitors to visit national parks and wildlife sanctuaries in India.
- (vii) Parity with Non-Resident Indians(NRI) in respect of:-
 - (A) entry fees to be charged for visiting the national monuments, historical sites and museums in India;
 - (B) pursuing the following professions in India, in pursuance of the provisions contained in the relevant Acts, namely:-
 - (a) doctors, dentists, nurses and pharmacists;
 - (b) advocates;
 - (c) architects;
 - (d) chartered accountants;
 - (C) to appear for the All India Pre-Medical Test or such other tests to make them eligible for admission in pursuance of the provisions contained in the relevant Acts.
- (viii) State Governments should ensure that the OCI Cardholder registration booklets of OCI Cardholders are treated as their identification for any services rendered to them. In case proof of residence is required, Overseas Citizens of India Cardholder may give an affidavit attested by a notary public stating that a particular/specific address may be treated as their place of residence in India and may also in their affidavit give their overseas residential address as well as e-mail address, if any.

Any other benefits to an OCI Cardholder will be notified by the Ministry of External Affairs (MEA) under section 7B(1) of the Citizenship Act, 1955.

7. Benefits to which OCI Cardholder is not entitled to:

The OCI Cardholder is not entitled to vote, be a member of Legislative Assembly or Legislative Council or Parliament, cannot hold Constitutional posts such as President, Vice President, Judge of Supreme Court or High Court etc. The OCI Cardholder shall not be entitled for appointment to public services and posts in connection with the affairs of the Union or of any State except for appointment in such services and posts as the Central Government may, by special order, in that behalf, specify. Further, as stated in para 5 above, the OCI Cardholder cannot acquire agricultural or plantation properties in India.

8. Help Desk:

For any clarification/query on the scheme, please visit our website <http://mha.gov.in> or visit the website of the local Indian Mission/Post or contact the Indian Mission/Post or FRRO concerned.

9. Important instructions

- (1) The Overseas Citizen of India Cardholder registration is required to be got re-issued **each time a new passport is issued up to the age of 20 years of age** and **once after completing 50 years of age** in view of biological changes in the face of the applicant. For this purpose, please long on to <https://ociservices.gov.in>
- (2) Re-issuance of the OCI Cardholder registration is **not** mandatory each time a new passport is issued between 21 and 50 years of age. However, if the applicant wishes to avail this service, he/she can apply for the same.
- (3) For OCI Miscellaneous services, guidelines uploaded on this Ministry's website www.mha.gov.in may please be referred to.
