

GENERAL INSTRUCTIONS FOR REGISTRATION BY THE FOREIGNERS

A. Regulations applicable to foreigners in India:

- The extant Acts dealing with entry, stay and exit of foreigner nationals in the country are:
 - (1) The Passport (Entry into India) Act, 1920
 - (2) The Foreigners Act, 1946
 - (3) The Registration of Foreigners Act, 1939
- The Passport (Entry into India) Act, 1920, prescribes specific authorization to foreign nationals on their valid travel documents/passports for allowing entry into the country. Under this Act and the Rules made thereunder, the foreigners coming to India are required to get a visa from the Indian Missions/Posts.
- The Foreigners Act, 1946 regulates the entry of foreigners into India, their presence therein and their departure therefrom.
- The Registration of Foreigners Act, 1939 and the Registration of Foreigners Rules, 1992 mandate that certain categories of foreigners whose intended stay in India is more than 180 days, or as provided in their visa authorization, are required to get themselves registered with the Registration Officer.

B. Foreigners Registration in India

- Registration by foreign nationals is governed by the provisions in the Registration of Foreigners Rules, 1992 and instructions issued by the Ministry of Home Affairs from time to time. The registration requirements are presently as follows:-
 - (a) There is no requirement of registration for a foreign national (other than Pakistan and Afghanistan nationals) who enters India on a visa valid for a stay in India for a period of 180 days or less.
 - (b) A foreign national who enters India on a visa valid for a stay in India for a period of 180 days or less and who wishes to stay in India beyond the period of 180 days, is required to register with the FRRO/ FRO concerned within 14 days after the expiry of 180 days of his arrival in India.
 - (c) A foreign national who enters India on a visa valid for a stay in India for a period of more than 180 days is required to register with the FRRO/ FRO concerned within 14 days of arrival in India.
 - (d) The registration requirements in respect of Pakistan and Afghanistan nationals are given below:-

- (i) Pakistan nationals (other than those granted Exemption from Police Reporting (EPR) visas and those coming on Medical visas) are required to register themselves with the DCP/ FRO concerned within 24 hours of arrival. In the case of those coming on Medical Visa, they are required to register within 7 days of arrival.
 - (ii) Afghanistan nationals coming to India with a visa duration of 30 days or less, are exempt from the requirement of registration, provided the visa applicant gives the Indian Mission his/her local address in India. In all other cases, Afghanistan nationals are required to register with the FRRO/ FRO concerned within 14 days of arrival irrespective of the duration of the visa .
- Foreigners (including minors above 16 years of age) have to report in person or through an authorized representative to the appropriate Registration Officer for registration.
 - No registration is required in respect of children below the age of 16 years.
 - Registration is also required in the case of a visa less than 180 days if there is special endorsement “registration required” .
 - All Indian Missions shall stamp the visas of the foreigners who have been granted long term (more than 180 days) Student Visa, Medical Visa, Research Visa, Employment Visa etc. to the effect “REGISTRATION REQUIRED WITHIN 14 DAYS FROM THE DATE OF ARRIVAL”. On Tourist Visa, since the maximum stay permitted on each visit is 180 days, no registration would be required. As regards other categories of visas, the Indian Missions may stamp the visas to the effect “REGISTRATION NOT REQUIRED IF EACH STAY DOES NOT EXCEED 180 DAYS”.
 - Ordinarily, the registration process is completed on the same day, but it may vary in those cases where field enquiry/other checks are required to be done by the registration officer.
 - The above guidelines are valid for all cases except those where visa has special endorsement regarding registration.

C. Registration officers

- The authorities concerned with registration etc. of a foreigner in India are the Foreigners Regional Registration Officers (FRROs) at Delhi, Mumbai, Chennai, Kolkata, Amritsar, Bangalore Hyderabad, Kochi, Thiruvananthapuram, Calicut, Goa , Lucknow & Ahmedabad and the District Superintendents of Police in all other districts designated as Foreigners Registration Officers (FROs).

D. Arrival formalities

- Indian passport holders are required to complete the Embarkation Card at the

time of their departure from India. Disembarkation cards for Indian passport holders arriving in India have been dispensed with.

- Foreigners are required to complete the Disembarkation card at the time of arrival in India. Embarkation cards for foreigners departing India have been dispensed with.

E. Residential Permit

- A Residential permit is issued at the time of registration, its validity being the period of stay specified in the visa. Application for extension of the Residential Permit should be made at least **TWO** months before its expiry to the nearest Registration Officer in the prescribed form.

F. Report of absence from address

- If at any time a foreigner who is required to register proposes to be absent from his/ her registered address for a continuous period of eight weeks or more; or is changing the registered address; or is finally departing from India, he shall, before leaving, inform in person, or through an authorized representative, or by registered post to the jurisdictional Registration Officer of his/ her intention to leave, either temporarily or permanently. In case he/ she is moving to another address in India, the new address should also be intimated to the Registration Officer.

G. Departure formalities

- Every registered foreigner who is about to depart finally from India shall surrender his/ her certificate of registration either to the Registration Officer of the place where he/ she is registered, or of the place from where he/ she intends to depart, or to the Immigration Officer at the port/ check post of exit from India. If the certificate is surrendered to any authority other than the Immigration Officer of the post or check post of exit, a receipt indicating such surrender of the document may be obtained and shown to the Immigration Officer. It is not necessary for a foreigner (except a citizen of Pakistan) to seek exit/ departure clearance from the Registration Officer of his/ her place of registration. Such a foreigner can straightaway depart from the Immigration Check Post.

H. Diplomats, Officials etc.

- Foreign diplomatic and/ or consular officers or officials assigned to India and their spouses and children are exempt from registration on a reciprocal basis. However, this exemption is not available to the members of the staff of the missions of the Arab Republic of Egypt and Syrian Arab Republic.
- Officials of the UN and its Specialized Agencies coming to India on duty, their spouses and dependent relatives, as well as experts under the UN and its Specialized Agencies holding UN Laissez-Passer or any other document indicating their status with the UN, are exempted from registration. Such persons are also not issued a residential permit.

I. Stay at Hotels

- All foreigners who stay at hotels, guesthouses or places of such nature should furnish on arrival particulars for filling in the hotel register, sign therein, and also furnish the required particulars at the time of departure.

J. Prohibited places

- No foreigner can visit or reside in any prohibited place, declared as such under the provisions of the Official Secrets Act, 1923 without the permission of the jurisdictional authority. For a visit to a Protected / Restricted Area/ Cantonment Area, prior permission of the competent authority must be obtained by the foreigner.

K. Supporting documents required for various visa related services

- For details of mandatory supporting documents required to be uploaded by the foreigners for various visa related services, kindly see “**Mandatory documents to be submitted online for obtaining service(s) from FRROs/ FROs**” in this website.
