

## **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 <https://passport.gov.in/oci>.

##### **(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 15<sup>th</sup> 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

**(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 application is to be submitted**

Till such time the online payment facility is introduced, the following instructions shall be followed:-

- (i) The print out of the online application form, completed in all respects, along with enclosures, demand draft and photograph in duplicate should be submitted 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 a resident**.

- (ii) If the applicant is residing in India, the print out of the online application form, completed in all respects, along with enclosures, demand draft and photographs in duplicate should be submitted to the Foreigners Regional Registration Offices (FRROs) according to their jurisdictional control as mentioned below:-

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: <a href="mailto:frroasr@nic.in">frroasr@nic.in</a>	Punjab, Jammu & Kashmir and Chandigarh
2	FRRO, Bangalore 5 <sup>th</sup> Floor, 'A' Block, TTMC, BMTC Bus Stand Building, K.H.Road, Shantinagar, Bangalore- 560027 Tel.: 080-22218195 Fax: 080-22218196 Email: <a href="mailto:frroblr-ka@nic.in">frroblr-ka@nic.in</a>	Karnataka
3	FRRO, Chennai No.26, Shastri Bhawan Annexe Building, 26 Haddows Road, Nungambakkam, Chennai- 600006 Tel: 044-23454970 Fax:044-23454971 Email: <a href="mailto:frrochn@nic.in">frrochn@nic.in</a> <a href="mailto:chiochn@nic.in">chiochn@nic.in</a>	Tamilnadu, Puducherry and Andaman & Nicobar islands
4	FRRO, Delhi, East Block VIII, Level 2, Sector-1, R.K.Puram, New Delhi – 110066 Tel.: 011-26711384 Fax: 011-26711348 Email: <a href="mailto:frrodli@nic.in">frrodli@nic.in</a>	Delhi, Haryana, Rajasthan, Himachal Pradesh and Uttarakhand
5	FRRO, Goa Foreigners Branch, Goa Police Head Quarters, Opposite Azad Maidan, Panaji – 403001 Tel.: 0832-2428623 Fax: 0832-2428623 Email: <a href="mailto:frrogoa@nic.in">frrogoa@nic.in</a>	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 <sup>rd</sup> Floor, CGO Tower, Kabadiguda, Hyderabad. Tel.: 040-27900211; 040-27901022 Fax: 040-27900388 Email: <a href="mailto:frrohyd@nic.in">frrohyd@nic.in</a>	Andhra Pradesh, Telangana, Odisha and Chhattisgarh
7	FRRO, Kochi (Cochin) 2 <sup>nd</sup> Floor, Airlines Building, Cochin International Airport Ltd., Airport P.O., Kochi – 683111 Tel.: 0484-2611277 Fax: 0484-2611277 Email: <a href="mailto:frrococ@nic.in">frrococ@nic.in</a> <a href="mailto:frro.cochin@nic.in">frro.cochin@nic.in</a>	Kerala (excluding jurisdiction of other FRROs in Kerala)
8	FRRO, Kolkata 237, A.J.C.Bose Road, Kolkata Tel.: 033-22900549 Email: <a href="mailto:frrokol@nic.in">frrokol@nic.in</a>	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 Tel: 0495-2323550 Fax:0495-2323550 Email: <a href="mailto:frrocal@nic.in">frrocal@nic.in</a> <a href="mailto:frro-clt@nic.in">frro-clt@nic.in</a>	Kerala (excluding jurisdiction of other FRROs in Kerala)
10	FRRO, Lucknow 557, Hind Nagar, Kanpur Road, Near Old Chungi, Lucknow -226012 Tel: 0522-2432431 Fax:0522-2432430 Email: <a href="mailto:frrolko@nic.in">frrolko@nic.in</a>	Uttar Pradesh, Bihar and Jharkhand
11	FRRO, Mumbai Annex-II Bldg, 3 <sup>rd</sup> 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: <a href="mailto:frromum@nic.in">frromum@nic.in</a>	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

12	FRRO, Thiruvananthapuram T.C.14/1377, Vazhuthacaud, opposite Ganapati Temple, Thycaud P.O., Thiruvananthapuram – 14 Tel.: 0471-2333515 Fax:0471-233514 Email: <a href="mailto:frrotvm@nic.in">frrotvm@nic.in</a>	Kerala (excluding jurisdiction of other FRROs in Kerala) and Lakshadweep
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**(E) General Instructions**

The applicant has to submit self-attested copies of supporting documents at the time of submitting application form at the concerned Indian Mission /Post/ FRRO. The applicant will have to produce the original documents for verification purpose at the time of collecting the OCI Card.

**Note :** (1) **After the entire OCI application and processing system, including uploading of the requisite documents and payment of fee, is brought online, the same will be publicized.**

(2) **After the implementation of the above, the applicants will not be required to submit the hardcopy of the applications and other documents to the Indian Mission/ Post/ FRRO. They will have to upload the self-attested photocopies of all the requisite supporting documents on the online system.**

(3) **The applicants then will have to approach the Indian Mission/ Post/ FRRO concerned only for collecting the OCI Card. While approaching the Indian Mission/ Post/ FRRO concerned for collecting the OCI Card, the applicant will have to carry the original valid passport and the original of all other supporting documents submitted online for verification purpose.**

**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 9<sup>th</sup> 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 date for submission of applications for registration as OCI cardholder in lieu of the PIO card online has been extended till **31<sup>st</sup> March, 2016**. This cutoff date will be only for submission of the applications online by the applicants. 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://passport.gov.in/oci/>
- (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. The grant of OCI card in lieu of the PIO card will be on a gratis basis.
- (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 10<sup>th</sup> March, 2015. In all such cases, the security agencies shall furnish their comments/ clearance on the online system within 21 days of acknowledgement of the application online and the final comments/ clearance of the Ministry of Home Affairs (Foreigners Division) shall be uploaded on the online system within 30 days of acknowledgement of the application. However, in case any of the security agencies feel that a detailed enquiry is necessary in a particular case and that their comments/ clearance cannot be given within 21 days, they should keep such application 'On Hold' on the online system. After completion of the enquiry, the status shall be modified by the security agency concerned.

- (3) 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. 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.
- (4) 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 29<sup>th</sup> 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.
- (5) For collection of the OCI Cardholder registration booklet, the applicant is required to be present at the concerned Indian Mission/FRRO in person or he/she can send a duly authorized person, along with his/her passport and the original documents for which self-attested copies were attached at the time of submitting application, for verification purposes. 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. No passport and OCI Cardholder registration booklet will be received/sent by Dak/Post or e-mail.



**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 Overseas Indian Affairs (MOIA) 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.nic.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 log on to <https://passport.gov.in/oci>.
- (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.nic.in](http://www.mha.nic.in) may please be referred to.

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