

OCI REGISTRATION

Version: 16/04/2019

NOTE: WITH EFFECT FROM 22/04/2019 ALL OCI APPLICANTS HAVE TO VISIT VFS GLOBAL CENTRE FOR SUBMITTING THEIR OCI APPLICATION. OCI APPLICATION **WILL NOT BE ACCEPTED BY POST.**

IMPORTANT: Applicants applying for OCI must be able to prove Indian origin/descent as per documents listed below. In case of applying on the basis of parents or grandparents, at least one document must be provided to prove linkage and one Indian document to prove the origin of the concerned family member

LIST OF DOCUMENTS REQUIRED FOR OCI REGISTRATION (FIRST TIME APPLICATION)

- 1 **Online OCI Registration Application form fully filled, Part B completed, photo, signature and all supporting documents uploaded online** <http://passport.gov.in/oci/welcome> ☐
- 2 **Two photographs conforming to Indian Government norms as per specifications mentioned on our website** ☐
 - N.B. Photos affixed to the application form must be the same as the one uploaded online
- 3 **Original and self-attested copy of the foreign passport** ☐
 - Note that your passport must be valid for a minimum of 180 days in order to submit your application ☐
- 4 **Original and self-attested copy of DNI or foreign identity card (Residence card)** ☐
 - If it is not possible to submit the original, get its photocopy stamped by Notary, National Police, Ayuntamiento or HCI in Barcelona or Tenerife ☐
- 5 **Original and self-attested copy of proof when foreign nationality was granted (Certificado Literal) with English translation.** ☐
- 6 **Declaration form : to be filled by all applicants when submitting any application (see Download Forms section on our website)** ☐
- 7 **Additional Documents as per your case below** ☐

ADDITIONAL DOCUMENTS AS PER YOUR CASE

If the applicant was Indian by birth and held an Indian passport

- Original and Self-attested copy of Indian Passport and Surrender Certificate, if Surrender Certificate not available, then Original and self-attested photocopy of last Indian passport. ☐

If the applicant never held an Indian passport

- The applicant must go to the VFS Global centre, Madrid to sign before the Consular Officer (**12:00am to 13:00pm**), an affidavit declaring that applicant never held Indian passport; In the case of minors, only the parents are required to go. ☐
- Original and self-attested copy of any document that proves Indian origin such as Indian passport or birth certificate of the applicant, parents or grand-parents, school leaving certificate etc. ☐

If the applicant is applying on the basis of parents or grandparents

- Original and Self-attested copy of documents proving linkage to the parent or grandparent e.g. birth certificates, family book ☐
- Original and Self-attested copy of any document that proves Indian origin of the parent or grandparent e.g. Indian passport, Surrender Certificate, cancelled Indian passport, school leaving certificates, OCI card ☐
- The applicant must go to the VFS Global centre, Madrid to sign before the Consular Officer, an affidavit declaring that applicant never held Indian passport. ☐

If the applicant is applying on the basis of spouse

- Original and Self- attested copy of Marriage Certificate with apostille and English translation or International format of Marriage Certificate. ☐
- Both spouses have to come to the Embassy in Madrid and sign a joint affidavit regarding marriage continuity for more than 2 years before the date of the application, to be signed before the Consular Officer ☐
- Original and Self-attested copy of Indian passport or OCI card of Indian origin spouse ☐

If the applicant has changed their name after acquiring foreign nationality

- Declaration of change in name form duly filled and signed

☐

If the applicant is a minor

- Original and Self-attested copy of both parent's passport ☐
- Original and Self-attested copy of Marriage certificate of parents legalized with English translation ☐
- In case one or both parents held Indian nationality previously, Original and self-attested copies of the cancelled Indian passport OR Surrender Certificate OR OCI card, must be provided ☐
- In case one or both parents were born Indian but never held an Indian passport, Affidavit attested by the Embassy of India, Madrid is required ☐

Only the parents are required to go to the VFS to sign before the Consular Officer.

**N.B. ANY ERRORS ON THE PRINTED FORM CANNOT BE
MODIFIED BY PEN/PENCIL AT THE TIME OF SUBMISSION
AND APPLICANTS ARE ADVISED TO ENSURE ACCURACY OF
DETAILS ENTERED IN THE ONLINE FORM.**

I hereby certify that I have submitted a complete application and that I know and accept the minimum processing times required for my application. I also understand that during the process of my application I may be asked to submit some more documents.

Date: _____

Signature: _____