

# OCI REGISTRATION

Version: 23/09/2019

**ELIGIBILITY:** Applicants applying for OCI must be able to prove Indian origin/descent as per documents listed below

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

- 1 **Online OCI Registration Application form fully filled, Part B completed, photo, signature and documents uploaded online <http://passport.gov.in/oci/> irrespective of the category**
- 2 **Proof that all supporting documents have been uploaded online** 
  - You must provide a proof that all supporting documents have been uploaded online by printing the screen of NIC site showing that your documents have been uploaded
- 3 **Two photographs conforming to Indian Government norms as per specifications mentioned on our website** 
  - Please note photographs available in photo booths in France are not compatible with Indian norms
  - Photos should be glued to the form
  - A photo service complying to the Indian norms is available in our offices
- 4 **Self-attested copy of present valid passport with validity of minimum 6 months at the time of application**
- 5 **A detailed “Certificat de nationalité” and/or “Declaration de nationalité”** 
  - Please note that the short version will not be accepted
- 6 **Proof of address (utility bill issued within the last 3 months)** 
  - In case you are living at someone else’s address a “Lettre d’herbergement” will be required along with a copy of that person’s ID
- 7 **In case the applicant is a minor** 
  - Marriage certificate of parents (copy)
  - Self-attested passport copy of both parents
  - “Livret de Famille” (copy)
- 8 **Declaration form: to be filled by all applicants when submitting any application**
- 9 **Declaration (hand written) on what basis applicant is applying for OCI**
- 10 **Proof of Indian origin as per your case below**

**IMPORTANT:** (a) All compulsory documents (birth certificate, marriage certificate, nationality certificate etc.) issued by foreign authorities should be apostilled from “Cour d’Appel” and translated in English by a sworn translator (b) Copies of all necessary documents should be self-attested by the applicant.

## APPLICANTS INDIAN BY BIRTH

### If the applicant was Indian by birth

- Original Surrender Certificate and one photocopy (original will be returned after verification)
- Photocopy of cancelled Indian passport

### If the applicant has held an Indian passport, obtained foreign nationality before May 2010, but is unable to provide the Surrender Certificate

- Sworn Affidavit to be obtained at the Embassy of India, Paris
- Original birth certificate (issued at the time of birth) from Indian Municipality or Panchayat and a self-attested copy (original will be returned after verification). Recently issued birth certificate (post-dated birth certificates) from Municipality/Panchayat should be duly certified by the District Magistrate/District Collector of the area with name, stamp, seal and contact telephone numbers with area code for verification

OR

School leaving certificate (in original). Post-dated School Certificate/School Leaving Certificate from India should be authenticated by Director of Education/District Magistrate/District Collector of the area with name, stamp, seal and contact telephone numbers with area code for verification

## APPLICANTS OF INDIAN ORIGIN BORN IN INDIA

### If the applicant is of Indian origin born in India but never held an Indian passport

- Sworn Affidavit (to be obtained at the Embassy of India)

OR

Copy of first French passport which was issued in India

**OR**

Nationality certificate issued in India (residency address must be an address in India)

- Birth certificate issued in India. Recently issued birth certificate (post-dated birth certificates) should be duly certified by the District Magistrate/District Collector of the area

**OR**

Copy of domicile certificate issued by the competent authorities

**OR**

Copy of nativity certificate from the competent authorities

## **APPLICANTS BORN OUTSIDE INDIA APPLYING ON THE BASIS OF PARENTS, GRANDPARENTS OR SPOUSE**

**APPLICANTS SHOULD PROVIDE AT LEAST ONE DOCUMENT TO PROVE LINKAGE AND AT LEAST ONE DOCUMENT TO PROVE THE INDIAN ORIGIN OF THE FAMILY MEMBER CONCERNED**

### **Documents to prove linkage with their parents/grandparents or spouse.**

- 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 apostilled or endorsed by the concerned Indian Mission abroad/concerned Foreign Mission in India.

**Note:-** 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 OCI card.

- Copy of marriage certificate (if applying on the basis of spouse). Please note that the marriage must have been registered and subsisted for a continuous period of not less than two years.

### **Documents to prove the Indian origin of parents/grandparents or spouse.**

- Copy of Indian passport

**OR**

Copy of domicile certificate issued by competent authority

**OR**

Copy of nativity certificate from the competent authority

**OR**

PIO/OCI card of parents/spouse along with document to prove Indian origin

**OR**

Birth certificate issued in India. Recently issued birth certificate should be duly certified by the District Magistrate/ District collector of the area.

## **IMPORTANT**

(A) If marriage is solemnized in Foreign country, marriage certificate should be attested/certified by concerned Indian Mission/Post

(B) All applicants who are applying for OCI card on spouse basis under section 7A (1) (d) of Citizenship Act, 1955 need to come to the Embassy first for personal interview. Such applications will be accepted by VFS only after personal interviews and recommendation of the Embassy. Timing for personal interview is between 9:30 AM and 11:30 AM on all working days.

(C) All necessary documents issued by French authorities must be duly translated by a sworn translator and apostilled by "Cour d' appel".

(D) It is mandatory for all applicants to give biometrics at VFS at the time of submission of their OCI application.

(E) Applicants who were born in India after 01.07.1987 but never held Indian passport must submit Indian origin proof of their parents along with their own birth certificate.

**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: \_\_\_\_\_