

Checklist and Information Booklet for OCI

(Version 01-04-2024)

Please see the Information Booklet appended below. Please go through all the details mentioned in the Checklist, Information Booklet and application form carefully before submitting application.

Sl No.	<u>Type A:</u> Documents for Fresh OCI	<u>Type B:</u> Reissue of OCI/Conversion of PIO to OCI For Reissue of OCI/ MiscService on OC	<u>Type C (i):</u> Application for OCI to Minor Children Application for OCI to Minor Children -Born in France/ Foreign country	<u>Type C (ii):</u> Application for OCI to Minor Children - Born in India	<u>Type D:</u> Application for OCI on Indian origin Spouse basis
a)	Checklist, i.e. Screen shot of uploaded documents	Checklist, i.e. Screen shot of uploaded documents	Checklist, i.e. Screen shot of uploaded documents	Checklist, i.e. Screen shot of uploaded documents	Checklist, i.e. Screen shot of uploaded documents
b)	Online Application Form	Online Application Form	Online Application Form	Online Application Form	Online Application Form
c)	Surrender/Renunciation Certificate & Cancelled Indian passport	XXXX	XXXX	Surrender/Renunciation Certificate & Cancelled Indian passport	XXXX
d)	Indian passport (copy)	XXXX	XXXX	Indian passport (copy)	XXXX
e)	Foreign Citizenship certificate (Original and Copy) MANDATORY	XXXX	Foreign Citizenship certificate (Original and Copy) MANDATORY	Foreign Citizenship certificate (Original and Copy) MANDATORY	Foreign Citizenship certificate (Original and Copy) MANDATORY
f)	French/Foreign passport (Copy)	French/Foreign passport (Copy)	French/Foreign passport (Copy)	French/Foreign passport (Copy)	French/Foreign passport (Copy)
g)	Professional Details of the applicant	Professional Details of the applicant	Professional Details of <u>one of the parents</u> of applicant	Professional Details of <u>one of the parents</u> of applicant	Professional Details of the applicant
h)	Proof of Address	Proof of address	Proof of Address	Proof of Address	Proof of Address
i)	Fees	Fees	Fee	Fees	Fees
j)	Photograph	Photograph	Photograph	Photograph	Photograph
k)	XXXX	Existing OCI Card /PIO card (Original and Copy)	XXXX	XXXX	XXXX
l)	XXXX	For Damaged OCI cases - enclose damaged OCI Card in original	XXXX	XXXX	XXXX
m)	XXXX	For Lost OCI cases - Police Report for Lost OCI	XXXX	XXXX	XXXX
n)	XXXX	XXXX	Birth certificate - for children born abroad	Birth certificate - for children born in India.	Birth Certificate
o)	XXXX	XXXX	Consent of both parents	Consent of both parents	XXXX
p)	XXXX	XXXX	Passport of parents (copy)	Passport of parents (copy)	XXXX
q)	XXXX	XXXX	Registered Marriage Certificate	Registered Marriage Certificate	Registered Marriage Certificate
r)	XXXX	XXXX	XXXX	XXXX	Attested copy of Registered Marriage Certificate & proof of subsistence of marriage
s)	XXXX	XXXX	XXXX	XXXX	Indian Passport of the spouse
t)	XXXX	XXXX	XXXX	XXXX	Spouse [If Indian/Foreign(non- French) Citizen- status in France
u)	Proof for any change of name or marital situation	Proof for any change of name or marital situation	Proof for any change of name	Proof for any change of name	Proof for any change of name

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Important:

(1) All compulsory documents (birth certificate, marriage certificate, nationality certificate, Name change etc) issued by French authorities should be apostilled from Cour d'Appel and translated in English by a Sworn Translator. Similarly, such documents issued by a foreign country should be apostilled by the relevant authority of that country and then should be attested by the concerned Indian Mission/Post in that country. If documents are not in English language, a translation should invariably be submitted along; (b) Copies of all necessary documents should be self-attested by the applicant. **All Indian civil documents must be also apostilled by the Indian concerned authority (<http://mea.gov.in/apostille.htm>)**

(2) *In case required, more documents can be asked by the Embassy of India.*

(3) While submitting application, please keep the documents with the application form as per the above serial order. The Information Booklet is not required to be enclosed.

(4) Documents as mentioned in the Ready Reckoner are **compulsory to be uploaded** under the applicable category of application. **If somehow there is no slot found in the Dropdown Menu to upload documents under relevant category, kindly upload in any other slot(s) which is/are not relevant in your case but write this fact in your screenshot details by hand so that Embassy knows about this.**

(5) If required, for registration as OCI Cardholder, the applicant may be asked to submit biometrics of fingerprints at VFS.

(6) Declaration form to be filled by all applicants when submitting the application.

(7) Declaration (hand written) on what basis applicant is applying for OCI.

(8) If marriage is solemnized in foreign country, marriage certificate should be attested/certified by the concerned Indian Mission/Post.

(9) 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.

(10) Digital signature must also be uploaded on the OCI portal. Uploaded signature must match with the signature on the physical form and passport.

(11) **Undertaking by the applicant:** I have gone through the requirements and specifications mentioned in the checklist and Information booklet with respect to submission of my above application. I am aware that in case any discrepancy is found or any of the documents/conditions are not found as per prescribed parameters, my application may be rejected and fee will not be returned.

(Date _____)

(Signature of the applicant)

(a) Checklist: Proof that **all supporting documents have been uploaded online and submitted with application as hard copies.** It is mandatory that you must provide a proof that all supporting documents have been uploaded online by printing the screenshot from the OCI site showing that your documents have been uploaded. **The uploaded document in each relevant slot, whether single or two/three documents together, should not exceed 999 kb.**

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Type A: Application for Fresh OCI

(b) Online Application Form:

- (i) Online OCI Registration Application Form fully filled, Part B completed, photo, signature and documents uploaded online at: <http://passport.gov.in/oci/>.
- (ii) In the online form, please fill up the column related to “Relationship with the root Indian” carefully. Herein the applicant is expected to mention the relation through which his/her Indian origin is established. For example, the applicant himself/herself was Indian Passport holder –“self” to be mentioned. If Father/Mother/Grandfather/Grandmother/Spouse was Indian national – then you need to write the exact relation by which the applicant’s Indian origin is established i.e., “Father” or “Mother” “Grandfather” “Grandmother” “Spouse”.
- (iii) All the personal particulars/data entries of the OCI application should match with the current Passport. The name of parents & spouse should match as mentioned in their Indian Passport.
- (iv) Sign and Self attest all the providing documents
- (v) **After online submission of application form, no changes can be made manually/ hand writing. In case of any error/changes, please fill a fresh new online application form and use that for further submission to VFS.**

Please note:

- (i) VFS Employees cannot edit or make any changes to your online application form.
- (ii) The Embassy of India, Paris reserves the Right to call for additional documents, as considered necessary.

(c) Surrender, Renunciation Certificate & Cancelled Indian passport

It is mandatory for those applicants who **ever held an Indian passport** to submit original and copies of the Renunciation Certificate, Surrender Certificate and a copy of **Cancelled Indian Passport with stamp stating that the passport is cancelled** due to obtaining Foreign Citizenship if the foreign citizenship was acquired by Naturalization **after 1st June 2010**. The original Certificates will be returned after verification. If the applicant does not have these certificates, he/she should apply for these before applying for an OCI card. Details are mentioned under Consular Page on the website of the Indian Embassy, Paris.

It is mandatory for those applicants who acquired foreign citizenship by Naturalization **before 1st June 2010** to submit a copy of their Surrender Certificate & Cancelled Indian Passport with stamp stating that the passport is cancelled due to obtaining Foreign Citizenship.

Applicant being Indian by Birth: If the applicant has held an Indian passport, obtained foreign nationality before May 2010, but is unable to provide the Surrender Certificate, following documents need to be submitted:

- (i) Sworn Affidavit to be obtained at the Embassy of India, Paris
- (ii) 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 certificates (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.

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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.

If the applicant is of Indian origin born in India, but never held an Indian passport, the following document can be submitted:

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

Or

(ii) Copy of French passport which was issued in India

Or

(iii) Nationality Certificate issued in India (residence address must be an address in India)

Or

(iv) Birth certificate issued in India. (Not applicable for applicants of Indian origin born after 01-07-1987) Recently issued birth certificate (post-dated birth certificates). **All Indian civil documents must be also apostilled by the Indian concerned authority** (<http://mea.gov.in/apostille.htm>)

Or

(v) Copy of Domicile Certificate issued by the competent authorities.

Or

(vi) Copy of Nativity Certificate from the competent authorities.

Applicants born outside India applying based on parents, grandparents, great grandparents or spouse 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/great grandparents or spouse

(i) Birth Certificate from competent authority mentioning both parents' name. In case a foreign authority issues the birth certificate, it should be apostilled.

(ii) 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.

Or

(iii) Copy of marriage certificate (if applying based on 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/great grand parent or spouse

(i) Copy of Indian passport

Or

(ii) Copy of domicile certificate issued by competent authority

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Or

(iii) Copy of nativity certificate from the competent authority.

Or

(iv) PIO/OCI Card of parents/spouse along with documents to prove Indian origin

Or

(v) Birth certificate issued in India. **All Indian civil documents must be also apostilled by the Indian concerned authority (<http://mea.gov.in/apostille.htm>)**

(d) Indian Passport (copy)

Please enclose the photo page (first page) of your Indian Passport having photographs and details. Also, enclose the last page of showing the details of parents' name and address. If there are any endorsements on the page, kindly enclose copy of those pages as well. **This should be self-attested.**

Uploading guidance: For ex-Indian passport applicants: If no separate slot for Renunciation Certificate appears in the Dropdown Menu, the Renunciation certificate of Indian citizenship and Surrender Certificate may be uploaded along with cancelled ex-Indian Passport (first main page and last page) under the slot Indian Passport. These should be uploaded as one single document in a PDF format of a size below 1000 kb.

In case Indian passport is not available, please provide copy of Nativity Certificate / Domicile certificate issued by competent authority in India as your proof of Indian Origin. The Nativity Certificate / Domicile certificate to be attested by Ministry of External Affairs, Government of India, New Delhi.

(e) Foreign Citizenship Certificate (Original and copy)

Please enclose a Short/ Detailed Certificate de Nationality duly apostilled along with sworn translation in English.

(f) French passport / Foreign Passport (copy) (duly self-attested)

Please enclose photo page of your French/Foreign Passport having photographs and detailsof your passport. A minimum **six months** or more validity on your passport is required for applying for OCI. **This should be self-attested.**

In case of foreign passport i.e., other than French please provide the following additional document:

(i) Status in France (PR / Work Permit / Study Permit / Visa)

(g) Professional Details of the applicant:

Please enclose a letter mentioning your profession/occupation details in France less than 6months..- Fiche de Paie/Attestation d'emploi or self declaration if not working. Student – Certificate from School/College

Upload guidance: This can be uploaded under Employment/Work letter slot.

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(h) Proof of address in France

Please enclose Utility Bill issued within the less than 3 months as proof of present address. Incase you are living at someone else's address, a Lettre d'herbergement will be required alongwith a copy of that person's ID.

For OCI application of Minor children - Proof of address of both of the parent to be submitted. If not possible, 2 different utility bill on each parents name.

Note: Address proof must match with the address provided in the application form.

Uploading guidance: *If somehow Address Proof slot does not appear in the Dropdown Menu, please upload address proof in any remaining slot which is not relevant to the applicant. For example, if PIO slot is not relevant, address proof may be uploaded in that slot. The fact of having done so should be mentioned on the screenshot of the uploaded documents for ease of reference.*

(i) Fees:

		Fee	ICWF Fee	Total
(a)	Registration as OCI Cardholder under Section 7A (fresh application)	Euro 252	Euro 3	Euro 255 + Vfs Charges
(b)	Issue of duplicate OCI card in case of loss/damage	Euro 92	Euro 3	Euro 95 + Vfs Charges
(c)	Conversion of PIO to OCI Card	Euro 92	Euro 3	Euro 95 + Vfs Charges
(d)	Miscellaneous OCI Service Fee	Euro 23	Euro 3	Euro 26+ Vfs Charges

(j) Photograph

Two color photos as per below specification is required to be uploaded online with the OCI application. Photograph uploaded online must be the same as the physical photograph with your OCI application form:

(i) Size – 5 cm x 5 cm

(ii) Background should be **Light grey or any other light color**. *White background photos will not be accepted. Please upload the same photo on your application.*

(iii) **Clothes – Dark colour**

(iv) Eyes – Open

Please note that photographs available in photo booths in France are not compatible with Indian norms.

Type B: Application for Reissue of OCI

With the recent relaxations in re-issue of OCI cards, now re-issue of OCI Card is applicable only for the following:

- (i) OCI Card holder, who obtained the OCI card is required to get the OCI Card re-issued once after completing 20 and 50 years of age;
- (ii) In lieu of Name change/ Marital status

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(iii) In lieu of Loss of OCI Card

(iii) In lieu of Damage of OCI Card

Documents at (a), (b), (f), (g), (h), (i) (j) and (u) above and remaining documents asbelow

(k) Existing OCI card (original and copy) - the copy (first page) of your OCI having photographsand details. Also, enclose the last page of showing the details of parents' name and address.

(l) Kindly submit the existing OCI card along with a copy of the first and last page of OCI showingphotograph and details of the OCI card.

(m) For re-issue of OCI Card in lieu of Damage OCI Card

Please enclose damaged OCI Card in original

(n) Police Report for Lost OCI

In case OCI application is submitted for re-issue of OCI in lieu of lost OCI, please enclosePolice Report for the Lost OCI.

Interview - There will be a mandatory personal interview of all Lost & Damaged OCIs cases. All such application is required to be first submitted at VFS for pre-approval.

Type C: Application for OCI to Minor Children

Type C (i): Application for OCI to Minor Children - Born in France/Foreign country

Documents at (a), (b), (c), (d), (f), (g), (h), (i) and (j) above and remaining documentsas below

(o) Birth Certificate (Original and copy)

Please enclose the Birth Certificate issued by the Government authority having names of boththe parents of the child.

Birth Certificate issued by France should be apostilled from Cour d'Appel and translated in English by a Sworn Translator. If issued by a foreign country other than France, it should be apostilled by the authorities of that country and attested by the Indian Mission/Post in that country. Such certificate should be accompanied with a translation in English.

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(p) Consent of both parents

Both the parents are required to sign the OCI application at the designated place in the end of the application. The parent's signature should be similar to their signature in the other documents viz., Indian passports, OCI, French passport. Please refer below screenshot.

DECLARATION

1. (Name of the applicant) *Name of the Applicant* ... solemnly and sincerely declare that the foregoing particulars stated on this application are true and I make this solemn declaration conscious believing the same to be true. In case the information is found to be false at any stage, I am liable for legal action/cancellation of registration as Overseas Citizen of India cardholder/deportation/blacklistin or any other action as deemed fit by the Government of India. I have no objection to share the requested personal particulars for processing of Overseas Citizen of India card by the security agencies.

2. I shall not use the Overseas Citizen of India card for undertaking any TABLIGH activities in India

3. I shall not use the Overseas Citizen of India card for undertaking any missionary or mountaineering activities or Research in India without prior permission from the competent authority designated by the Government of India

4. In the event of dissolution of marriage or marriage to another foreigner or death of Indian spouse, I shall surrender my card to the issuing authority or mission [applicable to spouse based applications].

Date *Sign of Father*
Place *Sign of Mother* Signature of the Applicant *Signature of the Applicant*

***Application for Minor Child**

I am a parent/ legal guardian**/ legal adoptee parent of to whom the foregoing particulars relate. I hereby apply on behalf of my/ the child for his/her registration as an Overseas Citizen of India Cardholder.

Date *Sign of father*
Place *Sign of mother* Signature of the Applicant *Signature of the Applicant*

e Ref No:

(q) Passport of parents (copy)

(i) If parents are French/foreign national – Passport copy of parents are required to be enclosed, with old Indian Passport copies of parents/grandparents.

(ii) In case Parents are Indian national–

(a) Passport copy of parents and

Status in France (PR / Work Permit / Student Permit / Visa) required to be enclosed.

Please enclose copy of the first and last page showing photographs and details of the passports.

(q) Registered Marriage Certificate

- (i) The copy of Registered Marriage Certificate of the parents is required to be enclosed. Copies of Self-attested passports of both the parents
- (ii) Copy of Livret de Famille

Type C (ii): Application for OCI to Minor Children - Born in India#

Documents at (a) to (j), (n), (o), (p) & (q) above

Please note that birth certificate issued in India should be apostilled by the relevant authority in India.

Type D: Application for OCI on Indian origin Spouse basis

Note:

- Foreign spouse can submit application for OCI on the basis of Indian origin spouse only after two years of valid marriage.

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- There will be a mandatory personal interview of all OCI applicants who apply under Foreign Spouse Category. Timing for personal interview is between 9:30 AM and 11.30 AM on all working days.
- All such application is required to be first submitted at VFS for pre-approval.

Documents at (a), (b), (e), (f), (g), (h), (i), (j), (r), (s), (t) above and remaining documents as below.

(r) Marriage certificate & Proof of Subsistence of Marriage

Please enclose a copy of Registered Marriage Certificate. Marriage certificate should be apostilled and translated by the Sworn Translators if issued by the French authorities. If it is issued in India, this should be apostilled by the relevant Indian authorities. The Marriage Certificate must indicate the date of marriage. There should be two years gap between the date of marriage and date of OCI application.

In case required, more documents can be asked by the Embassy of India.

Uploading guidance: Proof of subsistence of marriage should be uploaded along with the apostilled marriage certificate. **The following document should be submitted as a proof of subsistence of marriage:**

Statutory Declaration, attested by Notary, on Subsistence of Marriage

(s) Indian passport of the Spouse (copy)

Please enclose a copy of the Indian Passport of the spouse.

If the spouse is an OCI cardholder, following documents need to be compulsorily submitted.

- Copy of the passport of the spouse
- copy of OCI card of the spouse; &
- Copies of documents upon which OCI card was issued to the spouse.

(t) Spouse's status in France (copy)

If the spouse is Indian/Foreign (non-French) Passport holder, copy of his/her status in France, viz. Visa, Work Permit, PR, Study Permit, is required to be enclosed.

(u) Proof for any change of name or marital situation

- All Certificate should be apostilled by Cour d'Appel and translated in English by a Sworn Translator.
- Indian civil documents must be also apostilled by the Indian concerned authority (<http://mea.gov.in/apostille.html>)

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Undertaking by the applicant:

I undertake that I have gone through the requirements and specifications mentioned in the checklist and Information booklet with respect to submission of my above application.

2. I undertake that I have uploaded all the required documents as well as submitted with my application.

3. I undertake that I have attached a **screenshot from the OCI site showing that all the required documents have been uploaded.**

4. I undertake that I am aware that in case any discrepancy is found or any of the documents/conditions are not found as per prescribed parameters, my application maybe rejected and fee will not be returned.

Date _____

(Signature of the applicant)

For use by the VFS staff

Checked.

Name of the Staff:

Date when the checking was done