OCI REGISTRATION

Version: 01/09/2024

LIST OF DOCUMENTS REQUIRED FOR OCI REGISTRATION

(FIRST TIME APPLICATION)

Applications to send via post:

⚠ Please do not send any original supporting document e.g.: Birth/Marriage/Educational certificates/Residence card etc.

⚠ Please do not forget to add **Contact Form**

⚠ Please do not forget to add **Payment Proof**

Applicants intending to submit with walk-in appointment:

- If you have multiple applications to submit, kindly book separate appointments for each application.
- Kindly **carry originals** of all relevant documents that are applicable for reissue of your passport for verification purposes.
- If your situation is not indicated below, kindly clarify with our **helpline** prior booking appointment.
- Each appointment is slotted for a maximum of 15 minutes.

It is important that you are ready with your supporting documents arranged in order as indicated in Checklist to ensure that   we can serve you and everyone within an expected waiting time limit.

- We will be unable to accept incomplete/incorrect applications.

1 **Original online OCI Registration Application form fully filled and printed in colour, Part B completed, photo, signature and all supporting documents uploaded online https://ociservices.gov.in/** ❑

- Signature/thumb impression of applicant should be on first and last page. Print out should be in a portrait mode. Each page on a separate sheet.

2 **Four photographs conforming to Indian Government norms as per specifications mentioned on our website (5 cm * 5 cm)** ❑

'A Photo service complying with the Indian norms are available in our offices. (It is advised to take photos of newborn /minor applicant from a professional photo service. Please carry enough COINS for photo/photocopy services. Details of charges: https://services.vfsglobal.com/nld/en/ind/additional-services).

3 **Foreign passport** ❑

- Note that your passport must be valid for a minimum of 180 days in order to submit your application

4 **Extract (Uittreksel) issued by respective Town Hall in Netherlands for residence proof (should be less than 6 months old, Apostilled, should contain Dutch address and name of both parents.)** ❑

- For Non-Dutch passport holders, the extract should mention the date of registration in the Netherlands. (They should live at least 1 year in The Netherlands in order to apply.)

5. **Employment / Work Letter** [exceptions: minor, housewife, un-employed, retired]
• If applicant is employed, a letter from the employer describing job profile of the applicant is required. • If applicant is self-employed KVK registration details of the organization is required. • If applicant is registered as a student in Netherlands, confirmation of the same from University is required on their letterhead.

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 is an ex-Indian

- Copy of last held Indian passport **AND**
- Copy of Surrender Certificate **OR** Copy of Renunciation Certificate **OR** Copy of Deemed Surrender Certificate (if applicable) ❑

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

- Copy of Birth certificate and Copy of Extract (Uittreksel) issued by respective Town Hall (Gemeente) in Netherlands showing both Parents name (should be less than 6 months old, Apostilled). ❑

- Copy of parent's/grandparent's foreign and Indian passport ❑
- Any other documentary evidence which proves the relationship between the applicant and root Indian (Copy of Indian passport,

Copy of the domicile certificate issued by the competent authority, Copy of school or college leaving certificates etc). At least one document must be provided to prove linkage and one Indian document to prove the origin of the concerned family member ❑

If the applicant is applying on the basis of spouse

- Copy of duly Apostilled marriage certificate. Please note that the marriage must have been registered and subsisted for a continuous period of not less than two years ❑
- Copy of spouse passport ❑

   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.
   Note: Applicant should submit a copy of Indian origin spouse's Indian passport that reflects the name of the foreign spouse. If foreign spouse's name is not reflected in the Indian passport, the Indian origin spouse should get his/her Indian passport re-issued to include the foreign spouse's name.

- Copy of spouse OCI (if applicable) ❑
   Note: Applicant should submit a copy of Indian origin spouse's OCI card that reflects the name of the foreign spouse.
   If foreign spouse's name is not reflected in the OCI card, the Indian origin spouse should get his/her OCI card re-issued to include the foreign spouse's name.
- Copy of spouse Residence Permit card (if applicable) ❑
- Copy of Uittreksel or birth certificate mentioning the name of parents (Apostilled) ❑

If the applicant is minor
- No objection letter signed by both parents (original)   ❑
- Passport copy of both parents   ❑
- OCI Card copy of both parents (if applicable)   ❑
- Copies of Residence cards of both parents (if applicable)   ❑

In case the applicant is originating from Suriname whose Indian ancestors were transported abroad as an indentured labor (maximum 6th generation):
- Copy of duly Apostilled Certificate issued from Ministry of Home Affairs of Government of Suriname regarding Indian origin of ❑ ancestors (restricted up to sixth generations)
- Copy of duly attested translated version (in English) of the above certificate issued by Ministry of Home Affairs, Suriname ❑

- Copy of Extract (Uittreksel) issued by respective Town Hall (Gemeente) in Netherlands showing both Parents name (should be ❑ less than 6 months old, Apostilled).

Any foreign military personnel either serving or retired is not eligible for OCI card.

A person who is/was and/or if their parents, grandparents or great grandparents are/were citizens of Pakistan or Bangladesh is not eligible for OCI card.

<u>IMPORTANT</u>

ANY ERRORS ON THE PRINTED FORM CANNOT BE MODIFIED MANUALLYAT THE TIME OF SUBMISSION ANDAPPLICANTS ARE ADVISED TO ENSURE ACCURACY OF DETAILS ENTERED IN THE ONLINE FORM.

All certificates issued by Indian authorities required to be Apostilled or attested as the case may be by CPV Division, MEA, Patiala House, New Delhi (http://mea.gov.in/apostille.htm).

All foreign originated documents should be apostilled by the concerned authorities of the country of origin. For documents issued by Dutch government, please refer to: Legalizing a Dutch document with an apostille

Clear scanned copies of <u>ALL</u> supporting documents should be uploaded online prior to submission of application. (https://ociservices.gov.in/)

- **Poor quality of uploaded photo / signature may cause rejection of your application. Please ensure to upload good quality photo and signature as per prescribed specifications.** Applicant's image and Applicant's signature image (Max size 1MB).
    - o The height and width of the Applicant Photo must be equal.
    - o The minimum dimensions are 200 pixels (width) x 200 pixels (height).
    - o The maximum dimensions are 3500 pixels (width) x 3500 pixels (height).
    - o The height and width of the Signature Photo must have aspect ratio 1:3
    - o The minimum dimensions are 200 pixels (width) x 67 pixels (height).
    - o The maximum dimensions are 3500 pixels (width) x 2500 pixels (height)

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 am aware my OCI application may get rejected if photo/signatures/supporting documents are not uploaded properly.

Date: Signature: