

Procedure to apply for Fresh Overseas Citizen of India (OCI) Card

APPLICANTS ARE REQUIRED TO UPLOAD ALL THE DOCUMENTS WITH THE ONLINE APPLICATION. APPLICANT CAN UPLOAD SINGLE OR MULTIPLE PAGE PDF IN LOW RESOLUTION IN SAME OR ANY OTHER SIMILAR CATEGORY AVAILABLE. AN APPLICATION WITHOUT ALL THE SUPPORTING DOCUMENTS UPLOADED ONLINE WILL NOT BE ACCEPTED.

ONE COPY OF SUPPORTING DOCUMENTS NEED TO BE SUBMITTED WITH THE APPLICATION.






- The applicant shall submit the application form online (<https://ociservices.gov.in>) and **upload all the requisite documents**, photograph and signature (in the case of minors who cannot sign, left hand thumb impression) along with the application.
- An application submitted online for more than 180 days cannot be accepted at VFS. In such case, applicants are required to refill the online application again.
- The applicant then submit duly signed application form (**ensuring uploading of all supporting documents**), Copy of all supporting documents, 1 photograph, 2 pre-paid self addressed envelopes at nearest VFS centre with prior appointment only from link:<https://www.hcilondon.gov.in/appointment/> .
- For the help of our diaspora, applications for any service can be accepted at any place, i.e., London, Birmingham and Edinburgh. So wherever you get an appointment, please go ahead and submit your application as per your convenience and choice, provided that application is registered and filled up for that particular jurisdiction/center e.g. GBRL registration is for London and will be accepted only in London, GBRB for Birmingham and GBRE for Edinburgh.
- All the Original documents **except current passport** need to be submitted alongwith the application. Fees will be charged by VFS (by Cash/Card) at the time of submission of application.
- All the original documents submitted with application will be verified and returned in one of the self-addressed envelope provided.

Photo Specifications: <https://ociservices.gov.in/Photo-Spec-FINAL.pdf>

Photo should be square shape of size not less than 51 X 51 mm (with 70-80% coverage of face). It should have plain light colour background (not white) without the border with front view of person's head and shoulders showing full face in middle of the photograph. it should not be stapled and not have any signatures.

Signature - Height and width of the Signature Photo must have aspect ratio 1:3. If child below 5 years is unable to sign, then thumb impressions (left hand) with Blue/Black Ink only will have to be uploaded. Minor children who are able to sign/write their names should do so and it should be uploaded. Parents need to sign in the relevant space in the application form.

(Note: Photo submitted must be **same** as uploaded online with the application. Please also check if the signature printed on the OCI application are clear and of adequate sizes per Sample Photo/Signatures below.)

| <u>Sample Photo</u> | <u>Sample Signature</u> | | |
|---|---|--|--|
|  | ✓ | ✗ | Very Small |
| |  |  | Sumdged and very light |
| |  |  | Small and on one side of allocated space |

Fees details for OCI Applications:-

| S. No. | Category | Fees Charged (in £) |
|--------|--|---|
| 1. | New OCI application: | £ 200.00 |
| 2. | VFS Charges | £7.44 |
| 3. | SMS Charges | £2.00 |
| 4. | Courier Fees per envelope <i>(Charged by VFS if special delivery envelopes not provided by applicant)</i> | £ 15.00 (Express one day delivery) £ 8.00 (3 days delivery) |

Delivery of OCI Card:- OCI card will be couriered back to the applicant in self address envelope.

Documents required for New/Fresh OCI

(Turnaround time: 5-6 weeks)

MANDATORY DOCUMENTS TO BE SUBMITTED ALONGWITH ALL THE NEW/FRESH OCI APPLICATIONS:-

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| 1. | Current valid passport, with validity of minimum 6 months at the time of submission of application. (Upload online- Current passport category)- Provide self attested photocopy |
| 2. | Registered Marriage Certificate (If married) or equivalent proof (Indian passport copy on which spouse name is endorsed) and current passport of spouse to endorse name of spouse in OCI card. (Upload online- Marriage Certificate Category)- Provide copy also Foreign issued Post-dated MARRIAGE Certificate (old certificates re-issued later) should be duly apostilled by concerned Foreign Office/Embassy. |
| 3. | Proof of employment with job description/Proof of own business/Student ID Card/Proof of last employment with job description. (Upload online- Employment Proof Category)- Provide Photocopy also |
| 4. | Address proof (Utility Bill/ Driving Licence copy or any other proof for current address.) (Upload online in similar or any available category)- Provide Photocopy also |
| 5. | Copy of appointment confirmation letter. |

IN ADDITION TO ABOVE DOCUMENTS, APPLICANT ARE REQUIRED TO PROVIDE THE FOLLOWING DOCUMENTS DEPENDING UPON THE CATEGORY UNDER WHICH APPLYING FOR OCI

A. APPLYING ON OWN INDIAN ORIGIN- FORMER INDIAN PASSPORT HOLDER:

| | |
|----|---|
| 1. | Naturalization/Registration Certificate (Upload online)- Provide photocopy also |
| 2. | Surrender/renunciation Certificate of Indian Passport. (Upload online)- Provide photocopy also |
| 3. | Copy of Indian passport (1 st and Last Page) (Upload online)- Provide photocopy also |
| | (i) Applicants who have obtained foreign nationality after May 2010 , are mandatorily required to submit Surrender Certificate/Renunciation of Indian Citizenship Certificate. (ii) Applicants who have held an Indian passport, and obtained foreign nationality before May 2010 , but are unable to produce the same for Surrender of Indian passport for any reason (lost/misplaced/submitted to UK Home Office long time back) are required to furnish a notarised affidavit in original from UK stating the facts about their first travel to UK, the whereabouts of their Indian passports and using Indian Passport after attaining British Nationality (Upload online)- [Provide photocopy also] along with other necessary documents as mentioned in Point (b) below. – This notarized affidavit is required to be submitted in original along with the application. |

B. APPLICANT BORN IN INDIA AND NEVER HELD INDIAN PASSPORT AND TRAVELLED ON PARENTS INDIAN PASSPORT OR OWN FOREIGN PASSPORT:

| | |
|------|--|
| 1. | Birth Certificate clearly indicating names of parents. (Upload online- Relationship category)- Provide photocopy also |
| 2. | Exit permit/stay visa issued after birth in India and Exit stamps on passport when first left India OR Notary affidavit in original from UK stating the fact and how he/she travelled to UK (Upload online- Indian visa category)- Provide photocopy also |
| 3 | If born in India between 26 January, 1950 to 30 June, 1987: Birth Certificate issued by Indian Government. OR School Leaving Certificate (in original) (Matric and higher Board level Classes). |
| OR | Proof of Indian Origin of Applicant's parents/Grand Parents/Great Grand Parents (Upload online)- Provide photocopy also I. 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 II. Being eligible to become a citizen of India at the time of commencement of the Constitution i.e. 26.01.1950; or III. Belonging to a territory that became part of India after 15th August, 1947. These could be: a. Copy of their Indian Passport; or b. Copy of the Domicile Certificate issued by the Competent Authority; or c. Copy of Nativity Certificate from the competent authority; or • OCI Card/ PIO card (first and last page) along with the supporting documents upon which the OCI/PIO card was issued. |
| NOTE | <ul style="list-style-type: none"> • Recently issued birth Certificate (Post-dated birth certificates) 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. • 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 • Foreign issued Post-dated birth certificates/MARRIAGE Certificate (old certificates re-issued later) should be duly apostilled by concerned Foreign Office/Embassy. |

C. APPLICANT BORN OUTSIDE INDIA AND NEVER HELD INDIAN PASSPORT - APPLYING ON THE BASIS OF PARENTS/ GRAND PARENTS/GREAT GRAND PARENTS

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| 1. | Birth Certificate clearly indicating names of parents (Upload online- Relationship Certificate category)- Provide photocopy also Foreign issued Post-dated birth certificates (old birth certificates re-issued later) should be duly apostilled by concerned Foreign Office/Embassy. |
| 2. | If applying on the basis of Grand Parents/Great Grand Parents, provide documents (Birth certificates or equivalent) to verify relationship among applicant, his/her Grand Parents/Great Grandparents. (Upload online- Relationship Certificate category) |

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| 3. | <p>Proof of Indian Origin of Applicant's parents/Grand Parents/Great Grand Parents (Upload online)- Provide photocopy also</p> <p>I. 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</p> |
| | <p>II. Being eligible to become a citizen of India at the time of commencement of the Constitution i.e. 26.01.1950; or</p> <p>III. Belonging to a territory that became part of India after 15th August, 1947.</p> <p>These could be:</p> <p>a. Copy of their Indian Passport; or</p> <p>b. Copy of the Domicile Certificate issued by the Competent Authority; or</p> <p>c. Copy of Nativity Certificate from the competent authority; or</p> <p>d. OCI Card/ PIO card (first and last page) along with the base papers/ documents upon which the OCI/PIO card was issued;</p> |
| NOTE | <ul style="list-style-type: none"> • Recently issued birth Certificate (Post-dated birth certificates) 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. • 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 • Foreign issued Post-dated birth certificates/MARRIAGE Certificate (old certificates re-issued later) should be duly apostilled by concerned Foreign Office/Embassy. |

D. APPLICATION IN CASE OF MINOR CHILD

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| 1. | Mandatory documents and Documents mentioned in A/B/C above. |
| 2. | Current passport copy of BOTH parents (Upload online)- Provide photocopy also |
| 3. | If parents are divorced: A Court order of dissolution of marriage and Child arrangement order which specifically mentions that the legal custody of the child is with the parent who is applying for the OCI card and that parent can take the child out of UK for any number of days. |
| 4. | If both the parents share joint custody of the child, a duly notarized consent letter from both the parents to apply for OCI for child OR a specific court order giving permission for issue of OCI to the child with one of the parent. (Upload online)- Provide photocopy also |
| 5. | In case of Live-in, adopted child and Surrogacy, all relevant documents need to be submitted with the application. (Upload online)- Provide photocopy also |

E. APPLICATION FOR OCI UNDER FOREIGN SPOUSE CATEGORY - AFTER AT LEAST 2 YEARS OF MARRIAGE- Turnaround time: 10-12 weeks [APPLICANTS ELIGIBLE FOR OCI ON THE BASIS OF THEIR OWN/ PARENTS/GRANT PARENTS INDIAN ORIGIN ARE ADVISED NOT TO APPLY UNDER THIS CATEGORY]

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| 1. | Applicant's own Birth Certificate confirming names of both parents. (Upload online)- Provide photocopy also |
| 2. | Registered marriage certificate. (Upload online)- Provide photocopy also |

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| 3. | Current Passport of the spouse. (Upload online)- Provide photocopy also |
| 4. | Copy of the Indian Passport/OCI (first and last pages) of Spouse. (Upload online)- Provide photocopy also |
| 5. | Consent letter (duly signed and dated) from spouse to issue OCI on the basis of his/her own Indian origin duly signed/dated. (Upload online)- Provide photocopy also |
| NOTE | Applicant applying under this category have to visit VFS centre along with his/her spouse for submitting the OCI application along with original documents and their copies. Interview in such cases will be taken over audio/video call by officer from High Commission after receipt of application. |

Important links regarding OCI

| Details | Web Link |
|--|---|
| HCI's Link – Q & A | https://www.hcilondon.gov.in/page/oci-frequently-asked-questions/ https://www.hcilondon.gov.in/page/pio-card/ |
| Q & A on OCI | https://mha.gov.in/PDF_Other/9OCICardholder_Misc_services_FAQs_15112019.pdf https://mha.gov.in/PDF_Other/3OCICardholder_FAQs_15112019.pdf |
| Current OCI rules | https://mha.gov.in/PDF_Other/2OCICardholder_Brochure_15112019.pdf |
| Benefits of OCI | https://mha.gov.in/PDF_Other/1OCICardholder_Introduction_15112019.pdf |
| <u>Gazette of India notification No. 962 dated 04.03.2021</u> | https://www.mha.gov.in/sites/default/files/Notification_19032021.pdf |
| Photo Specifications | https://ociservices.gov.in/Photo-Spec-FINAL.pdf |
| VFS Appointment | https://www.hcilondon.gov.in/appointment/ |
| Check your Jurisdiction | https://www.vfsglobal.com/india/uk/Jurisdiction.html For the help of our Diaspora, applications for any service can be accepted at any place, i.e., London, Birmingham and Edinburgh. Applicants can submit their application irrespective of their jurisdiction as per his/her convenience and choice, provided that application is registered and filled up for that particular jurisdiction/ center e.g. GBRL registration is for London and will be accepted only in London and similarly GBRB is for Birmingham and GBRE for Edinburgh. |

Common Mistakes in Applications

1. Many applications are rejected due to poor quality of uploaded Photo/Signatures. Please ensure to upload good quality Photo and Signatures as per sample/specifications in page No. 2 above.
2. **Applications are also got rejected as all the supporting documents are not uploaded online.**
3. Passport Number/Date of issue of passport is incorrect.
4. Name/place of birth/Date of birth is incorrect.
5. Full names of parents/Spouse are not mentioned or not matching with their current legal names.
6. Marital status/Spouse name not mentioned.
7. Part –B of application not signed/Part-B (Minor Child) is not signed by any one of the parent.

USEFUL TIPS TO MAKE FORM FILLING EASY AND AVOID MISTAKES

1. Please ensure you have all the supporting documents in pdf each less than 1MB of size and Photo/Signatures in JPEG format as per specifications before starting online form filling.
2. Fill all the details in the application very carefully and exactly as per documents. **Please ensure that all the details like full names, date of birth, place of birth are exactly as per current passport.**
3. Scan documents in pdf with low dpi (100-200 dpi) to reduce file size. Various mobile phone apps can also be used to create multiple page pdf of documents easily.
4. Photo/signatures can be easily resized to requisite specifications/size by using photo editing option in mobile phones/Paint brush software in computers.
5. **Upload all the supporting documents under their correct category/equivalent category.** (e.g. OCI card can be uploaded under Indian Visa category and birth certificate can be uploaded under Relationship category). **If applicant are unable to find suitable category to upload the document, please upload all the remaining documents (including any legal document) under current passport category along with current Passport or in Indian visa/origin category along with OCI card first and last page or in any available category as a multiple page pdf with 100-200 dpi resolution.**

MOST IMPORTANT IS TO UPLOAD ALL THE SUPPORTING DOCUMENTS

6. Kindly check all the details of the OCI application once printed. In case photo/signature and documents are not uploaded properly, these can be done easily by selecting appropriate option (Re-upload image/upload/re-upload documents) available on the website.

Please note that the file reference number required to re-upload photo/signature/documents is written vertically on left side and also below the bar code at the bottom of first page of application from submitted online.

7. In case any information is wrong, please refill the form again.
8. In case of any doubt on eligibility, kindly contact:
E-mail: inf.london@mea.gov.in / info.london@hclondon.in
Telephone No. : 00-44 (0) 20 8629 5950