



Step by Step Instructions & checklist for applying Fresh OCI



The completion of the application may take up to 30 minutes



⚠ Kindly be ready with Scanned copy of the following items before starting the registration process.

Applicant's Photo The images must be in jpeg or jpg format , with max size 30kb	The height and width of the Applicant Photo must be equal. The minimum dimensions are 360 pixels (width) x 360 pixels (height) The maximum dimensions are 900 pixels (width) x 900 pixels (height)
Applicant's Signature The images must be in jpeg or jpg format , with max size 30kb	The height and width of the Signature Photo must have aspect ratio 3:1 The minimum dimensions are 360 pixels (width) x 120 pixels (height) The maximum dimensions are 900 pixels (width) x 300 pixels (height)  "Paint" software can be used to resize the photos
Documents Document-Upload Section of Online OCI-Registration has 7 categories.	Max file size allowed for a document file is 500 kb Please scan the documents in a single file for each category as mentioned below for uploading. The document file should be in PDF format  An A-4 size page document Colour scanned at 100 DPI (Dots per inch resolution) will generate of file of between 200-250 kb.

It is mandatory to upload all the requisite documents on the Govt. Portal. Failure to comply with this requirement will make your application ineligible. VFS India Consular application Centre will then return your application unprocessed.

Categories	For Adults [age18 and above]	For Minors/ Newborn	For applicants applying on basis of Spouse
Current Passport	Current passport copy and Citizenship Certificate	Current passport copy and Birth Certificate	Current passport copy
Indian Origin Proof	Cancelled Indian passport (first and last page) with stamp showing 'Cancelled on acquiring foreign citizenship' as one file. In case, there is no Indian origin proof, Nativity Certificate can be uploaded here. <i>For applicants that do not have or never obtained an Indian passport, they can upload their 'Nativity Certificate' or 'OCI or PIO card of their parent as proof of Indian origin'</i>	Copy of cancelled Indian passport and renunciation certificate [If applicable] If applicant born outside India and never had any Indian passport, upload first and last page of both parent's surrendered Indian passports showing the 'Cancelled on acquiring foreign citizenship' stamp.	Spouse's surrendered Indian passport (first and last page) showing the 'Cancelled on acquiring foreign citizenship' stamp.
Indian Visa	Previous Indian Visa copy [If available]	Previous Indian Visa copy [If available]	Previous Indian Visa copy [If available]
PIO Card	If already a PIO card holder than copy of PIO card	If already a PIO card holder than copy of PIO card	If already a PIO card holder than copy of PIO card
Spouse OCI Card	Upload spouse's OCI card first and last page as one file		Copy of Spouse OCI card if applicable

Relationship Certificate		Copy of parents Indian passport or OCI card OR Statement of live birth Certificate reflecting both parent's names	OCI undertaking for spouse
Marriage Certificate	Marriage Certificate or Divorce or Death Certificates can be uploaded here, if applicable	Copy of parents' Marriage Certificate Joint Notarized affidavit if applicable	Marriage Certificate attested by the concerned Govt.

Please go to following link to start the application: <https://ociservices.gov.in/>



Online OCI Services

All Valid PIO-Card Holders may now register to become OCI-Card Holder.

For more details [click here](#)

Please click here

New OCI Registration

OCI Registration (In Lieu Of Valid PIO-Card)

OCI Registration (In Lieu Of Lost PIO-Card)


OCI Miscellaneous Services

OCI Document Upload/ Re-upload

OCI Image Upload/ Re-upload

Status Enquiry

Re-Print Submitted Applications



Online OCI Services

Overseas Citizenship Of India Services

OCI-Registration is an online process. Eligibles are supposed to register through the appropriate link given. Only after complete successful registration, an applicant will be considered as an OCI-Card Applicant

Steps for successful Registration

1. Read Instructions

2. Make a list of family members

3. Start registration

4. Documents to be submitted

5. Completed application

Instructions For Applicant

Applicants applying for OCI-Card, please note-

1. It is mandatory to upload Applicant's image and Applicant's signature image during OCI-Registration.

2. Both the images must be in jpeg or jpg format, with max size 30kb.


3. The height and width of the Applicant Photo must be equal.
*The minimum dimensions are 360 pixels (width) x 360 pixels (height).
The maximum dimensions are 900 pixels (width) x 900 pixels (height).*

4. The height and width of the Signature Photo must have aspect ratio 3:1
*The minimum dimensions are 360 pixels (width) x 120 pixels (height).
The maximum dimensions are 900 pixels (width) x 300 pixels (height).*

5. Kindly be ready with both these images before starting the registration process.

Ok

Please read the instructions for photo and press OK



Online OCI Services

OCI Miscellaneous Services

Please read the [Guidelines](#), [Instructions](#) and [FAQ's](#) before filling up this form

This service can be availed for re-issuance / issuance of duplicate OCI documents in the following category of cases:

1. In case of issuance of new passport.

2. In case of change of personal particulars viz. name, father's name, nationality etc.

3. In case of loss/damage of OCI registration certificate/visa.

4. In case of manually filled in applications (discontinued now) mistakes have been committed by the Indian Mission/Post/Office while entering the personal particulars.

5. In case of change of address/occupation.

ANSWER THIS QUESTION

Question : What is the natural color of APPLE

Answer :

Enter

Please answer the question and press enter

 **Online OCI Services**

Select One Of The Following Options As Per Your Requirement

Please click here if making fresh application


Fresh Application

Complete Partially-Filled Application

If you have the Temporary number, please put it here to complete your application

Back To Main Menu



 **Online OCI Services**

OCI Registration Form

Place of submission*

Surname

Given Name*

Have you ever changed your name? If yes, click the box and give details. ☐

Sex*

Date Of Birth*

Country Of Birth*

Place Of Birth*

Current Nationality*

Visible Mark*

Marital Status*

Applicant's Passport Details

Passport Number*

Date Of Issue*

Place Of Issue*

Applicant's Family Details

Father's Name*

Father's Nationality*

Mother's Name*

Mother's Nationality*

Spouse's Details

Spouse's Name*

Spouse's Nationality*

Marriage Registration Date

Are You applying OCI on the basis of Indian Spouse/ Spouse's OCI-Card?
Select Any one ☒ YES ☐ NO [\(click here for details\)](#)

Spouse's Passport No

Issue Date

Issue Place

Exit **Save & Continue**

Please choose correct location as per the Consular Jurisdiction in the USA.

As per USA/ foreign passport

As per Indian passport or Birth Certificate

Please click Yes **ONLY** if you are applying on the basis of spouse

Press on save and continue



Online OCI Services

OCI Registration Form (Page-II)

Temporary Application ID
18020252RXN9H

Please note down your temporary application id

Occupation Details

Occupation *

BUSINESS

Address of Employer *

123 ABC STREET

Address Line 2

USA

Applicant's Address Details

Present Address*

123 ABC STREET

PAPATOETOE

Mobile No*

006412345678

Telephone No*

006412345678

Email

abc123@mail.com

Native Place Address*

HOUSE NO 262

DELHI CANTT NEW DELHI

Aadhaar No

123456789000

To know more about ADHAAR No, please [\[click here\]](#)

Please fill in the required information

Click on NEXT

Exit

Save and Exit

Next

Verify Information

Temporary Application ID
18020252RXN9H

Please verify information provided by you. Submission of this form will never allow you to change your information for this application. If you need to change the information provided, click on Modify button provided below.

Applicant Information

Country Selected

USA

Mission Selected

USA - ATLANTA

Surname

KADIAN

Given Name

RAVINDERSINGH

Previous Name

Never Changed

Sex

MALE

Date Of Birth

02/DEC/1988

Country Of Birth

INDIA

Birth(State)

DELHI

Place Of Birth

DELHI

Current Nationality

USA

Visible Mark

MOLE ON LEFT CHEEK

Marital Status

UNMARRIED

Family Information

Father's Name

MAHENDER KADIAN

Father's Nationality

INDIA

Mother's Name

KAVITA KADIAN

Mother's Nationality

INDIA

Passport Information

Passport Number

123456

Date Of Issue

01/DEC/2014

Place Of Issue

WLG

Occupation Details

Occupation

BUSINESS

Address of Employer

123 ABC STREET

USA

Residential Address Details

Present Address

123 ABC STREET

PAPATOETOE

ATLANTA

Mobile No

006412345678

Telephone No

006412345678

Email

abc123@mail.com

Please carefully verify the information

Please carefully verify the information

Click on Modify if you are required to change any information otherwise press submit

Modify

Submit

Online OCI Services

OCI- Registration Image Upload

Temporary Application ID
4602092283TCE

Thanks For Submission Of Your Details
Your File Reference Number is
NZLW004E4M15

Please ensure following points before uploading photo

- Applicant's Image and Applicant's Signature Image should be of jpeg or jpg format.
- Applicant's Image and Applicant's Signature Image size should not be larger than 30KB.
- Applicant's Images must be square; i.e, aspect ratio must be 1:1.
- Applicant's Signature Images should have aspect ratio must be 1:3
- If you don't want to upload photograph, You can click the "Exit Now" button.

Click here to proceed for the photo and signature as per the requirement

Uploading Image - Windows Internet Explorer

http://passport.gov.in/oci/uploadingImage

Applicant Photo/Signature Upload

To upload applicant's Image

C:\Program Files (x86)\W Browse...

To upload applicant's Signature

C:\Program Files (x86)\W Browse...

Click upload

http://passport.gov.in/oci/uploadPhoto.action 75%

Please upload your photo and signature here and click on upload

Select the appropriate file from your computer

Online OCI Services


OCI- Registration Image Upload

Temporary Application ID
18020252RXN9H

Thanks For Submission Of Your Image
Your File Reference Number is
NZLW0137EN15

Please ensure following points before uploading photo

- Applicant's Image and Applicant's Signature Image should be of jpeg or jpg format.
- Applicant's Image and Applicant's Signature Image size should not be larger than 30KB.
- Applicant's Images must be square; i.e, aspect ratio must be 1:1.
- Applicant's Signature Images should have aspect ratio must be 1:3



SIGNATURE

The photo and signature uploaded will be shown here.

Click on uploaded successfully or to do it again click on upload again.

Online OCI Services

OCI-Registration Confirmation

Temporary Application ID
18020252RAN9H

Thank You, for your interest in Online OCI-Registration Process.

Your File Reference Number is
NZLW0137EN15

Till now you have successfully registered Part-A for the following applicant(s).

Applicant Name	File Reference Number
RAVINDERSINGH KADIAN	NZLW0137EN15

[Proceed To Part-B](#)
[Exit](#)

Please note the file reference number

Click here to complete part B

Online OCI Services

OCI Registration Part-B

Other Details of Applicant(s)

Citizenship Details

Have you/any member of your family applied for OCI registration earlier? ☐ Yes ☒ No
If YES, give details(Reference No., when and where applied and what was the outcome)

Whether the applicant(s) sought asylum before applying for present citizenship? ☐ Yes ☒ No
If YES, give specific details when and why

Whether the applicant(s) had ever been a citizen of Pakistan or Bangladesh at any time? Yes/No ☐ Yes ☒ No
If YES, give specific details

Whether either of parents or grandparents or great-grandparents of applicant(s) had ever been citizen of Pakistan or Bangladesh at any time? Yes/No ☐ Yes ☒ No
If YES, give specific details

Whether the applicant(s) (other than minor child/children) has worked / is working in Armed Forces/Para-military/Police/security/intelligence organizations? Yes/No ☐ Yes ☒ No
If YES, give specific details

Present Nationality Details

Applicant Name	Present Nationality	Acquisition Method	Date
RAVINDER SINGH KADIAN	NEW ZEALAND	BY BIRTH <input type="button" value="v"/>	<input type="text"/>

Acquisition date is required

Other Details

Previous Nationality of Applicant(s) (If Any)
RAVINDER SINGH KADIAN

Do you have relatives staying in India? ☐ Yes ☒ No

Has any of the applicant(s) faced criminal proceeding ? ☐ Yes ☒ No

[Submit](#)

Please select the applicable answers

Please provide the name, address and relationship if you have any family in India.

Please click on submit to go to next page



Online OCI Services

Online OCI Registration

YOU HAVE BEEN SUCCESSFULLY COMPLETED BOTH PART-A & PART-B OF ONLINE OCI REGISTRATION FOR THE FOLLOWING APPLICANT.
YOU ARE REQUESTED TO GENERATE FILLED REGISTRATION FORM FOR FUTURE REFERENCE.
YOU ARE REQUESTED TO UPLOAD APPROPRIATE DOCUMENTS. OTHERWISE YOUR APPLICATION WILL NOT BE CONSIDERED.

<u>Applicant Name</u>	<u>Web File-Number</u>
RAVINDERSINGH KADIAN	NZLW0137EN15


To generate filled Registration Form

Generate Registration Form

To Exit

Exit

Please generate your form and a take print of it



Online OCI Services

Online OCI Registration

YOU HAVE BEEN SUCCESSFULLY COMPLETED BOTH PART-A & PART-B OF ONLINE OCI REGISTRATION FOR THE FOLLOWING APPLICANT.
YOU ARE REQUESTED TO GENERATE FILLED REGISTRATION FORM FOR FUTURE REFERENCE.
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<u>Applicant Name</u>	<u>Web File-Number</u>
RAVINDERSINGH KADIAN	NZLW0137EN15

To upload supporting documents (Mandatory)

Upload Documents

To Exit


Exit

Start uploading the documents by clicking here

You can open your form from here

Do you want to open or save NZLW0137EN15.pdf from passport.gov.in?

OpenSaveCancel



Online OCI Services

OCI Document Upload

Note- To proceed the uploading of documents for your OCI-Application, provide your Passport Number along with Online Registration No/ File (Acknowledgment) No

Online Document Upload for OCI-Registration is available only for the Applicants which have successfully filled PART-A and PART-B Forms.

[Forgot Registration-Number?](#)

Enter Passport Number *

123456

Online Registration No *

NZLW0137EN15

ANSWER THIS QUESTION

Question :

Which is smaller 0 or 12 ?

Answer :

0

x

Please answer the question and press proceed

Proceed



Online OCI Services

Online OCI Document Upload

Welcome to Document-Upload Section of Online OCI- Registration

Applicant Name

RAVINDERSINGH KADIAN

Web File-Number

NZLW0137EN15

Document Upload

Select a Document Type to upload

Select Document

CURRENT PASSPORT

INDIAN ORIGIN PROOF

INDIAN VISA

PIO CARD

SPOUSE OCI CARD

RELATIONSHIP CERTIFICATE

MARRIAGE CERTIFICATE

Select the document you like to upload and start uploading



Online OCI Services

Online OCI Document Upload

Welcome to Document-Upload Section of Online OCI- Registration

Applicant Name

RAVINDERSINGH KADIAN

Web File-Number

NZLW0137EN15

Document Upload

Select a Document Type to upload

CURRENT PASSPORT

☒

Upload

Exit

Upload the document by clicking on UPLOAD button

http://passport.gov.in/oci/verifyDoc

Online OCI Services

Document Upload

Applicant Name
RAVINDERSINGH KADIAN

Document To be Uploaded
CURRENT PASSPORT

Key Points For Upload

1. Max Size allowed for a document-file is 500KB.
2. Document-file should be in PDF format.

Browse... Upload

Maximum size of document should be **500KB**

Online OCI Document Upload - Windows Internet Explorer

http://passport.gov.in/oci/verifyDoc

Online OCI Services

Online OCI Document Upload

Welcome to Document-Upload Section of Online OCI- Registration

Applicant Name
RAVINDERSINGH KADIAN

Web File-Number
NZLW0137EN15

Document Upload

CURRENT PASSPORT

Uploaded

Re-Upload

Select a Document Type to upload

Select Document

UPLOADING OF CURRENT PASSPORT FOR RAVINDERSINGH KADIAN HAS SUCCESSFULLY COMPLETED

Exit

Uploaded document will show here

http://passport.gov.in/oci/verifyDoc

Online OCI Services

Online OCI Document Upload

Welcome to Document-Upload Section of Online OCI- Registration

Applicant Name
RAVINDERSINGH KADIAN

Web File-Number
NZLW0137EN15

Document Upload

CURRENT PASSPORT

Uploaded

Re-Upload

Select a Document Type to upload

Select Document

UPLOADING OF CURRENT PASSPORT FOR RAVINDERSINGH KADIAN HAS SUCCESSFULLY COMPLETED

Exit

Press exit once completed

Select the next document you would like to upload here

http://passport.gov.in/oci/verifyDoc

Online OCI Services

Confirm - Close

Are you sure! You are going to close this window.

Sure

Document Upload

Applicant Name
RAVINDERSINGH KADIAN

Web File-Number
NZLW0137EN15

Document Upload

CURRENT PASSPORT

Uploaded

Re-Upload

Select a Document Type to upload

Select Document

UPLOADING OF CURRENT PASSPORT FOR RAVINDERSINGH KADIAN HAS SUCCESSFULLY COMPLETED

Exit

Click here to close the

