

Embassy of India

Sana'a ,Yemen

CHECKLIST FOR SUBMISSION OF OCI APPLICATION

Type A: Application for Fresh OCI

- i. Online Application Form
- ii. Surrender / Renunciation Certificate (for those who have surrendered Indian Passport in or after 2010)
- iii. Original Cancelled Indian Passport or Copy of first and last page of Cancelled Indian Passport
- iv. Foreign Citizenship/ Naturalization Certificate copy (for the present nationality of the applicant)
- v. Foreign passport (Original and Copy) 6 month validity
- vi. Professional Details of the Applicant
- vii. Proof of Address
- viii. Photograph

***Below listed documents are not required if providing cancelled Indian passport / copy of cancelled Indian passport / surrender certificate / renunciation certificate or applying for OCI on the parent's eligibility.**

In the absence of above listed documents please provide an attested photocopy of Minimum 3 documents from the list below or any other relevant document to prove your Indian origin/descent.

- Indian Domicile certificate from competent authorities (District Magistrate, Sub Divisional Magistrate, Executive Magistrate, etc.).
- Indian passport or OCI of parents/grandparents and evidence of relationship as parent/grandparent, if their Indian origin is claimed as basis for grant of OCI.
- Indian Birth certificate
- Indian Educational certificate (Submission of more than one educational certificates will be considered as one proof only)
- Indian Marriage certificate
- Indian Ration Card
- Indian Government Employment records
- Indian Voters Identity card
- Agricultural land Documents

Type B: Application for Reissue of OCI / Conversion of PIO to OCI

For Reissue of OCI / Misc Service on OCI

- i. Online Application Form
- ii. Foreign passport* (Original and Copy)
- iii. Existing OCI Card /PIO card (Original and Copy)
- iv. For Damaged OCI cases - enclose damaged OCI Card in original
- v. For Lost OCI cases - Police Report for Lost OCI
- vi. Professional Details of the Applicant
- vii. Proof of Address
- viii. Fees
- ix. Photograph

Type C: Application for OCI to Minor Children

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

- i. Online Application Form
- ii. Foreign passport (Original and Copy)
- iii. Cancelled Indian Passport / Renunciation Certificate Or OCI
- iv. Proof of Address
- v. Birth certificate – for children born abroad (attested copy)
- vi. Consent of both parents
- vii. Passport of Parents (copy)
- viii. Registered Marriage Certificate (Attested copy)
- ix. Fees
- x. Photo

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

- i. Online Application Form
- ii. Surrender / Renunciation Certificate
- iii. Indian Passport (Original and Copy)
- iv. Foreign Citizenship certificate (Original and Copy)
- v. Foreign passport* (Original and Copy)
- vi. Birth certificate – for children born in India (Attested)
- vii. Proof of Address
- viii. Consent of both parents
- ix. Passport of parents (copy)
- x. Registered Marriage Certificate (Attested copy)
- xi. Fees
- xii. Photo

Type D: Application for OCI on Indian Origin Spouse basis

- i. Online Application Form
- ii. Foreign passport* (Original and Copy)
- iii. Professional Details of the Applicant
- iv. Attested copy of Registered Marriage Certificate
- v. Indian Passport of the Spouse

- vi. Spouse Citizen- Status
- vii. Proof of Address
- viii. Fees
- ix. Photograph

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

Application for OCI

Online Application Form:

1. i) The online application for OCI must be completed and submitted online. The form can be filled up and submitting online at the below link: <https://ociservices.gov.in/welcome>

All eligible persons can file their application for registration as OCI online. Before the registration process could be started, there are certain things that eligible persons need to know. They are mentioned below:

-The person must first check the eligibility before the starting the registration process.

-If the applicant is already an OCI card holder, he/she needs to use OCI 'Miscellaneous Services'.

-The person needs to register through OCI registration even if he/she is a PIO card holder or the card is in the lost state.

-To reprint the already registered application, the 'Reprint Submitted Application' service must be used.

Prerequisites before filling up the Online OCI Form:

- i) Apart from these, there are certain prerequisites as well which needs to be addressed. They are:

-The applicant must be ready with his/her photo and the image of the signature. The size of both the photo and the signature must not exceed 200 KB.

Note: The height and width of the photo must be equal. The minimum and maximum dimensions are 200 pixels x 200 pixels and 900 pixels x 900 pixels (width x height). The height and width of the signature's image must have an aspect ratio of 1:3. The minimum and maximum dimensions are 200 pixels x 67 pixels and 900 pixels x 300 pixels (width x height).

-The supporting documents must be ready in PDF format whose size must not exceed 1,000 KB.

- ii) To register as OCI, eligible persons need to follow the steps mentioned below:

The applicant must first visit www.ociservices.gov.in

Next, he/she needs to click on 'OCI Registration'

In doing so, the applicant is redirected to a new page where he/she needs to click on the link that reads 'Click Here to Proceed'.

In the next page, the applicant is required to click on 'Proceed'.

In the corresponding page, the applicant needs to key in the captcha code and click on 'Enter'.

Next, the appropriate option from among 'Fresh Application' and 'Complete Partially-Filled Application' needs to be selected.

On selecting 'Fresh Application', a new page is opened where the applicant's information, passport details, and family details need to be provided.

In the next page, the applicant's photo and signature needs to be uploaded

Once the photo and signature are successfully uploaded, the supporting documents need to be uploaded and the application is needed to be submitted.

After the submission of the online application, a copy of the application form which contains the online registration number needs to be printed.

The printout along with all the relevant enclosures and requisite fees needs to be submitted to the Indian Mission/Post/Office under whose jurisdiction the applicant is ordinarily residing.

iii) Must select the correct Indian High Commission / Consulate, based on the place where you reside and the Consular jurisdiction of Indian High Commission / Consulate/Embassy.

(iv) 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".

v) 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.

vi) 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 Mission.

vi) The Mission reserves the right to call for Additional Documents, as considered necessary.

Acknowledgement: OCI Applications received with complete documentations will be acknowledged within 12-15 working days. For Acknowledgement please use your Registration number & Passport No. at: <http://passport.gov.in/oci/status> Enquiry

Processing Time:

- Processing time will be 50 working days from the date of Acknowledgement.
- Your application may take longer if it is submitted without all required documentations.
- Spouse based OCI applications are referred to MHA in India hence no timeframe is given to process such applications.
- All applicants are advised to make their firm bookings/travel plans only after issue of OCI as there is NO urgent service available for OCI application.

PLEASE NOTE: This time frame is indicative only, process may take longer so we strictly advise NOT to book ticket before getting OCI Card.

OCI Fees Chart

S.N	Services	Particulars of Fees	DJF
	New OCI Registration	Fresh Application	50,200 + 560
		In Lieu Lost PIO Card	18,200 + 560
		In Lieu of Valid PIO Card	18,200 + 560
	Misc Service including Re-issue of OCI Card	In case of issuance of new passport after the age of 20 Years	4550 + 560
		In case of change of personal particulars	4550 + 560
	Issuance of Duplicate OCI Booklet	In case of mutilated/damaged OCI Card	4550 + 560
		In case of Loss of OCI Card	4550 + 560

The detailed information, guideline and instructions for submitting application for OCI can be seen at the below website / links:

<https://ociservices.gov.in/>

https://www.mha.gov.in/PDF_Other/1OCICardholder_Introduction_15112019.pdf

https://www.mha.gov.in/PDF_Other/2OCICardholder_Brochure_15112019.pdf

https://www.mha.gov.in/PDF_Other/6OCICardholder_Miscservices_Introduction_15112019.pdf

https://www.mha.gov.in/PDF_Other/7OCICardholder_miscserviceGuidelines_15112019.pdf

https://www.mha.gov.in/PDF_Other/3OCICardholder_FAQs_15112019.pdf

https://www.mha.gov.in/PDF_Other/9OCICardholder_Miscservices_FAQs_15112019.pdf