

Embassy of India, Sana'a
Camp Djibouti

PIO Card

The Government of India has announced vide **Gazette Notification No.26011/01/2014IC.I dated 09 January 2015**, all PIO cards issued till 09 January 2015 are deemed to be OCI card. As such the PIO Card scheme has been withdrawn henceforth, applicants may apply for OCI card ONLY, as PIO card scheme is no longer in existence. The PIO Cards are a lifelong document but being handwritten to be converted into OCI cards at the earliest

The Government of India vide order dated 13/09/2019 has conveyed that handwritten travel document – PIO Cards will now be accepted as valid travel document along with valid foreign passport at all Indian Immigration Check Posts till 31 March 2020. This is subject to the condition that the International Civil Aviation Organization (ICAO) does not issue any order making the handwritten PIO Card as invalid document, in the meanwhile.

OCI card is a smart card which will facilitate quicker immigration clearance at the ICPs and also for obtaining various Consular services from the Indian Missions. Further, for those residing in India, it will facilitate in availing various services in India.

The applicants may submit the applications for OCI card in lieu of PIO card to the Indian Mission/FRRO concerned within the jurisdiction of his/her place of residence. This is in modification of the earlier instructions that they should apply only at the location where the PIO card was issued.

- i. Printed Application form for OCI in lieu of PIO service: All applicants need to fill the online application form on the website: <http://passport.gov.in/oci/>
- ii. 4 photographs as per the photo specifications
- iii. Foreign Passport
- iv. Photocopy of the foreign passport
- v. PIO card
- vi. Copy of PIO card
- vii. Applicants holding a PIO card, obtained on the basis of their spouse's Indian Origin proof, need to provide a letter confirming consent of the spouse (of Indian origin). The letter needs to be addressed to the Embassy of India, Sana'a camp Djibouti.

Overseas Citizenship of India (OCI) Card

1. OVERVIEW

OCI Card is a multiple entry life-long visa which enables the holder to have unlimited travel and stay in India OCI is an online process. Applicant needs to fill up OCI Application Form Online. After filling up the online OCI application, applicant has to take out the print of the application and submit TWO SETS of application form with prescribed documents and fees to the Embassy

of India, Djibouti The time taken for issue of OCI Card is minimum 6-8 weeks, delay beyond the specific time frame cannot be ruled out owing to certain technical reasons. All applicants are advised to book their travel plan only after obtaining the OCI. Embassy will not be responsible for any loss for any bookings made in anticipation of obtaining an OCI. Time taken and procedure for changing any details in the card and transferring visa to the New Passport is the same as for the fresh application.

Benefits of applying for an OCI card are:

- 1) Multiple entries, with multi-purpose life-long Visa being offered to visit India.
- 2) Exception from having to report to Police authorities for any length of stay in India.
- 3) Equality with NRIs in all spheres of financial, economic and educational fields barring the purchase of agricultural or plantation properties.

Important Note: Vide circular No. **26011/06/2015-OCI** dated 29th January, 2015 of Ministry of Home Affairs, Government of India, all immigration authorities in India will not insist on production of the foreign passport containing the 'U' Visa Sticker in the case of OCI Cardholders while they enter / exit India and the immigration clearance will be granted based on production of the '**OCI CARD ONLY**' along with the current passport.

OCI Travel Advisory – Re-issue of OCI Card (On getting a New Passport)

Re-issuance of OCI is mandatory every time passport is renewed up to the age of 20 years, and again after attaining the age of 50 years in view of frequent biological change in facial features in these age group. Please view the full requirements for OCI Re-issue for more information at the following link. <http://mha1.nic.in/pdfs/GuidelinesOCI.pdf>

2. DOCUMENTS REQUIRED

Please read the below advise carefully to ensure correct compilation of the documents required for your application.

Applications can be submitted without prior appointments between **0930 to 1130** hours. Important note for all OCI Applicants (Mandatory): Applicants are required to submit the originals along with a set of photocopies of the originals, both sets of documents need to be submitted at the counter. Originals will be returned once the Embassy of India is satisfied with the documents provided. All photocopies need to be self-attested. Mandatory documents for an OCI Application:

Mandatory documents for an OCI Application:

- Printed Application form: All applicants need to fill the online application form on the website
Click Here <http://passport.gov.in/OCI/>
- 4 photographs as per the photo specifications
- Foreign Passport Copy
- Copy of Naturalization Certificate, if applicable (Applicants, who have obtained Foreign Nationality by Naturalization, are required to submit Naturalization Certificate (Original) along with the copy.)

- All applicants are required to submit the originals along with the copy of the Proof of Indian Origin documents as per the below list in addition to the above documents the below additional documents will be required as per the cases advised:

Documents required for Applicants born In India:

- Applicants are mandatorily required to submit Surrender Certificate of Indian Passport (original).The Indian Citizenship Act, 1955, does not allow dual citizenship. Holding Indian Passport / acquiring Indian Passport / travelling on Indian passport after acquisition of foreign citizenship constitutes an offence under the Indian Passport Act, 1967, and attracts penalties. Under the Indian law, Persons of Indian Origin who have acquired foreign Nationality are required to surrender their Indian passports to the nearest Indian Mission/Post immediately after acquisition of foreign citizenship on order to obtain Surrender Certificate.
- Applicants who have obtained foreign nationality after May 2010 need to submit original Surrender Certificate compulsory, however If applicants are unable to provide surrender certificate due to loss of passport will be required to submit the Renunciation of Indian Citizenship Certificate.
- 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 Ethiopian Immigration Office long time back) are required to furnish a notarized affidavit in original from Ethiopia stating the facts about their Indian passports along with other necessary documents as mentioned below
- Applicants who were born in India and never held Indian passport, and travelled on parents Indian Passports, are required to submit a notary affidavit in original from Ethiopia stating the fact and how they travelled to Ethiopia along with other necessary documents as mentioned below

Other necessary documents of Indian origin.

- Domicile certificate (in original)
OR
- Original Birth Certificate issued from Indian Municipality or Panchayat. Recently issued birth Certificate (Post-dated birth certificates) from Municipality/Panchayat etc. This 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.
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
OR
- Agriculture land documents.

Documents required for Applicants born in India/Abroad and applying on the basis of Parents/Grand Parents/Spouse:

Applicant who are born in India/abroad and wish to apply on the basis of their parents/grand parents'/spouse Indian origin) must furnish the below documents

- A photocopy and the original of the applicant's full version birth certificate and marriage certificate along with the Indian origin proof of their parents/grandparents/spouse must be furnished by the applicants to prove their link with them. For any other foreign-born applicant Birth Certificate must be in full version and it has to be translated in Hindi/English by a reputed and registered translation authority.
- Applicants applying on the basis of parents needs to submit his/her full version Birth certificate with both the parent's details on it, along with parent's proof of Indian Origin.
- **Applicants applying on the basis of Grandparents are required to furnish:**
 - Applicant's full version Birth Certificate
 - Applicant's Parent's full version Birth Certificate
 - And Grandparent's proof of Indian Origin
- Applicants applying on the bases of Spouse needs to submit their registered marriage and Birth certificate with along with spouse's proof of Indian Origin. OR
- Indian Birth Certificate/Education Certificate (If post-dated, the signature of the issuing authority should be verified by District Magistrate/Deputy Collector of the same district – (in original). OR
- Domicile Certificate of the applicant or of his/her parents/grandparents issued from concerned Competent Authority in India i.e. District Magistrate/Collectors/Sub Divisional Magistrate may also be accepted as a proof of Indian Origin (in original). OR
- Agriculture land documents. OR **Nativity Certificate** (in original): If the applicant is unable to produce any documentary proof of parents/grandparents or self. He/she must submit the Nativity Certificate in the prescribed format as per link below. The Nativity Certificate should be certified by the District Magistrate/District Collector of the area with name, stamp, seal and contact telephone numbers with area code for verification.
- Please note that if the applicant was born in India and is submitting a nativity certificate, then he/she needs to submit a notarized affidavit from Ethiopia stating the fact about his/her Indian passport and how he/she travelled to Ethiopia.
- Applicants applying on the basis of spouse need to submit registered marriage certificate. Marriage should have been registered and subsisted for a continuous period of **not less than 2 years** immediately preceding the presentation of the application.

Applications for minor children

- Marriage Certificate (**original and copy**) of the parents is mandatory for all minors, along with the full version birth certificate of the child (original and copy).
- In addition to the above documents – For minors both the parents needs to self-attest all the photocopies along with parent's passport photocopies. In case if the parents are holding Indian passport then photocopies of the Bio Page (photo page), last page with the address & Ethiopia visa page should also be provided.
- Minor children holding foreign nationality and whose both parents are citizens of India or one of the parents is a citizen of India or both or one parents are OCI card holder, are eligible for OCI Card.

Important Information for all OCI Applicants:

- Signatures should be in the box provided. In case of minor applicant, his/her thumb impression (left hand thumb) or signature (if minor can sign, signature is mandatory) of the minor applicant should be provided in BOX.

- An OCI card holder is not entitled to undertake any Missionary, mountaineering and research work in India. They need prior approval from Ministry of Home Affairs in India before undertaking such activities.
- Foreign passport holder should give residential address in respective country. The processing time is longer for such cases.
- Minor foreigners born out of live-in relationships, Step & adopted children are not eligible for OCI. However an adopted child, who has had an Indian passport in the past and can produce a surrender certificate for the same, is eligible to apply for an OCI, all other documents advised above for minors will be required in addition to the Surrender Certificate and the Indian passport. All cases will be put under review and a final decision will be made by the competent authorities. For any unsuccessful applications the refund policy will apply.
- In case of minor children, both the parents need to be signed in part 'B' or parent's consent letter is mandatory (if divorced) or court order having custody of children.
- Applicant whose birth certificate mentions about only one parent and nationality and other parent is not known is not eligible for OCI Card.
- Ashlee's or Stateless applicants are not eligible for OCI.
- Foreign Defense/Military/Civil Servants/Police/ex-Defense personnel/ persons working with security agencies and their family members are not eligible to apply for OCI. The above implies that the personnel of Home Office as well as of MoD. In addition, foreign diplomats are also not eligible.
- For applicants applying on the basis of spouse, now deceased, are required to furnish the death certificate, marriage certificate and self-declaration to confirm the same or if re-married again. If re-married, then provide the new marriage certificate along with the above.
- If the OCI card holder acquires nationality of a different country after obtaining the OCI card, except that of Pakistan and Bangladesh, he/she shall also be allowed to enter/exit India on the strength of his/her new passport of the recently acquired nationality and OCI Registration Certificate (OCI card).
- Entry on the Diplomatic/Official passport shall not be granted on the basis of OCI/PIO cards as OCI/PIO cards are not issued to the foreign diplomats and their family members. However, if he/she holds valid ordinary passport with valid OCI/PIO cards, entry can be allowed.
- Applicants applying on the basis of spouse need to submit registered marriage certificate Marriage should have been registered and subsisted for a continuous period of not less than 2 years immediately preceding the presentation of the application.

Nativity Certificate

Application for Nativity Certificate

Please Note: The above list is not exhaustive and does not guarantee an OCI. The Embassy of India reserves the right to ask for additional documents, if required.

4. APPLICATION FORM

All applicants are required to fill the online application form on the website <http://passport.gov.in/OCI/> and submit the printed application form with Supporting Documents. Applicants are required to Submit TWO sets of Application Form.

- The applicants need to fill Part-A and Part-B of the application online. Once you fill up the application, the registration number (YEMS0000.....) will be generated by the system and a print out of the application must be taken by the applicants for submission to Embassy of India.
- For each family application Part-B is common to all applicants of the family of up to a maximum of four. Separate applications are required for any other additional members.

5. Collection Procedure for approved OCI Cards:

The following documents must be submitted to Embassy of India:

- Acknowledgement receipt of the application.
- Printout of on-line status report.
- Foreign Passport in original.
- PIO Card holders should submit the Original PIO Card for Cancellation.
- For transfer of OCI visa from old to the new passport: Please submit old passport and OCI Visa Card for cancellation and New Foreign Passport for affixing new OCI Visa on that.

Important Information for all OCI Applicants:

- Signatures should be in the box provided. In case of minor applicant, his/her thumb impression (left hand thumb) or signature (if minor can sign, signature is mandatory) of the minor applicant should be provided in BOX.
- An OCI card holder is not entitled to undertake any Missionary, mountaineering and research work in India. They need prior approval from Ministry of Home Affairs in India before undertaking such activities.
- Foreign passport holder should give residential address in respective country. The processing time is longer for such cases.
- Minor foreigners born out of live-in relationships, Step & adopted children are not eligible for OCI. However an adopted child, who has had an Indian passport in the past and can produce a surrender certificate for the same, is eligible to apply for an OCI, all other documents advised above for minors will be required in addition to the Surrender Certificate and the Indian passport. All cases will be put under review and a final decision will be made by the competent authorities. For any unsuccessful applications the refund policy will apply.
- In case of minor children, both the parents need to be signed in part 'B' or parent's consent letter is mandatory (if divorced) or court order having custody of children.
- Applicant whose birth certificate mentions about only one parent and nationality and other parent is not known is not eligible for OCI Card.
- Ashlee's or Stateless applicants are not eligible for OCI.
- Foreign Defense/Military/Civil Servants/Police/ex-Defense personnel/ persons working with security agencies and their family members are not eligible to apply for OCI. The above implies that the personnel of Home Office as well as of MoD. In addition, foreign diplomats are also not eligible.

- For applicants applying on the basis of spouse, now deceased, are required to furnish the death certificate, marriage certificate and self-declaration to confirm the same or if re-married again. If re-married, then provide the new marriage certificate along with the above.
- If one of the parent/grandparent is of Pakistani or Bangladeshi origin, applicant will not be eligible for OCI.
- If the OCI card holder acquires nationality of a different country after obtaining the OCI card, except that of Pakistan and Bangladesh, he/she shall also be allowed to enter/exit India on the strength of his/her new passport of the recently acquired nationality and OCI Registration Certificate (OCI card).
- Entry on the Diplomatic/Official passport shall not be granted on the basis of OCI/PIO cards as OCI/PIO cards are not issued to the foreign diplomats and their family members. However, if he/she holds valid ordinary passport with valid OCI/PIO cards, entry can be allowed.
- Applicants applying on the basis of spouse need to submit registered marriage certificate. Marriage should have been registered and subsisted for a continuous period of not less than 2 years immediately preceding the presentation of the application.
- In the event of change of passport of PIO card holder, he/she can travel to India on the basis of new passport with the valid PIO card and the old passport on which PIO card number is endorsed, till the validity of the PIO scheme.

6. FAQ

- **Who can apply for OCI?**
 - Who is a citizen of another country, but Was a citizen of India at the time of, or at any time after, the commencement of the Constitution; OR
 - Who is a citizen of another country, but was eligible to become a citizen of India at the time of the commencement of the Constitution; OR
 - Who is a citizen of another country, but belonged to a territory that became part of India after the 15th day of August, 1947; OR
 - Who is a child or a grand-child or a great grandchild of such a citizen; OR
 - A person, who is a minor child of a person mentioned in the above 4 criterion; OR
 - A person, who is a minor child, and whose both parents are citizens of India; OR
 - A person, who is a minor child, and whose one of the parents is a citizen of India; OR
 - Spouse of foreign origin of an Overseas Citizen of India cardholder registered under section 7A and whose marriage has been registered and subsisted for a continuous period of not less than two years immediately preceding the presentation of the application under this section.

Exceptions: OCI is not granted to any citizen who is / was and / or if their parents, grandparents or great grandparents are / were citizens of Pakistan, Bangladesh or such other country as the Central Government may, by notification in the Official Gazette, specify, shall be eligible for registration as Overseas Citizen of India cardholder.

- **What are the Benefits for an OCI card holder:**

An OCI card holder gets the following benefits:

- A multiple entry, multi-purpose life-long visa for visiting India.
- Exemption from registration with local police authority for any length of stay in India.
- Parity with Non-resident Indians (NRIs) in respect of economic, financial and educational fields, except in relation to acquisition of agricultural or plantation properties.
- OCI can be used as identity proof for application of PAN Card and driving license as well as for opening a bank account if the OCI card holder is residing in India.
- **What benefits an OCI Card holder is not entitled to:**

The OCI Card holder is not entitled:

- To vote,
- To be a member of a Legislative Assembly or of a Legislative Council or of the Parliament of India,
- To hold Indian constitutional posts such as that of the President, Vice President, Judge of the Supreme Court or High Court etc.
- He/she cannot normally hold employment in the Government
- Can foreign nationals, who are not otherwise eligible for OCI, get OCI if they are married to persons who are eligible for OCI?

The spouse of foreign origin of a citizen of India or spouse of foreign origin of an Overseas Citizen of India cardholder registered under section 7A and whose marriage has been registered and subsisted for a continuous period of not less than two years immediately preceding the presentation of the application.

- **Are Minor children eligible for OCI Card?**

Minor children whose both parents are citizens of India or one of the parents is a citizen of India are also eligible for OCI Card.

- **Is an applicant who had held nationality of Pakistan or Bangladesh, eligible for OCI?**

No, If the applicant has ever been a citizen of Pakistan or Bangladesh, he / she will not be eligible for OCI.

- **Can a person renounce OCI?**

Yes. He/she has to declare their intention of renunciation in Form XXII to the Indian Mission/Post where OCI registration was granted. After receipt of the declaration, the Indian Mission/Post shall issue an acknowledgement in Form XXII A. A separate application form is available for this purpose.

- **Do I have to fill all columns when filling up the application online?**

Yes. It is mandatory that no column is left unanswered.

- **Are 'Empire of India' Passports issued by the British authorities in India prior to Indian Independence accepted as a proof of Indian Origin?**

No, if they state the National Status of the holder as British subject by birth. Yes, if they state the National Status of the holder as person of British Protectorate, originally a citizen of a place in India.

- **Are letters issued by the Indian Mission/Post in an African country in respect of parents/grandparents etc. stating that the applicant was once a citizen of India accepted as proof of Indian Origin?**

Yes.

- **Can I submit my OCI application through an agent?**

No. OCI applications can be submitted at the Counter only by the applicants in person or by spouse or by parents in case of minors.

- **Is there an emergency service for OCI?**

No. In case of emergency, please apply for visa.

- **What is the processing time of application?**

6-8 weeks is the application has been submitted accurately, any incomplete application submitted may result in additional processing time.

- **Facing problems relating to access to online registration for fresh application or transfer through miscellaneous registration. What should I do?**

Please read all instructions contained in Ministry of Home Affairs **Website: (<http://passport.gov.in/oci>)**

- **Can OCI applications be made in India?**

Yes. Any applicant wishing to apply in India may see guidelines available on Ministry of Home Affairs **website: <http://passport.gov.in/oci>**

- **Whether civil Govt. servant working in Ministry of Defense as IT engineers/civil contractors entitled for OCI?**

No. Such applicants are not eligible.

- **Can OCI card holder do Missionary, mountaineering and Research work in India?**

No. An OCI card holder is not entitled to undertake any Missionary, mountaineering and research work in India. They need prior approval from Ministry of Home Affairs, India for these.

7. OCI APPLICATION FOR MISCELLANEOUS SERVICES

A. Transfer of OCI from expired Passport to new Passport or change in Nationality:

Applicants are required to fill miscellaneous application form online for transfer of OCI Visa from old passport to new passport and have to submit the printed application along with copy of old and new passport and copy of OCI booklet. New Passport Number is to be given in the application form for transfer of OCI Visa to new Passport.

Applicants who wish to change their OCI booklet on change of nationality have to get the previous OCI visa and OCI booklet cancelled at the time of submission of their new application for Miscellaneous OCI Services.

Applicants should enclose two photographs along with the application. Signature/thumb impression should be confined in the prescribed box. In case of minor applicants, parents should NOT sign the box. The processing time is 6-8 weeks, from the date of submission at the application centre. Fees for transfer of OCI Visa to New passport and issue of new OCI booklet (Look in to fee structure)

Please Click Here (<https://passport.gov.in/oci/welcome>) for the application form for Miscellaneous Services.

B. Transfer of OCI Visa and issuance of OCI booklet in case of lost or damage of passport/OCI booklet:

Applicants are required to fill miscellaneous application form online for lost or damage passport or OCI booklet and have to submit the printed application along with copy of old and new passport and copy of OCI booklet.

New Passport Number is to be given in the application form (if applicable). Copy of police report/crime reference number is required along with the application. Applicants should enclose two photographs along with the application. The processing time is 6-8 weeks, from the date of submission at the application centre. Signature/thumb impression should be confined in the prescribed box. In case of minor applicants, parents should NOT sign the box.

Please Click Here (<https://passport.gov.in/oci/welcome>) for the application form for Miscellaneous Services.

C. Issue of new OCI Visa and OCI booklet due to change of personal particulars (change of name, address, wrong date of birth in OCI booklet etc.) :

Applicants are required to fill miscellaneous application form online for new OCI booklet due to change in personal particular and have to submit the printed application form along with copy of OCI booklet and copy of old and new passport (if applicable).

New Passport Number is to be given in the application form in case of new passport. Applicants should enclose two photographs along with the application. Signature/thumb impression should be confined in the prescribed box. In case of minor applicants, parents should NOT sign the box. The processing time is 6-8 weeks, from the date of submission at the application centre. Name change deed from solicitor/oath commissioner/notary should be submitted in case of name change. Marriage certificate is required to be submitted for name change after marriage.