

Overseas Citizenship of India (OCI) Scheme

Overseas Citizenship of India

Under the said scheme, a Registration Certificate, like an Indian passport though in a different colour, will be issued to the applicant which will act as a multi-entry visa.

This document will have the applicant's photograph, and all the necessary security features.

Eligibility criteria:

A foreign national, who

- was eligible to become a citizen of India on 26.01.1950, or
- was a citizen of India on or at any time after 26.01.1950, or
- belonged to a territory that became part of India after 15.08.1947, and his/her children and grandchildren, are eligible for registration as Overseas Citizens of India (OCI), provided his/her country of citizenship allows dual citizenship in some form or other under the local laws.

The minor children of such persons are also eligible for OCI.

However, if the applicant had ever been a citizen of Pakistan or Bangladesh, he/she will not be eligible for OCI.

Note: Online application is non-editable, in case of any error, applicant will have to apply afresh.

GENERAL INSTRUCTIONS FOR NEW OCI REGISTRATION

Please read the instruction carefully before filling up the form. All applicants are requested to strictly follow the procedure mentioned before processing of applications for registration of OCI cardholder services:-

A. The application form for the OCI card needs to be filled online on website <https://ociservices.gov.in/welcome> - (New OCI Registration)

1. After renunciation of Indian citizenship, the applicants may submit the application form online and upload photograph, signature (in the case of minors who cannot sign, left

thumb impression in case of boy or right thumb impression in case of girl child) and **self-attested** photocopies of all the relevant supporting documents along with the application. For minors, the Parent must **self-attest** the documents, otherwise application will **not** be accepted.

Please upload the following documents (self-attested)

- a) Russian/Foreign Passport (**Upload Current International Passport**).
 - b) Upload Surrender Certificate and cancelled Indian passport (front and back page details) under **Indian Origin Proof**.
2. Please submit the printout of application form dully signed Part-A and Part-B alongwith all **self-attested** enclosures in the Embassy with prior appointment.
- a) Copy of Russian/Foreign Passport.
 - b) Copy of cancelled Indian passport (front and back page details)
 - c) Copy of Surrender Certificate of Indian passport.
 - d) Copy of valid Russian Residence Permit except Russian nationals.
 - e) Copy of Naturalization certificate.
 - f) Attach Four recent good quality colour photographs (50x50mm with 70% coverage of face, front view) <https://ociservices.gov.in/Photo-Spec-FINAL.pdf>
 - g) A person who has attained the age of 18 years and above must enclose Original of “No Criminal Record Certificate” issued by Ministry of Internal Affairs of Russian Federation.
 - h) If there is a change in name, you are requested to provide notarized affidavit as well as reasons for change in name to process the application.

If there is any deficiency in the application/uploaded documents/photograph, the Embassy shall inform the same to the applicant.

OCI card is issued normally in 6 to 8 weeks time.

3. The applicant should check the status of the application online by quoting his/her foreign passport number along with online Registration number after 5 weeks of submitting the application to the Embassy. No Separate intimation will be sent to the applicant about the status of their application (<https://ociservices.gov.in/statusEnquiry>). When status shows “Documents received at Moscow”, please bring your original passport and receipt to the Embassy to collect OCI card between 2-4 PM on any working day.

B. In case of minor who has acquired the Russian/Foreign citizenship by birth

The application form for the OCI card needs to be filled online on website <https://ociservices.gov.in/welcome> - (New OCI Registration)

1. The applicants may submit the application form online and upload photograph, signature (in the case of minors who cannot sign, left thumb impression in case of boy or right thumb impression in case of girl child) and **self-attested** photocopies of all the relevant supporting documents along with the application. For minors, the Parent must **self-attest** the documents, otherwise application will **not** be accepted.

Please upload the following documents (self-attested)

- a) Russian/Foreign Passport (**Upload Current Passport**).
 - b) All pages of Birth Certificate (apostille) under **Relationship Certificate**.
 - c) Upload copy of Indian passport (front and back page details)/OCI card of parents under **Indian Origin Proof**.
2. Please submit the printout of application form dully signed Part-A and Part-B alongwith all **self-attested** enclosures in the Embassy with prior appointment.
 - a) Copy of Russian/Foreign Passport.
 - b) Copy of all pages of birth certificate (apostille).
 - c) Copy of parents passports/OCI cards and marriage certificate (apostille).
 - d) Copy of valid Russian Residence Permit except Russian nationals.
 - e) Attach (Four) recent good quality colour photographs (50x50mm with 70% coverage of face, front view) <https://ociservices.gov.in/Photo-Spec-FINAL.pdf>
 - f) A Declaration is to be submitted at the time of application stating that he/she has acquired the (----Country----) nationality by birth and he/she does not hold any other nationality or passport on his/her name.
 - g) Evidence of relationship as parent/grandparent/great grandparent, if their Indian origin is claimed as basis for registration as OCI Cardholder. The document of relationship could be "Birth Certificate" issued by a foreign authority mentioning both parents' name, it is to be apostille.

C. OCI under Foreign Spouse Category -After at least 2 years of marriage:

Foreign nationals shall not be eligible for OCI card, if they want to apply on spouse basis category, if they have undergone any military/police conscription or they are undergoing such military/police conscription at the time of application.

All applications for fresh registration as OCI cardholder from the spouse of foreign origin of a citizen of India or spouse of foreign origin of an OCI cardholder registered under section 7A of the Citizenship Act, 1955 shall be submitted on the online system.

OCI card can be applied for on the basis of spouse of Indian origin provided that their marriage should be registered and they are married for a minimum period of **two years**

The application form for the OCI card needs to be filled online on website <https://ociservices.gov.in/welcome> - (New OCI Registration)

1. The applicants may submit the application form online and upload photograph, signature and **self-attested** photocopies of all the relevant supporting documents along with the application.

Please upload the following documents (self-attested)

- a) Russian/Foreign Passport (**Upload Current Passport**).
- b) All pages of Marriage Certificate with Apostille page.
- c) Upload copy of Indian passport (front and back page details)/OCI card of spouse under **Indian Origin Proof**.

(Proof of the Indian national/origin spouse for grant of OCI card. (i.e. valid/cancelled Indian passport, foreign passport, OCI card of the spouse and the documents upon which the OCI card was issued to the spouse).

2. Please submit the printout of application form dully signed Part-A and Part-B alongwith all **self-attested** enclosures in the Embassy with prior appointment. **Before processing the application, the applicant would have to appear for a personal interview at the Consular Wing for which appointment would be provided after submission of application.**
 - a) Copy of Russian/Foreign Passport.
 - b) Copy of marriage certificate (apostille).
 - c) Copy of valid Russian Residence Permit except Russian nationals.
 - d) Copy of Proof of the Indian national/origin spouse.
 - e) Attach (Four) recent good quality colour photographs (50x50mm with 70% coverage of face, front view) <https://ociservices.gov.in/Photo-Spec-FINAL.pdf>
 - f) Original of “No Criminal Record Certificate” issued by Ministry of Internal Affairs of Russian Federation.
 - g) Joint Declaration is to be submitted at the time of application stating that: “We, (Full Name).....and(Full Name)..... are married on (date). We are living together as husband/wife at(address)....., Russia. In case of separation/divorce, the OCI card to be issued in favour of Mr./Mrs..... (full name) will be returned to the Embassy for cancellation.

D. The application for re-issue of OCI card needs to be filled online on website <https://ociservices.gov.in/welcome> - (OCI Miscellaneous Services)

1. The applicants may submit the OCI Miscellaneous services application form online with **new passport details** and upload the photograph, signature (in the case of minors who cannot sign, left thumb impression in case of boy or right thumb impression in case of girl child) and **self-attested** photocopies of all the relevant supporting documents along with the application. For minors, the Parent must **self-attest** the documents, otherwise application will **not** be accepted. Applicant should fill all fields in the application form including **Mobile Number**.

All applicants must select the following services together:-

- (a) Change of passport particulars and (b) Change of personal particulars.
In case of change of address, please select "Change of Address/Occupation

Please upload the following documents (self-attested)

- a) Russian/Foreign Passport (**Upload Current Passport**).
 - b) OCI Card (front and back page details) under **Indian Visa**.
 - c) In case of change of Surname after marriage, please upload all pages of **Marriage certificate** (apostille).
 - d) If there is a change of name, you are requested to provide notarized affidavit as well as reasons for change in name to process the application.
2. Please submit the printout of application form dully signed Part-A and Part-B alongwith all **self-attested** enclosures in the Embassy with prior appointment.
 - a) Copy of Russian/Foreign Passport.
 - b) Copy of OCI card (front and back page details)
 - c) Copy of valid Russian Residence Permit except Russian nationals.
 - d) Attach (Four) recent good quality colour photographs (50x50mm with 70% coverage of face, front view) <https://ociservices.gov.in/Photo-Spec-FINAL.pdf>
 - e) In case of change of address, should enclose the Residential proof.
 - f) In case of change of nationality, should enclose a copy of Naturalization certificate.

If there is any deficiency in the application/uploaded documents/photograph, the Embassy shall inform the same to the applicant.

OCI card is issued normally in 4 to 6 weeks time.

3. The applicant should check the status of the application online by quoting his/her new passport number along with online Registration number after 4 weeks of

submitting the application to the Embassy. No Separate intimation will be sent to the applicant about the status of their application (<https://ociservices.gov.in/statusEnquiry>). When status shows “Documents received at Moscow”, please bring your original new and old passport, OCI card booklet in original for cancellation and receipt to the Embassy to collect OCI card between 2-4 PM on any working day.

IMPORTANT INSTRUCTIONS:

- The applicant then submit duly signed application form (ensuring uploading of all supporting documents), 4 photographs (50x50 mm).
- All the Original documents except current passport need to be submitted alongwith the application. Fees in cash will be charged at Embassy Counter at the time of submission of application.
- After acknowledgement of application at the Embassy, all the original documents submitted with application will be given back to the applicant.
- Biometrics is mandatory for every OCI applicant (except for less than 7 years old and more than 60 years old), which is captured in the Embassy.
- In case of minor, No objection certificate from both the parents is required.

(**Note:** An application submitted online before more than 180 days cannot be accepted. In such case, applicants are required to refill the online application again and submit copy of same alongwith other documents.)

(**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 size.)

Other documents required on case to case basis:

- For applications of Minor children:** Current passport copies of both parents and marriage certificate or equivalent proof and apostille Birth Certificate (**Upload online in similar or any available category**).
- If the parents are divorced (Application for Minor):** Court order of dissolution of marriage and Child arrangement order which specifically mentions that the full legal custody of the child is with the parent who is applying for the OCI card. If both the parents share joint custody of the child, duly notarized letter from both the parents giving their consent 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)**

•**For married applicants:** Apostille Registered Marriage Certificate or equivalent proof (Indian passport copy on which spouse name is endorsed) alongwith current passport copy of spouse to endorse name of spouse in OCI card if not already endorsed in OCI card. **(Upload online)**

•**Foreign Spouse Category OCI Cardholders:** Consent letter from spouse if OCI was obtained on the basis of Indian Origin Spouse along with his/her current passport copy to verify signatures.**(Upload online)**

•**For divorced applicants:** Copy of Divorce order issued by relevant court **(Upload online)**.

•**If there is change in employment status:** Letter from employer/Pay Slip/Proof of own business/Student ID Card/Proof of last employment. **(Upload online)**.

•**If there is change of Address:** Copy of address proof like utility bill or any other document specifying full address **(Upload online)**.

•**Lost OCI Card:** A copy of police report/crime reference number/Home Office letter (English Translation) is required along with the application with a declaration from the applicant stating the circumstance in which the documents were lost. **(Upload online)**

Note: In case the old passport bearing U-Visa sticker is lost or not available, it is not mandatory to provide its copy. The application will be charged as normal Miscellaneous application and not under Lost case category.

Common Mistakes which may result in rejection/delay of OCI application

1. Uploaded Photo/Signatures are not as per specifications.
2. 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.
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 parents.

Useful tips to make form filling easy and avoid mistakes

- 1 Please ensure you have all the supporting documents in PDF format each less than 1MB of size and Photo/Signatures in JPEG format as per specifications before starting online form filling.
- 2 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.
- 3 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.
- 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 alongwith current Passport or in Indian visa/origin category alongwith OCI card first and last page or in any available category as a multiple page pdf with 100-200dpi resolution.
- 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 Most important is to upload all the supporting documents.
- 9 **Please note that incomplete applications will not be accepted.**
- 10 **Please mention date and method of acquiring Russian Citizenship at Column No. 19 of the application.**

Cancellation of OCI registration:

If it is found that the registration as an OCI was obtained by means of fraud, false representation or the concealment of any material fact, or that the registered OCI has shown disaffection towards the Constitution of India or comes under any of the provisions of section 7D of the Citizenship Act, the registration of such person will not only be cancelled forthwith but he/she will also be blacklisted for entry into India.

Benefits to OCI:

The following benefits will accrue to an OCI:

- (i) A multiple entry, multi-purpose lifelong visa for visiting India.
- (ii) Exemption from registration with the local police authorities for any length of stay in India.
- (iii) Parity with Non-Resident Indians (NRIs) in respect of economic, financial and educational fields, except in relation to acquisition of agricultural or plantation properties.

Any other benefits to OCIs will be notified by the Ministry of Overseas Indian Affairs (MOIA) under Section 7B(1) of the Citizenship Act, 1955.

Benefits an OCI is not entitled to:

The OCI is not entitled:

- to vote;
- to be a member of a Legislative Assembly or of a Legislative Council or of Government 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.

Help Desk

For any clarification/query on the scheme, please visit the website www.mha.nic.in or contact Citizenship Section, Foreigners Division, Ministry of Home Affairs, Jaisalmer House, 26 Mansingh Road , New Delhi-110011.
