

## OCI – steps to apply

### **Documents that are to be submitted with the application**

- a) Proof of present citizenship;
  - b) Evidence of self or parents or grand parents,
    - (i) being eligible to become a citizen of India at the time of commencement of the Constitution; or
    - (ii) belonging to a territory that became a part of India after 15<sup>th</sup> August 1947; or
    - (iii) being a citizen of India on or after 26th January, 1950
- These could be:
- (i) Copy of Indian passport; or
  - (ii) Copy of the domicile certificate issued by the competent authority; or
  - (iii) Any other proof (may please read below);
- c) Evidence of relationship as parent/grand parent, if their Indian origin is claimed as basis for grant of OCI;
  - d) PIO card holders should submit a copy of his/her PIO Card;
  - e) All other relevant documents and their photocopies that may be helpful in establishing Indian origin which may include, inter alia, revenue records, domicile certificate/school or college leaving certificates, Indian Birth certificate of the applicant and of the parents or grand parents of the applicant etc.; all certificates in the absence of old Indian passport copy require to be Apostilled or attested as the case may be by CPV Division, MEA, Patiala House, New Delhi;
  - f) In case of a child born in Netherlands, birth certificate and Family Uitterksel issued by respective Gemeente in Netherlands establishing parentage of the child is required to be submitted in addition to the documents mentioned above with regard to establishing ex-Indian nationality of their parents;
  - g) Original Uitterksel issued by respective Gemeente in Netherlands for residence proof
  - h) Four recent passport size photographs (3.5 x 3.5 cms) of the applicant showing frontal view of full face;
  - i) In case application is for a lost/damage OCI card a fee of Euro 80 would apply. For other miscellaneous services, viz., change of name, address, requirement of new OCI sticker in case of obtaining new passport, a fee of Euro 20 would apply. Other details may be seen at link provided in the website;

- j) Submit proof of residence for more than a year in the area of this Embassy's jurisdiction in case the application is from a non-Dutch passport holder; and
- k) Above requirements are only indicative and attempt has been made to cover requirements for a major section of applicants. However, the Consular Officer may ask for additional documents after examining the application for issuance of OCI Card.

**Step 1:**

Visit Ministry of Home Affairs, website with the link provided at the Embassy website for more information about the OCI.

**Step 2:**

- a) Click "Online Registration" and complete the form (Part A) online.
- b) When you have completed filling in Part A, click Save. A Print Window will appear. Click OK to print out your application form consisting of Part A (which has been completed as Online Registration). The blank form of Part B will automatically print itself.
- c) Applicant must then complete Part B, preferably TYPED. It may also be handwritten but in CAPITAL LETTERS, with Blue or Black Ink.
- d) The completed application form (Parts A and B) must be submitted in duplicate to the Embassy. Applicants must also submit two (2) photographs in color (3.5 x 3.5 cms) in addition to one original photograph respectively affixed to each copy of your application.
- e) Application Fee is Euro 235/- per applicant (to be paid in cash at the counter).

**Notes for PIO Card Holders**

- a) PIO Card Holders are required to surrender the PIO Card in order to receive an OCI Card.
- b) Minor children holding PIO who intend to turn over for OCI will be charged Euro 120.
- c) Other PIO holders intend to turn over for OCI will be charged Euro 20

**Step 3:**

Submit your completed OCI application along with the required enclosures and fee in cash on Monday to Friday from 10.00-12:00 a.m. at the Consular Section of the Embassy. For listed holidays please check the Embassy website.

**Kindly note the following:**

- a) OCI Card applications are accepted only in person.
- b) All adult applicants are required to sign in the front page signature box (Non-signed applications will not be processed).
- c) Please provide clear photographs; applications with poor quality photographs can possibly delay processing time.
- d) Please register the applications online before submitting (non-registered applications will not be processed) to the Embassy.
- e) Keep a copy of OCI application (also note down the reference number) before submitting it to the Embassy.
- f) Applicants may check about the status of their OCI after 4 weeks only.
- g) To collect their OCI cards, applicants have to bring their current valid foreign Passport. The current valid foreign passport should be submitted in the morning of the day of collection and can be collected in the evening after OCI visa sticker has been affixed.