

How to apply - Fresh OCI Card for adults whose parents were Indian Citizens

Step 1- Filling up the application form.

The application must be filled and submitted online at the link: <https://ociservices.gov.in/> Please carefully read the details and various provisions while submitting application.

NOTE: All fields/columns in the application form are mandatory to be filled-in.


Step 2 – Prepare and collect documents required for the application. All documents must be self attested by the applicant unless instructed otherwise.

NOTE:

i) The following documents are mandatorily required to be uploaded- (b), (c), (d), (e), (f), (g), (h), (i), and (k).

ii) While uploading a document, if no specific option under 'document type' dropdown is available to choose, that document can be uploaded in any available 'document type'. Moreover, all documents can be uploaded in a combined .pdf file within a specific 'document type'.

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| a | Printout of duly filled online Application Form |
| b | Copy of current valid Foreign Passport |
| c | Birth certificate – It should display name of parents. Based on place of issue the applicants are required to follow the following procedures: Canadian birth certificate- Please submit a copy of the certificate. Indian birth certificate- Copy of Indian birth certificate should be accompanied by a copy of Canadian citizenship certificate. Birth certificate issued from any other country- The applicant can get the certificate apostilled from the country of issue, or, The certificate should be attested by the Consulate of the country of issue, then pre-authenticated as per latest Global Affairs Canada's guidelines (Please see https://www.international.gc.ca/gac-amc/about-a_propos/services/authentication-authentification/step-etape-1.aspx?lang=eng) and finally attested from this Consulate. |
| d | Copies of current passport of parents (front and back pages) |
| e | If parents now hold a foreign passport- Copy of their last held Indian passport, copy of their surrender/renunciation certificate or OCI/PIO card. |
| f | Copy of registered Marriage Certificate (if married) |
| g | Copy of spouse's current passport (if married) |
| h | Confirmation of permanent residence (COPR) of parents |
| i | Professional details of the applicant |

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| j | Mandatory Declaration - CLICK HERE |
| k | <p>Proof of Address -Please enclose any one of the following documents as proof of present address:</p> <ul style="list-style-type: none"> ▪ Driving license. ▪ Photo ID issued by the Provincial Government. ▪ Utility bills (Gas, Electricity, Water or Landline Telephone Bill displaying applicant's address /House Lease Agreement). <p><i>*Phone bills, Bank statements are not accepted as valid address proofs.</i></p> |
| l | <p>Photograph</p> <p>One color photo as per below specification is required to be submitted along with the application:</p> <ul style="list-style-type: none"> ▪ Size – 2 inch x 2 inch (51 mm x 51 mm) ▪ Background – Background should be plain white colored without borders. ▪ Clothes – Dark colour ▪ Eyes – Open <div style="text-align: center;">  </div> |
| m | Fee- Click here for Fee |

Step 3- Submit the duly signed printout of the application along with the supporting documents as listed above with applicable fee at a [BLS Center](#).

NOTE:

1. 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 BLS.
2. Consulate cannot edit or make any changes to the applicant's online application form.
3. Consulate reserves the right to call for additional documents, as considered necessary.

A visualized step wise process guide for OCI related applications can be accessed at [CLICK HERE](#).

Please refer the [FAQs](#) page for queries regarding the application process.