

PROCEDURE FOR OCI CARD (NEW OCI CARD/MISC.OCI SERVICES/OCI CARD IN LIEU OF PIO):

1. The online application for OCI must be completed online. The form can be filled up online at the OCI portal:<https://ociservices.gov.in/>
2. 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.
3. Applicants are required to upload on the portal all the requisite supporting documents (self attested), photograph (as per specification mentioned in Annexure A) and signature (in case of minors who cannot sign, left hand thumb impression) along with the OCI application. Once the uploading is done, the hard copies of the online submitted OCI application along with the supporting documents have to be submitted at our outsourcing agency Indo German Consultancy Services (IGCS), Frankfurt. However, OCI applications under foreign spouse category can only be submitted in person at the Consulate on any working day without an appointment (Monday-Friday between 0930 to 1130 hours). Under Foreign spouse category, physical presence of applicant and spouse are mandatory before the Consular Officer for personal interview and all original documents should be brought during the visit to the Consulate for verification purpose.
{Note: Please choose any of the available options from the dropdown if the uploading document type is not available. If any of the supporting documents are not uploaded, the application will not be further processed by the Consulate and will be returned to IGCS. Hence, the applicants must ensure that they upload all the supporting documents on the portal before submission of hard copies of their OCI application along with the supporting documents with the IGCS. Detailed checklist of documents to be uploaded is appended in Annexure A}.
4. Please note that Surrender Certificate of Indian Citizenship is a very important document for processing of OCI Card Application. In case the applicant has not surrendered his/her Indian Citizenship after obtaining German nationality/passport, his/her OCI Card Application will not be accepted. It should also be noted that India does not permit Dual Nationality and therefore it is important that Indian citizenship/passport may be surrendered immediately after obtaining foreign passport. *{For further details please check the 'Renunciation of Indian Citizenship and Surrender Certificate' under 'Passport and Misc Services' section on our website <https://cgifrankfurt.gov.in/>}.}*
5. After online submission of application form, no changes can be made manually or by scribbling over the form. In case of any error/changes, please fill a fresh new online application form.
6. Submission of Documents: Except for the applications along with the supporting documents of Foreign Spouse Category applicants which is to be submitted at the Consulate, all other applications have to be submitted to our outsourcing agency IGCS.
7. Once the OCI application is registered, you can check the status online under OCI Status enquiry on <https://ociservices.gov.in/>

Processing Time:

- **Persons of Indian Origin:** 5-6 weeks from the date of receipt of complete application from our outsourcing agency IGCS.
- **Foreign Spouse Category:** There is no fixed timeline for processing OCI applications under Foreign Spouse category as processing time depends on receipt of clearances from various authorities in India.

DETAILED CHECKLIST OF DOCUMENTS FOR VARIOUS CATEGORIES OF APPLICANTS.

A. For Fresh/New OCI card.

i. OCI Card for Adults/Minors who earlier held an Indian passport:

- ✓ Print-out of the OCI application filled on the web portal should be taken and both the parts- Part A & B should be signed. (Application Form Category: Person of Indian Origin)
- ✓ One recent photograph measuring 51x51 mm.

The supporting documents required to be uploaded by the applicant on the portal and printouts of the same to be submitted at IGCS along with the OCI application are as follows:

- ✓ Present foreign passport.
- ✓ Renunciation certificate/Surrender certificate.
- ✓ Indian passport.
- ✓ Nationality Certificate (Einbürgerungsurkunde).
- ✓ City Registration/Address Proof (Meldebescheinigung).
- ✓ For Minors (additional documents): Current passports and resident permits of parents.

Fee for the application: 254 Euro + IGCS service charge

ii. OCI Card for Adults/Minors (where at least one of the parents is of Indian origin) and applicant never held an Indian Passport:

- ✓ Print-out of the OCI application filled on the web portal should be taken and both the parts - Part A & B should be signed. (Application Form Category: Person of Indian Origin)
- ✓ One recent photograph measuring 51x51 mm.

The supporting documents required to be uploaded by the applicant on the portal and printouts of the same to be submitted at IGCS along with the OCI application are as follows:

- ✓ Proof of Indian origin of parents or grandparents or great grandparents.
- ✓ Birth Certificate (English language)
- ✓ Parents' Marriage Certificate
- ✓ Present passport.
- ✓ City Registration/Address Proof (Meldebescheinigung).
- ✓ For Minors (additional documents): Copy of the current passports and resident permits of parents.

Fee for the application: 254 Euro + IGCS service charge

iii. OCI Card for foreign spouse of Indian National/Overseas Citizen of India:

- ✓ Print-out of the OCI application filled on the web portal should be taken and both the parts - Part A & B should be signed. (Application Form Category: Foreign Spouse Cases).
- ✓ One recent photograph measuring 51x51 mm.

The supporting documents required to be uploaded by the applicant on the portal and printouts of the same to be submitted at the Consulate office only along with the OCI application are as follows:

- ✓ Marriage certificate, translated in English (if not). The marriage should have subsisted for at least two years at the time of submission of application for OCI registration in respect of the foreign spouse.

{Note: (a) If the Marriage certificate is issued by any Indian authority, then it must be apostilled by CPV Division, Ministry of External Affairs, Govt. of India, New Delhi. <https://mea.gov.in/apostille.htm>. (b) In case of Marriage certificate issued by any German authority, it must be attested by any District Courts (Landgerichte) in the states of jurisdiction of Consulate General of India, Frankfurt. (c) If Marriage certificate is issued by any third country authority, then it must be apostilled by Ministry of Foreign Affairs of the corresponding country}.

- ✓ An Affidavit/Self declaration to the effect that the Indian/OCI spouse is still alive and that the couple are not separated/divorced.
- ✓ Current passports of applicant and spouse.
- ✓ Present OCI card of spouse (if the spouse is OCI card holder).
- ✓ Proof of Indian origin of spouse (e.g., copy of Indian passport/proof of Indian nationality etc.)
- ✓ City registration/Address Proof (Meldebescheinigung)

Fee for the application: 254 Euro

B. For Miscellaneous OCI Services.

i. Renewal of OCI card: To be done in case of issuance of a new passport after the applicant attains 20 years or in case of change of personal particulars.

- ✓ Print-out of the OCI application filled on the web portal should be taken and both the parts - Part A & B should be signed. (Application Form Category: OCI Misc. Services).
- ✓ Original OCI card.
- ✓ One recent photograph measuring 51x51 mm.

The supporting documents required to be uploaded by the applicant on the portal and printouts of the same to be submitted at IGCS along with the OCI application are as follows:

- ✓ Present passport.
- ✓ OCI Card (first and last page)
- ✓ Address proof (Meldebescheinigung).
- ✓ For Foreign Spouse Category:- An Affidavit/Self declaration to the effect that the Indian/OCI spouse is still alive and that the couple are not separated/divorced.

Fee for the application: 26 Euro + IGCS service charge

ii. Lost/ Damaged OCI card:

- ✓ Print-out of the OCI application filled on the web portal should be taken and both the parts - Part A & B should be signed. (Application Form Category: OCI Misc. Services).
- ✓ One recent photograph measuring 51x51 mm.

The supporting documents required to be uploaded by the applicant on the portal and printouts of the same to be submitted at IGCS along with the OCI application are as follows:

- ✓ Copy of lost OCI card
- ✓ Present passport.
- ✓ Address proof (Meldebescheinigung).
- ✓ Police report, in original, for the loss of OCI card containing the lost OCI number.
- ✓ For Foreign Spouse Category:- An Affidavit/Self declaration to the effect that the Indian/OCI spouse is still alive and that the couple are not separated/divorced.

Fee for the application: 95 Euro + IGCS service charge

iii. For OCI card in lieu of PIO card:

- ✓ Application form Part A & B duly (Category- Conversion from PIO to OCI) filled in and signed wherever necessary.
- ✓ One recent photograph measuring 51x51 mm.
- ✓ The original PIO card is to be mandatorily submitted along with application form. PIO card will be retained by the Consulate.

The supporting documents required to be uploaded by the applicant on the portal and printouts of the same to be submitted at IGCS along with the OCI application are as follows:

- ✓ First and last page of PIO Card.
- ✓ Present passport.
- ✓ Address proof (Meldebescheinigung).
- ✓ For Foreign Spouse Category:- An Affidavit/Self declaration to the effect that the Indian/OCI spouse is still alive and that the couple are not separated/divorced.

Fee for the application: 95 Euro + IGCS service charge

Photograph specifications

The photograph to be uploaded on the application should be of square shape of size not less than 51x51 mm (80% coverage of face). It should have a plain light color background (not white) without the border with front view of person's head and shoulders showing the full face in middle of the photograph. The height and width of the photo must be equal. The minimum dimensions are 200 pixels (width) x 200 pixels (height). The maximum dimensions are 900 pixels (width) x 900 pixels (height). The images of the photograph and signature must be in JPEG/JPG format with max size 200 KB. Photographs that do not conform to the above standards will be rejected and may cause delay in processing the applications.
