

## **OCI APPLICATION**

**(As OCI Services are yet to be started in Embassy of India, La Paz, Bolivia, the applicants may use the following procedure to obtain OCI card through Embassy**

### **Procedure:**

- (a) Applicants fill the application online ((<https://ociservices.gov.in/> ). Applicants will select Place of Submission : Peru/Lima”).
- (b) Applicants submit the hard copy of the online application along with the supporting documents to the Embassy of India, La Paz, Bolivia (in duplicate).
- (c) Applicants to deposit OCI fee and ICWF fee in BCP Bolivia Bank account No. [201-51041095-2-43](#) (at the branch located on Calle 10 de Obrajes on Av. Hernando Siles). Applicants will separately pre-pay for courier charges from La Paz to Embassy of India in Lima and return to applicant's address and share proof with Embassy of India, La Paz (through e-mail or in person).
- (d) Applicant to send a copy of the approved application to Embassy of India, Lima through courier, with return courier fee paid.
- (e) The OCI Card, will be sent back by Embassy of India, Lima to the applicant.

## **What is an OCI Card**

### **Eligibility**

Following categories of foreign nationals are eligible for registration as Overseas Citizen of India (OCI) Cardholder: (1) who was a citizen of India at the time of, or at any time after the commencement of the Constitution of India i.e. 26.01.1950; or (2) who was eligible to become a citizen of India on 26.01.1950; or (3) who belonged to a territory that became part of India after 15.08.1947; or (4) who is a child or grandchild or a great grandchild of such a citizen; or (5) who is a minor child of such persons mentioned above; or (6) who is a minor child and whose both parents are citizens of India or one of the parents is a citizen of India; or (7) spouse of foreign origin of a citizen of India or spouse of foreign origin of an Overseas Citizen of India (OCI) Cardholder registered under section 7A of India's Citizenship Act, 1955 and whose marriage has been registered and subsisted for a continuous period of not less than two years immediately preceding the presentation of the OCI application. No person, who or either of whose parents or grandparents or great grandparents is or had been a citizen of Pakistan, Bangladesh or such other country as the Government of India may, by notification in the Official Gazette, specify, shall be eligible for registration as an OCI Cardholder.

### **Benefits**

- Lifelong visa for visiting India for any purpose;
- Aadhar Card is not required by OCI cardholders, instead OCI or PIO card can be used as proof of their Indian origin; OCI card will be treated as their identification for any services rendered to them.
- Exemption from registration with FRRO for any length of stay in India;
- Parity with NRIs in respect of facilities available to them, except in matters relating to the acquisition of agricultural or plantation properties.
- Parity with NRIs in matter of inter-country adoption of Indian children;
- Parity with NRIs in matters of tariffs in air fares in domestic sectors in India;
- Parity with NRIs for entry fee to visit national parks, wild life sanctuaries, historical sites and monuments, etc.
- Parity with NRIs for pursuing following professions – doctors, dentists, nurses, pharmacists, advocates; architects; chartered accountants and to appear for AIPMT or such other tests.

### **OCI cardholder is NOT entitled to**

- Right to vote;
- Cannot become a Member of Parliament, Legislative Assembly, Council and cannot hold any Constitutional Post such as President, Vice-President, Judge of High Court or UPSC, Election Commission, etc;
- He/She cannot normally hold employment in the Government;

- He/She cannot undertake any Missionary, Mountaineering and Journalism work without prior permission of the Govt. of India;
- Further, OCI cardholders cannot acquire agricultural or plantation properties in India.
- OCI cardholder shall also require Protected Area Permit (PAP)/Restricted Area Permit (RAP) to visit any place which falls within the Protected/Restricted Area notified by the Government as in the case of any foreigner;

**To apply: Click Here(<https://ociservices.gov.in/>)**

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## **How to Apply**

Apply Here: (<https://ociservices.gov.in/>)

## **General Instructions:**

Please note that it is mandatory for applicants applying for OCI Card to upload his/her image and signature image in jpeg or jpg format, specifications are given in succeeding paragraphs. Kindly be ready with both images before starting the registration process.

The applicants have to submit the application form online. Please log on to <https://ociservices.gov.in/> and upload all the requisite documents (self-attested) in a PDF file, photograph and signature (in case of minors who cannot sign, left hand thumb impression in black or blue ink) along with the application.

After submission of the complete online application, the applicant is required to take a print out of the application and submit the same along with the originals and self-attested copies of the required documents and fee at the Embassy. The originals are returned to the applicants after verification.

Specifications of the photograph: Photograph to be affixed on the application should be of square shape of size not less than 51x51 mm (the image must be in jpg or jpeg with max size 200 KB - minimum dimension 200 pixels (width) x 200 pixels (height); maximum dimension 900 pixels (width) x 900 pixels (height) with 80% coverage of face) in matte finish as is given for the passport. It should have plain/white background without the border with front view of person's head and shoulders showing the full face in the middle of the photograph. It should not be stapled and should not have any signature.

Note: Photographs that do not conform to the above standards will be rejected and may cause delay in processing of the applications.

Applicant's signature / thumb impression of minor who cannot sign: The height and the width of the signature photo must have the aspect ratio 1:3. The minimum dimensions are 200 pixels (width) x 67 pixels (height). The maximum dimensions are 900 pixels (width) x 300 pixels (height).

Documents uploading instructions: Document-upload section of online registration has 4 categories. Scanned copy of self-attested documents relevant to your application has to be uploaded under relevant heading in pdf file with maximum size of 500 KB.

Affidavit: All personal particulars of the applicants such as name, DOB, place of birth, parent's names, appearance, etc. must be the same as in their Indian passports. In case there is a change in name, an affidavit is required to be submitted.

Processing time: The processing time for fresh OCI applications is around 6-8 weeks from the date of submission of papers at the Embassy. The applicant can submit the OCI application on any working day from 09 to 12 hrs. without any prior appointment.

### **Documents to be submitted with application:**

- Proof of present citizenship – copy of current passport with a validity of minimum 6 months at the time of submission of application.
- Bolivian Citizenship Certificate or status in the country as applicable.
- Documents supporting proof of immigration.
- Evidence of address of the place of application - copy of electricity bill/ telephone bill in own/parents/ grandparents / spouse name. Lease License in case of tenants. If residing with relatives, an undertaking from relatives is required.
- Evidence of self or parents or grandparents or great grandparents being citizens of India at the time of, or at any time after the commencement of the Constitution i.e. 26.01.1950; or being eligible to become citizen of India; belonging to a territory that became part of India after 15.08.1947. These could be – Indian Passport (first and last page and observation, if any to be uploaded online) or Nativity Certificate or Domicile Certificate issued from the concerned District Administration (First Class Magistrate/District Magistrate) or OCI Card/ PIO Card of parents / spouse or certificate of residence or place of birth of self/ parents/ grandparents from First Class/ District Magistrate (DM) of the concerned place.
- Evidence of relationship as parents/grandparents/great grandparents, if their Indian origin is claimed as basis for registration as OCI cardholders – the document of relationship could be “birth certificate” issued from competent authority mentioning both parents’ name. In case the birth certificate is issued by a foreign authority, it is to be Apostilled or endorsed by the concerned Diplomatic Mission and thereafter by the Indian Mission abroad. Birth Certificate from the Birth Registrar to be supported by i) education documents, if any and ii) Documents of inherited land/property, if any.
- Surrender Certificate issued by the Indian Consulate/High Commission/Embassy stating that you have surrendered Indian passport upon acquiring foreign citizenship (OCI applicants, if surrendering their Indian passport now, can apply for OCI and Surrender Certificate simultaneously).
- Applicant can provide his/her latest Indian passport that was held prior to acquiring Foreign citizenship. (Hope you have surrendered your Indian passport on acquiring the foreign citizenship, if not please do it immediately).

- Marital Status: In case of married applicants, if the name of the spouse is not mentioned in Indian Passport, they have to provide marriage certificate issued by the Registrar of Marriages or District Administration. Please note that the Embassy does not recognize marriage certificates issued by Village Panchayats, Wakf Boards, Gurudwara and Churches in India unless these are attested/authenticated by the concerned District Administration and the Ministry of External Affairs, New Delhi.
- Divorcee applicants are required to submit their divorce certificate. Please note that in normal circumstances if marriage is solemnized in India, the divorce should also be taken in India (not in Bolivia), however, if both applicants who are seeking divorce have acquired foreign citizenship, can obtain divorce in Bolivia, provided the decision is with mutual consent and not ex-parte. Ex-parte divorce certificate will not be accepted. Divorce certificate if issued by a court in a foreign country, the same should be attested by the Indian Mission in that country.
- Widow/widower applicants are required to submit death certificate in respect of his/her spouse from the Municipality or Registrar in India if death has taken place in India. In case the death of spouse has taken place in Bolivia, the certificate from concerned Government will be needed.
- Applicant whose spouse is of Pakistan origin is also required to submit an affidavit attested by the Embassy of Pakistan stating that, he/she has not acquired Pakistani citizenship nor does he/she possess a valid Pakistani passport.
- All the Documents (mentioned at S. No. 1-6 above) of the spouse in case of married applicant will also be required.
- All the documents mentioned above for fresh OCI along with OCI card or Indian passport of the spouse and registered marriage certificate issued by the Registrar of Marriages from the concerned Indian State Government. If the Marriage Certificate is issued by the Authorities in Bolivia, it should be first Apostilled by the local Foreign Office and thereafter by the Embassy of India in Bolivia. In case of Marriage Certificate issued by other Foreign Governments, it should be first Apostilled/authenticated by the concerned Diplomatic Mission and thereafter by the Embassy of India in Bolivia. After the attestation is over, it should be uploaded online with other documents.
- A written declaration that in the event of dissolution of marriage or death of the Indian spouse, the applicant shall notify and return the OCI card forthwith to the nearest Indian Mission.
- Applicable Fee.

#### **Application by minor applicants**

- Process will be the same as mentioned above. Documents required are as follows:
- Copy of applicant's birth certificate (statement of live birth certificate) issued by the Foreign Authority; in case the applicant is born in India, then birth certificate issued by the Registry of Birth or Municipality concerned.
- Copies of Indian passports of both parents or copy of Indian passport of one parent and foreign passport of other parent along with copy of birth certificate of the latter.
- Marriage Certificate of parents issued in India, Bolivia or any other foreign country;

- Joint self-declaration signed by both parents with their photographs, mobile numbers and email IDs mentioned on it, expressing their no objection to acquire OCI card for their minor child except in cases where parents are divorced.
- Application by foreign spouse of Indian citizen or OCI cardholder
- A spouse of a citizen of India or OCI cardholder whose marriage has been registered and subsisted for a continuous period of two years at the time of submitting application is eligible for registration of his/her OCI application under the spousal category.

### **Important instructions for renewal of OCI Card**

The existing requirement to re-issue an OCI card each time a new passport is issued to a foreigner up to 20 years of age and once after completing 50 years of age is dispensed with. However, an OCI cardholder shall have to get the OCI card re-issued once when a new passport is issued after completing 20 years of age so as to capture his/her facial features on attaining adulthood. For this purpose, the OCI cardholder shall submit an online application under OCI Miscellaneous Services with a fee of USD 25 or an amount equivalent in local currency. After submission of application, uploading of requisite documents, the applicant will have to visit the Indian Mission/Post/FRRO concerned along with original documents for verification of documents. Once application is accepted, a fee receipt will be issued to the applicant. Once payment is confirmed, the application will thereafter be processed by the Indian Mission/Post/FRRO concerned as per existing procedure.

An OCI cardholder may upload a copy of the new passport containing the photo of the passport holder and also a latest photo on the online system at the link <https://ociservices.gov.in/> under OCI Miscellaneous Services each time a new passport is issued up to 20 years of age and once after completing 50 years of age. These documents may be uploaded by the OCI cardholder within three months of receipt of the new passport.

In the case of those who have been registered as OCI cardholder as spouse of foreign origin of a citizen of India or spouse of foreign origin of an OCI cardholder under section 7A(1)(d) of The Citizenship Act, 1955, the OCI cardholder shall upload a copy of the new passport containing the photo of the passport holder and also a latest photo on the online system under OCI Miscellaneous Services each time a new passport is issued. In such cases, the OCI cardholder and his/her Indian spouse or OCI cardholder spouse will have to give a declaration that their marriage is still subsisting. Copy of the Indian passport of the Indian spouse, passport and OCI card of the OCI cardholder spouse shall also be uploaded in such cases. These documents may be uploaded by the OCI cardholder foreigner spouse within three months of receipt of his/her new passport. This service will be provided on gratis basis.

Immediately on uploading of the documents mentioned in (iii) and (iv) above, an email will be auto sent by the system to the OCI cardholder confirming that the documents have been successfully uploaded. An acknowledgment through e-mail will also be automatically sent to the OCI cardholder informing that the updated details have been taken on record.

There will be no restriction on the OCI cardholder to travel to/from India during the period from the date of issue of new passport till the date of final acknowledgment of his/her documents in the online system.

**Lost/Damaged OCI Card:** In case of loss of OCI, the applicant is required to follow the same

process as above except that he/she needs to also submit an FIR from the local Police Authority mentioning the loss of OCI card with its number mentioned on the FIR and a notarized Affidavit with same details. For damaged OCI, an affidavit with OCI details is required to be submitted. The fee charged for this service is on the Fee Structure.

**Change of address/occupation:** In this case no new OCI documents shall be issued and accordingly, payment of fee does not arise. Applicant may update the details online at the link [https://ociservices.gov.in/under miscellaneous services](https://ociservices.gov.in/under%20miscellaneous%20services). Data shall be captured and new address/occupation shall be printed by the applicant which may be kept in the OCI booklet for record purpose.

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### Fees for OCI Card

S.No.	Particulars of Fees		Fee in US\$
1	New OCI registration	Fresh Application	275+3
2	OCI registration	In lieu of Lost PIO card	100+3
		In lieu of valid PIO card	100+3
3	Misc. services on OCI including re-issue	In case of issuance of new passport	25+3
		In case of change of personal particulars	25+3
4	Issuance of Duplicate OCI booklet	In case of mutilated/damaged OCI card	100+3
		In case of loss of OCI card	100+3

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### OCI Status Enquiry

Please visit <https://ociservices.gov.in/> and click OCI-Enquiry to check the status of your OCI-Application with your Passport Number along with Online File Reference Number.

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### PIO to OCI

PIO Card scheme has been withdrawn by the Government of India vide its Gazette Notification No.25024/9/2014F.I dated 09.01.2015. Henceforth, PIOs are advised to get their PIO cards converted to OCI card. In terms of Ministry Home Affairs' Notification No. 26011/01/2014-IC.I dated 9/1/2015 all PIO cardholders having valid PIO card are deemed to be OCI cardholders.

All PIO cardholders are requested to convert their PIO cards to OCI at the earliest by submitting their application through the PIO conversion link: <https://ociservices.gov.in/>

After the successfully completing the registration of online OCI application and uploading the pdf copy of current passport and PIO card, the applicants are required to submit the print-out of the duly signed application form with one photograph, self-attested copy of current Foreign Passport and PIO card in original along with required fee.



Note: Joint self-declaration signed by both parents with their photographs, mobile numbers and email IDs mentioned on it, expressing their no objection to acquire OCI card for their minor child except in cases where parents are divorced. In case spouse name is not mentioned on the PIO card, Marriage Certificate or cancelled Indian Passport having spouse name is required to be submitted by the applicant.

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### **Frequently Asked Questions (FAQs)**

1. I got a new passport. Can I travel on the same OCI card/I have changed my passport. Do I need to apply for a new OCI Card?

Yes, you can travel on the same OCI card, however, you have to update your new passport details and latest photograph on the OCI web portal. The online OCI webportal has been suitably modified under "OCI Miscellaneous Services" to facilitate OCI card holders to update details of new Passport (each time a new passport is issued up to 20 years of age and once after completing 50 years of age). However, an OCI cardholder shall have to get the OCI card re-issued once when a new passport is issued after completing 20 years of age so as to capture his/her facial features on attaining adulthood. A detailed instruction in order to fill Online Application form and requirement may be accessed at <https://ociservices.gov.in/welcome>.

2. I have a PIO Card for my minor son. How can I change it to an OCI Card?

Kindly note that the last date for conversion of PIO Cards to OCI Cards free of charge was 31st December 2018. You are required to fill in online application for OCI Card in lieu of PIO card on the link: <https://ociservices.gov.in/>. After reaching this website, please Click OCI Registration, then proceed, select option OCI Registration in lieu of valid PIO card. It is mandatory to upload Applicant's signature and image and documents supporting the application are also to be uploaded. Hard copy of the duly filled in application may be submitted at the Embassy of India, La Paz, Bolivia along with copy of the valid passport and copy of PIO Card. Original documents need to be submitted only for verification. In case of minor who cannot sign, his/her left thumb impression may be placed in the signature box. Parents should not sign in this box on behalf of the children. Please check that all fields in the form are filled in and all necessary enclosures are attached before submission of the form to the Embassy.

3. I am applying for OCI Card for first time. What is the procedure?

For new OCI Registration, please visit the website: <https://ociservices.gov.in/>, click on 'new registration' and follow the instructions therein.

4. Whether OCI documents have to be re-issued each time a new passport is taken?

The existing requirement to re-issue an OCI card each time a new passport is issued to a

foreigner up to 20 years of age and once after completing 50 years of age is dispensed with. An OCI cardholder may upload a copy of the new passport containing the photo of the passport holder and also a latest photo on the online system at the link <https://ociservices.gov.in/> under OCI Miscellaneous Services each time a new passport is issued up to 20 years of age and once after completing 50 years of age. These documents may be uploaded by the OCI cardholder within three months of receipt of the new passport. This service will be provided on gratis basis.

However, an OCI cardholder shall have to get the OCI card re-issued once when a new passport is issued after completing 20 years of age so as to capture his/her facial features on attaining adulthood.

## 5. Who is not eligible to apply for an OCI Card?

If you or either of your parents or grandparents or great grandparents is/has been a citizen of Pakistan or Bangladesh, you are not eligible to apply for an OCI Card.

The following table enlists the exceptions for OCI Eligibility:

Sr No.	Applicant Demographic	Eligibility
1	Former Bangladesh / Pakistan Nationals	Not Eligible
2	Children of Parents / Grandparents / Great grandparents who are of Bangladesh / Pakistan Origin (one or both, mother or father, of any descent)	Not Eligible
3	Step Children or adopted children	
	- Foreign born step or adopted children with one parent Indian and the other one foreign	Not Eligible
	- Foreign born step or adopted children with both parents Indian Nationals	Not Eligible
	- Foreign born step or adopted children with both parents as former Indian Nationals	Not Eligible
4	Minor foreigners who are born out of live-in relationships and their parents subsequently either got married or continued with live-in relationship	
	- Foreign born children born out of live-in relationships with one parent Indian and the other one foreign	Not Eligible

	- Foreign born children born out of live-in relationships with both parents Indian Nationals	Not Eligible
	- Foreign born children born out of live-in relationships with both parents as former Indian Nationals	Not Eligible
5	Foreign born children	
	- Foreign born children with one parent Indian and the other one foreign	Eligible
	- Foreign born children with both or single parent Indian National	Eligible
	- Foreign born children with both or single parents as former Indian National	Eligible
	- Foreign born children whose one parent is Indian, one is foreign and parents are divorced	Not Eligible
6	Foreign Spouse	
	- Foreign Spouse whose, Indian origin spouse has deceased	Not Eligible
	- Foreign Spouse who have separated from their Indian origin spouse	Not Eligible
7	Applying on basis of Spouse - Naturalized Indian Spouse is not an OCI cardholder - Indian Spouse does not hold an Indian Passport presently	Not Eligible
8	Applying on basis of Spouse and if marriage has not been registered and / or subsisted for a continuous period of two years immediately preceding the presentation of the OCI application	Not Eligible

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