Step by Step Instructions & checklist for applying Fresh OCI

The completion of the application may take up to 30 minutes

⚠ ***Kindly be ready with Scanned copy of the following items before starting the registration process.***

Applicant's Photo The images must be in **jpeg or jpg format**, with **max size 500kb**	The height and width of the Applicant Photo must be equal. The **minimum** dimensions are 200 pixels (width) x 200 pixels (height) The **maximum** dimensions are 1500 pixels (width) x 1500 pixels (height). The minimum dimensions are 200 pixels (width) x 67 pixels (height). The maximum dimensions are 1500 pixels (width) x 500 pixels (height).
Applicant's Signature The images must be in **jpeg or jpg format**, with **max size 500kb**	The height and width of the Signature Photo must have aspect ratio 3:1 The **minimum** dimensions are 200 pixels (width) x 200 pixels (height) The **maximum** dimensions are 1500 pixels (width) x 1500 pixels (height). The height and width of the Signature Photo must have aspect ratio 1:3. The minimum dimensions are 200 pixels (width) x 67 pixels (height). The maximum dimensions are 1500 pixels (v x 500 pixels (height). TIP **"Paint"** software can be used to resize the photos
Documents Document-Upload Section of Online OCI-Registration	Max file size allowed for a document file is 1000 **kb** Please scan the documents in a single file for each category as **mentioned below** for uploading. The document file should be in **PDF format** TIP An A-4 size page document **Colour scanned** at **100 DPI** (Dots per inch resolution) will generate of file of between 200-250 kb.

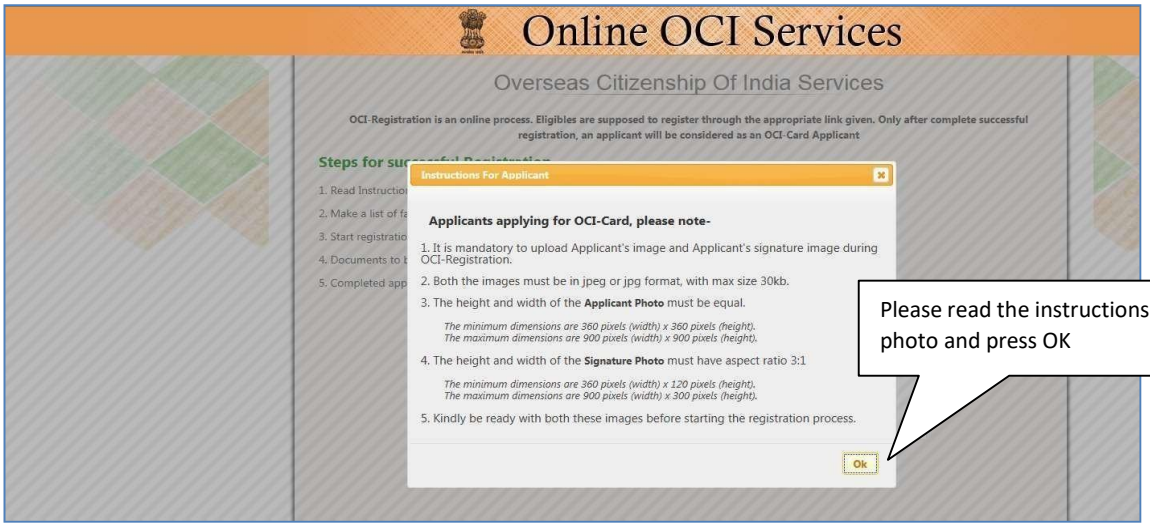
It is mandatory to upload all the requisite documents on the Govt. Portal. Failure to comply with this requirement will make your application ineligible. VFS India Consular application Centre will then return your application unprocessed.

Categories	For Adults [age18 and above]	For Minors/ Newborn	For applicants applying on basis of Spouse
Current Passport	Current passport copy and Citizenship Certificate	Current passport copy and Birth Certificate Copies of Valid US Visas of both parents	Current passport copy

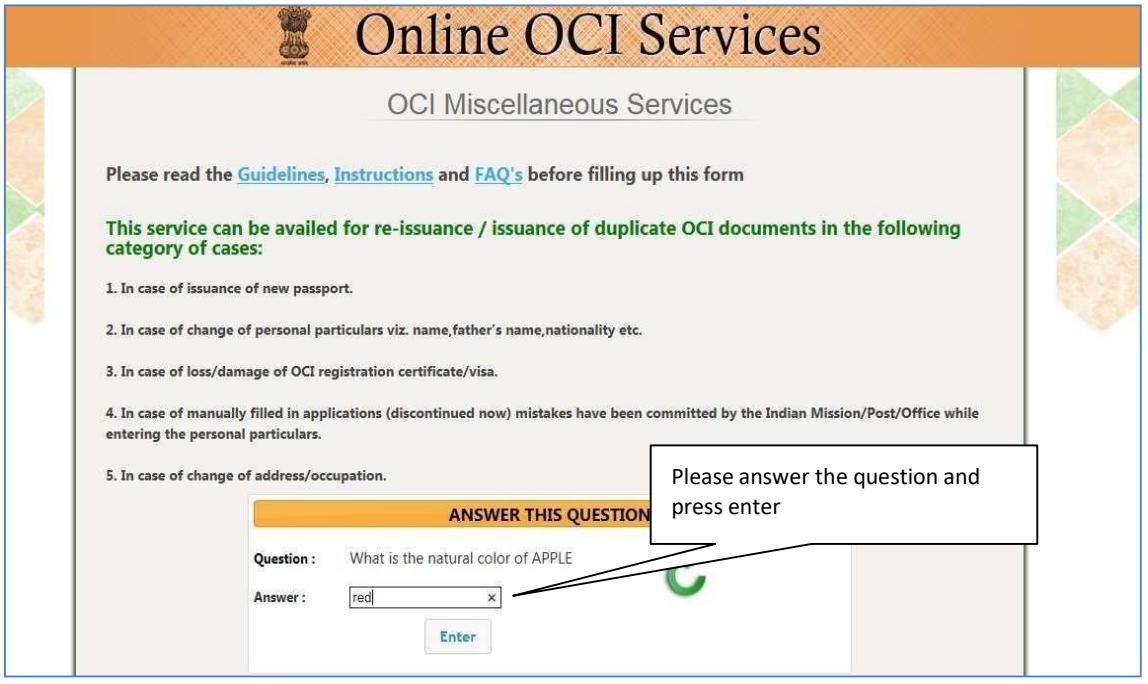
Indian Origin Proof	Cancelled Indian passport (first and last page) with stamp showing 'Cancelled on acquiring foreign citizenship' as one file. In case, there is no Indian origin proof, Nativity Certificate can be uploaded here. *For applicants that do not have or never obtained an Indian passport, they can upload their 'Nativity Certificate' or 'OCI or PIO card of their parent as proof of Indian origin*	Copy of cancelled Indian passport and renunciation certificate [If applicable] If applicant born outside India and never had any Indian passport, upload first and last page of both parent's surrendered Indian passports showing the 'Cancelled on acquiring foreign citizenship' stamp.	Spouse's surrendered Indian passport (first and last page) showing the 'Cancelled on acquiring foreign citizenship' stamp.
Indian Visa	Previous Indian Visa copy [If available]	Previous Indian Visa copy [If available]	Previous Indian Visa copy [If available]
PIO Card	If already a PIO card holder than copy of PIO card	If already a PIO card holder than copy of PIO card	If already a PIO card holder than copy of PIO card
Spouse OCI Card	Upload spouse's OCI card first and last page as one file		Copy of Spouse OCI card if applicable
Relationship Certificate	Birth Certificate if applying through parents	Copy of parents Indian passport or OCI card OR Statement of live birth Certificate reflecting both parent's names Notarized Parental Authorization Form for OCI for Minor	Copy of Birth Certificate + Apostilled Marriage Certificate
Marriage Certificate	Marriage Certificate or Divorce or Death Certificates can be uploaded here, if applicable	Copy of parents' Marriage Certificate Joint Notarized affidavit if applicable	Marriage Certificate attested by the concerned Govt.

Please go to following link to start the application: https://ociservices.gov.in/

Please click here

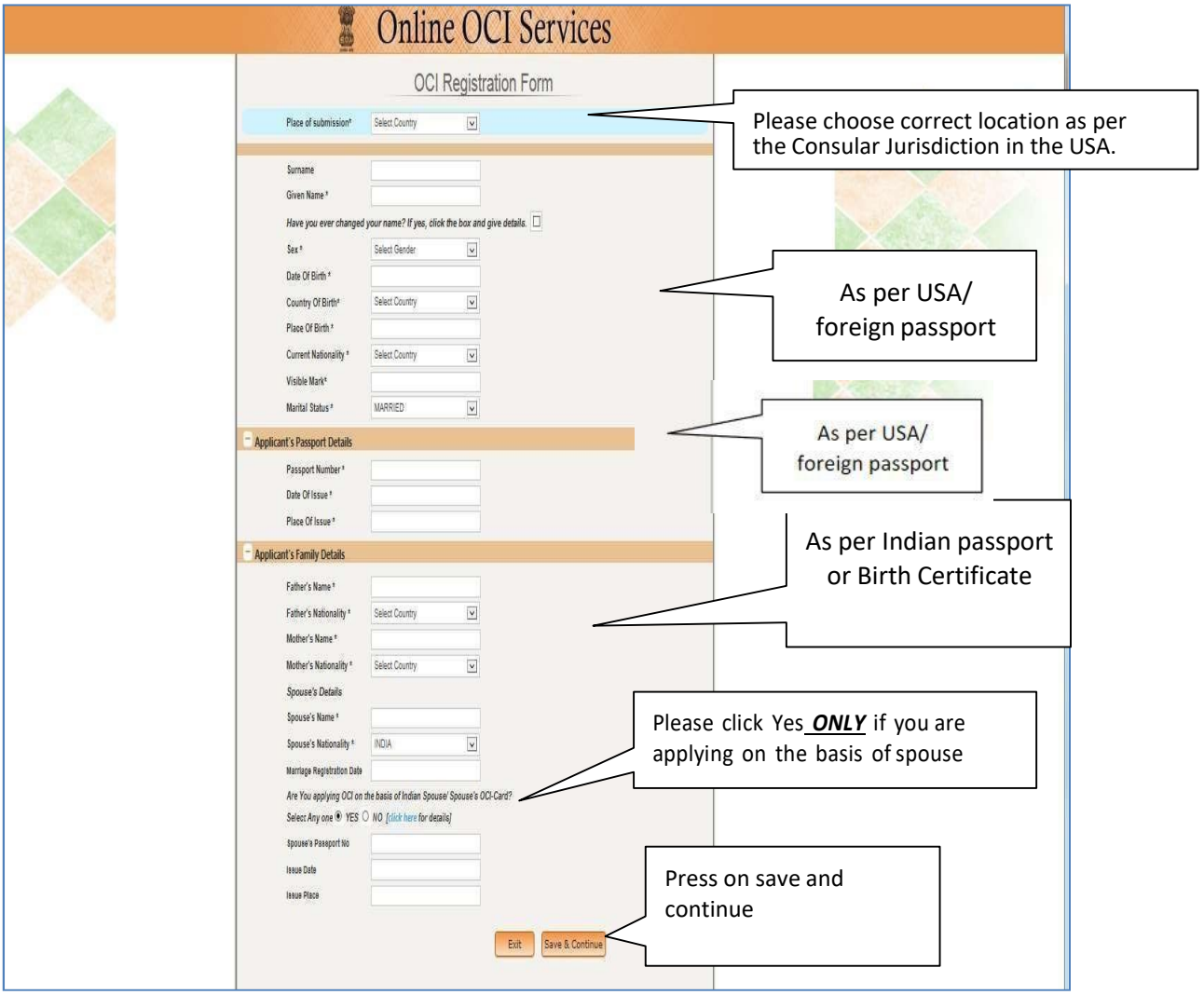


Please read the instructions for photo and press OK

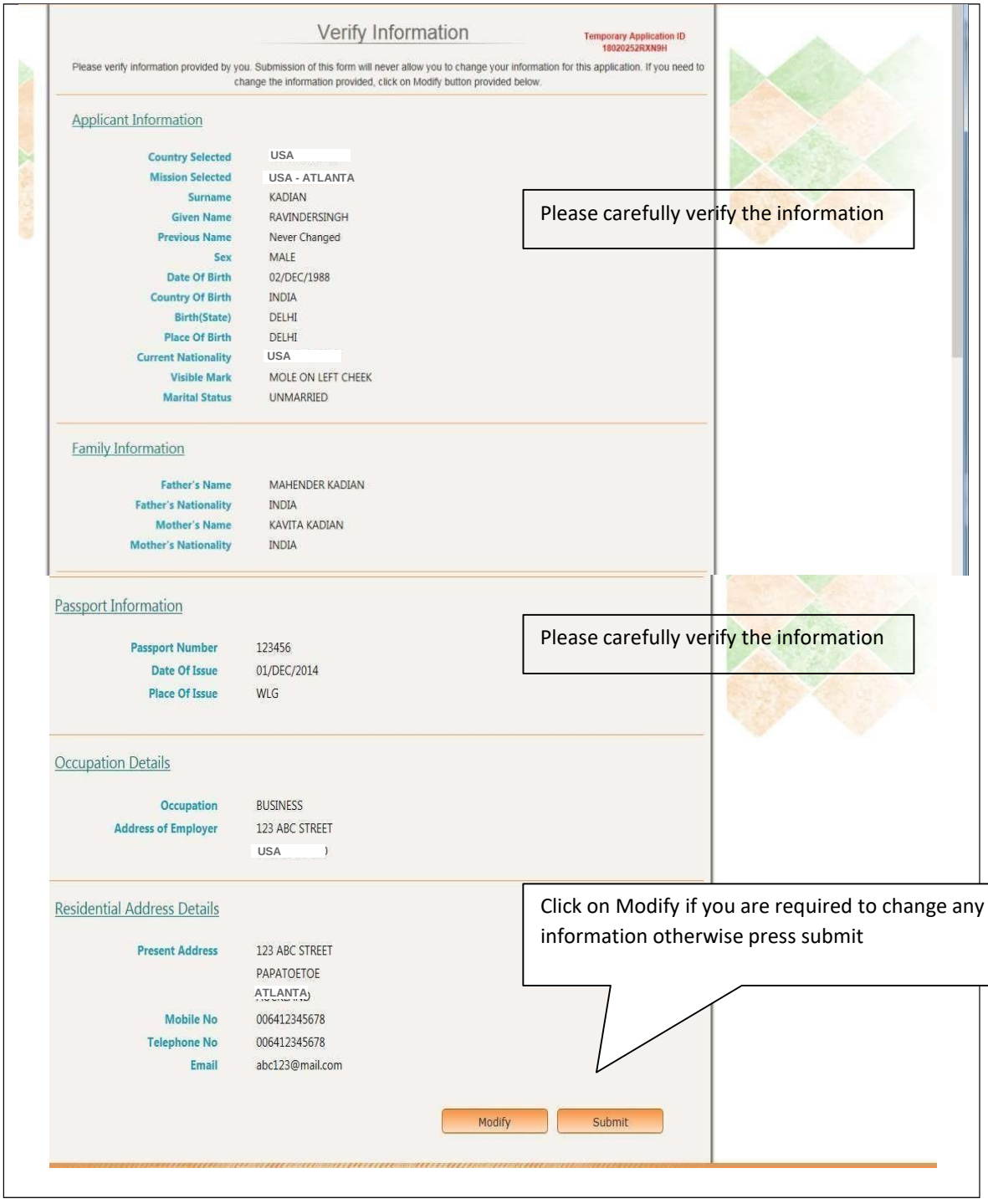


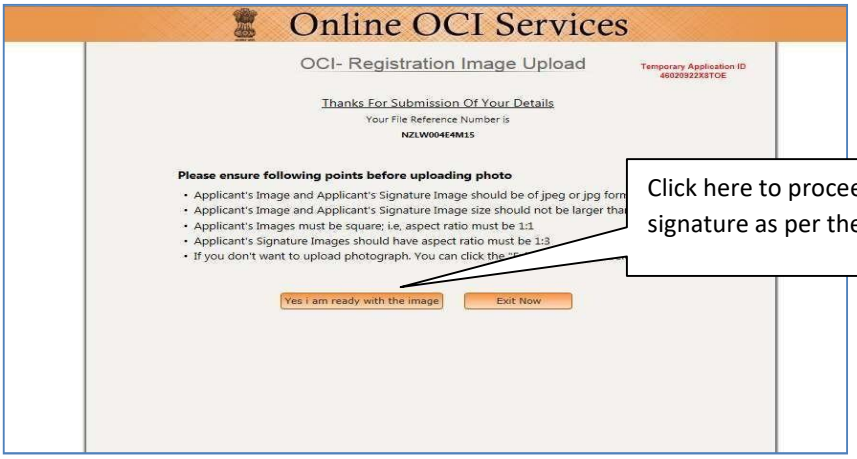
Please answer the question and press enter

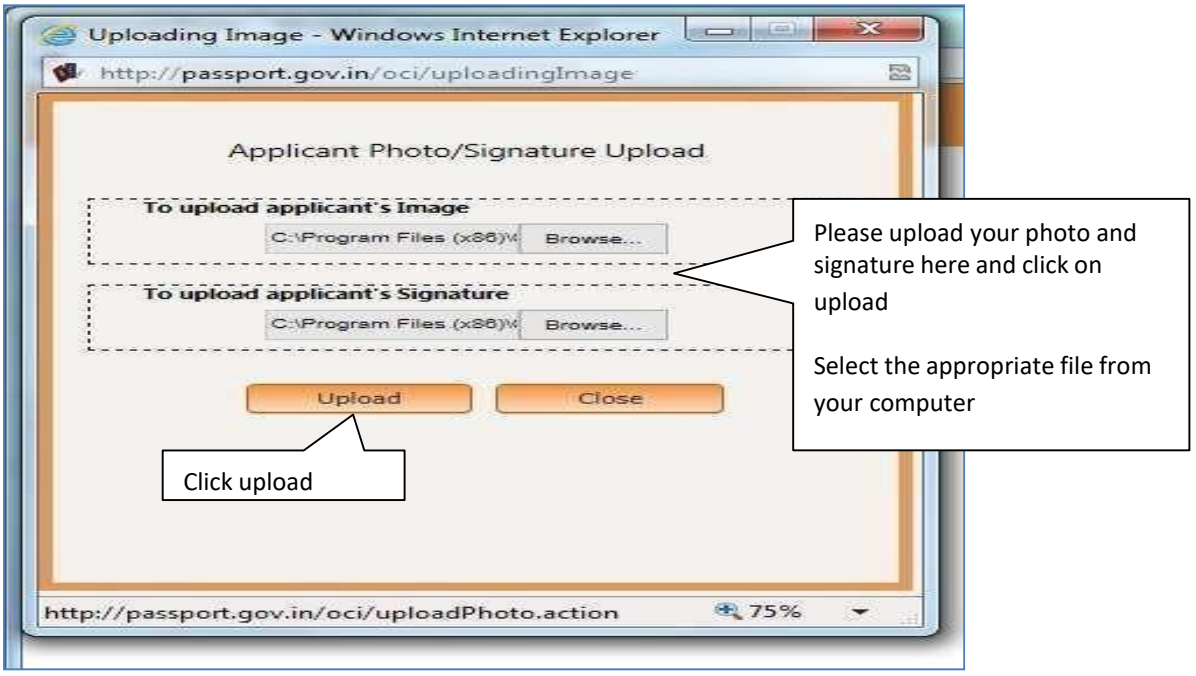
Online OCI Services
Select One Of The Following Options As Per Your Requirement
Please click here if making fresh application
Fresh Application
Complete Partially-Filled Application
If you have the Temporary number, please put it here to complete your application
Back To Main Menu

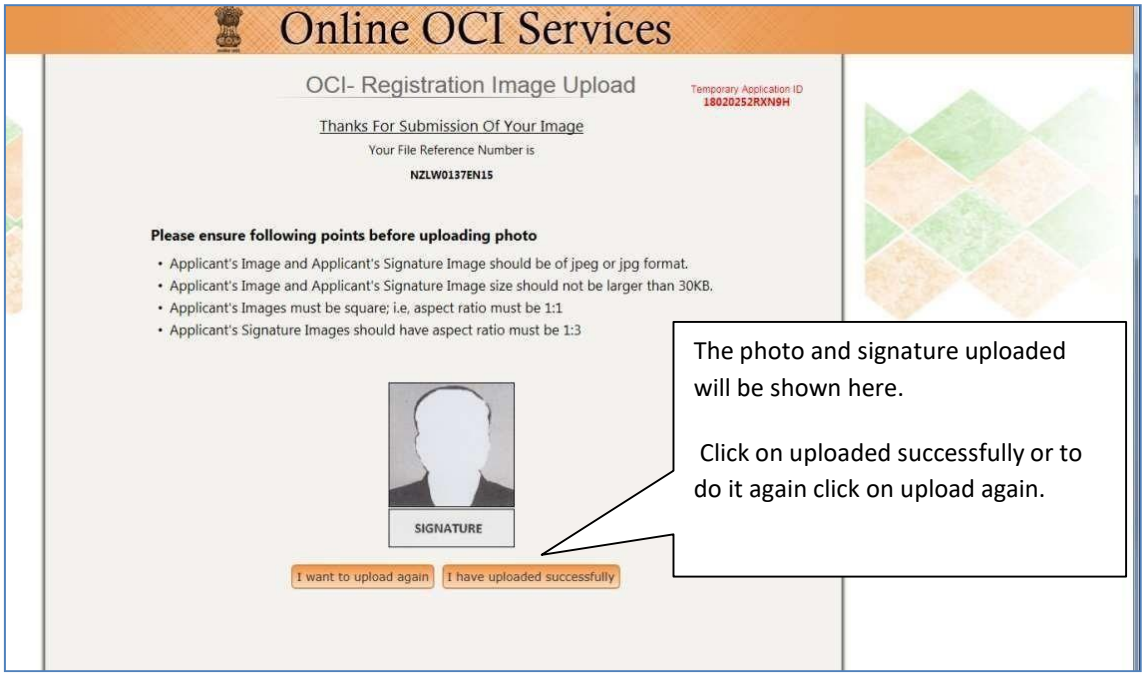

Online OCI Services
OCI Registration Form
Please choose correct location as per the Consular Jurisdiction in the USA.
As per USA/ foreign passport
As per USA/ foreign passport
As per Indian passport or Birth Certificate
Please click Yes ONLY if you are applying on the basis of spouse
Press on save and continue
Exit
Save & Continue

Online OCI Services
OCI Registration Form (Page-II)
Temporary Application ID
18020252RXN9H
Please note down your temporary application id
Occupation Details
Occupation *
BUSINESS
Address of Employer *
123 ABC STREET
Address Line 2
USA
Applicant's Address Details
Present Address*
123 ABC STREET
PAPATOETOE
Mobile No*
006412345678
Telephone No*
006412345678
Email
abc123@mail.com
Native Place Address*
HOUSE NO 262
DELHI CANTT NEW DELHI
Aadhaar No
123456789000
To know more about ADHAAR No, please [click here]
Please fill in the required information
Click on NEXT
Exit
Save and Exit
Next

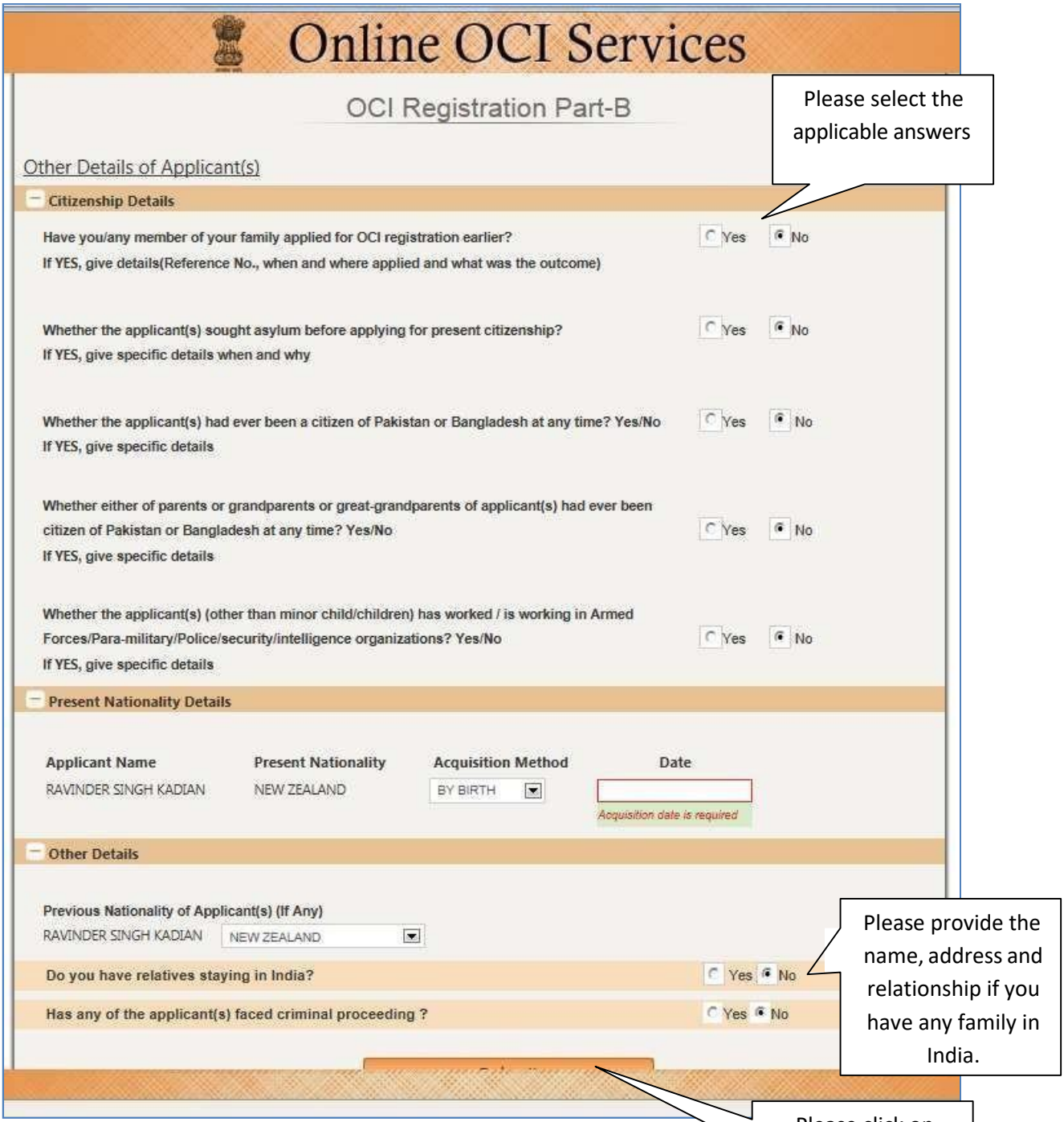

Verify Information
Temporary Application ID
18020252RXN9H
Please verify information provided by you. Submission of this form will never allow you to change your information for this application. If you need to change the information provided, click on Modify button provided below.
Applicant Information
Country Selected
USA
Mission Selected
USA - ATLANTA
Surname
KADIAN
Given Name
RAVINDERSINGH
Previous Name
Never Changed
Sex
MALE
Date Of Birth
02/DEC/1988
Country Of Birth
INDIA
Birth(State)
DELHI
Place Of Birth
DELHI
Current Nationality
USA
Visible Mark
MOLE ON LEFT CHEEK
Marital Status
UNMARRIED
Please carefully verify the information
Family Information
Father's Name
MAHENDER KADIAN
Father's Nationality
INDIA
Mother's Name
KAVITA KADIAN
Mother's Nationality
INDIA
Passport Information
Passport Number
123456
Date Of Issue
01/DEC/2014
Place Of Issue
WLG
Please carefully verify the information
Occupation Details
Occupation
BUSINESS
Address of Employer
123 ABC STREET
USA
Residential Address Details
Present Address
123 ABC STREET
PAPATOETOE
ATLANTA
Mobile No
006412345678
Telephone No
006412345678
Email
abc123@mail.com
Click on Modify if you are required to change any information otherwise press submit
Modify
Submit


Online OCI Services
OCI- Registration Image Upload
Temporary Application ID
Thanks For Submission Of Your Details
Your File Reference Number is
NZLW004E4M15
Please ensure following points before uploading photo
Yes i am ready with the image
Exit Now
Click here to proceed for the photo and signature as per the requirement


Uploading Image - Windows Internet Explorer
http://passport.gov.in/oci/uploadingImage
Applicant Photo/Signature Upload
To upload applicant's Image
Browse...
To upload applicant's Signature
Browse...
Upload
Close
Click upload
Please upload your photo and signature here and click on upload
Select the appropriate file from your computer
http://passport.gov.in/oci/uploadPhoto.action
75%


Online OCI Services
OCI- Registration Image Upload
Temporary Application ID
18020252RXN9H
Thanks For Submission Of Your Image
Your File Reference Number is
NZLW0137EN15
Please ensure following points before uploading photo
Applicant's Image and Applicant's Signature Image should be of jpeg or jpg format.
Applicant's Image and Applicant's Signature Image size should not be larger than 30KB.
Applicant's Images must be square; i.e, aspect ratio must be 1:1
Applicant's Signature Images should have aspect ratio must be 1:3
SIGNATURE
I want to upload again
I have uploaded successfully
The photo and signature uploaded will be shown here.
Click on uploaded successfully or to do it again click on upload again.

Online OCI Services
OCI-Registration Confirmation
Temporary Application ID
18020252RXN9H
Thank You, for your interest in Online OCI-Registration Process.
Your File Reference Number is
NZLW0137EN15
Till now you have successfully registered Part-A for the following applicant(s).
Applicant Name
RAVINDERSINGH KADIAN
File Reference Number
NZLW0137EN15
Proceed To Part-B
Exit
Please note the file reference number
Click here to complete part B


Online OCI Services
OCI Registration Part-B
Please select the applicable answers
Other Details of Applicant(s)
Citizenship Details
Have you/any member of your family applied for OCI registration earlier? Yes No
If YES, give details(Reference No., when and where applied and what was the outcome)
Whether the applicant(s) sought asylum before applying for present citizenship? Yes No
If YES, give specific details when and why
Whether the applicant(s) had ever been a citizen of Pakistan or Bangladesh at any time? Yes/No Yes No
If YES, give specific details
Whether either of parents or grandparents or great-grandparents of applicant(s) had ever been citizen of Pakistan or Bangladesh at any time? Yes/No Yes No
If YES, give specific details
Whether the applicant(s) (other than minor child/children) has worked / is working in Armed Forces/Para-military/Police/security/intelligence organizations? Yes/No Yes No
If YES, give specific details
Present Nationality Details
Applicant Name
Present Nationality
Acquisition Method
Date
RAVINDER SINGH KADIAN
NEW ZEALAND
BY BIRTH
Acquisition date is required
Other Details
Previous Nationality of Applicant(s) (If Any)
RAVINDER SINGH KADIAN
NEW ZEALAND
Do you have relatives staying in India? Yes No
Has any of the applicant(s) faced criminal proceeding ? Yes No
Please provide the name, address and relationship if you have any family in India.
Please click on submit to go to next page

Online OCI Services
Online OCI Registration
YOU HAVE BEEN SUCCESSFULLY COMPLETED BOTH PART-A & PART-B OF ONLINE OCI REGISTRATION FOR THE FOLLOWING APPLICANT.
YOU ARE REQUESTED TO GENERATE FILLED REGISTRATION FORM FOR FUTURE REFERENCE.
YOU ARE REQUESTED TO UPLOAD APPROPRIATE DOCUMENTS. OTHERWISE YOUR APPLICATION WILL NOT BE CONSIDERED.
Applicant Name
RAVINDERSINGH KADIAN
Web File-Number
NZLW0137EN15
Please generate your form and a take print of it
To generate filled Registration Form
Generate Registration Form
To Exit
Exit

Online OCI Services
Online OCI Registration
YOU HAVE BEEN SUCCESSFULLY COMPLETED BOTH PART-A & PART-B OF ONLINE OCI REGISTRATION FOR THE FOLLOWING APPLICANT.
YOU ARE REQUESTED TO GENERATE FILLED REGISTRATION FORM FOR FUTURE REFERENCE.
YOU ARE REQUESTED TO UPLOAD APPROPRIATE DOCUMENTS. OTHERWISE YOUR APPLICATION WILL NOT BE CONSIDERED.
Applicant Name
RAVINDERSINGH KADIAN
Web File-Number
NZLW0137EN15
Start uploading the documents by clicking here
To upload supporting documents (Mandatory)
Upload Documents
To Exit
Exit
You can open your form from here
Do you want to open or save NZLW0137EN15.pdf from passport.gov.in?
Open
Save
Cancel

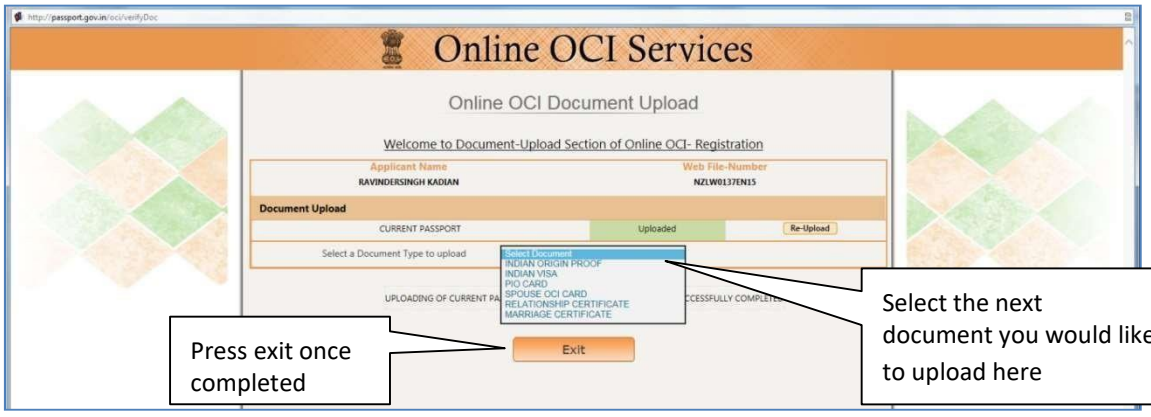
Online OCI Services
OCI Document Upload
Note- To proceed the uploading of documents for your OCI-Application, provide your Passport Number along with Online Registration No/ File (Acknowledgment) No
Online Document Upload for OCI-Registration is available only for the Applicants which have successfully filled PART-A and PART-B Forms.
Forgot Registration-Number?
Enter Passport Number *
123456
Online Registration No *
NZLW0137EN15
ANSWER THIS QUESTION
Question :
Which is smaller 0 or 12 ?
Answer :
0
Please answer the question and press proceed
Proceed

Online OCI Services
Online OCI Document Upload
Welcome to Document-Upload Section of Online OCI- Registration
Applicant Name
RAVINDERSINGH KADIAN
Web File-Number
NZLW0137EN15
Document Upload
Select a Document Type to upload
Select Document
CURRENT PASSPORT
INDIAN ORIGIN PROOF
INDIAN VISA
PIO CARD
SPOUSE OCI CARD
RELATIONSHIP CERTIFICATE
MARRIAGE CERTIFICATE
Select the document you like to upload and start uploading

Online OCI Services
Online OCI Document Upload
Welcome to Document-Upload Section of Online OCI- Registration
Applicant Name
RAVINDERSINGH KADIAN
Web File-Number
NZLW0137EN15
Document Upload
Select a Document Type to upload
CURRENT PASSPORT
Upload
Upload the document by clicking on UPLOAD button
Exit

Online OCI Services
Document Upload
Applicant Name
Document To be Uploaded
RAVINDERSINGH KADIAN
CURRENT PASSPORT
Key Points For Upload
1. Max Size allowed for a document-file is 500KB.
2. Document-file should be in PDF format.
Browse...
Upload
Maximum size of document should be **500KB**

Online OCI-Document Upload - Windows Internet Explorer
Online OCI Services
Online OCI Document Upload
Welcome to Document-Upload Section of Online OCI- Registration
Applicant Name
RAVINDERSINGH KADIAN
Web File-Number
NZLW0137EN15
Document Upload
CURRENT PASSPORT
Uploaded
Re-Upload
Select a Document Type to upload
Select Document
UPLOADING OF CURRENT PASSPORT FOR RAVINDERSINGH KADIAN HAS SUCCESSFULLY COMPLETED
Exit
Uploaded document will show here


Online OCI Services
Online OCI Document Upload
Welcome to Document-Upload Section of Online OCI- Registration
Applicant Name
RAVINDERSINGH KADIAN
Web File-Number
NZLW0137EN15
Document Upload
CURRENT PASSPORT
Uploaded
Re-Upload
Select a Document Type to upload
Select Document
INDIAN ORIGIN PROOF
INDIAN VISA
PIO CARD
SPOUSE OCI CARD
RELATIONSHIP CERTIFICATE
MARRIAGE CERTIFICATE
Exit
Press exit once completed
Select the next document you would like to upload here

Online OCI Services
Confirm-Close
Are you sure! You are going to close this window.
Sure
CURRENT PASSPORT
Select a Document Type to upload
Select Document
UPLOADING OF CURRENT PASSPORT FOR RAVINDERSINGH KADIAN HAS SUCCESSFULLY COMPLETED
Exit
Click here to close the