

## [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.**

|   |   |  |  |
|---|---|--|--|
| <p style="text-align: center;"><b>Applicant's Photo</b></p> <p>The images must be in <b>jpeg or jpg format</b>, with <b>max size 30kb</b></p>     | <p>The height and width of the Applicant Photo must be equal.</p> <p>The <b>minimum</b> dimensions are 360 pixels (width) x 360 pixels (height)</p> <p>The <b>maximum</b> dimensions are 900 pixels (width) x 900 pixels (height)</p>   |  |  |
| <p style="text-align: center;"><b>Applicant's Signature</b></p> <p>The images must be in <b>jpeg or jpg format</b>, with <b>max size 30kb</b></p> | <p>The height and width of the Signature Photo must have aspect ratio 3:1</p> <p>The <b>minimum</b> dimensions are 360 pixels (width) x 120 pixels (height)</p> <p>The <b>maximum</b> dimensions are 900 pixels (width) x 300 pixels (height)</p> <p style="text-align: center;"> <b>TIP</b> "Paint" software can be used to resize the photos</p>  |  |  |
| <p style="text-align: center;"><b>Documents</b></p> <p>Document-Upload Section of Online OCI-Registration has 7 categories.</p>                   | <p>Max file size allowed for a document file is <b>500 kb</b></p> <p>Please scan the documents in a single file for each category as <b>mentioned below</b> for uploading.</p> <p>The document file should be in <b>PDF format</b></p> <p style="text-align: center;"> <b>TIP</b> An A-4 size page document <b>Colour scanned</b> at <b>100 DPI</b> (Dots per inch resolution) will generate of file of between 200-250 kb.</p> |  |  |
| <b>Categories</b>   | <b>For Adults [age18 and above]</b>   | <b>For Minors/ New Born</b>  | <b>For applicants applying on basis of Spouse</b>  |
| <b>Current Passport</b>   | Current passport copy and Citizenship Certificate   | Current passport copy and Birth Certificate                                    | Current passport copy                              |
| <b>Indian Origin Proof</b>  | Copy of cancelled Indian passport and renunciation or cancellation certificate  | Copy of cancelled Indian passport and renunciation certificate [If applicable] |  |
| <b>Indian Visa</b>  | Previous Indian Visa copy [If available]  | Previous Indian Visa copy [If available]                                       | Previous Indian Visa copy [If available]           |
| <b>PIO Card</b>   | 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 |
| <b>Spouse OCI Card</b>  |   |  | Copy of Spouse OCI card if applicable              |
| <b>Relationship Certificate</b>   |   | Copy of parents Indian passport or OCI card                                    | OCI undertaking for spouse                         |
| <b>Marriage Certificate</b>   |   | Copy of parents Marriage Certificate   |  |

Please go to following link to start the application: <http://passport.gov.in/oci/welcome>

 **Online OCI Services**

**All Valid PIO-Card Holders may now register to become OCI-Card Holder.**

For more details [click here](#)

New OCI Registration

OCI Registration (In Lieu Of Valid PIO-Card)

OCI Registration (In Lieu Of Lost PIO-Card)

OCI Miscellaneous Services


OCI Document Upload/ Re-upload

OCI Image Upload/ Re-upload

Status Enquiry

Re-Print Submitted Applications

Please click here

 **Online OCI Services**

Overseas Citizenship Of India Services

OCI-Registration is an online process. Eligibles are supposed to register through the appropriate link given. Only after complete successful registration, an applicant will be considered as an OCI-Card Applicant

**Steps for successful Registration**

1. Read Instructions
2. Make a list of documents
3. Start registration
4. Documents to be submitted
5. Completed application


Instructions For Applicant

**Applicants applying for OCI-Card, please note-**

1. It is mandatory to upload Applicant's image and Applicant's signature image during OCI-Registration.
  - The minimum dimensions are 360 pixels (width) x 360 pixels (height).
  - The maximum dimensions are 900 pixels (width) x 900 pixels (height).
2. Both the images must be in jpeg or jpg format, with max size 30kb.
3. The height and width of the **Applicant Photo** must be equal.
4. The height and width of the **Signature Photo** must have aspect ratio 3:1
  - The minimum dimensions are 360 pixels (width) x 120 pixels (height).
  - The maximum dimensions are 900 pixels (width) x 300 pixels (height).
5. Kindly be ready with both these images before starting the registration process.

Ok

Please read the instructions for photo and press OK

 **Online OCI Services**

OCI Miscellaneous Services

Please read the [Guidelines](#), [Instructions](#) and [FAQ's](#) before filling up this form

**This service can be availed for re-issuance / issuance of duplicate OCI documents in the following category of cases:**

1. In case of issuance of new passport.
2. In case of change of personal particulars viz. name, father's name, nationality etc.
3. In case of loss/damage of OCI registration certificate/visa.
4. In case of manually filled in applications (discontinued now) mistakes have been committed by the Indian Mission/Post/Office while entering the personal particulars.
5. In case of change of address/occupation.

ANSWER THIS QUESTION

**Question :** What is the natural color of APPLE

**Answer :**

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

Place of submission\*

Please choose New Zealand, Wellington as the mission if applying from New

Surname

Given Name\*

Have you ever changed your name? If yes, click the box and give details.

Sex\*

Date Of Birth\*

Country Of Birth\*

Place Of Birth\*

Current Nationality\*

Visible Mark\*

Marital Status\*

As per New Zealand/ foreign passport

### Applicant's Passport Details

Passport Number\*

Date Of Issue\*

Place Of Issue\*

As per Indian passport or Birth Certificate

### Applicant's Family Details

Father's Name\*

Father's Nationality\*

Mother's Name\*

Mother's Nationality\*

Spouse's Details

Spouse's Name\*

Spouse's Nationality\*

Marriage Registration Date

Are You applying OCI on the basis of Indian Spouse/ Spouse's OCI-Card?

Select Any one  YES  NO [\(click here for details\)](#)

Please click Yes **ONLY** if you are applying on the basis of spouse

Spouse's Passport No

Issue Date

Issue Place

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 NEW ZEALAND

**Applicant's Address Details**

Present Address\* 123 ABC STREET  
 PAPATOETOE  
 AUCKLAND

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 [\[click here\]](#)

Exit Save and Exit Next

Please fill in the required information

Click on 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    | NEW ZEALAND        |
| Mission Selected    | WELLINGTON         |
| 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 | NEW ZEALAND        |
| 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<br>NEW ZEALAND |

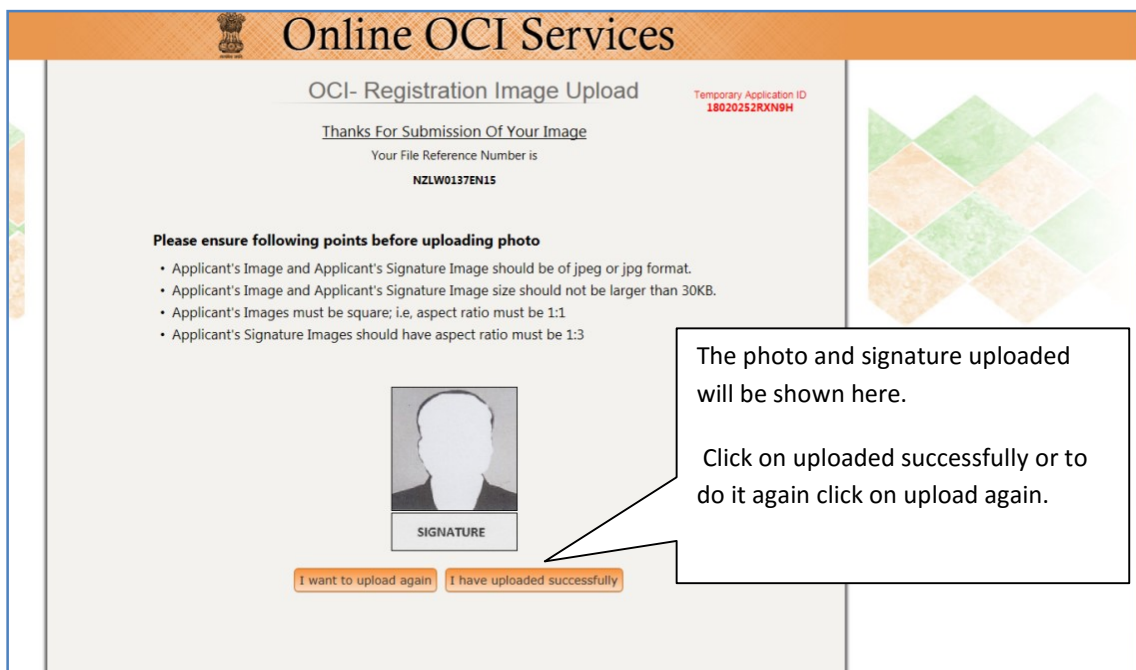
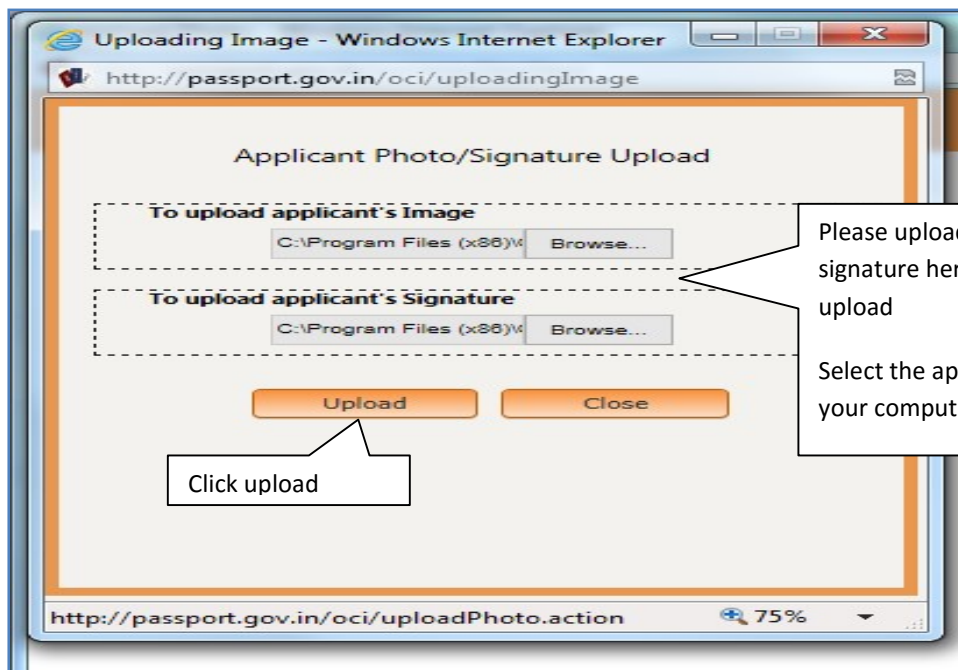
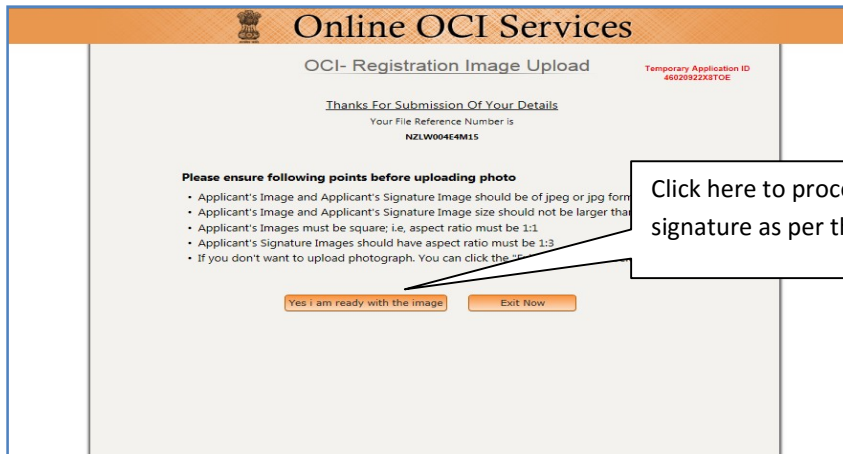
**Residential Address Details**

|                 |  |
|-----------------|--|
| Present Address | 123 ABC STREET<br>PAPATOETOE<br>AUCKLAND |
| 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 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       | File Reference Number |
|----------------------|-----------------------|
| RAVINDERSINGH KADIAN | NZLW0137EN15          |

Please note the file reference number

Click here to complete part B

## Online OCI Services

### OCI Registration Part-B

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 <input type="button" value="v"/> | <input style="border: 1px solid red;" type="text"/><br><small style="color: red;">Acquisition date is required</small> |

**Other Details**

Previous Nationality of Applicant(s) (If Any)  
RAVINDER SINGH KADIAN

Do you have relatives staying in India?  Yes  No

Has any of the applicant(s) faced criminal proceeding ?  Yes  No

Please select the applicable answers

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.

|   |  |
|---|--|
| <b>Applicant Name</b><br>RAVINDERSINGH KADIAN | <b>Web File-Number</b><br>NZLW0137EN15 |
|---|--|

Please generate your form and a take print of it

**To generate filled Registration Form**

**To 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.

|   |  |
|---|--|
| <b>Applicant Name</b><br>RAVINDERSINGH KADIAN | <b>Web File-Number</b><br>NZLW0137EN15 |
|---|--|

Start uploading the documents by clicking here


**To upload supporting documents (Mandatory)**

**To Exit**

You can open your form from here

Do you want to open or save NZLW0137EN15.pdf from passport.gov.in?



 **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 \*


Online Registration No \*

**ANSWER THIS QUESTION**

**Question :** Which is smaller 0 or 12 ?

**Answer :**

Please answer the question and press proceed

 **Online OCI Services**

Online OCI Document Upload

Welcome to Document-Upload Section of Online OCI- Registration

|   |  |
|---|--|
| <b>Applicant Name</b><br>RAVINDERSINGH KADIAN | <b>Web File-Number</b><br>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

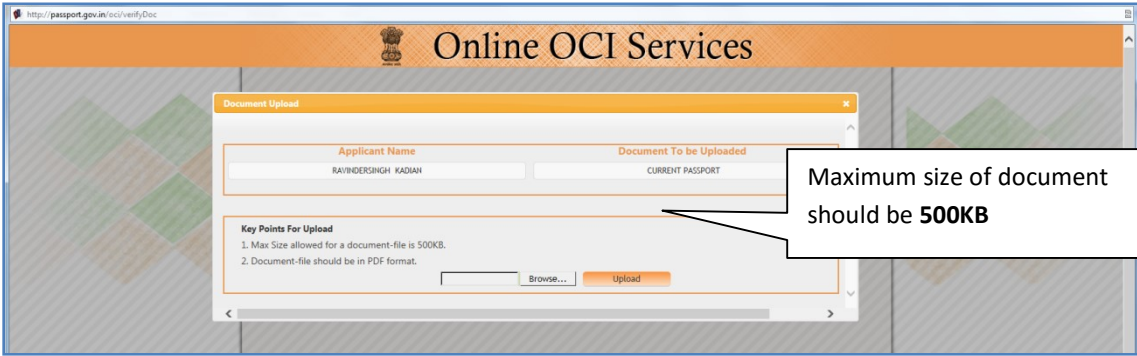
|   |  |
|---|--|
| <b>Applicant Name</b><br>RAVINDERSINGH KADIAN | <b>Web File-Number</b><br>NZLW0137EN15 |
|---|--|

**Document Upload**

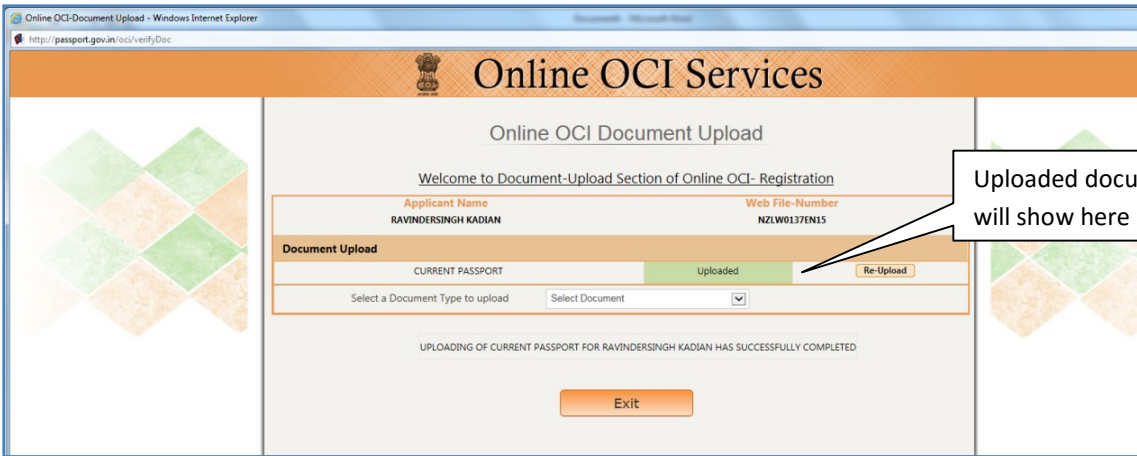
Select a Document Type to upload

Upload the document by clicking on UPLOAD button

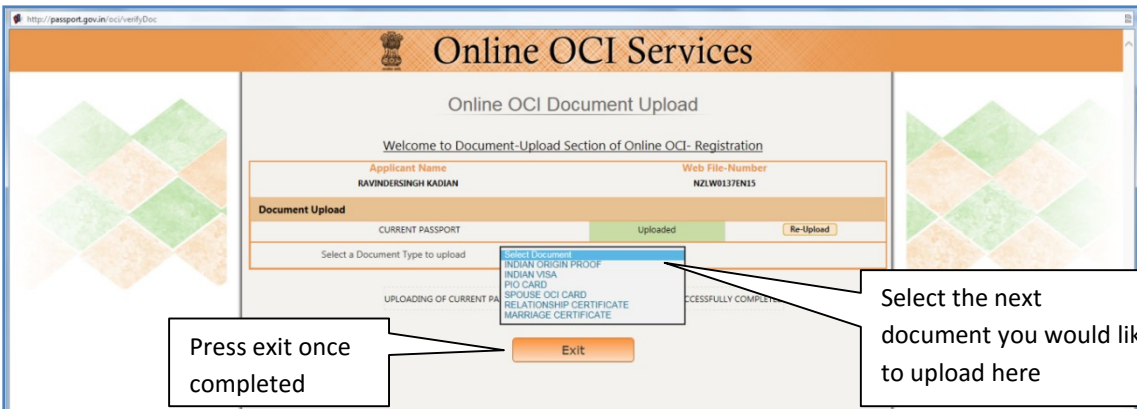




Maximum size of document should be 500KB



Uploaded document will show here



Press exit once completed

Select the next document you would like to upload here



Click here to close the

## CHECKLIST OF REQUIRED DOCUMENTS FOR THE GRANT OF OCI CARD

**Only completed applications will be accepted for processing. Incomplete applications and application received with Cancellation / Renunciation application of Indian passport will be returned.**

### Information and documents all applicants must supply

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | <p><b>The applicants shall submit the application form online and upload all the requisite self attested documents (as per the OCI checklist published on High Commission's website), photograph and signature. In the case of minors who cannot sign, left hand thumb impression needs to be uploaded.</b></p> <p>A printed and duly signed copy of the application form along with requisite fee, originals/verified copies of the uploaded documents have to be submitted to High Commission of India, Wellington for prior verification. [Please note: Verified copies are required only in case original documents are not submitted.]<br/>                 Online application form fully filled, printed and Part B completed.(typed or written in BLOCK letter)<br/> <a href="http://passport.gov.in/oci/welcome">http://passport.gov.in/oci/welcome</a><br/>                 Sample of application form with instruction to complete online OCI form : <a href="#">DOWNLOAD</a></p> |
| <input type="checkbox"/> | <p><b>Application Fees :</b></p> <ul style="list-style-type: none"> <li><b>NZ\$ 405.00</b> per applicant Minor or Adult.</li> <li>PIO conversion to OCI (OCI in lieu of valid PIO card) free of charge for those cases where PIO was issued by High Commission of India, Wellington.</li> </ul> <p>Fee can only be paid by Banker Cheque drawn in favour of "High Commission of India, Wellington". Cash is accepted at the counter, if application is submitted in person.</p> <p><b>Please note: Personal Cheques, Money Orders, Credit Cards or Bank Transfers are NOT accepted. You can combine the cheque for multiple OCI applications.</b></p>   |
| <input type="checkbox"/> | <p><b>Original New Zealand/ Foreign Passport</b> with minimum of 6 months validity.<br/>                 (Photocopies are also accepted. However, the original passport will be required at the time of issue of OCI. It is applicant's responsibility to send original Passport for stamping when the OCI documents arrive from Delhi which can be confirmed by checking the Status online at: <a href="http://passport.gov.in/oci/statusEnquiry">http://passport.gov.in/oci/statusEnquiry</a> )</p>   |
| <input type="checkbox"/> | <p>New Zealand/Foreign Citizenship certificate copy</p>   |
| <input type="checkbox"/> | <p>Photocopy of Birth Certificate - attested by JP (in case of applicant born in India and/or never held Indian Passport.)<br/>                 ** Not compulsory for applicant who held Indian passport.</p>   |
| <input type="checkbox"/> | <p>One photograph pasted on the form</p>  |
| <input type="checkbox"/> | <p>Self-addressed prepaid courier envelope to return your passport.<br/>                 The applicant should use the courier service (with tracking facility) of their choice and are advised to keep the tracking numbers (for return courier as well) with them. The High Commission of India will not accept any responsibility in case the courier is lost/misplaced/damaged or delayed. Do NOT send the application via ordinary post.</p>  |
| <input type="checkbox"/> | <ul style="list-style-type: none"> <li>Copy of Renunciation Certificate OR Surrender Certificate</li> <li>Original <b>Cancelled Indian Passport</b> or <b><u>Copy of first and last page of Cancelled Indian Passport.</u></b></li> </ul> <p><i>(If your Indian passport is not cancelled or you have not yet Renounced Indian Citizenship then please apply for Cancellation/Renunciation and obtain Surrender certificate / Renunciation Certificate before applying for OCI. For procedure please go to Cancellation of Indian Passport page. <b>OCI application received with Cancellation or Renunciation application will be returned without service with a request to apply for Cancellation/ Renunciation.</b>)</i></p>  |

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | <p>Below listed documents are not required if <u>providing cancelled Indian passport / copy of cancelled Indian passport / surrender certificate / renunciation certificate or applying for OCI on the parent's eligibility</u>. <b>If you ever held Indian passport and now unable to locate it then first three documents are compulsory.</b></p> <ol style="list-style-type: none"> <li>1. Travel summary (If travelled on Indian passport to New Zealand) from Immigration New Zealand</li> <li>2. Copy of Indian passport</li> <li>3. Copy of police report regarding lost of Indian passport</li> </ol> <p>Please provide photocopy of as many documents as possible, attested by Justice of Peace (JP) to prove your Indian origin/descent. (Minimum 3 documents from the list below or any other relevant document)</p> <ul style="list-style-type: none"> <li>• Indian Domicile certificate from competent authorities (District Magistrate, Sub Divisional Magistrate, Executive Magistrate, etc.).</li> <li>• Indian passport or OCI of parents/grandparents and evidence of relationship as parent/grandparent, if their Indian origin is claimed as basis for grant of OCI.</li> <li>• Indian Birth certificate</li> <li>• Indian Educational certificate (Submission of more than one educational certificates will be considered as one proof only)</li> <li>• Indian Marriage certificate</li> <li>• Indian Ration Card</li> <li>• Indian Government Employment records</li> <li>• Indian Voters Identity card</li> <li>• Agricultural land Documents</li> </ul> |
|--------------------------|--|

### In addition to above the following documents required for Minor Applicants:

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | In case of minors both <b>parents passport copies</b> (first, last and present New Zealand visa page) a copy of their <b>marriage certificate</b> (Attested by JP). Both parents must sign the declaration part on the application form. |
| <input type="checkbox"/> | Parents of minor children of Indian origin must submit a copy of their cancelled Indian passport or OCI (wherever applicable) (Attested by JP)   |
| <input type="checkbox"/> | Copy of Birth Certificate ( Attested by JP )   |
| <input type="checkbox"/> | Persons of Indian origin who previously held Indian passports are required to submit copy of cancelled Indian passport copy/ Copy of surrender certificate. (Attested by JP).  |

### In addition to above following documents are required from the applicant applying for OCI on the basis of Spouse being Indian Citizen, OCI holder or eligible for OCI:

***[Please note: The applicant's marriage must be registered and subsisted for a continuous period of not less than two years immediately preceding the presentation of the application. In all such cases OCI will be granted after approval from the competent authorities hence the processing time mentioned above will not be applicable.]***

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Photocopy of marriage certificate (Attested by JP)<br>** If married outside of India, the marriage certificate must be attested by Indian Embassy / Mission of the concern country.                          |
| <input type="checkbox"/> | OCI Undertaking ( <a href="#">OCI form No. 2 in forms section</a> ) (Attested by JP)   |
| <input type="checkbox"/> | Proof of Indian origin of spouse (OCI/OCI card issued to spouse) or if the spouse is holding Indian passport, his/her passport copy which must include the name of the applicant as spouse. (Attested by JP) |

## Additional documents required for conversion of PIO in to OCI:

|                          |   |  |
|--------------------------|---|--|
| <input type="checkbox"/> | Original PIO card in case of conversion of PIO card to OCI along with eligibility proof.  |  |
| <input type="checkbox"/> | Attested copy of marriage certificate if PIO card was granted on spouse base.   |  |
| <input type="checkbox"/> | In case both parents are Indian National please provide copy of parent's Indian passport with current visa.<br>( Attested by JP ) |  |
| <input type="checkbox"/> | Copy of Birth Certificate ( Attested by JP )  |  |
| <input type="checkbox"/> | In case of PIO card was granted on spouse base, submit duly attested OCI Undertaking ( <a href="#">DOWNLOAD</a> )                 |  |

### **Acknowledgement:**

OCI Applications received with complete documentations will be acknowledged within 10-12 working days. For Acknowledgement please use your Registration number NZLW\_ \_ \_ \_ \_15 & Passport No. at: <http://passport.gov.in/oci/statusEnquiry>

### **Processing Time:**

- Processing time will be 35-40 working days from the date of Acknowledgement.
- Your application may take longer if it is submitted without all required documentations.
- Spouse based OCI applications are referred to MHA in India hence no timeframe is given to process such applications.
- All applicants are advised to make their firm bookings/travel plans only after issue of OCI as there is NO urgent service available for OCI application.

**PLEASE NOTE: This time frame is indicative only, process may take longer so we strictly advise NOT to book ticket before getting OCI Card.**

Name and phone number for communication about this application.

Name: \_\_\_\_\_ Phone No. \_\_\_\_\_ Email: \_\_\_\_\_

### **Declaration**

I have read and completed the checklist and included all the required documents. I understand that during the process of my application I may be asked to submit more documents and may be asked to appear for personal interview.

(Name and Signature of the applicant)

All applications should be sent to the following address:

**OCI SECTION**

**HIGH COMMISSION OF INDIA**

**180 Molesworth Street, PO Box : 4045**

**Wellington.**