

## How to apply - Fresh OCI Card for adults who were previously 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.

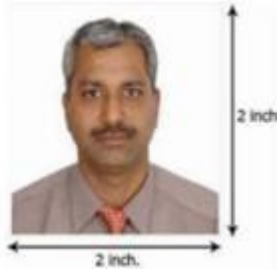
**NOTE:** All fields/columns in the application form are mandatory to be filled-in.

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2. All the Original documents are required only for walk-in applications to allow the staff to verify the authenticity of the documents. Once verification is done, originals will be returned to the applicant.

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

<b>a</b>	Printout of dully filled online Application Form
<b>b</b>	<p>Copy of Surrender / Renunciation Certificate</p> <p>Applicants who obtained foreign citizenship before 1st June 2010, can provide a copy of their last held Indian Passport instead of surrender certificate provided the passport had a cancellation stamp.</p> <p>In all other cases a Surrender/Renunciation Certificate is mandatorily required. For more information about obtaining Surrender Certificate please see <b>the process at (click here)</b> or the <b>FAQs about Surrender certificate application (click here)</b></p> <p>Applicants who do not possess any of the three documents (surrender certificate, last held Indian passport, copy of last held Indian passport) may see the <b>OCI FAQs (click here)</b> for procedure to apply for nativity certificate which can be used instead of a surrender/renunciation certificate to apply for an OCI card</p>

<b>c</b>	Copy of last held Indian Passport
<b>d</b>	Mandatory Declaration - <a href="#"><b><u>CLICK HERE</u></b></a>
<b>e</b>	Certificate of foreign citizenship - The applicants have to submit a copy of their certificate of obtaining foreign citizenship which should clearly mention the date of obtaining foreign citizenship.
<b>f</b>	Copy of current valid Foreign Passport-The applicant is required to submit a valid current foreign passport & its copy with the application.
<b>g</b>	<p>Registered Marriage Certificate (if married)*</p> <p>*If the applicant's spouse name has been written on the applicant's Indian Passport as spouse, then the registered marriage certificate is not required under fresh OCI application</p> <p>Category for Adults</p>
<b>h</b>	Copy of spouse's current passport (if married)
<b>i</b>	Professional details of the applicant
<b>j</b>	<p>Proof of Address -Please enclose any one of the following documents as proof of present address:</p> <ul style="list-style-type: none"> <li>• Driving license.</li> <li>• Photo ID issued by the Provincial Government.</li> <li>• Utility bills (Gas, Electricity, Water or Landline Telephone Bill displaying applicant's address /House Lease Agreement).</li> </ul> <p><b><i>*Phone bills, Bank statements are not accepted as valid address proofs.</i></b></p>

k	<p><b>Photograph</b></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"> <li>• Size – 2 inch x 2 inch (51 mm x 51 mm)</li> <li>• Background – Background should be plain white colored without borders.</li> <li>• Clothes – Dark colour</li> <li>• Eyes – Open</li> </ul> 
l	<p><b>Fee- Click here for Fee..</b></p>

**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 [https://www.cgitoronto.gov.in/docs/1721311509Step\\_wise\\_process\\_oci-compressed.pdf](https://www.cgitoronto.gov.in/docs/1721311509Step_wise_process_oci-compressed.pdf)

**Please refer the FAQs page for queries regarding the application process.**