

Consulate General of India Munich

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Date: 02<sup>nd</sup> November 2021

**For any query related to OCI application please write at [oci.munich@mea.gov.in](mailto:oci.munich@mea.gov.in).**

**In case you do not get a reply within 7 days. Please write at [cons.munich@mea.gov.in](mailto:cons.munich@mea.gov.in)**

**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 and submitted online. The form can be filled up and submitting 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. The supporting documents should be uploaded on the portal before submitting the application at the consulate **(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 upload, the **application will be rejected**. Detailed checklist of documents is appended below.
  4. **Important:** 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 OCI Card Application will not be accepted. ([Click here for procedure of Surrender Certificate](#)).
- Note:** 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.
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. Application Fee ([click here for fee details](#)) can be paid at the counter by cash only. For bank transfer, payment may be made in advance (because it takes 2 to 3 days to get reflected in our bank account) to the Consulate Bank Account ([click here for Bank details](#)) and attach a copy of the transaction slip with the application as reference for payment.
  7. **Personal submission of Documents:** Application along with supporting documents may be submitted at the Consulate personally by scheduling an appointment at the following link ([Click here](#)).

**Note: Foreign spouse OCI applications can only be processed by appointment as the applicant and the spouse of the applicant's personal appearance before the Consular Officer is mandatory, and all original documents should be brought to the appointment.**

Note: Applicants will be allowed entry to the Consulate who carry a Covid Negative Test Report which should have been done within 48 hours (RT-PCR Test)/ within 24 hours (Schnell Test) of their visiting the Consulate.

8. **Submission by Post:** In case, OCI applications are being sent by post, after assessing the application applicant may be interviewed through video conference if required, Completed Application along with supporting documents may be sent to the Consulate by Post at the following address:

**[Indisches General Konsulat, Widenmayerstraße 15, 80538 München.](#)**

**9. Dispatch/Return of new OCI card:** For delivery/return of OCI card by Post, please enclosed a self-addressed and stamped envelope (Euro 4.05) along with your application (note: Applicants who submit more than one application must attach a separate envelope for each application).

**Note:**

**A. Please note that this consulate is not responsible for loss of OCI card of other documents sent/received by post.**

**B. Indian Consulate reserves the right to ask for any additional documents, if considered necessary.**

**Processing Time: 8 weeks from the date of physical submission of application at the Consulate.**

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**DETAILED CHECKLIST OF DOCUMENTS FOR VARIOUS CATEGORIES OF APPLICANTS.**

**A. Checklist of documents for Fresh/New OCI card.**

**I. OCI Card for (Adult/Minor who earlier held Indian passport):**

1. 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)
2. Renunciation/proof of Renunciation of Indian Citizenship at the Indian Embassy/Consulate (For those applicants who held an Indian passport before) for applying OCI Card
3. Two (2) recent photographs measuring 50x50 mm.
4. Copy of Indian passport.
5. Copy of present foreign passport.
6. Copy of Nationality Certificate (Einbuergerungsurkunde).
7. Copy of City Registration/Address Proof (Meldebescheinigung/Personalausweis).
8. **For Minors:** Please also attach a copy of the current passports and resident permits of parents.
9. Service Fee for the application ([Click here](#)).

**II. Checklist of documents for OCI Card for Adults/Minors (where at least one of the parents is of Indian origin) and Applicant never held an Indian Passport:**

1. 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)
2. Two recent photographs measuring 50x50 mm.
3. Evidence of Indian citizenship of parents or grandparents or great grandparents.
4. Evidence of relationship as parents/grandparents/great grandparents if their Indian origin is claimed as basis for registration as OCI cardholder.
5. English version of Birth Certificate (to be apostilled if not issued by Indian/German authority).
6. Copy of present passport.
7. Copy of City Registration/Address Proof (Meldebescheinigung/Personalausweis).
8. For Minors: Please also attach a copy of the current passports and resident permits of parents.
9. Service Fee for the application ([Click here](#)).

### III. Checklist of documents for issue of OCI Card for spouse of Indian National/Overseas Citizen of India:

1. 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).
2. Two (2) recent photographs measuring 50x50 mm.
3. Marriage certificate (English translation). 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. (Marriage certificate to be apostilled if not issued by any Indian/German authority).
4. An Affidavit/Self declaration to the effect that the Indian/OCI spouse is still alive and that the couple are not separated/divorced.
5. Copy of current passport of applicant and spouse.
6. Copy of present OCI card of spouse.
7. Proof of Indian origin of spouse (e.g., copy of Indian passport/proof of Indian nationality etc.)
8. Copy of City registration/Address Proof (Meldebescheinigung/Personalausweis)
9. Service Fee for the application ([Click here](#)).

**Note: Foreign spouse OCI applications can only be processed by appointment as the applicant and the spouse of the applicant's personal appearance before the Consular Officer is mandatory, and all original documents should be brought to the appointment.**

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### **B. Checklist of documents for Misc.OCI Services.**

**(Note: Please check requirement of OCI card renewal at the following link: -**

**[Click Here](#)**

#### **I. Renewal of OCI card:**

1. 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).
2. Original OCI card.
3. Two (2) recent photographs measuring 50x50 mm.
4. Copy of present passport.
5. Copy of Address proof (Meldebescheinigung/Personalausweis).
6. Service Fee for the application ([Click here](#)).

#### **II. In case of Lost OCI card):**

1. 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).
2. Copy of OCI card
3. Two (2) recent photographs measuring 50x50 mm.
4. Copy of present passport.
5. Copy of Address proof (Meldebescheinigung/Personalausweis).
6. OCI card in case of lost, police report, in original, for the loss of OCI card containing the loss of OCI number.
7. Service Fee for the application ([Click here](#)).

### **C. Checklist of documents for OCI card in lieu of PIO card:**

#### **OCI card in lieu of PIO card:**

- 1. Application form Part A & B duly (Category- Conversion from PIO toOCI) filled in and signed wherever necessary.**
- 2. Recent photographs measuring 50x50 mm.**
- 3. Copy of first and last page of PIO Card.**
- 4. Copy of present German passport.**
- 5. Copy of Address proof (Meldebescheinigung/Personalausweis).**
- 6. The original PIO card can be submitted to the Consulate at the time of application submission or at the time of collection of the OCI card. The PIO card will be retained by the Consulate.**
- 7. Service Fee for the application ([Click here](#)).**

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