

Procedure for OCI Card (New OCI Card/Misc.OCI services/OCI card in lieu of PIO)

Procedure for OCI Card:

1. The application for OCI must be completed online. The form can be filled up 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 ICAC Munich (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 uploaded, the application will be rejected. Detailed checklist of documents is given below.
4. Important: Please note that Surrender Certificate of Indian Passport is necessary for processing of OCI Card Application. In case the applicant has not surrendered Indian Passport after obtaining German nationality/passport, the 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 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. SUBMISSION OF APPLICATION FORM: [Click Here](#)

7. **BIOMETRICS:** Biometric data collection is mandatory for OCI applicants above 12 years of age and below 70 years of age. These applicants must personally visit the Consulate to provide their biometrics. An appointment for biometric submission will be sent separately by email to the address provided in the application form. Applicants will be invited for biometrics only after their applications, which were submitted earlier by post, are accepted in principle by the Consulate.

Processing Time: -

- **Persons of Indian Origin:** 8-10 weeks from the date of physical submission of application at the Consulate.
- **Foreign Spouse Category:** There is no fixed timeline for processing OCI applications under Foreign Spouse category as processing time depends on receipt of clearances from various authorities in India.

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. Self attested copy of Surrender certificate/ application form for Surrender of Indian Citizen (For those applicants who held an Indian passport before) for applying OCI Card.
3. Two (2) recent photographs measuring 50x50 mm.
4. Self attested copy of Indian passport (first and last page)
5. Self attested copy of present foreign passport.
6. Self attested copy of Nationality Certificate (Einbuergerungsurkunde).
7. Self attested copy of City Registration/Address Proof (Meldebescheinigung/Personalausweis).
8. **For Minors:** Please also attach self attested copy of the current passports and resident permits of parents.
9. Fees: [Click here](#) Bank details and procedures: [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. Self attested copy of English version of Birth Certificate (to be apostilled if not issued by Indian/German Authority)
6. Self attested copy of present passport.
7. Self attested copy of City Registration/Address Proof (Meldebescheinigung/Personalausweis).
8. For Minors: Please also attach self attested copy of the current passports and resident permits of parents.
9. Fees: [Click here](#) Bank details and procedures: [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 issued by Indian authority: Marriage certificate must be attested by CPV Division, Ministry of External Affairs, Govt. of India, New Delhi. <https://mea.gov.in/apostille.htm>.

Marriage certificate issued by German authority: Marriage certificate must be attested by the District Courts (Landgerichte) in the states of Bavaria or Baden-Wurttemberg before submitting it to the Consulate.

Marriage certificate issued by any third country: Marriage certificate must be apostilled by Foreign Ministry of that country or attested by Embassy/Consulate of that country in Germany.

4. An Affidavit/Self declaration to the effect that the Indian/OCI spouse is still alive and that the couple are not separated/divorced ([Click here](#)).
5. Apostilled Birth Certificate of the applicant (foreign spouse) and spouse's parents/grandparents/great-grandparents
6. Self attested copy of current passport of applicant and spouse.
7. Self attested copy of present OCI card of spouse
8. Proof of Indian origin of spouse (e.g., copy of Indian passport/proof of Indian nationality etc.)
9. Self attested copy of City registration/ Address Proof (Meldebescheinigung/ Personalausweis)

10. Fees: [Click here](#)

Bank details and procedures: [Click here](#)

Note:

- Foreign spouse OCI applications can **ONLY** be submitted in person at the Consulate after scheduling an appointment. Physical presence of the applicant and the spouse are mandatory before the consular officer. Appointment may be scheduled by writing an email on [oci\[dot\]munich\[at\]mea\[dot\]gov\[dot\]in](mailto:oci[dot]munich[at]mea[dot]gov[dot]in)
- The OCI card issued for spouse of Indian national would be valid for a period of **FIVE YEARS** only. The applicant should apply for Updation of OCI card under Miscellaneous Services.

B. Checklist of documents for Misc.OCI Services.

I. Renewal of OCI card: The re-issuance of new OCI card will be applicable for following categories: (a) in case of issuance of new passport (once a new passport is issued after completing 20 years of age); (b) in case of change of personal particulars viz. name, father's name, nationality etc. (c) Filling of wrong personal particulars while submitting online application (d) Foreign Spouse Category OCI Card holders have to apply after every five years.

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. Self attested copy of present passport.
5. Self attested copy of Address proof (Meldebescheinigung/Personalausweis).
6. Fees: [Click here](#) Bank details and procedures: [Click here](#)
7. In case of change of nationality of the OCI cardholder, the same procedure as outlined above shall be followed provided the new nationality is not that of Pakistan or Bangladesh.

For Foreign Spouse Category:-

An Affidavit/Self declaration to the effect that the Indian/OCI spouse is still alive and that the couple are not separated/divorced ([Click here](#)).

II. In case of Lost/Damaged 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. Self attested copy of OCI card
3. Two (2) recent photographs measuring 50x50 mm.
4. Self attested copy of present passport.
5. Self attested copy of Address proof (Meldebescheinigung/Personalausweis).
6. In case of loss of OCI Card: Original police report clearly mentioning the number of lost OCI card is required to be submitted.
7. Fees: [Click here](#) Bank details and procedures: [Click here](#)

For Foreign Spouse Category:-

An Affidavit/Self declaration to the effect that the Indian/OCI spouse is still alive and that the couple are not separated/divorced ([Click here](#)).

III. 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. Self attested copy of first and last page of PIO Card.
4. Self attested copy of present German passport.
5. Self attested copy of Address proof (Meldebescheinigung/Personalausweis).
6. The original PIO card. It is mandatory to submit PIO card along with application form. PIO card will be retained by the Consulate.
7. Fees: [Click here](#) Bank details and procedures: [Click here](#)

For Foreign Spouse Category:-

An Affidavit/Self declaration to the effect that the Indian/OCI spouse is still alive and that the couple is not separated/divorced ([Click here](#)).

C. Updation of latest information on OCI Card

With effect from 16.04.2021, the requirement to renew OCI card (each time a new passport is issued) has been simplified and made easier. The revised simplified guidelines are as follows:

Category I: OCI card issued on the basis of Indian origin/descent:

1. Above the age of 20 years when a new passport is obtained. (For this service, fees will be charged.)

OCI card is required to be renewed only once when new passport is obtained.

[For example, when new passport is obtained at the age of 26, then OCI Card can be renewed only at that time and not after completing the age of 20 years.]

IMPORTANT: For this purpose, an OCI Miscellaneous Service application is required to be filled online and submitted to Indian Consulate as per the instructions given in Para B on this webpage.

2. Cases where:

- a. OCI card holder wish to update address/occupation/contact details**
- b. new passport is issued (each time a new passport is issued up to 20 years of age and once after completing 50 years of age)**

Only following documents are to be uploaded at OCI portal under OCI Miscellaneous Service application :

- (a) Self attested copy of the new passport containing the photo of the passport holder.
- (b) Latest photo of the OCI card holder.

IMPORTANT:

- For this purpose, an OCI Miscellaneous Service application is required to be filled online (<https://ociservices.gov.in/welcome.>)
- Auto generated email will be sent to the applicant confirming that documents have been successfully uploaded.
- 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 acknowledgement of his/her documents in the online system.
- The services under these categories are gratis in nature.
- There is no requirement of physical submission of application at the Consulate.

Documents are to be uploaded at OCI portal under OCI Miscellaneous Service application - Services for updation of information in OCI records (Gratis Service) - Passport Particular Updation or Address/Occupation updation <https://ociservices.gov.in/welcome.>

(Click here to check a sample application of Passport Particular Updation).

For any other query related to OCI Application please write at [oci\[dot\]munich\[at\]mea\[dot\]gov\[dot\]in](mailto:oci[dot]munich[at]mea[dot]gov[dot]in). In case you do not get a reply within 7 days. please write at [cons\[dot\]munich\[at\]mea\[dot\]gov\[dot\]in](mailto:cons[dot]munich[at]mea[dot]gov[dot]in)