

Consulate General of India
Munich, Germany

Date: 16th March 2022

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 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 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.
 - Surrender of Indian passport (Renunciation) application and OCI application **may be submitted together**.
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 through bank transfer 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. **Submission of Documents:** Application (**except foreign spouse case**) along with supporting documents is to be submitted at the Consulate **only by Post** at the following address ([Indisches General Konsulat, Widenmayerstraße 15, 80538, München](#)).

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. Please send an email to oci.munich@mea.gov.in to schedule an appointment.

8. **Dispatch/Return of new OCI card:** For delivery of new OCI card by Post, please send a self-addressed and stamped envelope (Euro 4.50) of size C5 along with your application number and Name 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: -

- **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.

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. Copy of Renunciation certificate/ application form for renunciation 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. Copy of Indian passport.
5. Copy of present foreign passport.
6. Copy of Nationality Certificate (Einbürgerungsurkunde).
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 issued by any Indian authority: Marriage certificate must be attested/apostilled by CPV Division, Ministry of External Affairs, Govt. of India, New Delhi. <https://mea.gov.in/apostille.htm>.
Marriage certificate issued by any 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 authority:** Marriage certificate must be attested by Ministry of Foreign Affairs.
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. 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.

Please send an email to oci.munich@mea.gov.in to schedule an appointment

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 is mandatorily be submitted along with application form. PIO card will be retained by the Consulate.
7. Service Fee for the application ([Click here](#)).

For any query related to OCI application please write at oci.munich@mea.gov.in.

In case you do not get a reply within 7 working days. Please write at cons.munich@mea.gov.in