# Checklist of Required Documents for OCI Card

**All documents must be duly attested by Justice of Peace before uploading online**

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

<table>
<thead>
<tr>
<th>Information and documents all applicants must supply</th>
</tr>
</thead>
<tbody>
<tr>
<td>A printed and duly signed copy of Online application form fully filled and Part B completed: <a href="http://passport.gov.in/oci/welcome">http://passport.gov.in/oci/welcome</a></td>
</tr>
<tr>
<td>Please use Google Chrome or Internet Explorer browsers. Online OCI form is not compatible with Safari browser. It may NOT work on I-PAD, Tablet, Mobile phone browsers or Apple devices.</td>
</tr>
</tbody>
</table>

### Application Fees:

- NZ$ 405.00 per applicant Minor or Adult.

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.

**Please note:** Personal Cheques, Money Orders, Credit Cards or Bank Transfers are NOT accepted. You can combine the cheque for multiple OCI applications.

### Applicant should upload and provide:

- JP attested copy of current passport with application.
- New Zealand/Foreign Citizenship certificate copy must be attested by JP.
- Photocopy of Birth Certificate - attested by JP (in case of applicant born in India and/or never held Indian Passport.) **Not compulsory for applicant who held Indian passport.**
- One photograph pasted on the form
- Self-addressed prepaid courier envelope to return your OCI Card.

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.

- Copy of Renunciation Certificate OR Surrender Certificate
- Original CANCELLED Indian Passport or Copy of first and last page of CANCELLED Indian Passport.

*(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. OCI application received with Cancellation or Renunciation application will be returned without service with a request to apply for Cancellation/ Renunciation.)*
Below listed documents are required if you ever held Indian passport and now unable to locate it, first three of which are compulsory.

1. Travel summary (If travelled on Indian passport to New Zealand) from Immigration New Zealand
2. Copy of Indian passport
3. Copy of police report regarding loss of Indian passport

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)

4. Indian Domicile certificate from competent authorities (District Magistrate, Sub Divisional Magistrate, Executive Magistrate, etc.).
5. 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.
6. Indian Birth certificate
7. Indian Educational certificate (Submission of more than one educational certificates will be considered as one proof only)
8. Indian Marriage certificate
9. Indian Ration Card
10. Indian Government Employment records
11. Indian Voters Identity card
12. Agricultural land Documents

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

<table>
<thead>
<tr>
<th>Document</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>In case of minors both parents passport copies (first, last and present New Zealand visa page)</td>
<td>a copy of their marriage certificate (Attested by JP). Both parents must sign the declaration part on the application form.</td>
</tr>
<tr>
<td>Parents of minor children of Indian origin</td>
<td>must submit a copy of their cancelled Indian passport or OCI (wherever applicable) (Attested by JP)</td>
</tr>
<tr>
<td>Copy of Birth Certificate</td>
<td>(Attested by JP)</td>
</tr>
<tr>
<td>Persons of Indian origin who previously held Indian passports</td>
<td>are required to submit copy of cancelled Indian passport copy/ Copy of surrender certificate. (Attested by JP).</td>
</tr>
</tbody>
</table>

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.*

<table>
<thead>
<tr>
<th>Document</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photocopy of marriage certificate</td>
<td>(Attested by JP) If marriage certificate issued in India. **If marriage certificate issued by authorities outside India, it must be Authenticated/ Apostilled by the High Commission/ Embassy/ Government of the country of issue</td>
</tr>
</tbody>
</table>
**OCI Undertaking (OCI form No. 2 in forms section) (Attested by JP)**

**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)**

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**Acknowledgement:**

OCI Applications received with complete documentations will be acknowledged within 10-12 working days. For Acknowledgement please use your Registration number NZLW_ _ _ _ _ _18 & Passport No. at: [http://passport.gov.in/oci/statusEnquiry](http://passport.gov.in/oci/statusEnquiry)

**Processing Time:**

- Processing time will be 50 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.

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**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)

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All applications should be sent to the following address:

OCI SERVICES
High Commission of India
Ranchhod Tower, Level-2,
102-112, Lambton Quay,
PO Box: 4045,
Wellington-6011,
**Step by Step Instructions for applying Fresh OCI**

Please use Google Chrome or Internet Explorer browsers. Online OCI form is not compatible with Safari browser. It may NOT work on I-PAD, Tablet, Mobile phone browsers or Apple devices.

⚠️ 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. ⚠️

<table>
<thead>
<tr>
<th>Applicant's Photo</th>
<th>The height and width of the Applicant Photo must be equal. The minimum dimensions are 360 pixels (width) x 360 pixels (height) The maximum dimensions are 900 pixels (width) x 900 pixels (height)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The images must be in jpeg or jpg format, with max size 200kb</td>
<td>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)</td>
</tr>
<tr>
<td>Applicant's Signature</td>
<td>&quot;Paint&quot; software can be used to resize the photos In the case of minors who cannot sign, left hand thumb impression needs to be uploaded.</td>
</tr>
<tr>
<td>The images must be in jpeg or jpg format, with max size 200kb</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Documents</th>
<th>Max file size allowed for a document file is 500 kb Please scan the documents in a single file for each category as mentioned below for uploading. The document file should be in PDF format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document-Upload Section of Online OCI-Registration has 7 categories.</td>
<td>An A-4 size page document Colour scanned at 100 DPI (Dots per inch resolution) will generate of file of between 200-250 kb.</td>
</tr>
</tbody>
</table>

Please Note: All documents must be duly attested by Justice of Peace before uploading online and you may upload the documents using any category.

<table>
<thead>
<tr>
<th>Categories</th>
<th>For Adults [age18 and above]</th>
<th>For Minors/ New Born</th>
<th>For applicants applying on basis of Spouse</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indian Origin Proof</td>
<td>Copy of cancelled Indian passport and renunciation or cancellation certificate</td>
<td>Copy of cancelled Indian passport and renunciation certificate [If applicable]</td>
<td></td>
</tr>
<tr>
<td>Indian Visa</td>
<td>Previous Indian Visa copy [If available]</td>
<td>Previous Indian Visa copy [If available]</td>
<td>Previous Indian Visa copy [If available]</td>
</tr>
<tr>
<td>PIO Card</td>
<td>If already a PIO card holder than copy of PIO card</td>
<td>If already a PIO card holder than copy of PIO card</td>
<td>If already a PIO card holder than copy of PIO card</td>
</tr>
<tr>
<td>Spouse OCI Card</td>
<td></td>
<td></td>
<td>Copy of Spouse OCI card if applicable</td>
</tr>
<tr>
<td>Relationship Certificate</td>
<td>Copy of parents Indian passport or OCI card</td>
<td></td>
<td>OCI undertaking for spouse</td>
</tr>
<tr>
<td>Marriage Certificate</td>
<td>Marriage certificate</td>
<td>Copy of parents Marriage Certificate</td>
<td>*JP attested marriage certificate if marriage registered in India *Apostille marriage certificate if marriage registered in a Foreign country.</td>
</tr>
</tbody>
</table>
Please go to following link to start the application: [http://passport.gov.in/oci/welcome](http://passport.gov.in/oci/welcome)

- Please use Google Chrome or Internet Explorer browsers.
- Online OCI form is not compatible with Safari browser.
- It may NOT work on I-PAD, Tablet, Mobile phone browsers or Apple devices.

Please click here for more details.

Please read the instructions for photo and press OK.
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.

Please answer the question and press enter.

If you have the Temporary number, please put it here to complete your application.

Please click here if making fresh application.
Please note down your temporary application id

Please fill in the required information

Please choose New Zealand, Wellington

As per **Current New Zealand/ Foreign passport**

As per **Indian passport** or Birth Certificate

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

Press on Save & Continue

Please note down your temporary application id

Please fill in the required information

Click on NEXT
Please carefully verify the information

### Applicant Information
- **Country Selected**: New Zealand
- **Mission Selected**: Wellington
- **Surname**: Kissan
- **Given Name**: Ravinder Singh
- **Previous Name**: Never Changed
- **Sex**: Male
- **Date of Birth**: 05/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

### Family Information
- **Father’s Name**: Mahender Kissan
- **Father’s Nationality**: India
- **Mother’s Name**: Gavita Kissan
- **Mother’s Nationality**: India

### Passport Information
- **Passport Number**: 123456
- **Date of Issue**: 02/DEC/2014
- **Place of Issue**: WLG

### Occupation Details
- **Occupation**: Business
- **Address of Employer**: 123 ABC Street, New Zealand

### Residential Address Details
- **Present Address**: 123 ABC Street, Papatoetoe, Auckland
- **Mobile Number**: 00612345678
- **Telephone Number**: 0061234567
- **Email**: shk129@ymail.com

Click on Modify if you are required to change any information otherwise press Submit.
Click here to proceed for the photo and signature as per the requirement.

Please upload your photo and signature here and click on upload.

Select the appropriate file from your computer.

Click upload.

The photo and signature uploaded will be shown here.

Click on uploaded successfully or to do it again click on upload again.
Please note the file reference number.

Click here to complete part B.

Please select the applicable answers.

Please copy the date & method from your citizenship certificate.

Please select your previous nationality.

Please provide the name, address and relationship if you have any family in India.

Please click on submit to go to next page.
Please generate your form and take a print of it.

Start uploading the documents by clicking here.

You can open your form from here.
Online OCI Services

OCR Text:

1. **Upload the document by clicking on UPLOAD button**
2. **Select any category and upload JP attested documents and start uploading**
3. **Please answer the question and press proceed**
Click here to close the window

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 window

After Exit “Print and send physical copy of form and uploaded documents to High Commission of India, Wellington with required fees”