

Revised OCI guidelines w.e.f 11 January 2017/How to apply for a Fresh OCI card

Please visit the link: <http://passport.gov.in/oci/>

As you open the Home Page do as follows: -

Step 1. Click on **OCI REGISTRATION**

Step 2 Click on **Click here to proceed**

Step 3 Click on **New OCI Registration**

Step 4 **ANSWER THIS QUESTION** and Click on **ENTER**

Step 5

Click on **Fresh Application** or **Complete partially filled application.**

Those applying for the first time please click on Fresh Application

Step 6

Fill in the registration form and save & continue. Follow the steps as directed by the web page...

Step 7

Upload your Photograph and Signatures (in JPEG/JPG files)

Step 8

Upload Current Passport (PDF Format), and other relevant documents establishing eligibility for OCI card. For details click on link below.

Step 9

Once the application is complete the same is saved in your computer in downloads folder or your default download location in PDF format. You need to take print out of the form and paste one recent passport sized photograph (preferably in white or light background) on the first page of Part A of Application form and Complete the Part B of application form and sign the application.

Applicants must submit the self-certified photocopies of the following documents personally at HCI, Port Louis on working Tuesdays or Thursdays between 3 pm to 430 pm:-

- i. Duly signed Application form with one photograph (in white background) pasted.
- ii. One additional photograph
- iii. Current passport
- iv. Copy of all the relevant documents that make you eligible for OCI card.

IMPORTANT NOTE:-

While filling the application form uploading of documents is compulsory. If the documents are not uploaded by the applicant it may cause undue delay in processing of their application form.

Please bring the original documents for verification at the time of submission of OCI application.

After submission of application form with HCI Port Louis, the same will be processed and applicant conveyed for payment of OCI Fees amounting to MUR 9695(including surcharge of MUR 70)

INSTRUCTIONS(for image and document scan/upload)

Kindly be ready with Scanned copy of the following items before starting the registration process:-

Applicant's Photo:-The images must be in jpeg or jpg format with max size 30kb. The height and width of the Applicant Photo must be equal, i.e. in aspect ratio of 1:1. The minimum dimensions are 360 pixels (width) x 360 pixels (height) and maximum dimensions are 900 pixels (width) x 900 pixels (height)

Applicant's Signature:- The images must be in jpeg or jpg format with max size 30kb. 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) and maximum dimensions are 900 pixels (width) x 300 pixels (height).

NOTE: PAINT Software can be used to resize photos signatures

Document upload:-The document file should be in PDF format. Max size allowed for a document file is 500 kb. Please scan the documents in a single file for each category for uploading.

An A-4 size page document Colour scanned at 100 DPI (dots per inch resolution) will generate a file between 200-250 kb size.

A. DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION

(i) In the case of the eligible descendants of the original Indian immigrants emigrated to Mauritius as “indentured labour”, the applicant shall provide a copy each of the following documents:-

- (a) Passport establishing his/her Mauritian nationality; and
- (b) his/her own birth certificate, and the birth certificates of his/ her forefathers that would establish his/ her lineage to the original immigrant from India to Mauritius, issued by the Civil Status Office under the Prime Minister’s Office of the Government of Mauritius; and
- (c) a certified extract of original record maintained by Mahatma Gandhi Institute, Mauritius clearly establishing applicant’s linkage with the original immigrant from India to Mauritius.

(ii) In the case of eligible descendants of the original Indian immigrant, who came to Mauritius as “free passengers” (traders, priests, artisans etc.), the applicant shall provide a copy each of the following documents:-

- (a) Passport establishing his/her Mauritian Nationality; and
- (b) his/her own birth certificate and the birth certificates of his/her forefathers that would establish his/her lineage to the original immigrant from India to Mauritius, issued by the Civil Status Office under the Prime Minister’s Office of the Government of Mauritius; and
- (c) a certified extract of original record maintained by the National Archives of Mauritius to establish applicant’s lineage with the original immigrant from India to Mauritius.

All the documents mentioned in sub-paragraphs (i) and (ii) above will be duly apostilled/ certified by the designated authority of the Government of Mauritius.

B. For self or the descendants of the original Indian immigrants who were citizens of India and migrated outside India after 26 January 1950 using either valid Indian passport or Spouse passport):-

For ex-Indian nationals:-

- (a) Current Passport establishing his/her Mauritian nationality; and
- (b) Cancelled Indian passport/renunciation certificate or any other document which proves their Indian nationality viz. birth certificate, educational certificates, nativity certificate etc.
- (c) Naturalization certificate if applicant has naturalized.

For spouse of Indian/ex-Indian nationals:-

- (d) Marriage certificate and joint affidavit from Supreme Court containing length of their marriage and stating that they are still living together (in case of applying as Foreign Spouse on the basis of Spouse OCI Card or Valid or cancelled Indian passport of the spouse).

For children of Indian/ex-Indian nationals:-

- (e) Marriage certificate of the parents and birth certificate linking child to parents (if children of Indian or ex-Indian nationals).

'Regarding deadline for conversion of PIO to OCI Card :

The deadline of June 2017 applies only to conversion from PIO to OCI card; the new OCI policy has now been put into effect.”
