

Important Notice

PLEASE NOTE THAT PROCESS TIME FOR OCI WILL TAKE UPTO 60 WORKING DAYS FROM THE DAY IT HAS BEEN PROCESSED AT CONSULATE.

Conversion of PIO card to OCI card

PIO Card Validity Extended up to December 31, 2022

- Indian Immigration will accept all Person of Indian Origin (PIO) cards (including handwritten ones), along with a valid foreign passport, as a valid travel documents till December 31, 2022, instead of the earlier deadline of December 31, 2021.
- Indian Immigration Check Post(s) will continue to consider all PIO cards (which were valid as on January 9, 2015) valid for exit from/entry into India till December 31, 2022. This extension of the timeline is subject to the condition that if in the meantime, any deadline is notified by the International Civil Aviation Organization (ICAO) thereby making handwritten PIO cards invalid, then PIO cardholders may have to obtain appropriate visa from Indian Missions/Post.
- All PIO cardholders (handwritten and machine-readable) are meanwhile advised to convert their PIO card to OCI card before this deadline.

Important Notice for Applicants Seeking OCI Services But have not surrendered Indian Passport

- All applicants seeking OCI services and have not surrendered their Indian Passport are advised to submit the applicable fee and application only after Renunciation/Surrender of the Indian Citizenship. Please visit the link <https://www.cgimilan.gov.in/page/renunciationorsurrender/> for detailed information on the Surrender of Indian Citizenship.
- Please note that OCI application should be applied only after receipt of the Renunciation/Surrender certificate.

- Please ensure that you qualify the eligibility criteria for the required service.
- Please note that the Fee once Credited into CGI Milan's account will NOT be refunded. Therefore, it is requested to please deposit the Fee-only in respect of the Consular Services for which you wish to apply.

New Guidelines w.r.t. renewal of OCI cards

- As per the extant law, a foreigner of Indian origin or a foreign spouse of an Indian citizen or foreign spouse of an Overseas Citizen of India (OCI) cardholder, can be registered as an OCI cardholder. OCI card is a life-long visa for entry into and stay in India with a number of other major benefits attached to it which are not available to other foreigners.
- Hitherto, the OCI card was required to be re-issued each time a new passport was issued up to 20 years of age and once after completing 50 years of age, in view of biological changes in the face of the applicant. With a view to ease the regulations for OCI cardholders, it has now been decided by the Government of India to simplify the process. Therefore, now a person who is reregistered as an OCI cardholder prior to attaining the age of 20 years will have to get the OCI card re-issued **only once** i.e. immediately after being issued with new passport following his/her completing 20 years of age. If a person has obtained registration as OCI cardholder after attaining the age of 20 years, there will be no requirement of re-issue of OCI card.
- With a view to update the data regarding new passports obtained by the OCI cardholder, he/she shall upload a copy of the new passport containing his/her photo and also a latest photo on the online OCI portal (<https://ociservices.gov.in>), each time a new passport is issued up to 20 years of age and once after completing 50 years of age. These documents may be uploaded by the OCI cardholder within 3 months of receipt of the new passport.
- In the case of those who have been registered as OCI cardholder as spouse of foreign origin of a citizen of India or an OCI cardholder, the person concerned will be required to upload on the system, a copy of the new passport containing the photo of the passport holder and also a latest photo along with a declaration that their marriage is still subsisting. This is required to be done each time a new passport is issued. These

documents may be uploaded within three months of receipt of his/ her new passport.

- On updation of details on the system, an auto acknowledgement through e-mail will be sent to the OCI cardholder informing that the updated details have been taken on record. 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 web-based system.
- All the above services of uploading documents will be provided on gratis basis to the OCI cardholders.
- Government has extended the timeline for re-issuance of OCI card for those who have been issued new passport after completing 20 years of age and are now required to get their OCI card re-issued till **31 December, 2022**. Such OCI cardholders will now allowed to travel on their existing OCI cards bearing old number subject to the condition that the OCI cardholder travel with their new passport.

Guidelines

- Under Indian legal provisions, Persons of Indian origin (PIO) who have acquired Foreign citizenship on or after 01-06-2010 are required to submit declaration of renunciation of Indian citizenship and surrender their Indian Passports to the nearest Indian Mission/Post immediately. Those PIOs who became foreign nationals before 01-06-2010 are required only to surrender their Indian Passports to the nearest Indian Mission/Post and obtain a surrender certificate. The Indian Citizenship Act does not allow dual citizenship. Holding/acquiring Indian passport or traveling on Indian passport three months after acquisition of foreign citizenship constitutes an offence under the Passport Act and attracts penalties.
- In view of this legal provision all concerned foreign nationals of Indian origin applying for OCI card or other consular services are required to surrender their Indian passports (valid/expired) to the Consulate General of India, Milan. They would be issued an acknowledgement/surrender certificate in lieu of depositing their Indian passports.
- Applicants are requested to keep intact the renunciation/surrender certificate and/or the cancelled passport issued by the Consulate in their personal custody as a copy of the same has to be produced every time for availing any kind of visa/consular service.

Eligibility Conditions

A foreign national is eligible to apply for an OCI card if he/she:

- Was a citizen of India on or at any time after the commencement of the Constitution; or
- Was eligible to become a citizen of India at the time of the commencement of the Constitution; or
- Belonged to a territory that became part of India after 15.08.1947; or
- Who is a child or a grandchild or a great grandchild of such a citizen mentioned above; or
- A person who is a minor child of a person mentioned above; or
- A person who is a minor child and whose both parents are citizens of India or one of the parents is a citizen of India; or
- A spouse of foreign origin of a citizen of India or spouse of foreign origin of an Overseas Citizen of India cardholder registered under section 7A and whose marriage has been registered and subsisted for a continuous period of not less than two years immediately preceding the presentation of the application under this section:

You are not eligible to apply for an OCI card in the following cases:

- The applicant will not be eligible for OCI, if the applicant/their parents had ever been a citizen of Pakistan or Bangladesh
- Foreign Defence/Military/Police/ex-Defence personnel and the persons working with security agencies are not eligible for OCI card

Re-Issue of OCI Card

OCI Card Re-Issue is for applicants currently holding an OCI Card, which needs to be renewed for the following reasons:

- Change in the passport number
- Change in personal particulars
- Loss or damage of OCI Card

Mandatory conversion of PIO into OCI Card

Merger of PIO Card and OCI Card: Clarifications for the PIO Card holders.

- Advantage of obtaining an OCI card in lieu of the PIO Card. OCI card is a smart card, which will facilitate quicker immigration and consular services.

- PIO card holders can now submit OCI card application at their place of normal residence. This is in modification of the earlier instructions that they should apply only at the location where the PIO card was issued.
- Foreign national spouse of an Indian national who is no more will be eligible for OCI card provided he/she has not married again.
- Foreign national children of an Indian national who is no more will also be eligible for OCI card.
- Foreign national spouse of a PIO/OCI cardholder whose parents/grandparents are/were of Indian origin will also be eligible for OCI card.

The detailed information is available on the website of the Ministry of Home Affairs of the Government of India <https://embassy.passportindia.gov.in>

The application form for OCI is available on the MHA website. The form has two parts, Part A and Part B. Part A needs to be submitted online whereupon a file number will be generated and it can be printed along with Part B. Online registration may be done by logging on to website: <http://passport.gov.in/oci/OnlineOCIRegistrationG.jsp> and clicking on 'Online Registration'.

- Validity of the OCI card is LIFE LONG. The OCI card comes with a stamp LIFE LONG.

(Note: It is mandatory to upload all required documents while filling application forms. Applications submitted without uploading of all required documents will be rejected.)

How to submit application?

Applicants are advised to take appointment, online for the purpose for which they visit the Consulate. Click here(<https://www.cgimilan.gov.in/apt/appointment/>) to take the appointment.

Prepaid self-addressed Envelope for return of Ready Passport or documents must be provided with the application. Click here(<https://it.return.dhl24.com/consulate-of-india-milan-oneway/create>) for customised link for generating Return DHL WayBill from CGI, Milan, to the respective Residential address.

Fill your details correctly at the above customized DHL Link, after payment you would receive the RITORNO/Return Shipment and applicant's copy of the AirwayBill at your email.

Keep the applicant's copy of Return WayBill for future reference.

Steps To Follow:

- Read the following instructions carefully on this link <http://passport.gov.in/oci/OnlineOCIRegistrationG.jsp> and.
- Fill online OCI application with correct information and upload all necessary documents).
- Take printout of the application form.
- Preview of your foreign Passport is available on the first page of your application.
- Paste two recent photographs and sign (in case of minor or illiterate not able to sign thumbprint are required) on the application in the allotted boxes on first and last page.
- Arrange all mandatory documents in the **same order as given in the table** against each OCI service. All documents must be self-attested by applicant or by both parents in case of Minor applicant.
- Submit correct fee to Bank account of the Consulate. Take printouts of the transaction summary to be attached with your application as payment proof. Detailed guidelines for Bank Transfer and Account details are available at the Consulate's website. [Click here](#) for the bank details.
- APPLY ON-LINE at <https://passport.gov.in/oci/captchaAction> and upload the photograph and signature of the applicant, copy of the Foreign Passport (one page where the photo, name, date of birth, etc. appear), copies of the relevant pages of the Indian passport (where the photo/name/date of birth, etc. appear, page where the names of parents and the page where endorsement has been made, if any) or the proof of being an Indian origin and marriage certificate, if the Indian passport does not have the spouse name endorsed in it. If the marriage was solemnized in Commune, Italy, the marriage certificate should first be apostilled from Prefettura and translation in English is mandatory to be uploaded. In case the marriage was solemnized in any other country, the marriage certificate should be attested from the concerned Indian High Commission/Embassy/Consulate.

- Take the printout of the application form. Please paste two recent colour photographs of the size of 2 inches x 2 inches with light background on the first & last page of the application. The photograph should have a frontal view, showing both the ears.

REQUIREMENTS FOR APPLYING FOR NEW OCI CARD IN CASE OF ADULTS

- **Please take a print out of the online application (after uploading all the required documents) and submit the same with the required documents, keeping them in the following order:**
- OCI Application form, duly filled in and signed by the applicant (signature should match with that in the passport).
- Original and clear copy of the relevant page of the Foreign passport (SELF-ATTESTED)
- Original and clear of Carta D' Identita (SELF-ATTESTED),
- Clear copy of the Marriage Certificate (SELF-ATTESTED), if married and if spouse name is not endorsed on Indian passports. In case the marriage was solemnized in Commune in Italy, the marriage certificate should be apostilled from Prefettura and translation in English is mandatory. In case the marriage was solemnized in any other country, the marriage certificate, in English, should be attested from the concerned IHC/Embassy/Consulate.
- Copy of DECRETO regarding granting of citizenship issued by the concerned Foreign Government along with translation in English.
- Copies of the relevant pages of the Indian Passport (where the photo/name/date of birth, etc. appear, page where the names of parents and the page where endorsement has been made, if any). In case the Indian passport has already been cancelled earlier, copies of the relevant pages of passport where the photo/name/date of birth, etc. appear, page where the names of parents and address appear and the page where the Indian Consulate's stamp appears with CONSEQUENT ON ACQUIRING OF FOREIGN NATIONALITY, THIS PASSPORT IS

CANCELLED AND RETURNED TO THE HOLDER or the Renunciation Certificate-**SELF-ATTESTED**.

In case any foreign national applying for OCI card by virtue of being married to an Indian national or an Indian origin, the following documents are mandatorily to be submitted along with the above mentioned documents :

- The marriage should have been solemnized at least two years before the date of submission of application for OCI card and the marital relationship still exists. **Apostilled** Marriage certificate and copy (**SELF-ATTESTED**) should be submitted. Please note that if marriage was solemnized in Commune in Italy, the same should be **apostilled/attested by Prefettura** and original as well as clear copy of the same along with translation in English should be submitted. In case the marriage was solemnized in any other country, the marriage certificate, in English, should be attested from the concerned Indian High Commission/Embassy/Consulate.
- Further, the applicant and the spouse should give a joint affidavit stating that their marriage is still existing and that they have not got/sought divorce and that they are still living as husband and wife. Signatures on the Joint Affidavit should be done by both the husbands and wife in the presence of the Consular Officer at the Consulate.
- In addition to the above, Applicant Birth Certificate, clearly mentioning the parents' name, date of birth, place of birth, gender, etc, duly apostilled by Prefettura, along with translation in English is also required.

Note: Prepaid self-addressed envelope with return DHL Airway Bill for return of ready OCI must be submitted.

FRESH OCI CARD IN CASE OF CHILDREN BELOW THE AGE OF 18 YEARS

- APPLY ON-LINE at <https://passport.gov.in/oci/captchaAction> and upload the photograph and signature of the applicant, copy of the Foreign Passport (one page where the photo, name, date of birth, etc appear), copies of the relevant pages of the Indian passport (where the photo/name/date of birth, etc. appear, page where the names of parents and the page where endorsement has been made, if any) or the proof of being an Indian origin, Relationship proof (copies of the relevant pages of

the passport of parents, birth certificate, one copy of foreign passport of one parent etc.).

- In the case of children, who have never held an Indian passport, please upload the birth certificate, duly apostilled from Prefettura, along with translation in English and the copy of the OCI card and/or Indian/ foreign passport of one of the parents (**SELF-ATTESTED** by both parents).
- Take the print out of the application form. Please paste two recent colour photograph of the size of 2 inch x 2 inch with light background on the first & last page of the application. The photographs should have a frontal view, showing both the ears.
- OCI Application form, duly filled in and signed by the applicant (signature should match with that in the passport). Both the parents should append their signatures (exactly as given in their OCI Cards/Passports) on the second page of the application.
- Clear copy of the birth certificate (**SELF-ATTESTED** by parents) issued by Commune along with its translation in English (in case the child was not issued any Indian passport), duly attested by Prefettura. **Please note that one of the parents should be an Indian origin and holder of OCI Card.**
- Clear copy of **DECRETO** regarding granting of citizenship, issued by the concerned department (Commune) along with translation in English (**SELF-ATTESTED by at least one of the parents**).
- Original and clear copy of Foreign passport (**SELF –ATTESTED**) of the holder).
- Original and clear copy of Carta D’Identita (**SELF-ATTESTED** by both parents) of the child,
- Clear copies of the relevant pages of the OCI card/Indian Passport and Foreign passports of both the parents (**SELF-ATTESTED by both parents**)
- Clear copies of Carta D’Identita of both the parents (**SELF-ATTESTED by both parents**)
- Clear copy of the Permesso Di Soggiorno of the parents, if one of them is holder of Indian passport (**SELF-ATTESTED by the parent, who holds Indian Passport**).
- In case the Indian passport has already been cancelled earlier, copies of the relevant pages of the passport where the photo/name/date of birth, etc. appear, page where the names of parents and address appear and the page where the Indian Consulate’s stamp appears with “CONSEQUENT ON ACQUIRING OF FOREIGN NATIONALITY, THIS PASSPORT IS CANCELLED AND RETURNED TO THE HOLDER” (**SELF-ATTESTED** by both parents).

Note: Prepaid self-addressed return envelope with DHL airway bill for return of ready OCI must be submitted.

IN THE CASE OF DUPLICATE OCI CARD, IN LIEU OF LOST OR DAMAGED OCI CARD

- APPLY ON-LINE at <https://passport.gov.in/oci/captchaAction> (OCI Miscellaneous Application).
- Please upload the photograph, signature, copy of the Foreign Passport (one page where the photo, name, date of birth, etc appear), copies of the relevant pages of the lost OCI card (first page and last page), marriage certificate, if the lost OCI Card did not have the name of the spouse (husband or wife, as the case may be) OR the Indian Passport if it does not have the name of the spouse (husband or wife, as the case may be) endorsed in it. In case the Indian Passport has the name of the spouse endorsed in it, copies of the same may be uploaded. If the marriage was solemnized in Comune in Italy, the marriage certificate should first be apostilled from Prefettura and translation in English is mandatory to be uploaded. In case the marriage was solemnized in any other country, the marriage certificate should be attested from the concerned Indian High Commission/Embassy/Consulate. Please also upload the Lost Report (in English) of the OCI card.
- Take the print out of the application form. Please paste one recent colour photograph of the size of 2 inch x 2 inch with light background on the first page of the application. The photograph should have a frontal view, showing both the ears. One photograph may be attached with the application form.
- Clear copies of the relevant page of the Foreign passport (**SELF-ATTESTED**). In the case of minor children of below 18 years, the signature of at least one of the parents should be appended on all the copies.
- Clear copies of the relevant pages of the lost OCI Card (first page and last page) **SELF-ATTESTED**. In the case of minor children of below the age of 18 years, the signature of at least one of the parents should be appended on all the copies.
- Clear copy of Carta D'Identita (**SELF-ATTESTED**) In the case of minor children of below the age of 18 years, the signature of at least one of the parents should be appended.
- Lost Report (FIR, in original, as well as translation in English)-**SELF ATTESTED**.
- Clear copy of the Marriage Certificate – **SELF-ATTESTED** (if married), if the lost OCI Card did not have the name of the spouse (husband or wife, as the case may be) OR the Indian Passport does not have the name

of the spouse (husband or wife, as the case may be) endorsed in it. If the Indian Passport has the name of the spouse endorsed in it, copies of the same may be submitted (**SELF-ATTESTED**). If the marriage was solemnized in Commune in Italy, the marriage certificate should first be apostilled from Prefettura and translation in English is mandatory to be uploaded. In case the marriage was solemnized in any other country, the marriage certificate should be attested from the concerned Indian High Commission/Embassy/Consulate.

- If the marriage was solemnized in Commune, the same should be apostilled/attested by Prefettura and original as well as clear copy of the same along with translation in English should be submitted.

In case any foreign national applying for OCI card in lieu of the lost OCI card, the following documents are also mandatorily to be submitted along with the above mentioned documents

Marriage certificate and copy (**SELF-ATTESTED**). The marriage should still be existing. Please note that if the marriage was solemnized in Commune in Italy, the same should be apostilled/attested by Prefettura and original as well as clear copy of the same along with translation in English should be submitted. In case the marriage was solemnized in any other country, the marriage certificate, in English, should be attested from the concerned Indian High Commission/Embassy/Consulate.

Further, the applicant and the spouse should give a joint affidavit stating that their marriage is still existing and that they have not got/sought divorce and that they are still living as husband and wife. Signature on the Joint Affidavit should be done by the husband and wife in the presence of the Consular Officer at the Consulate.

10. Prepaid self-addressed return envelope with airway bill for return of ready OCI by DHL must be submitted.

STATUS OF APPLICATION FOR OCI CARD CAN BE FOUND FROM OUR WEBSITE :

https://www.cgimilan.gov.in/cgimilanapp/visa_status.php?typ=OCI from www.cgimilan.in

Enquiries, if any, may please be sent to oci.milan@mea.gov.in or call 02-8057691/ 02865337 on any working day from 0900 hours to 1300 hours or from 1400 hours to 1700 hours.

Type of OCI Card	Fees in €	ICWF	Bank	Total
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Service			Charges	
Fresh OCI Card	230	03	01	234
Duplicate OCI card in Lieu of Lost / Damage	84	03	01	88
Re-issue of OCI card after attaining age of 20 years or change of Particulars	21	03	01	25
Conversion of PIO to OCI	84	03	01	88

Online Fee Payment option for Consular services

Fee for all applications will be accepted only through '**Online Bank Transfer**'.

Applicants are requested to compile duly complete applications and make **Online Bank Transfer** into the Consulate's Bank Account No. **000004522764** before submitting the application through DHL Courier. Detailed guidelines for Bank Transfer and Account details are available at the Consulate's website. [Click here](#) for the bank details.

Summary/proof of payment needs to be submitted along with the application in the format as specified in the guidelines.

Your cooperation is highly solicited!