

Date: 30 March 2022

Subject: Advisory on procedure to be followed for processing of renunciation of Indian Citizenship, Surrender of Indian Passport, Issuance/Reissuance/Updation of OCI Cards.

i) Renunciation of Indian Citizenship:

Government of India has made mandatory that the declarations of renunciation (**Form XXII**) of Indian citizenship is to be done through online only. The steps of the new procedure are as follows:

- **The applicant would fill his/her details online and upload the relevant documents** on the online portal of MHA viz. <https://indiancitizenshiponline.nic.in/Renounce>. Documents required to be submitted online for applying for renunciation includes (a) Indian Passport in original, (b) Proof of present address (in Spain). (**Note:** If applicant has already submitted his application online, then **no change is possible** on that application. Correction of any information in the application or uploading of any missing document, is not possible later by VFS/Embassy. In case of correction, the applicant may apply afresh.) For further details, please visit: <https://visa.vfsglobal.com/one-pager/india/spain/english/consular-services-information/>
- The applicant would take **print-out** of his/her online application and visit the office of **VFS Global**. The applicant is also required to visit **Embassy for interview, signing** the declaration and approval for submission of the application with supporting documents. The applicant would bring original documents, for verification.
- The competent authority would approve renunciation of the citizenship, in the online module. In case of **acceptance or rejection** of the application of the renunciation, as the case may be, the applicant would receive a **system generated E-mail**. After the approval of the competent authority, a signed **Renunciation Certificate** would be sent to the applicant, by post.

Note: For matter related to Acts/Rules/Policy and website content, applicant may contact dirc-mha@gov.in.

Note: For matter related to website and regarding for filling of online application or technical errors of the website, applicant may contact support.ctznoci@mha.gov.in.

ii) **Surrender of Indian Passport:**

The applicant would fill his/her details online and upload the relevant documents on the online portal. For details, please visit: <https://visa.vfsglobal.com/one-pager/india/spain/english/consular-services-information/>

- **After completion of the Renunciation process, the Embassy would initiate action regarding the passport cancellation and issuance of Passport Surrender Certificate.**
- A person who has ceased to be Indian citizen is required to **surrender the documents** which he had acquired on the basis of his Indian Citizenship (e.g. Voter ID Card etc.) to the authorities concerned. He is not eligible for any Consular Services, after completion of Renunciation process.
- The normal processing time for the procedure of renunciation of Citizenship and surrender of Passport, is **three to four months**, after receipt of the duly completed application in the Embassy.

iii) **Issuance of OCI Card (Fresh)**

- The applicants after **issuance of Renunciation Certificate and Surrender Certificate for Indian Passport**, may apply for issuance of OCI Card.
- The applicant would fill his/her details **online and upload the relevant documents** on the online portal of MHA viz. <https://ociservices.gov.in/>. Please visit the following link, for details: <https://visa.vfsglobal.com/one-pager/india/spain/english/oci-pio-information/index.html>.
- The applicant would take **print-out** of his/her online application and visit the VFS Global, for **biometric** data and submission of his application. The applicant would bring original documents, for verification.
- The Embassy would initiate the process of issuance of OCI Card only **after completion of Renunciation of citizenship and surrender of Passport.**
- When OCI Card is received from Indian Authorities, the Embassy, through VFS Global, would dispatch the same to the applicant.

- The minimum processing time for the procedure of issuance of OCI Card is **seven weeks**, after receipt of the duly completed application in the Embassy.

Note: **Biometrics** captured would be valid for next 5 years from the date of enrolment. Applicants above 70 years of age or below 12 years of age would be exempted from biometric capturing.

Re-Issuance of OCI Card

- The applicant would fill his/her **details online and upload the relevant documents** on the online portal of MHA viz. <https://ociservices.gov.in/>. Please visit the following link, for details: <https://www.eoimadrid.gov.in/pdf/Re-issuance%20of%20OCI%20Cards.pdf> <https://visa.vfsglobal.com/one-pager/india/spain/english/oci-pio-information/index.html>.
- The applicant would take **print-out** of his/her online application and visit the VFS Global, for biometric data and submission of his application. The applicant would bring original documents for verification.
- The Embassy would process the application, on receipt of the complete application from VFS Global.
- When OCI Card is received from Indian Authorities, the Embassy, through VFS Global, would dispatch the same to the applicant.
- The minimum processing time for the procedure of reissuance of OCI Card is **eight weeks**, after receipt of the duly completed application in the Embassy.

Updation of Passport Details for OCI Card

- The applicant would fill his/her details online and upload the relevant documents on the online portal of MHA. Please visit the following link, for details: <https://ociservices.gov.in/>, <https://www.eoimadrid.gov.in/pdf/Re-issuance%20of%20OCI%20Cards.pdf>.
- These documents may be uploaded by the OCI Cardholder **within three months** of the receipt of the new passport.
- The applicant need not submit hard copy of the application to VFS Global/Embassy.

- The Embassy would access the data online process the application. The applicant would receive automated message regarding acceptance/rejection of his application.
- 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 minimum prescribed time for the procedure of updation of passport details for OCI Card is six weeks, subject to proper completion of online application and duly online submission of requisite documents.

Important instructions regarding submission of application for Renunciation of Citizenship, issuance/reissuance of OCI Card:

- **The Embassy would not grant any consular services in future** to the persons who have been granted renunciation certificates.
- The applicant residing outside India need to submit application to the Embassy having jurisdiction over the country of which applicant is a **citizen**; or The Indian Mission having jurisdiction over the country of which the applicant is **ordinarily resident**. (Note: '**Ordinarily Resident**' mean a person staying in a particular country for a **continuous period of six months**).
- In case of **application for OCI for minor child**, the following documents need to be submitted online: (i) Copy of Minor's passport, (ii) Proof of Address, in Spain, (iii) Copy of child's Birth Certificate, (iv) Registered Marriage Certificate of the parents, (v) Copy of Indian passports of the parents, (vi) if the parents are divorced, court order of dissolution of marriage, which specifically mentions about the legal custody of the child.
- In case of **loss/damage of OCI Card**, the service would be granted only after personal interview of the applicant, by the Embassy.
- In case of spouse of foreign origin of a citizen of India, or of an OCI Cardholder, the OCI Applicant and his/her Indian Spouse or OCI Cardholder will have to upload a self-declaration that they are **married for more than two years**. In such cases for miscellaneous service after reissue of passport, they will have to give a joint-declaration that their marriage is still subsisting.
- There will a mandatory personal interview of all OCI applicants who apply for registration as **OCI cardholder on spouse basis**. Registered Marriage Certificate is compulsory in foreign spouse cases. If the marriage is solemnized in foreign country, the Marriage Certificate should be apostle by

the local authorities/Certified by the concerned Indian Mission. If the Certificate is in any foreign language other than English, it should be translated in English by authorized translator.

- It may be noted that the applications for Renunciation, OCI Cards etc. are controlled and approved by the various authorities of the Government of India and the **Embassy is not in a position to expedite these processes.**
- **The applicants are required to provide correct information and upload requisite documents. Failing which their applications may be rejected by the concerned authorities. The Embassy does not accept any responsibility for rejection of the application or for the error in the document issued on the basis on wrong information provided by the applicant, in his application.**
- **No fee would be refunded** if the requisite service is not granted. For making another application, the applicant need to submit fresh application, with all supporting documents and applicable fee.
- The complete process starting from submission of application for Renunciation of citizenship and issuance of OCI Card would take **from three to five months.**
- For any **enquiry after lapse of the minimum processing time-period**, the applicant is requested to provide details of application number, Indian Passport number, Spanish Passport Number, OCI Card number, as applicable, with scanned copies of the relevant documents, while making any enquiry regarding status of the application.
- For availing any Consular services, the applicant must be a holder of either **Valid Indian Passport or OCI Card.** In absence of either of these documents, the applicant would not be eligible to apply for any Consular Service.
- **Third-parties/agents** are advised not to make any enquiry on behalf of the applicants for status of their applications. The Embassy/VFS Global would not provide any reply/information to these agents/third-parties.