

STANDARD OPERATING PROCEDURE OCI MISC– DECLARATION OF RENUNCIATION



Prepared By

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OCI MISCELLANEOUS- DECLARATION OF RENUNCIATION

1. Front Page



The screenshot shows the 'Online OCI Services' website. At the top, there is a header with the Indian emblem and the text 'Online OCI Services'. Below this, the main heading is 'Overseas Citizen Of India'. A navigation bar contains links for 'About OCI', 'OCI-Registration', 'OCI-Enquiry', 'Benefits', 'Useful-Links', and 'Contact Us'. The main content area features a blue OCI card image on the left and a text block on the right. A callout bubble points to the URL <https://ociservices.gov.in>. At the bottom, a footer note states: 'This website was designed to work best with Firefox, Chrome. Click to download. V24.1.22'.

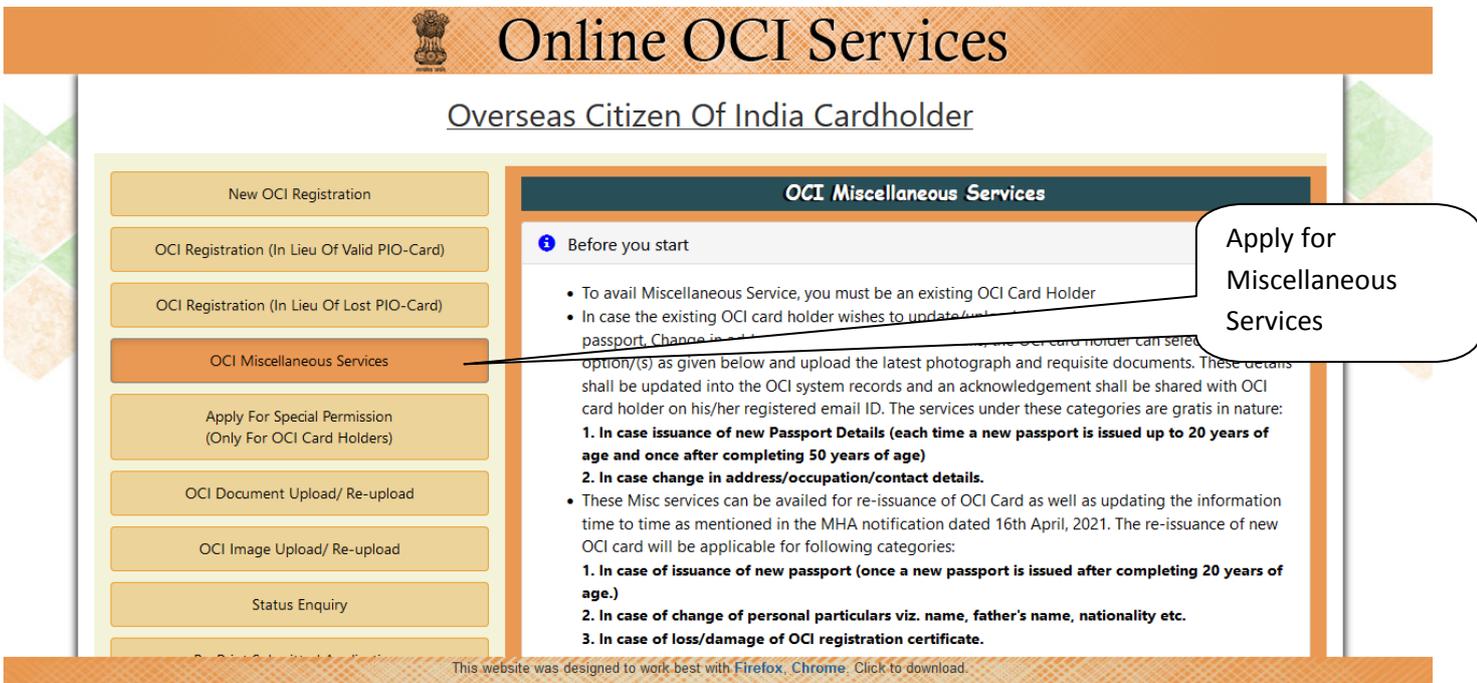
Applicant will visit <https://ociservices.gov.in>

OCI-Registration

A foreign national - (i) who was a citizen of India at the time of, or at any time after 26th January, 1950; or (ii) who was eligible to become a citizen of India on 26th January, 1950; or (iii) who belonged to a territory that became part of India after 15th August, 1947; or (iv) who is a child or a grandchild or a great grandchild of such a citizen; or (v) who is a minor child of such persons mentioned above; or (vi) who is a minor child and whose both parents are citizens of India or one of the parents is a citizen of India - is eligible for registration as OCI cardholder. Besides, spouse of foreign origin of a citizen of India or spouse of foreign origin of an Overseas Citizen of India Cardholder 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 is also eligible for registration as OCI cardholder. However, no person, who or either of whose parents or grandparents or great grandparents is or had been a citizen of Pakistan, Bangladesh or such other country as the Central Government may, by notification in the Official Gazette, specify, shall be eligible for registration as an Overseas Citizen of India Cardholder. Foreign nationals cannot apply for OCI in India while on Tourist Visa, Missionary Visa and Mountaineering Visa. Moreover, the foreigner has to be ordinarily resident of India to be eligible to apply for OCI registration in India.

This website was designed to work best with Firefox, Chrome. Click to download. V24.1.22

2. Apply



The screenshot shows the 'Apply' page for 'Overseas Citizen Of India Cardholder'. The main heading is 'Online OCI Services' with the sub-heading 'Overseas Citizen Of India Cardholder'. A left sidebar contains a list of service options: 'New OCI Registration', 'OCI Registration (In Lieu Of Valid PIO-Card)', 'OCI Registration (In Lieu Of Lost PIO-Card)', 'OCI Miscellaneous Services' (highlighted), 'Apply For Special Permission (Only For OCI Card Holders)', 'OCI Document Upload/ Re-upload', 'OCI Image Upload/ Re-upload', and 'Status Enquiry'. The main content area is titled 'OCI Miscellaneous Services' and includes a 'Before you start' section with a list of bullet points. A callout bubble points to the 'OCI Miscellaneous Services' option in the sidebar. At the bottom, a footer note states: 'This website was designed to work best with Firefox, Chrome. Click to download.'.

OCI Miscellaneous Services

Before you start

- To avail Miscellaneous Service, you must be an existing OCI Card Holder
- In case the existing OCI card holder wishes to update/re-upload his/her passport, Change in address, occupation, contact details, etc., the OCI card holder can select the option(s) as given below and upload the latest photograph and requisite documents. These details shall be updated into the OCI system records and an acknowledgement shall be shared with OCI card holder on his/her registered email ID. The services under these categories are gratis in nature:
 - In case issuance of new Passport Details (each time a new passport is issued up to 20 years of age and once after completing 50 years of age)**
 - In case change in address/occupation/contact details.**
- These Misc services can be availed for re-issuance of OCI Card as well as updating the information time to time as mentioned in the MHA notification dated 16th April, 2021. The re-issuance of new OCI card will be applicable for following categories:
 - In case of issuance of new passport (once a new passport is issued after completing 20 years of age.)**
 - In case of change of personal particulars viz. name, father's name, nationality etc.**
 - In case of loss/damage of OCI registration certificate.**

Apply for Miscellaneous Services

This website was designed to work best with Firefox, Chrome. Click to download.

3. Select one of the options as per your requirement

The screenshot shows the 'Online OCI Services' header with the Indian emblem. Below it, the text reads 'Select One Of The Following Options As Per Your Requirement'. Two orange buttons are visible: 'Fill New Miscellaneous Application' and 'Complete Partially-Filled Miscellaneous Application'. A green button labeled 'Back To Main Menu' is at the bottom right. A callout box points to the first button with the text: 'To fill new Miscellaneous application.' Another callout box points to the second button with the text: 'To continue the registration from the place you had left your earlier registration; provide us your Temporary Application Id'.

4. Verify your details

The screenshot shows the 'Online OCI Services' header with the Indian emblem. Below it, the text reads 'OCI Miscellaneous Services'. A section titled 'Provide Required Information To Proceed' contains several input fields. The first field is 'Passport Number * (as in OCI Records)' with the value 'TESTING'. Below it, a blue highlighted section contains the instruction '# Fill-up any one of the following three fields as recorded in the OCI registration Card / U-Visa' and the field 'OCI Number #' with the value 'TESTING1'. A callout box points to this field with the text: 'Enter the required information and click on proceed.' Below this, another blue highlighted section contains the instruction '# Fill-up any one of the following two fields as recorded in the OCI registration Card / U-Visa' and the field 'Date Of Birth *' with the value '01/FEB/2018'. A 'Proceed' button is located at the bottom right.

6.2 Fill details – if married

 **Online OCI Services**

OCI Miscellaneous Registration

Temporary Application ID: 22022502062903

Services Selected | **Destination of the Registration**

Place of submission * | U C
Select Mission * | INDIA

Marital Status

Marital Status * | MARRIED

Spouse Details

Name of spouse * | SPOUSE NAME
Nationality of spouse * | U C
Spouse Passport Number * | SPASEMUM
Date of issue of spouse passport * | 22/FEB/2017
Place of issue of spouse passport * | PLACE/ISSUE
Whether your spouse is registered as OCI card holder? * | Yes
OCI card number in case of OCI card holder spouse * | OCNUM
Whether minor child are registered as OCI card holder? * | Yes

Sr. No.	Minor Child Name *	OCI Number *
1	CHILD ONE	CHILD1111111
2	CHILD TWO	CHILD0222222

Address and Occupation Details

Residential Address |

Select Marital Status as Married, and then fill the required information.

If your spouse is registered as OCI card holder then select yes and fill spouse's OCI number, else select no.

If your minor child is registered as OCI card holder then select yes and fill minor child's name and OCI number, else select no.

Then, fill the address and occupation details and click on submit.

7. Confirmation Page

Online OCI Services

OCI-Registration Confirmation

Temporary Application ID
220222963722669

Your File Reference Number is
AFGM0000EM22

Till now you have successfully registered Declaration of The Renunciation (OCI Renunciation) Part-A. You are requested to upload appropriate documents. Otherwise your application will not be considered.

Applicant Name	File Reference Number
TEST TEST	AFGM0000EM22

Document List	
1	OCI CARD

[Proceed To Document](#) [Exit](#)

OCI Renunciation Part-A completed, click on proceed to document to upload required documents.

8. Upload documents or Exit

Online OCI Services

OCI Miscellaneous Services

Your File Reference Number is
AFGM0000EM22

Till now you have been successfully completed Online Declaration of Renunciation (OCI Renunciation) Part A. You are requested to upload appropriate documents. Otherwise your application will not be considered.

To upload supporting documents (Mandatory) [Upload Documents](#)

To Exit [Exit](#)

To upload documents now, click on Upload Documents.

To upload documents afterwards (by selecting complete partially filled application -on step 3), click on exit.

9. Upload Documents

Online OCI Services

Online OCI Document Upload

Welcome to Document-Upload Section of Online OCI- Registration

Applicant Name: TEST TEST
File-Number: AFGM0000EM22

Note : Document Re-Upload limit is 5 after which Re-Upload is not allowed. Document View limit is 3 after which View-document is not allowed.

Document Upload

OCI CARD	Uploaded	Re-Upload	View-Docum
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Select a Document Type to upload:

Uploading of oci card for test test has successfully completed

Select the Document Type to upload and click on upload and then final submit.

10. Generation of Form XXXI for Renunciation of OCI Card

Online OCI Services

Online OCI Document Upload

Welcome to Document-Upload Section of Online OCI- Registration

Applicant Name: TEST TEST
File-Number: AFGM0000EM22

Note : Document Re-Upload limit is 5 after which Re-Upload is not allowed. Document View limit is 3 after which View-document is not allowed.

Document Upload

OCI CARD	Uploaded	Re-Upload	View-Docum
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Select a Document Type to upload:

OCI CARD for TEST TEST has been successfully Re-Uploaded

To generate filled Registration Form XXXI

Click on Generate Renunciation Form

11. PDF Generated

FORM XXXI
[See rule 34(1)]
THE CITIZENSHIP RULES, 2009
DECLARATION OF THE RENUNCIATION OF THE CARD REGISTERING
AS AN OVERSEAS CITIZEN OF INDIA CARDHOLDER UNDER
SECTION 7C(1) OF THE CITIZENSHIP ACT, 1955 MADE BY
AN OVERSEAS CITIZEN OF INDIA CARDHOLDER

AFGM0000EM22

Online Application File Number	AFGM0000EM22
Application Date	22/FEB/2022

1	Full Name	TEST TEST
2	Address	RESIDENTIAL ADDRESS LINE 1,RESIDENTIAL ADDRESS LINE 2
3	Occupation	OFFICIAL
4	Place and Date of Birth	SDFSDF 01/FEB/2018
5	Nationality	AZE
6	Name of wife or husband	NA
7	Number and date of certificate of registration as an Overseas Citizen of India cardholder	TESTING1 - 04/MAR/2020
8	Name and full particulars of minor children who are registered as Overseas Citizen of India cardholder(if any)	NA

I. I, TEST TEST (here insert full name and address of declarant) am of full age and capacity and was born at SDFSDF on 01/FEB/2018.

II. I am registered as an Overseas Citizen of India cardholder.

III. I hereby renounce my Overseas Citizen of India cardholder and surrender the Certificate of registration Number TESTING1 dated 04/MAR/2020 issued at MAZAR E SHARIEF.

IV. I do solemnly and sincerely declare that the foregoing particulars stated in this declaration are true, and I make this solemn declaration conscientiously believing the same to be true.

Date Signature.....

Made and subscribed thisday of 20..... before me.

**Date.....
**Signature.....

*Please attach original certificate if registration with the declaration.
**Signature and designation of the officer of the designated authority specified under rule 34 of the Citizenship Rules 2009

12. Exit



Online OCI Services

Online OCI Document Upload

Welcome to Document-Upload Section of Online OCI- Registration

Applicant Name TEST TEST	File-Number AFGM0000FM22
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Note : Document Re-Upload limit is 5 after which Re-Upload is not allowed. Document View limit is 3 after which View-document is not allowed.

Document Upload

OCI CARD Uploaded Re-Upload View-Document

Select a Document Type to upload Select Document Upload

OCI CARD for TEST TEST has been successfully Re-Uploaded

Thanks For Submission Exit

Click on Exit.

Applicant will visit Mission with the require documents.