

New OCI Online application to be filled online at
<https://ociservices.gov.in/welcome>

Document uploading instructions

Apart from other instructions contained on the OCI website, following may be taken into account while applying for new OCI at CGI Guangzhou

1. Documents upload requirement for OCI for Foreign Spouse

(i) CURRENT INDIAN PASSPORT OF PARENTS/GRAND PARENTS/GREAT GRAND PARENTS/SPOUSE

For this kindly upload copies of spouse's front and back page & valid visa page of current passport and previous passport, if any + Residence certificate issued by local PSB + any Indian ID proof/ address proof (combine all these into one PDF file and upload).

(ii) CURRENT PASSPORT –

Applicant's current passport+ observation page, if any +previous passport, if any+ Chinese id+ Indian visa page, if any (combine all these into one PDF file and upload)

(iii) RELATIONSHIP CERTIFICATE –

Applicant's relationship certificate with his/her parents (duly notarized and attested by Chinese foreign office (combine all these into one PDF file and upload)

Or

If issued by any other authority/country, duly attested by Indian embassy /Consulate located in the concerned country where the relationship certificate has been issued.

(iv) EMPLOYMENT/ WORK LETTER -

Applicant's employment proof or company registration document (if working or owning a firm)

Or

If applicant is housemaker, spouse's employment proof or company registration document (if working or owning a firm) (Make one PDF file and upload)

(v) Marriage certificate:

If issued by Chinese authorities, duly notarized and attested by Chinese foreign office (Make one PDF file and upload)

Or

If issued by Indian authorities, duly attested by Ministry of External affairs, Government of India

Or

If issued by any other authority/country, duly attested by Indian embassy /Consulate located in the concerned country where the marriage certificate has been issued.

(vi) Upload Marriage subsistence form duly signed

Marriage registration date must be more than two years prior to the date of application of OCI.

(vii) Other document

Upload Family card (Hokou) issued to the applicant if the applicant's nationality is Chinese (Make one PDF file and upload)

2. Documents upload requirement for OCI for minor/s

(i) CURRENT INDIAN PASSPORT OF PARENTS/GRAND PARENTS/GREAT GRAND

If both the parents are Indian and minor/s is/are of foreign nationality:

Kindly upload copies of both Parents' front and back page & valid visa page of current passport and previous passport/s, if any + Residence certificate issued by local PSB + Indian ID /Address proof (combine all these into one PDF file and upload)

Or

If one of the parent is Indian and other is foreign nationality:

Kindly upload copies of Indian Parent's front and back page & valid visa page of current passport and previous passport/s, if any + Residence certificate issued by local PSB + Indian ID /Address proof (combine all these into one PDF file and upload)

(ii) CURRENT PASSPORT – Minor's current passport+ Chinese ID+ Indian visa page, if any (combine all these into one PDF file and upload)

(iii) RELATIONSHIP CERTIFICATE –

Minor's Birth certificate

If issued by Chinese authorities, duly notarized and attested by Chinese foreign office (Make one PDF file and upload)

Or

If issued by any other authority/country, duly attested by Indian embassy /Consulate located in the concerned country where the birth certificate has been issued.

(iv) EMPLOYMENT/ WORK LETTER - Parents or either of the parents (Make one PDF file and upload)

(v) Marriage certificate: Of parents

If issued by Chinese authorities, duly notarized and attested by Chinese foreign office (Make one PDF file and upload)

Or

If issued by Indian authorities, duly attested by Ministry of External affairs, Government of India

Or

If issued by any other authority/country, duly attested by Indian embassy /Consulate located in the concerned country where the marriage certificate has been issued.

Make one PDF file and upload

(vi) Other document: If either of the parent is of foreign nationality: Passport/s copy, Chinese visa & Residence Certificate issued by local PSB if any other nationality or Chinese ID if Chinese National)
