OCI Website: https://ociservices.gov.in/onlineOCI/

Procedure to apply for Fresh Overseas Citizen of India (OCI) Card

APPLICANTS ARE REQUIRED TO UPLOAD ALL THE DOCUMENTS WITH THE ONLINE APPLICATION. APPLICANT CAN UPLOAD SINGLE OR MULTIPLE PAGE PDF IN LOW RESOLUTION IN SAME OR ANY OTHER SIMILAR CATEGORY AVAILABLE. AN APPLICATION WITHOUT ALL THE SUPPORTING DOCUMENTS UPLOADED ONLINE WILL NOT BE ACCEPTED. ONE COPY OF SUPPORTING DOCUMENTS NEED TO BE SUBMITTED WITH THE APPLICATION.

• The applicant shall submit the application form online (https://ociservices.gov.in) and **upload all the requisite documents**, photograph and signature (in the case of minors who cannot sign, left hand thumb impression) along with the application.

• An application submitted online for more than **180 days** may not be accepted at VFS. In such case, applicants are required to refill the online application again.

• The applicant then submits duly signed application form (**ensuring uploading of all supporting documents**), Copy of all supporting documents, 1 photograph.
• For the help of our diaspora, applications for any service can be accepted at any working day between 0900 hrs to 160 Hrs without any appointment. Please go ahead and submit your application as per your convenience and choice, provided that application is registered and filled up for that particular jurisdiction (Sao Tome & Principe) i.e. Embassy of India, Sao Tome

• All the Original documents **except current passport** need to be submitted alongwith the application.

• All the original documents submitted with application will be verified and returned to the applicant.

OCI Registration FEES: (w.e.f. 01 April 2025) STN 6185/- (For New Application/Registration)

Note 1 - The OCI fee and ICWF charges should be deposited in the following respective accounts of the Embassy:

Name of Bank: International Bank of Sao Tome & Principe (BISTP), Sao Tome.

Embassy of India, Account number: 71444 941 0001- For OCI/Passport/Consular Fee

Embassy of India, ICWF Account number: 71444 941 0003 ---- ICWF Charges

Note 2 - Additional fee of **STN 70.00 (w.e.f. 01 April 2025)** will be chargeable for all type of Consular Service applications (other than in death cases) towards ICWF fee.

Note 3 - The Embassy does not accept fees by Credit / Debit Cards or by personal cheques. No application will be accepted without the bank receipt of the payment of fee.

[The fees prescribed are valid until 31.03.2026 or until further notification.]

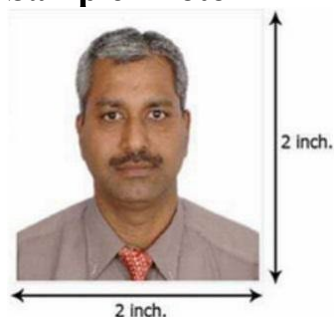**Photo Specifications:** https://ociservices.gov.in/Photo-Spec-FINAL.pdf

Photo should be square shape of size not less than 51 X 51 mm (with 70-80% coverage of face). It should have only plain light colour background without the border with front view of person's head and shoulders showing full face in middle of the photograph. It should not be stapled and not have any signatures.

Signature - Height and width of the Signature Photo must have aspect ratio 1:3.
If child below 5 years is unable to sign, then thumb impressions (left hand) with Blue/Black Ink only will have to be uploaded. Minor children who are able to sign/write their names should do so and it should be uploaded. **Parents need to sign in the relevant space in the application form.**

(Note: Photo submitted must be **same** as uploaded online with the application. Please also check if the signature printed on the OCI application are clear and of adequate sizes per Sample Photo/Signatures below.)

Sample Photo **Sample Signature**

Documents required for New/Fresh OCI
(Turnaroud time: 5-6 weeks)

MANDATORY DOCUMENTS TO BE SUBMITTED ALONGWITH ALL THE NEW/FRESH OCI APPLICATIONS

1.	Current valid passport, with validity of minimum 6 months at the time of submission of application. **(Upload online- Current passport category)- Provide self-attested photocopy-** *** STP passport must be uploaded with signatures on observation page.** *** Applicants holding dual Nationality are required to provide copy and upload current passport of Both Nationalities.**
2.	Registered Marriage Certificate (If married) or equivalent proof (Indian passport copy on which spouse name is endorsed) and current passport of spouse to endorse name of spouse in OCI card. **(Upload online- Marriage Certificate Category)- Provide copy also**
3.	Proof of employment with job description/Proof of own business/Student ID Card/Proof of last employment with job description. **(Upload online- Employment Proof Category)- Provide Photocopy also**
4.	Address proof (Utility Bill/ Driving Licence - NOT BANK STATEMENT)- exactly matching with one in the application and on the postal envelope provided for delivery of documents. **(Upload online in similar or any available category)-Provide Photocopy also**
5.	Copy of STP resident visa (For Non STP Passport holders only) **(Upload online)- Provide Photocopy also**
6.	Visit the Embassy of India, Sao Tome on any working day between 0900 Hrs to 1600 Hrs.

IN ADDITION TO ABOVE DOCUMENTS, APPLICANT ARE REQUIRED TO PROVIDE THE FOLLOWING DOCUMENTS DEPENDING UPON THE CATEGORY UNDER WHICH APPLYING FOR OCI

A. APPLYING ON OWN INDIAN ORIGIN- FORMER INDIAN PASSPORT HOLDER:

1.	Naturalization/Registration Certificate **(Upload online)- Provide photocopy also**
2.	Indian Passport Surrender Certificate **(Upload online)- Provide photocopy also**
3.	Copy of Indian passport (1st and Last Page) **(Upload online)- Provide photocopy also** (i) Applicants who **have obtained foreign nationality on or after 01st June 2010**, are mandatorily required to submit Indian Passport Surrender Certificate. **(ii)** Applicants who have held an Indian passport, and **obtained foreign nationality before 1st June 2010**, but are unable to produce the same for Surrender of Indian passport for any reason (lost/misplaced/submitted to STP Home Office long time back) are required to furnish a notarized affidavit **in original** from STP stating the facts about their first travel to STP, the

	whereabouts of their Indian passports and using Indian Passport after attaining Sao Tome Nationality **(Upload online)- [Provide photocopy also]** along with other necessary documents as mentioned in Point (b) below. – **This notarized affidavit is required to be submitted in original along with the application.**

B. APPLICANT BORN IN INDIA AND NEVER HELD INDIAN PASSPORT AND TRAVELLED ON PARENTS INDIAN PASSPORT OR OWN FOREIGN PASSPORT:

1.	Birth Certificate clearly indicating names of parents. **(Upload online- Relationship category)- Provide photocopy also**
2.	Exit permit/stay visa issued after birth in India and Exit stamps on passport when first left India OR Notary affidavit in original from STP stating the fact and how he/she travelled to STP **(Upload online- Indian visa category)- Provide photocopy also**
3	**If born in India between 26 January, 1950 to 30 June, 1987:** Registered Birth Certificate issued by Indian Government. OR School Educational Certificate (in original) (**Matric and higher Board level Classes issued by Board of Education in India**). OR
	Proof of Indian Origin of Applicant's parents/Grand Parents/Great Grand Parents (Upload online)- Provide photocopy also I. Being a citizen of India at the time of, or at any time after the commencement of the Constitution i.e. 26.01.1950; or II. Being eligible to become a citizen of India at the time of commencement of the Constitution i.e. 26.01.1950; or III. Belonging to a territory that became part of India after 15th August, 1947. These could be: a. Copy of their Indian Passport; or b. Copy of the Domicile Certificate issued by the Competent Authority; or c. Copy of Nativity Certificate from the competent authority; or d. OCI Card/ PIO card (first and last page) along with the supporting documents upon which the OCI/PIO card was issued.
NOTE	☐ Post-dated birth certificates should be duly certified by the District Magistrate/District Collector of the area, with name, stamp, seal and contact telephone numbers with area code for verification. ☐ Post-dated School Certificate/School Leaving Certificate from India should be authenticated by Director of Education/District Magistrate/District Collector of the area with name, stamp, seal and contact telephone numbers with area code for verification ☐ In case the birth certificate has been issued by a foreign country which is signatory to the Hague Convention, 1961 and the document has been **apostilled** by the authorities concerned of that country, then the said document may be accepted without any further attestation/ apostille by any

| | other authority either in that country or in India. |
| | □ If the birth certificate has been issued by a foreign country which is not signatory to the Hague Convention, 1961, them the document will have to be **first attested by the authority concerned in that country followed by re-attestation by the Indian Mission** in that country or by the Foreign Mission concerned in India to make the document acceptable. |

C. APPLICANT BORN OUTSIDE INDIA AND NEVER HELD INDIAN PASSPORT - APPLYING ON THE BASIS OF PARENTS/ GRAND PARENTS/GREAT GRAND PARENTS

1.	Birth Certificate clearly indicating names of parents **(Upload online-Relationship Certificate category)- Provide photocopy also**
2.	If applying on the basis of Grand Parents/Great Grand Parents, provide documents (Birth certificates or equivalent) to verify relationship among applicant, his/her Grand Parents/Great Grandparents. **(Upload online-Relationship Certificate category)**
3.	**Proof of Indian Origin of Applicant's parents/Grand Parents/Great Grand Parents (Upload online)- Provide photocopy also** I. Being a citizen of India at the time of, or at any time after the commencement of the Constitution i.e. 26.01.1950; or II. Being eligible to become a citizen of India at the time of commencement of the Constitution i.e. 26.01.1950; or III. Belonging to a territory that became part of India after 15th August, 1947. These could be: a. Copy of their Indian Passport; or b. Copy of the Domicile Certificate issued by the Competent Authority; or c. Copy of Nativity Certificate from the competent authority; or d. OCI Card/ PIO card (first and last page) along with the base papers/ documents upon which the OCI/PIO card was issued;
NOTE	□ Recently issued birth Certificate (Post-dated birth certificates) should be duly certified by the District Magistrate/District Collector of the area, with name, stamp, seal and contact telephone numbers with area code for verification. □ Post-dated School Certificate/School Leaving Certificate from India should be authenticated by Director of Education/District Magistrate/District Collector of the area with name, stamp, seal and contact telephone numbers with area code for verification □ In case the birth certificate has been issued by a foreign country which is signatory to the Hague Convention, 1961 and the document has been **apostilled** by the authorities concerned of that country, then the said document may be accepted without any further attestation/ apostille by any other authority either in that country or in India. □ If the birth certificate has been issued by a foreign country which is not signatory to the Hague Convention, 1961, them the document will have to be **first attested by the authority concerned in that country followed by**

	re-attestation by the Indian Mission in that country or by the Foreign Mission concerned in India to make the document acceptable.

D. APPLICATION IN CASE OF MINOR CHILD

1.	All the Mandatory documents and other documents mentioned in A OR B OR C above.
2.	Current passport copy of **BOTH** parents **(Upload online)- Provide photocopy also**
3.	Registered Marriage Certificate of parents
OR	**If parents are divorced:** A Court order of dissolution of marriage and Child arrangement order which specifically mentions that the legal custody of the child is with the parent who is applying for the OCI card and that parent can take the child out of STP for any number of days.
OR	If both the parents share joint custody of the child, a duly notarized consent letter from both the parents to apply for OCI for child OR a specific court order giving permission for issue of OCI to the child with one of the parent. **(Upload online)- Provide photocopy also**
OR	In case of Live-in, adopted child and Surrogacy, all relevant documents need to be submitted with the application. **(Upload online)- Provide photocopy also**

E. APPLICATION FOR OCI UNDER FOREIGN SPOUSE CATEGORY - AFTER AT LEAST 2 YEARS OF MARRIAGE- (Turnaround time: 10-12 weeks)

[APPLICANTS ELIGIBLE FOR OCI ON BASIS OF THEIR SELF/PARENTS/GRAND-PARENTS INDIAN ORIGIN ARE NOT ADVISED TO APPLY UNDER THIS CATEGORY.]

1. Applicant's own Birth Certificate confirming names of both parents. **(Upload online)- Provide photocopy also**
2. Registered marriage certificate (apostilled if issued by foreign authority) **(Upload online)- Provide photocopy also**
3. Current Passport of the spouse. **(Upload online)- Provide photocopy also**
4. Copy of the Valid Indian Passport/OCI (first and last pages) of Spouse. **(Upload online)- Provide photocopy also**
5. Duly filled/signed/dated Consent form (as on Last page of this document). **(Upload online)- Provide photocopy also**

NOTE Before submission of application under this category applicant have to visit Embassy of India, Sao Tome along with his/her spouse for interview along with OCI application, all the original documents and their copies. The appointment can be sought on admmn.saotome@mea.gov.in.

This appointment/interview should not be taken as guarantee for issuance of OCI card as the same would be decided by the authorities concerned after examination of documents and application.

Important links regarding OCI Details

Details	Web Link
FAQ by MHA on OCI	MHA's FAQ on OCI dtd 22.07.2021 https://ociservices.gov.in/onlineOCI/faq MHA's FAQ on OCI's Miscellaneous services
Current OCI rules	https://www.mha.gov.in/sites/default/files/OCIBrochure_23072021.pdf
Benefits of OCI	https://mha.gov.in/PDF_Other/1OCIcardholder_Introduction_15112019.pdf
Gazette of India notification No. 962 dated 04.03.2021	https://www.mha.gov.in/sites/default/files/Notification_19032021.pdf
Photo Specifications	https://ociservices.gov.in/Photo-Spec-FINAL.pdf

Common Mistakes in Applications

1. Many applications are rejected due to poor quality of uploaded Photo/Signatures. Please ensure to upload good quality Photo and Signatures as per sample/specifications in page No. 2 above.

2. Applications are also got rejected as all the supporting documents are not uploaded online.

3. Passport Number/Date of issue of passport is incorrect.

4. Name/place of birth/Date of birth is incorrect.

5. Full names of parents/Spouse are not mentioned or not matching with their current legal names.

6. Marital status/Spouse name not mentioned.

7. Must provide correct contact numbers and email address of self only (NOT ANY OTHER PERSON).

8. Part –B of application not signed/Part-B (Minor Child) is not signed by any one of the parents.

9. If there is change of name, kindly mention the same in relevant column in the application as well and provide appropriate documents in support.

10. Provide complete address with Post Code in the application.

11. Ensure the application Bar Code is printed on right hand bottom of first page of the application.

USEFUL TIPS TO MAKE FORM FILLING EASY AND AVOID MISTAKES

1. Please ensure you have all the supporting documents in PDF each less than 1MB of size and Photo/Signatures in JPEG format as per specifications before starting online form filling.

2. Fill all the details in the application very carefully and exactly as per documents. **Please ensure that all the details like full names, date of birth, place of birth are exactly as per current passport.**

3. Scan documents in pdf with low dpi (100-200 dpi) to reduce file size. Various mobile phone apps can also be used to create multiple page pdf of documents easily.

4. Photo/signatures can be easily resized to requisite specifications/size by using photo editing option in mobile phones/Paint brush software in computers.

5. Upload all the supporting documents under their correct category/equivalent category. (e.g. OCI card can be uploaded under Indian Visa category and birth certificate can be uploaded under Relationship category).

If applicant is unable to find suitable category to upload the document, please upload all the remaining documents (including any legal document) under current passport category along with current Passport or in Indian visa/origin category along with OCI card first and last page or in any available category as a multiple page pdf with 100-200 dpi resolution.

(MOST IMPORTANT IS TO UPLOAD ALL THE SUPPORTING DOCUMENTS)

6. Kindly check all the details of the OCI application once printed. In case photo/signature and documents are not uploaded properly, these can be done easily by selecting appropriate option (Re-upload image/upload/re-upload documents) available on the website.

Please note that the file reference number required to re-upload photo/signature/documents is written vertically on left side and also below the barcode at the bottom of first page of application from submitted online.

7. In case any information is wrong, please refill the form again.

8. In case of any doubt on eligibility, kindly contact:

E-mail : admn.saotome@mea.gov.in
Telephone No.: 00-239 9888893