

Miscellaneous Consular Services.

Other Consular Services

(Download and fill the Miscellaneous Form [HERE](#))

- Attestation/legalization of official documents
- Attestation of Commercial documents
- Attestation of Adoption documents
- Birth certificates
- Life certificate
- Power of Attorney/Attestation of property related documents
- Registration of birth
- Sworn in Affidavits (Notary work)
- Registration of Death/Issue of NOC to take body/ashes to India
- Solemnization/Registration of Marriage under the Foreign Marriage Act, 1969. • In all cases, Application for Miscellaneous Services is to be submitted duly filled in under the signature of the applicant with following documents:-
- Copy of passport with passport of applicant.
- Documents with a copy each.
- Photographs (3.5x3.5cm) affixed on the application form.
- In case of registration of birth, a sworn in Affidavit by both parents that the child has not obtained foreign nationality. Birth certificate issued by local Govt. body with a copy to be enclosed. The birth certificate should bear the names of parents.
- For registration of death, death certificate issued by local competent authority with cause of death therein with a copy thereof.
- Power of attorney/Sworn in affidavit is to be signed in the presence of Consular Officer.

Online Registration of Indian National/PIO/OCI in Burkina Faso - [click here](#)

Overseas Citizen of India (OCI) Cards

- **Eligibility**
- A foreign national, who was eligible to become citizen of India on 26.01.1950 or was a citizen of India on or at any time after 26.01.1950 or belonged to a territory that became part of India after 15.08.1947 and his/her children and grandchildren, provided his/her country of citizenship allows dual citizenship in some form or other under the local laws, is eligible for registration as an Overseas Citizen of India (OCI). Minor children of such persons are also eligible for OCI. However, if the applicant had ever been a citizen of Pakistan or Bangladesh, he/she will not be eligible for OCI.
- **Documents Required**
- Documents required to be submitted at the time of making application the OCI Counter, Embassy of India, Ouagadougou:

- **(i) Application Form:** OCI being an *Internet-based process*. All applicants have to apply by online registration through website: <http://passport.gov.in/oci>

Important steps:

- Once you fill up Part-A online, Save, and give Print command. Part-A with online registration number will be printed along with Part-B blank form.
- Part-B can be written by hand in BLOCK LETTERS or printed.
- For each family application Part-B is common to all applicants of the family up to a maximum of four. Separate applications are required for any other additional members. • An applicant can submit only family application at the counter (Husband/wife & minor children only - below 18 years).
- In case the space provided is not sufficient, additional sheets may be used for providing requisite details.
- **(ii) Photograph:** One photograph (*51x51mm with 80% coverage of face*) should be pasted on the application form. Photograph should be of light colour background (not white) with front pose, both shoulders and both ears visible.
- **(iii) Photocopies** of the first page, photo page, all observation pages of valid British/Foreign Passport and ID card are also required.
- **(iv) Copy of Naturalization / Registration Certificate;**
- **(v) Indian Origin Proof;**
- **(vi) For a person born in India, Surrender Certificate:** OCI applicants should surrender their Indian Passports at the Indian Mission in the country of citizenship of the applicant and **submit the original Surrender Certificate** & a copy of Surrender Certificate along with the OCI application. After verifying the facts the original surrender certificate will be returned to the applicant.
- Applicants who have ever held an Indian Passport but are unable to produce the same for surrender for any reason are required to furnish a notarised affidavit in original (if Passport is already expired) and also a Police Report (in cases where Indian Passport was still valid).
- **Note 1:** Applicants who obtained Foreign Nationality after May, 2010 and are unable to provide surrender certificate as his/her Indian passport is lost will be required to submit Renunciation of Indian Citizenship Certificate to be obtained from the Embassy of India, Ouagadougou
- **Note 2:** *All original documents should be kept ready for verification on demand if submitted in person.*
- **Other Supporting Documents:**
- **These documents are required to connect relationship/clarification (where applicable)**
- Marriage Certificate.
- Change of name/appearance affidavit by Consular Section of Embassy of India, Ouagadougou/Notary Public/Oath Commissioner.
- Birth Certificate from Indian Municipality or Panchayat. For applicants born outside India, full version Birth Certificate from Registrar of Births in the country of citizenship of the applicant. For any other foreign-born applicant Birth Certificate must be in full version and it has to be translated in Hindi/English by a reputed and registered translation authority.
- Recently issued birth Certificate from Municipality/Panchayat etc., invariably certified by the District Magistrate/District Collector of the area with name, stamp, seal and contact telephone numbers with area code for verification.

- School Leaving Certificate, at least Secondary School onwards from required Board. 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.
- If the applicant is making application on the basis of documents of parents or grandparents, documentary relationship proof must be provided. In case of documents of parents/grandparents being used, only Indian Passport copies or Indian Birth Certificate copies are acceptable.
- Domicile Certificate of the applicant or of his/her parents/grandparents issued from concerned Competent Authority in India i.e. District Magistrate/Collectors/Sub Divisional Magistrate of the District/Sub Divisions, may also be accepted as a proof of Indian Origin.
- Nativity Certificate issued by an Officer should be certified by the District Magistrate/District Collector of the area with name, stamp, seal and contact telephone numbers with area code for verification.
- *Note: All original documents should be kept ready for verification on demand, at the time of submission of OCI application.*

Important clarification/information.

- **Full signature in the box** should be provided in case of major. Thumb impression (left hand thumb for male & right-hand thumb for female) or signature should be provided in case of minor.
- Applicant will be responsible for any correction/omission
- Full Version birth certificate needed for link between parents.
- Laminated document will not be accepted
- Applicants who are not citizens of Burkina Faso should give residential address in the country of their nationality and such cases require more processing time. • **If the supporting documents are not satisfactory applicant will be asked to provide more Documentary evidence.**
- **It is an offence to knowingly furnish false information or to suppress material information when applying for OCI.**

Miscellaneous OCI Services

- Registration is to be done through online registration at MHA website: <http://passport.gov.in/oci/>
- New Passport Number is to be given for transfer of OCI Card to new Passport or in case of loss/damage.
- Applicants have to show their old Passport and old OCI Card at the time of submission of application in the counter.
- Applicants applying from previous nationality to another nationality have to cancel the previous OCI Sticker and OCI Card at the time of submission of their new application for Miscellaneous OCI Services.
- Applicants should fill up new Passport number not the old Passport number to avoid problems.
- Applicants should enclose old OCI Sticker page photocopy of Passport and old OCI Card copy along with copy of new Passport.

Frequently Asked Questions (FAQs)

• **Do I have to fill all columns when filling up the application online? •**

Yes. It is mandatory that no column is left unanswered.

• **Are laminated documents accepted for submission?**

No.

• **Are 'Empire of India' Passports issued by the British authorities in India prior to Indian Independence accepted as a proof of Indian Origin?**

No, if they state the National Status of the holder as British subject by birth. Yes, if they state the National Status of the holder as person of British Protectorate, originally a citizen of a place in India.

• **Can I submit my OCI application through an agent?**

No. For security reasons, OCI applications are accepted at the Counter from the applicants only and not through third party. Those who cannot come may send applications by post along with self-addressed envelope for sending back documents if required. Passport submitted through agents would be confiscated.

• **Is there an emergency service for OCI?**

No. If you are travelling in the near future and have an emergency, please apply for visa. • I am an OCI holder. What documents should I carry while travelling to India? • OCI

holders should carry the OCI booklet. In case his Passport has expired, there is no need to transfer 'LIFE LONG' Visa to the new Passport, but the new Passport is to be carried. Applicants are welcome to apply for transfer, but it will take the same 5-6 weeks as in the case of fresh applications.

• **The status of my OCI document in the online status enquiry is 'Granted' and but has not been printed even after a week. What is the problem?**

This means that the photograph uploaded could not be printed in Delhi. To rectify this, please take a copy of the status report and paste a fresh photograph (51x51mm with 80% coverage of face) on the left hand below the status report copy & sign (thumb impression in case of infants) on the right-hand side opposite to the photo and submit it at Consular counter of the Embassy. This will be scanned and uploaded again. This process is likely to take a further period of up to two weeks and the progress can be watched through status enquiry

• **Facing problems relating to access to online registration for fresh application or transfer through miscellaneous registration. What should I do?**

Please read all instructions contained in Ministry of Home Affairs Website: (<http://passport.gov.in/oci/>) with special attention to items: BROCHURE, F.A.Q. & F.A.Q. OCI MISCELLANEOUS, etc, therein. If problems persist, please contact Dr. B. N. Shetty by email (shettybn@nic.in) to sort out problems faced. The Embassy is an end-user like any other applicant and cannot assist in this regard.

• **Can OCI applications be made in India?**

Yes. Any applicant wishing to apply in India may see details at Item no.6 at the Ministry of Home Affairs website - <http://passport.gov.in/oci/>

Status Report: Applicants are expected to track the progress of the OCI application at <http://passport.gov.in/oci/> after 3-4 weeks of submission of application (to check the online status you have to mention your passport number along with Online Registration number or Reference / Acknowledgement number.