

General Guidelines

General Guidelines: Visa Requirements for travelling to India

Please visit www.indianvisaonline.gov.in (Web link) for uploading and obtaining hard copy of the Visa application. Hard copy needs to be submitted at Indian Visa Application Centre by the applicant.

All foreign nationals entering India are required to possess valid international travel document in the form of a national passport or UN Laizzez Faire with a valid visa obtained from an Indian Mission or Post abroad. Nationals of Nepal, Bhutan and Maldives are however, exempted from this requirement.

Iranian nationals, as also nationals of other countries are required to apply online. Applicant will have access to the Visa Application System online through the following link: <http://indianvisaonline.gov.in/visa/>

The Applicant is required to visit the above mentioned web link and select the Indian Mission from where he/she intends to apply for the visa. The Applicant would fill the application and submit it online, after which a web file number is generated automatically for future references. After online submission, hard copy needs to be submitted at "Indian Visa Application Centre" (IVAC- outsourced agent for Indian Visa service) by the applicant.

Diplomatic and Service passport holders who are proceeding to India on official duty will also fill up the form following link: <http://indianvisaonline.gov.in/visa/> and submit the hard copy of the application form directly to Embassy with MFA Note Verbale, invitation from India (if applicable) and introduction letter from Iranian Department.

For Tourist Visa/ Business Visa/ Student Visa/ Research Visa/ Conference Visa / Medical Visa/ Entry Visa/ Intern Visa/ Film Visa/ Journalist Visa etc, a print out of the online application submission form will be submitted by the applicant with documents required to be submitted for that category of visa as enumerated in the website at IVAC. Following are the centres in IRAN:

Tehran: Hamsafaran Alborz Travel Agency

4th Floor, No.2, 4th Alley,
South Gandhi St., Tehran, Iran
Tel. No:+98 (21) 9200 5012

Email ID: infoiran@ivsglobal.in

Mashhad:

Ati Travel Agency
No. 58, 8th Aboozar St.,
Ahmadabad Blvd, Mashhad, Iran
Tel. No: 0513-8431919

Fax. No: 0513-8402552

Email ID: infoiran@ivsglobal.in

Shiraz:

Safar Royaee Sarzamin Pars Travel Agency
2nd Floor, Between Alley 11th and 13th,
30 Metri Cinema Sa'adi, Shiraz, Iran
Tel. No: +98 (71) 32309020
Email ID: enquiry@visacenteriran.com

Isfahan:

Parandis Tour Operator
No. 242, Chaharbagh-e-Khajo,
St Isfahan, Iran
Tel. No:(+9831) 32733370
Email ID: infoiran@ivsglobal.in

The application, complete in all respects should be submitted along with the fees at the IVAC from 08:00 AM to 13:30 PM on all working days i.e. Sunday to Thursday. After due processing of visa application in the Embassy, the passport will be returned to the IVAC for delivery to the applicant. There is no delivery of passport from the Embassy. No request of delivery of Visa before the scheduled date will be entertained. IVAC web link is: www.indiavisairan.com (Weblink) www.indianvisaonline.gov.in. (Weblink)

Working hours

| <u>Submission of Forms</u> | <u>Time of Submission</u> | <u>Time of Delivery</u> |
|-----------------------------------|----------------------------------|---|
| Embassy (Sunday to Thursday) | 0900 to 1230 hrs | 0930 to 1030 hrs (Diplomatic and official passport holders with MFA Note Verbale) |
| IVAC (Sunday to Thursday) | 0800 to 1300 hrs | 0800 to 1000 hrs (All other Passport holders) |

Please ensure the following, while submitting your application:

1. Passport should be valid for a minimum period of six month beyond the date of intended departure from India.
2. Applicants are also required to attach old passport, if any, along with photocopy with the visa application form. If the passport is lost then corresponding Police report may be attached. In case Police report is not available, an application explaining the old Passport Number and place of loss should be submitted.

3. Paste one photo and staple the other one on the form at a specified place.
4. The application forms duly signed by applicant should be filled in English only and all the columns should be filled up correctly. Applications that are incomplete or have incorrect entries and those which lack details will be summarily rejected by IVAC / Embassy.
5. Each visa application is considered on its merits and the Embassy may ask for additional information at any stage during the processing of the application causing delay in normal delivery period.
6. Submission of application along with prescribed fee does not guarantee of visa.
7. Fee once paid is not refundable.
8. Date indicated for delivery on the receipt is tentative. Requests for early issue of Visa are not accepted.
9. **Satellite phone is banned in India. Please do not carry Satellite Phone while traveling to India.**

Note: Business Visa will be tentatively issued in 3 working days. Tourist Visa/ Conference Visa/ Entry Visa will be tentatively issued in 4 working days and all other visas including for applicants with dual nationality or having nationality other than Iranian would be tentatively issued in 7 working days provided that documents are complete. In case of delay, please contact cons.tehran@mea.gov.in

Apply for Visa

Please visit <https://indianvisaonline.gov.in/visa/index.html> (weblink) for uploading and obtaining hard copy of the Visa application. Hard copy of the visa application is compulsory for all types of passport. Hard copy needs to be submitted at Indian Visa Applications Collection Centres by the applicant along with Visa fee and requisite documents. Holders of Diplomatic and Official Passport Holders visiting India for Official purposes will submit Application directly to Embassy.

Indian Visa Applications Collection Centres (IVAC) in IRAN:

Tehran: Hamsafaran Alborz Travel Agency

4th Floor, No.2, 4th Alley,
South Gandhi St., Tehran, Iran
Tel. No:+98 (21) 9200 5012
Email ID: infoiran@ivsglobal.in

Mashhad:

Ati Travel Agency
No. 58, 8th Aboozar St.,
Ahmadabad Blvd, Mashhad, Iran
Tel. No: 0513-8431919
Fax. No: 0513-8402552
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Shiraz:

Safar Royae Sarzamin Pars Travel Agency
2nd Floor, Between Alley 11th and 13th,
30 Metri Cinema Sa'adi, Shiraz, Iran
Tel. No: +98 (71) 32309020
Email ID: enquiry@visacenteriran.com

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OCI SERVICES

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Introduction

The Constitution of India does not allow holding Indian citizenship and citizenship of a foreign country simultaneously. Based on the recommendation of the High Level committee on Indian Diaspora, the Government of India decided to grant **Overseas Citizenship of India (OCI) commonly known as "dual citizenship"**. Persons of Indian Origin (PIOs) of certain category as has been specified in the column "eligibility criteria" who migrated from India and acquired citizenship of a foreign country other than Pakistan and Bangladesh, are eligible for grant of OCI as long as their home countries allow dual citizenship in some form or the other under their local laws.

Eligibility criteria

A foreign national, who was eligible to become citizen of India on 26.01.1950 or was a citizen of India on or at anytime after 26.01.1950 or belonged to a territory that became part of India after 15.08.1947 and his/her children and grand children, provided his/her country of citizenship allows dual citizenship in some form or other under the local laws, is eligible for registration as Overseas Citizen of India (OCI). Minor children of such person 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.

What benefits accrue to an OCI card holder?

Registered OCIs shall be entitled to following benefits:

- Multiple entry lifelong visa for visiting India for any purpose.
- Exemption from registration with Foreigners Regional Registration Officer (FRRO) or Foreigners Registration Officer (FRO) for any length of stay in India.
- Parity with Non-Resident Indians (NRIs) in respect of all facilities available to them in economic, financial, and educational fields except in matters relating to the acquisition of agricultural or plantation properties.
- Registered Overseas Citizen of India Cardholder shall be treated at par with Non-Resident-Indians in the matter of inter-country adoption of Indian children.
- Registered Overseas Citizen of India Cardholder shall be treated at par with resident Indian nationals in the matter of tariffs in air fares in domestic sectors in India.
- Registered Overseas Citizen of India Cardholder shall be charged the same entry fee as domestic Indian visitors to visit national parks and wildlife sanctuaries in India.

Persons registered as OCI have **not** been given any voting rights, election to Lok Sabha/Rajya Sabha/Legislative Assembly/Council, holding Constitutional posts such as President, Vice President, Judge of Supreme Court/High Court etc.

Any further benefits to OCIs will be notified by the Ministry of Overseas Indian Affairs (MOIA) under section 7B(1) of the Citizenship Act, 1955.

A person registered as OCI is eligible to apply for grant of Indian citizenship under section 5(1)(g) of the Citizenship Act, 1955 if he/she is registered as OCI for five years and has been residing in India for one year out of the five years before making the application.

Where to apply for the OCI Card?

To the Indian Mission/Post in the country where the applicant is ordinarily resident. If the applicant is not living in the country of his/her citizenship, to the Indian Mission/Post having jurisdiction over the country of which the applicant is **ordinarily resident**.

If in India on long term visa (more than one year), to the FRROs, or the Joint Secretary (Foreigners), Ministry of Home Affairs.

What is the validity of the OCI Card?

An OCI Card is a life time document. It allows multiple entry multi-purpose life long visa for visiting India.

Procedure for granting registration

The Indian Mission will register a person as OCI within 2 days of the receipt of application and the case shall be referred to the concerned authorities in India for preparation of OCI Card. The whole process takes six weeks approximately.

Cancellation of registration

If it has been found that the registration as an OCI was obtained by means of fraud, false representation or concealment of any material fact or the registered OCI has shown disaffection towards the Constitution of India or comes under any of the provisions of section 7D of the Citizenship Act, the registration of such person will not only be cancelled forthwith but he/she will also be blacklisted for visiting India.

Application Form

Fill the form online at the following link for a New OCI Card: ociservices.gov.in/submitAppDetails

Fill the form online at the following link for OCI Miscellaneous Services:

<https://ociservices.gov.in/welcome>

OCI CARD - REQUIREMENTS BY EMBASSY

Application should fill up online application form at Online OCI Services.

First step: click [HERE](https://ociservices.gov.in/welcome) (<https://ociservices.gov.in/welcome>)

Second step: click on **Online Registration** (You have to choose 'IRAN' among the options for place of submission of application)

Third step: Take two printouts of the duly filled application with **IRAT** number starting from (IR) e.g IRAT00000123.

List of Documents required for OCI Card:

1. Copy of current passport of the applicant,
2. Translated and apostled copy of Identity certificate (Sheneshnaame) by MoFA, Islamic Republic of Iran and further endorsed by Indian Embassy,
3. Evidence of self or parents or grandparents or great grandparents-
 - 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 the 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 of parents/ spouse along with the base papers/ documents upon which the OCI/PIO card was issued; or
 - e. Any other proof substantiating the request. Usually applicants are able to submit a certificate of residence or place of birth of self/parents/grandparents from First Class Magistrate/District Magistrate (DM) of the concerned place.
4. Evidence of relationship as parent/grandparent/ great grandparent, if their Indian origin is claimed as basis for registration as OCI Cardholder:

The document of relationship could be “Birth Certificate” issued from competent authority mentioning both parent’s name. In case the birth certificate is issued by a foreign authority, it is to be Apostled or endorsed by the concerned Indian Mission abroad.

5. An affidavit if there is any change in name of applicant or that of his/her parents (if required)
6. Documents to establish the basis on which parents have acquired OCI cards (if required)
7. Proof of Residence: Address-proof in India and local address proof (Local address proof has to be translated in English and apostled by MoFA, the Islamic Republic of Iran and further endorsed by Indian Embassy.
8. The applicant’s present and previous job profile.

OCI FOR MINOR CHILDREN

1. All the documents mentioned above.
2. Photocopy of the both Indian and Foreign passports of the both parents along with the original passports.
3. Application form should be signed by both parents and a joint letter of request should be given by both parents.
4. Birth certificate in case of minor children, it should be authenticated by Ministry of External Affairs, Patiala House, Delhi, for the documents issued by Indian authorities or Apostle by Iranian Government if the document is issued by Iranian authorities.
5. Left thumb impression for boys & Right thumb impression for girls.
6. In case of separation or divorce, the court order for Legal custody.

For Foreign Spouse case:

1. All the documents mentioned above.
2. Copy of OCI/ Indian Passport/Foreign Passport of the Spouse,
3. Marital status proof: Marriage certificate (English translated copy Apostled by MoFA and endorsed by Indian Mission). (Married - Marriage certificate, Divorced - Divorce certificate, Widowed - Death certificate of spouse).
4. Documents to establish the basis on which spouse has acquired OCI cards (if required),

OCI Miscellaneous Services

These services can be availed for re-issuance / issuance of duplicate OCI documents in the following category of cases:

1. In case of issuance of new passport.
2. Mandatory requirement of re-issuance of an OCI card each time a new passport is issued to a foreigner upto 20 years of age and once after completing 50 years of age is dispensed with.
3. In case of change of personal particulars viz. name, father's name, nationality etc.
4. In case of loss/damage of OCI registration certificate/visa.
5. In case of manually filled in applications (discontinued now) mistakes have been committed by the Indian Mission/Post/Office while entering the personal particulars.
6. In case of change of address/occupation.

For name change:

1. **Name Change Deed:** An official document issued by the local court or a duly notarized affidavit that confirms name change. This is essential if the current legal name differs from the one on the previous Indian passport or birth certificate.
2. **Affidavit for Minor Discrepancies:** If there are minor discrepancies in the spelling or arrangement of the name across different (e.g. variation in spelling or the order of middle and family names), an affidavit from a Notary Public explaining the differences and affirming that all documents pertain to the applicant has to be submitted.
3. **Updated Passport:** A copy of current passport that reflects new legal name of the applicant.

Specification of the photographs: Photograph (3nos) to be affixed on the application should be of square shape of size not less than 51x51mm (with 80% coverage of face) with light background (not white) with front of persons head and shoulders showing full face in middle of the photograph. Image details are as under:

- Applicant's image and Applicant's signature image (Max size 1MB).
 - The height and width of the Applicant Photo must be equal.
 - The minimum dimensions are 200 pixels (width) x 200 pixels (height).
 - The maximum dimensions are 3500 pixels (width) x 3500 pixels (height).
 - The height and width of the Signature Photo must have aspect ratio 1:3
 - The minimum dimensions are 200 pixels (width) x 67 pixels (height).
 - The maximum dimensions are 3500 pixels (width) x 2500 pixels (height).

Applicants may forward their enquiries/complaints /grievances related to Consular/Visa matters on following e-mail addresses:

Consular Officer: cons.tehran@mea.gov.in