

# PROCEDURE FOR APPLYING ONLINE FOR INDIAN CITIZENSHIP

## 1. Introduction to Indian Citizenship:

The Constitution of India provides a single citizenship for the entire country. The Citizenship Act enacted by the Parliament in 1955 provides for acquisition, renunciation, termination, deprivation and determination of Indian citizenship. The Act provides for acquisition of Indian Citizenship by birth, descent, registration and naturalization.

## 2. Acquisition of Indian Citizenship

The salient features of conditions and procedures for acquisition of Indian Citizenship as per the provisions of Indian Citizenship Act, 1955 are mentioned below:

### 1. By Birth (Section 3):

- i. Every person born in India on or after the 26.01.1950 but before 01.07.1987 is a citizen of India by birth irrespective of the nationality of his/her parents.
- ii. Every person born in India between 01.07.1987 to 02.12.2004 is a citizen of India provided either of his/her parents is a citizen of India at the time of his/ her birth.
- iii. Every person born in India on or after 03.12.2004, shall be citizen of India provided both of his/her parents are citizens of India or one of whose parents is a citizen of India and the other is not an illegal migrant at the time of his/ her birth

### 2. By Registration (section 5):

Citizenship of India by registration can be acquired by-

- i. A person of Indian origin who is ordinarily resident in India for seven years before making an application for registration; or
- ii. A person of Indian origin who is ordinarily resident in any country or place outside undivided India; or
- iii. A person who is married to a citizen of India and is ordinarily resident of India for seven years before making an application for registration; or

- iv. Minor children of persons who are citizens of India; or
- v. A person of full age and capacity whose parents are registered as citizens of India section 5(1) (a) of this sub- section or sub- section (1) of section 6; or
- vi. A person of full age and capacity who, or either of his/ her parents, was earlier citizen of independent India, and has been residing in India for one year immediately before making an application for registration; or
- vii. A person of full age and capacity who has been registered as an overseas citizen of India for five years, and who has been residing in India for one year before making an application for registration

### **3. By Naturalisation (section 6):**

Citizenship of India by naturalization can be acquired by a foreigner (not being an illegal migrant) who is ordinarily resident in India for twelve years (throughout the period of twelve months immediately preceding the date of application and for eleven years in the aggregate in the fourteen years preceding the twelve months) and fulfils other qualifications as specified in third schedule to the act, 1955.

### **3. Termination of Indian Citizenship (Section 9)**

Any citizen of India who by naturalization, registration or otherwise voluntarily acquires, or has at any time between the 26<sup>th</sup> January, 1950 and the commencement of this Act, voluntarily acquired the citizenship of another country shall, upon such acquisition or, as the case may be, such commencement, cease to be a citizen of India.

### **4. Renunciation of Citizenship**

If any citizen of India of full age and capacity makes in the prescribed manner a declaration renouncing his Indian Citizenship, the declaration shall be registered by the prescribed authority, and, upon such registration, that person shall cease to be a citizen of India.

- i. If any such declaration of renunciation is made during any war in which India may be engaged, registration thereof shall be withheld until the Central Government otherwise directs.

- ii. Where a person ceases to be a citizen of India under sub-section (1) every minor child of that person shall thereupon cease to be a citizen of India. Any such child may, within one year after attaining full age, make a declaration (in the prescribed form and manner) that he wishes to resume Indian citizenship and shall thereupon again become a citizen of India.

## **5. DETERMINATION OF CITIZENSHIP (Section 9(2))**

- i. Any question that arise about the manner of acquisition of the citizenship of another country by any citizen of India, the same shall be determined by the Central Government.
- ii. For the purpose of determining any question relating to the acquisition by an Indian citizen of the citizenship of any other country, the Central Government may make such reference as it thinks fit in respect of that question or of any matter relating thereto, to its Embassy in that country or to the Government of that country and act on any report or Information received in pursuance of such reference.
- iii. The fact that a citizen of India has obtained on any date a passport from the Government of any other country shall be conclusive proof of his having voluntarily acquired the citizenship of that country before that date.
- iv. In determining whether a citizen of India has or has not voluntarily acquired the citizenship of any other country, the Central Government may take the following circumstances into consideration, namely:-
  - a. Whether the person has migrated to that country with the intention of making it his permanent house
  - b. Whether he has in fact taken up permanent residence in that country; and
  - c. Any other circumstances relevant to the purpose

## **6. Deprivation of Indian Citizenship (Section 10)**

A citizen of India who is such by naturalization or by virtue only of clause (c) of article 5 of the Constitution or by registration otherwise than under clause (b) (ii) of article 6 of the Constitution

or clause (a) of sub- section (1) of section 5 of this Act, shall cease to be a citizen of India, if he is deprived of that citizenship by an order of the Central Government under this section.

Subject to the provisions of this section, the Central Government may, by order, deprive any such citizen of Indian citizenship, if it is satisfied that -

- i. The registration or certificate of naturalization was obtained by means of fraud, false representation or the concealment of any material fact or
- ii. That citizen has shown himself by act or speech to be disloyal or disaffected towards the Constitution of India as by law established or
- iii. That citizen has, during any war in which India may be engaged unlawfully traded or communicated with an enemy or been engaged in, or associated with, any business that was to his knowledge carried on in such manner as to assist an enemy in that war or
- iv. That citizen has, within five (5) years after registration or naturalization, been sentenced in any country to imprisonment for a term of not less than 2 years or
- v. That citizen has been ordinarily resident out of India for a continuous period of seven years, and during that period, has neither been at any time a student of any educational institution in a country outside India or in the service of a Government of India or of an international organization of which India is a member, nor registered annually in the prescribed manner at an Indian consulate his intension to retain his citizenship of India.

## 7. Key information about the forms:

Sl. No.	Form description	Name of the Form
1.	Application for Registration as a citizen of India under Section 5(1)(a) of the Citizenship Act, 1955 made by a person of Indian origin	Form II, Section 5 (1) (a)
2.	Application for Registration as a citizen of India under section 5(1)(c) of the Citizenship Act, 1955 made by a person who is/has been married to a Citizen of India	Form III, Section 5 (1) (c)

<b>Sl. No.</b>	<b>Form description</b>	<b>Name of the Form</b>
3.	Application for Registration of a Minor child under section (5) (1) (d) of the Citizenship Act, 1955	Form IV, Section 5 (1) (d)
4.	Application for Registration as a Citizen of India under section 5 (1) (e) of the Citizenship Act, 1955 made by a person whose parents are registered as citizen of India under Section 5 (1) (a) or Section 6 (1)	Form V, Section 5 (1) (e)
5.	Application for registration as a citizen of India of India under section 5 (1) (f) of the Citizenship Act, 1955 made by a person who or either of the parents was a citizen of Independent India and has been residing in India for 1 year before making the application	Form VI, Section 5 (1) (f)
6.	Application for Registration as a citizen of India under Section 5(1)(g) of the Citizenship Act, 1955 made by a person who is registered as an Overseas Citizen of India under Section 7 A	Form VII, Section 5 (1) (g)
7.	Application for Naturalisation as a citizen of India under section 6(1) of the Citizenship Act, 1955	Form VIII, Section 6 (1)

## 8. Supporting documents required for availing the Indian citizenship:

The supporting documents required to be submitted by the applicant along with the hard copy of the filled up online application form is mentioned below:

<b>Sl. No.</b>	<b>Form</b>	<b>Supporting documents required</b>
1	Form II, Section 5 (1) (a)	<ul style="list-style-type: none"> <li>• A copy of valid Foreign Passport.</li> <li>• A copy of valid Residential Permit/LTV.</li> </ul>

Sl. No.	Form	Supporting documents required
		<ul style="list-style-type: none"> <li>• Evidence of the date of birth of the parents' viz. copy of the Indian passport or birth certificate.</li> <li>• Declaration and Oath of allegiance as specified in the form to be made before the offices specified in the Citizenship Rules, 1955 i.e. Collector/ DM/ DC.</li> <li>• Copy of Bank Challan in original amounting to Rs.500/- payable towards declaration and Oath of allegiance deposited in the State Bank of India under Head No."0070-Other Administrative Services-Other Services-receipts under the Citizenship Act".</li> </ul>
2	Form III, Section 5 (1) (c)	<ul style="list-style-type: none"> <li>• A copy of valid Foreign Passport.</li> <li>• A copy of valid Residential Permit/LTV.</li> <li>• Evidence of his/her husband's/wife's Indian nationality viz. copy of the Indian passport or birth certificate.</li> <li>• A copy of marriage certificate issued by the Registrar of Marriage.</li> <li>• Declaration and Oath of allegiance as specified in the form to be made before the offices specified in the Citizenship Rules, 1955 i.e. Collector/ DM/ DC.</li> <li>• Copy of Bank Challan in original amounting to Rs.500/- payable towards declaration and Oath of allegiance deposited in the State Bank of India under Head No."0070-Other Administrative Services-Other Services-receipts under the Citizenship Act"</li> </ul>
3	Form IV, Section 5 (1) (d)	<ul style="list-style-type: none"> <li>• A copy of valid Foreign Passport of the child or parent or which has/ her name is entered.</li> <li>• A copy of valid Residential Permit/LTV.</li> <li>• Proof of Indian citizenship of both the parents' viz. copy of the Indian passport or birth certificate.</li> <li>• Declaration and Oath of allegiance as specified in the form to be made before the offices specified in the Citizenship Rules, 1955 i.e. Collector/ DM/ DC.</li> <li>• A copy of Bank Challan in original amounting to Rs.250/- payable towards declaration and Oath of allegiance deposited in the State Bank of India under Head No."0070-Other Administrative Services-Other</li> </ul>

Sl. No.	Form	Supporting documents required
		<p>Services-receipts under the Citizenship Act”.</p> <ul style="list-style-type: none"> <li>In case of guardian, enclose proof of guardianship.</li> </ul>
4	Form V, Section 5 (1) (e)	<ul style="list-style-type: none"> <li>A copy of valid Foreign Passport.</li> <li>A copy of valid Residential Permit/LTV.</li> <li>Copies of Indian citizenship certificates of both the parents issued under Section 5(1) (a) or 6(1) of the Citizenship Act, 1955.</li> <li>Declaration and Oath of allegiance as specified in the form to be made before the offices specified in the Citizenship Rules, 1955 i.e. Collector/ DM/ DC.</li> <li>A copy of Bank Challan in original amounting to Rs.500/- payable towards declaration and Oath of allegiance deposited in the State Bank of India under Head No.”0070-Other Administrative Services-Other Services-receipts under the Citizenship Act”</li> </ul>
5	Form VI, Section 5 (1) (f)	<ul style="list-style-type: none"> <li>A copy of valid Foreign Passport.</li> <li>A copy of valid Residential Permit/LTV.</li> <li>Evidence that the applicant or either of his/ her parents was a citizen of Independent India viz. copy of the Indian passport or birth certificate.</li> <li>Declaration and Oath of allegiance as specified in the form to be made before the offices specified in the Citizenship Rules, 1955 i.e. Collector/ DM/ DC.</li> <li>A copy of Bank Challan in original amounting to Rs.500/- payable towards declaration and Oath of allegiance deposited in the State Bank of India under Head No.”0070-Other Administrative Services-Other Services-receipts under the Citizenship Act”</li> </ul>
6	Form VII, Section 5 (1) (g)	<ul style="list-style-type: none"> <li>A copy of valid Foreign Passport.</li> <li>A copy of the certificate of registration as overseas citizen of India under Section 7A.</li> <li>Declaration and Oath of allegiance as specified in the form to be made before the offices specified in the Citizenship Rules, 1955 i.e. Collector/ DM/ DC.</li> <li>A copy of Bank Challan in original amounting to Rs.500/- payable</li> </ul>

Sl. No.	Form	Supporting documents required
		towards declaration and Oath of allegiance deposited in the State Bank of India under Head No."0070-Other Administrative Services-Other Services-receipts under the Citizenship Act".
7	Form VIII, Section 6 (1)	<ul style="list-style-type: none"> <li>• A copy of valid Foreign Passport.</li> <li>• A copy of Residential Permit/LTV.</li> <li>• A copy of Bank Challan in original amounting to Rs.1500/- deposited in the State Bank of India under Head No."0070-Other Administrative Services-Other Services-receipts under the Citizenship Act".</li> <li>• One affidavit from self (applicant) and two affidavits from two Indians testifying to the character of the applicant in the prescribed language <b>available in the application form.</b> Affidavit to be allotted by Notary/ Oath Commissioner/ DM</li> <li>• Two language certificates certifying the applicant's knowledge in any one of the Indian languages specified in the Eighth Schedule of the Constitution. (A language certificate from a recognized educational institution or from a recognized organization or from two Indian citizens of the district of the applicant).</li> <li>• Two newspaper (circulating in the district in which the applicant resides) cuttings of different dates or of different newspapers notifying his/ her intention to apply for citizenship in the prescribed language <b>available in the application form.</b></li> </ul>

**Note: The applicants are advised to go through the provisions of Indian Citizenship Act, 1955 and the rules framed thereunder before submitting the application for grant of Indian Citizenship.**

## **9. Apply online for Indian Citizenship**

A foreigner can apply online from the website [http://indiancitizenshiponline.nic.in/ic\\_form\\_public.aspx](http://indiancitizenshiponline.nic.in/ic_form_public.aspx) in order to start the processing of getting the Indian citizenship. The facility for online submission of application forms under Section 4 (1), 5 (1) (a), 5(1) (c), 5 (1) (d), 5(1) (e), 5(1) (f) and 6(1) has been provided by MHA. The applicants can make application online for quick processing of the same by the concerned agencies and the Central Government.

## **A. Instructions before filling up the online application form for Indian Citizenship:**

### **Online application form:**

- Each online application form is meant for one person only. Separate application has to be filed for each applicant.
- The online form should be filled in Block/ Capital letters.
- Furnish information exactly in the manner asked for in the forms, especially the names, address and date of birth.
- Applicants are required to verify the application details before submitting the online application.
- Once the online application form is submitted by the applicant, then further modifications are not allowed. Hence applicants are requested to check and validate the details before submitting the online application form.
- Applicants are requested to keep the MHA File Number (generated automatically after the submission of online form) for printing of the online application form and for status tracking.
- Recent passport size photograph of the applicant is to be affixed on each form in the prescribed space. Photograph to be affixed on the application should be of square shape of size not less than 35\*35mm (with 80% coverage by face). It should have light color background (not white) without border with front view of person's head and shoulders showing the full face in the middle of the photograph. It should not be stapled and should not have any signature. Photographs that do not conform to these standards will be rejected and may cause a delay in processing the applications.

### **Submission of form**

- Applicants has to submit the duly signed/ self attested hard copy of the computer generated application form, and supporting documents to his/ her nearest Collector/ DC/DM office personally.

## **B. Process for Filling up Online Application Form**

- 1) The applicant after accessing the above mentioned website shall select one from the list of **Section / Form** .
- 2) See eligibility criteria and required documents to apply for the selected Section / Form .
- 3) Click "Apply Online" button to fill up the form.

### **Instructions for filing Fresh application:**

- i. The applicants are requested to please go through the provisions of Indian Citizenship Act, 1955 mentioned above and ascertain their eligibility for applying Indian Citizenship.
- ii. The applicant shall select one form of his/ her eligibility from the provided list of forms.
- iii. Once the form is selected by the applicant, the application form will be displayed automatically wherein the applicant shall fill his/ her personal details. After filling the application form, the same shall be saved by the applicant and continue for the next page.
- iv. After completing the first page, applicant will get Temporary Internet File Number , which can be used to modify/ edit application before Final Submit To The Ministry.
- v. Continuing with the next page of the application, the applicant has to fill up other details in the online application form:
  - Residential details
  - Family members detail staying in India
  - Criminal proceeding details
- vi. After filling all the details in the online application form, the form is saved and submitted to the Ministry of Home Affairs (MHA).
- vii. As soon as the form is submitted to the MHA, a MHA File Number will be generated automatically and will appear on the screen as an acknowledgement. The applicants are advised to keep this MHA File Number for further correspondence and online status tracking.
- viii. Applicant has to take the print out of filled up online application by clicking the Print application tab from the main menu.

- ix. The applicant can modify/ edit filled up application form before submitting the same to the Ministry of Home Affairs. Once the application is submitted to the Ministry, then further modifications/ editing in the online application forms are not allowed.

**Print application:**

- x. After clicking on Print application tab from the main menu, the applicant has to enter his/ her MHA File Number and Date of Birth as an identity to access the submitted application. A Pdf. application form shall be displayed with an option of pasting applicant's recent passport size photograph.
- xi. The applicant shall take the print out of the application submitted by them. He/ she is required to put his signature/ Thumb impression at the designated signature box.
- xii. The signed hard copy of the online application along with the requisite supporting documents for grant of citizenship is to be submitted in triplicate to the Collector/ District Magistrate/ Deputy Commissioner of the area where the applicant is residing. The applicant has to self attest the photocopies of the supporting documents enclosed with the application.
- xiii. A person who has not attained the age of 18 years is considered as minor. Parents /guardians must sign in the column prescribed for them in the form under Section 5 (1) (d) of the Indian Citizenship Rules, 2009.

**10. Post submission of application form in the Collector/ District Magistrate/ Deputy Commissioner Office:**

- i. After following the procedures given under Rule 11 and 12 of the Indian Citizenship Rules, 2009 (mentioned below in the document), the application will be forwarded by the concerned Collector/District Magistrate/Deputy Commissioner to the Ministry of Home Affairs (M.H.A.) through the State Government/ Union Territory concerned
- ii. Each applicant whose case is found to be fully complete in accordance with the prescribed requirements, the applicant is informed about the acceptance of his/ her application through the State Government, subject to fulfillment of prescribed conditions.
- iii. After acceptance of the application for grant of Indian Citizenship by the Central Government, the applicant is required to furnish through the State Government inter alia-

- Certificate of renunciation of his/ her foreign citizenship issued by the Mission of the concerned country.
  - Challan in original as proof of deposit of the prescribed fee as mentioned in the acceptance letter.
  - Three passport size photographs duly attested on the backside by a Gazetted Officer
  - Three specimen signature of the applicant
  - Personal particulars of the applicant in form X at the Citizenship Rules, 2009.
- iv. Thereafter citizenship certificate shall be sent to the State Government who after completing all the formalities prescribed in Indian Citizenship Rules, 2009, will issue the same to the applicant

**General Instructions:**

1. Once the application is filled and submitted, then applicant has to follow the instructions mentioned at the end of the hard copy (generated pdf. file) of online filed application.
2. Please check that all fields in the form are filled in and all necessary enclosures are attached before submission of the form to Collector/District Magistrate/Deputy Commissioner concerned. Half filled online requests will be rejected and may cause a delay in processing the applications
3. For problems in online filing of application for Indian Citizenship, please send an e-Mail to [spsharma@nic.in](mailto:spsharma@nic.in) mentioning details of problem.
4. You may send e-Mail to [dsmmp-mha@nic.in](mailto:dsmmp-mha@nic.in) for any suggestions and queries regarding Indian Citizenship.

## **11. Procedure (Rule 11 & 12 of the Citizenship Rules, 2009)**

The hard copy of the online application for grant of citizenship is to be submitted to the Collector/District Magistrate/Deputy Commissioner of the area where the applicant is resident. The application along with a report on the eligibility and suitability of the applicant is to be sent by the Collector/District Magistrate/Deputy Commissioner to the State Government within 60

days. Thereafter, the application along with the recommendation of the state government is to be sent to the Ministry of Home Affairs within 30 days.

Each application is examined in this Ministry in terms of the provisions of the Citizenship Act, 1955 and the Rules framed there under after obtaining security clearance from the Security agency. Each applicant whose case is found to be fully complete with the prescribed requirement is informed about the acceptance of his/ her application through the state Government. The applicant is then required to furnish through the state government inter-alia a certificate of the renunciation of his/ her foreign citizenship issued by the Mission of the concerned country along with the prescribed fee as mentioned in the acceptance letter and three passport size photographs duly attested on the reverse by a Gazette Officer, three specimen signatures and personal particulars of the applicant. Thereafter a certificate of Indian citizenship is issued to him through the state government