

## **General Instructions for Registration by the Foreigners**

### **A. Foreigners Registration in India**

#### **I. Introduction**

a. All foreigners (including foreigners of Indian origin) visiting India on long term (more than 180 days) Student Visa, Medical Visa, Research Visa and Employment Visa are required to get themselves registered with the Foreigners Regional Registration Officer (FRRO)/ Foreigners Registration Officer (FRO) concerned having jurisdiction over the place where the foreigner intends to stay, within 14 days of arrival. However, Pakistan nationals are required to register within 24 hours of their arrival. All Afghan nationals are required to register with the FRRO/FRO concerned within 14 days of arrival except those Afghan nationals who enter India on a visa valid for 30 days or less provided the Afghan national concerned gives his/her local address in India to the Indian Mission/FRRO/FRO. The Afghan nationals who are issued visas with ‘ Exemption from police reporting’ are exempt from Police reporting as well as Exit permission provided they leave within the Visa validity period.

b. Foreigners other than those mentioned above will not be required to get themselves registered, even if they have entered India on a long term visa provided their continuous stay in India does not exceed 180 days. If the intention of the foreigner is to stay in India for more than 180 days, he/she should get himself/ herself registered well before the expiry of 180 days from the date of arrival with the FRRO/FRO concerned.

c. Foreigners (including minors above 16 years of age) have to report in person or through an authorized representative to the appropriate Registration Officer for registration.

No registration is required in respect of children below the age of 16 years.

d. Registration is also required in the case of visa less than 180 days and if there is special endorsement “for registration required”. However foreigners entering on Entry(X) and Business visas valid for more than 180 days are required to register with the FRRO, FRO if they continuously intend to stay for more than 6 months i.e. more than 180 days on each visit. (But exempting visa bearing endorsement as “Stay not to exceed 180days hence no registration required.”

e. All Indian Missions shall stamp the visas of the foreigners mentioned at above to the effect “REGISTRATION REQUIRED WITHIN 14 DAYS FROM THE DATE OF ARRIVAL” in India. As regards (b) the Indian Missions may stamp the visas to the effect “REGISTRATION NOT REQUIRED IF EACH STAY DOES NOT EXCEED 180 DAYS”.

f. Apart from the above, foreigners entering on Journalist and any other category of visa which is valid for more than 180 days and do not have a special endorsement of “Each stay 180 days hence no registration required” are required to register with the concerned F.R.R.O.'s, F.R.O.s within 180 days of their arrival.

Foreigners (including minors above 16 years of age) have to report in person or through an authorized representative to the appropriate Registration Officer for registration.

No registration is required in respect of children below the age of 16 years.

g. Ordinarily, the registration process is completed on the same day, but it may vary in those cases where field enquiry/other checks are required to be done by the registration officer.

h. The above guidelines are valid for all cases except those where visa has special endorsement regarding registration.

## **II. Regulations applicable to foreigners in India:**

### **a. Regulations:**

The extant Acts dealing with entry, stay and exit of foreigner nationals in the country are:

i. Passport (Entry into India) Act, 1920 ii.

Foreigners Act, 1946

iii. Registration of Foreigners Act, 1939

**b. Registration officers:**

S. No.	Acts	Description
1	The Passport (Entry in India) Act, 1920	It prescribes specific authorization of foreigner nationals on their valid travel documents/ passports for allowing entry into the country. Under this Act and the Rules made there under, the foreigners coming to India are required to get visa from Indian Missions/ Posts
2	The Foreigners Act, 1946	It regulates the entry of foreigners into India, their presence therein and their departure therefrom.
3	The Registration of Foreigners Act, 1939 and the Registration of Foreigners Rules, 1992	It mandates that certain categories of foreigners whose intended stay in India is more than the specified period, or as provided in their visa authorization, are required to get themselves registered with the Registration Officer.

The authorities concerned with registration etc. of a foreigner in India are the Foreigners Regional Registration Officers (FRROs) at Kolkata, Mumbai, New Delhi, Chennai, Amritsar, Bangalore and Hyderabad, and the District Superintendents of Police in all other districts.

**c. Arrival formalities:**

Every person entering India by air, land or sea is required to complete the Embarkation/ Disembarkation card (D/E card) proforma (Form 'D' – Registration of Foreigners Rules, 1992).

**d. Residential Permit:**

Residential permit is issued at the time of registration, its validity being the period of stay specified in the visa. Application for extension of the Residential Permit should be made at least **TWO** months before its expiry to the nearest Registration Officer in the prescribed form.

**e. Report of absence from address:**

If at any time a foreigner who is required to register proposes to be absent from his/ her registered address for a continuous period of eight weeks or more; or is changing the registered address; or is finally departing from India, he shall, before leaving, inform in person, or through an authorized representative, or by registered post to the jurisdictional Registration Officer of his/ her intention to leave, either temporarily or permanently. In case he/ she is moving to another address in India, the new address should also be intimated to the Registration Officer.

**f. Departure formalities:**

Every registered foreigner who is about to depart finally from India shall surrender his/ her certificate of registration either to the Registration Officer of the place where he/ she is registered, or of the place from where he/ she intends to depart, or to the Immigration Officer at the port/ check post of exit from India. If the certificate is surrendered to any authority other than the Immigration Officer of the post or check post of exit, a receipt indicating such surrender of the document may be obtained and shown to the Immigration Officer. It is not necessary for a foreigner (**except a citizen of Pakistan or Afghanistan**) to seek exit/ departure clearance from the Registration Officer of his/ her place of registration. Such a foreigner can straightaway depart from the Immigration Check Point. Those Afghan nationals who enter India on a visa valid for 30 days or less are exempt from the requirement of exit permission provided the Afghan national concerned gives his/her local address in India to the Indian Mission/FRRO/FRO. The Afghan nationals who are issued visas with ‘Exemption from police reporting’ are exempt from Police reporting as well as Exit permission provided they leave within the Visa validity period. The Afghan nationals who are issued visas with ‘Exemption from police reporting’ are exempt from Police reporting as well as Exit permission provided they leave within the Visa validity period.

**g. Diplomats, Officials etc.:**

i. Foreign diplomatic and/ or consular officers or officials assigned to India and their spouses and children are exempt from registration on a reciprocal basis. However, this exemption is not available to the members of the staff of the missions of the Arab Republic of Egypt and Syrian Arab Republic.

ii. Officials of the UN and its Specialized Agencies coming to India on duty, their spouses and dependent relatives, as well as experts under the UN and its Specialized Agencies holding UN Laissez-Passer or any other document indicating their status with the UN, are exempted from registration. Such persons are also not issued a residential permit.

**h. Stay at Hotels:**

All foreigners who stay at hotels, guesthouses or places of such nature should furnish on arrival particulars for filling in the hotel register, sign therein, and also furnish the required particulars at the time of departure.

**i. Prohibited places:**

No foreigner can visit or reside in any prohibited place, declared as such under the provisions of the Official Secrets Act, 1923 without the permission of the jurisdictional authority. For a visit to a Protected / Restricted Area/ Cantonment Area, prior permission of the competent authority must be obtained by the foreigner.

## **j. Responsibility of the Indian Host/ Sponsor**

It is the responsibility of the Indian host/sponsor giving undertaking on behalf of the foreigner

- i. To ensure good conduct of the foreigner during his/her stay in India and to inform the FRRO/FRO office in case of termination of / Business contract to confirm the foreigner's departure from the country along with flight details and date of departure.
- ii. To produce the foreigner in person at FRRO/FRO office within 24 hours in case of withdrawal of undertaking for the good conduct of the Foreigner. The Indian Host/ sponsor shall also inform the flight details and date of departure in the event the foreigner decides to leave the country for good.

## **k. Supporting documents required for the registration:**

- i. Original valid passport and Visa along with 4 passport size colour photographs (4 cm x 4cm with white background, ears distinctly visible without spectacles and cap).

- ii. Registration form

- iii. 3 photocopies of the relevant pages of passport (photo page, page indicating validity, page bearing arrival stamp of Indian Immigration).

- iv. Undertaking letter (3 copies signed by Indian Host/ sponsor/ Guarantor along with any one valid identity document like passport, election identity card, official identity card, PAN card, etc).

- v. Proof of Residence (3 copies of either electricity bill/Telephone bill/ Municipal bill/ certificate of municipal authority/Leave & Licence agreement or any other valid proof of residence). Submission of letter from the hotel or receipt of payment is sufficient in case of registration on Tourist visa.

- vi.Registration fee- Rs. 100/-.

- vii. In case of registration on Employment visa, three copies of the terms and conditions of the contract of assignment, including salary, designation, tenure of employment etc.

- viii. In case of registration on Employment or Business Visa, three copies of PAN card or of application made for grant of PAN card.

- ix. In case of registration on Employment or Business Visa, forwarding letter of concerned company/ Firm /Business undertaking, duly signed by the authorised signatory mentioning name, designation & telephone and mobile number.

- x. In case of registration on student visa three copies of Bonafide certificate from School, College or academic Institute for the academic year mentioning relevant particulars including validity of admission and nationality of the foreign student.

- xi. In case of registration on medical visa, letter from concerned hospital (must be reputed and recognized hospital) where treatment is being taken along with supportive medical documentary/diagnostic test reports with medical certificate about tentative period of treatment.

xii. In case of registration on medical visa, if the applicant is admitted in the hospital, medical certificate bearing photo of the applicant attested and certified by the doctor.

### III. Extension of Visas:

Extensions are granted on different categories of visas as per requirements on case-to-case basis. The foreigner seeking extension must ensure that he/she submits application and the required supporting documents for extension well before date of expiry of visa. The conditions and supporting documents required for extension of visa under each category are as mentioned below:

#### Supporting documents required with different category of visas:

Sl. No.	Type of Visa	Required supporting documents
1.	Employment Visa	<p>2 sets of below mentioned documents are requested by the applicant:</p> <ul style="list-style-type: none"> <li>a) Original valid Passport and Visa.</li> <li>b) Prescribed registration and extension forms.</li> <li>c) Four passport size photographs (4 cm x 4 cm colour photo with white background, ears distinctly visible, without spectacles and caps).</li> <li>d) Resident permit book available at office for Rs. 25/-.</li> <li>e) Copies of passport (photo page) and page indicating validity), page bearing arrival stamp of Indian Immigration.</li> <li>f) Copy of Indian visa.</li> <li>g) Terms and conditions of the contract of assignment including salary position, tenure of employment.</li> <li>h) Undertaking in the prescribed format on the letter head of the company, duly signed by authorized signatory mentioning name and contact number, taking responsibilities of the foreigner during his/her day in India and to repatriate the foreigner at their cost if situation arose.</li> <li>i) Copy of Indian passport/copy of election card/ any other valid satisfactory identity document of a person signing undertaking, and electric bill/telephone bill of undertaking.</li> <li>j) Copy of PAN card and Income Tax papers including TDS certificate for current assessment year ( if liable to pay income tax in India).</li> <li>k) Forwarding letter of concerned company/firm with</li> </ul>

		<p>specific reason for extension. (Duly signed by authorized signatory mentioning name and telephone and mobile number).</p> <p>l) documents/papers pertaining to the existence of The firm/Company like the registration of the Company under the Companies Act, proof of registration of the firm in the State Industries Department or the Export Promotion Council concerned, or any recognized promotional body in the field of industry and trade.</p> <p>m) Proof of Residence of the applicant i.e. copies of Electric bill/Telephone Bill/Leave &amp; licence agreement/company accommodation proof.</p>
2	Business Visa	<p>2 sets of below mentioned documents are requested by the applicant:</p> <p>a) Original valid Passport and Visa.</p> <p>b) Prescribed registration and extension forms duly filled (to be filled on computer terminals at this office).</p> <p>c) Four passport size photographs (4 cm x 4 cm colour photo with white background, ears distinctly visible, without spectacles and caps).</p> <p>d) Resident permit book available at office for Rs. 25/-.</p> <p>e) Letter from the person or firm (in India) with whom foreigner intended to do business, mentioning type of business, volume of business in current year, etc.</p> <p>f) Copy of bill of lading or invoices</p> <p>g) Undertaking in the prescribed format on the letter head of the company/firm, duly signed by the authorized signatory mentioning name and contact number, taking</p>

		<p>responsibility of the foreigner during his/her stay in India and to repatriate the foreigner at their cost if situation arose.</p> <p>h) Bank remittance showing that he/she is a person of assured financial standing.</p> <p>i) Copies of passport(photo-page) and (page indicating validity), page bearing arrival stamp of Indian immigration.</p> <p>j) Copy of Indian visa</p> <p>k) Copy of Pan Card and Income Tax papers including TDS certificate for current assessment year.(if liable to pay income tax in India)</p> <p>l) Copy of Indian passport/copy of election card of a person signing undertaking.</p> <p>m) Contract or assignment letter from the company/firm concerned.</p> <p>n) Proof of Residence of the applicant i.e. copies of Electric bill/ Telephone Bill/Leave &amp; licence agreement/company accommodation proof.</p> <p>o) Proof regarding gross sales/turnover from Business activities.</p>
3	Student visa	<p>The below mentioned documents are required in 2 sets:</p> <p>a) Original valid Passport and Visa.</p> <p>b) Bonafide certificate from School, College or institute for the academic year mentioning nationality.</p> <p>c) Four passport size photographs (4 cm x 4 cm colour photo with white background, ears distinctly visible, without spectacles and caps).</p>



		<p>d) Bank remittance i.e. bank statement showing that the applicant can support himself/herself financially during his/her stay of one year in India.</p> <p>e) Marks sheet or Examination passing certificate for the exams passed in the last academic year.</p> <p>f) Copies of Passport (photo page) and (page indicating validity), page bearing arrival stamp of Indian immigration.</p> <p>g) Copy of Indian visa.</p> <p>h) Attendance proof or certificate for regularly attending classes in case of application for extension.</p>
		<p>Course fees receipt.</p> <p>i) Admission/eligibility certificate from the University/college/educational institution</p> <p>j) In case of change of University/college/educational institution, NoC from the previous University/ college/ educational institution</p> <p>k) Proof of Residence of the applicant i.e. copies of Electricity bill/ Telephone Bill/Leave &amp; licence agreement/company accommodation proof.</p>
4	Entry (X) Visa	Applicants arrived on Entry (X) visa are requested to furnish the following documents in 2 sets during the time of registration:

a) Original valid Passport and Visa.

b) Prescribed registration and extension forms duly filled  
(to be filled on computer terminals at this office).

c) Four passport size photographs (4 cm x 4 cm colour photo with white background, ears distinctly visible, without spectacles and caps).

d) Documents proving that applicant is of Indian origin i.e. parents or grandparents Indian passport or birth certificate, copy with proper linkage of relations.

e) Spouse passport and visa copy showing that he/she is employed for cases in which other spouse or children are accompanying him in India.

f) Resident permit book available at office for Rs. 25/-.

g) Marriage certificate duly solemnized/registered in India in case of married to Indian nationals & seeking extensions on "spouse Indian".

h) If marriage is taken place abroad, Marriage certificate is to be authenticated/ certified by the concerned Indian Mission abroad.

i) Copies of Passport (photo page) and (page indicating validity), page bearing arrival stamp of Indian immigration.

j) Copy of Indian visa.

k) Proof of Residence i.e. copies of electric bill/telephone bill/leave & licence agreement.

l) Apart from the above documents additional supportive documents can be asked for in certain cases.

m) Foreigners Bank passbook copy.

n) Undertaking details in described format and copy of Indian passport plus copy of Election Card and Electric bill/Telephone Bill of a person signing undertaking.

Applicants born in India are requested to furnish the following documents in 2 sets during the time of registration:

a) Original valid Passport.

b) Prescribed registration and extension forms duly filled (to be filled on computer terminals at this office).

c) Four passport size photographs (4 cm x 4 cm colour photo with white background, ears distinctly visible, without spectacles and caps).

d) Documents proving that applicant is of Indian origin i.e. parents or grandparents Indian passport or birth certificate, copy with proper linkage of relations.

e) Copy of mother/father passport, visa and residential permit in case parents are registered of this office.

f) Undertaking in the prescribed format, (on the letterhead of the company in case of either of his/her parents are registered of this office and on 'Business' or 'Employment visa', duly signed by authorized signatory mentioning name and contact number, taking responsibilities of the foreigner during his/her stay in India and to repatriate the foreigner at their cost if situation arose.

g) Copy of Indian passport/copy of election card of a person signing undertaking.

		<p>h) Forwarding letter of concerned company (in case of either of his/her parents are registree of this office and on 'Business or 'Employment visa).</p> <p>i) Proof of Residence i.e. copies of electric bill/telephone bill/leave &amp; licence agreement/company accommodation proof.</p>
5	RESEARCH VISA	<p>The following 2 sets of documents are required for extension by the applicant :</p> <p>a) Original valid Passport and visa.</p> <p>b) Letter from the concerned university giving details about the subject of research and in what field.</p> <p>c) 4 cm x 4 cm colour photo with white background, ears distinctly visible, without spectacles and caps.</p> <p>d) Letter from the concerned nodal Ministry/HRD Ministry granting clearance if seeking extension.</p> <p>e) Letter from Ministry of Home Affairs granting permission.</p> <p>f) Letter from the Professor/guide under whose guidance the research thesis is being done.</p> <p>g) Bank statement showing financial status for the past one year of stay</p> <p>h) Copies of passport (photo page) and( page indicating validity), bearing arrival stamp of Indian immigration.</p> <p>i) Copy of Indian visa.</p> <p>j) Proof of residence i.e. copies of electric bill/telephone bill/leave and license agreement/paying guest agreement</p>

6	JOURNALIST VISA	<p>The following 2 sets of documents are required for extension by the applicant :</p> <p>a) Original valid Passport and visa.</p> <p>b) Prescribed registration and extension forms duly filled.(to be filled on computer terminals at this office)</p> <p>c) Letter indicating the subject of journalism from concerned news agencies, company.</p> <p>d) Four passport size photographs (4 cm x 4 cm colour photo with white background, ears distinctly visible, without spectacles and caps).</p> <p>e) Copies of passport (photo page) and page indicating validity), bearing arrival stamp of Indian Immigration.</p> <p>f) Copy of Indian visa.</p> <p>g) Letter from P.I.B or Ministry of External Affairs( External publicity Division) (XPR) section granting permission during time of extension.</p> <p>h) Proof of Residence i.e. copies of electric bill/telephone bill/leave &amp; license agreement.</p>
7	MEDICAL VISA	<p>Persons coming to India for medical treatment for serious illness are issued with this visa. The documents required for extension are as follows ( 2set)</p> <p>a) Original valid Passport and visa.</p> <p>b) Letter from concerned hospital (should be eminent and recognized hospital) where treatment is being taken along with supportive medical documents/diagnostic test reports (with tentative period of treatment).</p> <p>c) MX (Medical X) visa for caretakers and relatives accompanying patient.</p>

		<p>d) Four passport size photographs (4 cm x 4 cm colour photo with white background, ears distinctly visible, without spectacles and caps).</p> <p>e) Copies of passport (photo page) and page indicating validity), bearing arrival stamp of Indian Immigration.</p> <p>f) Copy of Indian visa.</p> <p>g) Visas and all medical papers and diagnostic test reports.</p> <p>h) Proof of Residence i.e. copies of electric bill/telephone bill/leave &amp; licence agreement.</p> <p>i) If the applicant is admitted in the hospital, medical certificate to that effect, bearing photo of the applicant attested by the Doctor.</p>
8.	Return Visa	<p>Eligibility: The facility is only granted to students for returning to their home countries during vacations three times in a academic year and to those foreigners who are on employment and business visas and their cases have been referred to Ministry of Home affairs New Delhi for further extension and are under consideration. Return visa application should be processed before 3 days prior to date of journey.</p> <p>Documents required for processing Return Visa-</p> <p>a) Original valid Passport and visa.</p> <p>b) Prescribed forms (to be filled on computer terminals at this office)</p> <p>c) Two passport size photographs (4 cm x 4 cm colour photo with white background, ears distinctly visible, without spectacles and caps).</p> <p>d) Copies of passport (photo page) and page indicating validity), bearing arrival stamp of Indian Immigration.</p>

		<p>e) Copy of Indian visa.</p> <p>f) Copy of return ticket within 90 days of departure from India.</p> <p>g) Request letter from company in case of “Employment/or Business Visa”.</p> <p>Return visa is granted for a maximum period of 90 days.</p>
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**Note: Additional supporting documents may be asked for the verification by the FRRO/FRO.**

#### **IV. Documents required for taking Exit Permit:**

##### **A. In case of foreigners reporting due to loss of passport.**

- i. New passport or emergency travel document issued by the concerned foreign Mission.
- ii. Police reporting about the loss/stolen passport i.e. loss certificate or FIR.
- iii. Consulate’s letter indicating the particulars of stolen passport and Indian passport.
- iv. If the foreigner is registered with any FRRO/FRO then a NOC to that effect from the concerned FRRO/FRO.
- v. Confirmed Air Ticket for departure with OK status for returning from the airport.
- vi. Four passport size photographs (4 cm x 4 cm colour photo with white background, ears distinctly visible, without spectacles and caps.
- vii. Proof of Residence i.e. Hotel/Guest House payment receipt, Leave & Licence Agreement etc.
- viii. Apart from the above documents additional supportive documents can be asked for in certain cases.

All cases of ‘Exit Permit’ would require minimum 2 working days for processing.

##### **B. Surrogacy cases-**

- i. Original Passport & Emergency travel documents.
- ii. Surrogacy agreement between the commissioning parent, surrogate mother & doctor treating the case.
- iii. An undertaking from the surrogate mother that all liabilities contained in the agreement towards her, have been satisfactorily discharged by the intended parents

who are foreign nationals.

- iv. Doctor's letter who has given treatment.
- v. Letter from hospital where infant was born.
- vi. Infant's (Applicant) passport.
- vii. Infant's birth certificate issued by Indian authority.
- ix. Parent's passport and visa copy.
- x. Copy of the travel Ticket (infant + parents).
- xi. Infant's colour photo -3 (with white background).
- xii. Proof of residence i.e. Hotel/Guest House Payment receipt, Leave & Licence agreement etc.

All surrogacy cases applying for 'Exit permit' would require minimum 2 working days for processing, provided all the documents are submitted.

#### **C. Child born in India**

- I. Original Passport & Emergency Traveling Document.
- II. Letter from Consulate regarding issuance of new passport.
- III. Birth certificate issued by Indian Authority.
- IV. Both parents' passport and visa copy. Residential Permit copies (in case parents are registered).
- V. Air Ticket (infant + parents)
- VI. Proof of residence i.e. Hotel/Guest House Payment receipt, Leave & Licence agreement etc.

In case of infant/minor children, traveling with mother only, NOC from father, stating that he has No objection for child/infant traveling abroad and vice versa.

#### **D. In case of release from Jail/Acquittal cases-**

- i. Original Passport & Emergency certificate or Traveling Document.
- ii. Letter from Consulate regarding issuance of new passport/travel documents/Emergency Certificate.
- iii. Four passport size photographs (4 cm x 4 cm colour photo with white background, ears distinctly visible, without spectacles and caps).
- iv. Jail release Certificate/Court order in case of acquittal.



- v. NOC (No objection Certificate) from prosecuting agency that they would not be going in appeal and have no objection to the concerned foreigner leaving the country in acquittal cases.
- vi. Confirmed Air Ticket for departure with ok status.
- vii. Proof of residence i.e. Hotel/Guest House Payment receipt, Leave & Licence agreement etc.

**V. Penalty for late Registration:**

A penalty in Indian currency equivalent to US\$ 30/-(Rs.1395/-) in case of late registration is charged. This fee can be revised from time to time.

**VI. Liability of production of Registration Certificate**

Every registered foreigner shall, within twenty-four hours, which can be extended if sufficient cause is shown, on demand by any Registration Officer, any magistrate or any police officer not below the rank of a head constable, produce his certificate of registration for inspection by such registration officer, magistrate or police officer. If the Registration Officer, magistrate or police officer, not being below the rank of an Inspector is of the opinion that the passport or other documents of identification produced by the foreigner do not furnish adequate proof of identity and if the registration certificate does not bear the photograph or finger impressions/signatures, he may be asked to produce, four copies of passport size photograph, four complete sets of his finger impressions/signatures, one of which shall be made on the Registration Certificate. The finger impression/signatures shall be made in the presence of the Registration Officer and each set attested by him.

**VII. Change in Registered address:**

A foreigner shall be deemed to have changed his registered address, if he changes his residence from one place to another place in India and if having no residence, he leaves his registered address knowing that he is not likely to return within six months of leaving it. In such a case, he/she is required to register at the new place of residence.

**VIII. Surrender of certificates of registration on departure:**

Every foreigner who is about to depart finally from India shall surrender his certificate of registration either to the Registration Officer of the place where he is registered or of the

place from where he intends to depart or to the Immigration Officer at the Port/Check post of exit at the time of final departure from India. If the certificate is surrendered other than to the Immigration Officer of the port or check post of exit, a receipt indicating such surrender of the document may be obtained and shown to the Immigration Officer at the time of final departure.

#### **IX. Duplicate certificate of registration:**

If any certificate of registration, issued under these rules is lost or destroyed, the foreigner to whom it was issued, shall make or send to the Registration Officer of the district of his registered address a report of circumstances in which it was so lost or destroyed together with an application in writing a copy of police report in order to issue a duplicate copy of the certificate of registration.

#### **Instructions for online filing of Registration by the Foreigners**

A foreigner can apply online from the website <http://indianvisaonline.gov.in/frro/> for availing of visa services in the office of FRRO, Delhi. The following process shall be followed:

- i. Applicant shall select the Online Registration option from the main menu. As the option will be selected, the online application form will be displayed automatically.
- ii. Applicant is required to fill the online registration form and schedule his/ her appointment in the FRRO before his/ her visit. Once the application form is filled and submitted, a unique Registration number is generated by the system.
- iii. The applicant is advised to keep the Registration number as the same number can be further used for any further modifications in the details submitted online and during his/her visit at the FRRO.
- iv. Once the appointment is scheduled successfully, a Pdf. File (filled application) shall be generated by the system. Applicant is required to take the print out of the application and the requisite supporting documents for interview at the registration office.

#### **Procedure for Online Application for registration of the Foreigner**

- i. Applicants are requested to go through the regulations and instructions mentioned above in order to ascertain their eligibility and procedures involved in the process.
- ii. Applicants who are required to register at FRRO shall have to fill their application online using the web based online application submission system. Applicants, who have not filed online applications previously before coming to FRRO, shall be allowed to fill the online application form at the FRRO. The officials present at the FRRO shall facilitate and assist either to fill at the convenience of applicant or assist them at the FRRO. Applicants who have not taken prior appointment shall also be allowed to register at the FRRO.
- iii. Applicants may access the facility of online registration at the FRRO from the

abovementioned website. The applicant has to select the option of online registration from the main menu. As soon as the applicant clicks the option of Online Registration, the application form shall be displayed automatically wherein the applicant shall fill the details like:

- Personal Details
  - Nationality (both present and previous)
  - Persons accompanying the applicant
  - Contact address and number in India
  - Passport and visa details etc.
  - Contact person in case of any emergency
- iv. After filling the online form completely, the applicant shall submit the application form and move to the next page from the option given in the form for scheduling the appointment at the concerned FRRO.
- v. As soon as the application form is filled and appointment is scheduled by the applicant, a unique application Id is generated which can be used by the applicant during his visit to the concerned FRRO on the scheduled date. A Pdf. file of application form will be generated by the system after the submission of form to the FRRO. Applicants are requested to take the print of the pdf file.
- vi. On the scheduled date, the applicant shall visit the FRRO/ FRO to meet registration officials along with the print of the pdf file and the requisite supporting documents. Applicant shall have to produce the supporting documents to the FRRO/ FRO officer to verify with the data already available in the case file.
- vii. Once the registration is approved then the applicant shall be provided a Registration booklet as a registration proof by the registration official.

**P.S.: Other than Pakistan Nationals, all the applicants are eligible for scheduling the appointment. Pakistan nationals shall have to register with the Police station within 24 hours of arrival in India.**