For Foreigners of Indian Origin (persons not born in India)

1. Get all required birth certificates from the General Birth Registration Office (for applicant and ancestors)

2. Collect Immigration Pass (for ancestor who came from India) from the Nationals Archives (or relevant body)

3. Get all birth certificates/marriage certificates/immigration pass attested (stamped and signed) by the Ministry of Foreign Affairs or responsible authority

4. Complete the application online: https://ociservices.gov.in/

5. Upload all requisite documents:
   - Coloured Photograph (2 inch by 2 inch size)
   - Scanned Signature
   - Foreign Passport
   - Birth Certificates (of applicant and ancestors)
   - Marriage Certificate where necessary
   - Immigration Pass (of Ancestors who came from India)

6. Print application and attach all undermentioned documents:
   - Form duly signed by the applicant and in case of applications for minors, applications should be signed by parents
   - Copy of all documents stated in no. 2 along with originals (and the attested relevant documents by the Ministry of Foreign Affairs)
   - 2 coloured photographs (2 inch by 2 inch size photograph) and sample signatures on a blank page
   - Fee:
     Applicants in Guyana - requisite CASH (US$ or GUY$) by hand delivered applications to us at the High Commission of India, Lot 307, Church and Peter Rose Streets, Queenstown, Georgetown, Guyana on any working days between 9:30am to 11:30am with the above mentioned documents;
     Or
     Applicants from accredited countries - requisite fee to be paid through Demand Draft in favour of High Commission of India and the application, along with the required documents, should be sent by prepaid Courier to the address stated above