USER GUIDE

Step-1

Open the browser (Best Viewed in Chrome browser)

Type URL



https://indiancitizenshiponline.nic.in

Step-2

Click on the Registration of birth of a minor child at an Indian Consulate Under section 4(1) of the Citizenship Act, 1955

	FORM IC-4(1)
REGISTRAT	10N OF BIRTH OF A MINOR CHILD AT AN INDIAN CONSULATE UNDER SECTION 4(1) OF THE CITIZENSHIP AC 1955
 Eligibility Cri 	iteria
Required Do	ocuments
 Passport De 	tails Exemption for specific persons
	Apply Online Modify / Print Application / Upload Documents Apply FormX/XII

Applicant can check eligibility criteria by clicking on 'Eligibility Criteria' link.

REGISTRATION OF BIRTH OF	A MINOR CHILD AT AN INDIAN CONSULATE UNDER SECTION 4(1) OF THE CITIZENSHI
	ACT, 1955
 Eligibility Criteria 	
A person may submit an application Indian consulate in the country, when	for registration of birth of his minor child born outside India in terms of sub-section(1) of section 4 in Form I to the e such child was born, together with a declaration that the child does not hold the passport of any other country
The applicants are advised to careful for Indian citizenship.	ly go through the provisions of the Citizenship Act, 1955 and rules framed there under to determine their eligibility
 Required Documents 	
 Passport Details Exemption for spec 	ific persons
Apply O	nline Modify / Print Application / Upload Documents Apply FormX/XII

Applicant can check the required documents by clicking on 'Required Documents' link.

	uired Documents	
	List of opioading Document	
		by registration/naturalization
	Declaration letter that the child does not hold the passp	ort of any other country
F	Image Uploading Criteria	Document Uploading Criteria

	1. Needs to upload
	(a) A copy of the birth certificate of the child
	(b) A copy of the passport of both the parents (Passports should be single
	document)
	(c) A copy of the marriage certificate of the parents
	 (a) A copy of the certificate of indian citizenship if acquired by registration naturalization
 Image Dimension of Photograph should be 100(Width) * 120(High Pixel only. 	 2. Please Scan the above documents and save in PDF format.
3. Ensure that the size of the scanned image are not more than 20kt	 B. Each Document can contain multiple pages.
4. Uploading image should be in jpg format only.	4. Each PDF Document should not exceed size more than 1024kb(1MB)
5. Use the Microsoft picture manager for resizing the image	
sport Details Exemption for specific persons Apply Online Modify / Print Applie	ation / Upload Documents Apply FormX/XII

Applicant clicks on 'Apply Online' link for new/fresh application. The following screen appears.

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Please note down the Temporary application ID

Step-6

After filling personal details, the applicant has to click on 'Save and Next' button. Fill all the details on this page i.e. Applicant Details, Father Details, Mother Details and then fill the Enter Access Code which is showing in the page and then click on 'Save and Next' button. If the page data is successfully saved then the system directs to next page to upload Photo and Documents.

Applicant has to choose the relevant file and then click on button 'Upload Photo', the screen appears as follows:-

Annlicant Name -	UPLOAD APPLICANT PHOTO AND PARENTS SIGNATURE Applicant Details
Applicant Address :	approant name afghanistan, afghanistan-110001
Country:	Afghanistan
	Descent Directo and Clementary
Photo of Applicant:	Brouse No.6a calacted Viscoura
Signature of Parent -	Very Weiss of the cale for the second
Enter Access Code :	
Access Code :	План к о D
	Upkoad Photo / Signature
* Uploading of photo is manda	lory
(Modifications after final submit to the Mi	istry is not permitted)

		FORM 1 [See Kale 4(1)(a)] The Criterathy Raile, 2009
P	APP ersonal Photo/Documents	LICATION FOR REGISTRATIN OF BIRTH OF A MINOR CHILD AT AN INDIAN CONSULATE UNDER SECTION 4(1) OF THE CITIZENSHIP ACT, 1955
Plea	ase note down the Temporary App rmation will be lost.	lication Id: 05271720201708FNTZKQ. Your Information will be saved if you click Save and Next button. If you exit without clicking on Save and next button then your
		UPLOAD APPLICANT PHOTO AND PARENTS SIGNATURE
		Applicant Details Photo Signature
	Applicant Name :	applicant name
	Applicant Address : Country:	afghanistan, afghanistan-110001
Plea	ase note that no modifications/alte	rations would be permitted in the application form after final submission, hence the applicants are advised to verify the correctness of the information filled by them by click
the	'View application' button.	Ministry is not cormitted)
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(Mo		View Application FINAL SUBMIT TO THE MINISTRY
(Ma		View Application FINAL SUBMIT TO THE MDUSTRY Print Application

Applicant has to click on 'View Application' to view the application.

A new tab will open in the browser to show the application Form in pdf format. Applicant has to verify the contents of the application form for correctness and spellings.

If application form is correct then the applicant can click on button 'FINAL SUBMIT TO THE MINISTRY'.

DO NOT WORRY ABOUT THE DOCUMENTS UPLOADING. DOCUMENTS CAN BE UPLOADED ONLY AFTER FINAL SUBMITTING THE FORM.

If the applicant mistake in the contents of the application form, he/she shall not click on the button 'FINAL SUBMIT TO THE MINISTRY'. Rather, the applicant shall go back to the corresponding page or tab and modify the content and click on corresponding update button. After corrections, click on 'View Application' button. And, verify the correctness of the contents.

Applicant can click on 'Final Submit To The Ministry' button to submit the application. **NO MODIFICATION WILL BE ALLOWED AFTER FINAL SUBMISSION.**

After clicking on final submits, an MHA file number will be generated and the system would displays upload documents page where you could upload the scanned pdf documents.

Applicant must note down MHA file no. for access of his records in future.

E-mail also will be sent to applicant, intimating the MHA file number.

Personal Photo/	/Documents	
Your Application take hardcopy of	has been submitted successfully to the Ministry of Home Affairs. Please Note Down MHA File Number: 20200000004 which can be the application and for all future correspondence. UPLOAD DOCUMENTS Please observe	e used to
	APPLICATION FOR REGISTRATION OF BIRTH OF A MINOR CHILD AT AN INDIAN CONSULATE UNDE	
A copy of the birth of A copy of the passport A copy of the married and the ma	certificate of the child out of both the parents (one of the parent should be an Indian) Browse No file selected. Power Application has been submitted successfully to Your Application has been submitted successfully to Correspondence. This Form complete in all respect shaft be submitted in duplicate to the Indian Mission / Post in the country in which the applicant is ordinarily resident. MHA File Number is: 202009000004	
Note:- This Form com	al tily resident.	
1.)After final submission 2.)After uploading of do	m to the ministry, the applicants are required to upload their relavant supporting documents before taking print out. ocuments, print application button will be enabling. Then Applicant can generate hardcopy of online submitted application by clicking on 'Print application' button. Jushin't the Ministry's is not enmitted)	

Step-8

Click on 'Close' button to close the pop up of MHA File Number.

Personal Photo/Documents	
Your Application has been submitted successfully to the Ministry of take hardcopy of the application and for all future correspondence.	f Home Affairs. Please Note Down MHA File Number: 202009000003 which can be used t
U	PLOAD DOCUMENTS
APPLICATION FOR REGISTRATION OF BIRTH OF A MINOR	CHILD AT AN INDIAN CONSULATE UNDER SECTION 4(1) OF THE CITIZENSHIP ACT, 1955
A copy of the birth certificate of the child A copy of the passport of both the parents (one of the parent should be an Indian) A copy of the marriage certificate of the parents	Browse CC_2018010043.pdf Max. Iab allowed (Pdf Format) Browse CC_2018010043.pdf Max. Iab allowed (Pdf Format) Browse CC_2018010043.pdf Max. Iab allowed (Pdf Format)
	Upload Documents
Note:- 1 his Form complete in all respect shall be submitted in duplicate to the india	in Mission / Post in the country in which the applicant is ordinarily resident.
 After final submission to the ministry, the applicants are required to upload their relavan 2.) After uploading of documents, print application button will be enabling. Then Applicant (Motifications that final update its the Multiply is not required.) 	nt supporting documents before taking print out. t can generate hardcopy of online submited application by clicking on 'Print application' button.

Applicant has to upload required documents. After choosing the relevant files, applicant has to the 'click on 'Upload documents'.

Now the applicant can view the uploaded documents.



Step-9

Once all the documents are uploaded then the 'Print Application' button would enabled. The applicant can now click on 'Print Application' to take printout of the application.(Make sure the browser is not stopping any pop ups). The PDF file will get generated and you can download it and save it to your local system for printing.



The signed hard copy of the application submitted online is required to submitted at the Indian Mission or Indian Consulate in the country of birth of that minor child of Indian descent

Procedure to follow to submit the partially filled application:-

- 1. Open Google Chrome browser.
- 2. Enter the URL in address bar of the browser as https://indiancitizenshiponline.nic.in

3. Click on the relevant link under which section you have submitted application for citizenship (Section 4(1)).

INDIAN CITIZEN:	SHIP ONLINE FORMS
 Registration As a Citizen of India Under Section 5(1)(a) of the Citizensl 	hip Act, 1955 Made by a person of Indian Origin
 Registration As a Citizen of India Under Section 5(1)(c) of the Citizensi 	nip Act, 1955 Made by a person Who is/has been married to a Citizen of India
 Registration of a minor child Under section 5(1)(d) of the Citizenship Advance 	et, 1955
 Registration As a Citizen of India under section 5(1)(e) of the Citizensh india under section 5(1)(a) or section 6(1) 	ip Act, 1955 Made by a person whose parents are registered as citizen of
 Registration As a Citizen of India under section 5(1)(f) of the Citizenshi independent India 	p Act, 1955 Made by a person who or either of the parents was a Citizen of
 Registration As a citizen of india under section 5(1)(g) of the Citizenshi India under section 7A 	p Act, 1955 Made by a person who is registered as an overseas Citizen of
• Naturalization As a Citizen of India under section 6(1) of the Citizenship	o Act, 1955
Registration of birth of a minor child at an Indian Consulate Under sect	ion 4(1) of the Citizenship Act, 1955

4. Click on Modify Application/Print Application/upload documents button.

हल्पेन जन्दरे	FORM IC-4(1)	
REGISTRATION OF BIRTH OF A	A MINOR CHILD AT AN INDIAN CONSULATE UNDER SECTION ACT, 1955	4(1) OF THE CITIZENSHIP
 Eligibility Criteria 		
 Required Documents 		
 Passport Details Exemption for specific 	persons	
(Apply On	line Modify / Print Application / Upload Documents Apply FormX/	II)

- 5. Choose the option Modify Application from the Radio button choice.
- 6. Enter the Temporary File number, DoB and access code which shows there.
- 7. Click on Modify Application button.

	FOREIGNERS DIVISION MINISTRY OF HOME AFFAIRS GOVERNMENT OF INDIA MODIFY / PRINT APPLICATION	HOMEPAGE
	Modify Application Print Application/Upload Documents Temporary Application Id[05271720201708FNTZKQ] Max 20 digits Applicant Date of Birth: 01/01/2020 ddmm/yyyy Access Code: SPMCJYB 2 SPMCJYB Modify Application	
	Site Hosted & Maintained by National Informatics Centre Content provided by Ministry of Home Affairs, Government of India	I NATIONAL INFORMATICS I CENTRE

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Max. 100 characters (A-Z, a-z) Allowed

		FORM I [See Rule 4(1)(a)] The Citizenship Rules, 2009	
Per	APPL ersonal Photo/Documents	JICATION FOR REGISTRATIN OF BIRTH OF A MINOR CHILD AT AN INDIAN CONS	SULATE UNDER SECTION 4(1) OF THE CITIZENSHIP ACT, 1955
Pleas infor	se note down the Temporary Appli mation will be lost.	ication Id: 05271720201708FNTZKQ . Your Information will be saved if you cli	ick Save and Next button. If you exit without clicking on Save and next button then your
		UPLOAD APPLICANT PHOTO AND I	PARENTS SIGNATURE
		Applicant Details	Photo Signature
	Applicant Name : Applicant Address : Country:	applicant name afghanistan, afghanistan-110001 Afghanistan	Line Line Bar
			Change photo/signature
Pleas	se note that no modifications/alter	rations would be permitted in the application form after final submission, hence	the applicants are advised to verify the correctness of the information filled by them by
the 'V	View application' button.		
(Moo	difications after final submit to the Mi	inistry is not permitted)	
			View Application FINAL SUBMIT TO THE MINISTRY Print Appl
			View Application FINAL SUBMIT TO THE MINISTRY Print Appl
			View Application FBIAL SUBMIT TO THE MIRUSTRY Print Appl

Procedure to follow to take the print copy of online submitted application:

- 1. Open Google Chrome browser.
- 2. Enter the URL in address bar of the browser as https://indiancitizenshiponline.nic.in

3. Click on the relevant link under which section you have submitted application for citizenship (Section 4(1)).

INDIA	N CITIZENSHIP ONLINE	FORMS	
 Registration As a Citizen of India Under Section 5(1)(a) of the Citizenship Act, 1955 Made	by a person of Indian Origin	How to Apply Online
 Registration As a Citizen of India Under Section 5(1)(c) of the Citizenship Act, 1955 Made	by a person Who is/has been r	narried to a Citizen of India
• Registration of a minor child Under section 5(1)(d) of	the Citizenship Act, 1955		
 Registration As a Citizen of India under section 5(1)(e india under section 5(1)(a) or section 6(1)) of the Citizenship Act, 1955 Made I	by a person whose parents are	registered as citizen of
 Registration As a Citizen of India under section 5(1)(f independent India 	of the Citizenship Act, 1955 Made b	y a person who or either of the	parents was a Citizen of
 Registration As a citizen of india under section 5(1)(g India under section 7A 	of the Citizenship Act, 1955 Made b	y a person who is registered a	an overseas Citizen of
• Naturalization As a Citizen of India under section 6(1)	of the Citizenship Act, 1955		
• Registration of birth of a minor child at an Indian Cons	sulate Under section 4(1) of the Citize	enship Act, 1955	

4. Click on Modify Application/Print Application/upload documents button.

REGISTRATION OF BIR	TH OF A MINOR CHILD AT AN INDIAN CONSULATE UNDER SECTION 4(1) (OF THE CITIZENSHIP
	ACT, 1955	
 Eligibility Criteria 		
 Required Documents 		
 Passport Details Exemption for 	r specific persons	
C	Apply Online Modify / Print Application / Upload Documents Apply FormX/XII	

5. Choose the option Print application/upload documents from the Radio button choice.

F	MODIFY / PRINT APPLICATION
	Modify Application ●Print Application/Upload Documents MHA File No: 202009000003 Applicant Date of Birth: 01/01/2020 dd/mm/yyyy Access Code: CW25Z42 OW25242 Print Application/Upload Documents
	Adobe Acrobat Reader Software is required to take hardcopy. an Adobe Software Software click the icon Reader Software click
	Site Hosted & Maintained by National Informatics Centre

- 6. Enter the MHA file number, DoB and access code which shows there.
- 7. Click on Print application/upload documents button.

You can see the upload document option if you have not uploaded the documents and you can observe the Print Application button at the down side right corner.

If you click on it the PDF document would open. Make sure the Adobe Reader is available and the pop-ups are not blocked.

	п	FORM I [See Rule 4(1)(a)] he Citizenship Rules, 2009		
APPLICATION Personal Photo/Documents	FOR REGISTRATIN OF BIRTH OF A MINOR CHIL	LD AT AN INDIAN CONSULATE UNDER SECTION 4	1) OF THE CITIZENSHIP ACT, 1955	
Please note down MHA file numbe	r :- 202009000003 for further corres	spondence.		
	UPL	OAD DOCUMENTS		
APPLICATION FO	R REGISTRATION OF BIRTH OF A MINOR CHI	ILD AT AN INDIAN CONSULATE UNDER SECTIO	N 4(1) OF THE CITIZENSHIP ACT, 1955	
A copy of the birth certificate of the chil A copy of the passport of both the parent A copy of the marriage certificate of the	s (one of the parent should be an Indian) parents	View Document View Document View Document		
Note:- This Form complete in all respect sl	all be submitted in duplicate to the Indian M	Aission / Post in the country in which the appl	icant is ordinarily resident.	
 After final submission to the ministry, the applicants a 2.) After uploading of documents, print application butto (Modifications after final submit to the Ministry is 	re required to upload their relavant supporting documents b will be enabled. Applicant can generated hardcopy of only tot permitted)	before taking print out. ine submited application by clicking on Print application' by	tton.	
				Delet Application

