

Instructions – Pakistan Origin Card

Documents Essentially Required

1. Two Photographs with blue background.
2. Deposited fee slip or bank draft in original
3. Copy of NIC/NICOP/POC whenever held
4. Copy of Pakistani passport whenever held
5. Copy of foreign passport for every individual

1. **Individuals who have Renounced their Nationality (Cat A)**

1. Copies of passport (foreign passport to be attested by the issuing authority or consularized)
2. Naturalization document
3. Educational certificates
Or
Employment letter
Or
Drivers license
4. Tax return/record
Or
Letter from Bank stating the applicant to be a holder of the account for a minimum two years
Or
Utility Bills
Or
Employment letter
Or
Insurance documents, i.e., life/property/car
5. References of one blood relative residing within Pakistan along with his NICs
6. Social security number or equivalent identity number, if available/ desired.
7. Property ownership documents in the adopted country, if available/desired.
8. Last addressed in Pakistan
9. Any other document to prove credentials if desired.

2. **Individuals of Pakistani Origin with Foreign Nationality (excluding India) (Cat B)**

1. Copy of foreign passport attested by the issuing authority or consularized
2. Naturalization document
3. Educational certificates
Or
Employment letter

Or
Drivers License

4. Tax return/record
Or
Letter from Bank stating the applicant to be a holder of the account for a minimum two years
Or
Utility Bills
Or
Employment letter
Or
Insurance documents, i.e., life/property/car
5. References of two next to kin or blood relations residing within Pakistan along with their NICs and present addresses.
6. Property ownership documents.
7. Last addressed in Pakistan
8. Any other document to prove credentials

3. **Muslims with Pakistani Origin having foreign nationality (including India) (Cat C)**

1. Copy of foreign passport attested by the issuing authority
2. Naturalization document
3. Educational certificates
Or
Employment letter
Or
Drivers License
4. Tax return/record
Or
Letter from Bank stating the applicant to be a holder of the account for a minimum two years
Or
Utility Bills
Or
Employment letter
Or
Insurance documents, i.e., life/property/car
5. References of two next to kin residing within Pakistan along with their NICs
6. Declaration of being a Muslim attested by the issuing authority and consularized by the Pakistani embassy.
7. Property ownership documents in the adopted country.
8. Last address in Pakistan
9. Any other document to prove credentials

All documents may be verified by NADRA or GOP. Pakistani passport and NIC will be verified in Pakistan. The Ministry of Interior of GOP will verify addresses given for Pakistan particularly in case of relatives.

NOTE: Deposit of an application form with NADRA by an applicant does not automatically entitle him/her to the issuance of POC. NADRA reserves the right to reject any application form without assigning any reason.

Application Procedure

1. Application forms can be downloaded from the website: <http://pakistanidcard.nadra.gov.pk> or are made available through the Pakistan Embassy, Consulates, Islamic Mission offices, specified Banks, PIA offices abroad and all NADRA offices established in Pakistan.
2. Application after filled in, and attaching the bank receipt or bank draft is to be sent to the nearest Pakistan Missions or directly to NADRA Offices Pakistan.
3. Duly filled in application forms should include all relevant supporting documents as well as bank deposit slip, pay order or bank draft in favour of NADRA.
4. After necessary processing, the card will reach at Pakistan Mission/ applicant's doorstep within 6-8 weeks of applying for the card through respective Pakistan Mission/ NADRA office etc. via a designated courier.

Application Filling Procedure

1. Please carefully fill in all required information applicable in your case. Any casualness or mistake in filling in the form or any inaccurate information provided therein may result in delays or non-delivery of the card.
2. In case of any of family members (spouse, parents, grandparents, real or grandchildren, etc.) are also applying for POC, the separate form may be used by them for processing of applications and delivery of POCs of your entire family.
3. Multiple photocopies of form may be made and used and sent along with the all-necessary documents.
4. **IMPORTANT:** Family members applying together will get their cards at the address in their forms.
5. Please fill in the form in BLACK ink.
6. Please clearly print or type ONLY in CAPITAL letters and avoid contact with the edges of the box.
7. A block may be left empty wherever a word ends and a new word begins in the same line or where nothing further is to be written
8. Avoid any over-writing and other mistakes while filling in the form. Please make sure that the form is filled in as neatly as possible. If there are too many mistakes in the form, fill in a new form. Exact photocopies of the form (on A4 size paper ONLY) are acceptable.
9. Wherever small choice field boxes " " are provided in the form (e.g. in respect of type of application, gender, marital status, etc), the box adjacent to the appropriate answer is to be SHADED i.e. " " and NOT to be ticked or checked like " ".
10. Names in full are to be written in the order of first, middle and then last name.
11. Spaces provided for dates are to be filled in from the left in the order of, firstly, Day (DD); secondly, Month (MM); and, lastly, Year (YYYY) in four digits.
12. "NIC" stands for National Identity Card issued by GOP to Pakistani citizens who are 18 years of age or above.
13. Information required in respect of NIC or Pakistani passport may only be provided by persons holding Pakistani citizenship/nationality.
14. Details of foreign/non-Pakistani passport held by a person are to be compulsorily provided wherever required in the form.
15. Main application form have numbered items. All applicable items have to be answered/responded to. Most of the items are self-explanatory. However, item-wise description and instructions for guidance have been provided below where felt necessary:

Form Filling Instructions

1. Application may be made for a new card or for renewal of a card, Renewal is needed upon expiry of the validity period of the old card or Duplicate in case of misplace or lost or Change in case of any change in card or cancellation in case of death of applicant.
2. This is applicable only to a person not holding Pakistani NIC or passport. The details of applicable ground on the basis of which you are applying for NICOP must be specified that applicant is whether by birth or by relation or having any immovable property in Pakistan or any other ground (Please specify any other ground on extra page on which applicant is applying for Pakistan Origin Card)
3. Full name must be mentioned in block letters (First, Middle, Last).
4. Please mention Place of Birth in this sequence City or Town, State/ Province /Country
5. NIC/ NICOP/POC NO. if any
6. Present nationality (other than Pakistani nationality/citizenship)
7. Provide required details of Pakistani passport and Foreign passport.
8. Father's Full name must be mentioned in block letters (First, Middle, Last)
9. Father's Present nationality
10. Father's NIC/ NICOP/POC NO. if any
11. Enter your mother's name. (First, Middle, Last)
12. Enter your mother's nationality
13. Mother's NIC/ NICOP/POC NO. if any
14. Married person should write their spouse's name.(First, Middle, Last)
15. Spouse's Present nationality
16. Spouse's NIC/ NICOP/POC NO. if any
17. Carefully enter your present address on which you can be contacted and your card may be delivered. Mistake or incomplete/inaccurate information provided here may result in delays or non-delivery of the card.
18. Enter your permanent address in Pakistan, if any. Foreigner spouses of Pakistani citizens may mention the permanent address of their spouses in Pakistan.
19. Please shade on which addresses you want to be delivered a card?
20. Please mention information about children if space is insufficient then use extra sheet for more children
21. Give all information about relative, relationship with Applicant, his NIC and NICOP No, Present Address and Telephone No
22. Kashmiries will fill this information
23. If you have ever been deprived of Pakistani citizenship by an order of the Government of Pakistan passed under subsection (2) or subsection (3) of section 16 of the Pakistan Citizenship Act, 1951 (II of 1951), please shade the applicable box
24. The box adjacent to the appropriate answer is to be ticked or checked

25. Select the appropriate answer and shade the box adjacent to the choice field that applies to you. In respect of Education, select only the highest level of education applicable in your case. Profession may be identified even if unemployed.
26. It is mandatory to fill in this block. Unanswered will be treated as incomplete form and will be rejected.
27. Paste your picture with blue background in the respective block. And signatures and thumb impression must be clearly affixed in Black ink only.

Role of Pakistani Missions

Pakistan Missions abroad are the focal points for all people of Pakistan Origin. They are not only responsible for projecting and marketing of the cards but are also specifically responsible for the following actions:

- Ensure counter space/windows/facilitation desks in all Embassies/ High Commissions
- Stop multi entry Visas for Pakistan Origin people
- Support for delivery and transportation of POC/NICOP application forms through diplomatic bag
- Support for distribution of application forms from Embassies/Missions in host countries to retail outlets
- Cash/Fee collection and imbursement to NADRA fund through diplomatic channels
- Transportation of cards through diplomatic bag and distribution from window/ host country's postal arrangements
- Promotion through media personals in the Foreign Missions
- Display and distribution of publicity, promotional material through Embassies and High Commissions
- Projection of the products through ethnic newspapers etc in the host country
- Directive to all Missions/ Embassies for all out support to NADRA

Availability of Application Forms

Inland Offices

- NADRA Headquarters, Provincial Headquarters, Regional Headquarters and NADRA Swift Registration Centres
- NADRA's District Registration Offices
- International Airports and PIA Flights

Abroad Offices

- Pak Missions
- PIA Ticketing Offices Abroad and Travel Agents
- Selective Stores Selling items of Pakistanis Use
- Pakistani Banks Abroad
- Cultural Events and Get Together, if required
- Mosques/ Islamic Centres/ Jamaat Khaanas (Optional)
- Promotional Events Like Seminars and Melaas (Optional)