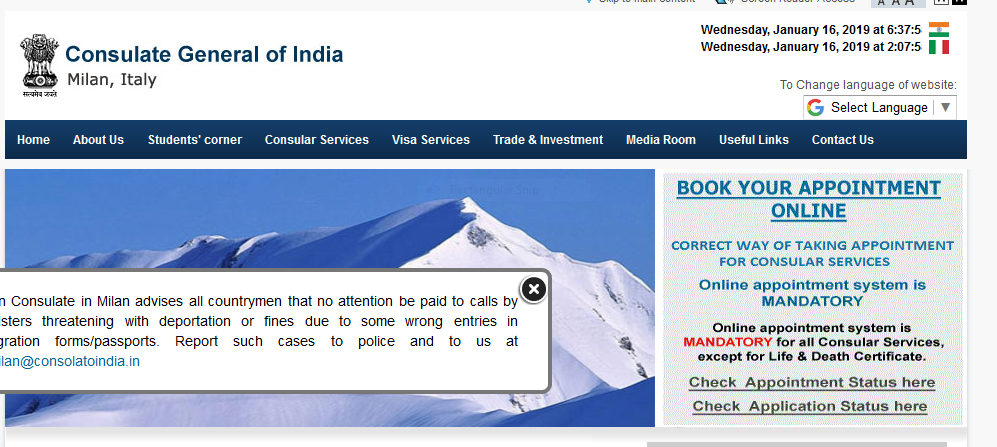
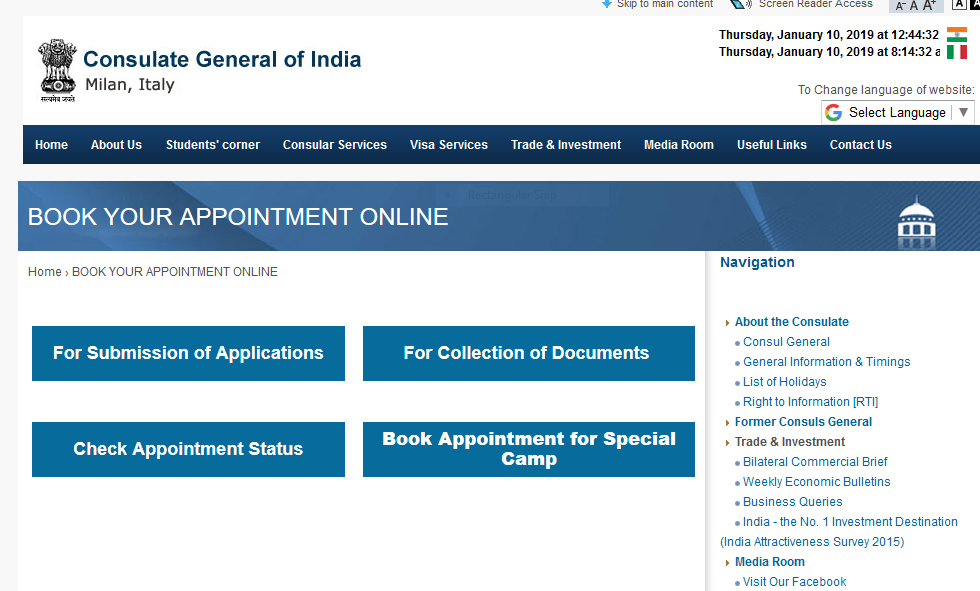
**HOW TO TAKE APPOINTMENT FOR SUBMISSION OF APPLICATION FOR OCI CARD**

Please fill up the Application, online, and thereafter register online. Please visit our website: **ww.cgimilan.gov.in**. You can see the opening page as under:

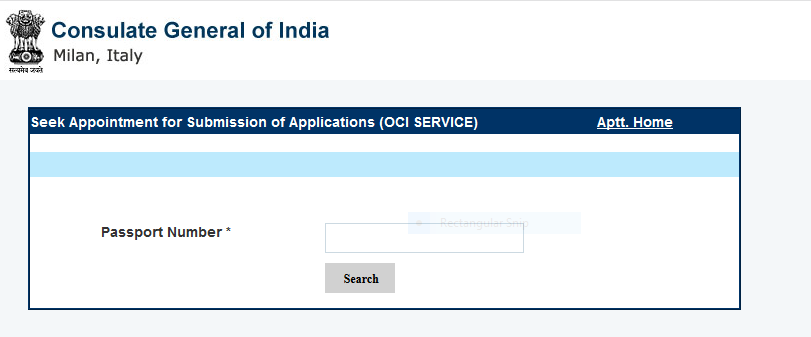
****

Please Click on the “**BOOK YOUR APPOINTMENT ONLINE**” button. It will you take you to a screen as under :

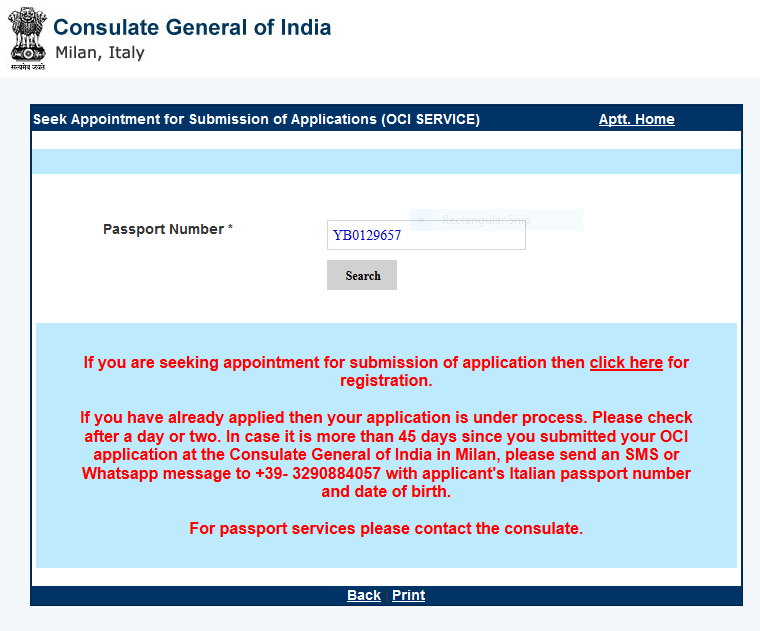


|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Once you click on the Button “for Submission of Applications”, the next screen will appear as under : **C:\Users\ProDesk-Public\Desktop\GUIDELINES-16.01.2019\Submission\PASSPORT\3.PNG** | | |  | | --- | |  | |  | |
|  | |

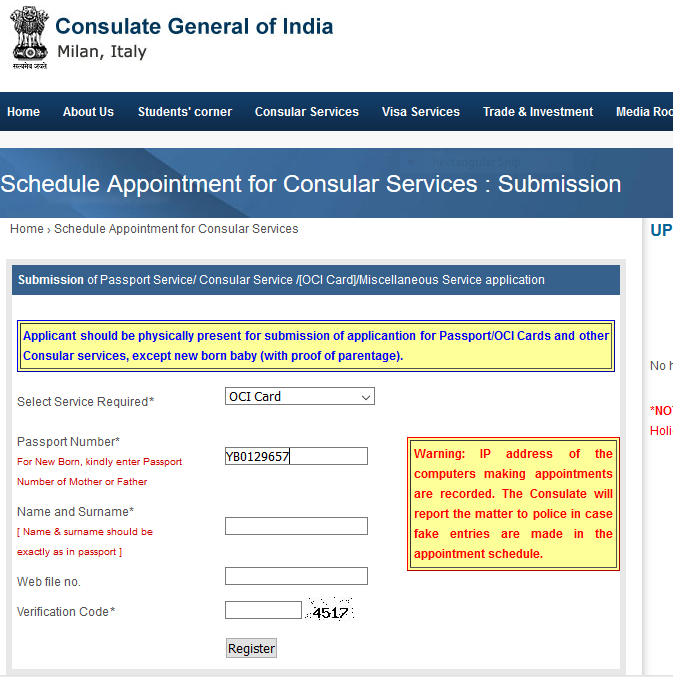
Click on the Service you require, i.e., “**OCI Card**” and it will take you to another screen, as under :



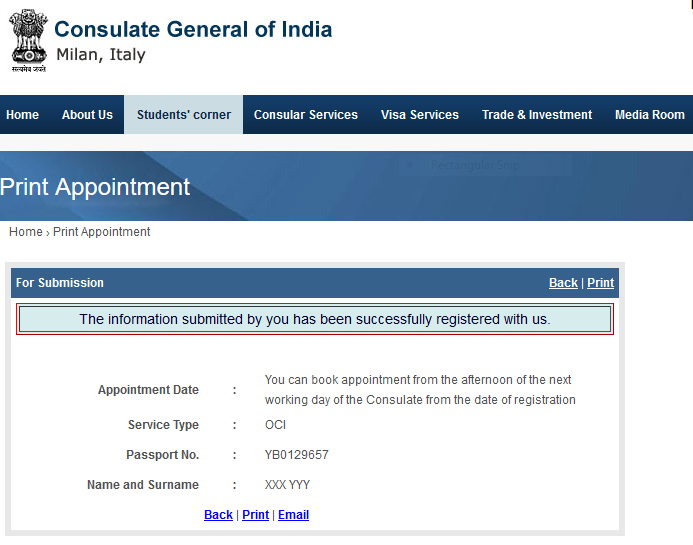
Please enter your **Foreign Passport Number**, after completion of your application form for OCI Card. After entering the Foreign Passport Number, click on the **SEARCH** button, it will take you to the next screen, as under;



Click on the button “**Click here for registration”.** Once you click on the button, it will take you to another screen, as under :

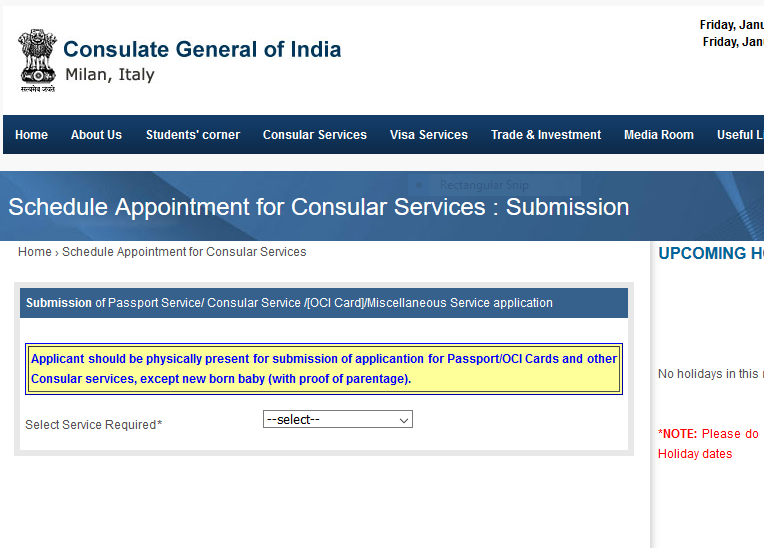


Please enter your **name followed by surname and the WEBFILE NUMBER (ITAM…..), which is created on completion of the Application for OCI Card**. Thereafter, please enter the **Verification Code** and click on the button “**Register”.** The next screen will appear, as under :

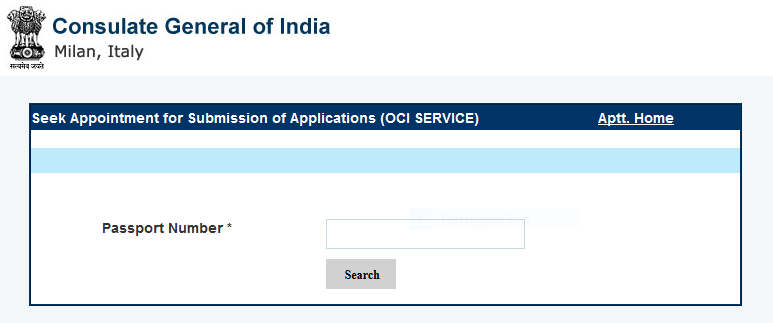


You will be able to take appointment from the afternoon of the next working day of the Consulate from the date of registration.

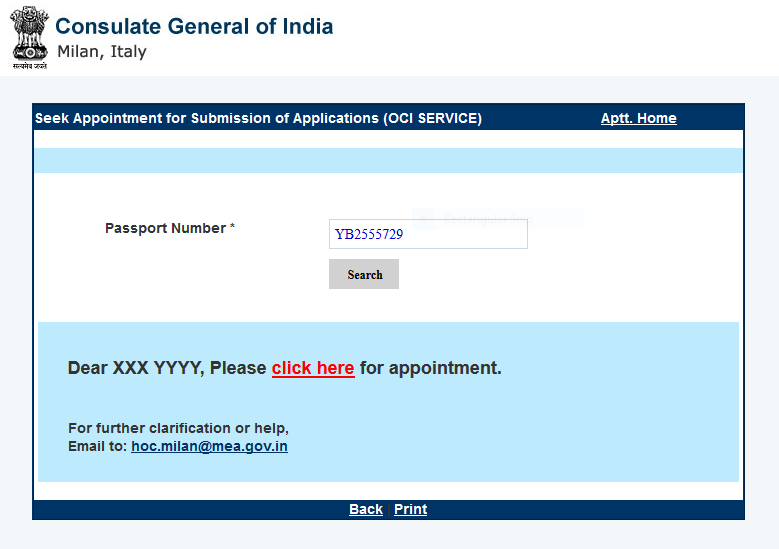
When you click on the **BOOK YOUR APPOINTMENT ONLINE**, next day afternoon, for taking appointment, the screen will appear as under :



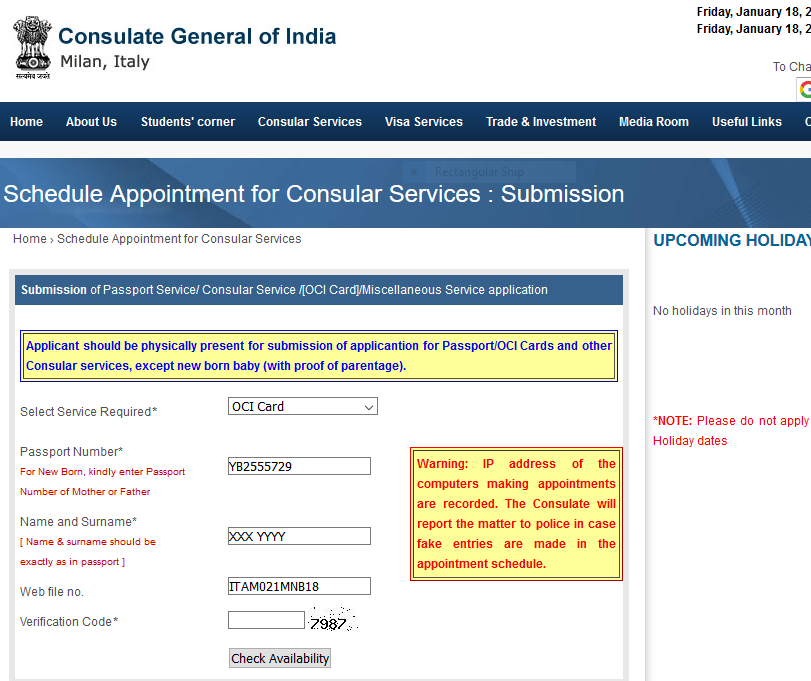
Please select **OCI Card**, and the screen will appear as under :



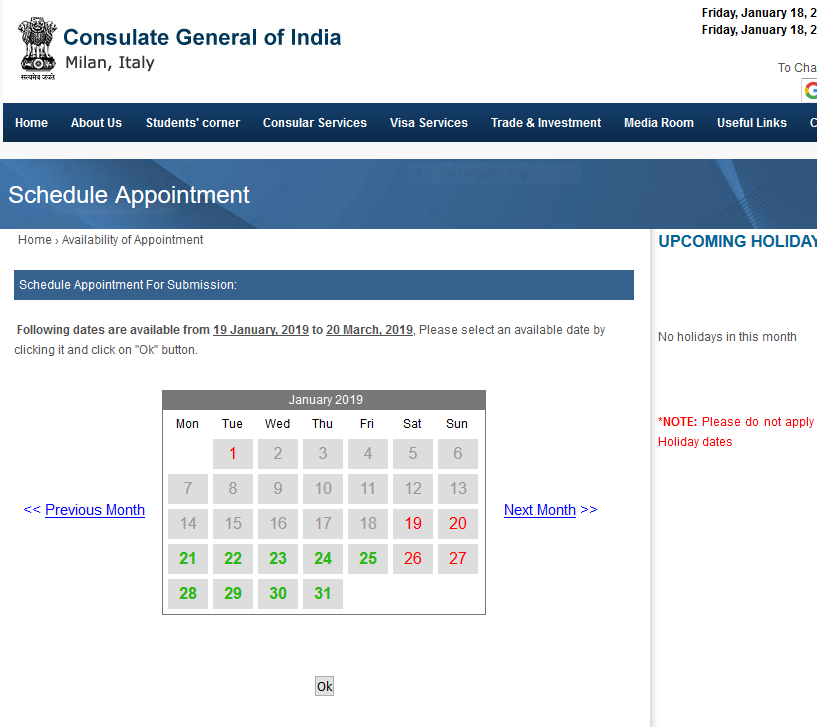
Please enter the **Foreign Passport Number** and the screen will appear as under :



Please click on the button “**CLICK HERE for appointment**”. It will take you to another screen as under :

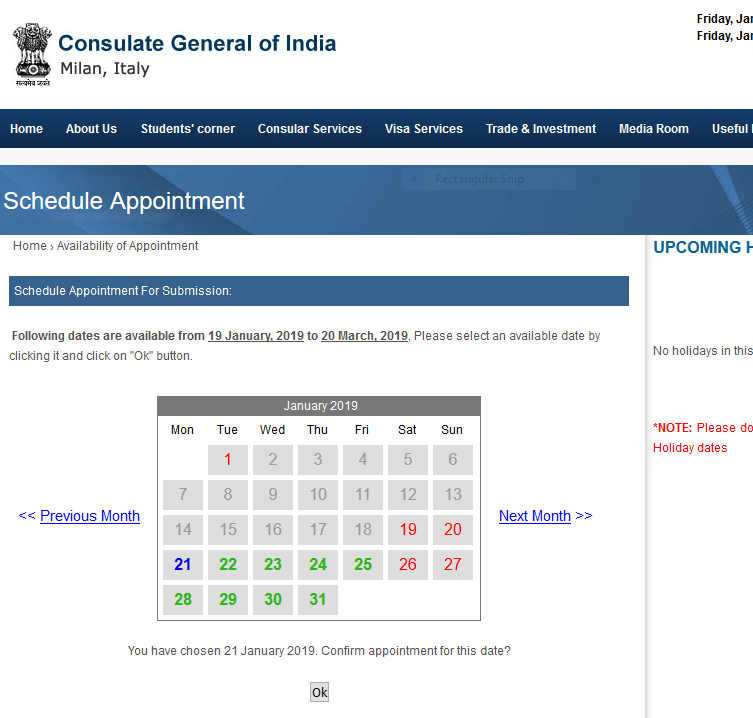


Please enter the Verification Code and click on “**CHECK AVAILABILITY**”. It will take you to another screen as under:



Available dates are shown in **GREEN COLOUR**. If no dates are available, the dates will be displayed in **RED** colour. If no date is available in the particular month, you can click on the button “**Next Month”** shown on the right side of the calendar**.** You can choose the date as per your convenience and click on the date.

Once you click on the selected DATE, please click on the “OK” button and it will take you to the next screen as under :



As can be seen, the date you selected turns into **BLUE**. Please click on “OK” button and your appointment is confirmed for the day, which you selected and the confirmation will be displayed as under :

