



NADRA Registration Policy

Version : 6.0.1

**ONE APP
POLICY**



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Registration Policy

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Revision History of Registration Policy

Date	Category	Standard Mode	O.S	Description	ERP/Signature
Till 28-Jun-2013	General	N/A	N/A	Registration Policy 1.1.4	
29-Jun-2013	General	Complete	All	Registration Policy 1.1.5	
07-Oct-2013	General	Complete	All	Registration Policy 2.0.0	
10-Dec-2013	Modification in mother's name	Modification	6	Registration Policy 2.0.0	
18-Jul-2014	Modification of marital status	Modification	22	Registration Policy 2.0.0	
23-Jul-2014	Modification of religion	Modification	20	Registration Policy 2.0.0	
01-Nov-2014	Modification of present/permanent address	Modification	14,15	Registration Policy 2.0.0	
26-Mar-2015	General	Complete	All	Registration Policy 3.0.0	
18-Nov-2015	General	Complete	All	Registration Policy 4.0.0	
28-Dec-2015	General	Minor changes	All	Registration Policy 4.0.0 (1 st Revision)	
30-Aug-2016	General	Minor changes	All	Registration Policy 4.0.0 (2 nd Revision)	
25-Aug-2017	General	Minor changes	All	Registration Policy 4.0.0 (3 rd Revision)	
29-Jan-2018	General	Minor changes	All	Registration Policy 4.0.1	
23-Feb-2018	General	Minor changes	-	Registration Policy 4.0.2	
13-Dec-2018	General	Religion	-	Registration Policy 4.1.0	
19-Sep-2019	General	Complete	-	Registration Policy 5.0.0	
29-Oct-2019	General	Minor changes	-	Registration Policy 5.0.1	
06-Apr-2021	General	Minor changes	-	Registration Policy 5.0.2	
21-Nov-2022	General	Minor changes	-	Registration Policy 5.0.3	
25-Oct-2024	General	Major changes	-	Registration Policy 6.0.0	
14-Oct-2025	General	Minor changes	-	Registration Policy 6.0.1	

**Introduction:**

The National Database and Registration Authority (NADRA) is dedicated to maintain a secure, reliable and user-friendly registration system for the citizens of Pakistan. For this purpose, registration policy has been framed and it is updated from time to time. In this document, Birth certificate has been made the primary or breeder document for fresh / new registration in NADRA and in future any change in identity document, will only be made on the basis of prior correction in Birth certificate (if birth record exists in CRMS / NADRA record). Policy document has been outlined by considering the various sections of Pakistan Citizenship Act 1951 and NADRA Ordinance 2000 and its relevant rules and regulations.

Scope:

This policy applies to all processes related to the new registration, renewal, change and attestation of identity documents for citizens of Pakistan, whether applying from inland or abroad. Moreover, it also covers all the manners of submission of application by applicant i.e. NADRA registration center, Mobile van, One App or Mobile App etc. **One document for all platforms**. It encompasses all segments of society, including provisions for handling exceptional cases.

Special Cases and Exceptions:

This policy also includes guidelines for processing applications for orphans, transgender, organ donors and exceptions. Exceptional cases will be referred to Regional DG/Director through DAU and Zonal board recommendations for approval.

Compliance and Enforcement:

- Regular training of staff on policy and its compliance is mandatory.
- Strict enforcement of policy by all and with penalties for non-compliance be ensured.
- Periodic reviews and updates to the policy will be carried out.

Acronym:

Various acronyms used in this document are listed below along with their full form: -

ACC:	Afghan Citizen Card	MNIC:	Manual National Identity Card
BC:	Birth Certificate	MOI:	Ministry of Interior
CBRC:	Computerized Birth Registration Certificate	NICOP:	National Identity Card for Overseas Pakistani
CNIC:	Computerized National Identity Card	NOC:	No objection Certificate
CNICF:	Computerized National Identity Card Form	OIC:	Officer In-charge
CRC:	Child Registration Certificate	PO:	Proclaimed Offender
CRMS:	Civil Registration Management System	POC:	Pakistan Origin Card
DAU:	Data Acquisition Unit	POR:	Proof of Registration
DG:	Director General	PRC:	Permanent Residence Card
DOB:	Date of Birth	RP:	Registration Policy
HOD:	Head of Department	RHO:	Regional Head Office
ID:	Identity Document	SNIC:	SMART National Identity Card
IMPASS:	Immigration and Passport	SNICOP:	SMART National Identity Card for Overseas Pakistani
IOOD:	International and Online Operation Department	SOP:	Standard Operating Procedure
KSA:	Kingdom of Saudi Arabia	SPOC:	SMART Pakistan Origin Card
M&E:	Monitoring and Evaluation	UC:	Union Council
MC:	Marriage Certificate	UV:	Under Verification

**Definitions:**

Topic	Definition
Applicant:	An individual applying for the NADRA's registration services
Application:	A request submitted to NADRA through any platform i.e. DAU, Mobile App, Web portal etc.
Biometric verification:	Verification carried out under regulation 9 by parents or blood relatives during processing of an individual
Breeder document:	Primary document used to establish identity, such as a birth certificate or passport
Citizen:	A person who is or is deemed to be a citizen of Pakistan, under the Pakistan Citizenship Act, 1951
Citizenship by birth:	As per Section 4 of Pakistan Citizenship Act 1951
Citizenship by descent:	As Per Section 5 of Pakistan Citizenship Act 1951
Civil card:	Identity card issued by the foreign government
Digitally impounded:	Identity document marked digitally impounded under Section 18 of NADRA Ordinance
Foreign detailed birth certificate:	A document issued by concerned authority of a foreign country having both parents' information
Guardianship certificate:	A certificate issued by the court for the custody of minor
Juvenile card:	Identity Certificate in the form of card issued to minors (under 18)
Manual birth certificate:	Birth certificate issued before computerization of system
Minor:	A citizen under 18 years of age as per NADRA Ordinance 2000
Naturalization Certificate:	A certificate granted under Pakistan Citizenship Act 1951
Non-Resident citizen:	If a citizen is an emigrant or intending emigrant or intending to be resident abroad or holds resident visa or permit or status
Regulations:	Regulations made under Section 45 of NADRA Ordinance
Renunciation certificate:	A certificate issued by IMPASS upon surrender of Pakistani nationality
Residence permit:	Permission granted by the foreign government to an individual for legal stay in that country
Resident citizen:	A citizen shall be resident citizen if he is not a non-resident citizen
RGI, RGII, RGIII:	Old registration forms used for new registration, B-form and control register respectively
Rules:	Rules made under Section 44 of NADRA Ordinance
S1 Form:	Abroad birth registration form of minor issued by Pakistani Embassy / Consulate / Mission
System independent:	An individual having no blood relative
Verification Board:	Board constituted at Regional or Zonal level for under verification cases and determination of citizen's correct credentials

**Attestation/Verification of CNICF****WHO CAN VERIFY APPLICATION FORM (BIOMETRIC VERIFICATION) REGULATION 9(I)**

1. Blood relatives (First priority):	Father, Mother, Brother, Sister
2. Immediate relatives (Second priority):	Guardian, Paternal / Maternal (Grandfather / Grandmother), Spouse

WHO CAN ATTEST APPLICATION FORM (CONVENTIONAL /OLD METHOD) REGULATION 9(a-h)

3. Attestation as per Regulation 9 of NADRA Ordinance (a-h):	Following persons under Regulation 9 (a-h) of NADRA Ordinance can attest the Computerized National ID Card form (CNICF): -
a.	Member of the Senate, National / Provincial Assembly, Local Body, or Zakat Committee
b.	Officers of the Federal / Provincial Government in Basic Pay Scale 16 & above
c.	Commissioned officers of the armed forces and civil armed forces
d.	Officers of local bodies of status corresponding to officers in Basic Pay Scale 16 & above
e.	Officers of autonomous and semi-autonomous bodies
f.	Officers of Levies in Basic Pay Scale 16 and above
g.	Officers of Government bank and Government corporations
h.	Headmen (Lambardar) in respect of persons living in their village
i.	Any other person or officer who may be authorized in this behalf by the Federal government or the Authority
j.	Officers of NADRA in Basic Pay Scale / NPS / Contractual, scale 16 and above
k.	Head of the family (of grade 16 and above) can attest the CNICF of his family members (except his / her own CNICF)
l.	Political agent (PA) or assistant political agent (APA)

Note:

- The above-mentioned persons may attest or verify the Application Forms only if they know the applicant personally
- Stamp of attester may not be by name instead of designation however attester may be contacted if any query arises
- A person verifying or attesting an application shall write or cause to be written his full name legibly under his signature or left thumb impression and shall also put his office stamp under it and write citizen number in the space specifically provided



FRESH / NEW REGISTRATION



Minor's (under 18 years of age) Registration

Registration under 18 (Minor) citizens: New / Fresh registration of under 18 years citizen is carried out under Section 9 of NADRA Ordinance 2000, wherein every parent or guardian is bound to register the minor within one month of his/her birth.

Child Registration Certificate: Under this Registration, minor is issued an ID number on a certificate as per schedule VI under Rule 18 (1) of NIC Rules 2002 called Child registration certificate. Same number will be later used to obtain identity card on attaining the age of 18 years by minor. **After amendment in NIC Rules 2002, CRC is issued to each child on separate page with biometrics information and expiry dates. Accordingly, presence of minors above age of three (03) years is mandatory. Additionally, photograph of minors below the age of three (03) years shall also be captured for the purpose of passport issuance.**

Juvenile card: This is also a certificate issued to a citizen of below 18 years under Rule 18(1) in the form of a card. However, while registering through this certificate, minor has to be present as a primary applicant.

Requirements – Fresh / New Registration Under 18 years of age	
For Resident / Non- Resident and intending to be Non-Resident citizen	
CRC	Juvenile Card
<ol style="list-style-type: none"> 1. Application by any one of the parents or guardians with identity card number 2. Computerized Birth certificate (verified) of UC / Municipal Committee / Cantonment or Foreign detailed Birth certificate or S1 Form issued by Embassy / Mission or Citizenship / Naturalization certificate 3. Biometric verification by any blood relative / guardian OR Attestation of CNICF as per Regulation 9 (a-h) (For DAUs only) 	<ol style="list-style-type: none"> 1. Application by / on behalf of minor 2. Identity card number and presence of any one of parents or guardians 3. Computerized Birth certificate (verified) of UC / Municipal Committee / Cantonment or Foreign detailed Birth certificate or S1 Form issued by Embassy / Mission or Citizenship / Naturalization certificate 4. For DAUs: Biometric verification by parents / guardian OR Attestation of CNICF as per Regulation 9 (a-h) (For CRC to Juvenile card only) 5. For Mobile App users: Biometric verification by parents / blood relatives / guardian

NICOP / SMART NICOP: NICOP is issued under Section 12 of NADRA Ordinance 2000. A minor whether living abroad or intending to live abroad has an option to get registration through NICOP.

Requirements – Fresh / New Registration of under 18 years of age (NICOP / SMART NICOP)	
For Non-Resident	For Intending to be non-Resident Citizen
<ol style="list-style-type: none"> 1. Application by / on behalf of minor 2. Identity card number or presence of any one of the parents or guardian 3. Foreign detailed Birth certificate or S1 Form issued by Embassy or Citizenship / Naturalization certificate AND Pakistani / Foreign passport or Residence Permit or Travel document or Undertaking "A" duly attested by Pakistan Embassy / Mission 4. For DAUs: Biometric verification by parent / guardian OR Attestation of CNICF as per Regulation 9 (a-h) (For CRC to NICOP only) 5. For Mobile App users: Biometric verification by parents / blood relatives / guardian 	<ol style="list-style-type: none"> 1. Application by / on behalf of minor 2. Identity card number and presence of any one of parents or guardian 3. Computerized Birth certificate (verified) of UC / Municipal Committee / Cantonment or Citizenship / Naturalization certificate 4. For DAUs: Biometric verification by parent / guardian OR Attestation of CNICF as per Regulation 9 (a-h) (For CRC to NICOP only) 5. For Mobile App users: Biometric verification by parents / blood relatives / guardian



18 years or above Registration

Registration of citizen of 18 years or above:

New / fresh registration of citizens of 18 years or above is carried out under Section 9 of NADRA Ordinance 2000, wherein every citizen is bound to get registration with NADRA within three months after attaining the age of 18 years.

National Identity Card:

is issued to all citizens under Section 10 of NADRA Ordinance, who have got themselves registered under Section 9 of Ordinance in the form of CNIC or SMART CNIC. Requirements for resident, Non-resident or intending to be Non-resident citizen for identity card are mentioned below:

Requirements – Fresh / New Registration of 18 years or above (CNIC or SMART CNIC)	
Resident Citizen ONLY	
Having Blood Relative	Having no Blood Relative (System Independent)
<ol style="list-style-type: none"> 1. Application by applicant 2. Identity card number of parent(s) or blood relative(s) 3. Computerized Birth certificate (verified) of UC / Municipal Committee / Cantonment or Citizenship / Naturalization certificate 4. Biometric verification of Parent or Blood relative OR Attestation of CNICF as per Regulation 9 (a-h) 	<ol style="list-style-type: none"> 1. Application by applicant 2. Computerized Birth certificate (verified) of UC / Municipal Committee / Cantonment or Citizenship / Naturalization certificate 3. Biometric witness by an ID holder along with affidavit “B” (as per format) 4. Attestation of CNICF as per Regulation 9 (a-h) 5. Any other document (if any) <p>Note: Such cases may require extra verification / scrutiny and time to process. Moreover, witness priority shall be as under: First: Paternal / maternal relatives i.e. uncle / aunt / cousin / nephew / niece etc. Second: If relatives are not alive, any CNIC / NICOP holder personally knowing applicant and of same area / locality</p>

NICOP / SMART NICOP:

is issued under Section 12 of NADRA Ordinance 2000. A citizen whether living abroad or intending to live abroad has an option to get registration through NICOP.

Requirements - Fresh/New Registration of 18 Years or above (NICOP or SMART NICOP)	
Non-resident Citizen	Intending to be Non-resident Citizen
<ol style="list-style-type: none"> 1. Application by applicant 2. Identity card number of parent(s) or blood relative(s) OR Biometric witness by an ID holder along with undertaking “B” (as per format) if applicant has no blood relative (for System Independent cases only) 3. Foreign detailed Birth certificate or manual Birth certificate or S1 form issued by Embassy / Mission or Citizenship or Naturalization certificate 4. Pakistani / Foreign passport or residence permit or Travel document or Undertaking “A” duly attested by Pakistan Embassy / Mission Refer clauses (d & e) of Rule 8 (4) 5. Biometric verification by Parent or Blood relative OR Attestation of CNICF as per Regulation 9 (a-h) (For DAUs only) OR Verification of Application Form by any ID holder (For applicants applying from abroad only) 	<ol style="list-style-type: none"> 1. Application by applicant 2. Identity card number of parent(s) or blood relative(s) OR Biometric witness by an ID holder along with affidavit “B” (as per format) if applicant has no blood relative (for System Independent cases only) 3. Computerized Birth Certificate (verified) of UC / Municipal Committee / Cantonment or Citizenship or Naturalization certificate 4. Biometric verification by Parent or Blood relative OR Attestation of CNICF as per Regulation 9 (a-h) (For DAUs only) OR Verification of Application Form by any ID holder (For applicants applying from abroad only) <p>Note: SI cases may require extra verification/scrutiny and time to process. Moreover, witness priority shall be as under: First: Paternal / maternal relatives i.e. uncle / aunt / cousin / nephew / niece etc. Second: When relatives are not alive, any CNIC / NICOP holder personally knowing applicant and of same area / locality</p>



Fresh / New Registration Remarks / Notes

Applicable to all types of Fresh / New registration of below and above 18 years of age mentioned above	
I.	Applicant can apply from anywhere in Pakistan/abroad.
II.	All applicants shall be processed through UV checklist.
III.	OIC shall interview each applicant / parent and verifier / witness using available tools and information provided by applicant. Evaluate through cross questioning and mention findings, recommendations and observations at approval stage in OneApp . Applicant shall not be denied for processing and any exception on above mentioned requirements must be communicated to the applicant .
IV.	If any one of the parents is registered with NADRA and his/her card is not digitally impounded, then children of such parents be registered without any hindrance. (Ref: MOI letter no 8/37/2016-NADRA of 6 June 2018). Cogent reason must be mentioned for marking record as UV i.e. contradiction in family information etc. Family of proclaimed offender (PO) may also be processed without any hindrance.
V.	If D.O.B. of applicant (parent not ID holder) is after the commencement of Citizenship Act 13 April, 1951 and place of birth is not Pakistan OR D.O.B. of applicant is after 16 December 1971 and place of birth is Bangladesh, record shall be handled through UV policy.
VI.	Particulars of applicant should be as per Birth certificate. In case of Non-resident, foreign passport information will be preferred.
VII.	For marital status as married / divorced / widow, documentary requirement as per relevant standard will be applicable.
VIII.	Temporary and permanent address will be applicable as per relevant standard.
IX.	In case of unknown parentage, parents' name will be randomly selected by system (For Orphanages and transgender only). Necessary affidavit(s) as per specimen along with primary requirement shall be fulfilled. In Orphan, adoption and transgender cases where parents are unknown, CBRC is not mandatory.
X.	For Disability logo, certificate issued by CRPD (Council on the Rights of Persons with Disabilities) / PCRDP (Provincial Council for Rehabilitation of Disabled Persons) / Social welfare AJK / GB / Foreign institute will be required. Disability certificate is mandatory for Illiterate applicant having Hearing & Intellectual impairment (where interview not possible).
XI.	For Organ Donor logo, certificate / card issued by BINUQ (Balochistan Institute of Nephro-Urology Quetta), HOTA (Human Organ Transplant Authority Islamabad), PHOTA (Punjab Human Organ Transplant Authority), KPMTERA (Khyber Pakhtunkhwa Medical Transplantation Regulatory Authority) or Government Hospitals of Sindh will be required.
XII.	Case of Indian held Kashmiri (IHK), holding State Subject certificate, will be processed after verification from issuing authority; attestation will be carried out as per attestation standard.
XIII.	Naturalization/Citizenship certificate shall be verified from IMPASS.
XIV.	Guardian is authorized to process through guardianship certificate issued by court of competent jurisdiction.
XV.	Approval be sought from Regional DG for any other exception(s) after evaluation and interview of case at Zonal or Regional Board.
XVI.	Cases of applicants who previously registered on the basis of witness (as System Independent) and are now registering parents / siblings, shall be referred to Zonal Verification Board for extra scrutiny as UV.
XVII.	Preference of Biometric verification shall be given to parent(s). If parents are not alive / available then verification from sibling(s) will be carried out. If both parents or siblings are not alive / available then attestation of Application Form shall be required as per Regulation 9 (a-h) . In such cases, child cannot be declared as head of the family. Reason of non-availability of parents or siblings should be mentioned at approval stage in OneApp .
XVIII.	Spouse and children shall not be verifier in fresh cases (Above 18 years of age) .
XIX.	Birth proof for Ex-POC (less foreign spouse) will be optional for CNIC / NICOP processing.
XX.	Fresh NICOP applications from KSA having late registration, expired parents' or siblings' id cards and holding manual passports will be referred to Pak Mission Jeddah. The marking of CD is mandatory in NADRA record.
XXI.	If applicant's (Non-resident citizen) age is less than 10 years and has provided S-1 form or Foreign Birth certificate, then passport or any other document is optional.
XXII.	Original document must be seen and scanned. However, NADRA's issued documents (ID cards / Certificates / Vital Event Certificates) are not required to be scanned.
XXIII.	Endorsement of child on Pakistani passport of parent is also acceptable as birth proof.
XXIV.	Religion of minors shall be recorded as per father's religion in NADRA record. If father is not registered, then religion will be mentioned as per mother's religion in NADRA record.



CHANGE / CORRECTION IN IDENTITY DOCUMENTS



Change / Correction in Card / Certificate: Change / correction in identity documents is carried out under Rule 13 (1) of NIC Rules 2002. Requirement(s) in change of identity documents for a resident citizen or non-resident citizen or intending to be non-resident are mentioned below: -

Name Change Requirements	
Definition: Change means name is being changed from "A" to "B". Example: "Nusrat Jehan" to "Adeela Kousar"	
Resident Citizens	Non-resident Citizens
<ol style="list-style-type: none"> 1. Application by applicant 2. Computerized Birth Certificate (verified) of UC / Municipal Committee / Cantonment or Declaration on stamp paper duly notarized / attested as per format "C1 or C2" or Certificate from Dar-ul-Afta (due to religion change) 	<ol style="list-style-type: none"> 1. Application by applicant 2. S1 Form issued by Embassy / Mission or Name change deed (notarized / attested) or Undertaking (attested by Pak Embassy / Mission) <p style="text-align: center;">AND</p> <ol style="list-style-type: none"> 3. Pakistani / Foreign passport or Residence permit or Work permit or Travel document or Undertaking "A" duly attested by Pakistan Embassy / Mission
Remarks:	
<ol style="list-style-type: none"> I. Documents mentioned are for name change only, no document(s) will be required for name correction. II. Applicant can neither revert to their previous name nor can change name for 2nd time except for female applicant (modified name with husband/father), however, If birth certificate exists in NADRA or CRMS data then change in name shall only be carried out after the correction of name in Birth certificate. 	

Parent's name Correction Requirements	
Parents Alive	Parents not Alive
<ol style="list-style-type: none"> 1. Application by applicant 2. Parent(s) identity card number 3. Presence of Father or Mother whose name is being corrected as Biometric witness 4. Presence of any one sibling having same parent's info in identity document as Biometric witness 	<ol style="list-style-type: none"> 1. Application by applicant 2. Presence of one of the parents having same spouse info as Biometric witness AND one sibling having same parent's info in identity document as Biometric witness by any one sibling having same parent's info in identity document <p style="text-align: center;">OR</p> <p>Presence of two siblings having same parent's info in identity document as Biometric witness</p>
For Non-resident Citizens	
<ol style="list-style-type: none"> 1. Application by applicant 2. Pakistani / Foreign passport or Residence permit or Work permit or Travel document or Undertaking "A" duly attested by Pakistan Embassy / Mission 3. Biometrics witness by the parent(s) whose name is / are being entered / corrected (if parent is alive) OR biometric witness by the second parent having same spouse info 4. Biometric witness by any one sibling having same parent's info in identity document (if parent is alive) OR biometric witness by two siblings having same parent's info in identity document 	
Remarks:	
<ol style="list-style-type: none"> I. If one or no sibling is present then any one of irrefutable documentary evidence will be required, e.g. Birth certificate or RG1 or old B Form or RG III or old Passport or CNICF or verified matric / equivalent certificate. II. If biometrics of witness cannot be captured due to any reason, undertaking by the parent(s) / sibling(s) attested by Pak Mission / duly notarized III. If parent(s) / sibling(s) are not present, case shall be processed through distant attestation option. IV. Parent's info can be corrected only once. V. Cases where applicant's identity document has been issued on the basis of Biometric verification/witness (by any one of the parents), shall only be entertained on the recommendations of Zonal Verification Board after ascertaining the facts/reasons and duly approved by RHO Ops or on the recommendations of M&E (Pak ID only). VI. If applicant has / had multiple spouses before registration of minor, and any one of the parent's names is mentioned incorrectly then correction of parent's info can be made in identity document. VII. CRC cases where minor of an individual is registered with issueless blood / immediate relatives then such cases may be entertained. In such cases biological and adoptee parent's presence will be mandatory. VIII. In cases where mother name appears null in our data, enter the mother's name according to the siblings/parent's info and in cases where sibling/parents is not linked then CNIC of sibling with same parent name will be required. In exceptional cases where no family data available then any irrefutable/affidavit documents may be asked. IX. If birth certificate exists in NADRA or CRMS data then change in parent's name shall only be carried out after the correction in Birth certificate. 	



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D.O.B. Change Requirements

For Resident & Non-resident Citizen

Up to 5 years

1. Application by applicant
2. Computerized Birth certificate (verified) of UC / Municipal Committee / Cantonment

OR

Any one of following documents: -

Matric / Equivalent certificate **OR** Mark sheet of 9th/10th (pass / fail, pass valid for 3 years from date of issuance) **OR** Valid Passport (Pakistani / Foreign) **OR** Verified Govt / Semi Govt service record & NOC **OR** any other document issued by Govt having DOB i.e. Verified MNIC, Registered Marriage certificate, verified Government school leaving certificate (SLC), verified Domicile / Local certificate **OR** Foreign detailed Birth certificate or S1 Form issued by Embassy / Mission /Residence permit / work permit / Driving license / Civil card **(for Non-resident citizen only)**

3. Pakistani / Foreign passport **OR** Residence permit **OR** Work permit **OR** Travel document **OR** Undertaking "A" duly attested by Pakistan Embassy / Mission **(for Non-resident citizen only)**

More than 5 years

1. Any one of the documentary evidences "requirement of up to 5 years"
2. DG Ops / HOD IOOD or regional DG approval

Remarks:

- I. If Birth certificate exists in NADRA or CRMS data then change in D.O.B shall only be carried out after the correction in computerized Birth certificate (verified) of UC / Municipal Committee / Cantonment.
- II. 2nd time age change is allowed, if applicant possesses computerized Birth certificate (verified) of UC / Municipal Committee / Cantonment. However, approval from regional DG / HOD IOOD will be required.
- III. Downward domain (Above 18 years of age as per NADRA record to CRC / Juvenile) change is allowed if applicant possesses computerized Birth certificate (verified) of UC / Municipal Committee / Cantonment.
- IV. If D.O.B being modified is after the date of first-time registration then applicant has to appear in front of Zonal verification Board for provision of Computerized Birth certificate (verified) of UC / Municipal Committee / Cantonment and cogent reason. Case will be processed on the recommendations of board.
- V. If applicant is unaware of day and month then **01 July** be entered.
- VI. No document is required for addition of day and month only in D.O.B.
- VII. No document is required, when applicant wants to change D.O.B on S/CNIC / CRC as per D.O.B on S/NICOP & vice versa.
- VIII. Unrealistic age change (10 or more years) cases shall be processed with DG approval and reasoning / justification / documents (if any).
- IX. Document previously provided as age proof having different D.O.B shall be corrected or cancelled by applicant.
- X. If applicant is matriculate and possesses any other document (except birth certificate) with different D.O.B then preference will be given to matric certificate.

Address Change Requirements

For Resident & Non-resident Citizen

For Temporary Address

1. Application by applicant
2. As per permanent address of self or temporary/permanent address of Blood relatives or spouse's ID **OR** computerized utility bill (electricity, gas or water) on self / parent / spouse name and address **OR** any residential property document of applicant / parent / spouse **OR** verified Local / Domicile / PRC **OR** Affidavit / Rent Deed (notarized) from/with house owner **OR** Society / Govt Allotment letter
3. Pakistani / Foreign passport **OR** Residence permit **OR** Work permit **OR** Travel document **OR** Undertaking "A" duly attested by Pakistan Embassy / Mission **(for Non-resident citizen only)**

For Permanent Address

1. Application by applicant
2. Blood relatives (less married sister having spouse' address) / spouse's identity document with same address **OR** computerized utility bill (electricity, gas or water) with self/parent name and address **OR** any residential property document of applicant / parent/spouse **OR** verified Local/ Domicile/PRC **OR** Society / Govt Allotment letter (allotted at least 3 years earlier) **OR** Affidavit along with ID card & original property document from house owner
3. Pakistani / Foreign passport **OR** Residence permit **OR** Work permit **OR** Travel document **OR** Undertaking "A" duly attested by Pakistan Embassy / Mission **(for Non-resident citizen only)**

Remarks:

- I. No document is required for foreign addresses.



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Marital Status Change Requirements

For Resident & Non-resident Citizen

Marriage	Divorce	Widow/Widower
1. Application by applicant 2. Marriage certificate from UC / Municipal Committee / Cantonment / Foreign marriage certificate 3. Spouse ID (if available) OR Passport / POC / POR / ACC / Residence permit (in case of foreign spouse)	1. Application by applicant 2. Divorce certificate from UC / Municipal Committee / Cantonment / Foreign Divorce certificate (final court order) / Affidavit or Undertaking (for non-Muslim)	1. Application by applicant 2. Death certificate from UC / Municipal Committee / Cantonment / Foreign death certificate 3. Marriage certificate (If marital status is being changed from un-married to widow/er or fresh registration with marital status as widow/er)

Remarks:

- I. No document is required if applicant has already been updated by spouse / shown in spouse' family tree.
- II. If marital status is being changed from un-married to divorce or fresh registration with marital status as divorce, only Divorce certificate shall be required.

Religion Change Requirements

1. Application by applicant
2. Declaration / undertaking in OneApp

Remarks:

- I. Reversion to Islam is allowed any time. Once declaration / undertaking of being Muslim has been made on CNICF or in OneApp after 13 Dec 2018 (SOP 4.1.0) then change in religion from Islam to other religion shall not be allowed / entertained.
- II. Any mistake by applicant due to illiteracy may be handled in office fault category.
- III. Every applicant shall sign / affix thumb impression on declaration of religion in OneApp as per NADRA Regulation 10.

Gender Change Requirements

1. Application by applicant
2. As per applicant's appearance or Computerized Birth certificate (verified) of UC / Municipal Committee / Cantonment or desire (For Transgender only)

Remarks:

- I. Gender from Transgender to Male or Female shall not be entertained.
- II. Gender change from Male to Female and vice versa shall only be entertained on provision of documentary evidences of gender change procedure and medical certificate (verified) issued by Government / Foreign hospital.
- III. Correction cases shall be processed in Office Mistake category.

Adding Relative Requirements

1. Application by applicant
2. CNIC / NICOP / POC number of blood relative
3. Verify relative through interview and mention proper remarks at approval stage in OneApp

Various Fields Requirements

No document required for following:

- | | | |
|----------------------------|--------------------------|-----------------|
| 1. Identification mark | 5. Country of stay | 9. Phone number |
| 2. Blood group | 6. Qualification | 10. Profession |
| 3. Applicant's origin | 7. Biometric & signature | |
| 4. Applicant mother Tongue | 8. Purpose of stay | |

Place of Birth

For change / correction in place of Birth, Birth Certificate or any other relevant documentary evidence will be required. If Birth certificate already exists in NADRA or CRMS data, then correction / change shall only be made after the change in birth certificate (issued by the same UC).

Remarks:

- I. No attestation is required in change cases.
- II. Previously issued original identity document will be submitted by applicant and will be punched/defaced on photo and returned to applicant. If Original ID card is not available, then applicant has to submit system generated undertaking with signature (less Pak id).
- III. Approval be sought from RHO for any other exception(s) after evaluation / interview of case at Zonal or Regional board.
- IV. OIC shall interview each applicant using available tools and information provided / cross questioning and mention proper remarks at approval stage in OneApp.
- V. Cases must be referred through ticketing system for guidance / approval from Zone / Region.
- VI. Where Union council is not online then manual Birth certificate / educational certificate will be acceptable.
- VII. All applicants shall be processed through UV checklist.
- VIII. Original document be seen and scanned. However, NADRA's issued documents (ID cards / certificates and Vital Event certificates) are not required to be scanned.



- **CONVERSION**
- **RE-PRINT**
- **RENEWAL**



Conversion Requirements	
From Teslin to SMART card OR (SCNIC to SNICOP or vice versa)	
<ol style="list-style-type: none"> 1. Application by applicant and CNIC/NICOP number 2. Pakistani / Foreign passport or Residence permit or Work permit or Travel document or Undertaking "A" duly attested by Pakistan Embassy / mission (for S/CNIC to SNICOP only) 3. No attestation is required 	
For CRC to Juvenile card / SNIC / SNICOP	
<ol style="list-style-type: none"> 1. Application by / on behalf of minor 2. CRC number 3. Pakistani / Foreign passport or Residence permit or Travel document or Undertaking "A" duly attested by Pakistan Embassy / Mission (for Non-resident citizens only) 4. Biometric verification by Parents OR Blood relative OR Guardian OR Attestation of CNICF as per Regulation 9 (a-h) OR Verification of Application Form by an ID holder (for non-resident citizens applying from abroad) 	
Remarks:	
<ol style="list-style-type: none"> I. Any change in particular(s) should be handled as per relevant standards of change. II. Biometrics (photograph, fingerprints and IRIS) will be captured and updated. III. Reversion from SMART card to Teslin is not allowed. IV. Previously issued original identity document will be submitted by applicant and will be punched / defaced on photo and returned to applicant. If Original ID Card is not available, then applicant has to submit system generated undertaking with signature (less Pak id). 	

Duplicate and Renewal of Card:

Duplicate card registration is carried out under Rule 13 (2) of NIC Rules 2002, whereas, a card is renewed under Rule 12 of said rules. A citizen shall at any time but not later than one month after the date of expiry or early termination of validity period, must apply for renewal of his / her card. Requirements for duplicate and renewal of card for a resident citizen or Non-resident citizen or intending to be non-resident are mentioned below: -

Re-print Requirements	
Resident	Non-Resident
<ol style="list-style-type: none"> 1. Application by applicant 2. CNIC / NICOP / CRC / Juvenile card number 3. No other document will be required 4. Attestation is not required 	<ol style="list-style-type: none"> 1. Application by applicant 2. CNIC / NICOP / CRC / Juvenile card number AND Pakistani / Foreign passport or Residence permit or Travel document or Undertaking "A" duly attested by Pakistan Embassy/mission 3. Attestation is not required
Renewal Requirements	
Resident	Non-resident
<ol style="list-style-type: none"> 1. Application by applicant 2. CNIC / NICOP / Juvenile card number 3. Attestation is not required 	<ol style="list-style-type: none"> 1. Application by applicant 2. CNIC / NICOP / Juvenile card number AND Pakistani / Foreign passport or Residence Permit or Travel document or Undertaking "A" duly attested by Pakistan Embassy / Mission 3. Attestation is not required
Remarks:	
<ol style="list-style-type: none"> I. Any change in data is not allowed. II. Biometrics (photograph, fingerprints and IRIS) will be captured and updated. III. Previously issued original identity document will be submitted by applicant and will be punched / defaced on photo and returned to applicant. If Original ID Card is not available, then applicant has to submit system generated undertaking with signature (less Pak id). 	



- **OFFICE MISTAKE**
- **FRC**
- **RECEIVING OF ID DOCUMENTS**



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Office Mistake Requirements**For Resident & Non-resident Citizen**

1. Application by applicant and CNIC / NICOP
2. No document and attestation required

Remarks:

- I. OIC / case officer shall ensure that valid reference Tracking ID is captured while issuing token in office fault category.
- II. Applicant shall be processed in office fault in specific field(s) any time he / she appears after receipt of ID.
- III. Office fault can be processed from any DAU in executive category (free of cost).

Family Registration Certificate Requirements**For Resident & Non-resident Citizen**

1. **Presence** / Application by any Blood relative / Spouse / Guardian
2. Presence of minor, **if minor is holding CRC without photo**
OR
Photograph for minor, **if CRC is issued without photo** (Pak ID only)

Remarks:

- I. Applicant can be any blood relative / spouse / guardian.
- II. If any family member is digitally impounded under PO (Proclaimed offender / absconder), FRC can be issued by including that family member.
- III. CRC / Juvenile card holder cannot apply for FRC.
- V. **For addition of unregistered family members in FRC, option provided in OneApp/Mobile App shall be used for collection of requisite information.**

Receiving of Identity Document

1. Self-presence (with / without token slip)
2. Blood relatives / Spouse and token slip (Original)
3. **Blood relatives / Spouse (without token slip), ID card and authority letter**
4. Non-blood relatives and token slip (original) and authority letter
5. Home delivery

Remarks:

- I. For Pak Id - Card delivery is through courier service and certificates are sent to applicants through email.
- II. **The ID card of recipient and authority letter shall be made part of record through Ticketing System.**



POC



Background: POC is issued under Section 11 of NADRA Ordinance 2000 and Rules 3, 4, 5,9 and 10 of POC Rules 2002. The scheme of POC was conceived and launched by Government of Pakistan as a result of repeated requests and resolutions of Overseas Pakistanis Conventions held during November 1997 and August 1999 under the auspices of Overseas Pakistanis Foundations, Ministry of Labour, Manpower and Overseas Pakistanis. This Scheme for issuance of Pakistan Origin Card to eligible Foreigner of Pakistan origin was launched in 2002. POC is renewed as per Rule 15, whereas duplicate and changes in card are made under Rule 16 of POC rules 2002.

Benefits for POC card holder: Following are benefits of POC which can be availed by a POC holder till the validity of the card:

- a. May enter Pakistan without a visa from such port or place, by such route and in accordance with such conditions, if any, as are prescribed for citizens of Pakistan under section 13 of the Passport Act, 1974 (XX of 1974).
- b. Shall have permission to stay in Pakistan till the validity of the card.
- c. Shall, during their stay in Pakistan, be exempt as a Foreigner from reporting to, or registering with, any law enforcing or other governmental agency with which such report or registration in the capacity of a Foreigner is otherwise required under any law in force in Pakistan.
- d. May open bank accounts anywhere in Pakistan and transact business therein subject to fulfillment of the requirements of any other law for the time being in force.
- e. May, subject to any other law for the time being in force, enter into transaction of purchase and sale of movable or immovable property anywhere in Pakistan and deal with and dispose of such property.
- f. May use the card for establishing and proving his / her identity anywhere in Pakistan where a National Identity Card is required for the purpose.
- g. May obtain an employment.

Design of Card and Validity: Current POC design is based on the ISO 7810 size, which is 85.6 mm x 54mm. Validity of POC is 7 years for Pakistani Origin individual / persons and 5 years for spouse based POC.

Printing of POC: POC card is printed as per Schedule I and II of Rule 11.



FRESH / NEW REGISTRATION



Fresh / New POC Requirements

Category	Description	Requirements
(1) Ex-Pakistani	Rule 4(1) of the NADRA POC Rules, 2002 Person who is not a citizen of Pakistan, but was Citizen of Pakistan at any time in life	<ol style="list-style-type: none"> Application by applicant CNIC number OR NICOP number OR Pakistani passport OR MNIC OR Domicile OR Citizenship OR Renunciation certificate of applicant Valid Foreign passport of applicant <p>Note:</p> <ol style="list-style-type: none"> CNIC / NICOP shall be cancelled first under nationality surrender category If applicant's name in Pakistani documents and foreign passport differ and link is established, Applicant shall submit Undertaking "C3" for issuance of fresh POC as per name mentioned on foreign passport.
	Rule 4(2) of the NADRA POC Rules, 2002 Person who was a citizen of Pakistan residing /belonging to East Pakistan territories before 16th Dec 1971 and acquired the Foreign nationality / citizenship before the said date	<ol style="list-style-type: none"> Application by applicant Valid Foreign passport of applicant Pakistani passport OR Domicile OR Citizenship certificate of applicant CNIC number OR NICOP number of any of living relatives like real (grand) parents or siblings or (grand) children or aunty or uncle or cousin or (grand) children of cousin Undertaking "E" from relative about relation
(2) Parents / Grandparents and FPO's family members (FPO means eligible Foreigner of Pakistan Origin)	Rule 4(4) of the NADRA POC Rules, 2002 Applicant with any of Ex-Pakistani parents or grandparents (Either alive or dead) and applicant is either minor or was never citizen of Pakistan. This category also covers the applicant providing his/her domicile within the meaning of Succession Act, who or his/her any of Parents or Grand Parents was born in territories of Pakistan and who acquired Foreign nationality before commencement of PC Act 1951	<ol style="list-style-type: none"> Application by applicant Valid Foreign passport of applicant If both parents / grandparents are Pakistani / Ex-Pakistani <ul style="list-style-type: none"> CNIC / NICOP / POC number OR Pakistani Passport OR MNIC OR Domicile OR Citizenship certificate OR birth certificate of parents / grandparents Applicant's Birth Certificate with parents' information OR any other document from applicant to show link with parents / grandparents If one of the parents / grandparents is foreigner: <ul style="list-style-type: none"> Birth certificate with parents' information AND any other document from applicant to show link with parents / grandparents Pakistani (origin) parent's / grandparent's CNIC number OR NICOP number OR POC number OR Birth certificate OR Pakistani / Foreign Passport OR MNIC OR Domicile OR Citizenship certificate OR Marriage Certificate on which parent's origin / nationality is mentioned. Foreigner parent's Birth Certificate AND Passport / Citizenship Certificate / Marriage Certificate / any other documents showing his / her Country of Origin. If no record of parent(s) / grandparent(s) is available with applicant <ul style="list-style-type: none"> Birth Certificate with parents' information CNIC / NICOP / POC number of any real siblings or (grand) children or aunty or uncle or cousin or (grand) children of cousin. If (grand) parents are ex-Pakistanis and are deceased then Undertaking "E" from relative about relation. <p>Note:</p> <ol style="list-style-type: none"> Applications of applicants whose parents have acquired nationality / citizenship of India / Israel / Bangladesh will not be entertained If Pakistani parents are unmarried in their CNIC / NICOP / POC record then they will need to get their cards modified first before processing of child's POC Confirmation of parent(s) origin / nationality shall be ascertained through documents mentioned above. This category of POC is issued to such Foreigners who have any link/origin with Pakistan and who travel or intends to travel to Pakistan to see their relatives etc. The respective Approving Officer shall analyze such cases thoroughly and ensure confirmation of linkage with Pakistan carefully and advised to see the POC Rules for clarity.
(3) Spouse of Pakistani	Rule 4(5) of the NADRA POC Rules, 2002 Spouse is alive	<ol style="list-style-type: none"> Application by applicant Valid Foreign passport of applicant Birth certificate of applicant CNIC / NICOP / POC number of spouse Marriage certificate AND Undertaking "F" from Pakistani spouse



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citizen / Origin		<p>6. Biometric Verification by spouse (optional)</p> <p>Note:</p> <p>iii. Cases where spouse belongs to one of list B countries will be issued POC after verification from MOI.</p> <p>iv. Pakistani spouse will be responsible to report to NADRA in case of divorce. In that case, POC of Foreign spouse will be cancelled immediately</p>
	<p>Rule 4(5) of the NADRA POC Rules, 2002 Spouse is deceased</p>	<p>1. Application by applicant</p> <p>2. Valid Foreign passport of applicant</p> <p>3. Birth certificate of applicant</p> <p>4. CNIC / NICOP / POC number of spouse</p> <p>5. Marriage certificate</p> <p>6. Death certificate of spouse</p> <p>7. Undertaking "G" from applicant as per format</p> <p>Note: In case of deceased Pakistani spouse, POC will be issued to male applicants after approval of MOI</p>
<p>(4) Child of Foreign spouse (children who were born from the ex-spouse of the Foreign spouse, in addition to the children born from Pakistani Spouse)</p>	<p>Rule 5(1) of the NADRA POC Rules, 2002 Dependent children of category 3</p>	<p>1. Application by applicant</p> <p>2. Valid Foreign passport of applicant</p> <p>3. Birth certificate of applicant containing parent's names and marriage certificate of parents</p> <p>4. Undertaking "H" from Pakistani spouse as per format</p> <p>Note:</p> <p>i. Dependency of applicant on Foreign spouse, letter of Concerned Embassy / Consulate / Foreign office OR undertaking of Foreign spouse attested by Pak mission/Foreign office will be required</p> <p>ii. POC will be issued after approval of MOI if Pakistani spouse is deceased</p> <p>iii. Dependent children shall be</p>
Remarks		
i. Marriage certificate will be required from married applicants		
ii. Renunciation certificate is required only from citizens / nationals of dual-status country (depending upon date of acquiring of nationality of Foreign country and date of dual status agreement) for category 1		
iii. Bangladeshi national / citizen is not eligible for POC		
iv. BM series manual Pakistani passport will not be acceptable		
v. Applicant should not be a citizen or national of India / Israel or enemy country or a state or country not recognized by Pakistan		
vi. Permanent address of relative should be of Pakistan (only for relatives having NICOP)		
vii. Attestation of POCF from any CNIC or NICOP or POC holder		



- **OFFICE MISTAKE**
- **REPRINT**
- **RENEWAL**
- **CHANGE / CORRECTION**
- **RECEIVING**



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Re-print, Renewal, Office mistake, Change Requirements

Office mistake	Re-print / renewal
<ol style="list-style-type: none"> Application by applicant and original POC Attestation of POCF from any CNIC or NICOP or POC holder <p>Note:</p> <ol style="list-style-type: none"> OIC shall ensure that valid reference tracking ID is entered while issuing token in office fault category Applicant shall be processed in office fault in specific field(s) any time he / she appears after receipt of POC Office fault can be processed from any DAU 	<ol style="list-style-type: none"> Application by applicant and POC (Except spouse-based category) No other document will be required <p>Note:</p> <ol style="list-style-type: none"> If POC was issued before the year 2008 then all relevant documents are required. However, if origin and eligibility is established / confirmed through database (already CNIC / NICOP holder) then documents to prove origin may be exempted. Birth certificate of applicant or CNIC / NICOP of Pakistani relative will be sufficient as proof of origin
Name /D.O.B /nationality /gender /passport no	Address
<p>Definition: Name change means name is being changed from "A" to "B". Example: "Nusrat Jehan" to "Adeela Kousar"</p> <ol style="list-style-type: none"> Application by applicant and original POC Valid Foreign passport of applicant with modified information 	<ol style="list-style-type: none"> Application by applicant and original POC Proof of new address like property document, tenancy agreement and owner's affidavit OR relative's undertaking "D"

Marital Status Requirements

For Married / Divorced	Re-marriage (Due to Death or Divorce)
<ol style="list-style-type: none"> Application by applicant and original POC Marriage or divorce certificate Valid Foreign passport of applicant with modified name 	<ol style="list-style-type: none"> Application by applicant and original POC Death or divorce certificate of ex-spouse Re-marriage certificate

Religion Change Requirements

- Application by applicant and original POC
- Declaration / undertaking on Application Form

Remarks:

- Reversion to Islam is allowed any time. Once declaration / undertaking of being Muslim has been made on POCF after 13 Dec 2018 (SOP 4.1.0) then change in religion from Islam to other religion shall not be allowed / entertained.
- Any mistake by applicant due to illiteracy may be handled in office fault category.
- Every applicant shall sign / affix thumb impression on declaration of religion on POCF as per NADRA Regulation 10.

Receiving of POC

- Self-presence (with / without token slip) **OR**
- Relative / Spouse and token slip (original) **OR**
- Blood relatives / Spouse and (without token slip), ID card and authority letter duly attested by Gazetted officer **OR**
- Non-blood relatives and token slip (original) and authority letter **OR**
- Home Delivery

Note: The ID card of recipient and authority letter duly attested by Gazetted officer shall be made part of record through Ticketing System.

Remarks:

- In case of divorce of Foreign spouse, POC will be cancelled.
- If POC was issued before the year 2008 then all relevant documents are required. However, if origin and eligibility is established / confirmed through database (already CNIC / NICOP holder) then documents to prove origin may be exempted. Birth certificate of applicant or CNIC / NICOP of Pakistani relative will be sufficient as proof of origin.
- Previously issued original POC will be submitted by applicant and will be punched / defaced on photo and returned to applicant. If original POC is not available then applicant has to submit system generated undertaking with signature.
- OIC shall interview applicant on requirement basis using available tools and information provided/cross questioning and **mention proper remarks at approval stage in OneApp.**
- Approval be sought from **Regional DG / HOD(IOOD)** for any other exception(s) after evaluation / interview of case at zonal or regional board.
- Undertaking "**F**" from Pakistani spouse be obtained when applicant (Foreign spouse) is applying in renewal / change / reprint category.
- Dual national Pakistanis are advised to keep / apply for NICOP instead of POC. However, if applicant willfully wants to obtain POC instead of NICOP then an undertaking "**D**" be obtained from applicant that he / she is willingly applying for POC with reason(s).



CANCELLATION OF ID DOCUMENTS

**Surrender of Card / Certificate:**

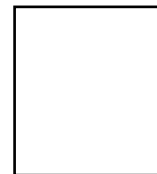
Card or certificate is cancelled under Section 17 of NADRA Ordinance 2000 either due to death or due to renunciation of citizenship after acquiring the Nationality of any other country. After cancellation a certificate is issued as per Schedule V of Rule 17(1).

Cancellation Requirements	
For Resident Citizen & Non-resident	
Due to Death	
1. Application by any Blood relative/Spouse 2. Original CNIC / NICOP / POC / CRC / Juvenile card of deceased (if available) 3. Computerized Death certificate (verified) issued by UC / Municipal Committee / Cantonment or Foreign death certificate	
Remarks:	
I. No attestation is required.	

Due to Surrender of Nationality Requirements			
Sr #	Category	Description	Documents Required
1	Cancellation of CNIC / NICOP / CRC / Juvenile card	Applicant has formally renounced Pakistani Citizenship OR Having POC OR Acquired nationality of single national country	a. Application by applicant b. Original CNIC / NICOP / CRC (if available otherwise provide proof of surrendering or lost Performa) c. Single national country's Passport AND Undertaking "D" OR Renunciation certificate (verified) OR Dual national country's Passport Renunciation certificate (verified) OR Undertaking "D"
2	Cancellation of POC	Resumption of Pakistani Citizenship	a. Application by applicant b. Original POC c. Resumption letter / Citizenship certificate from IMPASS (verified) OR Undertaking "I" from applicant (if Pakistani citizenship was not formally renounced)
		Due to divorce of Foreign Spouse	a. Application by applicant / Foreign spouse b. Divorce paper (s) Note: If Foreign spouse after divorce, remarried with other Pakistani national / citizen then POC will be issued with same (previous) number after re-activation (if it has been cancelled earlier)
Remarks:			
I. Single national country means, Pakistan doesn't have dual national agreement with the country. II. Dual national country means, Pakistan has dual national agreement with the country (check the list of dual national countries). III. No attestation is required.			



AFFIDAVIT / UNDERTAKING FORMAT

**RP.6.0.1 - A****UNDERTAKING**
(ISSUANCE OF NICOP / **SNICOP** WITHOUT PASSPORT)

1. I _____ S/D/W/O _____

CNIC/NICOP # _____ permanent resident of _____ presently
living _____ do hereby solemnly affirm and declare on oath that, I am Pakistani
national and do not hold the passport of host country. Therefore, I am unable to produce my passport
due to any of following reasons: -

- I traveled from Pakistan in the year _____ without passport, illegally through **Dunky**.
- I traveled from Pakistan in the year _____ on the basis of manual passport and same
has been lost.
- My passport has been lost.
- Other (if any) _____
- Details of my family members in / out of Pakistan are as under: -

S#	Name	CNIC #	Relation

2. I hereby assure NADRA authorities that the above-mentioned statement is correct, no fact
has been concealed, and in case of any false statement, I shall be held responsible. NADRA reserves
the right to take legal action under section 30 of the NADRA ordinance 2000.**Witness # 1**

Name: _____

CNIC# _____

Contact # _____

Signature _____

Witness# 2

Name: _____

CNIC# _____

Contact # _____

Signature _____

Applicant signature: father/mother/guardian (in case of minor): _____

ONLY USE FOR EMBASSY / PAK MISSION/CONSULATE: -

Stamp



RP.6.0.1 – B

Undertaking for confirmation of citizenship (Notarized)

1. I _____ S/D/W/O _____ CNIC/NICOP # _____ resident of _____ do hereby solemnly affirm and declare on oath that: -
- Applicant (Mr./Ms.) _____ S/D/W/O _____ is personally known to me since (duration) _____.
 - Applicant is my relative / neighbor / friend or _____.
 - Applicant is a Pakistani citizen.
 - Applicant's _____ (Father / Mother / Sister / Brother / Son / Daughter), namely _____ CNIC / NICOP # _____ is currently not available for attestation of application form **(For fresh registration only)**.
- OR**
- That, none of the blood / immediate relative of the applicant is alive for issuance of CNIC/NICOP to the applicant **(For SI cases only)**.
 - That, all the particulars mentioned in the application for issuance of CNIC / NICOP (TID) _____ are correct as per my knowledge.

2. I hereby assure NADRA authorities that the above-mentioned statement is correct, no fact has been concealed, and in case of any false statement, I shall be held responsible. NADRA reserves the right to take legal action under section 30 of the NADRA ordinance 2000.

Signature: _____

Contact no: _____

Date: ____/____/____

Thumb

Witness # 1

Name: _____

CNIC# _____

Contact # _____

Signature _____

Witness# 2

Name: _____

CNIC# _____

Contact # _____

Signature _____

Stamp /
Signatures of
Notary
Public



RP.6.0.1 – C1

**Undertaking for Name Change - Form-B / Juvenile Card / NICOP (Citizens less than 18 years)
(Notarized)**

I _____ S/W/O _____ CNIC/NICOP # _____ resident of _____ do hereby solemnly affirm and declare on oath that: -

- We (parents) have changed the name of our son / daughter in Juvenil card / Form – B / NICOP # _____ from _____ to _____ due to _____.
- We (parents) shall not be entitled to change and correct the above-mentioned name again.
- We (parents) shall be bound to change / correct the name of our son / daughter in his / her educational and other documents.

Particulars	Father (If alive)	Mother (If alive)	Guardian
Name			
CNIC / NICOP			
Signature			
Thumb			

I hereby assure NADRA authorities that the above-mentioned statement is correct, no fact has been concealed, and in case of any false statement, I shall be held responsible. NADRA reserves the right to take legal action under section 30 of the NADRA ordinance 2000.

Signature: _____

Contact no: _____

Date: ____/____/____

Thumb

Witness # 1

Name: _____

CNIC / NICOP # _____

Contact # _____

Signature/Thumb _____

Witness# 2

Name: _____

CNIC / NICOP # _____

Contact # _____

Signature/Thumb _____

Stamp /
Signatures of
Notary
Public



RP.6.0.1 – C2

**Undertaking for Name Change – CNIC / NICOP (Citizens above 18 years of age)
(Notarized)**

I _____ S/D/W/O _____ CNIC/NICOP # _____
resident of _____ do hereby solemnly affirm and declare on
oath that: -

- a. I have changed my name in CNIC / NICOP # _____ from
_____ to _____ due to _____.
- b. I shall not be entitled to change / correct the above-mentioned name again.
- c. I shall be bound to change / correct my name in my educational and other documents.

I hereby assure NADRA authorities that the above-mentioned statement is correct, no fact has been
concealed, and in case of any false statement, I shall be held responsible. NADRA reserves the right
to take legal action under section 30 of the NADRA ordinance 2000.

Signature: _____

Contact no: _____

Date: ____/____/____

Thumb

Witness # 1

Name: _____

CNIC / NICOP # _____

Contact # _____

Signature/Thumb _____

Witness# 2

Name: _____

CNIC / NICOP # _____

Contact # _____

Signature/Thumb _____

Stamp /
Signatures of
Notary
Public



RP.6.0.1 – C3

UNDERTAKING (NOTRIZED)

(Undertaking for issuance of POC to individuals having different names in Pakistani and Foreign documents)

1- I _____ S/D/W/O _____ CNIC / _____ Passport # _____ resident of _____ hereby declare that, I have changed my Name from _____ to _____ while acquiring nationality of _____ (country name). Currently, my name is mentioned as _____ in my _____ Passport # _____ issued on _____. Copy of Name Change deed is **attached**.

2. I hereby declare on oath that the above-mentioned statement is correct and no fact has been concealed. In case of any false statement, NADRA has the right to take legal action against me under section 30 of the NADRA ordinance 2000.

Signature: _____

Contact no: _____

Date: ____/____/____

Thumb

Witness1: _____

CNIC/NICOP/POC: _____

Signature: _____

Contact no: _____

Witness1: _____

CNIC/NICOP/POC: _____

Signature: _____

Contact no: _____

Stamp /
Signatures of
Notary
Public

**RP.6.0.1-D****UNDERTAKING**

For Cancellation of CNIC/NICOP

(Dual national Pakistanis are advised to keep /apply for NICOP instead of POC. However, this undertaking is mandatory if an applicant having Foreign passport, willfully wants to get his/her CNIC/NICOP cancelled for keeping /obtaining POC)

I.....S/D/W/O..... presently living
at..... declare on oath that I am citizen /national of
..... and holding Foreign passport no valid
till.....

That, I acquired Foreign nationality of dated.....

That, I have applied for issuance of POC vide Tracking no.....

That, I want to get my CNIC/NICOP..... cancelled, and I will never claim for my
Pakistani citizenship OR revocation of my CNIC/NICOP.

I hereby assure NADRA authorities that the above mentioned statement is correct, no fact has been
concealed, and in case of any false statement, I shall be held responsible. NADRA reserves the right
to take legal action under section 30 of the NADRA ordinance 2000.

Signature:

Contact no:

Date:/...../.....



Witness1:

Witness1:

CNIC/NICOP/POC:

CNIC/NICOP/POC#

Signature:

Signature:

Contact no:

Contact no:

**RP.6.0.1-E****UNDERTAKING**

(For applicants whose relation with FPO's family member are not verified through system)

I.....S/D/W/O..... permanently resident
of..... presently living at.....
..... having CNIC/NICOP/POC..... and holder
of Passport no valid till....., declare on oath that I personally knows
Mr/Ms. S/D/O national of my
relation with applicant is

I hereby assure NADRA authorities that the above-mentioned statement is correct, no fact has been
concealed, and in case of any false statement, I shall be held responsible. NADRA reserves the right
to take legal action under section 30 of the NADRA ordinance 2000.

Signature:
Contact no:
Date:/...../.....

Thumb

Witness1:
CNIC/NICOP/POC#
Signature:
Contact no:

Witness1:
CNIC/NICOP/POC#
Signature:
Contact no:

Note: For Non-resident citizen, undertaking be attested from Pakistan Embassy / High Commission / Consulate. For resident citizen, affidavit be attested by oath Commissioner / Notary public.

**RP.6.0.1-F****UNDERTAKING**

(For Pakistani / Pakistani Origin spouse of a Foreign spouse)

I.....S/D/W/O..... permanently resident
of..... presently living at.....
..... having CNIC/NICOP/POC.....and holder
of Passport no valid till....., declare on oath that my wife/husband
Mr/Ms. national of holding passport no
..... valid till wants to obtain POC.

That, I will responsible for any misuse of this card, if done be my spouse.

That, I will responsible for any kind of security lapse by my spouse in/against Pakistan.

That, I will responsible for to report NADRA in case of divorce along with documentary proof for
cancellation of POC.

I hereby assure NADRA authorities that the above mentioned statement is correct, no fact has been
concealed, and in case of any false statement, I shall be held responsible. NADRA reserves the right
to take legal action under section 30 of the NADRA ordinance 2000.

Signature:

Contact no:

Date:/...../.....

Thumb

Witness1:

CNIC/NICOP/POC#

Signature:

Contact no:

Witness1:

CNIC/NICOP/POC#

Signature:

Contact no:

**RP.6.0.1-G****UNDERTAKING**

(For Foreign spouse when Pakistani spouse is deceased)

I.....S/D/W/O..... permanently resident
of..... presently living at.....
..... having POC (if any).....and holder of
Passport no valid till....., declare on oath that my wife/husband
Mr/Ms. national of was died on

That, I have to visit / live Pakistan even after death of my spouse due to the reasons
.....

That, my marital status is "Widow" and I have not contracted any marriage after death of Mr/Ms.
.....

That, I'll inform NADRA authorities for cancellation of POC and will pay POC cancellation fees, in case
of any plan to contract a marriage in future.

I hereby assure NADRA authorities that the above-mentioned statement is correct, no fact has been
concealed, and in case of any false statement, I shall be held responsible. NADRA reserves the right
to take legal action under section 30 of the NADRA ordinance 2000.

Signature:

Contact no:

Date:/...../.....

Thumb

Witness1:

CNIC/NICOP/POC:

Signature:

Contact no:

Witness1:

CNIC/NICOP/POC:

Signature:

Contact no:

**RP.6.0.1-H****UNDERTAKING**

For FPO by step parents (Pakistan)

I.....S/D/W/O..... permanently resident
 of..... presently living at.....
 and holder of Passport no valid till.....,
 declare on oath that my step child Mr/Ms. S/D/O
 (Foreign National) national of holding Passport no..... valid
 till..... wants to obtain POC on the basis of my Foreign Spouse.....:-

That, I will responsible for any misuse of this card, if done by my step child.

That, I will be responsible for any kind of security lapse by my step child in / against Pakistan.

That, I will be responsible to report NADRA, in case of our divorce along with documentary proof for
 cancellation of POC and Separation of Children from my custody.

I hereby assure NADRA authorities that the above-mentioned statement is correct, no fact has been
 concealed, and in case of any false statement, I shall be held responsible. NADRA reserves the right
 to take legal action under section 30 of the NADRA ordinance 2000.

Signature:

Contact no:

Date:/...../.....

Thumb

Witness1:

CNIC/NICOP/POC:.....

Signature:

Contact no:

Witness1:

CNIC/NICOP/POC#

Signature:

Contact no:

**Note: For Non-resident citizen, undertaking be attested from Pakistan Embassy / High Commission / Consulate. For
 resident citizen, affidavit be attested by oath Commissioner / Notary public.**

**RP.6.0.1-I****UNDERTAKING**

For Cancellation of POC
(Only for dual national Pakistanis)

I.....S/D/W/O..... permanently resident
of..... presently living at.....
..... currently national of.....and.....holder
Foreign Passport no valid till....., and Pakistani passport
/CNIC/NICOP/POC/CRC no..... valid till..... solemnly affirm that I
have never renounced Pakistani Citizenship and my POC no.....was
mistakenly acquired by me due to ignorance of my dual nationality rights and to obtain / keep
NICOP/CNIC.

I acquired Foreign nationality ofdated.....

I declare on oath that I want to get my POC cancelled.

I hereby assure NADRA authorities that the above mentioned statement is correct, no fact has been
concealed, and in case of any false statement, I shall be held responsible. NADRA reserves the right
to take legal action under section 30 of the NADRA ordinance 2000.

Signature:

Contact no:

Date:/...../.....

Thumb

Witness1:

CNIC/NICOP/POC:.....

Signature:

Contact no:

Witness1:

CNIC/NICOP/POC:

Signature:

Contact no:

**LIST OF DUAL NATIONAL COUNTRIES**

Sr No	Country Name	Date
1	United Kingdom	Citizenship Act 1972
2	Canada	May 17, 1973
3	Belgium	December 1, 1983
4	France	December 1, 1983
5	Iceland	December 1, 1983
6	Italy	December 1, 1983
7	New Zealand	December 1, 1983
8	Switzerland	February 15, 1988
9	Jordan	February 27, 1988
10	Syria	March 13, 1989
11	Australia	September 15, 1990
12	Egypt	September 17, 1990
13	Netherland (Holland)	February 18, 1993
14	Sweden	August 29, 2002
15	United State of America	August 29, 2002
16	Ireland	April 9, 2005
17	Bahrain	June 1, 2015
18	Finland	September 23, 2015
19	Denmark	October 31, 2017
20	Germany*	December 3, 2019
21	Norway	January 1, 2020
22	Luxemburg	December 29, 2020

*Only children of Pakistani national / origin, who are / were born in Germany and have German Nationality.