

Documents Required Along With Application Form For  
**Registration as Indian National**

1. Self attested copy of any one of the following documents as proof of Indian Nationality.
  - i) Passport,
  - ii) Identity Card Issued by Election Commission of India,
  - iii) Domicile Certificate with photograph issued not below/the rank of Block Development Officer,
  - iv) Cast Certificate with photograph issued not below/the rank of Block Development Officer,
  - v) In case of minor-Birth Certificate of the child and either parents proof of Indian Nationality,
2. A letter from Employer/Educational Institution as a proof of Employment/Business/ Study in Nepal along with PAN/Registration of the company.

**and**

A duly signed letter from House Owner Stating his/her tenancy on a photocopy of his/her citizenship card and copy of electricity/water bill to suffice ownership of accommodation leased out and period of stay, phone number and complete address of landlord/landlady.

3. Two recent Passport Size (3.5x3.5cm) color photograph.

**Note:**

- a) Documents like AADHAR CARD, PAN Card, Driving License and Ration Card etc will not be accepted as proof of Indian Nationality,
- b) For proof of employment/business/study, a certificate from the employer/Educational Institution on their letter-head with registration number, duly signed, giving name/designation and phone number of the authorized signatory be submitted.
- c) In case of loss of Registration Certificate, FIR of Police,
- d) PLEASE BRING ORIGINAL DOCUMENTS FOR VERIFICATION,
- e) ALL FORMS ARE AVAILABLE FREE OF COST AT RESPECTIVE COUNTERS,
- f) NO FEE IS PAYABLE FOR REGISTRATION, BUT NPR 1020/- PAYBLE AS FINE IN CASE OF LOSS AND IN RENEWAL CASES.
- g) SURRENDER THE CETIFICATE OF REGISTRATION BEFORE LEAVING THE COUNTRY FOR GOOD.