



**MANUAL APPLICATION FORM**  
**Smart National Identity Card For Overseas Pakistanis**  
**(SNICOP)**

**International Operation Department**  
Ministry Of Interior  
National Database and Registration Authority

Applicant  
Passport Size  
Photograph  
with  
white background  
as per  
ICAO Standards  
تصویر  
35mm  
45mm

- \* 1 Application Type  New  Duplicate  Modification  Renewal  Gratis  Office Mistake
- \* 2 Tracking ID: 

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**PERSONAL DETAILS** ذاتی کوائف

- \* 4 Given Name (s) 

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- \* 5 Surname 

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- \* 6 Citizen Number 

--	--	--	--	--	--	--	--	--	--	--	--
- \* 7 Country of Stay 

--	--	--	--	--	--	--	--	--	--	--	--
- \* 8 Date of Birth 

D	D	M	M	Y	E	A	R
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- \* 9 Gender  Male  Female  Unisex  Transgender  Male  Female
- \* 10 Native Language (Mother Tongue) 

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- \* 11 Old Citizen Number 

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- \* 12 Marital Status  Married  Un married  Divorced  Widowed
- \* 13 Religion 

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- \* 14 Blood Group  O+  O-  A+  A-  B+  B-  AB+  AB-
- \* 15 Identification Mark 

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- \* 16 Profession 

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- \* 17 Are You a Twin Sibling?  No  Yes
- \* 18 Qualification  None  Primary  Secondary (Metric)  High School (Inter)  AJK Residential Status?  Yes  AJK Resident  Kashmir Refugee  Jamu Refugee  Graduate  Post Graduation  Doctorate  Others

**RELATIVES DETAILS** رشتہ داروں کے کوائف

- \* 31 Father Name 

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 والد کا نام
- \* 32 Citizen Number 

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- \* 33 Mother Name 

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- \* 34 Citizen Number 

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 والدہ کا نام
- \* 35 Spouse Name 

--	--	--	--	--	--	--	--	--	--	--	--
- \* 36 Citizen Number 

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- \* 37 Marriage Date 

D	D	M	M	Y	E	A	R
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 زوج کا نام
- \* 38 Citizen Number 

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- \* 39 Add Blood Relative Having Citizen No. (CNIC/NICOP)  No  Yes
- \* 40 Relative Name 

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- \* 41 Relative Citizen No. (CNIC/NICOP) 

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**PRESENT ADDRESS** رشتہ داروں کے کوائف

- \* 44 Country 

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- \* 45 State/Province 

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- \* 46 Street / Additional Details 

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- \* 47 City 

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- \* 48 Postal Code 

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**PERMANENT ADDRESS** رشتہ داروں کے کوائف

- \* 49 Country 

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- \* 50 State/Province 

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- \* 51 District 

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- \* 52 Teshil 

--	--	--	--	--	--	--	--	--	--	--	--
- \* 53 City 

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- \* 54 Street / Additional Details 

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**APPLICANT CONTACT DETAILS** رشتہ داروں کے کوائف

- \* 55 Phone No. 

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- \* 56 Email 1. 

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- \* 56 Email 2. 

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**57** **APPLICANT'S DECLARATION** ( Declaration "e" for Muslims Only )

- a. I Solemnly affirm that the information presented in the form above is true according to the best of my knowledge and I have not concealed any information.
- b. I understand that the information I provided may be verified and I consent to this verification.
- c. I hereby certify that the information given on the form and on the attached documents is accurate and that is a serious offence to provide false / misleading information which may be grounds for my prosecution in any court of law.
- d. I do hereby declare that I am not a citizen of any country other than Pakistan & the countries having dual nationality agreement with Pakistan and Germany ( Children of Pakistani parents who grew up in Germany and who have due to their birth in Germany acquired German nationality in addition to their parent's nationality ) and in case I obtain citizenship of any country other than Pakistan & the countries having dual nationality agreement with Pakistan, in the future, I shall inform NADRA accordingly.
- e. I declare and solemnly affirm that I believe in the absolute and unqualified finality of the Prophethood of Muhammad ( peace be upon him ), the last of the Prophets, & I do not believe in, or recognize as Prophet or religious reformer, any person who claimed or claims to be a Prophet, in any sense of the word or of any description whatsoever, after Muhammad (peace be upon him), nor do I belong to the Quadiani group or the Lahori group ( who call themselves ' Ahmadis ' or by any other name ).

**APPLICANT'S SIGNATURE**

DATE / MONTH / YEAR
DD / MM / YYYY

**\*58** **APPLICANT'S FINGERPRINTS**

RIGHT THUMB	RIGHT INDEX	RIGHT MIDDLE	RIGHT RING	RIGHT LITTLE
LEFT THUMB	LEFT INDEX	LEFT MIDDLE	LEFT RING	LEFT LITTLE

**\*59** **VERIFIER DECLARATION (Must be CNIC / NICOP Holder)**

I Solemnly verify that applicant is personally known to me and the information provided on the form is correct. I may be held accountable in case of misrepresentation of information.

A FULL NAME:	CNIC/ NICOP No.	CONTACT NUMBER: +
B FULL NAME:	CNIC/ NICOP No.	CONTACT NUMBER: +

**60** **PAK MISSION DETAILS**

<b>* 1</b> Application Type	<input type="radio"/> New <input type="radio"/> Duplicate <input type="radio"/> Modification	Date:	DD	MM	YYYY
<b>* 4</b> Applicant Given Name (s):	<input type="radio"/> Gratis <input type="radio"/> Renewal <input type="radio"/> Office Mistake				
<b>* 6</b> Citizen No.:					
<b>* 3</b> Receipt No.:					
Amount:					
Currency:					
Stamp		Applicant Passport Size Photograph with white background as per ICAO Standards تصوير 45mm			
Signature		35mm			
Form and Documents Receiving Person's Name and Designation					

**INSTRUCTIONS**

- The information provided in the form must not differ from information submitted in online application form. In case the information provided in application form is incorrect, incomplete or different from the information provided in online application form, your application may be delayed or rejected. We strongly recommend that you may ensure that information is correct before uploading your form.
- Form must be completely filled with black pen in capital letters. Fields having \* are compulsory.
- Use Black ink pad to capture the fingerprint impressions on the form.
- Ensure notations are made for any missing fingerprints (i.e. Amputation).
- Ensure that the fingerprint impressions are within the boundaries of the designated field or box and are according to the specifications mentioned in the guideline (<http://id.nadra.gov.pk/fingerprint-requirements>)
- Ensure that the form is printed on A4 / Letter page size.
- This form must be scanned at least on 600 dpi.
- The form size must not exceeded from 10 MB.

Signature & Stamp

SMART NICOP  
Approval by AD IOD



## INSTRUCTIONS - NICOP

### 1. General Instructions:

- a. This form to be filled in by all non-resident citizens specified in rule 4 of the National Database and Registration Authority (National Identity Card) rules 2002.
- b. Please fill in the form in **BLACK INK** and clearly print or type only in **CAPITAL** letters and avoid contact with edges of the box. A block may be left empty where ever a word ends and a new word begins in the same line.
- c. Avoid any overwriting and other mistakes while filling the form. Please make sure the form is filled as neatly as possible. If there are any mistakes in the form, please fill a new form. Exact photocopies of the form are only acceptable on A4 size paper.
- d. Wherever small choice field boxes  are provided in the form, the box adjacent to the appropriate answer is to be ticked or checked like "X".
- e. In case applicant is illiterate left hand thumb impression at serial No. 57 is mandatory. Such applicant shall affix left hand thumb impression at the end of page-1(B). Parent/guardian may sign in case of inability on part of the applicant.
- f. Attach original Bank Receipt with this form.
- g. **DISCLAIMER:** NADRA accepts no responsibility for any error in the card if it is not attributable to office mistake.
- h. SNICOP is valid for 10 years by paying US\$ 20 or its equivalent according to the currency of respective country for Pakistanis living in 9 countries i.e. Iran, Libya, Syria, Yemen, Iraq, India, Nigeria, Nepal and Sudan, besides Gratis processing for all authorized staff posted in Pakistan Missions abroad.

**2. STATUS/PURPOSE OF STAY ABROAD:** NICOP is issued to the following categories of Pakistani citizens. Applicants may tick mark or shade only one applicable category in the following order of preference:

- a. **Emigrant /employment abroad:** A Pakistani citizen who is an "emigrant" as defined in the Emigration Ordinance 1979 who is required to register his foreign services agreement, contract or letter of employment with the Protector of Emigrants.
- b. **Dual Nationality Holder:** A Pakistani citizen holding both Pakistani and Foreign citizenship/nationality with proof of such citizenship / nationality.
- c. **Resident/Immigrants Visa Holder:** A Pakistani citizens holding a resident or immigrant visa or equivalent visa / authorization, permit or status of a foreign country.
- d. **Resident or Intending to Reside Abroad:** Any Pakistani citizen residing or intend to reside abroad for a period exceeding six months and not falling in any of the categories defined in a, b and c above. Following persons are also included in this category.
  - I. **Dependent:** Dependents of emigrants / workers employed abroad / accompanying them abroad.
  - II. **OPF Members:** Members of OPF (Overseas Pakistanis Foundation) are also included in this category.
  - III. **Others:** All other persons proceeding or residing abroad for business, visit or any other purpose.

**3. CLAIM FOR GRATIS NICOP:** Following persons are exempted from payment of fee for NICOP on producing satisfactory evidence of their status.

- a. **Government Servants on Duty / Training Abroad:** Applicants who are in the service of Pakistan or in the service of local authority or a corporation owned or controlled by the Federal or Provincial Government and are proceeding abroad on Government duty or posting abroad or on duty or for employment with any international organization or for the Federal Government.
- b. **Dependents of the above:** Dependent spouse, real children, parents, of persons specified in para "a" above who are accompanying them.

### 4. DOCUMENTS REQUIRED:

- |  |   |  |
|--|---|--|
| a. Bank Receipt  | d. Photocopy of valid Foreign Passport<br>(for Dual National only)                | g. Birth Certificate (For first time<br>Registration only)                 |
| b. <input type="checkbox"/> Two Recent Photographs                         | e. Clear Photocopy of Pakistani<br>B-Form/CRC / MNIC/CNIC/NICOP<br>(if available) | h. Marriage Certificate (For first time<br>registration as married person) |
| c. <input type="checkbox"/> Clear Photocopy of valid<br>Pakistani Passport | f. Clear Photocopy of Spouse/Father<br>/Mother/B- Form/CRC/NIC/CNIC/NICOP         | i. Head NIC/CNIC/NICOP Card copy   |

### 5. INSTRUCTIONS ON INDIVIDUAL FIELDS:

- a. Type of application (Field 1): Applicant must tick mark **X** only one choice.
  - b. Names (Field 4,5,31,33,35 & 40 where applicable): if any of the names is larger than the space provided, you **MUST** abbreviate it appropriately as you would like it to appear on the card.
  - c. NIC/CNIC number (Field 6,11,32,34,36,38,42 & 59) where applicable): all numbers must be written without dashes, leave unused spaces **BLANK**.
  - d. Visible mark of ID (Field 15): Mark must be visible on face, hands or feet. Do not mention marks at places which are covered by clothes. Compress your wording into the space provided. Longer description will be automatically TRUNCATED which might make it illegible.
  - e. Country of stay (Field 7): For names which are longer than the space provided, please use universally accepted acronyms / abbreviation e.g. Iran, Iraq, Syria etc.
  - f. Date of birth (Field 8): may be written as DD/MM/YYYY.
  - g. In field No. 24, 25, Place and country of issue of Pakistani / Foreign passport: Please indicate City and Country both.
  - h. Present Address (Field 44, 45, 46, 47 48) and Field 49 Permanent / Pakistani address (Field 51,52, 53 & 54): Please fill in complete address as you would like it to appear on the card. Abbreviate longer names appropriately so that they remain understandable. One Pakistani address is mandatory.
  - i. E-mail / Telephone / Mobile No. (Field 55, 56): Kindly mentioned all of these for better / swift customer services.
  - j. Filed 14: Applicant has to mention his own Blood Group in this column.
  - k. If Field 28 is yes then Field 29 is mandatory with Documentary Evidence.
  - l. Photo, Thumb or Signature: They **MUST** not exceed allotted space otherwise they will be truncated.
  - m. Character like \*, @ /, \$ etc cannot be printed on card.
  - n. Financial: Fill out payment details in Field 60 and attach original deposit slip.
  - o. Reference detail (Field 39-43) – Mandatory Fields: Applicant must fill this column and provide CNIC/NICOP number of his / her Blood Relative. Blood Relative covers following relations (Real Father / Mother, Real Brother/Sister, Real Son/Daughter, Grand Father/Grand Mother).
  - p. Check box Field 3,10,12,17,18, 23 & 30 may be marked as **X**.
  - q. Field 59 verification deceleration from 2 different persons must be CNIC / NICOP holder.
  - r. All Fingerprints are mandatory to be affixed in the "Applicant's finger impression  " in (Field 56).
- 6. For Modification/Change in Already issued NICOP** Kindly highlight the field (s) which you want to modify (original) card is required to be surrendered).