

Registration Policy for NICOP

TYPE OF CASE	DESCRIPTION	DOCUMENTS/INFORMATION REQUIRED	REMARKS
a. New NICOP (First Time Registration)	NR Cases OR MNIC/Form B	Valid Pakistani or Foreign Passport and CNIC/ MNIC number of any of the blood relatives Or MNIC/B-Form Or Citizenship certificate	AM/SE to see the original document and endorse the remarks on the application form, "Seen Original document" and sign. Note: Valid Pakistani or Foreign passport is mandatory for the first time registration of NICOP.
b. NICOP for CNIC/CRC Holder		CNIC/CRC Number	Note: Valid Pakistani or foreign Passport is Optional
c. Modification in NICOP: NICOP Card Holder	i. Modification in NICOP (English/ Urdu Data)	Same procedure adopted as modification in CNIC for all type of cases mentioned in column "d" of Type of cases.	Note: In addition to the document mentioned in column "d" for change in DoB for "NICOP holder only" individuals, valid Pakistani or foreign passport will also be considered for change in DoB. Extreme precautions will be taken to ensure that he/she is not CNIC

			holder.
	ii. Office Fault in NICOP (English/Urdu Data)	-	Note: Will only be entertained with in one month of the issuance date
	iii. NICOP Reprint	NICOP Number	-
d. Processing of Amputated Applicants	For all categories of NICOP	Documents requirement for the processing of ID card will be the same as required for the processing of all categories of NICOP.	
e. System Independent Cases	NICOP holders who are lying alone in the system with no family linkages.	CNIC number of blood relative is required	Note: relatives include Son, daughter, Father, mother, Wife, Husband, brother and sister.

