

Nadra ID card fees:

Category	Time	Fee
Executive	2 weeks	£103.50
Urgent	4-6 weeks	£88.50
Normal	6-8 weeks	£75.50
FRC	1 Week	£26.50

If Application is rejected at any stage all fees are non-refundable

Bring All Original Documents for Processing of Application

In case of Address Updated Bring Proof of Address.

Bring Father and Mother ID CARD

Fresh / New Registration NICOP / SMART NICOP

18 Years or above Requirements

1. Applicant must Present in Person.
2. Original computerized Identity card of both parents with Updated (Marital status)
3. Foreign detailed Birth certificate
4. Pakistani / Foreign passport
5. Biometric verification by Parents

Under 18 years of age Requirements

1. Applicant must Present in Person.
2. Identity card number or presence of any one of the parents or guardian
3. Foreign detailed Birth certificate
4. Pakistani / Foreign passport
5. Biometric verification by parent (Attestation) of CNICF as per Regulation (For CRC to NICOP only)

Duplicate and Renewal of Card

Re-print Requirements

1. Applicant must Present in Person.
2. CNIC / NICOP / CRC / Juvenile card number
3. Attestation is not required
4. Pakistani / Foreign Passport

Renewal Requirements

1. Applicant must Present in Person.
2. CNIC / NICOP / Juvenile card number AND or Residence Permit or Travel document or Undertaking "A" duly attested by Pakistan Embassy / Mission
3. Pakistani / Foreign Passport
4. Attestation is not required

Remarks:

- 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

Conversion

Requirements

SMART card OR (SCNIC to SNICOP or vice versa)

1. Application by applicant and CNIC/NICOP number
2. Pakistani / Foreign passport
3. No attestation is required

For CRC to SNICOP

1. Applicant must Present in Person.
2. CRC number
3. Pakistani / Foreign passport
4. Biometric verification by Parents

Remarks:

- 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).

MODIFICATIONS

❖ CHANGE / CORRECTION IN IDENTITY DOCUMENTS

Name Change Requirements

1. Applicant must Present in Person.
 2. Mission or Name change deed (notarized / attested) or Undertaking (attested by Pak Embassy / Mission)
- AND
3. Pakistani / Foreign passport

Remarks:

- I. Documents mentioned are for name change only.
- 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.

❖ PARENTS NAME CORRECTION

Requirements

1. Applicant must Present in Person.
 2. Pakistani / Foreign passport
 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
- AND
4. Biometric witness by any one sibling having same parent's info in CNIC (if parent is alive) OR biometric witness by two siblings having same parent's info in CNIC.

❖ Address Change Requirements

For Temporary Address

1. Applicant must Present in Person.
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. Applicant must Present in Person.
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)

Marital Status Change Requirements

Marriage

1. Applicant must Present in Person.
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)

Divorce

1. Applicant must Present in Person.
2. Divorce certificate from UC / Municipal Committee / Cantonment / Foreign Divorce certificate (final court order) / Affidavit or Undertaking (for non-Muslim)

Widow/Widower

1. Applicant must Present in Person.
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

Requirement

1. Applicant must Present in Person.
2. Declaration / undertaking in System

Remarks:

I. Reversion to Islam is allowed any time. Once declaration / undertaking of being Muslim has been made on CNICF or in System after 13 Dec 2018 (SOP 4.1.0) then change in religion from Islam to other religion shall not be allowed / entertained.

II. Every applicant shall sign / affix thumb impression on declaration of religion in System as per NADRA Regulation 10.

❖ GENDER CHANGE**Requirements**

1. Applicant must Present in Person.
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.

❖ Adding Relative Requirements

1. Applicant must Present in Person.
2. CNIC / NICOP / POC number of blood relative
3. Verify relative through interview and mention proper remarks at approval stage in System

CANCELLATION OF ID DOCUMENTS**❖ 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

Family Registration Certificate (FRC)**Requirements****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

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.

IV. For addition of unregistered family members in FRC, option provided in OneApp/Mobile App shall be used for collection of requisite information.