

Foreigners Arrival- Statutory Procedures & Related Services

The Foreigners Regional Registration Officer having office at the Cochin International airport is the authority of Foreigners Registration and C-Form & S-Form reception. VISA Extension and all other related service are also available at that office. At present, the C-Form Submission is an online process and for that, all the proprietors/custodians/caretakers of Hotels/Homestays/Lodges/Guest Houses etc.. and the owners of Individual house should approach the FRRO for getting user id and password to access the online C-Form submission site.

The procedure for this is furnishing below

Steps to register in Online C-Form Submission system of immigration dept.

- 1) Enter in to the website of Bureau of Immigration, India (www.boi.gov.in)
- 2) Select the option Registration and Visa Extension
- 3) Select Form C
- 4) Click To Register Online Form C
- 5) Chose the option Sign Up
- 6) Fill Up the opened proforma and Submit (there are specifications for the type of stay –Hotel/Guest House/Dharmshala/Institute/Individual House etc..) choose the correct heading

After submission, your request for user ID and Password is to be authenticated by the charge officer of the concerned district (at FRRO office / FRO office- (FRO office will be at the Office of District Police Chief) for this, the applicant (proprietor/care taker /owner of the premise where the foreigner is staying) should submit a copy of his ID proof and document regarding the building/stay premise

After receiving the authentication mail in your e-mail ID mentioned in the request, you can upload the Form C by following the same procedure for submitting request for authentication, but this time should not chose the option Sign Up but select Sign In, then Sign In using your authenticated user ID & Password, fill up the Form C in respect of each foreign national and submit. You can see a printable pdf format of the uploaded Form C , print it and keep in hand for reference.

Contact Details:- Foreigners Regional registration Officer(FRRO), CIAL,
Nedumbasserry-0484-2611277