

Instructions To Fill The NICOP Form (Field wise)

Sr.	NICOP Fields	Answer
	Applicant's old NIC No.	Write your old 11 digit ID card (MNIC) number. (leave it blank if don't have ID number)
1	Type of applicant	New √: When applying for new NICOP, even if you have an expired CNIC card. Duplicate √: If NICOP has been lost and applying for duplicate. Must write NICOP No. in field 5. Renewal √: When applying for renewal of NICOP (<i>Must attach original NICOP</i>). Fees for NICOP renewal is \$60) Change √: If already a NICOP holder and want to modify it (Must attach original NICOP with application when applying for renewal, fees for NICOP renewal is \$60)
2	Family Head NIC / CNIC / NICOP No.	Write CNIC/NICOP number of family head without any dashes. Family head can be a Father, Mother, Son, Daughter, Husband, Wife, Brother, Sister.
3	Relation with family head	Write applicant's relation with family head.
4	Applicant's full name	Write applicant's complete (first, middle, last) name. Use space for middle and last name. <i>Applicant's name must be less than 27 characters including spaces.</i>
5	Applicant's NIC / CNIC / CRC / NICOP No.	Must write applicant's NIC / CNIC / CRC / NICOP No. if issued.
6	Name in Urdu	Applicant complete name in Urdu as written in field 4.
7	Father Name	Write applicant's father complete (first, middle, last) name. Use space for middle and last name. Don't leave it blank if father has passed away (write deceased) or applying with spouse name.
8	Father NIC / CNIC / NICOP No.	Write father's ID card number, if available. Leave it blank if not available.
9	Father's name in Urdu	Write applicant's father name in Urdu as written in field 7.
10	Mother Name	Write applicant's mother complete (first, middle, last) name. Use space for middle and last name. Don't leave it blank if mother has passed away (write deceased) or applying with spouse name.
11	Mother's NIC / CNIC / NICOP No.	Write Mother's ID card number, if available. Leave it blank if not available.
12	Mother Name in Urdu	Complete mother name in Urdu as written in field 11.
13	Spouse's Name	Write spouse complete (first middle, last) name, if married.
14	Spouse's NIC / CNIC / NICOP No.	Spouse ID card number, if available.
15	Spouse Name in Urdu	Spouse complete name in Urdu as written in field 13
16	Visible Mark of Identification	Leave blank if no mark is visible. Write NONE.
17	Country of Stay Abroad	Write country name where you living now.
18	Date of Birth	Applicant Date of Birth. DOB format must be (DD/MM/YYYY)
19	Pakistani or Foreign Passport No.	Passport Number.
20	Date of Expiry	Passport Expiry Date.
21	Country of Issue of Passport	Passport issue country.
22	Place of Birth	Birth place, write district name if born in Pakistan or state name if born in USA.
23	Present address	Complete USA address with zip code.

24	Permanent Address	Pakistani address with Tehsil & District. For Karachi address mention Karachi East, West, North or South. <i>Maximum length of address is 45 characters including spaces. Don't leave it blank or don't write "same as above".</i>
25	In case of Jammu & Kashmir citizen	Check this box if Azad Jammu and Kashmir citizens.
26	Phone Number	Contact numbers of USA. Also mention cell number and email address.
27	Blood Group	Write blood group. Leave it blank if don't know.
28	Gender, Marital Status, Religion, Profession, Thumb Impression & Signature	Check appropriate box for gender, marital status, religion, profession, education and status. Also, emboss left thumb impression with blank in and sign this application. Form will be rejected or returned back, if without thumb impression and signature. For minors, try to get child thumb impression and in signature box leave it blank or just write child name.
29	Attester Signature	This form must be attested by any person (except blood relative) who has CNIC/NICOP. Pakistan Origin Card (POC) holders and notary public can't attest this form.
30	Attester Name	Write attester's name. Only CNIC/NICOP card holders can attest form. POC holders not allowed to attest.
31	Attester CNIC / NICOP No.	Mention attester CNIC/NICOP number (without dashes)
32	Mode of payment	Payment detail (for official use only)
33	Blood Relative Reference Name	Write the name of first blood relative like (Father / Mother / Brother / Sister / Son / Daughter / Parental Grand Father / Grand Mother) with his/her CNIC/NICOP number and relation with applicant. This column is most important. Form will be rejected or returned back if this field left blank.
34	Declaration in Case of Muslim	Sign (or thumb) this statement if applicant's religion is Islam.