

**INFORMATION PERTAINING TO REGISTRATION AND EXTENTION
OF VISA BY FOREIGN NATIONALS RESIDING IN GOA.**

The Foreigners Registration Office is situated on the ground floor of the Police Head Quarters Building Opp. Azad Maidan, Panaji Goa.

Every foreigner who enters India on a visa valid for more than 180 days or 6 months has to register himself/herself with the Foreigners Registration Officer in whose jurisdiction the foreign National wishes to reside within 14 days of arrival into India unless otherwise a special endorsement is made on the visa by the issuing Indian Embassy/Consulate abroad.

Registration Procedure

The blank registration forms in triplicate will be issued to the foreign National after perusal of the visa by the Officers of the Foreigners Registration Office, Panaji Goa.

The list of documents required at the time of registration are:-

1. 3 Registration Forms to be filled each in original.
2. 3 Passport size colour photos.
3. 1 coloured Xerox copy of passport, visa and arrival stamp.
4. Copy of leave and license agreement between owner of the house and foreigner or proof of Residence.
5. Original Bonafide certificate from the school (for Student visa).
6. Terms and condition of Employment. (For Employment Visa).
7. Appointment Letter (for Employment Visa).
8. Business documents as per format issued by F.R.O. Office (for Business visa).

Residential permit will be issued within a week from the date of submission of the documents for registration.

Extention of Visa

Tourist visas are not extendable and these instructions are forth coming at the base of every visa issued to the foreign National. However in cases of emergent situations like sickness the applications for extention of the Tourist visa has to be made to the Under Secretary(Home), Home Department, Foreigners Division, Secretariat, Porvorim Goa.

In other cases the foreign National has to apply for extention of visa in the Foreigners Registration Office 90 days before the expiry of the visa.

The list of documents required at the time of extention of visa are:

1. 3 extention forms to be filled each in original
2. Black and white Xerox copies of passport, visa, and residential permit.
3. Bonafide certificate from the School (for student visa).
4. Terms and condition of Employment (for employment visa).
5. Bank remittance receipt(for student visa)
6. Appointment letter (for Employment visa)
7. Business documents (for Business visa)
8. Original duly executed Indemnity bond alongwith copy of deposit receipt from surety.
9. Receipt of paid visa fees (visa fees have to be paid in the office of the Under Secretary (Home), Home Department (F&CD), Secretariat, Porvorim Goa)..
10. Birth certificate to prove Indian origin. (If born in India of self or either parents or either grand parents).
11. Marriage certificate if married to Indian National

12. Birth certificate or copy of Indian passport of Indian spouse.
13. Property documents if property purchased in Goa.

All the above documents have to be furnished in triplicate.

The Foreigners Registration Office in Goa has no powers to grant extension of visa. After due enquiries process which takes minimum one month, the extension report alongwith document is sent to the Under Secretary (Home), Home Department, Foreigners Division, Secretariat, Porvorim for grant of visa. The process takes minimum one month.

The only fees to be paid in the Foreigners Registration Office is Rs. 100/- for registration process and Rs. 100/- for the extension process for which a receipt is issued and should be insisted upon the sample copies of the Registration form and application for extension of stay are also given.

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