



## Guideline for Processing New and Replacement of Citizenship Identity card for individuals residing abroad

### 1. New CID card (first-time)

**For individuals aged 15-17 years shall be required to submit the following documents:**

- (a) The concerned individual's NDI Biometric data must have been enrolled;
- (b) Duly completed New CID/SR card application Form No. BCRS-CID/SRC-01, signed by the applicant and Head of Household (HoH) or either of parents or guardian;
- (c) A letter authorizing someone in Bhutan to process CID card on his/her behalf;
- (d) A copy of a visa or other valid document confirming the individual's residence abroad;
- (e) One recent passport size photograph (In national dress and white background), affixed on the form, and a soft copy of the same image to be used for the citizenship card;
- (f) If there is a change in name or date of birth, the applicant must first complete the Name Change and Correction of Date of Birth service.

**For individuals aged 18-24 years shall be required to submit the following documents:**

- (a) The concerned individual's NDI Biometric data must have been enrolled;
- (b) Duly completed New CID/SR card application Form No. BCRS-CID/SRC-02, signed by the applicant and Gup/Thromde Representative/Thromde Tshogpa of the individual's permanent Gewog/Thromde;
- (c) One recent passport-sized photograph (In national dress and white background), affixed on the form, must be stamped with the seal of Gup/Thromde Representative/Thromde Tshogpa, and a soft copy of same image, to be used for the citizenship card;
- (d) The DCRCO/TCRCO and Dzongdag/Executive Secretary of either the individual's permanent Dzongkhag/Thromde OR their current residing Dzongkhag/Thromde (where the CID card is being processed) must verify the individual's information against BCRS and complete the signatory part, as outlined in the application form;



- (e) A letter authorizing someone in Bhutan to process CID card on his/her behalf;
- (f) A copy of a visa or other valid document confirming the individual's residence abroad;
- (g) If there is a change in name or date of birth, the applicant must first complete the Name Change and Correction of Date of Birth service;

**For individuals aged 25 years and above shall be required to submit the following documents:**

- (a) The concerned individual's NDI Biometric data must have been enrolled;
- (b) Duly completed New CID/SR card application Form No. BCRS-CID/SRC-02, signed by the applicant and the Gup/Thromde Representative/Thromde Tshogpa, of the individual's permanent address;
- (c) One recent passport size photograph (In national dress and white background), affixed on the form, must be stamped with the seal of Gup/Thromde Representative/Thromde Tshogpa of the individual's permanent address, and a soft copy of same image, to be used for the citizenship card;
- (d) A duly signed Tshogpa statement, endorsed by the Gup of the individual's permanent address, detailing the reasons for not having processed CID/SR cards to date;
- (e) The DCRCO/TCRCO and Dzongdag/Executive Secretary of the individual's permanent Dzongkhag/Thromde, must verify the individual's information against BCRS and complete the signatory part, as outlined in the application form;
- (h) A letter authorizing someone in Bhutan to process CID card on his/her behalf;
- (i) A copy of a visa or other valid document confirming the individual's residence abroad;
- (j) If there is a change in name or date of birth, the applicant must first complete the Name Change and Correction of Date of Birth service.

**2. For Replacement such as Renewal and Lost of Citizenship Identity/Special Residence card, the following requirements must be fulfilled:**

- (a) Submit duly completed CID/SR card replacement Form No. BCRS-CID/SRC-REP-01;



- (b) A letter authorizing someone in Bhutan to process CID card on his/her behalf;
- (c) A copy of a visa or other valid document confirming the individual’s residence abroad;
- (d) A recent passport-size photograph (In national dress and white background) in both hard copy and soft copy (A soft copy of image, to be used for the citizenship card).

### 3. Card fees

The detailed fee structure is as outlined below:

Sl. No.	Service Type	Fees	Card Category	Remarks
1.	New	Nu. 100	New Citizenship Identity/ Special Residence Card	First-time card issuance.
<b>Replacement</b>				
2.	Renewal	Nu. 100	Validity of the Citizenship Identity/Special Residence Card has expired or is about to expire.	For cards with a validity period of 6 months or less and upon production of the old card.
3.	Damaged	Nu. 300	Cards that are damaged (broken, burnt, scratched, cut etc. and cannot be used)	For cards with a validity period of more than 6 months and upon production of the damaged card.
4.	Image/ Occupation Change	Nu. 300	Change of Image/Occupation	For cards with a validity period of more than 6 months and upon production of the old card.
5.	Typographical Error	Nu. 300	Error in Text (Name spelling, Gender, validity, that is displayed on the card)	For cards with a validity period of more than 6 months and upon production of the old card.
6.	Lost	Nu. 400	Lost Card/could not be traced	Failure to produce the old CID/SR card, regardless its validity.

**Note:**

*For Sl. No. 3, 4 & 5, if the original card is produced and its validity is less than or equal to 6 months, it shall be treated as Renewal and must be processed under the “Renewal” Service Type. The card fee shall be Nu.100.*

*For Sl. No. 2, 3, 4 & 5, if the original card is not produced, it shall be treated as lost, and must be processed under the “Lost” Service Type. The card fee shall be Nu. 400.*