Steps to create an ID for Form C

URL for hoteliers/ lodge/ guest house/ hospital/ hostel and etc to fill C-Form for registration with FRO:

indianfrro.gov.in/frro/FormC

1: Log into **indianfrro.gov.in/frro/FormC**

2. In the page go to **Sign Up (register)**

Click here for signup

3. Fill the details as instructed on the right hand-side of the form.
4. The details of **user** should be of manager/ administrator.
5. The detail of owner is mandatory which is at the end of the page.
6. After completing the form, click on the SUBMIT.
7. A PDF form showing your request for creating your account will appear.
8. Print this page and submit to the Office of the Commissioner of Police cum Foreigners Registration Officer, Dimapur.
9. After approval from the FRO you will be get an Email/ SMS alert.

When and if foreigner(s) lodge in your hotel/ guest house/ individual house/ resort and etc –

1. Log in the URL i.e. indianfrro.gov.in/frro/FormC
2. Enter User ID, Password and the captcha words that appear in the screen.
3. After log-in click on Form C (add/ edit/ individual print) to enter details of foreigners lodged under your premises.

4. As per instructions fill in the data of the foreigner along with their photo. The details of passport and visa are mandatory. If visa or passport is expired, please inform the nearest police station for further necessary action.
5. After filling the form click submit.
6. You can generate the data of the foreigners lodging in your hotel by clicking on Generate Summary.
7. Fill the details of foreigners during departure at "checkout / departure entry"

8. Change of password/ edit of details of the owner can also be done from the options available in the homepage.