

# General Instructions for New OCI Registration

## IMPORTANT NOTICE :

**Please read the instruction carefully before filling up the form. All applicants are requested to strictly follow the procedure mentioned below for processing of applications for registration as OCI cardholder services.**

All OCI payments should be made **only** through **VFS Global Ltd** bank account number.

**Embassy shall not be responsible for any erroneous deposit or payment into our account.**

**Applicants who are holding Voter ID and Ration Card must surrender and provide an undertaking along with the OCI application.**

- A. The application form for the OCI card needs to be filled online on website <https://ociservices.gov.in>
1. After renunciation of Indian citizenship, the applicants may submit the application form online and upload the **latest** photograph, signature and **self-attested** photocopies of all the relevant supporting documents, (in case of minors who cannot sign, left hand thumb impression) along with the application.

**For minors**, application and all supporting documents have to be **signed by both parents** as well as an indication of their consent to the minor's application, otherwise application will **not** be accepted.

- a) After verification of the documents with the supporting documents that application with all documents are in order, the application would be approved/acknowledged on the online system.
- b) If there is any deficiency in the application / uploaded documents / photograph, it may cause a delay in processing the application.

**Please upload good quality copy of the following documents (self-attested)**

- i) Swiss/Foreign Passport with signature page under **Copy of present valid Passport.**  
**Dual Nationals : Upload copy of both passports**
- ii) **Cancelled/Surrendered** Indian passport (front and back page details with cancelled endorsement page) with **Surrender Certificate**.
- iii) Copy of **Naturalization Certificate**. (Einbürgerungsurkunde / Bürgerrechtsnachweis)
- iv) Copy of Spouse passport **and** Marriage certificate.

**Note:** The above are the general mandatory requirements. The applicant may be advised to submit/upload some more documents, after scrutiny of the application, on case to case basis.

- 2. Please submit all self-attested good quality copy of enclosures along with the application form duly signed Parts A and B, to **VFS Global Ltd., Weststrasse 2, 3005 Berne** for processing of application.
  - a) Copy of Swiss / Foreign Passport with signature page.
  - b) Copy of valid Swiss Residence Permit except Swiss nationals.
  - c) Copy of cancelled/surrendered Indian passport (front and back page details with cancelled endorsement page).
  - d) Copy of Surrender Certificate of Indian passport.
  - e) Renunciation Certificate of Indian Citizenship.
  - f) Copy of Spouse passport, Swiss resident permit **and** Marriage certificate.
  - g) Copy of Naturalization certificate (Einbürgerungsurkunde / Bürgerrechtsnachweis)

**For Minors:** Please attach a copy of parent's passport, resident permit, Marriage Certificate **and** Sl Nos. **a, b, c, and d.**

- i) Attach (Two) **latest** colour photographs with neutral expression, showing current appearance photographs (51x51mm with 80% coverage of face without border and showing full frontal view of the person's head and shoulders having a white or light coloured background). <https://ociservices.gov.in > Photo-Spec-FINAL>
- ii) A person who has attained the age of 18 years and above must enclose **Original** of "No Criminal Record Certificate" issued by the Federal Office of Justice. (Auszug aus dem Schweizerischen Strafregister).
- iii) Copy of Residential proof

If there is a **change in name / Surname in the foreign passport**, you are requested to provide **notarized affidavit** as well as reasons for change in name to process the application.

**OCI card is issued normally in 8 to 10 weeks time from the date of acknowledgment.**

**In case of urgent travel during this period, applicants may apply for an appropriate visa.**

## **OCI card collection**

Applicants are advised to check the status of their applications online by quoting his/her foreign passport number along with online Registration Number after 6 weeks from the date of acknowledgment of the application on the system. **No** separate intimation will be sent to the applicants about the status of their application.

<https://ociservices.gov.in/statusEnquiry>

When status shows "Documents received in Berne" with date, please send the following documents to **VFS Global Ltd., Weststrasse 2, 3005 Berne**.

- a) Print out of on-line status report.
- b) Swiss/Foreign Passport in original for verification.

## **B. In case of children who have acquired the Swiss/Foreign citizenship by birth.**

**Applicants who are holding Voter ID and Ration Card must surrender and provide an undertaking along with the OCI application.**

The application form for the OCI card needs to be filled online on website  
<https://ociservices.gov.in>

**1.** The applicants may submit the application form online and upload the latest photograph, signature and **self-attested** photocopies of all the relevant supporting documents, (in case of minors who cannot sign, left hand thumb impression) along with the application.

**For minors**, application and all supporting documents have to be **signed by both parents** as well as an indication of their consent to the minor's application, otherwise application will not be accepted.

**Please upload good quality copy of the following documents (self-attested)**

- a)** Swiss/Foreign Passport with signature page under **Copy of present valid Passport.**  
**Dual Nationals : Upload copy of both passports**
- b)** All pages of Birth Certificate under **copy of child's birth certificate.** (Auszug aus dem **Geburtseintrag**)
- c)** Copy of valid /cancelled Indian passport/OCI card of parent's under **copy of Indian passport /OCI card.**
- d)** Copy of marriage certificate of parents.
- e)** Parental Authorization letter for issuance of OCI card.

**2.** Please submit all **self-attested** enclosures along with the Application form duly signed Parts A and B, to **VFS Global Ltd., Weststrasse 2, 3005 Berne** for processing of application.

- a)** Copy of Swiss / Foreign Passport.
- b)** Copy of all pages of birth certificate (**Auszug aus dem Geburtseintrag**)
- c)** A copy of their full version birth certificate / **marriage certificate** along with the Indian origin proof of their parents/grandparents/spouse must be furnished by the applicants to prove their link with them.
- d)** Copy of valid Swiss Residence Permit except Swiss nationals.

- e) Copy of Swiss address proof
- f) Copy of parents passport and resident permit.
- g) Copy of parents OCI card and the documents upon which the OCI card was issued.
- h) Copy of Naturalization certificate (Einbürgerungsurkunde / Bürgerrechtsnachweis)
  - i. Attach (Two) latest colour photo with neutral expression, showing current appearance photographs (51x51mm with 80% coverage of face without border and showing full frontal view of the person's head and shoulders having a white or light coloured background). <https://ociservices.gov.in > Photo-Spec-FINAL>
- ii. **Joint Declaration** to be signed by both parents

We, ..... (full name) holder of passport no. ..... and ..... (full name), holder of passport no. ...., hereby solemnly and sincerely declare that he/she (.....name of the child.....) has acquired the (---country....) nationality by birth and he /she does not hold any other nationality or passport on his/her name.

- iii. A person who has attained the age of 18 years and above must enclose **Original** of "No Criminal Record Certificate" issued by the Federal Office of Justice. (**Auszug aus dem Schweizerischen Strafregister**).

Evidence of relationship as parent /grandparent /great grandparent, if their Indian origin is claimed as basis for registration as OCI Cardholder. The document of relationship could be "Birth Certificate" issued by a foreign authority mentioning both parent's name, **it is to be apostilled or attested/certified by the concerned Indian mission**. The Certificates have to be in English or Translated in English by the authorized translator.

## **C. OCI card on the basis of spouse of Indian national / origin:** (Please do not deposit the fees in advance)

Foreign nationals, who are applying for OCI card on spouse basis shall not be eligible if they have undergone any military/police conscription or they are undergoing such military / police conscription at the time of application.

All applications for fresh registration as OCI cardholder from the spouse of foreign origin of a citizen of India or spouse of foreign origin of an OCI cardholder registered under section 7A of the Citizenship Act, 1955 shall be submitted on the online system.

OCI card can be applied for on the basis of spouse of Indian origin provided that their marriage should be registered and they are married for a minimum period of **two years**. Such applications may take much longer compared to applications in normal cases, as they will require clearances.

The application form for the OCI card needs to be filled online on website <https://ociservices.gov.in>

1. The applicants may submit the application form online and upload **latest** colour photograph, signature and **self-attested** photocopies of all the relevant supporting documents along with the application. Photograph and signature must be in JPG format.

**Please upload good quality copy of the following documents (self-attested)**

- a) Swiss/Foreign Passport with signature page under **Copy of present valid Passport**.  
**Dual Nationals : Upload copy of both passports.**
- b) All pages of Marriage Certificate with **Apostilled** page under **Marriage Certificate. (Auszug aus dem Eheintrag / Eheregister)**
- c) Joint Declaration of subsisting of marriage
- d) Copy of spouse passport (front and backpage details)
- e) Copy of spouse OCI card (front and backpage details)

**Note** :The marriage certificate is to be **Apostilled** from the issuing country. The certificates have to be in English or Translated in English by the authorized translator.

**Proof of the Indian national/origin spouse for grant of OCI card. (ie; valid/cancelled Indian passport, residence permit, foreign passport, OCI card of the spouse and the documents upon which the OCI card was issued to the spouse).**

2. Please submit all **self-attested** enclosures along with the Application form duly signed Parts A and B, to **VFS Global Ltd., Weststrasse 2, 3005 Berne** for processing of application. **You would be registered as OCI cardholders only after a personal interview by the Mission.**

- a) Copy of Swiss / Foreign Passport with signature page.
- b) Copy of marriage certificate (**Apostilled**)
- c) Copy of valid Swiss Residence Permit except Swiss nationals.
- d) Copy of spouse Indian passport and resident permit. (**or**)
- e) Copy of spouse foreign passport, permit, OCI card and **the documents upon which the OCI card was issued.**
- f) Copy of Swiss address proof.
- g) Copy of Naturalization certificate (Einbürgerungsurkunde / Bürgerrechtsnachweis)
  - i) Attach (Two) recent colour photo with neutral expression, showing current appearance photographs (51x51mm with 80% coverage of face without border and showing full frontal view of the person's head and shoulders having a white or light coloured background). <https://ociservices.gov.in > Photo-Spec-FINAL>
  - ii) **Original** of "No Criminal Record Certificate" issued by the Federal Office of Justice. (Auszug aus dem Schweizerischen Strafregister).

iii) **Joint Declaration**

We, ..... (full name) holder of passport no. ..... and ..... (full name), holder of passport no. ...., hereby solemnly and sincerely declare that our marriage registered on ..... and is still subsisting. We are living together as husband/wife at ..... (address)....., Switzerland.

In case of separation/divorce or marriage to another foreigner or death of the Indian spouse, the OCI card to be issued in favour of Mr./Mrs..... ----- (full name) will be surrendered to the issuing authority or mission.

## **IMPORTANT POINTS TO REMEMBER**

- (a)** PHOTO, SIGNATURE AND DOCUMENTS HAVE TO BE UPLOADED BY THE APPLICANT THEMSELVES WHEN FILLING IN THE ONLINE FORM. PHOTO SPECIFICATIONS CAN BE FOUND AT  
<https://ociservices.gov.in >Photo-Spec-FINAL>
- (b)** FOREIGN MILITARY PERSONNEL EITHER SERVING OR RETIRED AND PERSONS HOLDING DIPLOMATIC/SERVICE/OFFICIAL PASSPORTS ARE NOT ELIGIBLE FOR GRANT OF OCI.
- (c)** CIVIL GOVT. SERVANTS WORKING IN MINISTRY OF DEFENCE AS I.T ENGINEERS / CIVIL CONTRACTORS ARE NOT ENTITLED FOR OCI.

## **D. Benefits for the Persons registered as OCI on “U” Visa**

Special counters at the immigration check posts for speedy clearance.

Lifelong multiple entry visa for any length of stay.

**No separate visa will be required for (a) tourism (b) student seeking admission in colleges/institutions (c) business & (d) employment, etc.**

Exemption from registration with local FRRO/FRO irrespective of duration of stay in India; and Parity with NRIs in economic, financial and educational fields except in matters relating to acquisition of agricultural/ plantation properties.

## **E. Visit to Restricted/Protected Area**

The grant of ‘U’ visa does not entitle the visa holder to visit a restricted/protected area. Visits to such areas shall continue to be governed by the instructions in this regard issued from time to time by the Government of India. Prior permission of the competent authority should be obtained for visiting a restricted/protected area.

## **F. Undertaking of Missionary work/Mountaineering/Research work Area:**

The grant of ‘U’ visa does not entitle the visa holder to undertake any missionary work/ mountaineering and research work, without the prior permission of the Government of India in accordance with the instructions issued from time to time.

**Details of OCI fee for New OCI Registration**  
**(Fee will be submitted to VFS account and not to Embassy's account)**

Sl.No.	OCI services	Service fee (CHF)	ICWF (CHF)	VFS service charges (CHF 18 per service)
1.	OCI Registration Fee	<b>242.00</b>	<b>3.00</b>	<b>18.00</b>