

# General Instructions for re-issue of OCI card

## 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 Re-issue of OCI card.

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.**

**1. OCI cardholder is required to get the OCI card re-issued only once when a new passport is issued after completing 20 years of age.**

The application form for re-issue of OCI card needs to be filled online on website  
<https://ociservices.gov.in> - **(OCI Miscellaneous Services)**

The applicants may submit the OCI Miscellaneous application form online with **new passport details** and upload the latest photograph, signature and **self-attested** photocopies of all the relevant supporting documents. Applicant should fill all fields in the application form including Mobile number.

**Applicants must select any one of the following services:-**

- (a) Change of personal particulars (b) Loss / Damage of OCI card**
- (c) Surrender / Renunciation of OCI card**

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

- a) Swiss/Foreign Passport with signature page under Copy of present valid Passport.**
- b) OCI Card (front and back page details) under Copy of OCI card.**

- c) In case of change of Surname after marriage, please upload all pages of Marriage certificate. (**Auszug aus dem Eheintrag / Eheregister**)
- d) Copy of Spouse passport / OCI card.

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

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 OCI card (front and back page details)
  - c) Copy of Swiss Residence Permit except Swiss nationals.
  - d) In case of change of nationality, should enclose a copy of Naturalization certificate.
  - e) In case of change of Surname after marriage, should enclose a copy of marriage certificate, Spouse passport / OCI card and residence permit as well as a declaration letter for change in name.
  - f) In case of change of address, should enclose a copy of Residential proof (Wohnsitzbestätigung).
  - g) Proof of payment of Service Fee and Consular surcharge.
  - h) One latest good quality color photograph with neutral expression (50x50mm with 80% coverage of face, front view). <https://ociservices.gov.in > Photo-Spec-FINAL>

If there is any deficiency in the application/uploaded documents/photograph, it may cause a delay in processing the applications.

**OCI card is issued normally in 8 to 10 weeks time.**

## **OCI card collection**

3. 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 applicant about the status of their application.

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

When status shows “Documents received at 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) New Swiss/Foreign Passport in original for verification.
- c) Old Swiss/Foreign Passport in original mentioned in the OCI card.
- d) OCI Card Booklet in original for cancellation.

i) In case of **loss / damage** of OCI registration certificate / visa.

In case of loss of OCI documents, a copy of the complaint filed with the Police authorities shall be enclosed. Personal interview of the applicant shall be taken by the Competent Authority before the grant of the service.

ii) In case of **change of personal particulars**, viz. name, nationality, etc. / filling of wrong personal particulars while submitting online application.

In this case OCI holders may seek re-issuance of OCI documents by availing the services. Documentary evidence for the change of personal particulars is to be enclosed.

iii) In case of change of photograph without the change of the passport, personal interview shall be taken by the Competent Authority before the grant of the service.

iv) In case of filling of wrong personal particulars while submitting online application viz. name, father's name, date of birth, etc.

In case of above OCI holders may seek re-issuance of OCI documents. Documentary evidence for the correct personal particulars should be enclosed.

## **Note :**

Vide Circular No.26011/06/2015-OCI dated 29th January, 2015 of Ministry of Home Affairs, all immigration authorities in India will not insist on production of the foreign passport containing the 'U' Visa sticker in the case of OCI cardholders while they enter/exit India and the immigration clearance will be granted based on production of the 'OCI Card ONLY'.

### **Details of OCI fee for Re-issue of OCI card (Fee will be submitted to VFS account and not to Embassy's account)**

<b>Sl.No.</b>	<b>OCI Services</b>	<b>Service fee (CHF)</b>	<b>ICWF (CHF)</b>	<b>VFS service charges (CHF 18 per service)</b>
<b>1.</b>	Re-issue of OCI card <b>after completing 20 years of age</b>	<b>22.00</b>	<b>3.00</b>	<b>18.00</b>
<b>2.</b>	Re-issue of OCI card due to Change of name / Nationality	<b>22.00</b>	<b>3.00</b>	<b>18.00</b>
<b>3.</b>	Loss / Damage of OCI card	<b>88.00</b>	<b>3.00</b>	<b>18.00</b>