

General Instructions for conversion of PIO card to OCI card

IMPORTANT NOTICE :

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.

Applicants holding PIO Cards may apply for OCI cards online on website <https://ociservices.gov.in> - OCI Registration (in lieu of valid PIO-Card)

1. The applicants may submit the application form online and upload the **self-attested** photocopies of the relevant documents, photograph and signature (**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**.

b) PIO card (front and back page details) under **Copy of PIO card**.

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

a) Swiss/Foreign Passport with signature page.

b) PIO card. (front and back page details)

- c) A copy of Swiss Residence Permit in case of all nationals except Swiss.
- d) Attach (Two) recent good quality colour photographs with neutral expression (50x50mm with 80% coverage of face, front view).

<https://ociservices.gov.in > Photo-Spec-FINAL>

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 in lieu of PIO card on the basis of spouse of Indian origin:

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.

1. The applicant may submit the application online for OCI card in lieu of PIO card to the Indian Mission concerned within the jurisdiction of his/her place of residence.

OCI card in lieu of PIO card can be applied for on the basis of spouse of Indian origin provided that their marriage should be registered.

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

- a) Swiss/Foreign Passport with signature page.
- b) PIO card. (front and back page details)
- c) Joint Declaration of subsisting of marriage
- d) Copy of spouse passport

2. Please submit all **self-attested** enclosures along with the Application form duly signed in Parts A and B, to **VFS Global Ltd., Weststrasse 2, 3005 Berne** for processing of application.
 - a) Swiss/Foreign Passport with signature page.
 - b) A copy of Swiss Residence Permit in case of all nationals except Swiss.

- c) A copy of current residential address proof.
- d) A copy of registered marriage certificate (**Auszug aus dem Eheregister / Eheeintrag**).
- e) Proof of the Indian national/origin spouse for grant of OCI card. (.ie.; valid / cancelled Indian passport, foreign passport, OCI card of the spouse and **copies of the documents upon which the OCI card was issued to the spouse**).

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.

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**).

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 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)** Swiss/Foreign Passport in original for verification.
- c)** PIO card in original for cancellation.

Details of fee for OCI card in lieu of PIO card
(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.	Conversion of PIO card to OCI card	88.00	3.00	18.00