

## General Instructions for New OCI Registration

Please read 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:-

**A. The application form for the OCI card needs to be filled online on website <https://ociservices.gov.in/welcome> - (New OCI Registration)**

1. The applicants may submit the application form online and upload the 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, the Parent must self-attest the documents, otherwise application will **not** be accepted.

**Please upload the following documents (self-attested)**

- a) Swiss/Foreign Passport under **Current Passport**.
  - b) Surrendered/cancelled Indian passport (front and back page details) under **Indian Origin Proof**.
  - c) Certificate of Renunciation of Indian citizenship.
2. Please send all **self-attested** enclosures along with the Application form duly signed Parts A and B, to the Embassy for prior verification.
- a) A copy of Swiss / Foreign Passport.
  - b) A copy of Surrender Certificate of Indian passport.
  - c) A copy of Swiss Residence Permit except Swiss nationals.
  - d) A copy of Naturalization certificate (Einbürgerungsurkunde)
  - e) Attach (Two) recent good quality colour photographs (50x50mm with 80% coverage of face, front view). <https://ociservices.gov.in> > *Photo-Spec-FINAL*
  - f) 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).

- g) Receipts of payment of Service Fee and Consular surcharge.
- h) If there is a **change in name**, you are requested to provide **notarized affidavit** as well as reasons for change in name to process the application.

If there is any deficiency in the application / uploaded documents / photograph, the Embassy shall inform the same to the applicant.

**OCI card is issued normally in 6 to 8 weeks time.**

### **Fees Structure for Registration as OCI**

Applicants are requested to verify the OCI Fee, Consular Surcharge and bank account details before making bank transfer or payment. **Embassy shall not be responsible for any erroneous deposit or payment to its account.**

- a) Embassy's UBS bank account number 235-939899.01P (IBAN: **CH82 0023 5235 9398 9901 P**). Each applicant for registration as OCI has to pay a fee of **CHF 365.-**
- b) Consular surcharge of **CHF 3.-**(all applicants) is to be paid in Embassy's UBS account number 235-939899.02K (IBAN: **CH39 0023 5235 9398 9902 K**).

All payments should be made only through the bank and the original payment receipts containing the **Embassy's account number** should be submitted with the application.

**Payment made at cash desk of the Post office will not be accepted.**

**3.** The applicant should check the status of the application online by quoting his/her passport number along with online Registration Number after 5 weeks of submitting the application to the Embassy. **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 the Embassy by post.

- a) Print out of on-line status report.



- b) Swiss/Foreign Passport in original for verification.
- c) A self-addressed & stamped registered envelope to return the documents. (CHF 6.30).

**B. In case of minor who has acquired the Swiss/Foreign citizenship by birth**  
(OCI Fee CHF 365.- & Consular surcharge CHF 3.-)

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**Please upload the following documents (self-attested)**

- a) Swiss/Foreign Passport under **Current Passport**.
  - b) All pages of Birth Certificate under **Relationship Certificate**.
  - c) copy of Indian passport/ OCI card of parent's under **Indian origin proof**.
2. Please send all **self-attested** enclosures along with the Application form duly signed Parts A and B, to the Embassy for prior verification.
- a) A copy of Swiss / Foreign Passport.
  - b) A copy of all pages of birth certificate (Auszug aus dem Geburregister)
  - c) A copy of parents passports / OCI cards and marriage certificate.
  - d) A copy of Swiss Residence Permit except Swiss nationals.
  - e) Attach (Two) recent good quality colour photographs (50x50mm with 80% coverage of face, front view). <https://ociservices.gov.in> › *Photo-Spec-FINAL*
  - f) A Declaration is to be submitted at the time of application stating that he/she has acquired the (---country....) nationality by birth and he/she does not hold any other nationality or passport on his/her name.
  - g) Receipts of payment of Service Fee and Consular surcharge.

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 parents' name, **it is to be apostilled or attested/endorsed by the concerned Indian mission.**

### **C. OCI card on the basis of spouse of Indian origin:**

(OCI Fee : CHF 677.- & Consular surcharge CHF 3.-) **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.

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#### **1. Please upload the following documents (self-attested)**

- a) Swiss/Foreign Passport under Current Passport.**
- b) All pages of Marriage Certificate with Apostilled page under Marriage Certificate.**
- c) Copy of Indian passport/ OCI card of spouse under Indian Origin Proof.**

The marriage certificate is to be Apostilled from the same country. (Auszug aus dem Eheregister)

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 the documents upon which the OCI card was issued to the spouse).

**2.** Please send all **self-attested** enclosures along with the Application form duly signed Parts A and B, to the Embassy for prior verification. **You would be registered as OCI cardholders only after a personal interview by the Mission.**

- a) A copy of Swiss / Foreign Passport.
- b) A copy of marriage certificate (Apostilled)
- c) A copy of Swiss Residence Permit except Swiss nationals.
- d) A copy of Proof of the Indian national / origin spouse.
- e) Attach (Two) recent good quality colour photographs (50x50mm with 80% coverage of face, front view). <https://ociservices.gov.in> › *Photo-Spec-FINAL*
- f) **Original** of "No Criminal Record Certificate" issued by the Federal Office of Justice. (Auszug aus dem Schweizerischen Strafregister).
- g) **Joint Declaration** is to be submitted at the time of application stating that:

We, .....(full name)..... and .....(full name)..... are married on (date). We are living together as husband/wife at ..... (address )....., Switzerland.

In case of separation/ divorce, the OCI card to be issued in favour of Mr./Mrs. -----(full name) will be returned to the Embassy for cancellation.

#### **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.