

## General Instructions

PIO Card scheme has been withdrawn by the Government of India (GOI) vide Gazette Notification No.25024/9/2014F.I dated 09.01.2015. In this context, GOI has issued a new Gazette Notification No.26011/01/2014IC.I dated 09.01.2015 stating that all Person of Indian Origin (PIO) cards issued till 09.01.2015 are to be converted into Overseas Citizen of India (OCI) cards. Henceforth, applicants holding PIO Cards may apply for OCI cards online on website <https://ociservices.gov.in/welcome> - OCI Registration (in lieu of valid PIO-Card)

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 card service:-

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, the Parent must self-attest the documents, otherwise application will not be accepted.

Please write the PIO card number together without any space or hyphen(-).  
(eg. P0000000)

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

- a) Swiss / Foreign Passport.
- b) PIO card. (front and back page details)

Please send all **self-attested** enclosures along with the Application form duly signed in Parts A and B, to the Embassy for prior verification.

- a) Swiss/Foreign Passport.
- 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 (50x50mm with 80% coverage of face, front view). <https://ociservices.gov.in> › *Photo-Spec-FINAL*

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

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 and they are married for a minimum period of two years.

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

- a) Swiss/Foreign Passport.
- b) PIO card. (front and back page details)

Please send all **self-attested** enclosures along with the Application form duly signed in Parts A and B, to the Embassy for prior verification.

- a) Swiss/Foreign Passport.
- 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).
- 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**

A Joint Declaration is to be submitted at the time of application stating that:

We, .....(full name)..... and .....(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.

## **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) Registration fee of CHF 93.- (all applicants) is to be paid in Embassy's UBS bank account number 235-939899.01P (IBAN: CH82 0023 5235 9398 9901 P).
- b) Consular surcharge of CHF 3.- (all applicants) is to be paid in Embassy's UBS bank account number 235-939899.02K (IBAN: CH39 0023 5235 9398 9902 K).

Payment receipts, in original, highlighting the applicant's name and **Embassy's account number**, should be attached with the application. Payment should be routed through above bank account only.

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

The applicant can verify the status of the application online by quoting his/her passport number along with online Registration Number after 4 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 for the new OCI card:-

- a) Print out of on-line status report.
- b) PIO card in original for cancellation.
- c) Swiss/Foreign Passport in original for verification.
- d) One self-addressed & stamped registered envelope to return the documents (CHF.6.30).