

## **General Instructions for re-issue of OCI card**

**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 OCI Miscellaneous services:-**

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

**1.** The applicants may submit the OCI Miscellaneous services application form online with **new passport details** 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**, otherwise application will **not** be accepted. 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 **Current Passport**.
- b)** OCI Card (front and back page details) under **OCI card**.
- c)** In case of change of Surname after marriage, please upload all pages of **Marriage certificate**.

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.

- 2.** Please send all **self-attested** enclosures along with the Application form duly signed Parts A and B, to the Embassy 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 address, should enclose the Residential proof (Wohnsitzbestätigung).
- e) In case of change of nationality, should enclose a copy of Naturalization certificate.
- f) Receipts of payment of Service Fee and Consular surcharge.
- g) One recent good quality photograph (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, the Embassy concerned shall inform the same to the applicant by Email / Phone for necessary action and the applicants would be required to fill up new application form rectifying the deficiency and submit the same. It may cause a delay in processing the applications.

**OCI card is issued normally in 5 to 6 weeks time.**

### **Fees Structure for Miscellaneous OCI Services:**

Applicants are requested to verify the OCI Miscellaneous 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. OCI Miscellaneous Services fee is non-refundable.**

- a) In respect of issuance of new passport, the OCI Misc. service, a fee of **CHF 24.-** is to 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**).

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.**

### 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 by post to Embassy of India, Kirchenfeldstrasse 28, 3000 Berne 6.

- 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.
  - c) OCI Card Booklet in original for cancellation.
  - d) A self-addressed & stamped registered envelope to return the documents.  
After submission, the Passports along with OCI cards will be delivered in the next day in normal course.
- 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.  
In respect of service mentioned above at **Sl. No. i**, a fee of **CHF 93.- & CHF 3.-** is to be paid.
- 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.

In respect of services mentioned above at **Sl. Nos. ii, iii & iv**, the applicant is required to pay a fee of **CHF 24.- & CHF 3.-**.

**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'.