

## General Instructions for New OCI Registration

**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 registration as OCI cardholder services:-**

**Applicants who are holding Voter ID and Ration Card must surrender and provide an undertaking along with the OCI application.**

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

1. After renunciation of Indian citizenship, the applicants may submit the application form online 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** as well as an indication of their consent to the minor's application, otherwise application will **not** be accepted.

- a) After verification of the documents with the supporting documents that application with all documents are in order, the application would be approved/acknowledged on the online system.
- b) If there is any deficiency in the application / uploaded documents / photograph, the Embassy concerned shall inform the same to the applicant by Email / Phone or returned the application 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.

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

- i) Swiss/Foreign Passport with signature page under **Current Passport**.
- ii) **Surrendered/Cancelled** Indian passport (front and back page details with cancelled endorsement page) under **Indian Origin Proof**.
- iii) Copy of Spouse passport and Marriage certificate.

**Note:** The above are the general mandatory requirements. The applicant may be advised to submit/upload some more documents, after scrutiny of the application, on case to case basis.

2. Please send all **self-attested** good quality copy of enclosures along with the application form duly signed Parts A and B, to the Embassy by post.
  - a) Copy of Swiss / Foreign Passport with signature page.
  - b) Copy of valid Swiss Residence Permit except Swiss nationals.
  - c) Copy of cancelled Indian passport (front and back page details with cancelled endorsement page)
  - d) Copy of Surrender Certificate of Indian passport and Certificate of Renunciation of Indian Citizenship.
  - e) Copy of Naturalization certificate (Einbürgerungsurkunde / Bürgerrechtsnachweis)
  - f) Copy of Spouse passport, Swiss resident permit and Marriage certificate.
  - g) **For Minors:** Please attach a copy of parent's passport, resident permit and Marriage Certificate.
  - i. Attach (Two) latest colour photo with neutral expression, showing current appearance photographs (51x51mm with 80% coverage of face without border and showing full frontal view of the person's head and shoulders having a white or light coloured background). <https://ociservices.gov.in> › *Photo-Spec-FINAL*
  - ii. 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).
  - iii. Receipts of payment of OCI Service Fee and Consular surcharge.
  - iv. Copy of Residential proof (Meldebestätigung) issued by the concerned Swiss authority.

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

**In case of urgent travel during this period, applicants may apply for an appropriate visa.**

### **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 in Berne” **with date**, please send the following documents by post to Embassy of India, Kirchenfeldstrasse 28, 3000 Berne 5.

- a) Print out of on-line status report.
- b) Swiss/Foreign Passport in original for verification.
- c) Self-addressed & stamped registered envelope to return the documents. After submission, the Passport along with OCI card will be delivered in the next day in normal course.

### **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. It is non-refundable.**

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.**

- i) 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 242.-
- ii) Consular surcharge of CHF 3.- is to be paid in UBS account number 235-939899.02K (IBAN: CH39 0023 5235 9398 9902 K).

**B. In case of children who have acquired the Swiss/Foreign citizenship by birth.** (Please do not deposit the fees in advance)

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1. The applicants may submit the application form online 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** 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 **Current Passport**.
  - b) All pages of Birth Certificate under **Relationship Certificate**. (Auszug aus dem Geburtsregister)
  - c) Copy of valid /cancelled Indian passport/OCI card of parent's under **Indian origin proof**.
  - d) Copy of marriage certificate of parents.
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) Copy of Swiss / Foreign Passport.
  - b) Copy of all pages of birth certificate (**Auszug aus dem Geburtsregister**)

- c) A copy of their full version birth certificate / **marriage certificate** along with the Indian origin proof of their parents/grandparents/spouse must be furnished by the applicants to prove their link with them.
- d) Copy of valid Swiss Residence Permit except Swiss nationals.
- e) Copy of Swiss address proof
- f) Copy of parents passport and resident permit.
- g) Copy of parents OCI card and the documents upon which the OCI card was issued.
- i. Attach (Two) recent colour photo with neutral expression, showing current appearance photographs (51x51mm with 80% coverage of face without border and showing full frontal view of the person's head and shoulders having a white or light coloured background). <https://ociservices.gov.in> › *Photo-Spec-FINAL*
- ii. **Joint Declaration** signed by both parents to be submitted at the time of application stating that:  
  
We, ..... (full name) holder of passport no. .... and .....  
(full name), holder of passport no. ...., hereby solemnly and sincerely declare 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.
- iii. 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**).

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 parent's name, **it is to be apostilled or attested/certified by the concerned Indian mission.** The Certificates have to be in English or Translated in English by the authorized translator.

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

(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**. **Such applications may take much longer compared to applications in normal cases, as they will require clearances.**

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1. The applicants may submit the application form online and upload **latest** photograph, signature and **self-attested** photocopies of all the relevant supporting documents along with the application. Photograph and signature must be in JPEG/JPG format.

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

- a) Swiss/Foreign Passport with signature page under **Current Passport**.
- b) All pages of Marriage Certificate with **Apostilled** page under **Marriage Certificate**.
- c) Joint Declaration of subsisting of marriage
- d) Copy of spouse passport
- e) Copy of spouse OCI card (front and backpage)

**Note :** The marriage certificate is to be **Apostilled** from the issuing country. The certificates have to be in English or Translated in English by the authorized translator.

**Proof of the Indian national/origin spouse for grant of OCI card. (ie; valid/cancelled Indian passport, residence permit, 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) Copy of Swiss / Foreign Passport with signature page.
- b) Copy of marriage certificate (Apostilled)
- c) Copy of valid Swiss Residence Permit except Swiss nationals.
- d) Copy of spouse Indian passport and resident permit. (or)
- e) Copy of spouse foreign passport, permit, OCI card and the documents upon which the OCI card was issued.
- f) Copy of Swiss address proof
- i) Attach (Two) recent colour photo with neutral expression, showing current appearance photographs (51x51mm with 80% coverage of face without border and showing full frontal view of the person's head and shoulders having a white or light coloured background). <https://ociservices.gov.in> > *Photo-Spec-FINAL*
- ii) **Original** of "No Criminal Record Certificate" issued by the Federal Office of Justice. (Auszug aus dem Schweizerischen Strafregister).
- iii) **Joint Declaration** is to be submitted at the time of application stating that:

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.

## **IMPORTANT POINTS TO REMEMBER**

- (a) PHOTO, SIGNATURE AND DOCUMENTS HAVE TO BE UPLOADED BY THE APPLICANT THEMSELVES WHEN FILLING IN THE ONLINE FORM. PHOTO SPECIFICATIONS CAN BE FOUND AT <https://ociservices.gov.in ›Photo-Spec-FINAL>
- (b) FOREIGN MILITARY PERSONNEL EITHER SERVING OR RETIRED AND PERSONS HOLDING DIPLOMATIC /SERVICE/OFFICIAL PASSPORTS ARE NOT ELIGIBLE FOR GRANT OF OCI.
- (c) CIVIL GOVT. SERVANTS WORKING IN MINISTRY OF DEFENCE AS I.T ENGINEERS / CIVIL CONTRACTORS ARE NOT ENTITLED FOR OCI.

### **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.