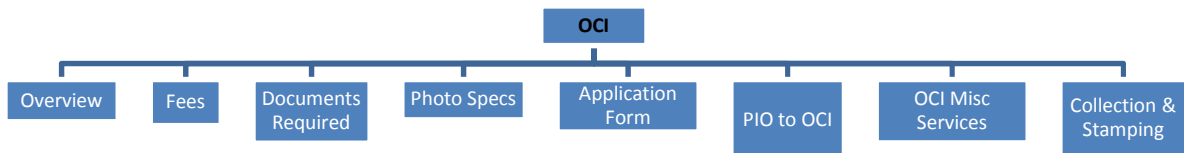


Step by step guide to apply for OCI

Applicants are advised to refer the [Documents Required](#) page under [OCI Section](#) on the website, in order to organise the documents before visiting the centre, to avoid any disappointment.

1. Identify the type of service you wish to apply for (New OCI/Miscellaneous Service i.e. Transfer of OCI or replacement of a lost/damaged OCI/transfer of PIO to OCI).
2. Check the Fees Required
3. Fill in Online Application, selecting the correct jurisdiction
4. Applicants are required to do the following before proceeding with the appointment creation.
 - Upload your photo, signature, passport copy and supporting documents on the OCI registration website. The process guidance for the same has been provided on the OCI website hosted by the Indian Government. Note: Photo & signature upload are required during the start of the application and documents are required to be upload after the filling the application form. Also, applicants may not be able to load all the supporting documents, as there are limited options asking for specific documents. Hence only load the documents that are mentioned on the drop down menu on the website.
 - Carry the documents in two separate bundles – 1. Originals 2. Photocopies of the originals.
 - For documents required please read & follow the requirements provided on the **documents required** page (additional information has been provided for minor applicants).



Advisory: please ensure to keep a note of the unique application reference number starting with GB...

5. Make an appointment for each application that you wish to submit, at the nearest VF Services UK centre as per the jurisdiction applicable in UK. (Applications need to be submitted in person, exceptions can be made for immediate family members (husband/wife/children) to submit applications for another family member carrying an authorization letter & a proof of relationship).
6. Postal applications not accepted for this service.
7. Once you have the appointment confirmation, please carry the print out of the same to the centre. Please reach the centre 10 minutes before your appointment time. (Our endeavour remains to ensure that the applicants are seen as per their scheduled appointment times; however the same is not always possible. Please do allow for extra time spent in the centre in your schedule).
8. On reaching the centre you will be issued a token number and will be guided towards the waiting area.
9. The number will be called on the monitor placed in the waiting area and applicant will be advised the counter he/she will be attended on.
10. Staff at the counter, will go through the documents to ensure all requirements are met under the instructions received from the High Commission of India & its respective Consulates in Birmingham & Edinburgh for the OCI process.
11. If the requirements are met and application is accepted, originals and photocopies will be submitted for the competent authorities to assess the same.
12. The counter staff will advise the applicants about the procedure that will be followed for:
 - Receiving original documents
 - Tracking of the OCI application
 - Receiving the processed & approved OCI & passport
 - Method of receiving the processed & approved OCI

*2 courier envelopes per application will be consumed in this process. Applicants can only carry royal mail next day, recorded, tracked & signed for delivery courier envelopes with adequate postage (Silver Plastic Tamperproof Envelopes) or courier envelopes can be arranged at the counter while submitting the application.