

Checklist: Must be completed, signed & attached with your application.

Effective: 15/07/2014

OCI Miscellaneous Checklist

Place a tick in the checkbox as applicable.

Section A: About the OCI Miscellaneous

This service can be availed for re-issuance OCI documents in the following categories:

- In case of issuance of new passport
- In case of change of personal particulars viz. nationality etc.,
- In case of loss/damage of OCI registration certificate/visa.
- In case of filling of wrong personal particulars while submitting online application viz. name, father's name, date of birth etc.,
- In case of mistakes committed by the India Passport and Visa Services Centre while entering the personal particulars.

Important Notice:

OCI Card holders travelling to India are required to carry their Passport containing the U Visa sticker as well as the OCI Card while travelling to India, in order to avoid problems at Immigration check points in India.

- Endorsements are not admissible in OCI Card

Section B: Procedure

- Access the website by using the following link – <https://passport.gov.in/oci/welcome>
- Answer the security question on the security window.
- You will be led to Miscellaneous Application. Enter the following
 - Passport Number (One that has the OCI U-Visa on it)
 - U-Visa Number OR OCI Registration OR File Acknowledgement Number
 - Date of Birth
 - Mother's Name (as it appears on the last page of OCI Card)

Note: The applicant would be able to proceed ahead and seek the particular service(s) only if, the above data matches with the OCI database. This feature has been incorporated as a security measure so that the scheme is not misused.

- You will then be led to the next page wherein you pick one or more options as applicable.
- The following window allows you to provide the information that needs to be changed on the new OCI. Fill all the details, as asked in each individual column.
- Once the online form is completed, the file is to be saved and a print-out will be generated which needs to be used for the application.
- The photo to be affixed needs to be 2 inches x 2 inches. Signature to be appended underneath photo and at the bottom right corner where the space is provided.

Section C: Collective Documents (In case of issuance of New Passport)

You

Staff

- Application form.
- One Photograph meeting specifications at www.vfsglobal.com/india/australia
- Copy of U-visa pasted on old passport
- Copy of Old passport
 - If the old passport is not returned by the concerned authorities while issuing new passport and copy of U-visa had not been taken prior to the surrender of old passport, a certificate from the concerned authorities stating this fact needs to be submitted.
- Copy of new passport
- Copy of OCI Registration Card (First and last page)
- Additional documents may be required on case to case basis

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Section D: Additional Documents (As per requirement)	You	Staff
<p>In case of loss of OCI Registration Card (certificate) and/or Visa:</p> <ul style="list-style-type: none">• Copy of Police report.• The application may be submitted only after personal interview with the competent authority. <p>In case of change of personal particulars:</p> <ul style="list-style-type: none">• Documentary evidence is required in case of change in personal particulars<ul style="list-style-type: none">○ JP attested copy of Citizenship certificate in case of change in nationality○ JP attested copy of Marriage certificate in case of change of name after marriage.○ JP attested copy of Name change certificate is required in case of name change.○ JP attested copies of utility bill/s required in case of change of address etc. to be enclosed. <p>In case of filling of wrong personal particulars while submitting online application:</p> <ul style="list-style-type: none">• Documentary evidence for effecting the requisite changes. <p>In case of foreign national (other than Australian)</p> <ul style="list-style-type: none">• Copy of current Visa status / Medicare card• In case of minor children, an affidavit in the prescribed proforma signed by the both parents duly attested by JP is required.		

Resubmission for issuance of OCI document

(When the printed OCI document have been received from India by the CGI and HCI)

TRACK your OCI Applications: <https://passport.gov.in/oci/statusEnquiry>

After submitting your OCI application, track your application here using your File No that has been generated and sent to you on your specified email address automatically.

Submit your old and new Australian/ Foreign passport for OCI sticker and OCI booklet in person or by post to the India passport and Visa Services Centre where your application was lodged attaching the following here below.

- Printed Copy of Online OCI status.
- Old passport needs to be submitted for cancellation of old 'U' visa sticker
- OCI Card needs to be submitted for cancellation
- New Passport

ANY ERRORS ON THE PRINTED FORM CANNOT BE MODIFIED BY PEN/PENCIL AT THE TIME OF SUBMISSION. APPLICANTS ARE ADVISED TO ENSURE ACCURACY OF DETAILS ENTERED IN THE ONLINE FORM.

The applicant hereby confirms that he/she has read the above, ticked the boxes against documents submitted & ensures that all the necessary documentation has been submitted.

VFS Officer (Name & Sign)

Applicant (Name & Sign)

Note: Please print out a copy of this checklist, Sign and submit the same along with your application.

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Credit Card Authorization (to be completed for applications sent by post)

I authorize VFS Services Australia Pty Ltd to debit my credit card for application charges as applicable on

[https://www.vfsglobalonline.com/ihcausonline/\(S\(x0dgry452b3q2445i1js2w55\)\)/FeeCalculator.aspx](https://www.vfsglobalonline.com/ihcausonline/(S(x0dgry452b3q2445i1js2w55))/FeeCalculator.aspx).

Please note Debit cards are not accepted for postal applications.

Card Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Credit Card Expiry Date	<input type="text"/> <input type="text"/> M M <input type="text"/> <input type="text"/> Y Y
Card Type (Tick appropriate box)	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> Visa card or Master card issued in Australia only. 1.95% surcharge including GST applicable on total payable.
Cardholder's name (As printed on Card)	<input type="text"/>
Cardholder's Signature	<input type="text"/>
Applicant/s Passport Number (All passport numbers if lodging family application)	1. _____ 2. _____ 3. _____ 4. _____