

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

## OCI Miscellaneous Checklist

Place a tick in the box for documents you are submitting or if the statement is applicable to your case.

**Note: OCI applications will NOT be accepted via Post or Courier effective 1 April 2026.**

**All OCI applicants must bring their original documents for verification in person at the counter on the day of their appointment.**

### Section A: About OCI Miscellaneous

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

- (i) In case of issuance of new passport after completing 20 years of age.
- (ii) In case of change of personal particulars viz. name, father's name, nationality etc.
- (iii) In case of loss/damage of OCI registration certificate.

### Section B: Procedure

- Access the website by using the following link – <https://ociservices.gov.in>
- 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.

While completing online application for OCI Miscellaneous, you are required to upload the following details, **which is mandatory:**

- Current passport
- Photograph 2 inch X 2 inch size
- Signature (In case of Minor - If Minor's current passport has No Signature, write **No Signature** on paper and upload.

**Note:** - Photograph & Signatures should be uploaded strictly as per the requirements, Check **Prerequisites** while completing application form online.

Noncompliance could lead to extension of timelines in obtaining an OCI card.

### Section C: Standard Documents

	You	Staff
• <b>Online Application form</b> duly filled <a href="https://ociservices.gov.in">https://ociservices.gov.in</a>	<input type="checkbox"/>	<input type="checkbox"/>
• Copy of U-visa pasted on old passport	<input type="checkbox"/>	<input type="checkbox"/>

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<ul style="list-style-type: none"> <li>● Copy of Old passport               <ul style="list-style-type: none"> <li>○ 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.</li> </ul> </li> </ul>		
● Copy of new passport (with a minimum validity of six months from the date of Application)		
● Copy of OCI Registration Card (First and last page)		
● Original OCI Registration Card		
● High Commission <b>or</b> Consulate General of India may seek more information or documents if necessary to process the application.		
<ul style="list-style-type: none"> <li>● <b>ONE</b> recent <b>photograph</b> (2 inch x 2 inch), meeting strict specifications. see <a href="https://services.vfsglobal.com/aus/en/ind/">https://services.vfsglobal.com/aus/en/ind/</a> for more details. IPVSC Centres in Australia provide photography services as per the guidelines of International Civil Aviation Organisation (ICAO). This service is chargeable and available for standard photographs of Adult and children. (Assistance may not be available for Infant and applicants' with Special Needs).</li> </ul>		
<ul style="list-style-type: none"> <li>● <b>Appointment Letter:-</b> <ul style="list-style-type: none"> <li>○ All Applicants visiting the application centre for submitting their applications in person are required to schedule an appointment. (Applications sent by Post/Courier do not require scheduling an appointment)</li> <li>○ Visit <a href="https://services.vfsglobal.com/aus/en/ind/">https://services.vfsglobal.com/aus/en/ind/</a> to schedule appointment.</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>● <b>Mode of payment:</b> <ul style="list-style-type: none"> <li>○ Eftpos / Credit card - MasterCard or Visa Card issued in Australia (at VFS counters)</li> <li>○ Cash (at VFS Counters only)</li> <li>○ Money / Postal Order payable to "VFS Services Australia Pty Ltd" only</li> </ul> <p><b>Note:</b> - Personal Cheque and company Cheque are not acceptable.</p> </li> </ul>		
<b>Section D: Additional Documents based on specific conditions</b>		
In case of loss of OCI Registration Card (certificate) and/or Visa:		
<ul style="list-style-type: none"> <li>○ Copy of Police report.</li> <li>○ The application may be submitted only after personal interview with the competent authority.</li> </ul>		
In case of change of personal particulars:		
<ul style="list-style-type: none"> <li>● Documentary evidence is required in case of change in personal particulars               <ul style="list-style-type: none"> <li>○ JP attested copy of Citizenship certificate in case of change in nationality</li> <li>○ JP attested copy of Marriage certificate in case of change of name after marriage.</li> <li>○ JP attested copy of Name change certificate is required in case of name change. (NSW residents kindly submit above relevant documents attested by a Notary Public only, list of NSW notaries available at: <a href="https://notarynsw.org.au/find-a-notary">https://notarynsw.org.au/find-a-notary</a>)</li> </ul> </li> </ul>		
In case of filling of wrong personal particulars while submitting online application:		
<ul style="list-style-type: none"> <li>● Documentary evidence for effecting the requisite changes.</li> </ul>		
In case of foreign national (other than Australian)		
<ul style="list-style-type: none"> <li>● Copy of current Visa status / Medicare card</li> </ul>		
In case of Minor Applicant		
<ul style="list-style-type: none"> <li>● An affidavit in the prescribed format signed by the both parents duly attested by JP or Notary is required. (NSW residents kindly submit documents attested by a Notary Public only, list of NSW notaries available at: <a href="https://notarynsw.org.au/find-a-notary">https://notarynsw.org.au/find-a-notary</a>)</li> </ul>		

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**Important Note: For OCI applications lodged from 1st September 2015 onwards, applicants will be receiving only OCI cards and NO U-visa stickers. Therefore, they are not required to submit their foreign passports for stamping. OCI cards in respect of such applicants will be sent to their postal address.**

FOR OFFICIAL PURPOSES ONLY

Submission Officer Comments -

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)

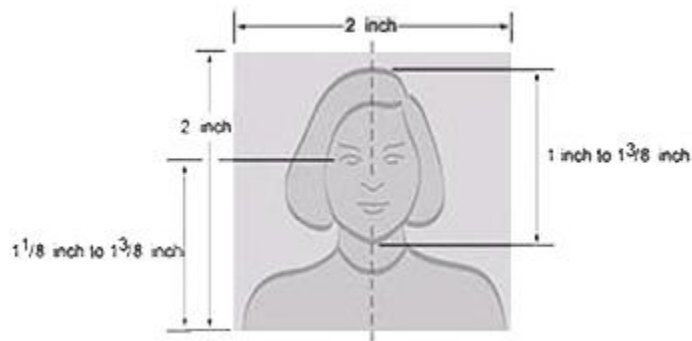
\_\_\_\_\_

Applicant (Name & Sign)

\_\_\_\_\_

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## Photo Specifications



Photographs should be in colour and strictly as per the specifications below.

- Un-mounted - 2 inch x 2 inch in size.
- Face should cover about 70 to 80% of the photo area.
- Frame Subject with Full Face, Front view, Eyes open
- Taken within the last 6 months to reflect your current appearance.
- The photographs must be clear, well defined and taken against a plain white or light-coloured background.
- Appropriate brightness and contrast showing your skin tones naturally
- Even lighting (no shadows across or behind the face)
- Face must be square to the camera with a neutral expression, neither frowning nor smiling and with your mouth closed.
- If you must wear a head covering for religious reasons, make sure your full facial features are not obscured.
- Non-tinted prescription glasses may be allowed as long as your eyes are clearly visible. Make sure that the frame does not cover any part of your eyes. Sunglasses are not acceptable.
- Headphones, wireless hands-free devices, or similar items are not acceptable in your photo.
- Photograph for Child/babies - The photograph should show the baby or child awake, looking straight at the camera with mouth closed and nothing covering the mouth. It should also show both edges of the face clearly (no toys, blankets, chair backs or other people visible) and no hair across the eyes.