

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.

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.

Section C: Standard Documents

	You	Staff
• Online Application form duly filled https://ociservices.gov.in		
• Copy of U-visa pasted on old passport		
• Copy of Old passport <ul style="list-style-type: none"> ○ 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 (with a minimum validity of six months from the date of Application)		
• Copy of OCI Registration Card (First and last page)		
• High Commission or Consulate General of India may seek more information or documents if necessary to process the application.		
• ONE recent photograph (2 inch x 2 inch), meeting strict specifications. see www.vfsglobal.com/india/australia 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).		

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<ul style="list-style-type: none"> ● Appointment Letter:- <ul style="list-style-type: none"> ○ 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) ○ Visit www.vfsglobal.com/india/australia to schedule appointment. 		
<ul style="list-style-type: none"> ● Mode of payment: <ul style="list-style-type: none"> ○ Eftpos / Credit card - MasterCard or Visa Card issued in Australia (at VFS counters) ○ Cash (at VFS Counters only) ○ Money / Postal Order payable to "VFS Services Australia Pty Ltd" only ○ Post Applications- Complete Credit Card Authorization form <p>Note: - Personal Cheque and company Cheque are not acceptable. - Courier Fee is mandatory (Applications received by post will be returned by post)</p>		
Section D: Additional Documents based on specific conditions		
In case of loss of OCI Registration Card (certificate) and/or Visa:		
<ul style="list-style-type: none"> ○ Copy of Police report. ○ The application may be submitted only after personal interview with the competent authority. 		
In case of change of personal particulars:		
<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. (NSW residents kindly submit above relevant documents attested by a Notary Public only, list of NSW notaries available at: https://notarynsw.org.au/find-a-notary) 		
In case of filling of wrong personal particulars while submitting online application:		
<ul style="list-style-type: none"> ● Documentary evidence for effecting the requisite changes. 		
In case of foreign national (other than Australian)		
<ul style="list-style-type: none"> ● Copy of current Visa status / Medicare card 		
In case of Minor Applicant		
<ul style="list-style-type: none"> ● 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: https://notarynsw.org.au/find-a-notary) 		

Stage: 2 – Resubmission for issuance of OCI document		
(When the printed OCI document have been received from India by the CGI and HCI)		
<ul style="list-style-type: none"> ● Track your OCI Applications: https://ociservices.gov.in/statusEnquiry After submitting your OCI Miscellaneous services application, track your application using your File No and Passport number. Once status shows that OCI has arrived, kindly submit below documents: - <ul style="list-style-type: none"> ○ Printed Copy of Online OCI status. ○ OCI Card needs to be submitted for cancellation ○ Old passport needs to be submitted for cancellation of old 'U' visa sticker ○ New Passport (for new U-visa sticker) – Applicant will only submit new passport if OCI Miscellaneous service applied before 1st September 2015. Applications lodged from 1st September 2015 onwards, applicants will be receiving only OCI cards and NO U-visa stickers. 		

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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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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.vfsvisaservice.com/IHCAUSOnline/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. 1.20% 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	<input type="text"/>