

OCI MISCELLANEOUS REGISTRATION

Overseas Citizenship of India

Version: 24/01/2024

The re-issuance of new OCI card will be applicable for following categories:

1. In case of issuance of new passport (once a new passport is issued after completing 20 years of age.)
2. In case of change of personal particulars viz. name, father's name, nationality etc.
3. In case of loss/damage of OCI registration certificate.

Applications to send via post:

- △ Please do not send any original supporting document eg: Birth/Marriage/Educational certificates/Residence card etc.
- △ Please do not forget to add [Contact Form](#)
- △ Please do not forget to add **Payment Proof**
- △ [Declaration of Intent for Biometrics registration](#)

Applicants intending to submit with walk-in appointment:

- If you have multiple applications to submit, kindly book separate appointments for each application.
 - Kindly **carry originals** of all relevant documents that are applicable for reissue of your passport for verification purposes.
 - If your situation is not indicated below, kindly clarify with our [helpline](#) prior booking appointment.
 - Each appointment is slotted for a maximum of 15 minutes.
- It is important that you are ready with your supporting documents arranged in order as indicated in Checklist to ensure that we can serve you and everyone within an expected waiting time limit.
- We will be unable to accept incomplete/incorrect applications.

LIST OF DOCUMENTS REQUIRED FOR OCI MISCELLANEOUS REGISTRATION (RE-ISSUE OF OCI CARD)

- 1 [Online OCI Miscellaneous Application form](#) fully filled and printed in colour, Part B completed, photo, signature and **all supporting documents uploaded online:** <https://ociservices.gov.in/>
- 2 **Four photographs conforming to Indian Government norms as per specifications mentioned on our website (5 cm * 5 cm)**
 - A Photo service complying with the Indian norms are available in our offices. (It is advised to take photos of newborn /minor applicant from a professional photo service. Please carry enough COINS for photo/photocopy services. Details of charges: <https://services.vfsglobal.com/nld/en/ind/additional-services>).
- 3 **Original and copy of the old and new foreign passport**
 - Note that your passport must be valid for a minimum of 180 days in order to submit your application
 - If customer applied for his/her first OCI card before 1st September 2015, original foreign passport, with U Visa sticker needs to be submitted for cancellation.
- 4 **Your current OCI card and a self-attested copy(first and last page)**
- 5 **[Declaration form](#) : to be filled by all applicants when submitting any application (see Download Forms section on our website)**
- 6 **Additional documents as per your case below**

ADDITIONAL DOCUMENTS

If the applicant has changed their address

- Original extract (uittreksel) issued by respective municipality in Netherlands for residence proof with address. It should be less than 6 months old, with Apostille stamp

If the applicant has changed their name

- Document justifying the change of name e.g. in case of marriage a copy of the marriage certificate can be provided.

If the applicant has lost their current OCI card

- The original police report and a copy

If the applicant is minor

- No objection letter signed by both parents
- Passport copy of parents
- Residence card copy of parents (if applicable)
- OCI card copy of parents (if applicable)

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.

I hereby certify that I have submitted a complete application and that I know and accept the minimum processing times required for my application. I also understand that during the process of my application I may be asked to submit some more documents.

Date: _____

Signature: _____