

OCI MISCELLANEOUS (TRANSFER & RE-ISSUE)

Applicants aged **12 to 70 years** are required to submit **biometrics in person at the VFS counters**. **Postal applications are not accepted.**

Please upload all the requested documents to the OCI portal. Before uploading, self-attest each document in bold letters and include the following statement:

“This is a true copy of the original.”

Also mention your full name, place, and date on each document.

Required Documents

- OCI Online Application (Parts A & B)** – <https://ociservices.gov.in/onlineOCI/> Printed and duly **signed**
- Swiss / Foreign Passport** – Copy of signature page
- OCI Card** – Copy of front and back pages
- Marriage Certificate Apostille (Auszug aus dem Eheregister)** – *All pages, if surname changed after marriage*
- Swiss Residence Permit** – Copy (except Swiss nationals)
- Spouse’s Passport / Swiss Residence Permit / OCI Card** – Copy (if applicable)
- Naturalization Certificate** – Copy (if there is a change of nationality)
- Two recent colour photographs**
 - Size: 50 × 50 mm
 - 80% face coverage
 - Neutral background
- Proof of Residence** – Meldebestätigung issued by Swiss authorities
- Notarized Affidavit** – If there is a change of name / surname in the foreign passport

Payment Details

Pay to **“VF SERVICES (UK) Limited”**, Weststrasse 2, 3005 Bern via E-Banking IBAN: CH31 0023 0230 5583 7301 X.
Optional QR payment: <https://qrbill.ubs.com/app/CAL/>

- Application Centre Submission: Pay at submission via
 - Credit/Debit card (Postcard & American Express not accepted)
 - Cash

Note-

All documents must be **properly uploaded on the OCI Portal, clear, and self-attested** with the statement:

“This is a true copy of the original.”

Ensure that **all information in the application form matches the supporting documents exactly**. Any discrepancy may lead to the **application not being submitted**.

Applicants aged **12 to 70 years** must submit **biometrics in person at the VFS counters**. Postal applications are **not accepted**.

Signed covering letter stating the reason for re-issue of the OCI card.

Bring all uploaded documents with you when visiting the VFS center.

This list is not exhaustive and does not guarantee approval. The High Commission of India or its Consulates reserve the right to request additional documents if required.