

General Instructions for re-issue of OCI card

Please read the instruction carefully before filling up the form. All applicants are requested to strictly follow the procedure mentioned below for processing of applications for OCI Miscellaneous services: -

Applicants who are holding Voter ID and Ration Card must surrender and provide an undertaking along with the OCI application.

The application form for re-issue of OCI card needs to be filled online on website <https://ociservices.gov.in/welcome> - (OCI Miscellaneous Services)

1. The applicants may submit the OCI Miscellaneous services application form online with new passport details and upload the latest photograph, signature and self-attested photocopies of all the relevant supporting documents, (in case of minors who cannot sign, left hand thumb impression) along with the application. For minors, application and all supporting documents have to be signed by both parents, otherwise application will not be accepted. Applicant should fill all fields in the application form including Mobile number.

Applicants must select any one of the following services: -

- (a) Change of personal particulars (b) Loss / Damage of OCI card
- (c) Surrender / Renunciation of OCI card

Please upload good quality copy of the following documents (self-attested)

- a) Swiss/Foreign Passport with signature page under Current Passport.
- b) OCI Card (front- and back-page details) under OCI card.
- c) In case of change of Surname after marriage, please upload all pages of Marriage certificate.
- d) Copy of Spouse passport / OCI card.

If there is a change in name/Surname in the foreign passport, you are requested to provide notarized affidavit as well as reasons for change in name to process the application.

Biometric Submission Requirement

Starting from 01.07.2025, applicants between the ages of 12 and 70 are required to visit the Indian Consular Application Centre in person for biometric enrollment, as part of the application process.

Please ensure the following documents are provided during the Visit:

- a) Copy of Swiss / Foreign Passport.
- b) Copy of OCI card (front and back page details)
- c) Copy of Swiss Residence Permit except Swiss nationals.
- d) In case of change of address, should enclose a copy of Residential proof (Wohnsitzbestätigung).
- e) In case of change of nationality, should enclose a copy of Naturalization certificate.
- f) In case of change of Surname after marriage, should enclose a copy of marriage certificate, Spouse passport, residence permit and OCI card.
- g) Receipts of payment of Service Fee and Consular surcharge.
- h) One recent good quality color photograph with neutral expression (50x50mm with 80% coverage of face, front view). <https://ociservices.gov.in>) Photo-Spec-FINAL

If there is any deficiency in the application/uploaded documents/photograph, the Embassy concerned shall inform the same to the applicant by Email / Phone for necessary action and the applicants would be required to fill up new application form rectifying the deficiency and submit the same. It may cause a delay in processing the applications.

OCI card is issued normally in 5 to 6 weeks' time.

OCI card collection

3. Applicants are advised to check the status of their applications online by quoting his/her foreign passport number along with online Registration Number after 6 weeks from the date of acknowledgment of the application on the system. NO separate intimation will be sent to the applicant about the status of their application. <https://ociservices.gov.in/statusEnquiry>

When status shows "Documents received at Berne" with date, please provide the following documents to Indian Consular Application Centre, Bern.

- a) Print out of on-line status report.
 - b) New Swiss/Foreign Passport in original for verification.
 - c) Old Swiss/Foreign Passport in original mentioned in the OCI card.
 - d) OCI Card Booklet in original for cancellation.
- i) In case of loss / damage of OCI registration certificate / visa.
In case of loss of OCI documents, a copy of the complaint filed with the Police authorities shall be enclosed. Personal interview of the applicant shall be taken by the Competent Authority before the grant of the service.
- ii) In case of change of personal particulars, viz. name, nationality, etc. / filling of wrong personal particulars while submitting online application.
In this case OCI holders may seek re-issuance of OCI documents by availing the services. Documentary evidence for the change of personal particulars is to be enclosed.
- iii) In case of change of photograph without the change of the passport, personal interview shall be taken by the Competent Authority before the grant of the service.
- iv) In case of filling of wrong personal particulars while submitting online application viz. name, father's name, date of birth, etc.
In case of above OCI holders may seek re-issuance of OCI documents. Documentary evidence for the correct personal particulars should be enclosed.

Note:

Vide Circular No.26011/06/2015-OCI dated 29th January, 2015 of Ministry of Home Affairs, all immigration authorities in India will not insist on production of the foreign passport containing the 'U' Visa sticker in the case of OCI cardholders while they enter/exit India and the immigration clearance will be granted based on production of the 'OCI Card ONLY'.