

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

Overseas Citizenship of India (OCI) Checklist

Stage: 1 Applying for OCI

Documents you need for a complete application	
OCI Application stage1: Please do not submit any original documents/passports at this stage. All the documents, including the application form, must be submitted in two sets.	
<ul style="list-style-type: none"> ✓ Online Application form fully filled, printed and Part B completed (typed or written in block letters). http://ociindia.nic.in/ociindia/OnlineOCIRegistrationG.jsp and FORM U www.vfs-in-au.net 	
<ul style="list-style-type: none"> ✓ Provide accurate contact details (telephone/mobile number/e-mail) to reach you for any additional information. Land: _____ Mobile: _____ 	
<ul style="list-style-type: none"> ✓ Signature must be within the box. (For infants, no thumb impression or signature on the form is required). 	
<ul style="list-style-type: none"> ✓ TWO recent photographs, one for each form meeting strict specifications. See http://www.vfs-in-au.net/oci.aspx for details. Photo Booth services are available for this photo specification at India Passport & Visa Application Centres in Canberra, Sydney, Brisbane, Perth & Melbourne. 	
<ul style="list-style-type: none"> ✓ I have submitted the correct OCI fee. Review fees at www.vfs-in-au.net 	
<ul style="list-style-type: none"> ✓ I have selected the following mode of payment. <ul style="list-style-type: none"> ○ Eftpos / Credit card – Mastercard or Visa Card issued in Australia (at VFS counters or by Post Applications- Complete Credit Card Authorization form for application sent by post) ○ Cash (at VFS Counters only) ○ Money / Postal Order payable to “VFS Services Australia Pty Ltd” only. ○ Note: Personal cheques and company cheques are not acceptable. 	
<ul style="list-style-type: none"> ✓ I have attached the mandatory Postal Processing Fee of \$8 (incl GST). I understand I do not have to send a return envelope. (The postal processing fee includes the return envelope). The above fee is mandatory irrespective of the mode of submission and OCI applications are returned by Registered POST. 	
<ul style="list-style-type: none"> ✓ I would like my documents to be returned by VFS courier. I have attached the Courier Surcharge? See under Fees at www.vfs-in-au.net 	
Documents to attach	
<p>Proof of Indian origin:</p> <ul style="list-style-type: none"> ✓ Old Indian passport photocopy of self (first page, photo page, any other observation page and last page) <p>OR</p> <ul style="list-style-type: none"> ✓ Any other Proof of Indian Origin: - If copy of old Indian passport is not available, please provide photocopy of as many documents as possible, attested by Justice of Peace (JP) to prove your Indian origin/descent. (minimum at least 3 documents) 	

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<ul style="list-style-type: none"> ✓ Domicile certificate from competent authorities (District Magistrate, Sub Divisional Magistrate, Executive Magistrate, etc). ✓ Indian passport or OCI of parents/grand parents and evidence of relationship as parent/grandparent, if their Indian origin is claimed as basis for grant of OCI. ✓ Birth certificate, Educational certificates, Marriage certificate, any other relevant document. 	
<p>Proof of present citizenship (photocopy of the documents only not originals):</p> <p>Australian national:</p> <ul style="list-style-type: none"> ✓ Australian passport (2 set self attested photocopy of Bio page{page having your photo and personal details}) ✓ Foreign national: ✓ Foreign Passport 2 set self attested photocopy of Bio page{page having your photo and personal details}) ✓ Proof of residency in Australia; photocopy of Visa status or Medicare card (attested by JP) 	
<p>For Minor Applicants</p> <ul style="list-style-type: none"> ✓ Photocopy of Birth certificate of minor applicants (attested by JP) 	
<ul style="list-style-type: none"> ✓ At least one Parent is required to Provide Proof of Indian Origin (see list above) and Proof of present citizenship (see list above) 	
<ul style="list-style-type: none"> ✓ Copies of Current Passport Bio Page {page of your passport having your photo and personal details} of both parents (attested by JP) 	
<ul style="list-style-type: none"> ✓ Custody papers from court in case of single separated parent (attested by JP) 	
<ul style="list-style-type: none"> ✓ If the minor applicant is able to sign, then a “No Objection Letter” from both parents is required. ✓ If minor applicant is unable to sign the application, the parents can sign on the minors behalf and there is no requirement of a, “No Objection Letter” from the parents. ✓ In case only one parent signs the application form, then a, “No objection letter” is required from the other parent. 	
<p>For PIO card holder:</p> <ul style="list-style-type: none"> ✓ A photocopy of PIO card (first and last page) attested by JP ✓ Proof of Indian origin as specified in “Documents to Attach” 	

Other requirements	
<ul style="list-style-type: none"> ✓ Form “N” must be filled if the applicant has not officially cancelled his/ her old Indian passport. Download forms at www.vfs-in-au.net 	
<ul style="list-style-type: none"> ✓ If applicant’s name is different in Australian/ Foreign passport from that of the Indian passport, ‘Name Change Certificate’ from competent authorities; 	
<ul style="list-style-type: none"> ✓ If applicant’s appearance is different from that of Indian passport – Statutory Declaration for change of appearance to be attested by JP 	
<ul style="list-style-type: none"> ✓ I understand that during the process of my application I may be asked to submit some more documents 	

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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 <http://www.vfs-in-au.net/oci.aspx> . Please note Debit cards are not accepted for postal applications.

Card no.	<input type="text"/>
Card Type	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> Visa Card or Mastercard issued in Australia only. 1.5% surcharge + GST applicable on total payable.
Cardholder's name	<input type="text"/>
Cardholder's signature	<input type="text"/>
Applicants passport No/s	<input type="text"/>
Expiry date	<input type="text"/>

Stage: 2 Resubmission for issuance of OCI document

(When the printed OCI document has been received from India by the CGI and HCI)

- ✓ **TRACK your OCI Applications:** <http://ociindia.nic.in/ociindia/OnlineOClenquiry.jsp>
After submitting your OCI application, track your application here using your File No that has been generated and sent to you on your specified email address.
- ✓ Submit your Australian/ Foreign passport for OCI sticker and OCI booklet in person or by post to the India passport and Visa Services Centre where your application was lodged attaching the following here below.
 - Printed Copy of Online OCI status (Granted)/OCI File no.
 - Submit your old latest Indian passport for cancellation. **(If not available, attach signed letter explaining status of old Passport)**
 - Surrender PIO card in order to receive an OCI card, if you possess one.

How do I collect my passport/OCI card once processed?

- ✓ Your documents will be **posted / couriered** to you the day we receive your passport to the address previously specified by you.

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)
