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

Overseas Citizenship of India (OCI) Checklist

Place a tick in the box for documents you are submitting or if the statement is applicable to your case.		
Stage: 1 – Applying for OCI		
Basic Details:	**You**	**Staff**

• **Online Application form** fully filled. (Part A and Part B using your Australian/foreign passport details and Parents name as per Indian Passport) https://ociservices.gov.in
  o All the documents should be printed single sided on A4 sheet vertically.
  o Applicants are advised to ensure accuracy of the details entered in the online Form.
  o Any Errors on the printed form cannot be modified by Pen/Pencil at the time of Submission.
  o Applicant must sign the declaration page of the application form as per current passport.
  o **Applicants who are married, must exercise due care while filing online application for the following:**
  - Are you applying OCI on the basis of Indian spouse/spouse's OCI card?
  - Select 'Yes', if you have foreign origin and applying on basis of spouse's Indian Origin.
  - In case, foreign spouse application is filled by the Indian origin applicant, application would be rejected and the applicant has to fill a new application form.		

• While completing online application for OCI, you are required to upload the following details, **which is mandatory**:
  o Current passport
  o Proof of Indian Origin
  o Photograph
  o Signature (In case of Minor - If Minor's current passport has No Signature, write **No Signature** on paper and upload.
  o **Note: -** Photograph & Signatures should be uploaded strictly as per the requirements, Check **Prerequisites** while completing application form online.
  - Noncompliance could lead to extension of timelines in obtaining an OCI card.		

• If you are applying OCI on the basis Indian spouse then kindly **upload the following JP/Notary attested documents which is mandatory:**
  o Current passport
  o Marriage certificate
  o OCI card of spouse **or** Indian passport copy **or** Indian Origin Proof		

• Provide accurate contact details (telephone/mobile number) to reach you for any additional information. Land: _____ Mobile: _____		
• **ONE** recent **photograph** (2 inch x 2 inch) and, meeting strict specifications. see https://services.vfsglobal.com/aus/en/ind/ 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).		

• **Appointment Letter:-**
  o 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)
  o Visit https://services.vfsglobal.com/aus/en/ind/ to schedule appointment.		

• **Mode of payment:-**
  o Eftpos / Credit card –MasterCard or Visa Card issued in Australia (at VFS counters)
  o Cash (at VFS Counters only)
  o Money / Postal Order payable to "VFS Services Australia Pty Ltd" only
  o Post Applications- Complete Credit Card Authorization form
  Note: - Personal Cheque and company Cheque are not acceptable.
  - Courier Fee is mandatory (Applications received by post will be returned by post)		

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

Proof of Indian Origin:		
• **Old Indian Passport** copy of self (First page, Photo page, Last page and any other observation page) *In case applicant has ever held Indian passport, submission of Surrender Certificate of Indian Passport is mandatory along with copy of Indian passport.* OR		
• If copy of old Indian passport is not available, please provide photocopy of as many documents as possible, attested by Justice of Peace (JP) or Notary to prove your Indian origin/descent. (NSW residents kindly submit documents attested by a Notary Public only, list of NSW notaries available at: https://notarynsw.org.au/find-a-notary) (**Minimum at least 3 documents from the list below** or any other relevant document)		
1 International movement record (If travelled on Indian passport to Australia) from Department of Immigration & Citizenship in Australia.		
2 Indian Domicile certificate from competent authorities (District Magistrate, Sub Divisional Magistrate, Executive Magistrate, etc.).		
3 Indian passport or OCI of Spouse/parents/grandparents and evidence of relationship as spouse/parent/grandparent, if their Indian origin is claimed as basis for grant of OCI.		
4 Indian Birth certificate / Birth Certificate		
5 Indian Educational certificate (Submission of more than one educational certificates will be considered as one proof only)		
6 Indian Marriage certificate		
7 Indian Ration Card		
8 Indian Government Employment records		
9 Indian Voters Identity card		
10 Agricultural land Documents		
Documents required for applicant applying OCI basis spouse of an Indian national/ spouse of a person of Indian origin:		
• Certificate of registration of marriage, Apostilled by DFAT if Marriage certificate issued from Australia. (If the marriage has been registered in a foreign country (other than India & Australia), the marriage certificate has to be attested by the Embassy/ Consulate of the country where marriage has been registered.)		
• Copy of Spouse's OCI booklet or Indian passport Bio page or Indian Origin proof should be submitted (Attested by JP or Notary) (NSW residents kindly submit documents attested by a Notary Public only, list of NSW notaries available at: https://notarynsw.org.au/find-a-notary)		
• Form S (Duly signed) available at www.vfsglobal.com/india/australia		
• Statutory Declaration (Attested by JP or Notary) of subsistence of the marriage for a continuous period of not less than two years immediately preceding the presentation of the application. (NSW residents kindly submit documents attested by a Notary Public only, list of NSW notaries available at: https://notarynsw.org.au/find-a-notary)		
Proof of present citizenship: **(photocopy of the documents only as originals are not acceptable)**		
Australian national:		
• Australian passport with minimum of 6 months validity (1 set self-attested photocopy of Bio page {page having your photo and personal details})		
• Australian Citizenship certificate copy (Self Attested)		
Foreign national:		
• Foreign Passport 1 set self-attested photocopy of Bio page {page having your photo and personal details}		
• Foreign Passport Citizenship certificate copy (Self Attested)		
• Proof of residency in Australia; photocopy of current valid Visa status.		

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In case of New Zealand residents, Medicare card copy (Attested by JP or Notary) will be accepted as an alternate to Visa Status requirement. • (NSW residents kindly submit documents attested by a Notary Public only, list of NSW notaries available at: https://notarynsw.org.au/find-a-notary)		
Additional Documents for Minor Applicants (Below 18 years of age):		
• **Photocopy of Birth certificate** of minor applicants (Attested by JP or Notary) (NSW residents kindly submit documents attested by a Notary Public only, list of NSW notaries available at: https://notarynsw.org.au/find-a-notary) (If the Birth Certificate is issued in a foreign country (other than India & Australia), the same has to be attested by the Embassy/ Consulate of the country concerned)		
• Both parents Current Passport Bio Page copy (Attested by JP or Notary) (NSW residents kindly submit documents attested by a Notary Public only, list of NSW notaries available at: https://notarynsw.org.au/find-a-notary)		
• The OCI Application form for Minor can be signed by either of the parents or the parent to whom the legal custody of the minor has been granted or by the legal guardian of such minor".		
• At least one Parent is required to Provide Proof of Indian Origin (See Proof of Indian origin list above)		
• Custody papers from court in case of single /separated parent (Attested by JP or Notary) (NSW residents kindly submit documents attested by a Notary Public only, list of NSW notaries available at: https://notarynsw.org.au/find-a-notary)		
Indian Passport Law does not permit Dual Citizenship; therefore all Indian Nationals obtaining/ obtained a Foreign Citizenship must renounce their Indian Citizenship:		
• If your Indian passport is officially cancelled, provide a photocopy of the bio page [page with photo and passport details], Last page [page with parents name] and Cancellation stamp page.		
• If your Indian Passport is not officially cancelled, submit the original Indian Passport for cancellation along with **One Photograph (2"x2" size),** Copy of Australian / Foreign Passport, Citizenship Certificate, **Online Application Form** and **Form XXII** & more information available at https://www.vfsglobal.com/one-pager/india/australia/passport-services/English/index.html 　• Download and print the online filled form.(Register on the website (https://embassy.passportindia.gov.in/) and create your User Id for filling an online application form) **Note: Renunciation and Surrender of Indian passport application will be processed separately.**		
• If your Indian Passport is lost and not in your possession, submit a statutory declaration attested by a JP or Notary with details on the reason for the passport not being in your possession along with "**Form XXII**". Download forms at https://www.vfsglobal.com/one-pager/india/australia/passport-services/English/index.html		
• If you're Australian/ Foreign passport has different name from the Indian passport, kindly provide change of name certificate from competent authority Attested by JP or Notary or submit Statutory Declaration Attested by JP or Notary mentioning that you have your name changed after the Indian passport was issued. (NSW residents kindly submit documents attested by a Notary Public only, list of NSW notaries available at: https://notarynsw.org.au/find-a-notary)		

• If applicant's appearance is different from that of Indian passport - Statutory Declaration for change of appearance 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)		
• High Commission **or** Consulate General of India may seek more information or documents if necessary to process the application.		

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• Track your OCI Applications: https://ociservices.gov.in/statusEnqury 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 automatically.		

Important Note: **For OCI applications lodged from 1st September 2015 onwards, applicants will be receiving only OCI cards and NO U-visa stickers. Therefore, they are not required to submit their foreign passports for stamping. OCI cards in respect of such applicants will be sent to their postal address.**

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)

_____   _____

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	▢▢▢▢ ▢▢▢▢ ▢▢▢▢ ▢▢▢▢
Credit Card Expiry Date	▢▢ ▢▢ **M M Y Y**
Card Type (Tick appropriate box)	VISA ▢ MasterCard ▢ 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)	
Cardholder's Signature	
Applicant's Passport Number	

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Photo Specifications
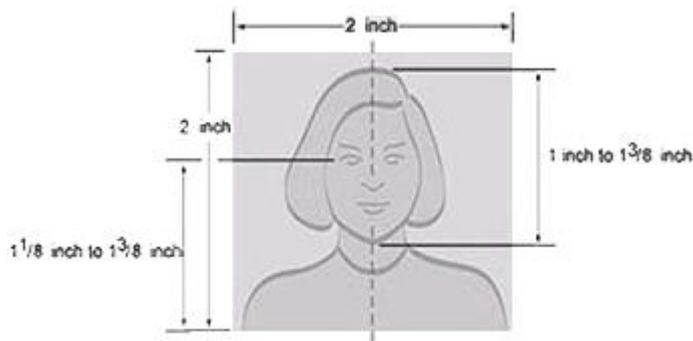
Photographs should be in colour and strictly as per the specifications below.

- Un-mounted - 2 inch x 2 inch in size.
- Face should cover about 70 to 80% of the photo area.
- Frame Subject with Full Face, Front view, Eyes open
- Taken within the last 6 months to reflect your current appearance.
- The photographs must be clear, well defined and taken against a plain white or light-coloured background.
- Appropriate brightness and contrast showing your skin tones naturally
- Even lighting (no shadows across or behind the face)
- Face must be square to the camera with a neutral expression, neither frowning nor smiling and with your mouth closed.
- If you must wear a head covering for religious reasons, make sure your full facial features are not obscured.
- Non-tinted prescription glasses may be allowed as long as your eyes are clearly visible. Make sure that the frame does not cover any part of your eyes. Sunglasses are not acceptable.
- Headphones, wireless hands-free devices, or similar items are not acceptable in your photo.
- Photograph for Child/babies - The photograph should show the baby or child awake, looking straight at the camera with mouth closed and nothing covering the mouth. It should also show both edges of the face clearly (no toys, blankets, chair backs or other people visible) and no hair across the eyes.