

## **Change of Person of Indian Origin (PIO) card to OCI Card : General Instructions**

PIO Card scheme has been withdrawn by the Government of India (GOI) vide Gazette Notification No.25024/9/2014F.I dated 09.01.2015. In this context, GOI has issued a new Gazette Notification No.26011/01/2014IC.I dated 09.01.2015 stating that all PIO cards issued till 09.01.2015 are to be converted into Overseas Citizen of India (OCI) card. Henceforth, applicants holding PIO Cards may apply for OCI card online **on website <https://passport.gov.in/oci/>**

**A. Please read Instruction carefully before filling up the form. All applicants are requested to strictly follow the procedure mentioned below for processing of applications for registration as OCI card service :-**

- 1) The applicants may submit the application form online by **31.12.2017** and upload the self-attested photocopies of the requisite supporting documents, photograph and signature (in case of minors who cannot sign, left hand thumb impression) along with the application. For minors, the Parent must self-attest the documents, otherwise application will **not** be accepted. (Please upload the self-attested copy of serial Nos.2 (a & b).

Please note:-

- i. It is mandatory to upload Applicant's photo image and Applicant's signature image during OCI-Registration.
- ii. Both the images must be in **jpeg or jpg format**, with max. size **200 KB**.  
Kindly be ready with both these images before starting the registration process.
- ii. It is also mandatory to upload separately the self-attested photocopies of the requisite supporting documents during OCI-Registration.
  - (a) Maximum size allowed for a document-file is **1000 KB**.
  - (b) Document file should be in **pdf format**.

**Please write the Passport / PIO card number together without any space or hyphen(-). (eg. P0000000)**

- 2) After the applicant submits the complete application online including documents, photograph and signature, the originals of the documents and self-attested copies have to be submitted to the Embassy along with application form for prior verification. (Please upload the self-attested copy of serial Nos. a & b).
  - (a) Swiss/Foreign Passport. (upload the self-attested copy)
  - (b) PIO card. (upload the self-attested front and back page details copy)

- (c) A copy of front and back page details of cancelled / surrendered Indian passport.
  - (d) A copy of Naturalization certificate (Einbürgerungsurkunde (or) Bürgerrechtsnachweis).
  - (e) A copy of Swiss Residence Permit in case of all nationals except Swiss.
  - (f) A copy of Declaration of Renunciation of Indian Citizenship **(or)** Surrender Certificate of Indian passport.
- 3) Enclose one self-addressed and stamped registered envelope (CHF.6.30) to return the original documents.

**Affix** properly the recent good quality colour photograph (50x50mm with 80% coverage of face) in the box provided in the application form and attach **one** additional same sized photograph. It should have plain light colour background (not white) without border with front view of person's head and shoulders showing the full face in the middle of the photograph.



**SAMPLE PHOTO**

A person who has acquired the Swiss/Foregin citizenship by birth, the enclosure should have the copy of birth certificate (**Auszug aus dem Geburregister**).

A copy of parents' passports and permits.

### OCI card in lieu of PIO card on the basis of spouse's of Indian origin:

The applicant may submit the applications online by 31.12.2017 for OCI card in lieu of PIO card to the Indian Mission concerned within the jurisdiction of his/her place of residence.

The applications will be accepted by the Indian Mission and while the grant of OCI card in lieu of PIO card will be on **gratis basis**, the applicants will have to bear only the postage charges and **service fee** wherever applicable.

**Consular surcharge** of CHF 2.- is to be paid in Embassy's UBS bank account number 235-939899.02K (IBAN: CH39 0023 5235 9398 9902 K).

OCI card in lieu of PIO card can be applied for on the basis of spouse's of Indian origin provided that their marriage should be registered and they are married for a minimum period of **two years**.

(Please upload the self-attested copy of serial Nos. a & b).

(a) Swiss/Foreign Passport. (upload the self-attested copy)

(b) PIO card. (upload the self-attested front and back page details copy)

A copy of Registered marriage certificate (**Auszug aus dem Eheregister**).

A **Joint Declaration** is to be submitted at the time of application stating that

We, .....(full name)..... and .....(name)..... are married on (date). We are living together as husband/wife at ..... (address )....., Switzerland.

In case of separation/ divorce, the OCI card to be issued in favour of Mr./Mrs. --- (full name) ----- will be returned to the Embassy for cancellation.

Proof of the Indian national/origin spouse for grant of OCI card. (ie; **valid / cancelled Indian passport, foreign passport, PIO/OCI card of the spouse and copies of the documents upon which the PIO/OCI card was issued to the spouse**).

## B. Fees Structure for Registration as OCI

Major PIO Card holders can apply for OCI card without registration fee.

PIO Card holders who has obtained such card before attaining the age of 18 years can apply for OCI card. The difference between PIO card and OCI card registration fee amounting to CHF 27.- is payable by the applicant and can be paid into Embassy's UBS bank account number 235-939899.01P (IBAN: CH82 0023 5235 9398 9901 P).

**Consular surcharge** of CHF 2.- is to be paid in Embassy's UBS bank account number 235-939899.02K (IBAN: CH39 0023 5235 9398 9902 K).

Payment receipts, in original, highlighting the applicant's name and Embassy's account number should be attached with the application. Payment should be routed through above bank account only.

**Payment made at cash desk of the Post office will not be accepted.**

The applicant should check the status of the application online by quoting his/her passport number along with online Registration Number. When status shows "**Documents received at Berne**" with date, please send the following documents to the Embassy:-

(1) Print out of on-line status report.

**(2)** Original PIO card for cancellation.

**(3)** One self-addressed & stamped registered envelope (CHF.6.30) to return the documents.