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

Overseas Citizenship of India (OCI) Checklist

OCI applications must be submitted strictly by appointment only.
Postal applications are not accepted.

All OCI applicants must visit in person on the day of their appointment and bring their original documents for verification.

OCI applications are accepted only once the surrender application for the Indian passport has been processed and the Surrender Certificate has been issued by the mission.

Please tick the box for each document included with your application at the **Indian Consular Application Centre (ICAC)**, as well as for any statements that are applicable to your application.

Section A: Online Application and Complete Form-Filling Instructions	**Applicant ✓**	**Staff ✓**
• **Complete the mandatory online application form through the Government of India's official portal.** https://ociservices.gov.in/onlineOCI/ **Steps to follow:** 1. Register and create your User ID under the appropriate jurisdiction based on your current state of residence. 2. Complete the online OCI application form (Part A and Part B) using your Australian/foreign passport details and parents' names exactly as per their Indian passports. 3. Upload a clear photo, signature (ensure there is no blurring). Note: for minors: if no signature in passport, write "No Signature" on paper and upload) 4. Upload all the mandatory documents 5. Download and print the completed application form on A4 paper. Verify that all details are accurate and do not make any handwritten corrections on the printed form. a. If any errors are identified, complete a new application online using the same login credentials. 6. Applicant must sign the declaration page. (For minor, parent's need to sign) 7. Ensure that all information entered in the online application is complete and accurate **Important Instructions** • Photograph & Signatures should be uploaded strictly as per the requirements, Check Prerequisites while completing application form online. • Enter your full name in full (no initials), ensuring it matches your current Australian/foreign passport • Ensure all required details are accurately completed in both the online applicant and any additional supporting forms as outlined in this checklist.		
Section B: Documents Required		
• If you wish to include your spouse's name, you must submit: • A duly registered marriage certificate (if the marriage took place in India), OR • A marriage certificate duly apostilled by DFAT (if the marriage took place in a foreign country)		

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

• While completing the OCI online application, ensure you upload all the following mandatory documents: Failure to follow these requirements may delay the OCI application process 1. Current passport (Australian / Foreign) 2. Proof of Indian Origin (eg. Indian Passport) 3. Citizenship Certificate (Australian / Foreign) 4. Birth Certificate (for Minor) 5. Affidavit signed by both parents (JP attested/Notary) (for Minor) 6. Employment Letter (for Government Employee) 7. A signed declaration stating: "I do not hold an Indian Voter ID or Ration Card, or I have surrendered them" 8. In case of a lost Indian passport: Statutory declaration (JP attested or Notary), police report and surrender certificate 9. In case of a lost Surrender Certificate: Statutory declaration (JP attested or Notary) and cancelled Indian passport. 10. Photograph (2 inch x 2 inch/51 mm x 51 mm) as per specifications. 11. Signature (for minors: if no signature in passport, write "No Signature" on paper and upload) Applications will not be accepted if documents are not uploaded correctly		
Applicants must lodge their application at the Indian Consular Application Centre of the respective Mission/Consulate that has consular jurisdiction over their place of residence and provide a copy of valid address proof. Find Your Jurisdiction and Application Centre | VFS India		
• Please provide one recent colour photograph measuring **2 inches x 2 inches**. The photograph must meet the prescribed specifications. For detailed requirements, please refer to the official guidance available on the VFS Global Australia website: https://services.vfsglobal.com/aus/en/ind/ When obtaining photographs from an external provider, such as a post office, retail photo centre or studio, applicants must clearly state that the photographs are required **for an Indian visa application**. Standard photograph sizes and specifications vary between countries, and default formats may not meet the required criteria.		
• **Attestation by a Justice of the Peace (JP) or Notary – Clarification** Residents of New South Wales (NSW) must have their documents attested by a Notary Public only. The list of NSW Notaries is available at: (https://notarynsw.org.au/find-a-notary) Residents of all other states may have their documents attested by a Justice of the Peace (JP).		
• The High Commission of India / Consulate General of India reserves the right to request additional information and/or supporting documents, as necessary, to process the application.		
• **Appointment Letter: -** ○ All applicants presenting themselves at an application centre for the purpose of in-person submission shall be required to schedule an appointment in advance. Walk-in submissions shall not be accepted under any circumstances. Visit our website to schedule an appointment https://services.vfsglobal.com/aus/en/ind/		

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

• **Payment Instructions** **ICAC Service Fee:** Mandatory and payable online at the time of appointment booking. Government Fees & Levies: Payable only through the approved methods listed below. Accepted Payment Modes: EFTPOS (in-person-payment-only) Money Order or Postal Order payable to "VFS Services Australia Pty Ltd" Cash Policy: All centres operate on a cashless basis; cash payments are not accepted.		
Section C: Proof of Indian Origin:		
• **Submit a copy of the old Indian passport** (first page, photo page, last page, and any observation pages. If the applicant has held an Indian passport before, it is mandatory to submit the Surrender Certificate along with a copy of the cancelled Indian passport **OR**		
• **If a copy of the old Indian passport is not available,** provide photocopies of as many supporting documents as possible to prove Indian origin/descent, attested by a JP or Notary. (**Submit at least 3 supporting 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 5 Indian Educational certificate (multiple certificates count as one proof) 6 Indian Marriage certificate 7 Old Indian Ration Card 8 Indian Government Employment records 9 Old Indian Voters Identity card 10 Agricultural land Documents		
Section D: Documents required for non-Indian origin applicant applying for OCI as a spouse of an Indian national/person of Indian origin:		
• **Submit the following Justice of the Peace (JP)/Notary-attested documents and ensure they are uploaded while completing the online application (mandatory):** ○ Current passport ○ Marriage certificate [apostilled by DFAT if issued in Australia] **or** If the marriage was registered in a foreign country (other than India or Australia), the marriage certificate must be attested by the Embassy or Consulate of the country where the marriage was registered ○ Spouse's OCI card / Indian passport copy / proof of Indian origin ○ Copy of birth certificates of the foreign spouse and their parents, grandparents, and great-grandparents (apostilled by DFAT) ○ Statutory Declaration (attested by a JP or Notary) confirming that the marriage has been ongoing for at least two years before applying. ○ Form S (Duly signed) available at https://services.vfsglobal.com/aus/en/ind/		

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

Section E: Proof of present citizenship		
Australian National:		
• Australian passport with at least 6 months' validity, along with one self-attested photocopy of the bio page (showing photo and personal details)		
• Australian Citizenship certificate copy (self-attested)		
• In case of dual nationality, provide copies of both passports		
Non-Australian Foreign national:		
• Foreign passport (submit one self-attested photocopy of the bio page showing photo and personal details)		
• Citizenship certificate copy (self-attested)		
• Proof of residency in Australia (submit a photocopy of your current valid visa)		
• For New Zealand/foreign citizens, submit a copy of the Medicare card (attested by a JP or Notary) and a copy of the Australian visa to confirm residency status		
Section F: Additional Documents for Minor Applicants (Below 18 years of age):		
• **Photocopy of Birth certificate** Submit a photocopy of the minor applicant's birth certificate **(attested by a Justice of the Peace (JP) or Notary)** (If the birth certificate is issued in a foreign country (other than India or Australia), it must be attested by the Embassy or Consulate of the issuing country)		
• Copies of both parents' current passport bio pages (attested by a Justice of the Peace (JP) or Notary)		
• The OCI application form for a minor can be signed by either parent, the parent with legal custody, or the legal guardian of the minor		
• At least one parent must provide proof of Indian origin (refer to the list of accepted documents above)		
• An affidavit in the prescribed format, signed by both parents and attested by a Justice of the Peace (JP) or Notary, is required. o The affidavit format is available at: https://services.vfsglobal.com/aus/en/ind/		
• Provide proof of visa or legal status of the parents		
• Submit the marriage certificate of the parents		
• Submit court custody papers in case of a single or separated parent (attested by a Justice of the Peace (JP)/ Notary)		
Section G: All Indian Nationals obtaining/ obtained a Foreign Citizenship must surrender their Indian Passport		
• If your Indian Passport is not officially cancelled, then apply for Surrender of Indian Passport, more information available at https://services.vfsglobal.com/aus/en/ind/ • If your Indian Passport is lost and not in your possession, submit a statutory declaration attested by a Justice of the Peace (JP) or Notary with details on the reason for the passport not being in your possession.		
• If your Australian/foreign passport has a different name from your Indian passport, provide a name change certificate from a competent authority (attested by a JP or Notary), OR submit a statutory declaration (attested by a Justice of the Peace (JP) or Notary) stating that your name was changed after the issue of the Indian passport		
• If the applicant's appearance has changed from that in the Indian passport, a statutory declaration for change of appearance (attested by a Justice of		

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

the Peace (JP) or Notary) must be submitted		

FOR OFFICIAL PURPOSES ONLY

ICAC Officer Comments: (If any)

The applicant hereby confirms that they have read and understood the above requirements, have ticked the relevant boxes against documents submitted, and certify that all the required documentation has been duly provided.

ICAC Officer (Name & Sign) Applicant (Name & Sign)

_____ _____