

OCI CHECK LIST 2

IF APPLYING FOR OCI MISCELLANEOUS SERVICES (REISSUE OF OCI CARD)

(PLEASE PRINT A COPY AND ATTACH ON TOP OF YOUR DOCUMENTS AT THE TIME OF
SUBMITTING TO THE EMBASSY)

S.N	DOCUMENT REQUIRED	ENCLOSED OR NOT
1	<p>Online OCI Miscellaneous Application form fully filled and printed in colour, Part B completed, photo, signature and all supporting documents uploaded online https://ociservices.gov.in/</p> <p>Signature/thumb impression of applicant should be on first and last page. Print out should be in a portrait mode. Each page on a separate sheet</p>	<input type="checkbox"/>
2	<p>Four photographs conforming to Indian Government norms as per specifications mentioned on OCI website (5 cm * 5 cm).</p> <p>Photographs and Photocopy facility is not available in Embassy</p>	<input type="checkbox"/>
3	<p>Original and copy of the old and new foreign passports</p> <ul style="list-style-type: none"> • Note that your passport must be valid for a minimum of 180 days in order to submit your application • If customer applied for his/her first OCI card before 1st September 2015, original foreign passport, with U Visa sticker needs to be submitted for cancellation 	<input type="checkbox"/>
4	Your current OCI card and a self-attested copy(first and last page)	<input type="checkbox"/>
5	Prepaid self-addressed DHL Express Envelope (mandatory) for return of ready/processed documents must be provided with the application. From Embassy of India, The Hague to the respective Residential address	<input type="checkbox"/>
	ADDITIONAL DOCUMENTS AS PER YOUR CASE	<input type="checkbox"/>
	If the applicant has changed their address	<input type="checkbox"/>
6	Original extract (uittreksel) issued by respective municipality in Netherlands for residence proof with address. It should be less than 6 months old, with Apostille stamp	<input type="checkbox"/>
	If the applicant has changed his/her name	<input type="checkbox"/>

7	Document justifying the change of name e.g. in case of marriage a copy of the marriage certificate can be provided.	<input type="checkbox"/>
If the applicant has lost his/her current OCI card		<input type="checkbox"/>
8	The original police report and a photocopy	<input type="checkbox"/>
If the applicant is minor		<input type="checkbox"/>
9	No objection letter signed by both parents (original)	<input type="checkbox"/>
10	Passport copy of both parents	<input type="checkbox"/>
11	OCI Card copy of both parents (if applicable)	<input type="checkbox"/>
12	Copies of Residence cards of both parents (if applicable)	<input type="checkbox"/>

I hereby certify that I have submitted a complete application and that I know and accept the minimum processing times required for my application. I am aware my OCI application may get rejected if photo/signatures/supporting documents are not uploaded properly.

Date

Signature

IMPORTANT—READ ME

1. If you have multiple applications to submit, kindly book separate appointments for each application.
2. Kindly carry originals of all relevant documents that are applicable for reissue of your passport for verification purposes.
3. If your situation is not indicated below, kindly clarify with our email attcons.thehague@mea.gov.in
4. Each appointment is slotted for a maximum of 15 minutes. It is important that you are ready with your supporting documents arranged in order as indicated in Checklist to ensure that we can serve you and everyone within an expected waiting time limit.
5. We will be unable to accept incomplete/incorrect applications.
6. Any foreign military personnel either serving or retired is not eligible for OCI card.
7. A person who is/was and/or if their parents, grandparents or great grandparents are/were citizens of Pakistan or Bangladesh is not eligible for OCI card.
8. ANY ERRORS ON THE PRINTED FORM CANNOT BE MODIFIED MANUALLY AT THE TIME OF SUBMISSION AND APPLICANTS ARE ADVISED TO ENSURE ACCURACY OF DETAILS ENTERED IN THE ONLINE FORM.
9. All certificates issued by Indian authorities required to be Apostilled or attested as the case may be by CPV Division, MEA, Patiala House, New Delhi <https://mea.gov.in/apostille.htm>
10. All foreign originated documents should be apostilled by the concerned authorities of the country of origin. For documents issued by Dutch government, please refer to: [Legalizing a Dutch document with an apostille](#)
11. Clear scanned copies of ALL supporting documents should be uploaded online prior to submission of application. (<https://ociservices.gov.in/>)
12. Poor quality of uploaded photo / signature may cause rejection of your application. Please ensure to upload good quality photo and signature as per [prescribed specifications](#).
Applicant's image and Applicant's signature image (Max size 1MB).
 - o The height and width of the Applicant Photo must be equal.
 - o The minimum dimensions are 200 pixels (width) x 200 pixels (height).
 - o The maximum dimensions are 3500 pixels (width) x 3500 pixels (height).
 - o The height and width of the Signature Photo must have aspect ratio 1:3
 - o The minimum dimensions are 200 pixels (width) x 67 pixels (height).
 - o The maximum dimensions are 3500 pixels (width) x 2500 pixels (height)