**HOW TO APPLY- A STEP-BY-STEP GUIDE**

**OCI**

For OCI eligibility, benefits, FAQs refer to “Useful-Links” tab in website <https://ociservices.gov.in/>

If you are previously Indian citizen, renunciation is mandatory before applying for OCI. For renunciation application process refer to <https://visa.vfsglobal.com/usa/en/ind/apply-for-renunciation>

**For OCI application service**, please click on below link

<https://visa.vfsglobal.com/usa/en/ind/apply-oci-services>

**Step 1:** Identify your OCI category Type from below categories

1. New OCI Registration – For an applicant who is applying for the first time for OCI
2. OCI Registration – (In lieu of Valid PIO Card) – For an applicant who already had a PIO card and want to apply for OCI
3. OCI Registration – (In lieu of Lost PIO Card) - For an applicant who already had a PIO card, but lost the PIO card and want to apply for OCI
4. OCI Miscellaneous Service – For an applicant who want new OCI card to be issued in place of existing OCI card
5. OCI In lieu of Damaged/Lost OCI Card – For an applicant whose OCI card is damaged/lost and new OCI card to be issued

**Step 2:** For filling online Government OCI application form refer to <https://ociservices.gov.in/>

**You need to fill the details correctly and to submit documents as per checklist to avoid delay or rejection of OCI application**.

Complete Part-A and Part-B of the OCI application process.

**Document Checklist:** For OCI application documents checklist refer to <https://visa.vfsglobal.com/usa/en/ind/document-checklist>

Click on the category of your OCI application type and click on “Documents Required” to see the list of documents required.

**Step 3:** Complete application registration process and pay the fees on VFS Global website

**Step 4**: Submit physical application set to VFS Global as per document checklist on VFS Global website

**Step 5:** Upon receipt of your application VFS systems will be updated and you will receive an email notification. A review process is initiated to check if the application meets with the requirements of the Mission/ Post.

**Note:** OCI application processing timeline is 40 - 60 days after receiving OCI application at consulate from VFS Global.

**OCI MISCELLANEOUS SERVICES (For existing OCI card holders)**

To update new passport particulars towards existing OCI card, please follow below process.

Apply under OCI Miscellaneous Service online at <https://ociservices.gov.in/>

Click on "Fill New Miscellaneous Application"

Select option "Passport particulars updation" under gratis service.

Upload photo, signature and passport document files.

This entire process is done online. No need for any physical application to be submitted and no fee.

Applicant can travel with existing OCI card and current passport.

All renewals **including applicants above 50 years of age** need to update passport details ONLINE only, as explained above.

**Please note**: Applicant who got OCI as a minor (before attaining age of 20) crossed 20 years and also got new passport, would require renewal of OCI through physical submission of application as per details at <https://visa.vfsglobal.com/usa/en/ind/apply-oci-services> under OCI Miscellaneous category.

Applicant need to apply under OCI Miscellaneous service and select “Change of personal particulars” option.