



India Visa Experts

Independent India Visa & Immigration Consulting

FREE DOWNLOADABLE GUIDE

OCI Card & Entry Visa

Document Checklist & Application Guide

Everything you need to prepare an Overseas Citizen of India (OCI) card application (new, re-issue, or related services) or an Entry (X) Visa for persons of Indian origin and their spouses. OCI applications are filed through the official OCI Services portal.

WHAT'S INSIDE

- Complete document checklist
- Common mistakes to avoid
- Step-by-step timeline
- Your readiness score
- Document specifications
- Why applications get delayed
- Pre-submission checklist
- FAQs & official resources

COMPLETE DOCUMENT CHECKLIST

- Valid passport of the applicant plus copies of the bio-data page
- Recent photograph and signature meeting the portal specification
- Completed OCI online application (Part A and Part B)
- Proof of present citizenship
- Evidence of Indian origin (e.g., current/old Indian passport, or ancestor's document)
- For spouse cases: marriage certificate and the spouse's Indian-origin/OCI proof
- Previous OCI/PIO documents (for re-issue or corrections)

DOCUMENT SPECIFICATIONS

- Passport: valid for at least 6 months beyond your intended stay, with at least two blank pages.
- Photograph: recent (within 6 months), roughly 2 x 2 inches (51 x 51 mm), full face, plain white/light background, no headgear except for religious reasons.
- Scans/uploads: clear, full-page, in focus, no glare or cropped edges; use the file type and size limits stated on the official portal.
- Foreign-language documents: provide a certified English translation; certain civil documents may require apostille or attestation.
- Consistency: names, dates and passport numbers must match exactly across every document.
- Photograph & signature: OCI portals often require specific dimensions and file formats — follow the on-screen specification exactly.
- Proof of origin: acceptable evidence includes a current or cancelled Indian passport, or documentary proof linking you to an Indian citizen/origin.

COMMON MISTAKES TO AVOID

- ⚠ Photo/signature files that do not meet the portal's exact dimensions.
- ⚠ Insufficient documentary proof of Indian origin.
- ⚠ Not re-issuing the OCI when required after a new passport (for applicable age groups).
- ⚠ Assuming OCI is dual citizenship — it is a long-term status, not citizenship.

EXPERT INSIGHT

Why applications are often delayed

Based on patterns we've observed across client cases:

- > Photo or signature files do not meet the exact portal dimensions.
- > Proof of Indian origin is insufficient or unclear.
- > The OCI is not re-issued after a new passport where required.
- > Details differ between the application and supporting documents.

PREPARATION TIMELINE

- 1 6–10 weeks before travel**
Confirm eligibility and gather origin/relationship proof.
- 2 4–6 weeks before**
Complete the online application and upload documents.

- 3 **3–5 weeks before**
Submit, pay, and complete any required document dispatch/biometrics.
- 4 **Before travel**
Track status; carry the granted OCI or Entry Visa as applicable.

PRE-SUBMISSION CHECKLIST

Before you submit, verify each of these:

- ✓ Photo and signature match the portal's exact specifications.
- ✓ Proof of Indian origin is clear and acceptable.
- ✓ Names and dates are consistent across documents.
- ✓ Both Part A and Part B are completed.
- ✓ Previous OCI/PIO documents attached (for re-issue).

YOUR READINESS SCORE

Tick each box — when all five are checked, you are ready to apply.

OCI Readiness Score

- ☐ Valid passport ready
- ☐ Proof of Indian origin prepared
- ☐ Photo & signature meet spec
- ☐ Application Part A & B complete
- ☐ Documents reviewed before submission

FREQUENTLY ASKED QUESTIONS

Is OCI the same as citizenship?

No. OCI is a long-term multiple-entry status for people of Indian origin and eligible spouses, not Indian citizenship.

Do OCI holders need FRRO registration?

Generally no — OCI cardholders are usually exempt from FRRO registration.

When must I re-issue my OCI?

Re-issue rules apply particularly for younger and older applicants when a new passport is obtained — check the current requirement.

OFFICIAL GOVERNMENT RESOURCES

- **OCI Services (official portal)**
<https://ociservices.gov.in>
- **Indian Visa Online (Entry Visa)**
<https://indianvisaonline.gov.in>
- **Ministry of Home Affairs**
<https://www.mha.gov.in>

Need your documents reviewed before submission?

Our team can sense-check your application before you file. India Visa Experts offers:

- ✓ Document review — a second pair of expert eyes on your full set
- ✓ Checklist verification — confirm nothing is missing or inconsistent
- ✓ Visa strategy guidance — making sure you are in the right category
- ✓ End-to-end application support — from paperwork to submission

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IMPORTANT — PLEASE READ

India Visa Experts is an independent private consultancy and is NOT affiliated with the Government of India, the Ministry of Home Affairs, the MEA, the Bureau of Immigration, or the FRRO. This checklist is general guidance only, is not legal advice, and can go out of date. Requirements, fees and processing times are set by the authorities and change — always verify against the official sources listed before you apply.