

MINISTRY OF HOME AFFAIRS
FOREIGNERS DIVISION
F. No. – 26011/Misc./47/2019 – OCI

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OVERSEAS CITIZENSHIP OF INDIA (OCI) CARDHOLDER

OCI MISCELLANEOUS SERVICES – GUIDELINES

1. OCI Miscellaneous Services was introduced w.e.f. 01/01/2008 for the convenience of the OCI Cardholders. These services can be availed of only by the registered OCI Cardholders for re-issuance of OCI Cards and updation of their details.
2. **Re-issuance of OCI Cards**
 - (i) Applications may be submitted online for re-issuance of OCI Cards in the event of following contingencies:-
 - (a) Issuance of new passport after completing 20 years of age;
 - (b) Change of personal particulars viz. nationality etc;
 - (c) Loss/damage of OCI registration certificate;
 - (d) Filling of wrong personal particulars while submitting online application viz. name, father's name, date of birth etc.
 - (e) Change of address/occupation of the OCI Cardholder.
 - (ii) An OCI Cardholder shall have to get the OCI Card re-issued once when a new passport is issued after completing 20 years of age so as to capture his/ her facial features on attaining adulthood. For this purpose, the OCI Cardholder shall submit an online application under OCI Miscellaneous Services with a fee of US \$25 or an amount equivalent in local currency.
 - (iii) After submission of the complete application online including uploading of requisite documents, photograph and signature, and payment of fee, the applicants are required to bring only the originals of the supporting documents to the Indian Mission/ Post/ FRRO concerned for prior verification. They are not required to bring hard copies/ printouts of the application or the photocopies of the uploaded documents.
 - (iv) Details of offices where the applicants have to submit the original supporting documents for prior verification are as follows:-

Applicants who are ordinarily resident outside India

- (1) The Indian Mission /Post having jurisdiction over the country of which applicant is a citizen; or
- (2) If he/she is not living in the country of his/her citizenship, to the Indian Mission /Post having jurisdiction over the country of which the applicant is ordinarily resident.

Applicants who are ordinarily resident in India

To the FRROs according to their jurisdictional control as given below:

S.No.	FRRO Office	States/ UTs (jurisdiction)
1	FRRO, Amritsar	Punjab, Jammu & Kashmir and Chandigarh
2	FRRO, Bengaluru	Karnataka
3	FRRO, Chennai	Tamilnadu, Puducherry and Andaman & Nicobar islands
4	FRRO, Delhi	Delhi, Haryana, Rajasthan, Himachal Pradesh, Uttarakhand, Gautam Budh Nagar & Ghaziabad districts of Uttar Pradesh.
5	FRRO, Hyderabad	Andhra Pradesh, Telangana, Odisha and Chhattisgarh
6	FRRO, Kochi	Kerala (excluding jurisdiction of other FRROs in Kerala)
7	FRRO, Kolkata	West Bengal, Sikkim, Assam, Arunachal Pradesh, Mizoram, Nagaland, Manipur, Meghalaya and Tripura
8	FRRO, Kozhikode (Calicut)	Kerala (excluding jurisdiction of other FRROs in Kerala)
9	FRRO, Lucknow	Uttar Pradesh (except Gautam Budh Nagar & Ghaziabad districts), Bihar and Jharkhand
10	FRRO, Mumbai	Maharashtra, Madhya Pradesh and Daman & Diu. Till further orders, cases pertaining to Goa and Dadra

		& Nagar Haveli will also be handled by the FRRO, Mumbai
11	FRRO, Thiruvananthapuram	Kerala (excluding jurisdiction of other FRROs in Kerala) and Lakshadweep
12	FRRO, Ahmedabad	Gujarat

Note : 'Ordinarily resident' will mean a person staying in a particular country or in India for a continuous period of 6 months.

- (v) If there is any deficiency in the application/ uploaded documents/ photograph, the Indian Mission/Post/FRRO concerned shall inform the same to the applicant by email. The applicant may then submit the required documents to the Indian Mission/ Post/ FRRO concerned, who will take necessary action to upload the same on the online system.
- (vi) After verification of the documents with the originals and confirming that the application along with all the documents submitted are in order, the Indian Mission/Post/FRRO concerned shall click the following box provided on the online system:-

" Uploaded documents verified with originals and found to be correct."

Once the above box is clicked, the application will get automatically acknowledged on the online system. Simultaneously an auto email will be sent to the applicant informing "**Application received and is under process**". Thereafter, the originals of the supporting documents will be returned to the applicant.

(vii) **Documents to be uploaded**

- (a) **In case of issuance of new passport:** A copy each of (i) OCI Card, (ii) new passport and (iii) Old passport. If the old passport is not returned by the concerned authorities while issuing new passport, copy of old passport may not be enclosed.
- (b) **In case of loss of OCI Card:** A copy of the complaint lodged with Police authorities/ foreign police department (in case of theft/ loss/ damage of OCI Card) and a copy of the OCI Card. If the report is in foreign language, authorized translation is required. If a copy of the OCI Card was not taken prior to the loss,

it may not be enclosed.

(c) **In case of change of personal particulars**: Copy of the document(s) relevant for effecting the requisite changes. Sufficient proof for each requested services like change of name, change of address, occupation etc. is to be furnished.

Address proof – electricity bill or landline phone bill or undertaking letter of concerned person or rent/ lease agreement.

(viii) In case of loss/damage of OCI Cards, the service would be granted only after personal interview. The applicant shall be intimated date and time of personal interview by the concerned Indian Mission/FRRO after receipt of the application.

3. **Updation of details**

- (i) An OCI Cardholder may upload a copy of the new passport containing the photo of the passport holder and also a latest photo on the online system under OCI Miscellaneous Services each time a new passport is issued up to 20 years of age and once after completing 50 years of age. These documents may be uploaded by the OCI Cardholder within three months of receipt of the new passport. This service will be provided on gratis basis.
- (ii) In the case of those who have been registered as OCI Cardholder as spouse of foreign origin of a citizen of India or an OCI Cardholder under section 7A(1)(d) of The Citizenship Act, 1955, the OCI Cardholder shall upload a copy of the new passport containing the photo of the passport holder and also a latest photo on the online system under OCI Miscellaneous Services each time a new passport is issued. In such cases, the OCI Cardholder and his/ her Indian spouse or OCI Cardholder spouse will have to give a declaration that their marriage is still subsisting. Copy of the Indian passport of the Indian spouse/passport and OCI Card of the OCI Cardholder spouse shall also be uploaded in such cases. These documents may be uploaded by the OCI Cardholder foreigner spouse within three months of receipt of his/ her new passport. This service will be provided on gratis basis.
- (iii) Immediately on uploading of the documents mentioned in (i) and (ii) above, an email will be auto sent by the system to the OCI Cardholder confirming that the documents have been successfully uploaded.
- (iv) After updations of details, an acknowledgement through e-mail will be automatically sent to the OCI Cardholder informing that the updated details have been taken on record.

(v) There will be no restriction on the OCI Cardholder to travel to/ from India during the period from the date of issue of new passport till the date of final acknowledgement of his/ her documents in the online system.

(vi) Documents to be uploaded:-

By those registered as OCI Cardholder on the basis of Persons of Indian Origin

1. Copy of new passport containing the photo.
2. Latest Photo.

In the case of those registered as OCI Cardholder on spouse basis

1. Copy of new passport containing the photo.
 2. Latest Photo.
 3. Declaration.
 4. Indian Passport of spouse (in case of those whose spouse is an Indian citizen).
 5. Passport & OCI Card of spouse (in case of those whose spouse is an OCI Cardholder).
4. For submission of application under OCI Miscellaneous Services on line, the applicants may log on to <https://ociservices.gov.in>. Application under OCI Miscellaneous services should be submitted for all the requested services.

5. Fee for OCI Miscellaneous services

- (a) A fee of US \$ 100 or equivalent in local currency is charged for re-issuance of OCI Card in case of loss/damage to issued OCI Card.
- (b) A fee of US \$ 25 or equivalent in local currency is charged for re-issuance of a OCI Card in case of issuance of new passport after completing 20 years of age.
- (c) Miscellaneous services for updation of details will be provided on gratis basis.

6. Procedure for receiving new OCI Card under Miscellaneous Services

The grant or otherwise of the re-issuance of OCI Card shall be ordinarily decided in one month from the date of acknowledgement of the application on the online system. No fee shall be refunded if the requisite service(s) are not granted. OCI Card shall be issued in respect of any/all service(s) *(except in cases of change of*

address/occupation). The new OCI Card shall be issued only after cancellation of the old OCI Card.

In case of loss/damage of OCI documents, the service would be granted only after personal interview. The applicant shall be intimated date and time of personal interview from the Indian Mission/FRRO after receipt of the hard copy of the application.

7. In case of change of nationality of the OCI Cardholder, he/ she can be permitted to enter/ exit on the strength of the OCI Card and valid passport of the new nationality provided the new nationality is not that of Pakistan or Bangladesh. In such cases, the OCI Cardholder is advised to get his/ her new nationality updated through miscellaneous services.

