

## OCI Miscellaneous Services – Guidelines

**1. OCI Miscellaneous Services can be availed only by the registered OCIs for re-issuance/issuance of duplicate OCI documents in the following contingencies:**

- (i) In case of issuance of new passport.
- (ii) In case of change of personal particulars viz. nationality etc.,
- (iii) In case of loss/damage of OCI registration certificate/visa.
- (iv) In case of filling of wrong personal particulars while submitting online applications viz. name, father's name, date of birth etc.,
- (v) In case of manually filled in applications (discontinued now) mistakes have been committed by the Indian Mission/Post/Office while entering the personal particulars.
- (vi) In case of change of address/occupation.

2. This service(s) can be availed by filling the application online and submitting one copy of the application form to the concerned Indian Mission/Post/Office in whose jurisdiction the applicant is resident irrespective of the fact that the OCI documents have not been issued from that Indian Mission/Post/Office.

3. OCI registration certificate and visa have got to be re-issued by availing this service, **each time a new passport is issued** up to the completion of 20 years of age and **once** after completing 50 years of age.

4. Re-issuance of OCI registration certificate and visa is not mandatory, each time a new passport is issued between 21-50 years of age. However, if the applicant wishes to avail this service, he/she can apply for the same.

5. **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/Office after receipt of the hard copy of the application.

6. In case of change of address/occupation, no hard copy of the application is required to be submitted to the Indian Mission/Office and therefore, new OCI documents shall not be issued. Upon submission of online application, the data shall be captured and new address/occupation shall be printed which may be kept in the OCI registration certificate booklet for record purpose.

**7. Procedure for submission of application**

(1) After accessing the OCI Miscellaneous Services and going through the **Instructions for filing the application form**, the applicant has to fill in at least one of the following data fields:

- (i) U-Visa number
- (ii) OCI Registration number
- (iii) OCI File number

- (2) Thereafter, the applicant has to fill in all the following fields:
  - (i) Current Passport number
  - (ii) Date of birth
  - (iii) Place of birth
  - (iv) Mother's name

**The applicant would be able to proceed ahead and seek the particular service(s) only if, the above data (except 2(i) above) matches with the OCI database.**

(3) The applicant, thereafter has to select any one or many of the following services:

- (i) **Change of Passport particulars**
- (ii) **Change of Personal particulars**
- (iii) **Loss/damage of OCI certificate/visa**
- (iv) **Change of Address/Occupation**

(4) After selection of the service(s) to be availed, an Online Registration Form will appear having only the relevant fields that need to be entered as per the services(s) sought. The applicant has to fill in all the relevant fields **afresh** online. The reasons for availing the services shall also be filled by the applicant.

(5) Upon submission of the Online Registration Form, a hard copy of the application with Reference number along with the instructions for filling application form shall be printed. **The applicant has to sign the application form, paste the photograph and append his signature in the box provided and submit one copy of the application form along with the relevant enclosures and fee as mentioned below.** The application can be submitted to the Indian Mission/Post/Office in whose jurisdiction the applicant is ordinarily residing irrespective of the fact whether the same Indian Mission/Post/Office has issued the original OCI documents or not. Applicants in India should submit to the Under Secretary, OCI Cell, Foreigners Division, Ministry of Home Affairs(MHA), Jaisalmer House, 26 Man Singh Road, New Delhi-110011 (or) to the concerned Foreigners Regional Registration Officer (FRRO) if the applicant is resident of Delhi, Mumbai, Chennai, Kolkata or Amritsar. **Each applicant shall submit separate application form.**

No hard copy of the application shall be generated in case of change of address/occupation since no application needs to be submitted to the Indian Mission/Post/Office.

(6) **Enclosures**

(i) Copy of OCI registration certificate and visa

- (a) *In case of issuance of new passport, copy of U-visa pasted on the old passport along with copy of registration certificate has to be enclosed. If the old passport is not returned by the concerned authorities while issuing new passport and copy of the U-visa had not been taken prior to the surrender of old passport, they may not be enclosed. A copy of new passport also to be enclosed.*
- (b) *In case of loss of OCI Registration Certificate and/or Visa, copy of the complaint lodged with Police authorities and copy of visa and registration certificate to be enclosed. If a copy of the registration certificate and/or visa was not taken prior to the loss, they may not be enclosed.*
- (c) *In case of change of personal particulars (due to change by the applicant or wrong filling of particulars by the applicant or Indian Mission/Office), copy of the document (s) relevant for affecting the requisite changes viz. Nationality Certificate in case of change of nationality etc to be enclosed.*

(ii) **Fees**

- (a) US \$ 25 or equivalent in local currency for re-issuance of OCI documents in case of issuance of new passport, change of personal particulars, wrong filing of particulars. In case of applications filed in India, a demand draft for Rs.1,290/- drawn in favour of “Pay and Accounts officer (Secretariat), Ministry of Home Affairs” payable at New Delhi has to be enclosed.
- (b) US \$ 100 or equivalent in local currency for issuance of duplicate OCI documents in case of loss/damage. In case of application filed in India, an amount of Rs.5,170/- has to be paid.

**(Both OCI registration certificate and visa shall be issued in respect of any/all service(s)).**

(iii) In respect of the services for change of address/occupation, no hard copy of the application shall be submitted to the Indian Mission/Post/Office. Accordingly, the issue of Enclosures and payment of fee does not arise.

## **8. Status of the application**

- a. After receipt of the application in concerned office, a File (Acknowledgement) Number would be issued to the applicant by way of an acknowledgement. This would be communicated by e-mail.
- b. If there are any objections while processing the application, the same will be displayed on the Online Status Enquiry. Please follow the instructions and send requisite documents to the Indian Mission/Office where you have applied quoting the File (Acknowledgement) Number.
- c. If the concerned officer seeks a personal interview, the date and time of the interview shall be sent by e-mail. Please attend the interview along with the requisite particulars/documents.
- d. The applicant can verify the status of the application online on Online Status Enquiry by quoting the Registration Number or File (Acknowledgement) Number.

## **9. Procedure for receiving the new set of OCI documents**

The grant or otherwise of the service(s) sought shall be ordinarily decided in one month from the receipt of hard copy of the application. No fee shall be refunded if the requisite service(s) are not granted. **Both the OCI registration certificate and visa shall be issued in respect of any/all service(s). The new OCI documents shall be issued only after cancellation of the old OCI documents.**

If the requisite service(s) have been granted, please contact the Indian Mission/Post/Office where you have applied for OCI registration after 10 days from the date of dispatch of documents from Delhi or any day after receipt of documents at the Mission/Post/Office, whichever is earlier. In case of applications filed in India, applicants should approach the concerned FRRO or the OCI Cell, Ministry of Home Affairs, Jaisalmer House, 26 Man Singh Road, New Delhi as the case may be, in person/through authorized person.

- (i) Please submit the passport for pasting the new Visa.
- (ii) In case of re-issuance of OCI documents, please surrender the existing OCI registration certificate and produce the passport containing the

existing visa for cancellation (in case the old passport has been surrendered, it need not be produced).

- (iii) In case of issuance of duplicate OCI documents for damaged documents, please surrender the damaged documents. In case only one OCI document had been lost, the other document shall be surrendered.