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OVERSEAS CITIZENSHIP OF INDIA (OCI) CARDHOLDER

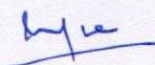
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1. Eligibility criteria:

1.1 As per section 7A of the Citizenship Act, 1955 (57 of 1955), following categories of foreign nationals are eligible for registration as Overseas Citizen of India (OCI) Cardholder:-

- (a) Any person of full age and capacity:-
 - (i) who is a citizen of another country, but was a citizen of India at the time of, or at any time after the commencement of the Constitution i.e. 26.01.1950; or
 - (ii) who is a citizen of another country, but was eligible to become a citizen of India at the time of the commencement of the Constitution i.e. on 26.01.1950; or
 - (iii) who is a citizen of another country, but belonged to a territory that became part of India after 15.08.1947; or
 - (iv) who is a child or a grandchild or a great grandchild of such a citizen; or
- (b) a person, who is a minor child of a person mentioned in (a) above; or
- (c) a person, who is a minor child, and whose both parents are citizens of India or one of the parents is a citizen of India; or
- (d) spouse of foreign origin of a citizen of India or spouse of foreign origin of an Overseas Citizen of India Cardholder registered under section 7A of the Citizenship Act, 1955 and whose marriage has been registered and subsisted for a continuous period of not less than two years immediately preceding the presentation of the application.

Note : No person, who or either of whose parents or grandparents or great grandparents is or had been a citizen of Pakistan, Bangladesh or such other country as the Central Government may, by notification in the Official Gazette, specify, shall be eligible for registration as an Overseas Citizen of India Cardholder.



1.2 Application for registration as OCI cardholder of a foreigner whose Indian spouse is not alive may be accepted by the Indian Missions/ Posts/ FRROs and decision taken on case to case basis subject to the condition that the foreigner has not remarried another foreigner. In cases fulfilling the condition mentioned above, the OCI status of the foreign spouse will remain intact if –

- (i) the foreign spouse has children born from marriage with the deceased Indian spouse who are Indian citizens / OCI cardholders; or
- (ii) the foreign spouse has acquired property individually or jointly with the Indian spouse; or
- (iii) if any other such ground prevails.

If the foreign national gets remarried to another foreigner/Indian, the existing OCI registration will be immediately cancelled. In case of re-marriage to another citizen of India or an OCI cardholder, the foreign national will have to submit fresh application for registration as OCI cardholder. In such cases, fresh OCI card shall be granted on surrender of the earlier OCI card.

1.3 The foreign national children of such Indian national who is not alive will be entitled to registration as OCI cardholder as per section 7A of the Citizenship Act, 1955 on the basis of their Indian origin.

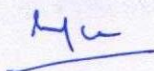
1.4 Only one living spouse duly fulfilling the conditions laid down in clause (d) of sub-section (1) of section 7A of Citizenship Act, 1955 shall be registered as an Overseas Citizen of India Cardholder

Note: Passport is the primary travel document. OCI is only a life-long visa. Stay of a foreigners in India without a valid passport is illegal even if he or she is an OCI cardholder. Therefore, it is necessary that OCI cardholders staying in India should have a valid passport at all times of his/her stay in the country.

2. Application Form and Procedure:

2.1 Applications for registration as OCI Cardholder is to be submitted only on the online system. For this purpose, please log on to <https://ociservices.gov.in>. Applicants are required to upload all the requisite documents (self attested), photograph and signature (in the case of minors who cannot sign, left hand thumb impression) along with the application.

2.2 Every person, including a minor, eligible to be registered as Overseas Citizen of India Cardholder under Section 7A, may submit separate application. In case of a minor, the application form may be signed by either of the parents or by the person to who the legal custody of the minor has been granted or by the legal guardian of such minor, as the case may be.



2.3 Documents to be submitted with the application

(1) Proof of present citizenship –

- (a) Copy of present valid passport (applicable in all cases), with validity of minimum 6 months at the time of submission of application.
- (b) Copy of the certificate of registration of citizenship/ Naturalization (as the case may be), for the present nationality of the applicant (applicable in all cases).
- (c) Cancelled/ Surrendered Indian passport with Surrender Certificate (for those who have surrendered Indian passport in or after 2010).

(2) Evidence of address of the place of application

- (i) Copy of the Electricity Bill/ Telephone Bill in own/ parents/ grandparents/ spouse name
- (ii) If the above is in any other relative's name, undertaking from the relative stating that the foreigner is residing with him/ her.
- (iii) Lease Licence in case of tenants.

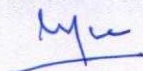
(3) In case application is submitted in India

Copy of any long duration Visa (**other than Tourist Visa, Missionary Visa and Mountaineering Visa**) with 3 months validity as on the date of application along with Residential Permit/ Registration Certificate issued by the jurisdictional FRRO/ FRO, as the case may be (applicable in all cases where application is submitted in India).

[Foreign nationals holding Tourist visa, Missionary visa and Mountaineering visa cannot apply for registration as OCI cardholder in India]

(4) Evidence of self or parents or grandparents or great grandparents [for cases covered by para 1.1 (a) above]

- (a) Being a citizen of India at the time of, or at any time after the commencement of the Constitution i.e. 26.01.1950; or
- (b) Being eligible to become a citizen of India at the time of commencement of the Constitution i.e. 26.01.1950; or
- (c) Belonging to a territory that became part of India after 15th August, 1947.



These could be:

- (i) Copy of the Indian Passport; or
- (ii) Copy of the Domicile Certificate issued by the Competent Authority; or
- (iii) Copy of Nativity Certificate from the competent authority; or
- (iv) PIO/ OCI card of parents/ spouse along with documents to prove Indian origin; or
- (v) Any other proof substantiating the request. Usually applicants are able to submit a certificate of residence or place of birth of self/ parents/ grandparents from First Class Magistrate/ District Magistrate (DM) of the concerned place.

(5) Evidence of relationship as parent/ grandparent/ great grandparent, if their Indian origin is claimed as basis for registration as OCI Cardholder [cases covered by para 1.1(b) above]

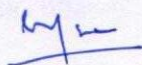
- (a) The document of relationship could be "Birth Certificate" issued from competent authority mentioning both parents' name. In case the birth certificate is issued by a foreign authority, it is to be Apostled or endorsed by the concerned Indian Mission abroad/ concerned foreign Mission in India.

Note : If the parents are divorced, court order of dissolution of marriage, which specifically mentions that the legal custody of the child is with the parent, who is applying for the OCI card. If the court order is in any foreign language, translation in English or Hindi by authorized translator is to be enclosed.

- (b) Birth certificate from Birth Registrar to be supported by (i) Education documents, if any and (ii) Documents of inherited landed property, if any.
- (c) Marriage certificate of parents (If not available, reasons for same).

(6) In case of minor child whose both parents are citizens of India or one of the parents is a citizen of India [cases covered by para 1.1(c) above]

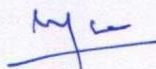
- (i) Copy of child's birth certificate
- (ii) Marriage certificate of parents (if no marriage certificate is available, reasons for same to be indicated)



- (iii) Copy of Indian passport of the parents / one of the parents or copy of the Domicile Certificate or Nativity Certificate issued by the Competent Authority in respect of the parents/ one of the parents or any other proof substantiating the status of the parents/ one of the parents as being Indian citizen(s).
 - (iv) If the parents are divorced, court order of dissolution of marriage, which specifically mentions that the legal custody of the child is with the parent who is applying for the OCI card. If the court order is in any foreign language, translation in English or Hindi by authorized translator is to be enclosed.
- (7) Evidence as spouse of foreign origin of a citizen of India or spouse of foreign origin of an OCI Cardholder [cases covered by para 1.1(d) above]
- (i) Registered marriage certificate; and
 - (ii) In the case of spouse of an Indian citizen - copy of the Indian Passport of the spouse or copy of the Domicile Certificate or Nativity Certificate issued by the Competent Authority in respect of the Indian spouse or any other proof substantiating the status of the spouse as being an Indian citizen.
 - (iii) In the case of spouse of an OCI Cardholder - Copy of the present valid Passport of the spouse and copy of the OCI Card of the spouse and copies of the documents upon which the OCI Card was issued to the spouse.
 - (iv) Declaration from the Indian/ OCI cardholder spouse stating that in case of divorce/ separation/ death of foreign spouse, it is his/ her responsibility to surrender the OCI card to the Government of India.

Note: In all cases where the marriage certificate is to be submitted, the following guidelines will be applicable:-

- (i) If the marriage is solemnized in India, Marriage certificate issued by Marriage Registrar is required.
- (ii) If the marriage is solemnized in foreign country, it should be apostled/ certified by the concerned Indian Mission/ Post.



- (iii) If the marriage certificate is in any foreign language other than English, it should be translated in English by authorized translator.

2.4 Application Fee

- (a) In case of application submitted in Indian Mission/ Post abroad - By way of Demand Draft for US\$275 for each applicant or equivalent in local currency.
- (b) In case application is submitted in India - a fee of Rs.15,000/- by way of Demand Draft drawn in favour of "Pay and Accounts Officer (Secretariat), Ministry of Home Affairs" payable at New Delhi.

2.5 Specifications for Photograph

Photograph to be uploaded on the application should be of square shape of size not less than 51x 51 mm (with 80% coverage of face). It should have plain light color background (not white) without the border with front view of person's head and shoulders showing the full face in middle of the photograph.

The height and width of the applicant photo must be equal. The minimum dimensions are 200 pixels (width) x 200 pixels (height). The maximum dimensions are 900 pixels (width) x 900 pixels (height).

The images of the photograph and signature must be in JPEG/ JPG format with max size 200 KB.

Note: Photographs that do not conform to the above standards will be rejected and may cause delay in processing the applications.

2.6 Verification of supporting documents with the originals, personal interview, capturing biometrics, registration as OCI cardholder

- (i) After submission of the complete application online including documents, photograph and signature, 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.**
- (ii) The originals of the documents may be submitted to the Indian Mission/ Post having jurisdiction over the country of which the applicant is a citizen or 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 a resident. In case the applicant is residing in India, the



originals of the documents will have to be submitted to the FRRO concerned. Details of FRROs along with their jurisdiction are 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 and Uttarakhand
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, 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: For the above purpose, 'ordinarily resident' will mean a person staying in a particular country or in India for a continuous period of 6 months.

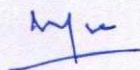
- (iii) If there is any deficiency in the application/ uploaded documents/ photograph, the Indian Mission/Post/FRRO concerned shall inform the same to the applicant by email. The applicant may then submit the required documents to the Indian Mission/ Post/ FRRO concerned, who will take necessary action to upload the same on the online system.
- (iv) 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.**

- (v) There will be a mandatory verification step of personal interview (either physical or through video conference) of all OCI applicants who apply for registration as OCI cardholder under section 7A(1)(d) of the Citizenship Act, 1955 (i.e. spouse basis). This personal interview shall be conducted by the Indian Mission/ Post/ FRRO concerned at the time of document verification stage itself and the OCI application on spouse basis shall be acknowledged on the online system only after the personal interview has been held and the Indian Mission/ Post/ FRRO concerned have satisfied themselves about the suitability of the applicant for registration as OCI cardholder.

2.7 **Capturing of biometrics of applicants during registration as OCI cardholders**

- (i) Capturing of biometrics of fingerprints & face (if technically feasible) in case of applicants for registration as OCI cardholders is mandatory. In case of applications for registration as OCI cardholders submitted to Indian Missions/ Posts abroad, the applicants will have the option of giving biometrics at the application stage or at the Immigration Check Posts on arrival in India. Applicants are, however, advised to give biometrics at the Indian Mission/ Post concerned at the application stage itself i.e. at the document verification stage. If for any reason the applicant is not able to give the biometrics at the application stage (which shall be informed to the Indian Mission/ Post concerned in writing), his/ her biometrics shall be captured at the Immigration Check Posts (ICPs) on arrival in India.



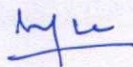
- (ii) In respect of applications submitted to FRROs in India, biometrics shall be captured at the application stage itself i.e. at the document verification stage.
- (iii) In all cases where biometrics are captured at the application stage i.e. document verification stage, it shall be ensured that the applications for registration as OCI cardholders are acknowledged on the online module only after the biometrics are captured and uploaded on the system.
- (iv) Biometrics of fingerprints & face (if technically feasible) of existing OCI cardholders shall be captured at the Immigration Check Posts (ICPs) during their entry/ exit at the ICPs whenever they travel to/ from India.
- (v) Biometrics captured would be valid for next 5 years from the date of enrolment and applicants would not be required to be enrolled again within 5 years, if they have already enrolled their biometrics. Applicants with no fingerprints or poor fingerprints will be exempted and only facial traits would be captured for them. Further, applicants with less number of fingers shall give fingerprints of existing fingers only. Applicants above 70 years of age or below 12 years of age would be exempted from biometric capturing.

2.8 Registration as OCI cardholder

- (i) After grant of registration, a registration certificate in the form of a booklet will be issued. This will serve as a life-long multiple entry visa to visit India.
- (ii) For collection of the OCI Cardholder registration booklet, the applicant is required to be present at the concerned Indian Mission/FRRO in person or he/she can send a duly authorized person, along with his/her passport for this purpose. However, the condition is that the applicant should be physically present in the country of issuance of OCI cardholder registration booklet when it is collected through an authorized person. If a person is not in a position to travel to the country of issuance of the OCI cardholder registration booklet, he/she could procure it through the concerned Indian Mission/ FRRO of their present place of stay by making a formal request to the office issuing the OCI Cardholder registration booklet.

3. Dispensing with the requirement of 'U' Visa sticker on the foreign passport

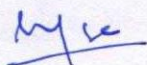
Instructions have been issued by the Ministry of Home Affairs on 29th January, 2015 to all Indian Missions/ Posts, FRROs etc. conveying the decision to dispense with the 'U' (Universal) visa sticker on the foreign passport of OCI card holders with immediate effect. It has been advised that immigration authorities in ICPs should not



insist on production of foreign passport containing the 'U' visa sticker in the case of OCI cardholders while they enter/ exit India.

4. Procedure for submission of application for registration as OCI cardholder by erstwhile PIO cardholders

- (i) All PIO cardholders with valid PIO cards as on 09.01.2015 are deemed to be OCI cardholders in terms of the notification issued by the Ministry of Home Affairs on 9th January, 2015 in exercise of the powers conferred by section 7A(2) of the Citizenship Act, 1955.
- (ii) However, all persons having valid PIO cards as on 9th January, 2015 are advised to apply for registration as OCI cardholder in view of the following advantages in possessing an OCI card:-
 - (a) OCI card is a smart card
 - (b) Possession of an OCI card will facilitate quicker immigration clearance at the Immigration Check Posts
 - (c) It will help in obtaining various Consular Services from the Indian Missions
 - (d) For those who are resident in India, it will facilitate in availing various services in India.
- (iii) A separate online application form for submission of application for registration as OCI cardholder in lieu of PIO card is available in the website <https://ociservices.gov.in>.
- (iv) An erstwhile PIO cardholder with a valid PIO card as on 09.01.2015 will have to upload only the following documents with his/ her application:-
 - (a) Copy of the valid Passport
 - (b) Copy of the PIO card
- (v) Applicants shall make payment of the following fee :-
 - (a) In case of application submitted in Indian Missions/Post abroad- By way of Demand Draft for USD 100 for each applicant or equivalent in local currency.
 - (b) In case of application submitted in India, a fee of INR 5,500/- by way of Demand draft drawn in favour of "Pay and Accounts Officer (Secretariat), Ministry of Home Affairs" payable at New Delhi".
- (vi) The applicants can submit the applications online from anywhere.
- (vii) The OCI card shall be issued by the Indian Mission/ Post/ FRRO concerned within the jurisdiction of the applicant's place of residence.



The applicant will have to approach the Indian Mission/ Post/ FRRO concerned for collecting the OCI Card by surrendering the PIO card.

5. Cancellation of Registration as an OCI Cardholder

If it is found that the registration as an OCI Cardholder was obtained by means of fraud, false representation or concealment of any material fact or the registered OCI Cardholder has shown disaffection towards the Constitution of India or comes under any of the provisions of section 7D of the Citizenship Act, 1955, the registration of such person will not only be cancelled forthwith but he/she will also be blacklisted preventing his/ her future entry into India.

6. Benefits to an OCI Cardholder

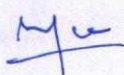
- (i) Multiple entry lifelong visa for visiting India for any purpose.

However, OCI Cardholders will require a special permission to undertake research work in India for which they may submit the application to the Indian Mission/ Post/ FRRO concerned.

OCI cardholders are also not entitled to undertake Missionary, Mountaineering, journalism & tabligh activities without prior permission of the Government of India. For undertaking missionary, mountaineering & tabligh activities, OCI cardholder may seek prior permission from the Indian Mission/ Post/ FRRO concerned. For undertaking journalistic activities, requisite permission may be sought from the External Publicity (XP) Division of the Ministry of External Affairs.

OCI cardholder shall also require Protected Area Permit (PAP)/ Restricted Area Permit (RAP) to visit any place which falls within the Protected/ Restricted Area notified by the Government as in the case of any other foreigner.

- (ii) Exemption from registration with Foreigners Regional Registration Officer (FRRO) or Foreigners Registration Officer (FRO) for any length of stay in India.
- (iii) Parity with Non-Resident Indians (NRIs) in respect of all facilities available to them in economic, financial, and educational fields **except in matters relating to the acquisition of agricultural or plantation properties.**
- (iv) Registered Overseas Citizen of India Cardholder shall be treated at par with Non-Resident-Indians in the matter of inter-country adoption of Indian children.
- (v) Registered Overseas Citizen of India Cardholder shall be treated at par



with resident Indian nationals in the matter of tariffs in air fares in domestic sectors in India.

- (vi) Registered Overseas Citizen of India Cardholder shall be charged the same entry fee as domestic Indian visitors to visit national parks and wildlife sanctuaries in India.
- (vii) Parity with Non-Resident Indians (NRI) in respect of:-
 - (A) entry fees to be charged for visiting the national monuments, historical sites and museums in India;
 - (B) pursuing the following professions in India, in pursuance of the provisions contained in the relevant Acts, namely:-
 - (a) doctors, dentists, nurses and pharmacists;
 - (b) advocates;
 - (c) architects;
 - (d) chartered accountants;
 - (C) to appear for the All India Pre-Medical Test or such other tests to make them eligible for admission in pursuance of the provisions contained in the relevant Acts.
- (viii) State Governments should ensure that the OCI Cardholder registration booklets of OCI Cardholders are treated as their identification for any services rendered to them. In case proof of residence is required, Overseas Citizens of India Cardholder may give an affidavit attested by a notary public stating that a particular/specific address may be treated as their place of residence in India and may also in their affidavit give their overseas residential address as well as e-mail address, if any.
- (ix) Overseas Citizen of India (OCI) cardholders are eligible for appointment as teaching faculty in IITs, NITs, IIMs, IISERs, IISc, Central Universities and in the new AIIMS set up under Pradhan Mantri Swasthya Suraksha Yojana (PMSSY).

7. Benefits to which OCI Cardholder is not entitled to

The OCI Cardholder is not entitled to vote, be a member of Legislative Assembly or Legislative Council or Parliament, cannot hold Constitutional posts such as President, Vice President, Judge of Supreme Court or High Court etc. as specified in section 7B(2) of the Citizenship Act, 1955. The OCI Cardholder shall not be entitled for appointment to public services and posts in connection with the affairs of the Union or of any State except for appointment in such services and posts as the Central Government may, by special order, in that behalf, specify. Further, the OCI Cardholder cannot acquire agricultural or plantation properties in India.

8. OCI Miscellaneous Services

8.1 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 issuance of duplicate OCI documents in the event of following contingencies:-

- (a) Issuance of new passport;
- (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.

8.2 The Overseas Citizen of India Cardholder registration is required to be got re-issued each time a new passport is issued up to the age of 20 years of age and once after completing 50 years of age in view of biological changes in the face of the applicant. Re-issuance of the OCI Cardholder registration is not mandatory each time a new passport is issued between 21 and 50 years of age. However, if the applicant wishes to avail this service, he/she can apply for the same online under OCI Miscellaneous services. 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.

8.3 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.

8.4 After submission of the complete application online including documents, photograph and signature, 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.

8.5 Details of offices where the applicants have to submit the original supporting documents for prior verification are as follows:-

Applicants 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 mentioned in **para 2.6** above.

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

8.6 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.

8.7 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.

8.8 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.

8.9 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 application.

8.10 In case of change of address/occupation, 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. Accordingly, payment of fee will not arise in such cases.

8.11 **Fee for OCI Miscellaneous services**

- (a) 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, change of personal particulars, wrong filing of particulars etc.
- (b) A fee of US \$ 100 or equivalent in local currency is charged for issuance of duplicate OCI card in case of loss/damage to the document.

8.12 **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 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.

9. **Help Desk:**

For any clarification/query on the scheme, please visit our website <http://mha.gov.in> or visit the website of the local Indian Mission/Post or contact the Indian Mission/Post or FRRO concerned.

10. **Important instructions**

- (1) While OCI serves as a multiple entry lifelong visa for visiting India for any purpose, **the OCI cardholders will require special permission of the competent authority for undertaking research, missionary, mountaineering, journalism and tabligh activities in India.** Para 6 (i) above may please be referred to.
- (2) The Overseas Citizen of India Cardholder registration is required to be got re-issued **each time a new passport is issued up to the age of 20 years of age and once after completing 50 years of age** in view of biological changes in the face of the applicant. For this purpose, please long on to <https://ociservices.gov.in>. <https://passport.gov.in/oci>.
- (3) Re-issuance of the OCI Cardholder registration is **not** mandatory each time a new passport is issued between 21 and 50 years of age. However, if the applicant wishes to avail this service, he/she can apply for the same.

