

**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 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.
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.
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 online under OCI Miscellaneous services.
4. 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.
5. For submission of application under OCI Miscellaneous Services online, the applicants may log on to <https://ociservices.gov.in>. Application under OCI Miscellaneous services should be submitted for all the requested services.
6. 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.

7. 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 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



For addresses and contact details of FRROs, please log on to <https://boi.gov.in/content/frro-contact-list>

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

8. 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.
9. 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.

10. **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.

11. 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.
12. 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.
13. **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.

14. **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.

**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.

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.

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