

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

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OVERSEAS CITIZENSHIP OF INDIA (OCI) CARDHOLDER

BROCHURE

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.

Such spouse shall be subjected to prior security clearance by a competent authority in India.

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.

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 The 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 their 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 from may be signed by either of the parents or by the person to whom 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 an 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.

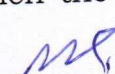
These could be:

- (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.
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- (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.

Note: 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.

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 of biometrics of applicants for registration as OCI cardholders

- (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, 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: 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 an 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 an 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 cardholders

- (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 Cardholders 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 Cardholders 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 an OCI Cardholder in lieu of a 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 US \$100 for each applicant or equivalent in local currency.
 - (b) In case of application submitted in India, a fee of IN ₹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

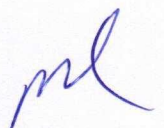
If it is found that the registration as an OCI Cardholder was obtained by means of fraud, false representation or concealment of any material fact or the registered OCI Cardholder has shown disaffection towards the Constitution of India or comes under any of the provisions of section 7D of The Citizenship 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

(1) multiple entry lifelong visa for visiting India for any purpose:

Provided that for undertaking the following activities, the OCI Cardholder shall be required to obtain a special permission or a Special Permit, as the case may be, from the competent authority or the Foreigners Regional Registration Officer or the Indian Mission concerned, namely:-

- (i) to undertake research;
- (ii) to undertake any Missionary or Tabligh or Mountaineering or Journalistic activities;
- (iii) to undertake internship in any foreign Diplomatic Missions or foreign Government organisations in India or to take up employment in any foreign Diplomatic Missions in India;
- (iv) to visit any place which falls within the Protected or Restricted or prohibited areas as notified by the Central Government or competent authority;



Note: For requisite special permission, OCI Cardholder may visit <http://10.199.62.200/welcome> .

- (2) exemption from registration with the Foreigners Regional Registration Officer or Foreigners Registration Officer for any length of stay in India:

Provided that the OCI Cardholders who are normally resident in India shall intimate the jurisdictional Foreigners Regional Registration Officer or the Foreigners Registration Officer by email whenever there is a change in permanent residential address and in their occupation;

- (3) parity with Indian nationals in the matter of,-

- (i) tariffs in air fares in domestic sectors in India; and
- (ii) entry fees to be charged for visiting national parks, wildlife sanctuaries, the national monuments, historical sites and museums in India;

- (4) parity with Non-Resident Indians in the matter of,-

- (i) inter-country adoption of Indian children subject to the compliance of the procedure as laid down by the competent authority for such adoption;
- (ii) appearing for the all India entrance tests such as National Eligibility cum Entrance Test, Joint Entrance Examination (Mains), Joint Entrance Examination (Advanced) or such other tests to make them eligible for admission only against any Non-Resident Indian seat or any supernumerary seat:

Provided that the OCI Cardholder shall not be eligible for admission against any seat reserved exclusively for Indian citizens;

- (iii) purchase or sale of immovable properties other than agricultural land or farm house or plantation property; and
- (iv) pursuing the following professions in India as per the provisions contained in the applicable relevant statutes or Acts as the case may be, namely:-

- (a) doctors, dentists, nurses and pharmacists;
 - (b) advocates;
 - (c) architects;
 - (d) chartered accountants;
- (5) in respect of all other economic, financial and educational fields not specified in this notification or the rights and privileges not covered by the notifications made by The Reserve Bank of India under The Foreign Exchange Management Act, 1999 (42 of 1999), the OCI Cardholder shall have the same rights and privileges as a foreigner.
- (6) 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).

Explanation.—

- (1) The OCI Cardholder (including a PIO cardholder) is a foreign national holding passport of a foreign country and is not a citizen of India.
- (2) “Non-Resident Indian” shall have the same meaning as assigned to it in The Foreign Exchange Management (Acquisition and Transfer of Immovable Property in India) Regulations, 2018 made by the Reserve Bank of India under The Foreign Exchange Management Act, 1999 (42 of 1999) and who fulfils the “Non-Resident Indian” status as per The Income Tax Act, 1961 (43 of 1961).

Any other benefits to an OCI Cardholder may be notified by the Central Government under section 7B(1) of The Citizenship Act, 1955.

Note: - (1) State Governments should ensure that the OCI Cardholder registration booklets of OCI Cardholders are treated as their identification for any services rendered to them.

- (2) A person registered as an OCI Cardholder is eligible to apply for

grant of Indian citizenship under section 5(1) (g) of The Citizenship Act, 1955 if he/she has attained full age (18 year) and if he/she is registered as OCI Cardholder for five years and is ordinarily resident in India for twelve months before making an application for registration. Central Government, if it is satisfied that special circumstances exist, may after recording the circumstances in writing, relax the period of twelve months, up to a maximum of thirty days which may be in different breaks.

7. Benefits to which OCI Cardholder is not entitled to

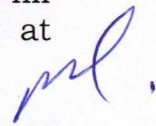
The OCI Cardholder is not entitled to vote, be a member of Legislative Assembly or Legislative Council or Parliament, cannot hold Constitutional posts such as President, Vice President, Judge of Supreme Court or High Court etc. as specified in section 7B(2) of The Citizenship Act, 1955. The OCI Cardholder 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 land or farmhouse or plantation properties in India.

8. Prior special permission required for undertaking certain activities

8.1 The OCI Cardholder will be required to take special permission to undertake following activities.

- (i) Research - to undertake research.
- (ii) Missionary - for missionary activities.
- (iii) Tabligh - for Tabligh activities.
- (iv) Mountaineering - for mountaineering.
- (v) Journalist - for journalist activities.
- (vi) Internship/ employment in foreign diplomatic mission or foreign government organizations in India.
- (vii) Visit Protected or Restricted or prohibited areas as notified by the government.

8.2 To seek special permission, the OCI Cardholder will be required to fill online application form and upload required documents at "<http://10.199.62.200/welcome>".



8.3 Except in the case of grant of PAP or RAP or Permit for visiting Prohibited places for which fee has been prescribed, all other services for grant of prior permission to OCI cardholders will be on gratis basis.

8.4 Once the application is submitted by OCI Cardholder, acknowledgment will be sent to him/her on e-mail and link will be provided to check status of application.

8.5 The concerned FRRO/ Indian Mission may ask the applicant to upload for uploading missing documents, if any, online and also to attend personal interview, if required.

8.6 When FRRO/ Indian Mission grants Special Permit, acknowledgement will be sent to the OCI Card holder through email and facility to download the same will be provided.

9. OCI Miscellaneous Services

9.1 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.

9.2 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.

9.3 **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 Cardholders 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 Cardholders 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).

9.4 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.

9.5 **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.

9.6 **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.

10. **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.

11. **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 or a special permit, as the case may be, from the competent authority for undertaking research, missionary, mountaineering, journalism and tabligh activities in India, to undertake internship in any foreign Diplomatic Missions or foreign Government organizations in India or to take up employment in any foreign Diplomatic Missions in India and to visit any place which falls within the Protected or Restricted or prohibited areas as notified by the Central Government or competent authority. **Details at para 6 & 8 above may please be referred to.**

- (2) 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, please long on to <https://ociservices.gov.in>. <https://passport.gov.in/oci>.
- (3) OCI Cardholder has to get the details of passport updated online each time a new passport is issued upto 20 years of age and once after completing 50 years of age. **Details at para 9.3 above may be referred to.**

