

OCI Miscellaneous Services – Guidelines

1. OCI Miscellaneous Services can be availed only by the registered OCI cardholders 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.
 - (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. OCI registration certificate 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 in view of biological changes in face of the applicant.
3. Re-issuance of OCI registration certificate 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.
4. **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.
5. 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.
6. **Procedure for submission of application**
 - (1) The applicants have to submit the application form online and 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. After submission of the complete application online including documents, photograph and signature, the original of the supporting documents have to be submitted to the Indian Mission/ Post/ FRRO concerned for prior verification.

- (2) The applicant has to fill in at least one of the following data fields:
- (i) OCI Registration number
 - (ii) OCI File number
- (3) 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 3(i) above) matches with the OCI database.

- (4) 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**
- (5) 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.
- (6) After submission of the complete application online including documents, photograph and signature, the original of the supporting documents have to be submitted to the Indian Mission/ Post/ FRRO concerned for prior verification. No hard copy of the application is to be submitted. Indian Missions/ Posts/ FRRO will be responsible for verifying the supporting documents with the originals.

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 in India

To the following FRROs according to their jurisdictional control as mentioned against each FRRO:-

S.No.	FRRO Office	States/ UTs (jurisdiction)
1	FRRO, Amritsar Bureau of Immigration, D-123, Ranjit Avenue, Amritsar – 143001 Tel: 0183-2500464 Fax:0183- 2500465 Email: frroasr@nic.in	Punjab, Jammu & Kashmir and Chandigarh
2	FRRO, Bangalore 5 th Floor, 'A' Block, TTMC, BMTC Bus Stand Building, K.H.Road, Shantinagar, Bangalore- 560027 Tel.: 080- 22218195;22218183 Fax: 080-22218196 Email: frroblr-ka@nic.in	Karnataka
3	FRRO, Chennai No.26, Shastri Bhawan Annexe Building, 26 Haddows Road, Nungambakkam, Chennai- 600006 Tel: 044- 23454970;28251721 Fax:044-23454971 Email: frrochn@nic.in chiochn@nic.in	Tamilnadu, Puducherry and Andaman & Nicobar islands
4	FRRO, Delhi, East Block VIII, Level 2, Sector-1, R.K.Puram,	Delhi, Haryana, Rajasthan, Himachal Pradesh and

	New Delhi – 110066 Tel.: 011-26711384 Support Centre: 011-26711443; 26713851 Fax: 011-26711348 Email: frrodli@nic.in	Uttarakhand
5	FRRO, Goa Foreigners Branch, Goa Police Head Quarters, Opposite Azad Maidan, Panaji – 403001 Tel.: 0832-2426545 Fax: 0832-2426545 Email: frrogoa@nic.in	Goa and Dadra & Nagar Haveli (However, till further orders, cases pertaining to Goa and Dadra & Nagar Haveli will be handled by the FRRO, Mumbai)
6	FRRO, Hyderabad Bureau of Immigration, Room no.301, 3 rd Floor, CGO Tower, Kabadiguda, Hyderabad-500080 Tel.: 040-27541022; 040-27541088 Fax: 040-27541087 Email: frrohyd@nic.in	Andhra Pradesh, Telangana, Odisha and Chhattisgarh
7	FRRO, Kochi (Cochin) 2 nd Floor, Airlines Building, Cochin International Airport Ltd., Airport P.O., Kochi – 683111 Tel.: 0484-2611277 Fax: 0484-2611277 Email: frrococ@nic.in frro.cochin@nic.in	Kerala (excluding jurisdiction of other FRROs in Kerala)
8	FRRO, Kolkata 237, A.J.C.Bose Road, Kolkata Tel.: 033-22900549 Email: frrokol@nic.in	West Bengal, Sikkim, Assam, Arunachal Pradesh, Mizoram, Nagaland, Manipur, Meghalaya and Tripura
9	FRRO, Kozhikode (Calicut) 20/1305, Castle view, Thiruvannur Road,	Kerala (excluding jurisdiction of other FRROs in Kerala)

	<p>Panniyankara, Kallai P.O. Kozhikode – 673003 Tel: 0495-2323550 Fax:0495-2323550 Email: frrocal@nic.in frro-clt@nic.in</p>	
10	<p>FRRO, Lucknow 557, Hind Nagar, Kanpur Road, Near Old Chungi, Lucknow -226012 Tel: 0522-2432431 Fax:0522-2432430 Email: frrolko@nic.in</p>	<p>Uttar Pradesh, Bihar and Jharkhand</p>
11	<p>FRRO, Mumbai Annex-II Bldg, 3rd Floor, Badruddin Tayyabji Marg, Behind St.Xavier College, C.S.T., Mumbai – 400001 (Near CST Railway Station and the office is in the lane beside Times of India building) Tel.: 022-22621169 022-22621167 (OCI enquiry) Fax: 022-22620721 Email: frromum@nic.in</p>	<p>Maharashtra, Madhya Pradesh, Gujarat and Daman & Diu.</p> <p>Till further orders, cases pertaining to Goa and Dadra & Nagar Haveli will also be handled by the FRRO, Mumbai</p>
12	<p>FRRO, Thiruvananthapuram T.C.14/1377, Vazhuthacaud, opposite Ganapati Temple, Thycaud P.O., Thiruvananthapuram – 14 Tel.: 0471-2333515 Fax: 0471-2333514 Email: frrotvm@nic.in</p>	<p>Kerala (excluding jurisdiction of other FRROs in Kerala) and Lakshadweep</p>

- (7) 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) 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.

(9) **Documents to be uploaded**

(i) **Copy of OCI registration certificate and visa**

- (a) *In case of issuance of new passport, copy of registration certificate has to be enclosed. If the old passport is not returned by the concerned authorities while issuing new passport, they may not be enclosed. A copy of new passport also to be enclosed.*
- (b) *In case of loss of OCI Registration Certificate, copy of the complaint lodged with Police authorities and copy of registration certificate to be enclosed. If a copy of the registration certificate 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 effecting 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.1400/- drawn in favour of "Pay and Accounts Officer (Secretariat), Ministry of Home Affairs.

- (b) US\$ 100 or equivalent in local currency for issuance of duplicate OCI document in case of loss/ damage. In case of application filed in India, an amount of Rs.5500/- has to be paid.

[OCI Registration Certificate shall be issued in respect of any/ all service(s)]

- (iii) In respect of the services for change of address/ occupation, no new OCI registration certificate will be issued and accordingly, payment of fee does not arise.

7. **Status of the application**

- a. 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.
- b. 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.
- c. The applicant can verify the status of the application online on Online Status Enquiry by quoting the Registration Number or File (Acknowledgement) Number.

8. **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 registration certificate shall be issued in respect of any/all service(s). The new OCI documents shall be issued only after cancellation of the old OCI registration certificate.**

If the requisite service(s) have been granted, please contact the Indian Mission/ Post/FRRO where you have applied for OCI registration after 10 days from the date of dispatch of the documents or any day after receipt of

documents at the Mission/ Post/ FRRO, whichever is earlier. In case of applications filed in India, applicants should approach the concerned FRRO with whom they had submitted the application either in person or through authorized person. In case of re-issuance of OCI registration certificate, please surrender the existing OCI registration certificate. In case of issuance of duplicate OCI registration certificate for damaged registration certificate, please surrender damaged registration certificate.
