

**FREQUENTLY ASKED QUESTIONS (FAQs) ON**  
**OCI MISCELLANEOUS SERVICES**

**1. Who can avail the OCI Miscellaneous services?**

Only a registered Overseas Citizen of India (OCI) cardholder can avail the OCI Miscellaneous Services.

**2. Under what circumstances can the services be availed?**

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.

**3. How to avail the services?**

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. For details of offices where the applicants have to submit the original supporting documents for prior verification , please see "Addresses of offices to file OCI Miscellaneous Service applications".

**4. Whether hard copy of the application is required to be submitted for the change of address/occupation?**

No. 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. However, if the applicant wishes to avail this service, he/she can apply for the same.

**5. Whether a family can apply in the same form?**

No. Each person has to individually apply online for availing the services.

**6. How many copies of the application have to be submitted?**

Application has to be submitted online only. 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.

**7. What is the fee for availing the services?**

The fee is US \$ 25 or equivalent in local currency for re-issuance of OCI documents. In case of issuance of duplicate OCI documents (for loss/damage of old documents), the fee is US \$ 100 or equivalent in local currency. In case of application filled in India, fee Rs.1,400/- for re-issuance of OCI & in case of issuance of duplicate OCI (for loss/damage of OCI) fee Rs.5,500/- to be paid.

**8. Whether the fee would be refunded in case the requisite service(s) are not granted?**

No.

**9. Where to submit the application?**

As stated in reply to questions 3 and 6 above, the application has to be submitted online only. 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. For details of offices where the applicants have to submit the original supporting documents for prior verification, please see "Addresses of offices to file OCI Miscellaneous Service applications".

**10. What documents have to be enclosed along with the application?**

**Documents**

- (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.

### **Fees**

- (a) US \$ 25 or equivalent in local currency for re-issuance of OCI documents in case of issuance of new passport, change of personal particulars, wrong filing of particulars. In case of applications filed in India, a demand draft for Rs. 1,400/- drawn in favour of "Pay and Accounts Officer (Secretariat), Ministry of Home Affairs" payable at New Delhi has to be enclosed.
- (b) US \$ 100 or equivalent in local currency for issuance of duplicate OCI documents in case of loss/damage. In case of application filed in India, an amount of Rs.5,500/- has to be paid.
- (c) 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.

### **11. How to verify the status of the application?**

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

### **12. What will be issued after availing the services?**

A new OCI Registration Certificate would be issued after surrender of the old OCI documents.

### **13. Whether both OCI Registration Certificate and Visa would be issued afresh?**

OCI Registration Certificate shall be issued in respect of any/ all service(s). 'U' Visa sticker on the Passport has already been discontinued w.e.f. January, 2015.

**14. Whether the applicant has to go in person to the Indian Mission/ Post/ Office for obtaining the new OCI documents?**

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.

**15. Whether OCI documents have to be re-issued each time a new passport is taken?**

OCI registration certificate have to be got re-issued each time a new passport is issued up to the completion of 20 years of age and once after completion of 50 years of age in view of biological changes in face of the applicant.

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 obtain new set of OCI documents, he/she can apply for the same. If the OCI card is issued at the age of 50 years, there is no need for re-issuance of OCI.

**16. What should be done for issuance of duplicate OCI documents in case of loss of OCI registration certificate?**

In case of loss of OCI documents, file a complaint with the Police authorities and enclose a copy of the complaint with the application along with the requisite fee.

**17. In case of loss/damage of OCI documents, what is the procedure for grant of duplicate OCI documents?**

The duplicate OCI documents shall be granted only after personal interview. The date and time of personal interview shall be intimated by the concerned Indian Mission/Post/Office.

**18. What is the time period for grant of the requisite service(s)?**

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.

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