

# **OCI Miscellaneous Services**

## **Salient Features**

This service can be availed for re-issuance/issuance of duplicate OCI documents in the following category of cases:

1. In case of issuance of new foreign passport
2. In case of change of personal particulars viz. nationality etc., or filling of wrong personal particulars while submitting online application viz. name, father's name, date of birth etc.
3. In case of loss/damage of OCI registration certificate/visa
4. In case of change of address/occupation

### **I. In case of issuance of new foreign passport**

OCI registration certificate and 'U' visa sticker carry the passport number of the registered OCI. Accordingly, each time a new passport is issued to an OCI holder; it has to be captured on the registration certificate and visa. This would require re-issuance of OCI registration certificate and visa each time a new foreign passport is issued in the following cases.

1. Up to the completion of 20 years of age, OCI documents have to be re-issued each time a new passport is issued to the holder.
2. Between 21-50 years of age, there is no need to seek re-issuance of OCI documents each time a new passport is issued. However, if the applicant desires, he/she may avail the service for re-issuance of OCI documents.
3. After the completion of 50 years of age, OCI documents have to be re-issued once after issuance of a new passport

### **II. In case of change of personal particulars**

In case of change of personal particulars or wrong filing of personal particulars (name, father's name or date of birth) while submitting online application, OCI holders may seek re-issuance of OCI documents by availing this services. They have to enclose the documentary evidence for the change in personal particulars requested. In case of change of photograph, personal interview with the Competent Authority will be required before the grant of the service.

### **III. In case of Loss/damage of OCI registration certificate/visa**

In case of loss of OCI documents, a copy of the complaint filed with the Police authorities shall be enclosed. Personal interview of the applicant shall be taken by the Competent Authority before the grant of the service.

### **IV. In case of change of address/occupation**

In case of change of address/occupation, new set of OCI documents will not be issued. The applicant may take a print out of the new address/occupation after online submission and keep for record purposes. No fee shall be charged from the applicant.

### **Procedure to be Followed by the Applicant**

A software module has been developed by NIC named as OCI Miscellaneous Services. The public interface for this has been hosted on MHA's website: <https://passport.gov.in/oci/OnlineOCIMiscMain.jsp>. The procedure to be followed by the applicant is as under:

After accessing the OCI Miscellaneous Services and going through the Guidelines and Instructions for filing the application form, the applicant has to fill in at least one of the following data fields:

1. U-Visa number
2. OCI Registration number
3. OCI File number

Thereafter, the applicant has to fill in all the following fields:

1. Current Passport number
2. Date of birth
3. Place of birth
4. Mother's name

The applicant would be able to proceed ahead and seek the particular service(s) only if, the above data (except 2 (i) above) matches with the OCI database. This feature has been incorporated as a security measure so that the scheme is not misused.

The applicant thereafter has to select any one or many of the following services:

1. Change of Passport particulars
2. Change of Personal particulars
3. Loss/damage of OCI certificate/visa
4. Change of Address/Occupation

After selection of the service(s) to be availed, a Registration Form will appear having only the relevant fields, which 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.

Upon submission of the Registration Form, a hard copy of the application with Reference number along with the instructions for filling application form shall be printed. The applicant has to sign the application form, paste the photograph and append his signature in the box provided and submit two copies of the application form along with original OCI Registration Certificate, old and new Canadian passports and fee as mentioned in the instructions.

Documents to be submitted:

1. In case of issuance of new foreign passport:
  - (i) OCI Registration Certificate and Canadian Passport(s) [old and new], in original.
  - (ii) In case of minor children, parents Indian and Canadian passports along with Record of Landing
  - (iii) Two copies of printouts of the online application. The applicant must affix one colour photo [35 mm x 35 mm] on each form and sign in the signature box.
  - (iv) Copies of existing OCI registration certificate and U visa pasted on existing foreign passport.

- (v) Two copies of new and old Canadian passports
  - (vi) Fees through Bank Draft/Money Order.
1. In case of loss of OCI Registration Certificate and/or OCI Visa:
    - (i) OCI Registration Certificate and/or Canadian Passport(s) [old and new], in original.
    - (ii) Two copies of printouts of the online application. The applicant must affix one colour photo [35 mm x 35 mm] on each form and sign in the signature box.
    - (iii) Copy of the complaint lodged with Police authorities
    - (iv) A note giving details of the circumstances of loss.
    - (v) Copies of existing OCI registration certificate and U visa pasted on existing foreign passport of (In case a copy of the registration certificate and/or visa was not taken prior to the loss, these may not be enclosed.)
    - (vi) Fees through Bank Draft/Money Order.
  2. In case of change of personal particulars (due to change by the applicant or due to wrong filling of particulars by the applicant in online application)
    - (i) OCI Registration Certificate and Canadian Passport(s) [old and new], in original.
    - (ii) Two copies of printouts of the online application. The applicant must affix one colour photo [35 mm x 35 mm] on each form and sign in the signature box.
    - (iii) Copies of existing OCI registration certificate and U visa pasted on existing foreign passport.
    - (iv) Two copies of new passport
    - (v) Copies of the document(s) in support of the change requested {for example new Citizenship certificate in case of change of nationality}
    - (vi) Fees through Bank Draft/Money Order
  3. Fees:
    - (a) US\$ 25 for re-issuance of OCI documents in case of issuance of new foreign passport, change of personal particulars, wrong filing of particulars.
    - (b) US\$ 100 for issuance of duplicate OCI documents in case of loss/damage of old OCI /Foreign passport carrying OCI Visa sticker.
    - (c) In respect of the service for change of address/occupation, no hard copy of the application shall be submitted to the Indian Mission/Post/Office. Accordingly, the issue of Enclosures and Payment of fee does not arise.

Both OCI registration certificate and visa shall be issued afresh in respect of all service. No fee shall be refunded if the service(s) requested is not granted. Processing time taken will be about two months from the date of receipt of application along with fee and required documents.