When to Update/Reissue OCI

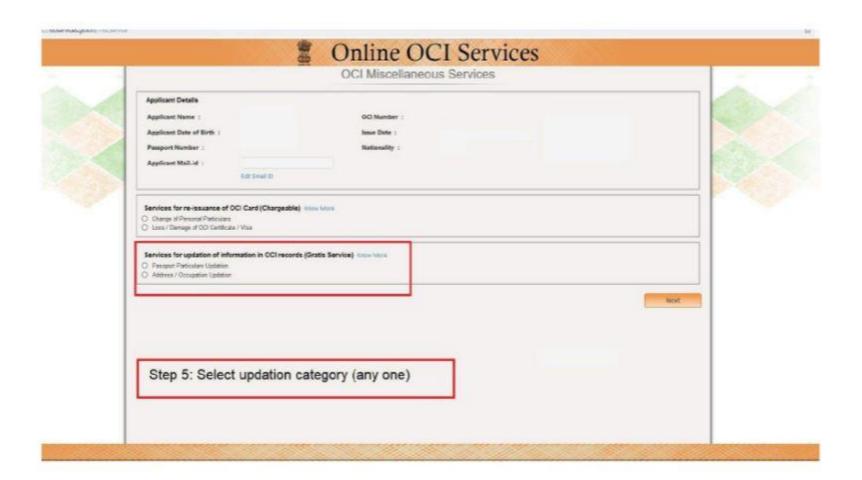| OCI Renewal Clarifications		
Age/Category	**Re-issuance clarification**	**OCI card holders can travel with following documents**
Infant to completion of 20 Years	Reissuance of OCI is NOT required; Only new passport details and new photo has to be updated/uploaded on the OCI Portal each time a new passport is issued.	• Original OCI Card • New Passport
After completion of 20 Years	Re-issuance of OCI card is required once on acquiring a new passport.	• Original OCI Card • New Passport
50 Years & Above	Reissuance of OCI is NOT required; Only new passport details and new photo has to be updated/uploaded on the OCI Portal once after acquiring a new passport after turning 50.	• Original OCI Card • New Passport

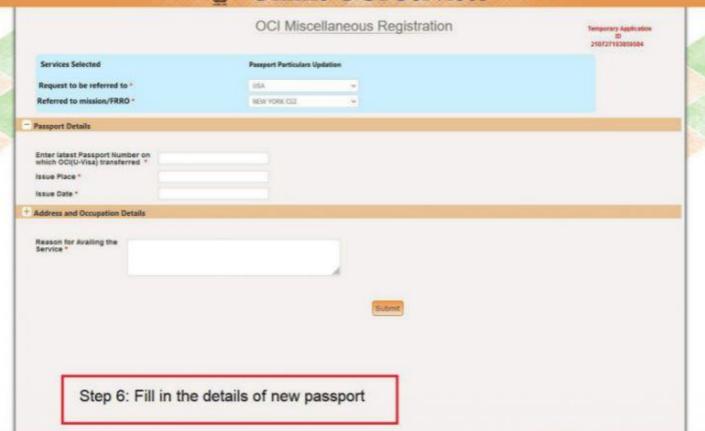# Step by Step process for updating of new passport details

Step 1: Go to OCI portal https://ociservices.gov.in/

Online OCI Services

Overseas Citizen Of India Cardholder

- New OCI Registration
- OCI Registration (In Lieu Of Valid PIO-Card)
- OCI Registration (In Lieu Of Lost PIO-Card)
- **OCI Miscellaneous Services**
- Apply For Special Permission (Only For OCI Card Holders)
- OCI Document Upload/ Re-upload
- OCI Image Upload/ Re-upload
- Status Enquiry
- Re-Print Submitted Applications

OCI Miscellaneous Services

ⓘ Before you start

- To avail Miscellaneous Service, you must be an existing OCI Card Holder
- In case the existing OCI card holder wishes to update/upload the latest information about his latest passport, Change in address/Occupation/Contact details, the OCI card holder can select the option/(s) as given below and upload the latest photograph and requisite documents. These details shall be updated into the OCI system records and an acknowledgement shall be shared with OCI card holder on his/her registered email ID. The services under these categories are gratis in nature:
  1. **In case issuance of new Passport Details (each time a new passport is issued up to 20 years of age and once after completing 50 years of age)**
  2. **In case change in address/occupation/contact details.**
- These Misc services can be availed for re-issuance of OCI Card as well as updating the information time to time as mentioned in the MHA notification dated 16th April, 2021. The re-issuance of new OCI card will be applicable for following categories:
  1. **In case of issuance of new passport (once a new passport is issued after completing 20 years of age.)**
  2. **In case of change of personal particulars viz. name, father's name, nationality etc.**
  3. **In case of loss/damage of OCI registration certificate.**

ⓘ Prerequisites ›

ⓘ After Registration ›

Proceed

Step 2: Select 'OCI Miscellaneous Services' category

Online OCI Services

Select One Of The Following Options As Per Your Requirement

Fill New Miscellaneous Application ↵   Complete Partially-Filled Miscellaneous Application

Please Click here to start Fresh Miscellaneous Application

Back To Main Menu

Step 3: Select 'Fill New Miscellaneous Application'

Online OCI Services

OCI Miscellaneous Services

Provide Required Information To Proceed

Passport Number *
(as in OCI card)

 # Fill-up any one of the following three fields as recorded in the OCI registration Card / U-Visa

U-Visa No #

OCI Number #

File No #

 # Fill-up any one of the following two fields as recorded in the OCI registration Card / U-Visa

Date Of Birth *

Mother's Name *

Proceed

Step 4: Provide details of your OCI card

Online OCI Services

OCI Miscellaneous Services

Applicant Details

Applicant Name :

OCI Number :

Applicant Date of Birth :

Issue Date :

Passport Number :

Nationality :

Applicant Mail-id :

Edit Email ID

Services for re-issuance of OCI Card (Chargeable) Know More

○ Change of Personal Particulars
○ Loss / Damage of OCI Certificate / Visa

Services for updation of information in OCI records (Gratis Service) Know More

○ Passport Particulars Updation
○ Address / Occupation Updation

Next

Step 5: Select updation category (any one)

Online OCI Services

OCI Miscellaneous Registration

Temporary Application
ID
210727153859584

Services Selected	Passport Particulars Updation
Request to be referred to *	USA
Referred to mission/FRRO *	NEW YORK CGI

Passport Details

Enter latest Passport Number on which OCI(U-Visa) transferred *

Issue Place *

Issue Date *

Address and Occupation Details

Reason for Availing the Service *

Submit

Step 6: Fill in the details of new passport

Online OCI Services

OCI Image Upload

Your File Reference Number is

USAN ★★★★★★★★

Till now you have successfully registered Part-A. After uploading photo and signature, you will be redirected to fill the Part B to complete the registration.
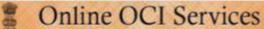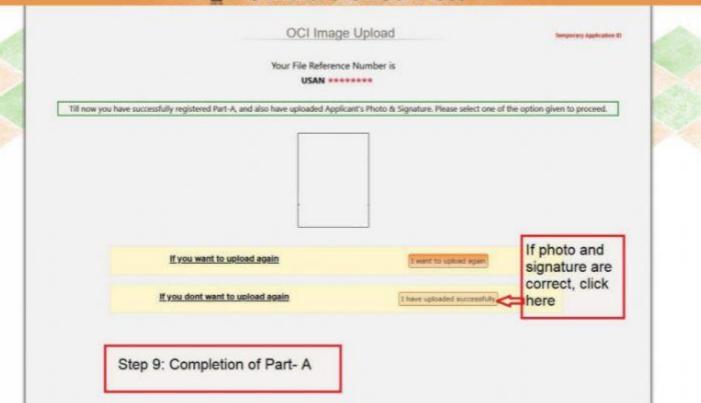
Kindly ensure following points before uploading photo

- Applicant's Image and Applicant's Signature Image should be of jpeg or jpg format.
- Applicant's Image and Applicant's Signature Image size should not be larger than 500KB.
- Applicant's Images must be square; i.e, aspect ratio must be 1:1
- Applicant's Signature Images should have aspect ratio(height:width) must be 1:3
- If you don't want to upload photograph. You can click the "Exit Now" button below.
- View Photo Specification Click Here

Yes I am ready with the image   Exit Now

Step 7: Successful registration of Part A

NEXT

* Please ensure to enable pop-up in your Browser, or the next window will not open.

Applicant Photo/Signature Upload
File Number - USANROC20121
Services Selected - Passant Particulars Updation

To upload applicant's photo

Browse... No file selected.

Preview

To upload applicant's signature

Browse... No file selected.

Preview

• View Photo Specification Click Here

Upload   Close

⬆

Click upload once
images are selected

Step 8: Upload your current photograph and singature

Online OCI Services

OCI Image Upload

Your File Reference Number is

USAN ********

> Till now you have successfully registered Part-A, and also have uploaded Applicant's Photo & Signature. Please select one of the option given to proceed.

If you want to upload again	I want to upload again
If you dont want to upload again	I have uploaded successfully

If photo and signature are correct, click here

Step 9: Completion of Part- A

Online OCI Services

OCI-Registration Confirmation

Your File Reference Number is

USAN03C29U21

Till now you have successfully registered Part-A, and have also uploaded Applicant's Photo & Signature.

Applicant Name	File Reference Number

Document List	
1	CURRENT PASSPORT

Proceed To Part-B   Exit

Step 10: Proceed to Part -B

OCI Registration Part-B

Other Details of Applicant

Temporary File Number 210727193 *******

Your Services Selected is : **Passport Particulars Updation**

Citizenship Details

Have you/any member of your family applied for Overseas Citizen of India registration earlier? *
If **YES**, give details:
○ Yes ● No

Have you surrendered/got your previous Overseas Citizen of India card cancelled? *
If **YES**, Please mention number and date of issue of previous Overseas Citizen of India card
○ Yes ● No

Whether holding dual nationality? *
If **YES**, mention country and passport details.
○ Yes ● No

Have you sought asylum (political or otherwise) in any country before applying for citizenship? *
If **YES**, please give full particulars/details
○ Yes ● No

Whether the applicant had ever been a citizen of Pakistan or Bangladesh at any time? *
If **YES**, give specific details
○ Yes ● No

Have you ever been convicted by Court of Law of any country? *
If **YES**, please give full particulars / details
○ Yes ● No

Have you ever been refused entry / deported by any country including India? *
If **YES**, please give full particulars / details
○ Yes ● No

Have you been associated with any organisation (Government or non-Government)/ Political party/ Group accused of or guilty of

Step 11: Scroll down and select Yes/No for all questions

Online OCI Services

OCI Miscellaneous Services

Your File Reference Number is

Your Services Selected is

Passport Particulars Updation

Till now you have been successfully completed Online Part A, and have also updated Applicant Image & signature and Part B.

You are requested to upload appropriate documents. Otherwise your application will not be considered.

To upload supporting documents (Mandatory)	Upload Documents
To Exit	Exit

Step 12: Upload passport copy

Online OCI Services

Online OCI Document Upload

Welcome to Document-Upload Section of Online Passport Particulars Updation

Applicant Name	File-Number

Document Upload

Select a Document Type to upload	Select Document ▾	Upload

Final Submit

Online OCI Services

Online OCI Document Upload

Welcome to Document-Upload Section of Online Passport Particulars Updation

Applicant Name	File-Number

Document Upload

Select a Document Type to upload   CURRENT PASSPORT   **Upload**

Instructions for Passport upload

* Photo page of current passport, having 6 months validity to be uploaded.

Final Submit

Online OCI Services

Online OCI Document Upload

Welcome to Document-Upload Section of Online Passport Particulars Updation

Applicant Name	File-Number
ANIVARDH ARUNKRISHNAN	USAN03C29U21

Document Upload

Select a Do...

Instructio...

* Photo p...

Document Upload

Applicant Name	Document To be Uploaded
	CURRENT PASSPORT

Key Points For Upload

1. Max Size allowed for a document-file is 1000KB.
2. Document-file should be in PDF format.
3. No attachments of required documents or wrong/blank attachments would make the application invalid.

Browse... No file selected.   Upload

Select file and click upload

Online OCI Services

Online OCI Document Upload

Welcome to Document-Upload Section of Online Passport Particulars Updation

Applicant Name	File-Number

Document Upload

CURRENT PASSPORT	Uploaded	Re-Upload
Select a Document Type to upload	Select Document	Upload

Uploading of current passport for anivardh arunkrishnan has successfully completed

Click Submit → Final Submit

Online OCI Services

Online OCI Document Upload

Welcome to Document-Upload Section of Online Passport Particulars Updation

Applicant Name		File-Number	
Document Upload			
CURRENT PASSPORT		Uploaded	Re-Upload
Select a Document Type to upload	Select Document ▼		Upload

Uploading of current passport for aswardh arunendraw has successfully completed

Your application bearing MHA file no. ****** for uploading of documents in connection with OCI Card no. ******has been submitted successfully.

[Exit]

Process completed. You will get the following system genrated email in your registred email id. You will get another email for acknowledgement of the changes in about 30 days. However, you may still travel on the strength of the existing OCI card and the current valid passport, without waiting for any email.

Dear

Your application bearing MHA file number USAN******* for uploading of document in connection with your OCI card number A****** has been submitted successfully.

This is a system generated email. Please do not reply or this email-id.

For any other query you may send email to your mission at - NEW YORK CGI

Sample email text received after completion of the process