

OVERSEAS CITIZENSHIP OF INDIA (OCI) CARDHOLDER
OCI MISCELLANEOUS SERVICES – GUIDELINES

OCI Miscellaneous Services can be availed of only by the registered OCI Cardholders for the following cases:

1. Re-Issuance of OCI Cards (For New Oci Booklet) - **Chargeable**
2. Updation of New Passport Details. - **Gratis**

1. **RE-ISSUANCE OF OCI CARDS (FOR NEW OCI BOOKLET)**

Chargeable category (Fee is required to be paid for this category of service at the Embassy only by debit card bearing bank asept)

- (i) Applications may be submitted online for re-issuance of OCI Cards in the following cases: - <https://ociservices.gov.in/> After clicking the link, go to fourth option OCI Miscellaneous Service and follow the instructions.

Reissue of OCI card required in the following cases:

- (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.
 - (iii) After submission of the complete application online including uploading of requisite documents, photograph and signature, the applicants may then submit the print out of the application and photocopies of the supporting documents along with their originals for verification at the Embassy.

The applicant has to be physically present in the Embassy of India, Oslo for submission of documents. Regarding appointment, e mail may please be sent to reception.oslo@mea.gov.in

Documents to be uploaded at the OCI portal

- (a) **In case of issuance of new passport:** A copy each of the following:
 - (i) Recent Photograph
 - (ii) Signature (Left hand thumb impression in case of Minor who cannot sign)
 - (iii) A copy of the OCI Card first and last page containing personal and address details .
 - (iv) New foreign passport and Old foreign 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:**

- (i) Recent Photograph
- (ii) Signature (Left hand thumb impression in case of Minor who cannot sign)
- (iii) A copy of the complaint lodged with Police authorities/ foreign police department (in case of theft/ loss/ damage of OCI Card) . **If the report is in foreign language, authorized translation is required in English.**
- (iv) A copy of the OCI Card first and last page containing personal and address details .

(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

- (i) Recent Photograph
- (ii) Signature (Left hand thumb impression in case of Minor who cannot sign)
- (iii) change of name - document in English and Apostilled.
- (iv) change of address, occupation etc..- document in English and Apostilled.
- (v) Address proof - electricity bill or landline phone bill or undertaking letter of concerned person or rent/ lease agreement.

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 after receipt of the application.

List of Documents Required To Be Submitted To The Embassy Along With Application:

Common documents:

- (i) Copy and original foreign passport
- (ii) Original OCI (Except in case of LOST OCI card)
- (iii) Copy of OCI card first and last page containing personal and address details
- (iv) Two passport size photographs.

Additional documents:

- i. Address proof (In case of address change)
- ii. Name change document in English and apostilled (In case of name change)
- iii. Police report (In case of lost OCI card). **If the report is in foreign language, authorized translation is required in English.**
- iv. Citizenship document in English and apostilled (In case of change in nationality)
- v. Marriage certificate in English and apostilled (In case of addition of spouse name)

Noteworthy points:

- The grant or otherwise of the re-issuance of OCI Card shall be ordinarily decided in one month from the date of acknowledgment of the application on the online system. No fee shall be refunded if the requisite service(s) are not granted.
- In case of change of nationality of the OCI Cardholder, he/ she can be permitted to enter/ exit on the strength of the OCI Card and valid passport of the new nationality. In such cases, the OCI Cardholder is advised to get his/ her new nationality updated through miscellaneous services.

Apostille is done by Fylkesmannen (County Governor(at (statsforvalteren).

2. UPDATION OF NEW / REISSUED PASSPORT DETAILS. (Gratis service category)

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 in the following cases

NO NEW OCI CARD WILL BE ISSUED. UPDATION IS ON SAME OCI CARD IN THE ONLINE OCI SYSTEM

Updation of passport required in following cases:

- a. Each time a new passport is issued up to 20 years of age
- b. Once after completing 50 years of age.

Please visit the link- <https://ociservices.gov.in/> , go to fourth option, OCI Miscellaneous service and follow the instructions

Documents to be uploaded at OCI portal

- a. Recent Photograph
- b. Signature . (Left hand thumb impression in case of Minor who cannot sign)
- c. Copy of new foreign passport
- d. Copy of OCI card

By those registered as OCI Cardholder 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 Cardholder on spouse basis

1. Copy of new passport containing the photo.
2. Latest Photo
3. Joint declaration of subsisting of marriage.
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).

Please keep these documents handy while updating new passport details.

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.

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,

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.

How to know that your new passport has been updated and you may travel

A. Immediately on uploading of the documents mentioned in **Documents to be uploaded at OCI portal from (a) to (d)** above in section, an email will be auto sent by the system to the OCI Cardholder confirming that the documents have been successfully uploaded.

Please ensure that you have entered a correct and active email address while updating detail at the OCI portal to receive the auto email.

B. After submission of document at the portal, the Embassy will scrutinise the application and acknowledge, if everything is in order. After acknowledgement from the Embassy an auto generated email will be sent on registered email ID. **After one month** of the acknowledgement email of updations of details, an acknowledgement (final) through e-mail will be automatically sent to the OCI Cardholder informing that the updated details have been taken on record.

Please ensure that you have entered a correct and active email address while updating detail at the OCI portal to receive the auto generated email.

C. 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 acknowledgment of his/ her documents in the online system.