

FREQUENTLY ASKED QUESTIONS (FAQs) on OCI Miscellaneous Services

1. Who can avail the OCI Miscellaneous services?

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

2. Under what circumstances can the services be availed?

OCI Miscellaneous services can be availed for re-issuance/issuance of duplicate OCI Registration Certificate and Visa in the following category of cases:

- (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/visa.
- (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 services can be availed by applying Online and submitting one hard copy of the application along with the requisite fee and enclosures as mentioned in the application to the concerned Indian Mission/Post/Office. However, in case of change of address/occupation, hard copy of the application need not be submitted.

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

No.

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?

Only one copy should be submitted.

7. Whether the applicant has to go in person to submit the application?

No. Application can be sent by post.

8. 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.1,290/- & Rs.5,170/- in case of loss/damage of OCI/U Visa Sticker.

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

No.

10. Where to submit the application?

To the Indian Mission/Post/Office in whose jurisdiction the applicant is ordinarily residing irrespective of the fact whether the same Indian Mission/Post/Office has issued the original certificate/visa or not. Applicants in India should submit to the Under Secretary, OCI Cell, Foreigners Division, Ministry of Home Affairs (MHA), Jaisalmer House, 26 Man Singh Road, New Delhi ó 110 011 (or) to the concerned Foreigners Regional Registration Officer (FRRO) if the applicant is resident of Delhi, Mumbai, Chennai, Kolkata or Amritsar.

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

(i) Copy of OCI registration certificate and visa

(a) *In case of issuance of new passport*, copy of U-visa pasted on the old passport along with copy of registration certificate has to be

enclosed. If the old passport is not returned by the concerned authorities while issuing new passport and copy of the U-visa had not been taken prior to the surrender of old passport, they may not be enclosed. A copy of new passport also to be enclosed.

(b) ***In case of loss of OCI Registration Certificate and/or Visa***, copy of the complaint lodged with Police authorities and copy of visa and registration certificate to be enclosed. If a copy of the registration certificate and/or visa 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 affecting 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. 1,290/- drawn in favour of öPay and Accounts Officer (Secretariat), Ministry of Home Affairsö 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. 5,170/- has to be paid.

(iii) 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.

12. How to verify the status of the application?

The status of the application can be verified from the Online Status Enquiry.

13. What will be issued after availing the services?

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

14. Whether both OCI Registration Certificate and Visa would be issued afresh?

Yes. Both OCI Registration Certificate and Visa shall be issued in respect of any/ all service(s).

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

Applicants may send the Passport and the OCI Registration Certificate by post to the concerned Indian Mission/Post. However, if the application has been filed in India, the applicant should approach the concerned FRRO or the Under Secretary, OCI Cell, Citizenship section, Foreigners Division, Jaisalmer House, 26, Mansingh Road, New Delhi-110011 as the case may be, in person/through authorized person.

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

OCI registration certificate and visa have got to be 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.

Re-issuance of OCI registration certificate and visa 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.

17. What should be done for issuance of duplicate OCI documents in case of loss of OCI registration certificate and/or U-visa?

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

18. 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.

19. 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 receipt of hard copy of the application.