

Guidelines on “Re-issue/ updation of passport particulars due to issuance of new foreign passports to OCI cardholders”

Applicants who are holding Voter ID and Ration Card must surrender and provide an undertaking along with the OCI application.

- (i) OCI cardholder is required to get the OCI card **re-issued only once when a new passport is issued after completing 20 years of age.** (Applicants may visit the website <https://ociservices.gov.in> and select ‘OCI Miscellaneous Services’ for the process).
- (ii) OCI cardholder is required to **upload ONLINE** a copy of the **new passport and a latest photo each time** a new passport is issued up to 20 years of age and **once** after completing 50 years of age. The uploading of these documents may be done within **three months** of receipt of the new passport.
- (iii) Foreign Spouse of an Indian Citizen or spouse of foreign origin of an OCI cardholder are required to upload **a copy of the new passport** and also a **latest photo ONLINE each time** a new passport is issued along with **a declaration on subsisting of marriage, copy of the Indian passport of the Indian spouse/ passport & OCI card of the OCI cardholder spouse.**

In case of (ii) and (iii), please visit <https://ociservices.gov.in> and select the option ‘**OCI Miscellaneous Services**’ for uploading copy of the new passport, recent photograph with neutral expression and other documents. This does not involve any submission of documents to the Embassy and will be **Gratis** within 3months of receipt of new passport. Passport received after 3 months will require a payment of CHF 22 as a miscellaneous fee and CHF 3 as an ICWF fee.

This process will take around 4 to 5 weeks from the date of acknowledgment of the application on the system.

Once the application is granted, the new passport details shall be updated into the OCI system records. Applicants are advised to check the status of the application online by quoting foreign passport number and Registration Number after **5** weeks from the date of acknowledgment of the application on the system.

In this case there is no re-issue of OCI card, applicant **may travel on the strength of his/her existing OCI card bearing old passport number along with the new passport, the OCI cardholder carries old passport mentioned in the OCI card.**
