

Procedure to upload a copy of new passport and Latest photograph at OCI portal under OCI Miscellaneous Service application:

Step-1 -Please click on OCI Miscellaneous Services and click on proceed.

The screenshot shows the 'Online OCI Services' portal for 'Overseas Citizen Of India Cardholder'. The 'OCI Miscellaneous Services' section is highlighted. The 'Before you start' section contains the following information:

- 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:
 - 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)**
 - 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:
 - In case of issuance of new passport (once a new passport is issued after completing 20 years of age.)**
 - In case of change of personal particulars viz. name, father's name, nationality etc.**
 - In case of loss/damage of OCI registration certificate.**

Below this section are tabs for 'Prerequisites' and 'After Registration', and a 'Proceed' button.

Step-2 Please Select Fill New Miscellaneous Application

The screenshot shows the 'Online OCI Services' portal with the instruction 'Select One Of The Following Options As Per Your Requirement'. Two options are available:

- Fill New Miscellaneous Application
- Complete Partially-Filled Miscellaneous Application

A 'Back To Main Menu' button is located at the bottom right.

Step-3 Please enter below details and click on proceed.

1. old passport number as in OCI card
2. OCI number
3. Date of Birth

Step-4 Please select passport Particulars Updation and fill the required details and click on proceed.

Step-5 Please upload Copy of the new passport and Latest photograph.