

OCI card is required to be renewed only once when new passport is obtained above the age of 20 years.

[For example, when new passport is obtained at the age of 26, then OCI Card can be renewed only at that time and not after completing the age of 20 years].

For detailed Information ([Click here](#)).

**All other cases - OCI card is not required to be renewed when new passport is obtained every time.**

However, only following documents are to be uploaded at OCI portal under OCI Miscellaneous Service application:

- ✓ Copy of the new passport containing the photo of the passport holder.
- ✓ Latest photo of the OCI card holder.

Documents are to be uploaded at OCI portal under OCI Miscellaneous Service application - Services for updation of information in OCI records (Gratis Service) -Passport Updation, [OCI Portal: https://ociservices.gov.in/welcome](https://ociservices.gov.in/welcome).

The following steps explain how to upload a copy of your new passport and latest photograph on the OCI portal under the OCI Miscellaneous Service application:

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

The screenshot displays the 'Online OCI Services' portal for 'Overseas Citizen Of India Cardholder'. The main navigation menu on the left includes options like 'New OCI Registration', 'OCI Registration (In Lieu Of Valid PIO-Card)', 'OCI Registration (In Lieu Of Lost PIO-Card)', 'OCI Miscellaneous Services' (highlighted), 'Apply For Special Permission (Only For OCI Card Holders)', 'OCI Document Upload/ Re-upload', 'OCI Image Upload/ Re-upload', 'Status Enquiry', and 'Re-Print Submitted Applications'. The 'OCI Miscellaneous Services' section is expanded, showing a 'Before you start' section with the following instructions:

- 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.

Below the instructions, there are sections for 'Prerequisites' and 'After Registration', both with right-pointing arrows. A green 'Proceed' button is located at the bottom right of the service details panel.

Step-2 Please Select Fill New Miscellaneous Application

The screenshot shows the 'Online OCI Services' header with the Indian emblem. Below the header, the text reads 'Select One Of The Following Options As Per Your Requirement'. There are two orange buttons: 'Fill New Miscellaneous Application' and 'Complete Partially-Filled Miscellaneous Application'. A green button labeled 'Back To Main Menu' 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

The screenshot shows the 'Online OCI Services' header with the Indian emblem. Below the header, the text reads 'OCI Miscellaneous Services'. The form is titled 'Provide Required Information To Proceed'. It contains a 'Passport Number' field with a note 'Please enter your Passport Number' and a sub-note 'as in OCI card:'. Below this, there are three fields: 'U/Visa No #', 'OCI Number #', and 'Title #'. Further down, there are two more fields: 'Date Of Birth #' and 'Mother's Name #'. A 'Proceed' button is located at the bottom right.

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

The screenshot displays the 'Online OCI Services' portal. At the top, there is a header with the Indian emblem and the text 'Online OCI Services' and 'OCI Miscellaneous Services'. Below this is a form titled 'Applicant Details' with fields for 'Applicant Name', 'Applicant Date of Birth', 'Passport Number', 'Applicant Mailing', 'OCI Number', 'Issue Date', and 'Nationality'. The 'Nationality' field is set to 'OCI'. Below the form, there are two sections for services. The first section is 'Services for re-issuance of OCI Card (Chargeable)' with options for 'Change of Personal Particulars' and 'Loss / Damage of OCI Certificate / Visa'. The second section is 'Services for updation of information in OCI records (Gratis Service)', where 'Passport Particulars Updation' is selected and circled in black. At the bottom right, there are 'Next' and 'Exit' buttons.

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

#### IMPORTANT:

- ✓ Auto generated email will be automatically sent to the applicant confirming that documents have been successfully uploaded.
- ✓ The whole process will take 8-10 weeks to be completed.
- ✓ 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 acknowledgement of his/her documents in the online system.

**Note: No requirement of submission of application at the Consulate.**