

## Guidelines for 'OCI MISCELLANEOUS SERVICE' for Existing OCI card holders

**Step 1 = Online Application :-** Application for OCI Miscellaneous services has to be filled on-line in the website [www.ociservices.gov.in](http://www.ociservices.gov.in). In website, applicant should select 'OCI Miscellaneous services' as required service. In the online application,

In **Page No. 1 :-** Login with Old Passport number and U visa sticker number pasted in passport.

In **Page No. 2 :-** Following options should be selected (Check box to be ticked)

- a. Change of passport
- b. Change of personal particulars
- c. Change of address

d. Only In case of loss/damage of existing OCI card, select 'loss/damage to OCI Card' option.

In **Page No. 3 :-** Select 'INDIA, FRRO BANGALORE' as the place of submission. Enter New Passport Number and issue date of New passport. Enter Present Indian Address (i.e. Karnataka Address).

In **Part – A** of on-line application, upload Applicant's latest Photo & Signature/Left hand Thumb impression. In place of Signature, upload Left Thumb impression, if the applicant is minor (present age below 18 years).

In **Part –B :-** Upload Self attested copies New Passport, Old Passport and OCI card (First and Last page). In case of loss of OCI card, a copy of FIR registered with the Police has to be uploaded along with a Notarized Affidavit. One may select any category of documents to make above mentioned uploads online.

**Step 2 = Document Verification and Submission at FRRO Bangalore office :-** Applicant must visit in person FRRO Bangalore office with **TWO photocopies and Originals** of following documents..

1. Printout of dully filled application form (both Part A and B)
2. New and Old Passports of applicant
3. Applicant's OCI card (first and last page i.e. Page no1 and no 4 of OCI card)
4. Present Indian address proof
5. In case of minors, Passports and/or OCI Cards of both parents
6. In case of loss of OCI card/Passport, copy of FIR to be submitted along with a Notarized Affidavit on stamp or e-stamp paper of Rs 100 stating about loss or damage of PIO card and citing FIR details.
7. In cases of difference in the name of applicant in Old and New Passports or OCI, acknowledged copy of petition for name change or copy of Deed Poll for name change is required. If the deed poll / petition are issued outside India, it should be affixed with Apostille or endorsed by the concerned Indian Embassy / Consulate. The change in name should be advertised in two leading news papers. Letter from the concerned foreign embassy regarding changes in the name is also required.
8. Two recent photographs of applicant (50mm\*50mm size with any light colored background **except WHITE**. Both ears should be clearly visible and applicant face should be without Glasses, Cap or Scarf)
9. Documents issued outside India such as FIR should be affixed with Apostille certificate or authenticated by respective Indian mission and attested by MEA, New Delhi

Applicant should also bring a Demand Draft of Rs. 1400/- from any Bank (except Co-operative Bank / Societies) for OCI Misc Service. *In the case of Loss / Damage of OCI card, the amount should be Rs. 5500/-*. The Demand Draft is to be drawn in favor of '**PAO (Secretariat), MHA**' and should be **payable at New Delhi**. The DD should not be older than 15 days on the date of document submission. Separate DD should be taken for each applicant. Applicant should be physically present in FRRO Bangalore office for mandatory document verification and submission (Step 2). The applicants below the age of 5 years need not to be present, but parents must bring all documents of applicant in original to FRRO office. Either of parents should be present during submission of application at this office, in case of minor applicants (age below 18 years). Applicant may visit office on any working day i.e. Monday to Friday (except Government Holidays) between 09:45 A.M to 01.00 P.M. All the photocopies have to be self attested. For minors, either of the parents can do attestation of photocopies. Apart from the above documents other supportive documents can be asked in certain cases. In case of any query/clarification, please e-mail us on [ad-frroblr@mha.gov.in](mailto:ad-frroblr@mha.gov.in) or contact us on telephone number +91-80- 22218183 / 110 (extension 210 or select 2).

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