

OCI Card - Online Update for New Foreign Passport (only for OCI card holder)

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IMPORTANT

1. The Consulate General of India, Auckland has the jurisdiction over Auckland, Waikato, and Northland.
 2. The OCI applications are accepted only from applicants residing within the Consulate's jurisdiction.
 3. The information on this page is indicative and not exhaustive. The Consulate General of India reserves the right to seek additional documents/information, if required.
 4. With effect from 30.11.2018, an OCI cardholder must immediately surrender his/her OCI card to the Indian Mission if he/she joins any military or police service. If it comes to the notice of the authorities that the OCI cardholder has joined such services and has not surrendered the card, the OCI card shall be deemed cancelled, and appropriate action under the law, including blacklisting of the OCI cardholder, shall be taken.
 5. In case of Renunciation of the OCI card, the applicant may apply for Miscellaneous OCI Services by paying the prescribed fee of NZ \$46.
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IMPORTANT INFORMATION

ONLINE UPDATION IS SUFFICIENT (RE-ISSUE OF OCI CARD IS NOT NEEDED):

An OCI cardholder may upload a copy of the new passport containing the photo of the passport holder and a latest photo on the online system under OCI Miscellaneous Services each time a new passport is issued up to 20 years of age and once after completing 50 years of age. These documents may be uploaded by the OCI cardholder within three months of receipt of the new passport. The services will be provided on a Gratis basis. You will not receive any new OCI card.

- Immediately on uploading the documents, an email will be auto sent by the system to the OCI Cardholder confirming that the documents have been successfully uploaded.
(Note: Auto Email will be sent only when the application is submitted successfully).
- For more details, please refer Ministry of Home Affairs, Government of India guidelines at following link: [here](#).
- 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. Please refer para 2(vii) of MHA guidelines at **here**.

- Kindly note if there is a name change in current passport or nationality, kindly get your OCI card reissued using chargeable service. For this service please visit the following page: **Link**
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STEPS TO FILL THE FORM

(No physical application is required to be sent to the Consulate as it is online updation, this service is on gratis basis)

Kindly complete Part A and Part B of the application and Submit

Step 1: Go to the website <https://ociservices.gov.in/welcome> - click on Miscellaneous application

Step 2: Fill new application (enter your OCI card, passport number linked to OCI card and the date of birth to proceed further)

Step 3: Selection criteria -

- Passport particulars updation: if you want to update only your passport details this is free of service and you will not receive any new OCI card. You can travel with OCI card, new passport and old passport post completing this step only for online update.
- Address updation: if you want to update only your address — free of service and you will not receive any new OCI card.

You may be able to select only one option per application so if you want to update passport details and address both, you need to fill two different applications to avail the service.

Step 4: No need to send any application to us if it's only new passport number updation to OCI card / online Address updation to OCI card and if you have applied under gratis service, the same will be updated online.

Step 5: Upload documents:

(i) Passport particulars updation: A copy each of

- OCI card
- New passport
- Old passport

For Non New Zealand passport holders - Please upload valid NZ Visa copy to avail the online services.

(ii) Address Updation: Address proof — Only if applicant wants to update new address

(iii) Specification guidelines for uploading documents:

- The maximum size allowed for a document file is 500 kb.

- The document file must be in PDF format.
(For comparison, an A-4 size page document color scanned at 100 dots per inch resolution will generate a file of about 200-250 kb).
 - Each category of document must be uploaded in a single file.
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STATUS CHECK

1. Status can be checked online on <https://ociservices.gov.in/statusEnquiry>
2. Guide on how to check status online: **click here**
3. The file number in the format with NZLA..... are in this category
4. Important - please thoroughly check the Part-A & Part-B of filled application. It will be acknowledged only after completion of both parts of the application. Applicant may travel if the following statuses are shown in the enquiry:
 - (i) "Your application has been acknowledged by competent authority. It is being processed and will be updated soon".
 - (ii) "Your details have been updated in OCI records".
5. It may be useful to carry your OCI card, Old passport, and the new passport while the online update is under process.