

STANDARD OPERATING PROCEDURE (SOP) FOR e-OCI CARD REGISTRATION SYSTEM

1. Background

1.1 Registration of a foreign national as an Overseas Citizen of India (OCI) Cardholder is governed by the provisions in Section 7A of the Citizenship Act, 1955 and Rules 29, 31 and 32 of the Citizenship Rules, 2009. Presently, after grant of registration as an OCI cardholder, the applicant is issued an OCI booklet which the OCI cardholders are required to carry for entry into, stay in and exit from India and also for availing various services while staying in India.

1.2 The Ministry of Home Affairs has now introduced the electronic Overseas Citizen of India (e-OCI) card registration in lieu of the existing physical OCI booklet system. The e-OCI card registration is conceived as a secure, digitally verifiable, and electronically accessible document hosted through the OCI Services Portal, with the objective of modernizing OCI-related service delivery and aligning the framework with the Government of India's ongoing digital governance initiatives.

1.3 The introduction of the e-OCI Card Registration is intended to simplify the procedures for persons eligible for registration as OCI cardholder by eliminating the need to carry and preserve a physical OCI booklet, reducing the risks associated with loss, damage, duplication, or forgery of physical documents, and facilitating secure digital authentication through integrated online platforms. The initiative is also aimed at improving administrative efficiency, enabling real-time verification of OCI status by authorized authorities, ensuring faster delivery of services, and promoting seamless interoperability with immigration, visa, consular, and other governmental digital systems.

1.4 Under the e-OCI card registration system, a unique OCI registration number shall be allotted to the OCI cardholder with lifetime validity, irrespective of subsequent changes in the passport particulars. However, in the case of registration of a spouse of foreign origin of an Indian citizen or spouse of foreign origin of an OCI cardholder under section 7A(1)(d) of the Citizenship Act, 1955, the validity of the e-OCI card registration shall be initially for a period of five years and extension of the validity beyond five years shall be subject to the renewal of the registration beyond five years.

1.5 Further, the requirement of re-issuance of the OCI booklet upon issuance of a new passport after attaining the age of 20 years has been dispensed with under the e-OCI card registration system. However, all OCI cardholders irrespective of age shall be required to update the passport particulars on the online system under OCI Miscellaneous Services whenever a new passport is issued and upload a copy of the new passport containing the photo of the passport holder along with a latest


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photograph on the online system. An OCI cardholder obtaining a new passport after attaining the age of 20 years shall be required to give his/her biometric information to the Indian Mission/Post or FRRO concerned at the time of updation of details on the online system or at the Immigration Post at the time of first entry or departure, as the case may be, after such updation of the details.

1.6 Further, upon updation of the new passport details on the OCI Services Portal, the revised passport particulars shall automatically stand reflected on the e-OCI record, thereby eliminating the requirement for the OCI Cardholder to carry the old passport for verification purposes. Similarly, all other relevant particulars of the OCI Cardholder shall remain digitally updated in the e-OCI system on a real-time basis, unlike the existing physical booklet system where details remain static unless a fresh booklet is issued.

1.7 The e-OCI framework is also expected to enhance ease of doing business and ease of living for OCI Cardholders by enabling quicker access to services, minimizing dependency on physical documentation, and reducing procedural delays.

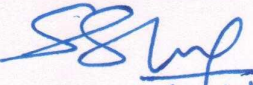
1.8 This Standard Operating Procedure (SOP) outlines the end-to-end workflow for generation, storage, authentication, and delivery of the e-OCI Card Registration in respect of:

- a) New OCI card registration applications
- b) Existing OCI Cardholders
- c) Renunciation of e-OCI card registration
- d) Cancellation of e-OCI card registration
- e) Miscellaneous OCI Services

2. Procedure to be followed by the applicants and OCI registration authorities:

2.1 New OCI Card Application

1. The applicant shall access the OCI Services Portal (www.ociservices.gov.in) and log in using valid credentials or complete new user registration to establish a secure session.
2. Upon successful login, the applicant shall select the option "Apply for New OCI Application", which shall open the prescribed online application form.
3. The applicant shall complete all mandatory fields in the application form, upload the prescribed documents and review the entered information before final submission.
4. Upon submission, an email would be sent to the applicant allotting date and time for bringing the originals of the supporting documents to the Indian Mission/Post/FRRO concerned for prior verification.
5. After verification of the documents and confirming that the application along with all the documents submitted are in order, the system performs basic validation checks and the application is acknowledged


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on the system. The system displays a confirmation message indicating that the OCI application has been submitted online successfully and an auto email will be sent to the applicant informing about the acknowledgment of his/her application.

6. Upon grant of OCI card by the Indian Mission/Post/FRRO, the system shall generate the electronic OCI Card Registration (e-OCI card registration), ensuring accurate mapping of all approved applicant data and giving a unique OCI registration number.
7. An automated notification shall be sent to the applicant via registered email and/or SMS, informing that the e-OCI card registration has been generated and is available for download.
8. The generated e-OCI card registration shall be securely stored in the centralized backend repository and linked to the applicant's profile.
9. The system shall enable download of the e-OCI card registration through the OCI Services Portal.
10. Access to the e-OCI card registration shall be governed by secure authentication mechanisms, including login credentials.

2.2 Existing OCI Cardholders

1. Existing OCI Cardholders shall be informed through automated communication regarding the availability of the e-OCI card registration facility.
2. The cardholder shall log in to the OCI Services Portal using existing credentials.
3. On demand, the system shall enable download of the e-OCI card registration through the portal interface.
4. The e-OCI card registration shall bear the same unique OCI number as in the physical booklet earlier issued.
5. The generated e-OCI card registration shall be securely stored in the backend repository and mapped to the applicant's account.
6. The applicant shall download the e-OCI card registration, thereby completing the service delivery process.

2.3 Renunciation of e-OCI card registration

1. Renunciation of e-OCI card registration under relevant provisions of the Citizenship Act, 1955 shall be carried out through the online OCI system.
2. The Declaration of renunciation of e-OCI card registration shall be made electronically on the online OCI Portal. On receipt of the declaration of renunciation of the card registering as an Overseas Citizen of India cardholder, the Indian Mission or Post concerned or the Foreigners Regional Registration Officer concerned shall issue an acknowledgment electronically on the online OCI portal.
3. Upon receiving a request for renunciation of the e-OCI card registration, the e-OCI card registration shall be rendered invalid in the central database.
4. The updated status shall be automatically reflected in the systems used by Airlines and Immigration Authorities.
5. A certificate for renunciation shall be sent to the concerned individual.


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2.4 Cancellation of e-OCI card registration

1. The registration of an Overseas Citizen of India (OCI) Cardholder may be cancelled by the Central Government under the provisions of Section 7D of the Citizenship Act, 1955 and Rule 35 of the Citizenship Rules, 2009, on the following grounds:

(a) *The registration as an Overseas Citizen of India Cardholder was obtained by means of fraud, false representation or the concealment of any material fact; or*

(b) *the Overseas Citizen of India Cardholder has shown disaffection towards the Constitution, as by law established; or*

(c) *the Overseas Citizen of India Cardholder has, during any war in which India may be engaged, unlawfully traded or communicated with an enemy or been engaged in, or associated with, any business or commercial activity that was to his knowledge carried on in such manner as to assist an enemy in that war; or*

(d) *the Overseas Citizen of India Cardholder has, within five years after registration under sub-section (1) of section 7A, been sentenced to imprisonment for a term of not less than two years; or*

(da) *the Overseas Citizen of India Cardholder has violated any of the provisions of this Act or provisions of any other law for time being in force as may be specified by the Central Government in the notification published in the Official Gazette; or;*

(e) *it is necessary to do so in the interests of the sovereignty and integrity of India, the security of India, friendly relations of India with any foreign country, or in the interests of the general public; or*

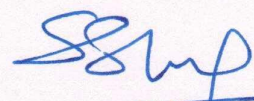
(f) *the marriage of an Overseas Citizen of India Cardholder, who has obtained such Card under clause (d) of sub-section (1) of section 7A,—*

(i) has been dissolved by a competent court of law or otherwise; or

(ii) has not been dissolved but, during the subsistence of such marriage, he has solemnised marriage with any other person.

Provided that no order under this section shall be passed unless the Overseas Citizen of India Cardholder has been given a reasonable opportunity of being heard.

2. Entry of cancellation of any OCI registration under relevant provisions of the Citizenship Act, 1955 shall be carried out through the online OCI system.


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3. Upon cancellation, the e-OCI card registration shall be rendered invalid in the central database;
4. The updated status shall be automatically reflected in the systems used by Airlines and Immigration Authorities.
5. An automated notification shall be sent to the concerned individual regarding cancellation.

2.5 Miscellaneous Services

1. The applicant shall access the OCI Services Portal and log in using valid credentials.
2. Upon login, the applicant shall select "Apply for Miscellaneous Services", which shall open the relevant application module.
3. Applicant shall submit application for the following services:
 - (A) Updation of profile:
 - i. Change of personal particulars viz. nationality etc.
 - ii. Filling of wrong personal particulars while submitting online application viz. name, father's name, date of birth, change of gender, etc.
 - iii. Change of address/occupation of the OCI cardholder.
 - (B) Updation of Passport details.
4. Upon grant of Miscellaneous service by Indian Mission/Post/FRRO, the system shall generate an updated e-OCI card registration incorporating the approved changes.
5. An automated notification shall be sent to the applicant informing that the updated e-OCI card registration is available for download.
6. The updated e-OCI card registration shall be securely stored and linked to the applicant's profile.
7. Download of the updated e-OCI card registration shall be enabled through authenticated access on the portal.
8. Access controls shall ensure secure retrieval of the document.

2.6 Use by Airlines and Immigration Authorities

1. Airlines and Immigration authorities shall verify the e-OCI card registration through QR code.
2. The e-OCI card registration shall be treated as a valid proof of OCI status equivalent to the physical OCI booklet.

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