

## Renewal or Updation of OCI Card

The OCI card has to be renewed/updated under the following conditions:

**CASE type 1: When the holder of the OCI card gets a new passport once they have completed 20 years of age:**

**Step 1-** Filling up the application form.

The application must be filled and submitted online at the link: <https://ociservices.gov.in/> Please carefully read the details and various provisions while submitting application.

**Step 2 – Prepare and collect** documents required for the application. All documents must be self-attested by the applicant unless instructed otherwise.

1. Printout of dully filled online Application Form
2. Copy of current valid Foreign Passport-The applicant is required to submit a valid current original foreign passport & its copy with the application.
3. Current OCI Card in original and copy
4. Registered Marriage Certificate (if now married)- If issued from out of India, it should be pre-authenticated from Ministry of Consumer Affairs, Canada (Service Ontario) at 222 Jarvis Street, Main Floor, Toronto Tel: 416-325-8416. Applicants residing in other provinces may kindly get the pre-authentication from the designated consular offices of those provinces.
5. Copy of spouse's current passport (if married)
6. Professional details of the applicant
7. Proof of Address -Please enclose any one of the following documents as proof of present address:
  1. Driving license.
  2. Photo ID issued by the Provincial Government.
  3. Utility bills (Gas, Electricity, Water or Landline Telephone Bill displaying applicant's address/House Lease Agreement).
  4. ***\*Phone bills, Bank statements are not accepted as valid address proofs.***
8. Photograph
  1. One color photo as per below specification is required to be submitted along with the application:
  2. Size – 2 inch x 2 inch (51 mm x 51 mm)
  3. Background – Background should be plain white colored without borders.
  4. Clothes – Dark colour
  5. Eyes – Open



9. Fee ([link](#))

**Step 3-** Submit the duly signed printout of the application along with the supporting documents as listed above with applicable fee at a [BLS Center](#).

**NOTE:**

1. After online submission of application form, no changes can be made manually / hand writing. In case of any error / changes, please fill a new online application form and use that for further submission to BLS.
2. Consulate cannot edit or make any changes to the applicant's online application form.
3. Consulate reserves the right to call for additional documents, as considered necessary.

A visualized step wise process guide for OCI related applications can be accessed at <https://www.cgitoronto.gov.in/docs/1617812881Step-wise-process-for-OCI-application-new.pdf>

Please refer the [FAQs](#) page for queries regarding the application process.

**CASE type 2: When the holder of the OCI card reaches 50 years of age.**

In this case, no new OCI card is issued. All changes are made online only. If the OCI holder wants to change any details in the OCI, they may follow the procedure given below:

**Step 1:** Visit OCI portal at <https://ociservices.gov.in/welcome>

**Step 2:** Go to the option "OCI Miscellaneous Services"

**Step 3:** Follow the prompts and upload details and scanned copies of documents required as by the portal

Once this has been done, the applicant will receive an email confirming submission of changes. They can then travel using this confirmation and the existing OCI card. No new card is issued.

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