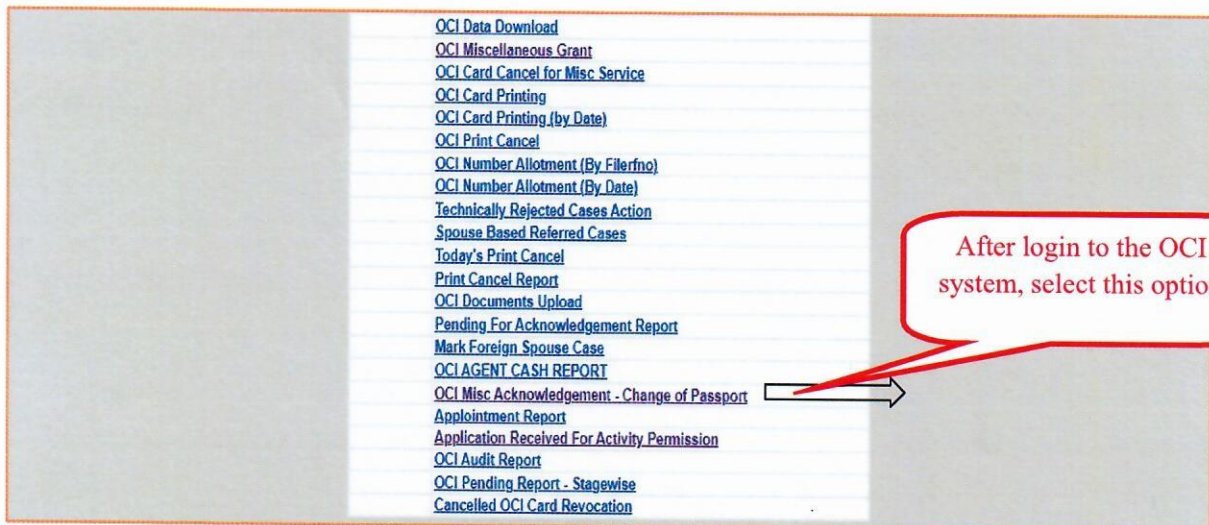
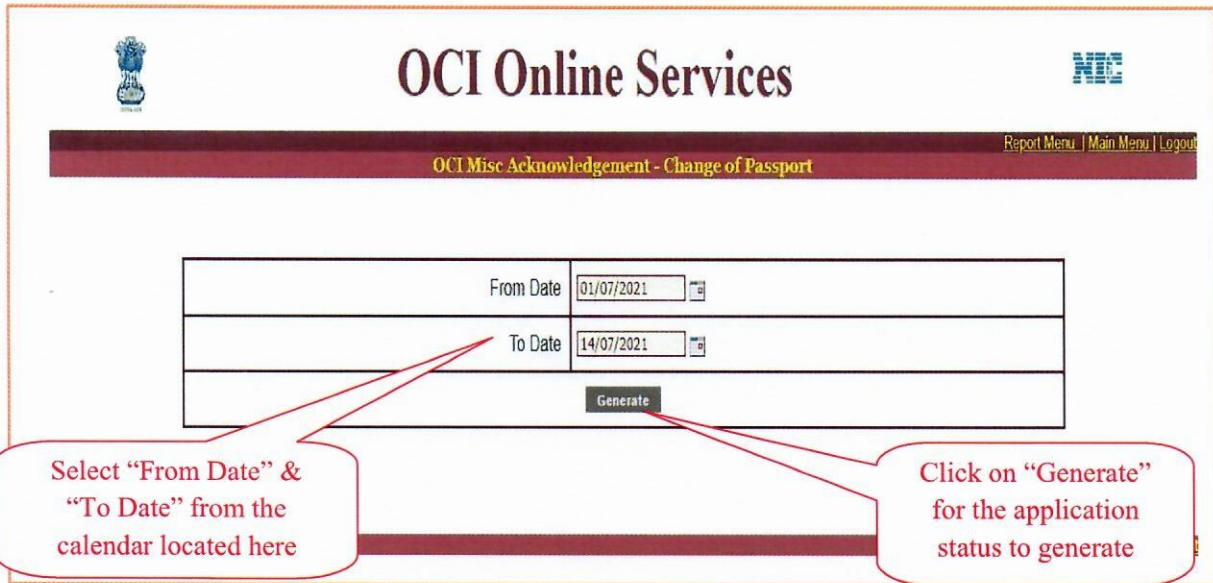


OCI MISCELLANEOUS ACKNOWLEDGEMENT – CHANGE OF PASSPORT

- i. As per the latest memorandum by Ministry of Home Affairs (MHA), the process for OCI miscellaneous applications i.e change of passport particulars has been slightly changed.
- ii. OCI miscellaneous acknowledgement-change of passport services offered under these categories are provided on gratis basis.
- iii. The applicant needs to apply online on <https://ociservices.gov.in> and opt for passport updation service, upload photograph and required documents.
- iv. A 12-digit file No with “U” at the 10th place shall be generated and an email is sent on the applicant’s registered mail id for successful upload of documents.
- v. The applicant is not required to visit the mission/ embassy / FRRO/ outsourced agency for physical submission of application. Therefore, no application form will be generated for this service; the respective FRRO’s or Indian mission shall handle these cases.
- vi. After the successful application submission and document upload the application/File number gets visible to the concerned Indian Mission/FRRO under “OCI Misc Acknowledgment - Change of Passport” menu for review and acceptance.
- vii. In case an applicant fills multiple applications, the system would pick the latest filled applicant, considering it as primary application and reject all previous applications.



1. Select the date from the calendar (Date shall be application date)

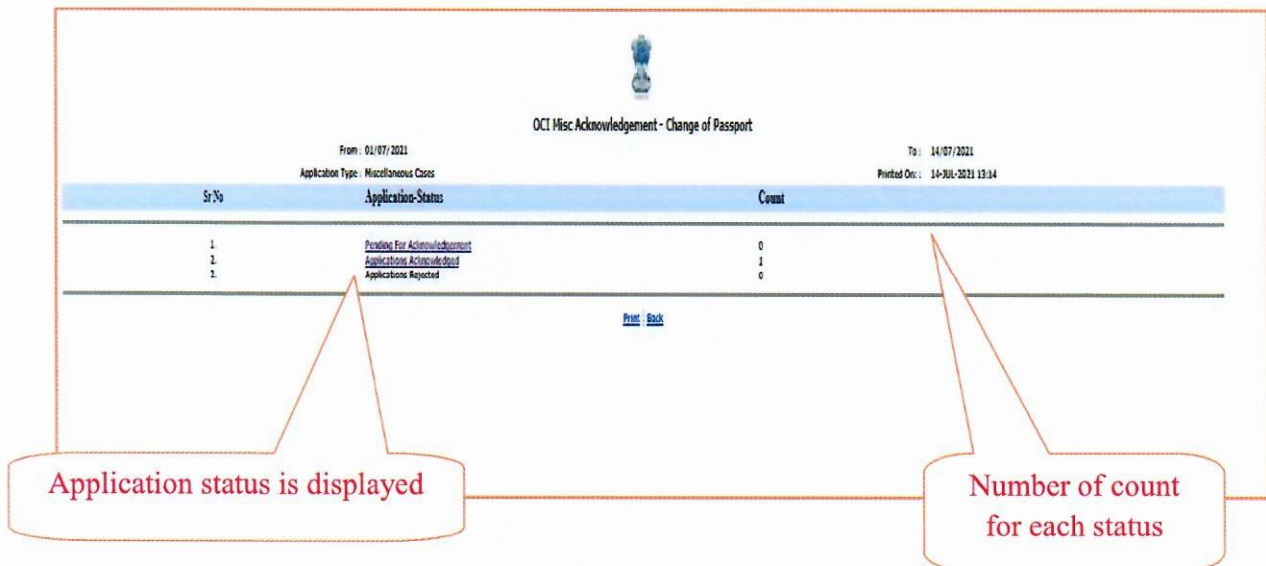


The screenshot shows the OCI Online Services interface. At the top, there is a header with the Indian emblem on the left, the text "OCI Online Services" in the center, and the "NIC" logo on the right. Below the header is a dark red navigation bar with the text "OCI Misc Acknowledgement - Change of Passport" and links for "Report Menu", "Main Menu", and "Logout". The main content area features a form with two date selection fields: "From Date" with the value "01/07/2021" and "To Date" with the value "14/07/2021". Below these fields is a "Generate" button. Two callout boxes with red borders and pointers provide instructions: one points to the date fields with the text "Select 'From Date' & 'To Date' from the calendar located here", and the other points to the "Generate" button with the text "Click on 'Generate' for the application status to generate".

2. Application status

System will display the pending applications for acknowledgment, already acknowledged and rejected application for the selected date range.

User may click on the particular application for further details.



The screenshot displays the application status results. At the top, it shows the Indian emblem, the title "OCI Misc Acknowledgement - Change of Passport", and the date range "From: 01/07/2021" and "To: 14/07/2021". Below this, it indicates "Application Type: Miscellaneous Cases" and "Printed On: 14-JUL-2021 13:14". The main part of the screenshot is a table with three columns: "Sr.No", "Application-Status", and "Count". The table contains three rows of data. A callout box with a red border and pointer points to the first two columns of the table with the text "Application status is displayed". Another callout box with a red border and pointer points to the "Count" column with the text "Number of count for each status".

Sr.No	Application-Status	Count
1.	Pending For Acknowledgement	0
2.	Applications Acknowledged	1
3.	Applications Rejected	0

3. Pending Applications-

The user needs to select “Pending Applications for Acknowledgment” option to view all the applications applied for passport updation service and yet to be acknowledged at mission/FRRO.

User may click on the “New file number” to populate applicant details.

Details of Applicant such as name, passport number, OCI expiry date/issue date, and eligibility is

OCI Misc Acknowledgement - Change of Passport
Miscellaneous Acknowledged Cases (LONDON)

From: 01/07/2021 To: 14/07/2021
Total Acknowledged Application: 0

Sr. No.	New File Number	Applicant Name	Passport Number	Passport Exp. Date	OCI Number	Issue date	Spouse Eligibility	Old File Number	New Passport Number	Application Date	Service Type
1.	GBRL0025	SHANKARI RISHIKA PATHARAJ	NG525178	24/JUL/2025	A3538460	24/JUL/2015	Y	GBRL04BAEN20	TEST	12/JUL/2021	Passport Particulars Updation

[Print Each](#)

New file number (Callout pointing to GBRL0025)

Details of Applicant (Callout pointing to the applicant details row)

4. Application Acknowledgment

While clicking on the file number, the system will display the details provided by applicant and the existing OCI details (old) pertaining to his/her OCI Card.

Post verification of the documents as well as details, user may accept or reject the application with the remarks.

The remarks would be visible to the user through status enquiry option provided on <https://ociservice.gov.in>

OCI Online Services NIC


OCI Misc Case for Passport Particulars Updation Record Menu | Main Menu | Logout

New File No.	GBRL00048U21	Old File Reference No.	GBRL070CEM20
Applicant Name	HEMA GANDHI	Applicant Sex	F
Applicant DOB	16/JUL/1989	Applicant Nationality	GBR
Applicant Passport No.	124492263	Applicant OCI Card No.	A3638466


Passport and Other Information

	NEW INFORMATION	OLD INFORMATION
Applicant Email-ID	manishkhetri1988@gmail.com	manishkhetri1988@gmail.com
Phone No.	9954841697	07799068684
Passport No	TESTING	124492263
Issue Place	TESTING	HMPO
Issue Date	01/AUG/2021	03/NOV/2020
Reason of Availing the service	REASON FOR AVAILING THE SERVICE THIS IS TESTING APPLICATION	RENEWAL OF BRITISH PASSPORT
Address Details	RESIDENTIAL ADDRESS 1 RESIDENTIAL ADDRESS 2 RESIDENTIAL ADDRESS 3	8 HARMAN DRIVE LONDON NW2 2EB
Occupation Details	GOVT SERVICE	PROFESSIONAL
Employee Address Details	EMPLOYER ADDRESS 1 EMPLOYER ADDRESS 2	173 CLEVELAND STREET LONDON, W1T 6GR
Spouse Eligibility	N	N

Photo





New Information



Old Information

Sign





Document List

CURRENT PASSPORT

CURRENT PASSPORT
MARRIAGE CERTIFICATE

Status Updation

Status:

Remarks:

Record Menu | Main Menu | Logout

User needs to verify the old and new details along with the attached documents and put on the remarks, if any.

User will save the data for updating in the database.


Once the application is acknowledged, the details shall be visible in OCI Detail Enquiry menu.

5. Application after Acknowledgment


After the application acknowledgement, the new detail of the application gets updated in the database and available for users to further processing i.e. OCI Misc Granting

List of the attached documents both as per old record and new record are visible to user.

Comparative data as per old and new records is also available to user for profiling and verifying the application.



OCI Online Services




[Report Menu](#) | [Main Menu](#) | [Logout](#)

OCI Misc Case for
 PASSPORT PARTICULARS UPDATE


New File No.	GBRL00029U21	Old File Reference No.	GBRL04BAEN20
Applicant Name	SHANKARI RISHIKA PATHMARAJ	Applicant Sex	F
Applicant DOB	11/JAN/1992	Applicant Nationality	LKA
Applicant Passport No.	N5525178	Applicant OCI Card No.	A3538460
Applicant Contact No.	07383995856	Applicant EmailId	manishkhatri1698@gmail.com

Passport and Other Information


	NEW INFORMATION	OLD INFORMATION
Passport No	TEST	N5525178
Issue Place	TEST LONDON	-
Issue Date	07/JUL/021	26/FEB/021
Name Of Spouse	TEST	RAHUL SREEKUMAR
Spouse Nationality	IND	GBR
Spouse Passport No.	TEST	548793204
Spouse Passport Issue Date	01/JUL/2021	30/JUN/2017
Spouse Passport Issue Place	DELHI	LONDON
OCI Card No		A2843684
Reason of Availing the service	PASSPORT CHANGED	



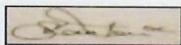
Photo



Photo



Sign



Sign

Document List

<u>CURRENT PASSPORT</u> <u>JOINT DECLARATION OF SUBSISTING OF</u> <u>MARRIAGE</u> <u>SPOUSE OCI CARD</u> <u>SPOUSE PASSPORT</u>	<u>CURRENT PASSPORT</u> <u>MARRIAGE CERTIFICATE</u> <u>SPOUSE OCI CARD</u>
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Status Updation

Status: ACKNOWLEDGED

Status Date: 14/JUL/2021 11:46:05

Remarks: ACKNOWLEDGED

[Report Menu](#) | [Main Menu](#) | [Logout](#)

New Information

Old Information


Updated Status

Document List


6. OCI miscellaneous granting-

User needs to enter the file number and select the service type to populate applicant's personal information, passport information, and security status for granting.

Once the application is granted, the new passport details shall be updated in OCI records and an auto email shall be sent to the applicant about this change.



OCI Online Services



[Main Menu](#) | [Logout](#)

OCI Miscellaneous Granting

File Number

Service Type Passport Particulars Update

Personal Information


	NEW INFORMATION	OLD INFORMATION
Reference No	GBRL00029U21	GBRL04BAEN20
Passport No	TEST	N5525178
Name	SHANKARI RISHIKA PATHMARAJ	SHANKARI RISHIKA PATHMARAJ
Place of Birth	COLOMBO	COLOMBO
Mother's Name	SUBODHINI DEZOYSA	SUBODHINI DEZOYSA
Date of Birth	11/01/1992	11/01/1992
Nationality	LKA	LKA
Application Date	14/07/2021	25/01/2021
Spouse Eligibility	Y	Y
Name Of Spouse	TEST	RAHUL SREEKUMAR
Spouse Nationality	IND	GBR
Spouse Passport No.	TEST	548793204
Spouse Passport Issue Date	01/JUL/2021	30/JUN/2017
Spouse Passport Issue Place	DELHI	LONDON
OCI Card No		A2643664
Reason of Availing the service	PASSPORT CHANGED	
Security Check	Pending	Pending

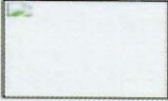
MHA Status

MHA Status / Date

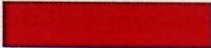
MHA Status Remark

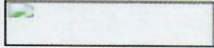
Photo





Signature





Document List

CURRENT PASSPORT
JOINT DECLARATION OF SUBSISTING OF
MARRIAGE
SPOUSE OCI CARD
SPOUSE PASSPORT

CURRENT PASSPORT
MARRIAGE CERTIFICATE
SPOUSE OCI CARD

Grant Status

Grant Status UNDER PROCESS

Objection

Other

Remarks

[Main Menu](#) | [Logout](#)

Enter the file number

Granting status

In case applicant is eligible on the bases of his/her spouse then the spouse eligibility flag would appear as Y “Yes”, else it will appear as N “No”.

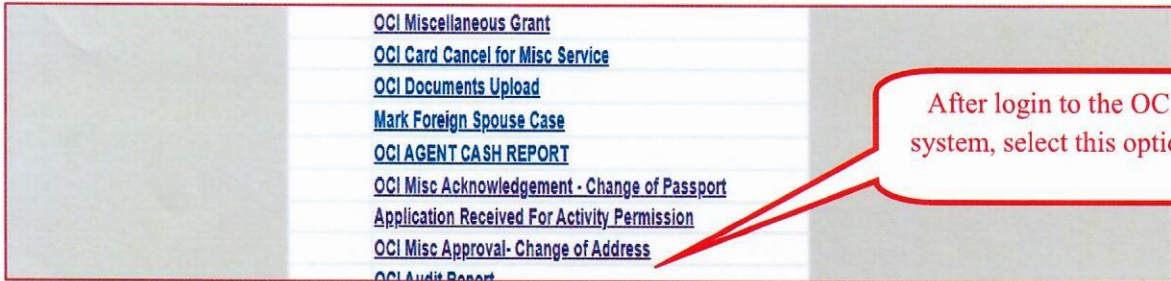
The grant status of an application is subject to change only after 30 days of filing a request. During this period security agencies will review the application and share their comments. Post completion of 30 days, the granting option shall be enabled for granting officer.

As the granting officer grants the application for “change of passport”, the OCI number details would get transferred to the latest file number and an email will be sent on the applicants registered mail id informing about the change of passport details.

Note : -

In case applicant wishes to change personal information, passport information and/or address , then applicant needs to select change of personal particular service on <https://ociservices.gov.in> portal.

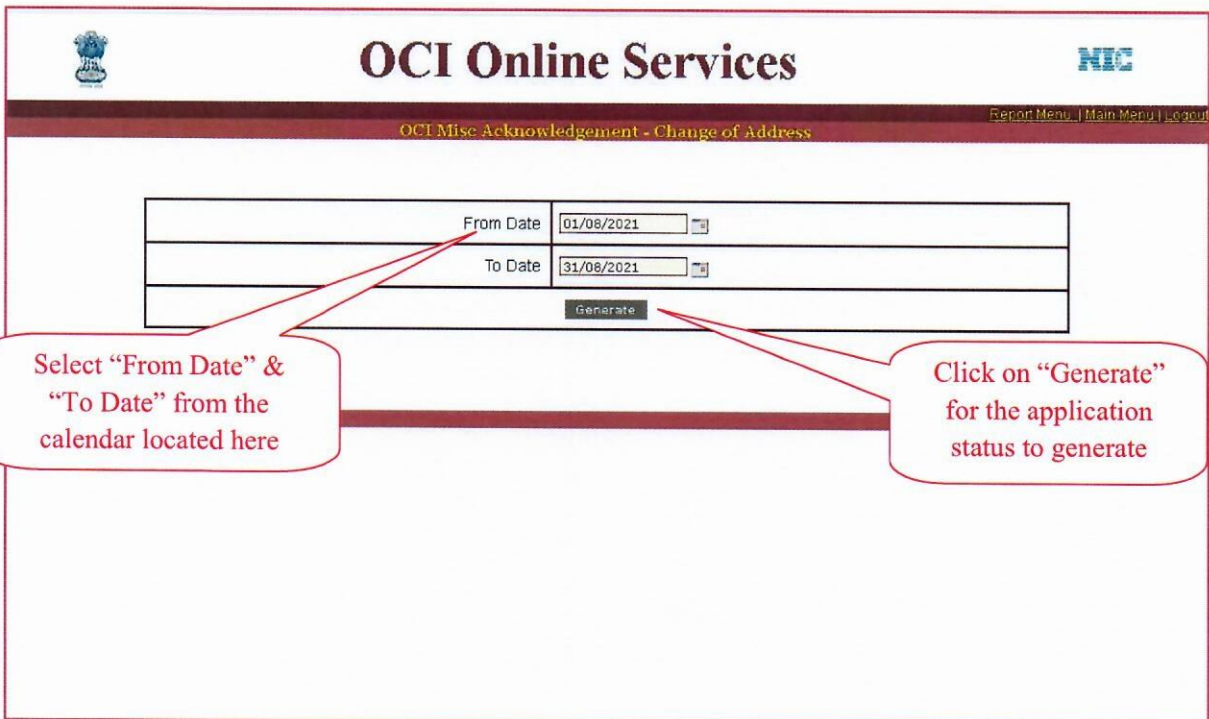
OCI MISCELLANEOUS ACKNOWLEDGEMENT – CHANGE OF ADDRESS





OCI Miscellaneous Grant
OCI Card Cancel for Misc Service
OCI Documents Upload
Mark Foreign Spouse Case
OCI AGENT CASH REPORT
OCI Misc Acknowledgement - Change of Passport
Application Received For Activity Permission
OCI Misc Approval- Change of Address
OCI Audit Report

After login to the OCI system, select this option

1. Select the date from the calendar (Date shall be application date)



 **OCI Online Services** 

OCI Misc Acknowledgement - Change of Address [Report Menu](#) | [Main Menu](#) | [Logout](#)

From Date	<input type="text" value="01/08/2021"/>
To Date	<input type="text" value="31/08/2021"/>
<input type="button" value="Generate"/>	


Select "From Date" & "To Date" from the calendar located here

Click on "Generate" for the application status to generate

2. Application status

System will display the pending applications for approval, already approved and rejected application for the selected date range.

User may click on the particular application for further details.


OCI Misc Acknowledgement - Change of Address
From : 01/07/2021 To : 31/08/2021
Application Type : Miscellaneous Cases Printed On : 31-AUG-2021 11:56

Sr No	Application-Status	Count
1.	Pending for Approval	7
2.	Applications Approved	3
3.	Applications Rejected	0

[Print](#) | [Back](#)

Application status is displayed


Number of count for each status

3. Pending Applications-

The user needs to select “Pending Applications for approval” option to view all the applications applied for address change service and yet to be approved at mission/FRRO.

User may click on the “New file number” to populate applicant details.

Details of Applicant such as name, passport number, Passport expiry date, OCI No, Issue date, and pending date is displayed.


OCI Misc Acknowledgement - Change of Address
Miscellaneous Pending Cases (LONDON)
From : 01/07/2021 To : 31/08/2021
Total Pending Application : 7

Sr. No.	New File Number	Applicant Name	Passport Number	Passport Exp. Date	OCI Number	Issue date	Application Date	Pending Date
1.	GBRL00072U21	CHAITANYA ASHOK KULKARNI	124101546	24/OCT/2030	A3538412	24/OCT/2020	19/AUG/2021	PENDING
2.	GBRL00073U21	ZIVAH SHARMA	558224522	22/DEC/2023	A3538522	22/DEC/2018	19/AUG/2021	PENDING
3.	GBRL00071U21	HEMA GANDHI	124492263	18/NOV/2027	A3538455	03/NOV/2020	19/AUG/2021	PENDING
4.	GBRL00074U21	ZIVAH SHARMA	558224522	22/DEC/2023	A3538522	22/DEC/2018	19/AUG/2021	PENDING
5.	GBRL0008FU21	HEMA GANDHI	124492263	18/NOV/2027	A3538455	03/NOV/2020	19/AUG/2021	PENDING
6.	GBRL0009FU21	HEMA GANDHI	124492263	18/NOV/2027	A3538455	03/NOV/2020	25/AUG/2021	PENDING
7.	GBRL0008AU21	HEMA GANDHI	124492263	18/NOV/2027	A3538455	03/NOV/2020	26/AUG/2021	PENDING

[Print](#) | [Back](#)

New file number


Details of Applicant

4. Application Approval


While clicking on the file number, the system will display the details provided by applicant and the existing OCI details (old) pertaining to his/her OCI Card.

Post verification of address as well as details, user may accept or reject the application with the remarks.

The remarks would be visible to the user through status enquiry option provided on <https://ociservice.gov.in>



OCI Online Services

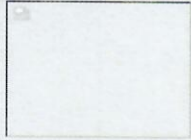



[Report Menu](#) | [Main Menu](#) | [Logout](#)

OCI Misc Case for Address / Occupation Updation

Application Details	
New File No.	GBRL00072U21
Applicant Name	CHAITANYA ASHOK KULKARNI
Applicant DOB	13/NOV/1984
Applicant Passport No.	124101546
Applicant Email-Id	MANISHKHATRI1698@GMAIL.COM
Application Date	19/AUG/2021 12:08:17
Old File Reference No.	GBRL00161N21
Applicant Sex	M
Applicant Nationality	GBR
Applicant OCI Card No.	A3538412
Applicant Contact No.	543465474665

Applicant Address and Occupation Detail		
NEW INFORMATION	OLD INFORMATION	
Present Address 1	WSTERTYERY	2 MARCH COURT,
Present Address 2	DGDFGDFGDF	WARWICK DRIVE
Present Address 3	SDGDGDFGDF	SW15 6LE
Phone / Contact No	543465474665	+442036657061
Email Id	MANISHKHATRI1698@GMAIL.COM	manishkhatri1698@gmail.com
Occupation	MISSIONARY	PRIVATE SERVICE
Employee Address 1	DTGYRTYRT	2-20 CAPPER STREET,
Employee Address 2	DFGDYRTYRTY	LONDON, WC1E 6JA
Reason of Availing the service	TESTING DATA FOR DUPLICATE RECORD	

Occupation	MISSIONARY	PRIVATE SERVICE
Employee Address 1	DTGYRTYRT	2-20 CAPPER STREET,
Employee Address 2	DFGDYRTYRTY	LONDON, WC1E 6JA
Reason of Availing the service	TESTING DATA FOR DUPLICATE RECORD	
Photo	No Need for Photo	
Sign	No Need for Signature	
Document List	No document(s) uploaded	PREVIOUS INDIAN PASSPORT OF SELF

Status Updation
Status :
Remarks :

New Information

Old Information

Remarks

Save Details