




Standard Operating Procedure for

Email ID Updation Service under OCI Miscellaneous
Service for the OCI cardholder


Step 1: Applicant will register on the online OCI Services portal with the valid email ID using "User Register" functionality

Government of India User Login | User Register

 **Online OCI Services**
MINISTRY OF HOME AFFAIRS  

[Home](#) [About OCI](#) [Eligibility](#) [Benefits](#) [Apply Online](#) [Track your Application](#) [Feedback](#) [Useful Links](#) [Contact us](#)

User Register

Surname(As per passport)	Given Name(As per passport) *
<input type="text" value="Surname"/>	<input type="text" value="Given Name *"/>
Date of Birth(DD/MM/YYYY) *	Email Id*
<input type="text" value="Date Of Birth(DD/MM/YYYY)"/>	<input type="text" value="Your Email Id *"/>
Nationality *	Mobile No. *
<input type="text" value="Please select Nationality"/>	<input type="text" value="Your Mobile No. *"/>
Captcha *	
<input type="text" value="Captcha"/>	ApZ 9A6 

REGISTER


Already Registered? [User Login](#)


Important Instructions

- Please ensure your eligibility as per the criteria.
- Enter the details as per your current passport.
- Please enter an active Email ID.
- It is strongly recommended that the One Time Password(OTP) sent to the applicant on the entered email ID must not be shared with anyone.
- Create password as per the password policy.
- **Password policy:** The password must be minimum 8 characters long and contain at least one uppercase alphabet, at least one lowercase alphabet, at least one numeric value, and at least one special character.

Caution: Your IP address 10.199.62.47 is being monitored for security purpose.




Content managed by Ministry of Home Affairs(MHA)
Designed & Developed by NIC (V1.0.23-83) {030726103346}

 **FTI-TTP**
FAST TRACK IMMIGRATION - TRUSTED TRAVELLER PROGRAM
GOVT. OF INDIA

 **NIC** एन आई सी
National Informatics Centre

Step 2: Upon successful user account registration, applicant will login to the OCI portal using "User Login" functionality.

Government of India User Login | User Register


 **Online OCI Services**
MINISTRY OF HOME AFFAIRS  

[Home](#) [About OCI](#) [Eligibility](#) [Benefits](#) [Apply Online](#) [Track your Application](#) [Feedback](#) [Useful Links](#) [Contact us](#)

User Login

Email Id*

Password *

Captcha *
 U H 7 B V M 

[LOGIN](#)


[Forgot your password?](#)
[New User? User Register](#)


Important Instructions

- Confidentiality of Password is solely responsibility of the user and all care must be taken to protect the password.
- Users are advised to keep changing the Password at frequent intervals.
- Never share your password and do not respond to any mail which asks you for your Login-ID/Password.
- It is strongly recommended that the One Time Password(OTP) sent to the applicant on the registered email ID for any activity must not be shared with anyone.
- For security reasons, after finishing your work, click the logout button and close all the windows related to your session.

Caution: Your IP address 10.199.62.47 is being monitored for security purpose.

Content managed by Ministry of Home Affairs(MHA)
Designed & Developed by NIC (V1.0.23-83) {030726103434}

 **FTI-TTP**
FAST TRACK IMMIGRATION - TRUSTED TRAVELLER PROGRAM
GOVT OF INDIA

 **NIC** एन आई सी
National Informatics Centre

Step 3: Applicant will choose "OCI Miscellaneous Services" present on the dashboard.

The screenshot displays the 'Online OCI Services' dashboard for the Ministry of Home Affairs, Government of India. The user is logged in as 'tesuser@gmail.com'. The dashboard includes a navigation bar with options like 'Dashboard', 'Instructions For Filling Application', 'Online Registration', 'Photo/Sign Upload', 'Document Upload', 'Re-Print Application', and 'Feedback'. The 'Online Registration' dropdown menu is open, showing 'New OCI Registration', 'OCI Miscellaneous Services' (which is highlighted), and 'Apply For Special Permission'. The user's name is 'TEST USER' and their ID is '1234DG'. The dashboard also shows a 'Completed Application' and a 'Partially' completed application.

Government of India

Welcome: tesuser@gmail.com

Online OCI Services
MINISTRY OF HOME AFFAIRS

Dashboard Instructions For Filling Application Online Registration Photo/Sign Upload Document Upload Re-Print Application Feedback

Dashboard

Name: TEST USER

Completed Application Partially




New OCI Registration

OCI Miscellaneous Services 1234DG

Apply For Special Permission

Step 4: OCI cardholder will enter the valid details (OCI number, passport number and date of birth) of the OCI card for which the email id updation is required.

Government of India Welcome: tesuser@gmail.com

 **Online OCI Services**
MINISTRY OF HOME AFFAIRS 

Dashboard | Instructions For Filling Application | Online Registration ▾ | Photo/Sign Upload | Document Upload | Re-Print Application | Feedback

OCI Miscellaneous Services

Provide Required Information To Proceed


Fill-up the following fields as recorded in the OCI card


Passport Number *

OCI Number *

Date Of Birth(DD/MM/YYYY) *




Content managed by Ministry of Home Affairs(MHA)
Designed & Developed by NIC (v1.0.23-83) {030726103812}

 FTI-TTP
FAST TRACK IMMIGRATION - TRUSTED TRAVELLER PROGRAM
GOVT. OF INDIA

 NIC
एन आई सी
National Informatics Centre

Step 5: Select Email ID Updation service under Gratis service

Government of India Welcome: tesuser@gmail.com

 **Online OCI Services**
MINISTRY OF HOME AFFAIRS  

Dashboard Instructions For Filling Application Online Registration **Photo/Sign Upload** Document Upload Re-Print Application Feedback

OCI Miscellaneous Services

Applicant Details

Applicant Name :	TESTING	OCI Number :	TESTING
Issue Date :	04-OCT-2013	Passport Number :	TESTING
Nationality :	CANADA		

Select any one of the following Services *

Services for re-issuance of OCI Card (Chargeable) [Know More](#)

Services for updation of information in OCI records (Gratis Service) [Know More](#)


- Personal Particulars Updation
- Passport Particulars Updation
- Address / Occupation Updation
- Email ID Updation


Surrender/Renunciation of OCI Card under Section 7C (1) of the Citizenship Act,1955 (Chargeable) [Know More](#)

- Renunciation of OCI card/ e-OCI card

Save and Continue


Content managed by Ministry of Home Affairs(MHA)
Designed & Developed by NIC (v1.0.23-83) {030726104131}

 **FTI-TTP**
FACT TRACK | TRAVELER | TRUSTED TRAVELLER PROGRAM
GOVT. OF INDIA

 **NIC**
एन आई सी
National Informatics Centre

Step 6: Enter OCI card details and reason for availing the service.

Government of India Welcome: tesuser@gmail.com

 **Online OCI Services**
MINISTRY OF HOME AFFAIRS

Dashboard | Instructions For Filling Application | Online Registration | Photo/Sign Upload | Document Upload | Re-Print Application | Feedback

1 Registration Form | 2 Document Upload | 3 Verify Information | 4 Final Submission


Note: Click on page titles present in progress bar to view or edit entered details.


OCI Miscellaneous Services

Selected Service	Email ID Updation		
Place of submission *	CHINA	Select Mission/FRRO *	HONG KONG
OCI Details			
OCI Number *	TESTING	OCI Issue Date *	04-OCT-2013
Email Id *	tesuser@gmail.com		
Reason for Availing the Service *	<input type="text"/>		

[Save and Continue](#)




Content managed by Ministry of Home Affairs(MHA)
Designed & Developed by NIC (V1.0.23-83) {030726104556}

 FTI-TTP
FAST TRACK IMMIGRATION - TRUSTED TRAVELLER PROGRAM
SOUTH OF ASIA

 NIC
एन आई सी
National
Informatics
Centre

Step 7: Upload the scanned copy of the OCI card.

Government of India Welcome: tesuser@gmail.com

 **Online OCI Services**
MINISTRY OF HOME AFFAIRS  

[Dashboard](#) [Instructions For Filling Application](#) [Online Registration](#) [Photo/Sign Upload](#) [Document Upload](#) [Re-Print Application](#) [Feedback](#)

Registration Form ✓ | Document Upload ✓ | Verify Information 3 | Final Submission 4

Note: Click on page titles present in progress bar to view or edit entered details.

Document Upload

Application Id: CHNH0020FU26 Passport Number: TESTING Selected Mission: CHINA-HONG KONG


Page 1 Saved.


Note: Document Re-Upload limit is 5 after which Re-Upload is not allowed. Document View limit is 5 after which view is not allowed.

Document to be upload *

Select Document




Content managed by Ministry of Home Affairs(MHA)
Designed & Developed by NIC (V1.0.23-83) {030726104714}

 **FTI-TTP**
FAST TRACK IMMIGRATION - TRUSTED TRAVELLER PROGRAM
GOVT OF INDIA

 **NIC** एन आई सी
National Informatics Centre

Step 8: Verify the information displayed through the application liked with the entered OCI number and newly filled information and click on final submit.

Government of India Welcome: tesuser@gmail.com

 **Online OCI Services**
MINISTRY OF HOME AFFAIRS  

Dashboard | Instructions For Filling Application | Online Registration | Photo/Sign Upload | Document Upload | Re-Print Application | Feedback

Registration Form ✓ | Document Upload ✓ | **Verify Information** ✓ | Final Submission 4

Note: Click on page titles present in progress bar to view or edit entered details.

Verify Information

Application Id: CHNH0020FU26 Passport Number: TESTING Selected Mission: CHINA-HONG KONG

Applicant's Details			
Given Name	TESTING	Gender	MALE
Date Of Birth	13/SEP/1986	Place of Birth	HONG KONG SAR, CHINA
Visible Mark	BROWN EYES		

Applicant's Passport Details			
Passport Number	TESTING	Date Of Issue	19/FEB/2013
Place Of Issue	HONG KONG		

Applicant's Family Details			
Father's Name	TEST USER1	Mother's Name	TEST USER2




Contact Details	
Email	tesuser@gmail.com

Uploaded Documents	
1.	Copy of OCI Card

[Modify](#) [Final Submit](#)

Step 9: Successful online application submission


Government of India Welcome: tesuser@gmail.com

 **Online OCI Services**
MINISTRY OF HOME AFFAIRS  

[Dashboard](#) [Instructions For Filling Application](#) [Online Registration](#) [Photo/Sign Upload](#) [Document Upload](#) [Re-Print Application](#) [Feedback](#)

After completing the online OCI updation application, an email will be sent by the system to the OCI cardholder confirming that the application has been submitted online successfully. For updation applications, applicants are not required to visit the Indian Mission/Post/FRRO/Outsource Agency at any stage of application processing.

The updation service is faceless, paperless, and free of charge, with no application form generated when the application is successfully completed.



Thank you!




How would you rate the OCI Services portal ?

★ ★ ★ ★ ★

Needs improvement Average Good Very good Excellent

For any other comments/feedback, please enter your remarks here:

[Next](#)

 Content managed by Ministry of Home Affairs(MHA)
Designed & Developed by NIC (V1.0.23-83) {030726105314}  

Once approved by competent authority, the new email id will be updated in OCI records .