

Note: Please print out a copy of this checklist, Sign and submit the same along with your application.

Conversion of PIO to OCI Checklist

Place a tick in the box for documents you are submitting or if the statement is applicable to your case.		
Stage: 1 – Applying for OCI		
Basic Details:	You	Staff
<ul style="list-style-type: none"> • Online Application form fully filled. (Part A and Part B using your Australian/foreign passport details and Parents name as per Indian Passport) https://ociservices.gov.in and FORM U (Manually filled) www.vfsglobal.com/india/australia <ul style="list-style-type: none"> o All the documents should be printed single sided on A4 sheet vertically. o Applicants are advised to ensure accuracy of the details entered in the online Form. o Any Errors on the printed form cannot be modified by Pen/Pencil at the time of Submission. 		
<ul style="list-style-type: none"> • While completing online application for OCI, you are required to upload the following documents, which is mandatory: <ul style="list-style-type: none"> o Current passport o Proof of Indian Origin 		
<ul style="list-style-type: none"> • Provide accurate contact details (telephone/mobile number) to reach you for any additional information. Land: _____ Mobile: _____ 		
<ul style="list-style-type: none"> • ONE recent photograph (2 inch x 2 inch), meeting strict specifications. see www.vfsglobal.com/india/australia for more details. IPVSC Centres in Australia provide photography services as per the guidelines of International Civil Aviation Organisation (ICAO). This service is chargeable and available for standard photographs of Adult and children. (Assistance may not be available for Infant and applicants' with Special Needs). 		
<ul style="list-style-type: none"> • Appointment Letter:- <ul style="list-style-type: none"> o All Applicants visiting the application centre for submitting their applications in person are required to schedule an appointment. (Applications sent by Post/Courier do not require scheduling an appointment) o Visit www.vfsglobal.com/india/australia to schedule appointment or Click here. 		
<ul style="list-style-type: none"> • Mode of payment:- <ul style="list-style-type: none"> o Eftpos / Credit card –MasterCard or Visa Card issued in Australia (at VFS counters) o Cash (at VFS Counters only) o Money / Postal Order payable to “VFS Services Australia Pty Ltd” only o Post Applications- Complete Credit Card Authorization form Note: - Personal Cheque and company Cheque are not acceptable. - Courier Fee is mandatory (Applications received by post will be returned by post) 		
Documents to be attached		
<ul style="list-style-type: none"> • A photocopy of PIO card (first and last page, Attested by JP or Notary) (NSW residents kindly submit documents attested by a Notary Public only, list of NSW notaries available at: https://notarynsw.org.au/find-a-notary) 		
<ul style="list-style-type: none"> • A photocopy of the current valid passport with a minimum validity of six months from the date of Application (Biographic page, Attested by JP or Notary) (NSW residents kindly submit documents attested by a Notary Public only, list of NSW notaries available at: https://notarynsw.org.au/find-a-notary) 		
<ul style="list-style-type: none"> • A photocopy of Birth certificate (Attested by JP or Notary) [Alternatively, Statutory Declaration by the applicant stating parents' names] (NSW residents kindly submit documents attested by a Notary Public only, list of NSW notaries available at: https://notarynsw.org.au/find-a-notary) 		
Documents to be attached for Minor Applicants		
<ul style="list-style-type: none"> • A photocopy of PIO card (first and last page, Attested by JP or Notary) (NSW residents kindly submit documents attested by a Notary Public only, list of NSW notaries available at: https://notarynsw.org.au/find-a-notary) 		

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<ul style="list-style-type: none"> A photocopy of the current valid passport (Biographic page, Attested by JP or Notary) (NSW residents kindly submit documents attested by a Notary Public only, list of NSW notaries available at: https://notarynsw.org.au/find-a-notary) 		
<ul style="list-style-type: none"> A photocopy of the Birth Certificate (Attested by JP or Notary) (NSW residents kindly submit documents attested by a Notary Public only, list of NSW notaries available at: https://notarynsw.org.au/find-a-notary) 		
Additional documents, in case of loss or damage of existing PIO Card		
<ul style="list-style-type: none"> A copy of the Police Report 		
<ul style="list-style-type: none"> The application may be submitted only after personal interview with the competent authority. 		
Stage: 2 (For Applicants applied for PIO to OCI)		
<ul style="list-style-type: none"> Track your OCI Applications: https://ociservices.gov.in/statusEnquiry After submitting your OCI application, track your application here using your File No that has been generated and sent to you on your specified email address automatically. 		
Once status shows that OCI has arrived, kindly submit below documents: - <ul style="list-style-type: none"> Printed Copy of Online OCI status. PIO Card needs to be submitted for cancellation (Except Lost PIO Cases) 		

FOR OFFICIAL PURPOSES ONLY

Submission Officer Comments -

The applicant hereby confirms that he/she has read the above, ticked the boxes against documents submitted & ensures that all the necessary documentation has been submitted.

VFS Officer (Name & Sign)



Applicant (Name & Sign)

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Credit Card Authorization (to be completed for applications sent by post)

I authorize VFS Services Australia Pty Ltd to debit my credit card for application charges as applicable on [https://www.vfsglobalonline.com/ihcausonline/\(S\(x0dgry452b3q2445i1js2w55\)\)/FeeCalculator.aspx](https://www.vfsglobalonline.com/ihcausonline/(S(x0dgry452b3q2445i1js2w55))/FeeCalculator.aspx)

Please note Debit cards are not accepted for postal applications.

Card Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Credit Card Expiry Date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> M M Y Y
Card Type (Tick appropriate box)	 <input type="checkbox"/>  <input type="checkbox"/> Visa card or Master card issued in Australia only. 1.20% surcharge including GST applicable on total payable.
Cardholder's name (As printed on Card)	<input type="text"/>
Cardholder's Signature	<input type="text"/>
Applicant's Passport Number	<input type="text"/>