

**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.		
<b>Stage: 1 – Applying for OCI</b>		
<b>Basic Details:</b>	<b>You</b>	<b>Staff</b>
<ul style="list-style-type: none"> <li>● <b>Online Application form</b> fully filled. (Part A and Part B using your Australian/foreign passport details and Parents name as per Indian Passport) <a href="https://ociservices.gov.in">https://ociservices.gov.in</a> <ul style="list-style-type: none"> <li>○ All the documents should be printed single sided on A4 sheet vertically.</li> <li>○ Applicants are advised to ensure accuracy of the details entered in the online Form.</li> <li>○ Any Errors on the printed form cannot be modified by Pen/Pencil at the time of Submission.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>● While completing online application for OCI, you are required to upload the following documents, <b>which is mandatory:</b> <ul style="list-style-type: none"> <li>○ Current passport</li> <li>○ Proof of Indian Origin</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>● Provide accurate contact details (telephone/mobile number) to reach you for any additional information. Land: _____ Mobile: _____</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>● <b>ONE</b> recent <b>photograph</b> (2 inch x 2 inch), meeting strict specifications. see <a href="https://services.vfsglobal.com/aus/en/ind/">https://services.vfsglobal.com/aus/en/ind/</a> 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).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>● <b>Appointment Letter:-</b> <ul style="list-style-type: none"> <li>○ 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)</li> <li>○ Visit <a href="https://services.vfsglobal.com/aus/en/ind/">https://services.vfsglobal.com/aus/en/ind/</a> to schedule appointment.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>● <b>Mode of payment:-</b> <ul style="list-style-type: none"> <li>○ Eftpos / Credit card –MasterCard or Visa Card issued in Australia (at VFS counters)</li> <li>○ Cash (at VFS Counters only)</li> <li>○ Money / Postal Order payable to “VFS Services Australia Pty Ltd” only</li> <li>○ Post Applications- Complete Credit Card Authorization form</li> </ul> <b>Note:</b> - Personal Cheque and company Cheque are not acceptable.                      - Courier Fee is mandatory (Applications received by post will be returned by post)                 </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Documents to be attached</b>		
<ul style="list-style-type: none"> <li>● Original PIO card along with photocopy of PIO card</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>● 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: <a href="https://notarynsw.org.au/find-a-notary">https://notarynsw.org.au/find-a-notary</a>)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>● 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: <a href="https://notarynsw.org.au/find-a-notary">https://notarynsw.org.au/find-a-notary</a>)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Documents to be attached for Minor Applicants</b>		
<ul style="list-style-type: none"> <li>● Original PIO card along with photocopy of PIO card</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>● 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: <a href="https://notarynsw.org.au/find-a-notary">https://notarynsw.org.au/find-a-notary</a>)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>● A photocopy of the Birth Certificate (Attested by JP or Notary)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

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(NSW residents kindly submit documents attested by a Notary Public only, list of NSW notaries available at: <a href="https://notarynsw.org.au/find-a-notary">https://notarynsw.org.au/find-a-notary</a> )		
<b>Additional documents, in case of loss or damage of existing PIO Card</b>		
• A copy of the Police Report		
• The application may be submitted only after personal interview with the competent authority.		

**Important Note:** For OCI applications lodged from 1st September 2015 onwards, applicants will be receiving only OCI cards and NO U-visa stickers. Therefore, they are not required to submit their foreign passports for stamping. OCI cards in respect of such applicants will be sent to their postal address.

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)**

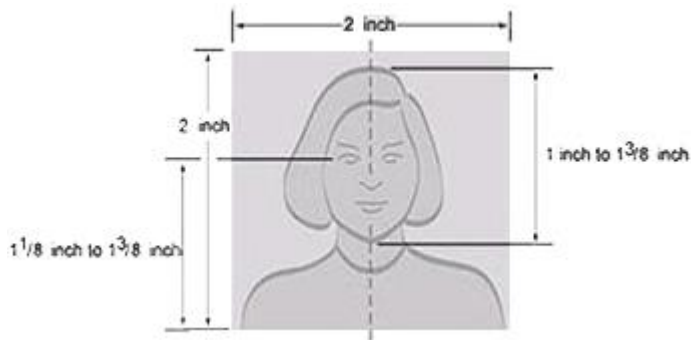
I authorize VFS Services Australia Pty Ltd to debit my credit card for application charges as applicable on <https://www.vfsvisaservice.com/IHCAUSOnline/FeeCalculator.aspx>

Please note Debit cards are not accepted for postal applications.

<b>Card Number</b>	<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"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>Credit Card Expiry Date</b>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <b>M M Y Y</b>
<b>Card Type</b> (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.
<b>Cardholder's name</b> (As printed on Card)	<input type="text"/>
<b>Cardholder's Signature</b>	<input type="text"/>
<b>Applicant's Passport Number</b>	<input type="text"/>

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## Photo Specifications



Photographs should be in colour and strictly as per the specifications below.

- Un-mounted - 2 inch x 2 inch in size.
- Face should cover about 70 to 80% of the photo area.
- Frame Subject with Full Face, Front view, Eyes open
- Taken within the last 6 months to reflect your current appearance.
- The photographs must be clear, well defined and taken against a plain white or light-coloured background.
- Appropriate brightness and contrast showing your skin tones naturally
- Even lighting (no shadows across or behind the face)
- Face must be square to the camera with a neutral expression, neither frowning nor smiling and with your mouth closed.
- If you must wear a head covering for religious reasons, make sure your full facial features are not obscured.
- Non-tinted prescription glasses may be allowed as long as your eyes are clearly visible. Make sure that the frame does not cover any part of your eyes. Sunglasses are not acceptable.
- Headphones, wireless hands-free devices, or similar items are not acceptable in your photo.
- Photograph for Child/babies - The photograph should show the baby or child awake, looking straight at the camera with mouth closed and nothing covering the mouth. It should also show both edges of the face clearly (no toys, blankets, chair backs or other people visible) and no hair across the eyes.