

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

## **PIO Endorsement Checklist**

Place a tick in the box for documents you are submitting or if the statement is applicable to your case.

### **Section A: About Endorsement of new Passport details on PIO Card**

A PIO Card shall be valid for a period of fifteen years from the date of issue subject to the validity of the passport of the applicant. In other words, the PIO card shall be valid only if the passport held by the individual is valid on a particular date. After issuance of the PIO Card, if the holder is issued with a new passport, he should get the details of the new passport endorsed on the PIO Card.

**Please Note: -**

- No endorsement other than New Passport no. can be made on a PIO.
- For change in Nationality, particulars, wrong entries, fresh PIO needs to be applied. In case of endorsement in PIO for Minors, the application form must be signed by both parents and an affidavit in the prescribed Performa duly attested by JP or Notary is required Fees of \$15+2=17 will be charged if endorsement is made on a PIO issued from other Missions/Posts.

### **Section B: Documents Required**

	<b>You</b>	<b>Staff</b>
• PIO Endorsement Form duly filled in		
• New passport copy 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> )		
• Old passport copy 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> )		
• Current valid PIO card (In case of Lost PIO – Apply for Fresh OCI)		
• High Commission or Consulate General of India may seek more information or documents if necessary to process the application.		
• <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="http://www.vfsglobal.com/india/australia">www.vfsglobal.com/india/australia</a> to schedule appointment or <a href="#">Click here</a>.</li></ul>		
• <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)		


























### **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.

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VFS Officer (Name & Sign)



Applicant (Name & Sign)

**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.

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