

Checklist & Step by Step Instructions for conversion PIO to OCI

All documents must be duly attested by Justice of Peace before uploading online.

Information and documents all applicants must supply	
	<p>A printed and duly signed copy of Online application form fully filled and Part B completed: http://passport.gov.in/oci/welcome (OCI registration in lieu of valid PIO card)</p> <p>Please use Google Chrome or Internet Explorer browsers. Online OCI form is not compatible with Safari browser. It may NOT work on I-PAD, Tablet, Mobile phone browsers or Apple devices.</p> <p>*In the case of minors who cannot sign, left hand thumb impression needs to be uploaded.</p> <p>**In case of minor applicant both parents must sign the declaration part on the application form part -B.</p>
	<p>Application Fees :</p> <p><input type="checkbox"/> NZ \$150/- for each application. (Application fee is to be paid by Banker's Cheque only in favour of "High Commission of India, Wellington". Personal Cheques or Postal Money Orders are NOT accepted.</p>
	<ul style="list-style-type: none"> • Original PIO card • Copy of passport must be attested by JP
	<p>Photocopy of Birth Certificate - attested by JP (in case of applicant born in India and/or never held Indian Passport.) ** Not compulsory for applicant who held Indian passport.</p>
	<p>Citizenship certificate copy (in case of change of Nationality) must be attested by JP</p>
	<p>Copy of Birth Certificate (Duly attested by JP)</p>
	<p>Attested copy of marriage certificate if PIO card was granted on spouse base.</p>
	<p>One photograph pasted on the form</p>
	<ul style="list-style-type: none"> • In case of minor applicant both parents' passport copies (first, last and present New Zealand visa page) and a copy of their marriage certificate (Duly attested by JP) • In case of minor applicant both parents must sign the declaration part on the application form part -B. • Parents of minor children of Indian origin must submit a copy of their cancelled Indian passport or OCI (wherever applicable) (Duly attested by JP).
	<p>Self-addressed prepaid courier envelope to return your passport.</p> <p>The applicant should use the courier service (with tracking facility) of their choice and are advised to keep the tracking numbers (for return courier as well) with them. The High Commission of India will not accept any responsibility in case the courier is lost/misplaced/damaged or delayed. Do NOT send the application via ordinary post.</p>

Acknowledgement:

OCI Applications received with complete documentations will be acknowledged within 10-12 working days. For Acknowledgement please use your Registration number NZLW_ _ _ _ _18 & Passport No. at: <http://passport.gov.in/oci/statusEnquiry>

Processing Time:

- Processing time will be 40 days from the date of Acknowledgement.
- Your application may take longer if it is submitted without all required documentations.
- Spouse based OCI applications are referred to MHA in India hence no timeframe is given to process such applications.
- All applicants are advised to make their firm bookings/travel plans only after issue of OCI as there is NO urgent service available for OCI application.

PLEASE NOTE:

- **This time frame is indicative only, process may take longer so we strictly advise NOT to book ticket before getting OCI Card.**
- **It is mandatory to submit and upload Justice of Peace (JP) attested copies of current passport and other mandatory documents with OCI application. Applications submitted without JP attested copies of all mandatory documents will be returned to applicants.**
- **High commission may also ask applicants for producing any original documents for verification at any stage, if deemed necessary.**

Name and phone number for communication about this application.

Name: _____ Phone No. _____

Email: _____

Declaration

I have read and completed the checklist and included all the required documents. I understand that during the process of my application I may be asked to submit more documents and may be asked to appear for personal interview.

(Name and Signature of the applicant)

All applications should be sent to the following address:

**OCI SERVICES
High Commission of India
Ranchhod Tower, Level-2,
102-112, Lambton Quay, PO Box: 4045
Wellington-6011,
New Zealand**

Step by Step Instructions for conversion of PIO to OCI

Please use Google Chrome or Internet Explorer browsers. Online OCI form is not compatible with Safari browser. It may NOT work on I-PAD, Tablet, Mobile phone browsers or Apple devices.



The completion of the application may take up to 30 minutes



⚠ Kindly be ready with Scanned copy of the following items before starting the registration process.

Applicant's Photo The images must be in jpeg or jpg format , with max size 200kb	The height and width of the Applicant Photo must be equal. The minimum dimensions are 360 pixels (width) x 360 pixels (height) The maximum dimensions are 900 pixels (width) x 900 pixels (height)
Applicant's Signature The images must be in jpeg or jpg format , with max size 200kb	The height and width of the Signature Photo must have aspect ratio 3:1 The minimum dimensions are 360 pixels (width) x 120 pixels (height) The maximum dimensions are 900 pixels (width) x 300 pixels (height)  "Paint" software can be used to resize the photos
Documents Document-Upload Section of Online OCI-Registration has 7 categories.	Max file size allowed for a document file is 500 kb Please scan the documents in a single file for each category as mentioned below for uploading.  The document file should be in PDF format  An A-4 size page document Colour scanned at 100 DPI (Dots per inch resolution) will generate of file of between 200-250 kb.

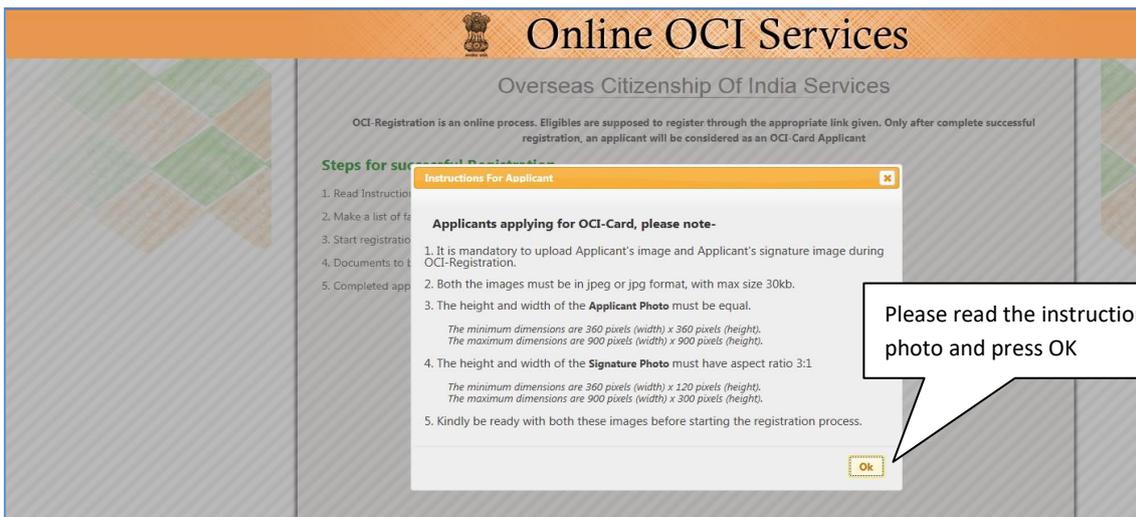
Please Note: All documents must be duly attested by Justice of Peace before uploading online and you may upload the documents using any category.

Categories	For Adults [age18 and above]	For Minors/ New Born	For applicants applying on basis of Spouse
Current Passport	Current passport copy and Citizenship Certificate	Current passport copy and Birth Certificate	Current passport copy
PIO Card	If already a PIO card holder than copy of PIO card	If already a PIO card holder than copy of PIO card	If already a PIO card holder than copy of PIO card
Relationship Certificate		Copy of parents Indian passport or OCI card	OCI undertaking for spouse

Applicant has to submit PIO card in original before issue of OCI card to HCI, Wellington. HCI, Wellington will retain the original PIO card.

Please go to following link to start the application: <http://passport.gov.in/oci/welcome>

Please use Google Chrome or Internet Explorer browsers. Online OCI form is not compatible with Safari browser. It may NOT work on I-PAD, Tablet, Mobile phone browsers or Apple devices.





Online OCI Services

OCI Miscellaneous Services

Please read the [Guidelines](#), [Instructions](#) and [FAQ's](#) before filling up this form

This service can be availed for re-issuance / issuance of duplicate OCI documents in the following category of cases:

1. In case of issuance of new passport.
2. In case of change of personal particulars viz. name, father's name, nationality etc.
3. In case of loss/damage of OCI registration certificate/visa.
4. In case of manually filled in applications (discontinued now) mistakes have been committed by the Indian Mission/Post/Office while entering the personal particulars.
5. In case of change of address/occupation.

ANSWER THIS QUESTION

Question : What is the natural color of APPLE

Answer :

Enter

Please answer the question and press enter



Online OCI Services

Select One Of The Following Options As Per Your Requirement

Please click here if making fresh application

Fresh Application

Complete Partially-Filled Application

If you have the Temporary number, please put it here to complete your application



Back To Main Menu

OCI Registration Form

Place of submission*

Please choose New Zealand, Wellington as the mission if applying from New

Surname

Given Name*

Have you ever changed your name? If yes, click the box and give details.

Sex*

Date Of Birth*

Country Of Birth*

As per New Zealand/ foreign passport

Place Of Birth*

Current Nationality*

Visible Mark*

Marital Status*

Applicant's Passport Details

Passport Number*

Date Of Issue*

Place Of Issue*

Applicant's Family Details

Father's Name*

Father's Nationality*

As per Indian passport or Birth Certificate

Mother's Name*

Mother's Nationality*

Spouse's Details

Spouse's Name*

Spouse's Nationality*

Please click Yes **ONLY** if you are applying on the basis of spouse

Marriage Registration Date

Are You applying OCI on the basis of Indian Spouse/ Spouse's OCI-Card?

Select Any one YES NO [\[click here for details\]](#)

Spouse's Passport No

Issue Date

Issue Place

Press on save and continue

Online OCI Services

OCI Registration Form (Page-II)

Temporary Application ID
18020252RXN9H

Occupation Details

Occupation * BUSINESS
 Address of Employer * 123 ABC STREET
 Address Line 2 NEW ZEALAND

Applicant's Address Details

Present Address* 123 ABC STREET
 PAPATOETOE
 AUCKLAND
 Mobile No* 006412345678
 Telephone No* 006412345678
 Email abc123@mail.com
 Native Place Address* HOUSE NO 262
 DELHI CANTT NEW DELHI
 Aadhaar No 123456789000

To know more about ADHAAR No, please [click here](#)

Exit Save and Exit Next

Please note down your temporary application id

Please fill in the required information

Click on NEXT

Verify Information

Temporary Application ID
18020252RXN9H

Please verify information provided by you. Submission of this form will never allow you to change your information for this application. If you need to change the information provided, click on Modify button provided below.

Applicant Information

Country Selected	NEW ZEALAND
Mission Selected	WELLINGTON
Surname	KADIAN
Given Name	RAVINDERSINGH
Previous Name	Never Changed
Sex	MALE
Date Of Birth	02/DEC/1988
Country Of Birth	INDIA
Birth(State)	DELHI
Place Of Birth	DELHI
Current Nationality	NEW ZEALAND
Visible Mark	MOLE ON LEFT CHEEK
Marital Status	UNMARRIED

Family Information

Father's Name	MAHENDER KADIAN
Father's Nationality	INDIA
Mother's Name	KAVITA KADIAN
Mother's Nationality	INDIA

Passport Information

Passport Number	123456
Date Of Issue	01/DEC/2014
Place Of Issue	WLG

Occupation Details

Occupation	BUSINESS
Address of Employer	123 ABC STREET NEW ZEALAND

Residential Address Details

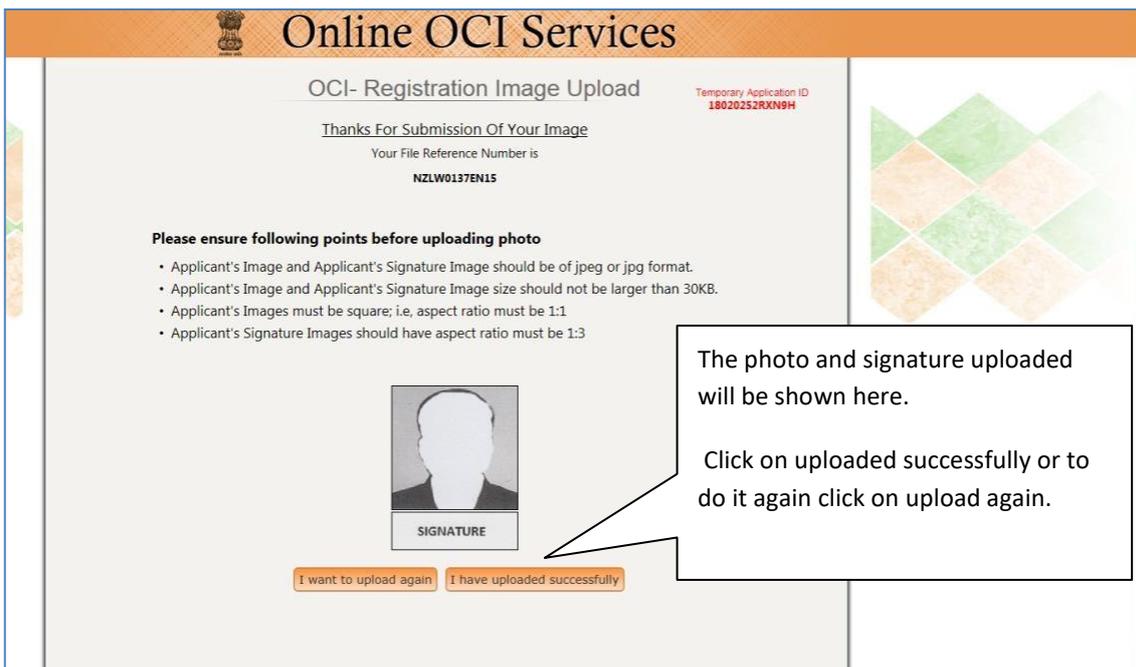
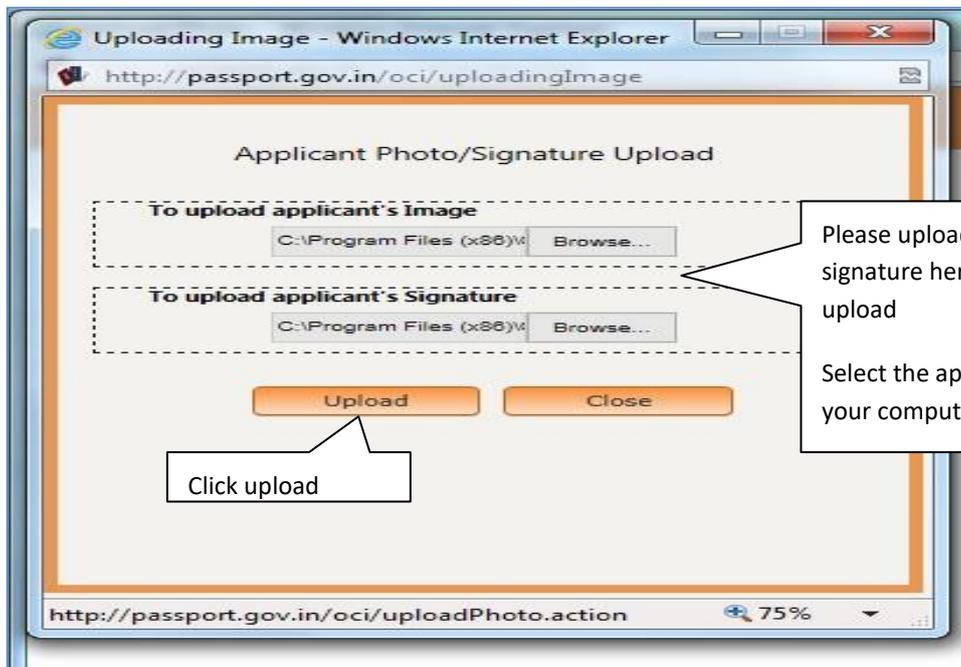
Present Address	123 ABC STREET PAPATOETOE AUCKLAND
Mobile No	006412345678
Telephone No	006412345678
Email	abc123@mail.com

Modify Submit

Please carefully verify the information

Please carefully verify the information

Click on Modify if you are required to change any information otherwise press submit



Online OCI Services

OCI-Registration Confirmation

Thank You, for your interest in Online OCI-Registration Process.

Your File Reference Number is
NZLW0137EN15

Till now you have successfully registered Part-A for the following applicant(s).

Applicant Name	File Reference Number
RAVINDERSINGH KADIAN	NZLW0137EN15

Temporary Application ID
19020252RKN9H

Proceed To Part-B
Exit

Please note the file reference number

Click here to complete part B

Online OCI Services

OCI Registration Part-B

Other Details of Applicant(s)

Citizenship Details

Have you/any member of your family applied for OCI registration earlier? Yes No
If YES, give details(Reference No., when and where applied and what was the outcome)

Whether the applicant(s) sought asylum before applying for present citizenship? Yes No
If YES, give specific details when and why

Whether the applicant(s) had ever been a citizen of Pakistan or Bangladesh at any time? Yes/No Yes No
If YES, give specific details

Whether either of parents or grandparents or great-grandparents of applicant(s) had ever been citizen of Pakistan or Bangladesh at any time? Yes/No Yes No
If YES, give specific details

Whether the applicant(s) (other than minor child/children) has worked / is working in Armed Forces/Para-military/Police/security/intelligence organizations? Yes/No Yes No
If YES, give specific details

Present Nationality Details

Applicant Name	Present Nationality	Acquisition Method	Date
RAVINDER SINGH KADIAN	NEW ZEALAND	BY BIRTH <input type="button" value="v"/>	<input style="width: 100px;" type="text"/> Acquisition date is required

Other Details

Previous Nationality of Applicant(s) (If Any)
RAVINDER SINGH KADIAN

Do you have relatives staying in India? Yes No

Has any of the applicant(s) faced criminal proceeding? Yes No

Please select the applicable answers

Please provide the name, address and relationship if you have any family in India.

Please click on submit to go to next page

 **Online OCI Services**

Online OCI Registration

YOU HAVE BEEN SUCCESSFULLY COMPLETED BOTH PART-A & PART-B OF ONLINE OCI REGISTRATION FOR THE FOLLOWING APPLICANT.
YOU ARE REQUESTED TO GENERATE FILLED REGISTRATION FORM FOR FUTURE REFERENCE.
YOU ARE REQUESTED TO UPLOAD APPROPRIATE DOCUMENTS. OTHERWISE YOUR APPLICATION WILL NOT BE CONSIDERED.

Applicant Name RAVINDERSINGH KADIAN	Web File-Number NZLW0137EN15
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Please generate your form and a take print of it

To generate filled Registration Form **Generate Registration Form**

To Exit **Exit**

 **Online OCI Services**

Online OCI Registration

YOU HAVE BEEN SUCCESSFULLY COMPLETED BOTH PART-A & PART-B OF ONLINE OCI REGISTRATION FOR THE FOLLOWING APPLICANT.
YOU ARE REQUESTED TO GENERATE FILLED REGISTRATION FORM FOR FUTURE REFERENCE.
YOU ARE REQUESTED TO UPLOAD APPROPRIATE DOCUMENTS. OTHERWISE YOUR APPLICATION WILL NOT BE CONSIDERED.

Applicant Name RAVINDERSINGH KADIAN	Web File-Number NZLW0137EN15
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Start uploading the documents by clicking here

To upload supporting documents (Mandatory) **Upload Documents**

To Exit **Exit**

You can open your form from here

Do you want to open or save NZLW0137EN15.pdf from passport.gov.in? Open Save Cancel

 **Online OCI Services**

OCI Document Upload

Note- To proceed the uploading of documents for your OCI-Application, provide your Passport Number along with Online Registration No/ File (Acknowledgment) No

Online Document Upload for OCI-Registration is available only for the Applicants which have successfully filled PART-A and PART-B Forms.

[Forgot Registration-Number?](#)

Enter Passport Number *

Online Registration No *

ANSWER THIS QUESTION

Question : Which is smaller 0 or 12 ?

Answer :

Please answer the question and press proceed

 **Online OCI Services**

Online OCI Document Upload

Welcome to Document-Upload Section of Online OCI- Registration

Applicant Name RAVINDERSINGH KADIAN	Web File-Number NZLW0137EN15
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Document Upload

Select a Document Type to upload

Select Document

- CURRENT PASSPORT
- INDIAN ORIGIN PROOF
- INDIAN VISA
- PIO CARD
- SPOUSE OCI CARD
- RELATIONSHIP CERTIFICATE
- MARRIAGE CERTIFICATE

Select the document you like to upload and start uploading

 **Online OCI Services**

Online OCI Document Upload

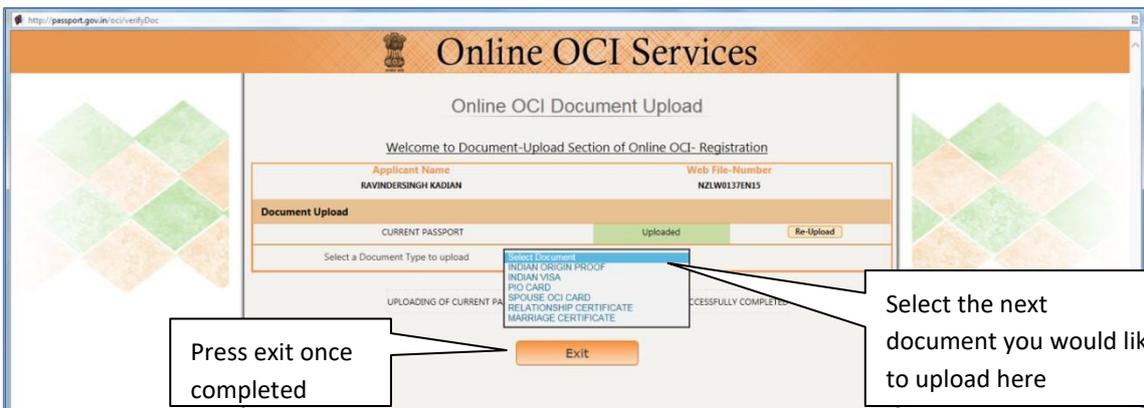
Welcome to Document-Upload Section of Online OCI- Registration

Applicant Name RAVINDERSINGH KADIAN	Web File-Number NZLW0137EN15
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Document Upload

Select a Document Type to upload

Upload the document by clicking on UPLOAD button



Only completed applications will be accepted for processing.