

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

Person of Indian Origin (PIO) Checklist

Part A

Documents you need for a complete PIO Application	
✓ I have enclosed one set of application form along with all documentation	
✓ THREE recent photographs, meeting specifications listed in “What size photo do I need?” under “Prepare application” at www.vfs-in-au.net	
✓ Signature in original inside the box on the form	
✓ Bio page (Page with your Photo and Personal details) of Australian/ Foreign passport photocopy attested by JP.	
✓ Note: Passport must have a validity of more than six months.	
✓ FORM”O” and FORM “U” filled and signed. Download at www.vfs-in-au.net	
✓ Provide accurate contact details (telephone/ mobile numbers) that will be used to reach you for any additional information. Land : _____ Mobile: _____ in Australia	
✓ I have submitted the correct PIO fee. Review fees at www.vfs-in-au.net	
✓ I have selected the following mode of payment. <ul style="list-style-type: none"> ○ Eftpos / Credit card – Mastercard or Visa Card issued in Australia (at VFS counters or by Post Applications- Complete Credit Card Authorization form for application sent by post) ○ Cash (at VFS Counters only) ○ Money / Postal Order payable to “VFS Services Australia Pty Ltd” only. 	
Note: Personal cheques and company cheques are not acceptable.	
✓ I have attached the mandatory Postal Processing Fee of \$8 (incl GST). I understand I do not have to send a return envelope. (The postal processing fee includes the return envelope). The above fee is mandatory irrespective of the mode of submission and OCI/PIO applications are returned by Registered POST.	
✓ I am sending my documents by Courier and have attached the Courier Processing Fee of \$16.50 (incl GST). I understand I do not have to send a return courier envelope. (The Courier processing fee includes the return envelope).	

Part B

Documents	
Proof of Indian origin: (Photocopies must be attested by JP) <ul style="list-style-type: none"> ✓ Indian Passport Or <ul style="list-style-type: none"> ✓ Photocopy of the bio and last page of the old Indian passport. OR (as many of the following documents) <ul style="list-style-type: none"> ✓ Photocopy of birth certificate. ✓ Photocopy of educational certificate. 	



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<ul style="list-style-type: none"> ✓ Photocopy of marriage certificate. (in case of spouse of a person of Indian origin) ✓ Photocopy of domicile certificate. <p>Applicants are encouraged to submit as many of the above documents for proof of Indian origin.</p>	
<p>Part C: Additional Documents to be provided by Australian/Foreign national married to Persons of Indian Origin: (Photocopies must be attested by JP)</p>	
<ul style="list-style-type: none"> ✓ Photocopy of Marriage Certificate and Form “S” duly filled. This Form must be filled up by a Person of Indian Origin on whose basis the PIO card has been applied. E.g.: Mr. (Indian National or Person of Indian origin) & Mrs. X (Foreign National), Mrs. X would be applying for a PIO Card & Form “S” must be filled in and signed by Mr. X. Download the form at www.vfs-in-au.net ✓ Proof of Indian origin of spouse. (As many of the documents listed in Part B or OCI/PIO card issued to spouse. ✓ In case of foreign nationals (other than Australian) current passport in original or photocopies of the entire passport. Please make sure before applying that you have stayed in Australia for at least one year continuously on a valid visa. ✓ I understand that during the process of my application I may be asked to submit some more documents 	
<p>Part D: Documents required if applicant is Minor (under 18 years)</p>	
<ul style="list-style-type: none"> ✓ Photocopy of birth certificate of minor applicants (attested by JP) 	
<ul style="list-style-type: none"> ✓ Passports photocopy of both the parents (attested by JP) 	
<ul style="list-style-type: none"> ✓ In case of minor applicant, application form has to be signed by both the parents. If both parents do not sign the application form then Form “P” has to be submitted by both the parents, separately. In case only one parent signs the application Form, then Form P is required to be submitted by the other parent. Download the form at www.vfs-in-au.net (This must be signed in presence of JP and attested by JP). 	
<ul style="list-style-type: none"> ✓ Custody papers from court in case of single separated parent / Guardian(attested by JP) 	
<p>Other requirements Part E</p>	
<p>Form “N” for all applicants who have not formally renounced their Indian citizenship. Download at www.vfs-in-au.net Note: Last Indian passport held will be cancelled and returned back to the applicant.</p>	

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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 <http://www.vfs-in-au.net/oci.aspx> . Please note Debit cards are not accepted for postal applications.

Card no.	<input type="text"/>
Card Type	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> Visa Card or Mastercard issued in Australia only. 1.5% surcharge + GST applicable on total payable.
Cardholder's name	<input type="text"/>
Cardholder's signature	<input type="text"/>
Applicants passport No/s	<input type="text"/>
Expiry date	<input type="text"/>

How do I collect my PIO card once processed?

- ✓ Your documents will be **posted / couriered** to you the day we receive your passport to the address previously specified by you.
- ✓ You can track your application on www.vfs-in-au.net

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)
