

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: It is mandatory to upload all the requisite documents on the Govt. Portal. If you don't comply with the requirements then your application will be returned unprocessed since it will fall under "Ineligible category"

DOCUMENTS TO BE UPLOADED ON GOVT. WEBSITE

DOCUMET TITLE	OCI RE-ISSUE	OCI RE-ISSUE FOR LOST OCI CARD
Current Passport	Copy of Current Passport	Copy of Current Passport
Employment / Work Permit	Copy of US Visa if hold a non-US passport	Copy of US Visa if hold a non-US passport
Indian Origin	n/a	Indian Passport/Ind.BC/SLC if copy of OCI Card is not avail
Indian Visa	n/a	n/a
Marriage Certificate	Notarized Sworn Joint Affidavit (if OCI Card was acquired through spouse)	Notarized Sworn Joint Affidavit (if OCI Card was acquired through spouse)
Naturalization Certificate	n/a	n/a

Renunciation Certificate	n/a	n/a
Status of Parents in US	n/a	n/a
Parental Auth. Form (if below 18 y/o)	Notarized PAF (if below 18 y/o)	Notarized PAF (if below 18 y/o)
PIO Card		
OCI Card	Copy of OCI Card (first and last page)	Copy of Lost OCI Card if available
Relationship Cert.	Copy of MC / Divorce Decree / Death Cert of Spouse whichever applies. Apostilled MC if OCI acquired through spouse.	Copy of MC / Divorce Decree / Death Cert of Spouse whichever applies. Apostilled MC if OCI acquired through spouse.
Spouse OCI Card	n/a	n/a


Please go to following link to start the application: <https://ociservices.gov.in/>. 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.

Instructions For Applicant

Applicants applying for OCI-Card, please note-

1. It is mandatory to upload Applicant's image and Applicant's signature image during OCI-Registration.
2. Both the images must be in jpeg or jpg format, with max size 30kb.
3. 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).*
4. 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).*
5. Kindly be ready with both these images before starting the registration process.

Ok



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 :

red

×

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

Online OCI Services

OCI Registration Form

Place of submission*

Select Country

Surname

Given Name *

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

☐

Sex *

Select Gender

Date Of Birth *

Country Of Birth*

Select Country

Place Of Birth *

Current Nationality *

Select Country

Visible Mark*

Marital Status *

MARRIED

Applicant's Passport Details

Passport Number *

Date Of Issue *

Place Of Issue *

Applicant's Family Details

Father's Name *

Father's Nationality *

Select Country

Mother's Name *

Mother's Nationality *

Select Country

Spouse's Details

Spouse's Name *

Spouse's Nationality *

INDIA

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

Exit

Save & Continue

Please choose the correct location as per the Consular Jurisdiction in the USA

As per USA/ foreign passport

As per Indian passport or Birth Certificate

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

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

Applicant's Address Details

Present Address* 123 ABC STREET
PAPATOETOE

Mobile No* 006412345678

Telephone No* 006412345678

Email abc123@mail.com

Native Place Address* HOUSE NO 262
DELHI CANTT NEW DELHI

Aadhaar No 123456789000 x

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 USA

Mission Selected USA- ATLANTA

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 USA
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
ATLANTA, USA
AUCKLAND

Residential Address Details

Present Address 123 ABC STREET
ATLANTA, USA
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 Image Upload

Temporary Application ID
46009223TCE

[Thanks For Submission Of Your Details](#)
Your File Reference Number is
NZLW004E4M15

Please ensure following points before uploading photo

- Applicant's Image and Applicant's Signature Image should be of jpeg or jpg format.
- Applicant's Image and Applicant's Signature Image size should not be larger than 30KB.
- Applicant's Images must be square; i.e. aspect ratio must be 1:1
- Applicant's Signature Images should have aspect ratio must be 1:3
- If you don't want to upload photograph. You can click the "Exit Now" button.

Click here to proceed for the photo and signature as per the requirement

Uploading Image - Windows Internet Explorer

http://passport.gov.in/oci/uploadingImage

Applicant Photo/Signature Upload

To upload applicant's Image

C:\Program Files (x86)\...

To upload applicant's Signature


C:\Program Files (x86)\...

Click upload

Please upload your photo and signature here and click on upload

Select the appropriate file from your computer

http://passport.gov.in/oci/uploadPhoto.action 75%



Online OCI Services


OCI- Registration Image Upload

Temporary Application ID
18020252RXN9H

[Thanks For Submission Of Your Image](#)
Your File Reference Number is
NZLW0137EN15

Please ensure following points before uploading photo

- Applicant's Image and Applicant's Signature Image should be of jpeg or jpg format.
- Applicant's Image and Applicant's Signature Image size should not be larger than 30KB.
- Applicant's Images must be square; i.e. aspect ratio must be 1:1
- Applicant's Signature Images should have aspect ratio must be 1:3



SIGNATURE

The photo and signature uploaded will be shown here.

Click on uploaded successfully or to do it again click on upload again.

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

[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 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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To generate filled Registration Form

Generate Registration Form

To Exit

Exit

Please generate your form and a take print of it



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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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 *

123456

Online Registration No *

NZLW0137EN15

ANSWER THIS QUESTION

Question :

Which is smaller 0 or 12 ?


Answer :

0

x

Proceed

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

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 all MANDATORY documents to upload



Online OCI Services

Online OCI Document Upload

Welcome to Document-Upload Section of Online OCI- Registration

Applicant Name

RAVINDERSINGH KADIAN

Web File-Number

NZLW0137EN15

Document Upload

Select a Document Type to upload

CURRENT PASSPORT

Upload

Exit

Upload the document by clicking on UPLOAD button

http://passport.gov.in/oci/verifyDoc

Online OCI Services

Document Upload

Applicant Name

RAVINDERSINGH KADIAN

Document To be Uploaded

CURRENT PASSPORT

Key Points For Upload

1. Max Size allowed for a document-file is 500KB.
2. Document-file should be in PDF format.

Maximum size of document should be **500KB**

Online OCI-Document Upload - Windows Internet Explorer

http://passport.gov.in/oci/verifyDoc

Online OCI Services

Online OCI Document Upload

Welcome to Document-Upload Section of Online OCI- Registration

Applicant Name

RAVINDERSINGH KADIAN

Web File-Number

NZLW0137EN15

Document Upload

CURRENT PASSPORT

Uploaded

Re-Upload

Select a Document Type to upload

Select Document

UPLOADING OF CURRENT PASSPORT FOR RAVINDERSINGH KADIAN HAS SUCCESSFULLY COMPLETED

Uploaded document will show here

http://passport.gov.in/oci/verifyDoc

Online OCI Services

Online OCI Document Upload

Welcome to Document-Upload Section of Online OCI- Registration

Applicant Name

RAVINDERSINGH KADIAN

Web File-Number

NZLW0137EN15

Document Upload

CURRENT PASSPORT

Uploaded

Re-Upload

Select a Document Type to upload

Select Document

UPLOADING OF CURRENT PASSPORT FOR RAVINDERSINGH KADIAN HAS SUCCESSFULLY COMPLETED

Press exit once completed

Select the next document you would like to upload here

http://passport.gov.in/oci/verifyDoc

Online OCI Services

Confirm: Close

Are you sure! You are going to close this window.

Document Upload

Applicant Name

RAVINDERSINGH KADIAN

Web File-Number

NZLW0137EN15

Document Upload

CURRENT PASSPORT

Uploaded

Re-Upload

Select a Document Type to upload

Select Document

UPLOADING OF CURRENT PASSPORT FOR RAVINDERSINGH KADIAN HAS SUCCESSFULLY COMPLETED

Click here to close the window

Only completed applications will be accepted for processing.