How to apply – Conversion of PIO (Person of Indian Origin) cards to OCI cards
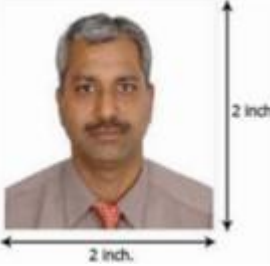
Step 1- Filling up the application form.

The application must be filled and submitted online at the link: https://ociservices.gov.in/ Please carefully read the details and various provisions while submitting application.

Step 2 – Prepare and collect documents required for the application. All documents must be self-attested by the applicant unless instructed otherwise.

1.

a	Printout of dully filled online Application Form
b	Original PIO card along with a copy [If the PIO card has been lost, please submit a copy of the lost PIO card along with a police lost item report which carries details of the lost PIO card]
c	Certificate of foreign citizenship - The applicants have to submit a copy of their certificate of obtaining foreign citizenship which should clearly mention the date of obtaining foreign citizenship.
d	Copy of current valid Foreign Passport
e	Registered Marriage Certificate (if married)
f	Copy of spouse's current passport (if married)
g	Professional details of the applicant
h	Proof of Address -Please enclose any one of the following documents as proof of present address: ▪ Driving license. ▪ Photo ID issued by the Provincial Government. ▪ Utility bills (Gas, Electricity, Water or Landline Telephone Bill displaying applicant's address/House Lease Agreement*).* **Phone bills, Bank statements are not accepted as valid address proofs.*

i	Photograph One color photo as per below specification is required to be submitted along with the application: ▪ Size – 2 inch x 2 inch (51 mm x 51 mm) ▪ Background – Background should be plain white colored without borders. ▪ Clothes – Dark colour ▪ Eyes – Open
j	Fee- **Click here for Fee..**

Step 3 : Submit the duly signed printout of the application along with the supporting documents as listed above with applicable fee at a BLS Center.

NOTE:
1. After online submission of application form, no changes can be made manually / hand writing. In case of any error / changes, please fill a fresh new online application form and use that for further submission to BLS.
2. Consulate cannot edit or make any changes to the applicant's online application form.
3. Consulate reserves the right to call for additional documents, as considered necessary.

Please refer the FAQs page for queries regarding the application process.