

OCI Checklist Rev. 3.0



Applicant's Name		Submission Officer	
Passport Number		Date	DD-MM-YYYY



Use blue or black ink ONLY whilst completing your Application Form and Checklist.
Check mark all requirements below that are complied with.
Sign at the end of each page of the Checklist.

Entry to VAC:

1. Due to the limited size of the VAC, attorneys (those accompanying applicants), relatives, drivers, or friends are not allowed in the VAC.
2. An applicant may however, bring one person to assist him/her if he or she is elderly, disabled, or a minor child.

Appointment:

1. Please book an appointment for your visit to VAC; to do so, log into <http://www.blsindia-canada.com/bookappointment.php>
2. If you cannot visit the VAC, it is recommended that you use the postal service to submit your application.
3. Alternatively, to book a pickup and/or drop via FedEx, visit <http://www.blsindia-canada.com/vas/>

	<p>Registration:</p>
<input type="checkbox"/>	<p>Application Form:</p> <ul style="list-style-type: none"> • The Application is in two parts; Part A and B. • These MUST be completed and submitted online; to do so, visit https://passport.gov.in/oci/ • Use Microsoft Internet Explorer only. • On completion, save and print Part A and B. • Part B may alternatively be printed in blank and filled by hand. • After submission online, no changes can be made. In case of a mistake, please register online afresh. • Long Term Visa/OCI/PIO- FC4 Category- applicant must provide landing paper to prove whom has sponsored the applicant. • We can ask up to 3 generations. • If applicant will not be able to provide far back proof, they are required to submit a letter from CIC Refugee Board stating that they have not applied for Refugee Status in Canada. atip@irb-cisr.gc.ca
<input type="checkbox"/>	<p>Photograph:</p> <ul style="list-style-type: none"> • One photo of size 51mm x 51 mm. Paste this on Page 1 of the Application Form. • Photo must be compliant with specifications; refer to http://www.blsindia-canada.com/photo_spec.php
<input type="checkbox"/>	<p>Signatures:</p> <ul style="list-style-type: none"> • Sign at Page 1, inside the box below the photo, and at Page 2. • Minor Applicants: <ul style="list-style-type: none"> ○ If a minor cannot sign, using only blue or black ink, apply left thumb impression for boys and right for girls. ○ Both parents must sign at end Part B even if not applying together.
	<p>Documents: Attach the following in original:</p>
<input type="checkbox"/>	<ul style="list-style-type: none"> • Canadian Passport: Must be valid for at least 190 days.
<input type="checkbox"/>	<ul style="list-style-type: none"> • Latest Cancelled Indian Passport: On acquiring Foreign Citizenship.
<input type="checkbox"/>	<ul style="list-style-type: none"> • Earlier Indian Passport(s): If Landing Stamp is not contained in Latest Cancelled Indian Passport, then provide: <ul style="list-style-type: none"> ○ Previous Cancelled Indian Passport containing Landing Stamp. ○ Any other Cancelled Indian Passport(s) issued after Landing Stamp.
<input type="checkbox"/>	<ul style="list-style-type: none"> • Surrender Certificate: Required only if you acquired Foreign citizenship, on or after June 01, 2010.
<input type="checkbox"/>	<ul style="list-style-type: none"> • Record of Landing (Applicable if born outside Canada): <ul style="list-style-type: none"> ○ Immigration Category must be mentioned. If not, contact Canadian Immigration authorities. ○ If lost, provide a certified true copy issued by the Canadian Immigration authorities.
<input type="checkbox"/>	<ul style="list-style-type: none"> • Canadian/Foreign Citizenship Certificate: <ul style="list-style-type: none"> ○ Exact date of acquisition (month, day and year) must be indicated. ○ If the original certificate is incomplete/lost/misplaced, provide a Search Letter from Canadian Immigration authorities mentioning the date of citizenship. ○ A Citizenship Card is unacceptable.
<input type="checkbox"/>	<ul style="list-style-type: none"> • PIO (Person of Indian Origin) Card: If any.

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<input type="checkbox"/>	<p>Marital Status: If married, provide your spouse's documents as under, even if he/she is not applying for OCI:</p> <ul style="list-style-type: none"> • Indian Passport containing Landing Stamp. • Record of Landing issued by Canadian Immigration authorities. • If the spouse's name does not appear in the Indian Passport of the applicant, provide a Marriage Certificate from a competent authority. <p>In case of death of spouse:</p> <ul style="list-style-type: none"> • Death Certificate issued by government authorities. Funeral Home Certificates are not acceptable. <p>If un-married:</p> <ul style="list-style-type: none"> • Parents Record of Landing and Indian Passports. • If parents are not Landed Immigrants or have never applied of Permanent Residence status in Canada, provide a self declaration. <p>If divorced:</p> <ul style="list-style-type: none"> • Divorce certificate duly attested, and in English. <p>If the applicant is a minor below the age of 18: Provide both parents' documents:</p> <ul style="list-style-type: none"> • Indian Passport(s), Record(s) of Landing, Canadian Passport(s), Citizenship Certificate(s) & Surrender Certificate(s).
<input type="checkbox"/>	<p>Name Variation:</p> <ul style="list-style-type: none"> • If the name of the applicant mentioned in the Indian Passport, Record of Landing or Canadian/Foreign Passport differs (i.e. whole or part of the first, middle or surname is added, dropped or changed), a duly notarized affidavit explaining the difference in the name and the documents referenced is required. • In case the name has only been changed on the Canadian Passport and not on other relevant documents, a Name Change Certificate is required. • In case of change of surname of women after marriage, a detailed affidavit (mentioning the details of spouse, date of marriage, place of marriage, and full names before marriage and after marriage) along with an original Marriage Certificate are required.
<input type="checkbox"/>	<p>Birth Certificate:</p> <ul style="list-style-type: none"> • In case of birth outside India: <ul style="list-style-type: none"> ○ Statement of Live Birth (Birth Certificate mentioning parents names, date of birth and place of birth). ○ Both parents' Indian & Canadian/Foreign passports along with their Records of Landing and Citizenship Certificates. • If you held an Indian passport, statement of Live Birth is not required. • If the Date and/or Place of Birth Varies: In case this differs in any document: <ul style="list-style-type: none"> ○ Attach an Affidavit, duly notarized, explaining the difference. ○ This Affidavit should also state that this is the same person and that the applicant shall be responsible for this statement.
<input type="checkbox"/>	<p>Photocopies:</p> <ul style="list-style-type: none"> • Provide for all the above documents. • Self attest all photocopied pages. • For Canadian/Foreign Passports: Page(s) containing personal particulars. • For Indian Passports: All pages containing personal particulars (first & last), any observations, and Landing Stamp.
	<p><u>Fees:</u></p>
<input type="checkbox"/>	<p>Walk In Applications:</p> <ul style="list-style-type: none"> • CGI Fees – Attach a Bank Draft or Money Order only, favoring 'The Consulate General of India Toronto': <ul style="list-style-type: none"> ○ Applicant (adult/minor) applying for OCI for the first time: CAN \$ 280.00 ○ PIO card holder who was above 18 yrs. at the time of issuance of PIO card: CAN \$ 28.00 ○ PIO card holder who was below 18 yrs. at the time of issuance of PIO card: CAN \$ 149.00 • BLS Processing Fee - Pay in cash or by debit card at the VAC: CAN\$ 7.40
<input type="checkbox"/>	<p>Mail In Applications:</p> <ul style="list-style-type: none"> • CGI Fees - Attach a separate Bank Draft or Money Order only, as above, favoring 'BLS International Service Canada Inc.' • BLS Processing Fee - Pay in cash or by debit card at the VAC: CAN\$ 7.40, and; • Return Courier charges; options: <ul style="list-style-type: none"> ○ Regular Courier Service: CAD \$20.00 ○ Express Courier (Out of Province): \$CAD 30.00 ○ Courier Pick up and Drop: CAD \$35.00

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	<ul style="list-style-type: none">○ Courier Pick up and Drop (Out of Province): CAD \$50.00
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The above guidelines are defined by the High Commission of India, Canada and must be strictly followed. The High Commission of India, Canada Information and Application Center will not accept applications which do not meet above specified guidelines. They also reserve the right to ask for a personal interview. BLS International Services Canada Inc. have no say on whether you will be granted a visa/passport/PIO card/OCI card, as this is entirely the prerogative of the High Commission of India, Canada. The Mission may also request for additional documentation at anytime during or after the submission of the application.

My documents are arranged in the order given above with the Checklist on top. I have been informed that any insufficiency in documentation as mentioned in the Checklist may lead to a delay/rejection in the processing of my application.

Although the OCI Card is a life long card, the Card and the Life Long Visa sticker that comes with it must be replaced **each time** a new passport is issued up to the completion of 20 years of age and **once** after completing 50 years of age. This is required as both these documents contain photo of the Card holder which needs to be renewed.

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