

OCI Checklist Rev. 3.1



Applicant's Name		Submission Officer	
Passport Number		Date	D D – M M – Y Y Y Y

- Use 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.
- **THE FOLLOWING IS A LIST OF DOCUMENTS /CHECKLIST TO BE SUBMITTED, ALONG WITH YOUR APPLICATION FOR AN OCI CARD.**
 - **THE HIGH COMMISSION OF INDIA RESERVES THE RIGHT TO CALL FOR ADDITIONAL DOCUMENTS, AS CONSIDERED NECESSARY.**
 - **An OCI Card may be approved and is valid for a life time. It must however be replaced each time a new passport is issued up to Completion of 20 years of age, and once after completing 50 years.**
 - **Please check the 'Sample Form' available on www.blsindia-canada.com for assistance on filling up your application.**
 - **You may visit any of our BLS Centers to have your documentation verified and cross checked before you apply for your OCI.**

Entry to BLS International Services Canada Inc., Indian Visa Application Centers (VAC):

1. Due to the limited size of VACs, 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.

If you cannot visit the VAC, it is recommended that you use the postal service to submit your application.
 Alternatively, to book a pickup and/or drop via Purolator, visit <http://www.blsindia-canada.com/vas/>

1	<u>Registration:</u>	
<input type="checkbox"/>		<p style="text-align: center;">ONLINE FORM FILLING INSTRUCTIONS:</p> <ul style="list-style-type: none"> - The OCI application is in two parts – Part A and B. Both must be completed. - Be sure to also select the correct Indian mission based on the place where you reside in Canada, and the mission's jurisdiction. The Mission jurisdiction can be viewed at: http://www.blsindia-canada.com/ocihome.php - Ensure that you register for the OCI in the current year. Forms completed in previous years will not be accepted. - Please print applicant's name, place of birth, date of birth, passport issue according to Canadian/ Foreign passport. <ul style="list-style-type: none"> ➤ Parents / Spouse name must be filled, according to the applicant's last or surrendered Indian Passport. ➤ If spouse's name is not in the Applicant's Passport, then as per Spouse's Indian Passport. ➤ The applicant's spouse name must be filled, as per their valid passport. ➤ If the applicant is holding a foreign passport and neither the applicant nor parents, held an Indian passport, the parent's name should be entered as per the Birth certificate of the applicant. <ul style="list-style-type: none"> - As part of the registration process, the supporting documents have to be uploaded using the same registration number. - After submission online, no changes can be made. In case of any error, please fill a fresh new online application and re-upload the required documents.
	NAME VARIATION:	<ul style="list-style-type: none"> - Please fill in your name according to your current Canadian/ Foreign passport. - <p>All other Nationals, including former Indians: If there is a name variation or complete name change, please submit a Name Change Certificate, issued by the Ministry of Ontario.</p>
<input type="checkbox"/>	PHOTOGRAPH INSTRUCTIONS:	<ul style="list-style-type: none"> - One photo of size 51mm x 51 mm. Paste this on Page 1 of the Application Form. - Photograph can be taken in a white background in a glossy finish - Please note: The photograph uploaded online must be the same as the physical photograph pasted on your OCI application form. - Photo must be compliant with specifications; refer to http://www.blsindia-canada.com/photo_spec.php. You can avail of this service at any of the walk-in Centers. - Please note: BLS International will print the photograph for you however; you are required to upload the same to your application online.
<input type="checkbox"/>	SIGNATURE INSTRUCTIONS:	

Signature of Applicant _____

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	<p>Signature / thumb impression (minors) have to be uploaded online, before filling Part B. Once the form is printed, the applicant has to manually sign in blue or black ink on page 2 of the application form.</p> <p>- Minors: Both parents must sign together in the Minor's Declaration Column found on PART B of the application form in column number 36, along with the signature/thumb impression of the minor applicant (page 2). If the minor cannot sign, they have to endorse their thumb impression (left for boys and right for girls) in black or blue ink.</p>
2	<p>Documents: Please attach the following documents mentioned below in original and also bring copies of the same on LETTER size paper. All photocopies have to be Self-Attested: Write on the photocopy "This is a true copy of the original" and sign and date it.</p> <p>PLEASE NOTE: All the personal particulars of the applicant such as name, date of birth, place of birth, parents' names, etc must be the same in all the supporting documents. If there is any change in personal information or change in appearance (eg-removal or turban/ hijab, etc), you may be required to submit an Affidavit explaining the reasons for change, along with any valid documentary evidence</p>
<input type="checkbox"/>	<p>Canadian/Foreign Passport:</p> <ul style="list-style-type: none"> - Must be valid for at least 190 days or 6 Months. - Must have at least two blank/unstamped pages. - Indian Visa Copies for last 5 years.
<input type="checkbox"/>	<p>A) FORMER INDIAN NATIONALS / THOSE BORN IN INDIA, please provide; Cancelled Indian Passports: Originals and copies</p> <ul style="list-style-type: none"> - Last Indian Passport: Held at the time of acquiring foreign citizenship. It should also have a Landing Stamp. If not; - Earlier Indian Passport: With Landing Stamp. - Older Indian Passport(s): With Landing Stamp. <p>Be sure to check that your Last Indian passport has been actually cancelled and contains the following stamp: 'Cancelled on Acquiring Foreign Citizenship.'</p> <ul style="list-style-type: none"> - Proof of work status in Canada: PR Card or Work Permit (This should be valid for at least 6 months). - Proof of address in Canada: Driver's License, Bank Statement or Utility Bill (The latter two must be less than 6 months old). <p>B) FOR ADULTS BORN OUTSIDE INDIA, WHOSE PARENTS ARE OF INDIAN ORIGIN: Please provide the below documents of both parents, as applicable;</p> <ul style="list-style-type: none"> - Current valid status in Canada (Study Permit / PR card / Work Permit/Citizen). - Indian Passports of Parent's on which they travelled to Canada/Foreign country - Valid Indian/Foreign Passport - Indian Visa copies for Last 5 Years of applicant and Parents - The landed passports (with the landing stamp at the time of entry in Canada) - The landing paper (COPR) of both parents. - Statement of Live Birth Certificate (reflecting both parent's names) - Marriage Certificate <p>C) FOR MINORS BORN OUTSIDE INDIA, WHOSE PARENTS ARE OF INDIAN ORIGIN:</p> <ul style="list-style-type: none"> - Current valid status in Canada (Study Permit/ PR card / Work Permit). - Valid Indian /Foreign Passport - Indian Visa for Last 5 years for applicant and parents. - The landed passports (with the landing stamp at the time of entry in Canada) and any other Passport held from the day of Landing of both Parents'. - The landing paper (COPR) of both parents. - Statement of Live Birth Certificate (reflecting both parent's names) - Marriage Certificate - Proof of address of both parents in Canada. <p>- If either parent is out of the country whilst applying, Please provide the following in addition:</p> <ul style="list-style-type: none"> o Notarized photocopy of passport from Notary Public <i>(In Original)</i> o Notarized Affidavit indicating consent to apply OCI I for child. <i>(In Original)</i> o Scanned copy of online OCI application duly signed at Page 2. <p>-If parents are separated: <i>Divorce Certificate</i> <i>Court Orders in case of sole Custody. ((specifically mentioning the clause that indicates which parent has full custody)</i></p>

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	<p style="text-align: center;"><i>Documents signed by both parents and Notarized Affidavit (NOC) in Mutual Custody and Consent to apply OCI for the child.</i></p> <p>- P.S-Photocopies of all the Documents will be a part of Application Form, which will be verified from Originals. Applicants sending Applications by Post will only send the Self attested Photocopies of the additional documents except their Indian passports, Landing Paper, Citizen Certificate.</p> <p>D) FOR THOSE APPLYING ON BASIS OF THEIR SPOUSE, WHO IS A FORMER INDIAN NATIONAL: For applicants, NOT of INDIAN origin, (i.e. whose parents / grandparents were not former Indians), they may apply on basis of their spouse who is of Indian origin or a former Indian national and an existing OCI card holder. For these applicants, In the online form, please select 'yes' to the question "If you are applying on basis of your spouse's OCI". After printing the online form, the right side of the form would indicate 'Foreign Spouse Application.'</p> <p>Please provide the below documents of the spouse, who currently is/not an OCI card holder;</p> <ul style="list-style-type: none"> - Their OCI card(If OCI card holder) - Their current valid status in Canada (eg, Canadian passport/ Study Permit/ PR card / Work Permit.) - Their landing paper (COPR). - Both surrendered and landed Indian passport with landing stamp - Surrender Certificate - Marriage Certificate (follow the requirements for 'Marriage Certificate') <p>- If married in any other country: Marriage Certificate should be attested by two authorities:</p> <ol style="list-style-type: none"> 1. "Embassy of the respective country " 2. "The High Commission of India, Ottawa" <p>Please note: Marriage Certificate issued by Wakf Board certificate or issued in Villages, towns, Court, Churches are NOT accepted.</p> <p>- If married in Canada: Marriage Certificate should be attested by two authorities:</p> <ol style="list-style-type: none"> 1. Attestation by DFAIT(Department of Foreign Affairs and International Trade) 2. "The High Commission of India, Ottawa"
<input type="checkbox"/>	<p>FC/Family Category: If you are an Family category émigré: If you immigrated to Canada under "Family Class" (FC – FC1, FC4, FC8) immigration category and if your previous sponsors and/or their respective sponsors (up to 3 generations) migrated to Canada on a different category, please provide;</p> <ul style="list-style-type: none"> - Indian Passport of sponsor (Copy). - Landing Paper of sponsor (Copy). - Proof to be provided up to the generation that did not apply for Family status. - If you cannot provide this, obtain and provide a letter from the Refugee Board CIC stating that you have not applied for refugee status. Visit: atjp@irb-cisr.gc.ca
<input type="checkbox"/>	<p>Surrender of Indian Nationality Certificate: : (Surrender Certificates were issued on or after June 01, 2010) Note: - If you have not surrendered your Indian passport, please click here http://blsindia-canada.com/renunciation_ppt.php for document checklist, forms and fees to apply for the same.</p> <p>Or else the Last Indian passport held before Foreign Nationality should have been cancelled and have the stamp: 'Cancelled on Acquiring Foreign Citizenship.</p>
<input type="checkbox"/>	<p>RECORD OF LANDING (IMM1000)/ Confirmation of Permanent Residence (IMM 5392) - All the applicants who are born outside Canada must submit Record of landing/Confirmation of Permanent Residence indicating the "immigration category" of the applicant. Note: In case, original landing paper is not available / lost, a duplicate/certified true copy showing applicant's immigration category, issued by Canadian immigration authority can be accepted. Please note that the document submitted in lieu of the lost/misplaced original landing document will be accepted only,if it reflects the immigration category of applicant and the Passport number on which travelled to CANADA. In this case, you may also apply for a 'Status of Verification' document from CIC, ensuring that the category is printed on the same.</p>

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	<p>***FC/Family Category on Landing Paper*** If you immigrated to Canada under “Family Class” (FC – FC1, FC4, FC8) immigration category and if your previous sponsors and/or their respective sponsors (<i>up to 3 generations</i>) migrated to Canada on a different category, please provide;</p> <ul style="list-style-type: none"> - Landing Paper/s of Sponsor/s(copy) <p>Please provide the ‘Refugee letter’ from the Refugee Board of Canada, which states that the applicant never acquired Refugee Status in Canada. You may email atip@irb-cisr.gc.ca to obtain this letter only if:</p> <ul style="list-style-type: none"> - All 3 generations are Family Class (FC Category, FC1, FC4, FC8) OR if you are unable to contact your previous sponsor/s.
<input type="checkbox"/>	<p>Canadian/Foreign Citizenship (Oath) Certificate: Originals and copies</p> <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: Acceptable for those who became Citizen before 31 December 2001
<input type="checkbox"/>	<p>Marital Status:</p> <p>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"> - Passport containing Landing Stamp and Indian Passports held their after. - Record of Landing issued by Canadian Immigration authorities. - Valid Status (Study Permit/Work Permit/PR Card) - Citizenship Certificate - Canadian /Foreign Passport - 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 divorced:</p> <p>Divorce certificate and in English.</p>
<input type="checkbox"/>	<p>Name Variation:</p> <p>If the name of the applicant mentioned in the Indian Passport, Record of Landing or Canadian/Foreign Passport differs (whether whole or part of the first, middle or surname is added, dropped, split or changed):</p> <ul style="list-style-type: none"> - Notarized Affidavit explaining differences in the name and the documents referenced. <p>In case the name has only been changed on the Canadian Passport and not on other relevant documents:</p> <ul style="list-style-type: none"> - Name Change Certificate. <p>In case of change of surname of women after marriage:</p> <ul style="list-style-type: none"> - Marriage Certificate.
3	<p><u>Photocopies:</u></p>
<input type="checkbox"/>	<ul style="list-style-type: none"> - Provide photocopies for all the above documents in A4 size paper; also see below. - Indian Passport: Pages 1 to 5, address page if separate, and observations, endorsements & Landing Stamp. - Canadian/Foreign Passport: personal particulars. - Self-attest all photocopied pages.
4	<p><u>Fees:</u> Refer to fee schedule at: http://blsindia-canada.com/ocihome.php</p>
<input type="checkbox"/>	<p><u>Mail In Applications:</u> Postal applications will be accepted at BLS, Ottawa Centre only.</p> <ul style="list-style-type: none"> - Enclose a Demand draft or Money order in Canadian dollars in favor of “High Commission of India, Ottawa” <ul style="list-style-type: none"> • OCI Application- \$425 - Enclose a separate Demand Draft, in favor of ‘BLS International Service Canada Inc.’ to include: - BLS Processing Fee.

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<input type="checkbox"/>	- Add: Return Courier charges Walk In Applications: - Please bring demand draft or Money order in Canadian dollars in favor of 'High Commission of India, Ottawa.' <ul style="list-style-type: none">• OCI New applications- \$425 - BLS fees can be paid by debit or Cash (exact change) only
<input type="checkbox"/>	Notarized Affidavit for Change in Appearance
<input type="checkbox"/>	Proof of Address (Photocopy). Proof should be less than six months old. Latest Proof of address to match with present address as per application. Only ONE of the following: -Bank Statement/Utility Bill/Driving License/Ontario ID Card.
<input type="checkbox"/>	OCI and Surrender cannot be applied simultaneously

The above guidelines are defined by the High Commission of India, Canada, for consular services for India, and must be strictly followed. The High Commission of India, Canada Information and Application Centre will not accept applications which do not meet above 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/OCI card for India, as this is entirely the prerogative of the High Commission of India, Canada. The Mission may also request for additional documentation at any time during or after the submission of the application.

Undertaking: I certify that my documents are arranged in the order given at the Checklist above. I have been informed that any insufficiency in documentation as mentioned in the Checklist may lead to a delaying the processing/rejection of my application.

Undertaking: I certify that my documents are arranged in the order given at the Checklist above. I have been informed that any insufficiency in documentation as mentioned in the Checklist may lead to a delay in the processing/rejection of my application.

Please print your name: _____

Signature: _____

DOCUMENT UPLOADING INSTRUCTIONS

Please visit the link <http://passport.gov.in/oci> to apply for OCI. **Please bring a screenshot of the photograph and signature and documents uploaded.**

A) PHOTO / SIGNATURE UPLOADING INSTRUCTIONS

Important: The images must be in JPEG or JPG, with maxsize 200 kb.

(1) APPLICANT'S PHOTOGRAPH:

- The height and width of the Applicant Photo must be equal.
- The minimum dimensions are 200 pixels (width) x 200 pixels (height). The maximum dimensions are 900 pixels (width) x 900 pixels (height).

(i) APPLICANT'S SIGNATURE / THUMB IMPRESSION (FOR MINORS WHO CANNOT SIGN):

Signature of Applicant _____

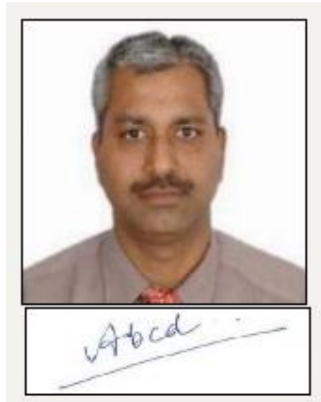
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- The height and width of the Signature Photo must have aspect ratio 1:3.
- The minimum dimensions are 200 pixels (width) x 67 pixels (height). The maximum dimensions are 900 pixels (width) x 300 pixels (height).
- Ensure that the shoulders are touching the border (as in the picture below).
- Please ensure that the picture is captured in white / light background and then uploaded.
- Uploaded images must be the same as the physical photograph submitted in the form and must be uploaded in colour and NOT black and white.



OR



(for minors who cannot sign)



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B) DOCUMENT UPLOADING INSTRUCTIONS

- Document-Upload Section of Online OCI- Registration has 7 categories. Documents relevant to your application have to be uploaded.
- Max file size allowed for a document file is 500kb
- The document file should be in PDF format
- Please scan and upload the self-attested copies

Please scan the documents in a single file for each category as mentioned below:

CATEGORIES	ADULTS (18 AND ABOVE)	FOR MINOR APPLICANTS & ADULTS BORN OUTSIDE INDIA	APPLICANTS APPLYING ON SPOUSE BASIS
CURRENT PASSPORT	Current Passport Copy (photo page)	Current Passport Copy (photo page)	Current Passport Copy (photo page)
INDIAN ORIGIN PROOF	Cancelled Indian passport (first and last page) with stamp showing 'Cancelled on acquiring foreign citizenship' as one file. In case, there is no Indian origin proof, Nativity Certificate can be uploaded here.	If applicant born outside India and never had any Indian passport, upload first and last page of both parent's surrendered Indian passports showing the 'Cancelled on acquiring foreign citizenship' stamp.	Upload spouse's surrendered Indian passport (first and last page) showing the 'Cancelled on acquiring foreign citizenship' stamp.
INDIAN VISA	-	-	-
PIO CARD	-	-	-
SPOUSE OCI CARD	Upload spouse's OCI card first and last page as one file	Not applicable	Upload spouse's OCI card first and last page as one file
RELATIONSHIP CERTIFICATE	Not applicable	Statement of live birth Certificate reflecting both parent's names	Full version of birth Certificate of the applicant not born in India
MARRIAGE CERTIFICATE	Marriage Certificate or Divorce or Death Certificates can be uploaded here, if applicable	Parent's Marriage Certificate	Marriage Certificate to be uploaded here

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