

OCI & OCI MISCELLANEOUS / CHECKLIST

THE FOLLOWING IS A LIST OF DOCUMENTS TO BE SUBMITTED FOR APPLYING FOR AN OCI CARD AND OTHER OCI MISCELLANEOUS. THE CONSULATE RESERVES THE RIGHT TO CALL FOR ADDITIONAL DOCUMENTS, AS CONSIDERED NECESSARY.

Please check the 'Sample Form' available on www.blsindia-canada.com for assistance on filling up your application. Kindly carry a copy of this checklist while submitting your application.

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.
3. Applicants should bear in mind that they may stand outside the facilities for their turn, please dress according to weather conditions on the day of your visit.

Important:

4. If you cannot visit the VAC, it is recommended that you use the postal service to submit your application.
5. Alternatively, to book a pickup and/or drop via FedEx, visit <http://www.blsindia-canada.com/vas/>
6. Foreign visitors to Canada cannot apply for Indian visa services in Canada

Please note:

- 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.

<input type="checkbox"/>	<p>Online Application Form:</p> <ul style="list-style-type: none"> - Application must be completed and submitted online by visiting: https://passport.gov.in/oci/ - This application is in two parts – Part A and B. Both must be completed. - As part of the registration process, the supporting documents have to be uploaded using the same registration number. - For Minors applying individually without parent applications, please submit Part A and Part B forms separately. - ***If minors are applying with parents as primary applicants, Part A has to be individually filled and 1 common Part B form can be submitted for all family applicants. - For adult unmarried applicants, please fill separate forms for Part A and Part B. - Be sure to also select the correct Indian mission based on the place where you reside in Canada, and the mission's jurisdiction. - Mission jurisdiction can be viewed at: http://www.blsindia-canada.com/ocihome.php - Please print applicant's name, place of birth, date of birth, passport issue according to Canadian/ Foreign passport and Parents, spouse name according to Indian Passport or it has to be as per foreign passport if any. Ensure that you use the correct form (Current Year Form). Also, please fill out the 'Previous Name' field (as per last Indian Passport). - After submission online, no changes can be made. In case of an error, please fill a fresh new online application.
<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 - You can avail of this service at the VAC.
<input type="checkbox"/>	<p>Signatures:</p> <ul style="list-style-type: none"> - Sign at Page no. 2. - Minor Applicants: <ul style="list-style-type: none"> o If minor cannot sign, using only blue or black ink, apply left thumb impression for boys and right for girls. o Both parents must sign, even if not applying 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.

2	<p>Documents:</p> <ul style="list-style-type: none"> - Please attach the following documents mentioned below in original and also bring copies of the same on LETTER size paper. - All non-English language documents must be officially translated into English by a certified translator. - All photocopies have to be Self Attested: Write on the photocopy "This is a true copy of the original" and sign below it. In case of minors both parents have to sign. - Make sure that the photocopies are legible (readable). If the consulate is not able to read the contents and/or recognize the photograph on the photocopies, the application will be returned to you without processing. <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, you are required to submit an affidavit explaining the reasons for change and it should be supported by documentary evidence. For e.g. If there is a change in the first or the last name of the applicant, then a name change certificate issued by a competent Government authority is required. If the middle part of the name has been added or deleted from the name, an affidavit in support of that is required.</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.
<input type="checkbox"/>	<p>Previous Indian Passport(s) (Original and Photocopies) Applicant & spouse(if Indian origin), In case of minor children who never held Indian passport and born outside India below documents of both parents</p> <ul style="list-style-type: none"> - Surrendered Indian passport - Surrender of Indian Nationality certificate, if issued by an Indian Mission. (Applicant & spouse (if Indian origin)) - The passport on which the applicant/parents entered Canada (with the landing stamp at the time of entry in Canada) <p>If you/spouse/parents ever held an Indian Passport, it is mandatory to provide proof of Renunciation (Surrender) of Indian Citizenship along with your OCI application. Please click here http://blsindia-canada.com/renunciation_ppt.php for document checklist, forms and fees.</p> <ul style="list-style-type: none"> - On Deemed Surrender basis you cannot apply for OCI without taking prior approval from CGI, Toronto. - If you have lost Indian passport, kindly contact http://www.cgitoronto.ca/ <p><u>In case the applicant does not have any Indian passport</u> He/she can prove his/her Indian origin by submitting Indian passport of any one of his/her parents or grand-parents to prove his origin along with documents like birth/education* certificate etc. authenticated by the Ministry of External Affairs, as evidence of relationship with parent/grand parent of the applicant, should be submitted. (*School Leaving Certificate, at least Secondary School onwards from required Board. Post dated school certificate /School Leaving Certificate from India should be authenticated by Director of Education/District Magistrate/District Collector of the area with name, stamp, seal and contact telephone numbers with area code for verification.)</p> <p>In case the applicant does not have any of the above proofs to establish his/her Indian origin he/she must obtain a 'Nativity Certificate' issued by a State Government in India by an authority not below a District Collector/ District Magistrate and duly authenticated by Ministry of External Affairs about an applicant being Person of Indian Origin eligible for registration as OCI may be submitted for consideration of issue of OCI cards. (Please note that if the applicant was born in India and is submitting a nativity certificate then he/she needs to submit an affidavit from a notary public stating the fact about his/her Indian passport and how he/she travelled to Canada) A copy of sample 'Nativity Certificate' application format along with copy of sample 'Nativity certificate' can be seen on Google under 'Nativity Certificate'. The details of the process of attestation by Ministry of External Affairs may be seen at the website: www.mea.gov.in/legalization-of-documents.htm</p>
<input type="checkbox"/>	<p>Surrendered Indian passport and Certificate: Surrender certificate for surrender/cancellation of last Indian passport on acquisition of foreign citizenship. Before 1st June 2010, renunciation of Indian citizenship was done by cancelling the last Indian passport with the stamp "Cancelled on Account of Holder Voluntarily Acquiring Canadian Citizenship". However, since 1st June 2010, a surrender certificate is also being issued with the surrender/cancellation of last Indian passport.</p>

<input type="checkbox"/>	<p>Record of landing (IMM1000)/ Confirmation of Permanent Residence (IMM 5392)</p> <ul style="list-style-type: none"> - All the applicants who are born outside Canada must submit Record of landing/Confirmation of permanent Residence showing immigration category of the applicant. - In case of unmarried/single applicants who migrated to Canada on PR status as minors with their parents, they should submit their parent's landing documents. This is not required in case of an applicant who migrated to Canada independently as an adult without their parents. - In case of a married applicant, spouse's landing papers are required even if the spouse is not applying for OCI. - In case the applicant is divorced, please bring the Divorce certificate, duly attested, in English only; the same can be accepted in lieu of the landing papers of his/her previous spouse. For further documentation, please check the Divorced section under 'Marital Status' listed below and bring the required documentation as well. - In case of applicants who are born in Canada and have acquired Canadian citizenship by birth, their Statement of Live Birth showing both the parents' name is required along with Parent's landing papers. - If the parents/spouse has never landed in Canada an affidavit to this effect should be submitted. - In case, original landing paper is not available / lost, a duplicate/certified true copy or any other document, 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. <hr/> <p>FC/Family Category on Landing Paper: If you immigrated in Canada under Family Class (FC) immigration category and if your previous sponsors and their respective sponsors (up to 3 generations) migrated to Canada on the same FC category, please provide;</p> <ul style="list-style-type: none"> - Indian Passport of sponsor (Copy) - Landing Paper of Sponsor(Copy) <p>If all 3 generations are Family Class (FC Category), you are required to provide</p> <ul style="list-style-type: none"> - A Notarized affidavit for up to 3 generations (i.e. name of the sponsors down 3 generations detailing who sponsored whom), along with their Names and declaring the "Specific categories" basis which they have entered Canada as per their landing paper. - In addition, you are also required to provide a letter from the Refugee Board of Canada - 'atip@irb-cisr.gc.ca' along with the above notarized affidavit for Non Refugee status.***
<input type="checkbox"/>	<p>Citizenship Certificate</p> <ul style="list-style-type: none"> - A citizenship certificate issued by the Canadian authority mentioning the exact date of acquiring the Canadian citizenship is required. In case citizenship certificate/exact date of acquiring Canadian citizenship is not reflected in the citizenship certificate or citizenship card, the applicant may submit an undertaking giving the exact date of acquiring Canadian Citizenship. However, if the applicant is unable to provide the exact date, a Search letter or any other document issued by the concerned Canadian authorities mentioning the exact date (i.e. date, month and year) should be submitted.
<input type="checkbox"/>	<p>Marriage Certificate</p> <p>Spouse name should be entered in the Indian Passport if the applicant is married. If spouse name is not entered in their respective partner's Indian passport, then their marriage certificate should be issued by a competent Government authority, stamped by the Marriage Registrar and by Ministry of External Affairs, New Delhi.</p> <p>Please note:</p> <ul style="list-style-type: none"> - If a Minor applicant is applying with or without parents, the spouse names <i>of either parent</i> should be entered in the Indian passports if not then marriage certificate has to be attested by Ministry of External Affairs, New Delhi. If one partner's name reflects in other partner's Indian passport then applicant must submit Marriage certificate from Registrar with notarized joint affidavit containing joint photograph and Signatures from Notary Public or lawyer in Canada. <p>If applicant does not have marriage certificate attested by MEA (Ministry of External Affairs) New Delhi, then it can be accepted along with notarized joint affidavit containing joint photograph and Signatures from Notary Public or lawyer in Canada.</p> <ul style="list-style-type: none"> - If married in India: Marriage Certificate: Attested by the State Home Dept. where the marriage was registered. - If married in Canada / Outside of India: Marriage License issued by Marriage Registrar, attested by Provincial Deputy Attorney General/Deputy Provisional Secretary, for example – Ministry of Ontario (if married in Ontario) and furthermore, the certificate has to be attested by the Ministry of Government and Consumer Service in Ontario.

<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. - 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. . Please note: Kindly follow the above procedure mentioned under " Marriage Certificate" <p>In case of death of spouse:</p> <ul style="list-style-type: none"> - Death Certificate issued by government authorities. - Funeral Home Certificate is not acceptable. <p>If un-married / Single:</p> <ul style="list-style-type: none"> - Parents Records of Landing and Indian Passports. <p>If parents are not Landed Immigrants or have never applied for a Permanent Residence status in Canada:</p> <ul style="list-style-type: none"> - Provide a self-declaration. <p>If Divorced:</p> <p>*If the marriage and divorce have taken place in India and divorce certificate is issued by an Indian court, it can be accepted provided it is attested by Ministry of External Affairs, New Delhi.</p> <p>* If the marriage has taken place in India and divorce certificate is issued By Foreign court provided it is Not an Ex-Parte decision i.e. both the parties are aware of the divorce decision and agree to it. Further Divorce certificate had to be attested by Ministry of External Affairs, India.</p>
<input type="checkbox"/>	<p>OCI on Spouse basis: Spouse of foreign origin of an Indian Citizen or spouse of foreign origin of an Overseas Citizen of India (OCI) cardholder registered under section 7A and whose marriage has been registered and subsisted for a continuous period of not less than two years can apply for OCI based on the below requirements;</p> <ul style="list-style-type: none"> - Provided that for the eligibility for registration as Overseas Citizen of India cardholder, such spouse shall be subjected to prior security clearance from a competent authority in India: - Provided further that no person, who is or had been a citizen of Pakistan, Bangladesh or such other country as the Central Government may, by notification in the Official Gazette, specify, shall be eligible for registration as Overseas Citizen of India cardholder. - Applicant has to provide self declaration on blank paper that in case of dissolution of marriage or deceased spouse, he / she must notify and return the OCI Card to the Consulate.
<input type="checkbox"/>	<p>Minor Applicants & for Adults born in Canada whose parents are of Indian Origin:</p> <p>In case of minor children, landing passports of both the parents are required even if they are not applying for OCI.</p> <p>In case of birth outside India:- Statement of Live Birth (Birth Certificate mentioning parent's names, dates of birth and places of birth) If parents name does not match (middle name add or dropped/ no last name, only given name) in passport then affidavit/ name change certificate is required.</p> <p>Please provide the below documents of both parents:</p> <ul style="list-style-type: none"> - Landed and Surrendered Indian Passport(s) or Landed and Valid Indian Passports if Parents are still Indian Citizens. - Record(s) of Landing, (If Landing papers have F/C category, please follow the documentation process listed under ***F/C category***section in this checklist. - Canadian Passport(s), - Citizenship Certificate(s) - Surrender Certificate(s), required only if you acquired foreign citizenship, on or after June 01, 2010. - Proof of work status in Canada: PR Card or Work Permit (This should be valid for at least 6 months) - Marriage Certificate of parents; only if spouse's name is not mentioned in either of parent's Indian passports, then their marriage certificate issued by the competent government authority is required. If Parents do not have marriage certificate attested by Ministry of External Affairs New Delhi, then it can be accepted along with notarized joint affidavit with joint photograph from notary public or lawyer in Canada
<input type="checkbox"/>	<p>Proof of legal status:</p> <ul style="list-style-type: none"> - If you are a non-Canadian passport holder, you must provide original and copies of a cancelled Indian passport and the proof of legal status in the Canada such as original and copy of landing paper <i>OR PR card or Work Permit</i>. Parents applying for their minors must also provide their landing papers
<input type="checkbox"/>	<p><i>For OCI Miscellaneous applications, please submit (along with other required documents)</i></p> <ul style="list-style-type: none"> - <i>Your OCI card and old Canadian passport with U-Sticker</i> - <i>In case, the OCI card is lost / stolen, please provide a Police report mentioning the passport and OCI card number.</i>

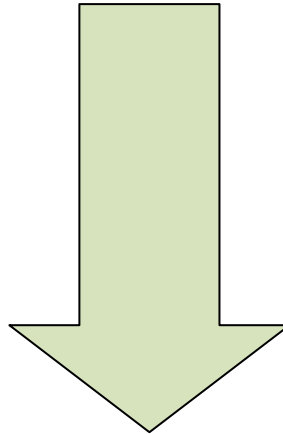
<input type="checkbox"/>	<p>Proof Of Address: Proof of address to match with present address as per application. Only ONE of the following:</p> <ul style="list-style-type: none"> - Only State Issued – Driving License OR - Utility Bill - Water OR - Utility Bill – Electricity OR - Utility Bill – Gas OR - Bank Statement
<p>3.</p>	<p>Fees: Refer to fee schedule at: http://blsindia-canada.com/ocihome.php</p> <p>Mail In Applications: Postal applications will be accepted at Brampton Centre only.</p> <ul style="list-style-type: none"> - Enclose a Demand draft or Money order of Canadian dollars \$280 in favor of “Consulate General of India, Toronto” - Enclose a separate Demand Draft, in favor of ‘BLS International Service Canada Inc.’ to include: <ul style="list-style-type: none"> - BLS Processing Fee. - Add: Return Courier charges <p>Walk In Applications:</p> <ul style="list-style-type: none"> - Please bring demand draft or Money order in Canadian dollars in favor of ‘The Consulate General of India, Toronto’ <ul style="list-style-type: none"> • OCI New application- \$280 • OCI Misc application- \$28 • OCI Damage/ Lost- \$103 - BLS fees can be paid by debit or Cash (exact change) only.

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 **request** 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 anytime 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 delay in the processing/rejection of my application.

Document uploading instructions below;



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 (MINORS WHO CANNOT SIGN):

- 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).

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	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)	If applicant born outside India and never had any Indian passport, upload first and last page of both parent's surrendered Indian passports	Upload spouse's surrendered Indian passport (first and last page)
INDIAN VISA	OCI U-Visa sticker (old Canadian passport copy) and/or applicant's OCI card first and last page	OCI U-Visa sticker (old Canadian passport copy) and/or applicant's OCI card first and last page	Not Applicable
PIO CARD	Copy of PIO card first and last page, <i>if applicable</i>	Copy of PIO card first and last page, <i>if applicable</i>	Copy of PIO card first and last page, <i>if applicable</i>
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 <i>(for minors not born in India)</i>	Not applicable
MARRIAGE CERTIFICATE	Marriage Certificate or Divorce or Death	Parent's Marriage Certificate	Marriage Certificate to be uploaded here

	Certificates can be uploaded here, if applicable		
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