

CHECKLIST FOR OCI “OVERSEAS CITIZENSHIP OF INDIA”

- THE FOLLOWING IS A LIST OF DOCUMENTS /CHECKLIST TO BE SUBMITTED, ALONG WITH YOUR APPLICATION FOR AN OCI CARD.
- THE CONSULATE 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.
- You may visit any of our BLS Centers to have your documentation verified and cross checked before you apply for your OCI.
- You may also refer to the OCI guidelines available on the Consulate General of India’s website by clicking this link - http://www.cgitoronto.ca/eoi.php?id=oci_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. An applicant may however, bring one person to assist him/her if he or she is elderly, disabled, or a minor child.
2. 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	<p><u>ONLINE APPLICATION / REGISTRATION FORM</u></p> <p style="text-align: center;"><u>IMPORTANT GUIDELINES</u></p> <ul style="list-style-type: none"> ➤ It is mandatory for applicants applying for OCI-Card to upload his/her image and signature image in jpeg or jpg format. Refer to the specifications online. Kindly be ready with both images before starting the registration process. ➤ As part of the registration process, the supporting documents have to be uploaded using the same registration number. (refer to the last page of this checklist to view the instructions for uploading your documents) ➤ All information updated online by the applicant will be printed on their OCI book. After registration online, no changes can be made. In case of any errors, please fill a fresh new online application and re-upload the required documents. ➤ Please note: BLS International employees CANNOT make any changes to your online application form and request you to follow the instructions below. ➤ Once completed registration of your OCI online, please print out the online application form and bring it to the nearest BLS Center for submission, along with the below documents and a copy of this Checklist.
<input type="checkbox"/>	<p style="text-align: center;"><u>ONLINE FORM FILLING INSTRUCTIONS</u></p> <ul style="list-style-type: none"> - Application must be completed and submitted online by visiting : http://passport.gov.in/oci/ ➤ Ensure that you register for the OCI in the current year. Forms completed in previous years will not be accepted ➤ Be sure to also select the correct Indian mission based on the place where your side in Canada, and the mission’s jurisdiction. The Mission jurisdiction can be viewed at: http://www.blsindia-canada.com/ocihome.php ➤ Under Applicant’s Information, please fill in the details, as per your current Canadian / Foreign passport. Please fill out the ‘Previous Name’ field (as per your last Indian Passport, only if it differs from the current Canadian/ Foreign passport). ➤ Under Applicant’s Family Details: <ul style="list-style-type: none"> - Parents name must be filled, according to the applicant’s last or surrendered Indian 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 their valid passport if parents’ name is different in applicant’s Birth certificate supporting documents should be provided. - If married, the spouse Name has to be filled up as per their spouse’s current passport. For any name variation documents additional documents should be provided. ➤ Unmarried Applicants: For both minors and adults: In the online form, please fill in ‘unmarried’ in the online form and for applicants who are over 18 years, they have to submit a written declaration to the Consulate General of India, stating that they are single and that they have never been married. ➤ For foreign nationals applying on basis of their spouse’s OCI card, please select YES to the question ‘Are you applying on basis of your spouse’s OCI card and follow additional instructions under ‘Proof of Indian origin’ / Part B in this checklist. ➤ For former Indian nationals or those of Indian origin, whose spouse has an OCI card, please select NO to the question ‘Are you applying on basis of your spouse’s OCI card’ ➤ Please enter your current address as per your current proof of address (driver’s license, utility bill) ➤ In Part B – please fill in the details of your family’s OCI card number or web file number, along with the dates when they were granted OCI (if applicable). <p style="text-align: center;"><u>SIGNATURE INSTRUCTIONS</u></p> <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> <ul style="list-style-type: none"> ➤ 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.

<input type="checkbox"/>	<p><u>NAME VARIATION:</u></p> <ul style="list-style-type: none"> - If there is a name variation or complete name change, please submit a Name Change Certificate, issued by the Ministry of Ontario. - A Notarized affidavit might also be required in cases where supporting documents are not attested or, if name change certificate by Ministry is not submitted
<input type="checkbox"/>	<p><u>PHOTOGRAPH INSTRUCTIONS:</u></p> <ul style="list-style-type: none"> - One photo of size 51 mm x 51 mm ➤ Photograph can be taken in a white, off-white, light colored 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 https://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.
<p>2</p>	<p style="text-align: center;"><u>DOCUMENT CHECK - IMPORTANT GUIDELINES</u></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. ➤ <u>All photocopies have to be Self-Attested:</u> Write on the photocopy "This is a true copy of the original" and sign and date it. ➤ 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 (e.g.-removal or turban/ hijab, etc), you may be required to submit an Affidavit explaining the reasons for change, along with any valid documentary evidence. ➤ For all those married applicants applying individually, documents of their spouse also have to be provided, even if they are not applying for the OCI. <i>Refer to 'Marital Status' section of this checklist for further information.</i>
<input type="checkbox"/>	<p>CANADIAN / FOREIGN PASSPORT:</p> <ul style="list-style-type: none"> - Must be valid for at least 180 days or 6 months. - Foreign passport holders (non-Canadian), kindly provide a "Reference Form" along with the application. Download link here: https://www.blsindia-canada.com/CanadaVisaCCT/reference-form.pdf
<input type="checkbox"/>	<p>LAST HELD INDIAN PASSPORT: (For Former Indian nationals / those born in India)</p> <ul style="list-style-type: none"> - Observations, landed immigration stamp (if applicable) and first and last pages of your 'Surrendered' passport.
<input type="checkbox"/>	<p>SURRENDER CERTIFICATE: <i>(Surrender Certificates were issued on or after June 01, 2010)</i></p> <p>Note:</p> <ul style="list-style-type: none"> ➤ 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. <i>You may apply for the OCI and Passport Surrender together.</i> ➤ If you have misplaced / lost your Surrender Certificate, you may provide a photocopy of the Indian passport that was surrendered and endorsed with the stamp 'Cancelled on acquiring Foreign Citizenship.' ➤ If you have misplaced or lost your Indian passport, you have to obtain a Police report and Affidavit and apply for a Deemed Surrender Certificate, with prior approval from the Consulate General of India.
<input type="checkbox"/>	<p>CANADIAN/ FOREIGN CITIZENSHIP CERTIFICATE : Canadians please provide a copy of the long Oath Certificate</p>

PROOF OF INDIAN ORIGIN:

In case the applicant (born in India or former Indian national) does not have any Indian passport:

- 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 or education certificate etc. **authenticated** by the Ministry of External Affairs, as well as evidence of the relationship with their parent/grandparent should be submitted.
- School Leaving Certificate, at least Secondary School onwards from the Board or a 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 may be provided.
- 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:** 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 mentioning that they never held an Indian passport and explaining their travel 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: <http://mea.gov.in/apostille.htm>

For those applying on basis of their parents / spouse, please refer to the below additional documentation;

A. FOR MINORS/ ADULTS BOTH OUTSIDE INDIA, APPLYING ON BASIS OF PARENTS WHO ARE OF INDIAN ORIGIN:

Please provide the below documents of **both** parents, as applicable;

- Current **valid** status in Canada (Canadian passport / PR card / Work Permit).
- Surrendered Indian passports of parents (only applicable if they have acquired foreign citizenship)
- Surrender certificates, if applicable
- The landing paper of both parents. (If Landing papers have F/C category, please follow the documentation process listed under *****F/C category***** section in this checklist.
- Statement of Live Birth Certificate (reflecting both parents' names). If the Birth Certificate is issued in another country, it is to be endorsed by the concerned Diplomatic Mission and thereafter by the Consulate General in Toronto.
- Marital Status of Parents & applicant (if married); ***If applicant is married, please provide their spouse's documents as well (refer to 'Marital status' section of this checklist).**
 - ❖ Marriage Certificate (applicable only if either parent's names is not included in their respective Indian passports)(*for more details on Marriage Certificate requirements, refer to 'Marriage Certificate' section*)
 - ❖ If parents are divorced, court order of dissolution of marriage, which specifically mentions that the legal custody of the child is with the parent who is applying for the OCI card (follow divorcee requirements under 'Marital section' of this checklist).
 - ❖ If one of the parent's is deceased, please submit the Death Certificate. (*Certificates from Funeral homes are not accepted*)

B. FOR THOSE APPLYING ON BASIS OF THEIR SPOUSE, WHO IS A FORMER INDIAN NATIONAL AND EXISTING OCI CARD HOLDER:

For applicants, NOT of INDIAN origin, (including those 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**. 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 reflect '**Foreign Spouse Application.**'

➤ **Please note: Any Marriage / Birth Certificates (for those married / born outside of Canada, excluding India), have to be attested by the Embassy of your Country, located in Canada and thereafter at the Consulate General of India, Toronto.**

Please provide the below documents of the spouse, who is currently an OCI card holder;

- Their OCI card
- Their current status in Canada (e.g., Canadian passport)
- Their landing paper. (If Landing papers have F/C category, please follow the documentation process listed under *****F/C category***** section in this checklist.
- Surrendered Indian passport
- Surrender Certificate, if applicable
- Marriage Certificate: If the Marriage Certificate is issued by the Canadian Authorities (longer version), it should be first attested by the Ministry of Ontario and Consumer Services or the concerned Province Authorities and thereafter by the Consulate General of India, Toronto. In case of Marriage Certificate issued by other Foreign Governments, it should be endorsed by the concerned Diplomatic Mission and thereafter by the Consulate General of India, Toronto. **Once attested, it should be uploaded online under 'Marriage Certificate'.**
- Written Declaration indicating that in case of dissolution of marriage or deceased spouse, he / she must notify and return the OCI Card to the Consulate General of India.

**MINOR APPLICANTS:**

- **NO OBJECTION LETTER (FOR MINORS ONLY):** Joint self-declaration with photographs and signatures of both parents, mentioning their mobile numbers and email IDs, stating their no objection for their minor child to apply for the OCI card.
- **Please note:** Both parents to also sign the online OCI application form (Part B) /page 2. Please follow the checklist for additional documents for minors.

- **FOR MINOR APPLICANTS BORN IN INDIA;** please submit the below documents;
 - Current **valid** status in Canada of minor and both parents (Canadian passport / PR card / Work Permit).
 - Surrendered Indian passports of minor & parents (*only applicable if parents have acquired foreign citizenship*)
 - Surrender certificates of minor & parents, if applicable
 - The landing paper of minor & both parents. (*If Landing papers have F/C category, please follow the documentation process listed under *****F/C category***section in this checklist***).
 - Parent's Marital Status:
 - ❖ Parent's Marriage Certificate (*for more details on Marriage Certificate requirements, refer to 'Marriage Certificate' section*)
 - ❖ If parents are divorced, court order of dissolution of marriage, which specifically mentions that the legal custody of the child is with the parent who is applying for the OCI card (follow divorce requirements under 'Marital section' of this checklist).
 - ❖ If one of the parent's is deceased, please submit the Death Certificate. (*Certificates from Funeral homes are not accepted*)

- **FOR MINORS BORN OUTSIDE INDIA, WHOSE PARENTS ARE OF INDIAN ORIGIN, please refer to 'Proof of Indian origin' section above.**

**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. Immigration category on the landing paper can be found under point 19 on the landing paper.
- **Note: 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. In this case, you may also apply for a 'Status of Verification' document from CIC, ensuring that the category is printed on the same.
- For those that landed on old Indian passports (hard handwritten book) with the white small landing strip (shorter version) and have the immigration category handwritten in their old / landed Indian passports (hard passport), please bring the passport along with the copies of all observation, including landing stamp and immigration category. If you don't have category written on your passport, you may also apply for a 'Status of Verification' document from CIC, ensuring that the category is printed on the same.



*****FC / FAMILY CLASS CATEGORY on Landing Paper***** (*Please check for the Immigration Category #19 on your Record of Landing paper*)

If you immigrated to Canada under "Family Class" (FC – FC1, FC4, FC8, etc) 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;

- Landing Paper/s of Sponsor/s(copy)

- If all sponsors up to 3 generations are on FC (Family class) category, OR, if you are unable to contact your sponsor, please provide the below documents;
 - The **'Refugee Board 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**
 - A **Notarized affidavit** mentioning the immigration category and names of you and your sponsors, stating that neither you nor they have come to Canada on refugee status.
- Please upload all supporting documents (Landing paper/s, Refugee Board letter and Notarized Affidavit under 'Indian Visa' section of the online registration form.

MARRIAGE CERTIFICATE:

Please submit the Marriage certificate as per cases below;

- Those married to foreign nationals
- For those married, who never held an Indian passport &
- For those married couples **both** of whom, currently hold or held Indian passports, whose spouse's name is not printed in each other's respective Indian passports

- If married in India:

Marriage Certificate should be attested by the State Home Dept. where the marriage was registered and further more attested by the Ministry of External Affairs, New Delhi (MEA). **Please note:** If applicant does not have Marriage certificate attested by MEA (Ministry of External Affairs) New Delhi, but is issued by the Marriage Registrar of a State Home Government in India, then application can be accepted along with Notarized joined Affidavit, containing both- photograph and signatures of the couple, from Notary Public or lawyer in Canada.

- **Please note:** Marriage Certificate issued by Wakf Board certificate or issued in Villages, towns, Court, Churches are **NOT** accepted.

- If married in Canada / Outside of India:

For those married in Canada or US, Marriage Certificate issued by the Ministry of the respective province/ State to be further attested by the Ministry of Services in Ontario and then by the Consulate General of India, Toronto.

In case of Marriage Certificate issued by other Foreign Governments, it should be endorsed by the concerned Diplomatic Mission in Canada then further attested by the Consulate General of India, Toronto.

- Once the attestations are complete, only then upload the Marriage certificate online.
- **Please note:** Marriage licenses are NOT accepted.

MARITAL STATUS:

Unmarried Applicants: For both minors and adults: In the online form, please fill in 'unmarried' in the online form and submit a written declaration to the Consulate General of India, stating that they are single and that they have never been married.

If married, provide the below documents of your spouse, even if he/she is not applying for OCI:

- Their current passport copy
- Surrendered Indian passport (first and last page, observation page if any) (for former Indian passport holders who acquired foreign citizenship)
- Surrendered certificate, if applicable
- Their status in Canada
- Record of Landing/ Landing paper
- Marriage Certificate: Please refer to guidelines listed under " Marriage Certificate" section

In case of death of spouse:

- Death Certificate issued by Government authorities.
- Funeral Home Certificate is **not acceptable**.

FOR DIVORCEES:

- **Divorcee** applicants are required to submit their divorce certificate. **Please note:** In normal circumstances, if the marriage is solemnized in India, the divorce should also be taken in India (not in Canada) however, if both applicants seeking to get divorced have acquired Canadian or foreign citizenship, they can get divorced in Canada, provided the decision is **not ex-parte**. **Ex-parte divorce certificate will not be accepted.**
- If divorced in Canada, the divorce certificated should be attested from the Ministry of Ontario and further attested by the Consulate General of India, Toronto.
- If divorced in another country, divorce certificate to be attested by the county's Embassy and furthermore attested by the Consulate General of India, Toronto.
- If Married in India and divorced in India – Divorce certificate to be attested from Ministry of External affairs, India and then Family court.

FEES

Refer to fee schedule at: <http://blsindia-canada.com/ocihome.php>

- **Mail In Applications: Postal applications will be accepted at Brampton Centre only.**
 - Enclose a Demand draft or Money order of Canadian dollars \$282 in favor of "Consulate General of India, Toronto"
 - Enclose a separate Demand Draft, in favor of 'BLS International Service Canada Inc.' to include:
 - BLS Processing Fee.
 - Add: Return Courier charges

- **Walk In Applications:**
 - Please bring demand draft or Money order in Canadian dollars in favor of 'The Consulate General of India, Toronto'
 - **OCI New application- \$282**
 - 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.

Please print your name: _____ Signature: _____

UPLOADING INSTRUCTIONS

Please visit the link <http://passport.gov.in/oci> to upload your documents / photograph and signature for OCI.

A) PHOTO / SIGNATURE UPLOADING INSTRUCTIONS

Important: The images must be in JPEG or JPG, with max size 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):

- 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 color and NOT black and white.



FOR (for minors who cannot sign)

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 PDF for each category as mentioned below;

CATEGORIES	ADULTS (18 AND ABOVE)	FOR MINOR APPLICANTS & ADULTS BORN OUTSIDE INDIA	FOR MINOR APPLICANTS BORN IN INDIA	APPLICANTS APPLYING ON SPOUSE BASIS
CURRENT PASSPORT	- Current Passport Copy (photo page)	- Current Passport Copy (photo page)	- Current Passport Copy (photo page)	- Current Passport Copy (photo page)
INDIAN ORIGIN PROOF	Surrendered Indian passport (first and last page) with stamp showing 'Cancelled on acquiring foreign citizenship.' *For those that misplaced/lost their Indian passport, upload relevant documents like 'deemed Surrender certificate' or refer to documents mentioned under 'Proof of Indian origin' section, for those that did not have an Indian passport	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.	Minor's Surrendered Indian passport, along with both parents Indian passports first and last page. If one of the parent's never held an Indian passport (eg-foreign national), they may upload their current foreign passport photo page	Upload spouse's surrendered Indian passport (first and last page) showing the 'Cancelled on acquiring foreign citizenship' stamp.
INDIAN VISA	- Landing Paper *In addition, those with FC immigration category on the landing paper, please upload the Refugee Board letter and Notarized affidavit along with the landing paper OR upload your sponsor's landing paper (if sponsor was not FC) Refer to Record of landing section	- Landing Papers of both parents * In addition, those with FC immigration on the landing paper, please upload the Refugee Board letter and Notarized affidavit along with the landing paper OR upload your sponsor's landing paper (if sponsor was not FC) Refer to Record of landing section	- Landing Paper of minors & parents * In addition, those with FC immigration category on the landing paper, please upload the Refugee Board letter and Notarized affidavit along with the landing paper OR upload your sponsor's landing paper (if sponsor was not FC) Refer to Record of landing section	- Landing Paper of applicant (applicable for those that immigrated to Canada) - Landing paper of spouse * In addition, those with FC immigration category, please upload the Refugee Board letter and Notarized affidavit along with the landing paper OR upload your sponsor's landing paper (if sponsor was not FC) Refer to Record of landing section
PIO CARD	-	-	-	-
SPOUSE OCI CARD	Upload spouse's OCI card first and last page as one file	Not applicable	If parent's have OCI card, upload first and last page here	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	Not applicable	Full version of birth Certificate reflecting both parents names for those applicants born outside India
MARRIAGE CERTIFICATE	Marriage Certificate or Divorce or Death Certificates can be uploaded here, if applicable	<i>Parent's Marital Status to be uploaded here</i>	<i>Parent's Marital Status to be uploaded here</i>	Marriage Certificate attested by the concerned Govt. and further attested by Consulate General of India