

OVERSEAS CITIZEN OF INDIA (OCI) FORM FILLING INSTRUCTIONS

NOTE FOR ALL OCI APPLICATIONS

- **Mission / Jurisdiction** must be **TORONTO** for all applications.
- **Separate** Draft should be in favor of **CONSULATE GENERAL OF INDIA TORONTO** and **BLS International** with exact respective fees of service. **NO SPELLING ERRORS ACCEPTED.**
- Fee for OCI Applications:

APPLICATION TYPE	CGI FEE (CAD)	BLS FEE (CAD)
Fresh OCI	\$345	\$7.4
Miscellaneous OCI	\$35	\$7.4
Lost/Damage/PIO to OCI	\$128	\$7.4

INDIAN ORIGIN APPLICANT / MINOR BORN IN INDIAN

- Applicant's **Given Name** and **Surname** must be as per **Canadian Passport**. If **Given Name is XXX**, mention exactly same on the form.
- For any **DIFFERENCE IN NAME** in Indian passport and **Canadian passport** then **provide notarized affidavit**

for name change. Also mention previous name as per Indian passport on the application form.

- **Prefix/Suffix** is **not acceptable** with any name on the Application Form (For Example: **SHRI, LATE, MR, MRS, ER, DR, MAJOR, SUBEDAR, SARDAR, COLONEL Etc.**)
- If there is **difference in place of birth** in Indian and Canadian passport then **Provide notarized affidavit** and Mention Place of birth on Application form as per Canadian passport.
- **Parents' name** on Application form must be mentioned as per **Applicant's Indian Passport, or Parents' Current Passport.**
- **Previous Nationality of Applicant (Point 12)** must be mentioned **India. DO NOT** mention **NA** on that.
- **Answer NO** to Question asking **whether holding Dual Nationality.**
- In **Passport Details**, Applicant needs to mention **CURRENT CANADIAN PASSPORT DETAILS**, and **NOT** Indian Passport Details.
- **Uploaded Documents:**
 - Current Passport
 - Previous Indian Passport of Self

MINOR BORN IN CANADA

- **All Personal particulars** must be **Exactly as Per** Canadian Passport.

- **Parents' name** on Application form must be mentioned as per **Parents' Current Passport**
- **Thumb impression for Minor less than five years**
- Applicant's **Birth Certificate** should have both parent names on it.
- **No Objection Letter (NOC)** must have **Signatures of Both the Parents** as per **Parents' Current Passports**.
- **Parents' Indian Passport copy** is required along with their **Canadian Status**.
- **Uploaded Documents:**
 - Current passport
 - Previous Indian passport of both parents
 - Birth certificate (Relationship Certificate)
 - Marriage certificate

SPECIAL INSTRUCTIONS FOR APPLICANTS BORN IN COUNTRIES OTHER THAN INDIA & CANADA

- Applicant must have **at least 6 months older Valid Canadian Status**.
- **Apostille for Birth Certificate** of Applicant is required from the country of birth of Applicant.
- **Otherwise, provide Birth Certificate attested from:**
 - Country's Embassy where applicant is born
 - Ministry of Province in Canada
 - Consulate General of India, Toronto

OCI Miscellaneous

- **Only applicable for applicants already having OCI Cards.**
- **ORIGINAL OCI Card is required** will all OCI Miscellaneous applications.
- **Fee: \$35.00; For Lost OCI card, Fee:\$128.00**
- **For Reissue of OCI after 20 years of age, Passport must be issued after applicant turns 20**, otherwise, not eligible for this service.
- All OCI Miscellaneous applications must have valid documentation for the type of service selected.
- For lost OCI Card, provide police occurrence report.
- **Do not** leave marital status column blank.
- **Uploaded documents:**
 - Current passport
 - OCI card

PIO TO OCI

- Fill form under **Toronto jurisdiction** in lieu of PIO card
- **Provide original PIO card**
- For **lost PIO Card, provide police occurrence report.**
- **Uploaded documents:**
 - Current passport
 - PIO card

OCI APPLICATION FOR FOREIGN NATIONALS APPLYING ON THE BASIS OF INDIAN ORIGIN SPOUSE

- Who can apply?
 - If you are the **spouse of an Indian Citizen.**
 - If you are the **spouse of an OCI Cardholder.**
- Applicants have to **answer Yes to the Question asking:**
 - **Are you applying OCI on the basis of Indian Spouse/ Spouse OCI-Card?**
- Applications can be submitted **only after two years of valid marriage.**
- There will be a **Mandatory Personal Interview** for all **OCI applicants** applying under Foreign Spouse Category.
- **Attestation of Marriage Certificate is NOT REQUIRED if:**
 - Applicant's name is there on the Spouse' Indian Passport/ OCI Card
 - Marriage has solemnized in India or Canada
- **Otherwise, provide Marriage Certificate attested from:**
 - Country's Embassy where Marriage has solemnized.
 - Ministry of Province in Canada
 - Consulate General of India, Toronto