

OCI Miscellaneous Checklist Rev. 3.0



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



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.

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. Please Walk In.
3. An applicant may however, bring one person to assist him/her if he or she is elderly, disabled, or a minor child.
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/>

1		<p><u>Registration:</u></p>
<input type="checkbox"/>		<p>Online Application Form:</p> <ul style="list-style-type: none"> - HCI/CGI may approve the issue of a duplicate OCI Registration Certificate and Visa in certain cases. - Application must be completed and submitted online. - This application is in two parts – Part A and B. Both must be completed. - Visit: https://passport.gov.in/oci/ - Be sure to 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/ocimisc.php - Ensure that you use the correct form. - After submission online, no changes can be made. In case of an error, please register afresh online. - Once done, print your form, put your application and documents together, and submit it to BLS.
<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; go to: http://www.blsindia-canada.com/vas.php
<input type="checkbox"/>		<p>Signatures:</p> <ul style="list-style-type: none"> - Sign at Page 1, inside the box below your photo, and at Page 2. - Minor Applicants : <ul style="list-style-type: none"> o If a minor cannot sign, using only blue or black ink, apply left thumb impression for boys and right for girls. o Both parents must sign at end Part B even if not applying together.
2		<p><u>Documents:</u></p> <ul style="list-style-type: none"> - Last held cancelled Indian passport (Photocopies) - Canadian/Foreign passport should be valid for 190 days (Photocopy) - Old Canadian/Foreign passport on which OCI was issued (Photocopy) - Landing Paper (Photocopy) - Citizenship certificate (Photocopy) - Marriage Certificate (Photocopy) - Divorce certificate and deed in case applicant is divorced, Copy of death certificate of the spouse if deceased - Spouse's Landing paper (Photocopy) - Spouse's current passport (Photocopy) - A self declaration stating marital status as single if applicant is 18 years or older and not married - Proof of address: driver's license/utility bill/Govt. issued id (Photocopy) (The latter two must be less than 6 months old) - Applicant holding non Canadian passport needs to provide proof of status in Canada: Valid PR Card or Work Permit or Study permit (Photocopies) - Detailed Birth certificate with both parents name on it if service is applied on the basis of parents' or grand parents' Indian origin (Photocopy)

Signature of Applicant _____

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<input type="checkbox"/>	<p>If the applicant is a minor below the age of 18: Provide both parents' documents to include:</p> <ul style="list-style-type: none"> - Current Passport (Photocopies) - Landing paper (Photocopies) - Last held cancelled Indian passport if acquired foreign nationality (Photocopies) - Marriage certificate (Photocopy) - Proof of address: driver's license/utility bill/Govt. issued id (Photocopy) (The latter two must be less than 6 months old)
3	<p>Fees: Refer to fee schedule at: http://blsindia-canada.com/ocimisc.php</p>
<input type="checkbox"/>	<p>Mail In Applications:</p> <ul style="list-style-type: none"> - Enclose a certified cheque, in favor of 'Consulate General of India, Toronto.' to include: <ul style="list-style-type: none"> o HCI/CGI OCI Fee. o ICWF Consular Surcharge Fee. - Enclose a separate certified cheque, in favor of 'BLS International Service Canada Inc.' to include: <ul style="list-style-type: none"> o BLS Processing Fee. o Add: Return Courier charges.
<input type="checkbox"/>	<p>Walk In Applications:</p> <ul style="list-style-type: none"> - In cash or by debit card.

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/PIO card/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 delay in the processing/rejection of my application.

Signature of Applicant _____