

# OCI Miscellaneous Checklist

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



**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. An applicant may however, bring one person to assist him/her if he or she is elderly, disabled, or a minor child.
- 
1. Please Walk In.
  2. If you cannot visit the VAC, it is recommended that you use the postal service to submit your application.
  3. Alternatively, to book a pickup and/or drop via FedEx, visit <http://www.blsindia-canada.com/vas/>
  4. Foreign visitors to Canada cannot apply for Indian visa services in Canada.

<b>1</b>	<p><b><u>Registration:</u></b></p> <p><b>Online Application Form:</b></p> <ul style="list-style-type: none"> <li>- 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.</li> <li>- Application must be completed and submitted online.</li> <li>- Visit: <a href="https://passport.gov.in/oci/">https://passport.gov.in/oci/</a></li> <li>- <b>Use Microsoft Internet Explorer only.</b></li> <li>- Be sure to also select the correct Indian mission based on the place where you reside in Canada, and the mission's jurisdiction.</li> <li>- Mission jurisdiction can be viewed at: <a href="http://www.blsindia-canada.com/ocihome.php">http://www.blsindia-canada.com/ocihome.php</a></li> <li>- <b>Ensure that you use the correct form.</b></li> <li>- After submission online, no changes can be made. In case of an error, please register afresh online.</li> <li>- Once done, print your form, put your application and documents together, and submit it to BLS.</li> </ul>
	<p><b>Photograph:</b></p> <ul style="list-style-type: none"> <li>- One photo of size 51mm x 51 mm. Paste this on Page 1 of the Application Form.</li> <li>- Photo <b>must</b> be compliant with specifications; refer to <a href="http://www.blsindia-canada.com/photo_spec.php">http://www.blsindia-canada.com/photo_spec.php</a></li> <li>- You can avail of this service at the VAC; go to: <a href="http://www.blsindia-canada.com/vas.php">http://www.blsindia-canada.com/vas.php</a></li> </ul>
	<p><b>Signatures:</b></p> <ul style="list-style-type: none"> <li>- Sign at Page 1, inside the box, below your photo,</li> <li>- Minor Applicants: <ul style="list-style-type: none"> <li>o If a minor cannot sign, using only blue or black ink, apply left thumb impression for boys and right for girls.</li> <li>o Both parents must sign the Application form at the end or wherever marked.</li> </ul> </li> </ul>
<b>2</b>	<p><b><u>Documents for OCI Miscellaneous for those whose OCI Issued first time in Ottawa:</u></b> Unless otherwise stated, attach the following <b>valid documents in original</b> and Copies</p>
	<p><b>Canadian/Foreign Passport and Copies:</b></p> <ul style="list-style-type: none"> <li>- Old Canadian Passport and U sticker.</li> <li>- New Canadian Passport which Must be valid for at least 190 days</li> <li>- Must have at least two blank/unstamped pages.</li> </ul>
	<ul style="list-style-type: none"> <li>- OCI Card(Original and Copies)</li> </ul>
	<p>Proof of Address(Photocopy)</p> <ul style="list-style-type: none"> <li>- -Bank Statement/Utility Bill/Rent Agreement/Driving License</li> </ul>
	<p><b>Notarized Affidavit if there is Change in Appearance</b></p>
<b>3</b>	<p><b><u>Documents for OCI Miscellaneous for those whose OCI issued first Time in other Jurisdiction except than Ottawa Jurisdiction but applying for Miscellaneous service in Ottawa:</u></b> Unless otherwise stated, attach the following <b>valid documents in original</b> and Copies</p>
	<p><b>Canadian/Foreign Passport and Copies:</b></p>

Signature of Applicant \_\_\_\_\_

**Checklist for Ottawa jurisdiction only.**



# OCI Miscellaneous Checklist

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

	<ul style="list-style-type: none"> <li>- Old Canadian Passport and U sticker.</li> <li>- New Canadian Passport which Must be valid for at least 190 days</li> </ul> <p>Must have at least two blank/unstamped pages.</p>
<input type="checkbox"/>	OCI Card(Original and Copies)
<input type="checkbox"/>	Proof of Address(Photocopy) -Bank Statement/Utility Bill/Rent Agreement/Driving License
<input type="checkbox"/>	<b>Notarized Affidavit if there is Change in Appearance</b>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>- <b>All the Indian Passports from the day landed in Canada till became Citizen (Copies and Originals)</b> copy of first, last and all observation pages with visa issued and entry-exit stamps.</li> <li>- Last Indian Passport: Held at the time of acquiring foreign citizenship. It should also have a Landing Stamp. If not;</li> <li>- Earlier Indian Passport: With Landing Stamp.</li> <li>- Older Indian Passport(s): With Landing Stamp.</li> <li>- Be sure to check that your Last Indian passport was actually cancelled and contains the following stamp: 'Cancelled on Acquiring Foreign Citizenship.'</li> </ul>
<input type="checkbox"/>	- Record of Landing(Original and Copy)
<input type="checkbox"/>	<b>Surrender of Indian Nationality Certificate:</b> <ul style="list-style-type: none"> <li>- Required only if you acquired foreign citizenship, on or after 01 June 2010 or Last Indian passport has been cancelled and contains the following stamp: 'Cancelled on Acquiring Foreign Citizenship.'</li> <li>-</li> </ul>
<input type="checkbox"/>	<b>Canadian/Foreign Citizenship (Oath) Certificate: Original and Copy</b> <ul style="list-style-type: none"> <li>- A Citizenship Card: Acceptable only if you can recall the exact date of citizenship.</li> </ul>
<input type="checkbox"/>	<b>If the applicant is a minor below the age of 18:</b> Provide documents of <b>both</b> parents to include: <ul style="list-style-type: none"> <li>- Indian Passport(s),</li> <li>- Record(s) of Landing, Canadian Passport(s),</li> <li>- Citizenship Certificate(s)</li> <li>- Surrender Certificate(s), required only if you acquired foreign citizenship, on or after June 01, 2010.</li> <li>- Marriage Certificate of parents; only if spouse's name is not mentioned in either of parent's Indian passports.</li> <li>- P.S-Photocopies of all the Documents will be a part of Application Form which will be verified from Originals.</li> </ul> <p>Applicants sending Applications by Post will only send the Photocopies of their documents.</p>
<input type="checkbox"/>	<b>Name Variation:</b> 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): <ul style="list-style-type: none"> <li>- Notarized Affidavit explaining differences in the name and the documents referenced.</li> </ul> <b>In case the name has only been changed on the Canadian Passport and not on other relevant documents:</b> <ul style="list-style-type: none"> <li>- Name Change Certificate.</li> </ul> <b>In case of change of surname of women after marriage:</b> <ul style="list-style-type: none"> <li>- Marriage Certificate.</li> </ul>
<input type="checkbox"/>	<b>Birth Certificate:</b> <b>In case of birth outside India:</b> <ul style="list-style-type: none"> <li>- Statement of Live Birth (Birth Certificate mentioning parent's names, dates of birth and places of birth).</li> <li>- Both parents' Indian &amp; Canadian/Foreign passports along with their Records of Landing and Citizenship Certificates.</li> <li>- Marriage Certificate of parents; only if spouse's name is not mentioned in either of parent's Indian passports.</li> </ul> <b>If you held an Indian passport:</b> <ul style="list-style-type: none"> <li>- Statement of Live Birth.</li> </ul> <b>If the Date and/or Place of Birth varies:</b> In case this differs in <b>any</b> document:

Signature of Applicant \_\_\_\_\_

**Checklist for Ottawa jurisdiction only.**



# OCI Miscellaneous Checklist

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

<input type="checkbox"/>	<ul style="list-style-type: none"> <li>- Notarized Affidavit, explaining the difference.</li> <li>- This Affidavit should also state that this is the same person and that the applicant shall be responsible for this statement.</li> </ul>
<input type="checkbox"/>	<p><b>Minor Applicant (Below 18 Years):</b></p> <ul style="list-style-type: none"> <li>- <b>Application Form to be filled online duly signed/Thumb impression</b> <i>Right Thumb for Girls and Left Thumb for Boys</i></li> <li>- Application form to be signed by Both Parents wherever mentioned.</li> <li>- Both Parents Copy of Passports</li> <li>- Both Parent's Copy of Proof of Address</li> </ul>
<input type="checkbox"/>	<b>Photocopies:</b>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>- Provide photocopies for <b>all the above documents in A4 size paper</b>; also see below.</li> <li>- Indian Passport: Pages 1 to 5, address page if separate, and observations, endorsements &amp; Landing Stamp.</li> <li>- Canadian/Foreign Passport: personal particulars.</li> <li>- Self-attest all photocopied pages.</li> </ul>
<input type="checkbox"/>	<b>Fees:</b> Refer to fee schedule at: <a href="http://blsindia-canada.com/ocihome.php">http://blsindia-canada.com/ocihome.php</a>
<input type="checkbox"/>	<p><b>Mail In Applications:</b></p> <ul style="list-style-type: none"> <li>- Enclose a certified Cheque/DD/PO in favor of 'High Commission of India, Ottawa.' to include: <ul style="list-style-type: none"> <li>o HCI OCI Miscellaneous Fee.</li> <li>o ICWF Consular Surcharge Fee.</li> </ul> </li> <li>- Enclose a <b>separate</b> certified cheque/DD/PO in favor of 'BLS International Service Canada Inc.' to include: <ul style="list-style-type: none"> <li>o <b>BLS Processing Fee.</b></li> <li>o <b>Add: Return Courier charges.</b></li> </ul> </li> </ul>

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.

Signature of Applicant \_\_\_\_\_

Checklist for Ottawa jurisdiction only.