

# OCI Checklist Rev. 3.1



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.
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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>- This application is in two parts – Part A and B. Both must be completed.</li> <li>- Visit: <a href="https://passport.gov.in/oci/">https://passport.gov.in/oci/</a></li> <li>- Use Microsoft Internet Explorer only.</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>- Ensure that you use the correct form.</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><input type="checkbox"/></p> <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><input type="checkbox"/></p> <p><b>Signatures:</b></p> <ul style="list-style-type: none"> <li>- Sign at Page 1, inside the box, below your photo, and at Page 2.</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 at the end of Part B even if not applying together.</li> </ul> </li> </ul>
<b>2</b>	<p><b><u>Documents:</u></b> Unless otherwise stated, attach the following <b>valid documents in original:</b></p> <p><input type="checkbox"/> <b>Canadian/Foreign Passport:</b></p> <ul style="list-style-type: none"> <li>- Must be valid for at least 190 days.</li> <li>- Must have at least two blank/unstamped pages.</li> </ul> <p><input type="checkbox"/> <b>Cancelled Indian Passports: Originals and copies</b></p> <ul style="list-style-type: none"> <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> <li>- Proof of work status in Canada: PR Card or Work Permit (This should be valid for at least 6 months).</li> <li>- Proof of address in Canada: Driver's License, Bank Statement or Utility Bill (The latter two must be less than 6 months old).</li> </ul> <p><input type="checkbox"/> <b>FC/Family Category:</b> If you are an Family category émigré:</p> <ul style="list-style-type: none"> <li>- Indian Passport of sponsor (Copy).</li> <li>- Landing Paper of sponsor (Copy).</li> <li>- Proof to be provided up to the generation that did not apply for Family status.</li> <li>- If you cannot provide this, obtain and provide a letter from the Refugee Board CIC stating that you have not applied for refugee status. Visit: <a href="mailto:atip@irb-cisr.gc.ca">atip@irb-cisr.gc.ca</a></li> </ul>

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

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<input type="checkbox"/>	<p><b>Surrender of Indian Nationality Certificate:</b></p> <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"/>	<p><b>Record of Landing(Applicable if born outside Canada):</b></p> <ul style="list-style-type: none"> <li>- Your Immigration Category <b>must</b> be mentioned.</li> <li>- <b>If not, contact CIC authorities and obtain endorsement/certificate.</b></li> <li>- <b>If lost, provide a letter from the CIC authorities (Certified copy)</b></li> </ul>
<input type="checkbox"/>	<p><b>Canadian/Foreign Citizenship (Oath) Certificate:</b></p> <ul style="list-style-type: none"> <li>- Exact date of acquisition (month, day and year) must be indicated.</li> <li>- If the original certificate is incomplete/lost/misplaced, provide a Search Letter from Canadian Immigration authorities mentioning the date of citizenship.</li> <li>- A Citizenship Card: Acceptable only if you can recall the exact date of citizenship.</li> </ul>
<input type="checkbox"/>	<p><b>PIO (Person of Indian Origin) Card:</b> If any(Copy and Original to verify)</p>
<input type="checkbox"/>	<p><b>Marital Status:</b>  <b>If married, provide your spouse's documents as under, even if he/she is not applying for OCI:</b></p> <ul style="list-style-type: none"> <li>- Passport containing Landing Stamp.</li> <li>- Record of Landing issued by Canadian Immigration authorities.</li> <li>- If the spouse's name does not appear in the Indian Passport of the applicant, provide a Marriage Certificate from a competent authority.</li> </ul> <p><b>In case of death of spouse:</b></p> <ul style="list-style-type: none"> <li>- Death Certificate issued by government authorities.</li> <li>- Funeral Home Certificates are <b>not acceptable</b>.</li> </ul> <p><b>If un-married:</b></p> <ul style="list-style-type: none"> <li>- Parents Records of Landing and Indian Passports.</li> </ul> <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"> <li>- Provide a self-declaration.</li> </ul> <p><b>If divorced:</b></p> <p>Divorce certificate and in English, duly attested by (MEA) Ministry of External Affairs, Patiala House, New Delhi, if divorced in India.          Divorce certificate and in English, duly attested by DFAIT (Department of Foreign Affairs and International Trade), if Divorced in Canada.</p> <p><b>If the applicant is a minor below the age of 18:</b> Provide documents of <b>both</b> parents to include:</p> <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"/>	<p><b>Name Variation:</b></p> <p>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):</p> <ul style="list-style-type: none"> <li>- Notarized Affidavit explaining differences in the name and the documents referenced.</li> </ul> <p><b>In case the name has only been changed on the Canadian Passport and not on other relevant documents:</b></p> <ul style="list-style-type: none"> <li>- Name Change Certificate.</li> </ul> <p><b>In case of change of surname of women after marriage:</b></p> <ul style="list-style-type: none"> <li>- Marriage Certificate.</li> </ul>
<input type="checkbox"/>	<p><b>Birth Certificate:</b></p> <p><b>In case of birth outside India:</b></p> <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> </ul>

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	<ul style="list-style-type: none"> <li>- Marriage Certificate of parents; only if spouse's name is not mentioned in either of parent's Indian passports.</li> </ul> <p><b>If you held an Indian passport:</b></p> <ul style="list-style-type: none"> <li>- Statement of Live Birth.</li> </ul> <p><b>If the Date and/or Place of Birth varies:</b> In case this differs in any document:</p> <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>- If either parent is out of the country whilst applying, that parent to provide the following in addition:                             <ul style="list-style-type: none"> <li>o Minor Consent Form – duly completed and signed.</li> <li>o Notarized Affidavit indicating consent to spouse.</li> <li>o Notarized photocopy of passport from Notary Public.</li> </ul> </li> </ul>
<b>3</b>	<b><u>Photocopies:</u></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>
<b>4</b>	<b><u>Fees:</u></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 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 BLS Processing Fee.</li> <li>o Add: Return Courier charges.</li> </ul> </li> </ul>
<input type="checkbox"/>	<p><b>Walk In Applications:</b></p> <ul style="list-style-type: none"> <li>- Pay as above, at the VAC.</li> </ul> <p>BLS Processing Fee.</p> <ul style="list-style-type: none"> <li>- In cash or by debit card.</li> </ul>
<input type="checkbox"/>	<b>Notarized Affidavit for Change in Appearance</b>
<input type="checkbox"/>	<p>Proof of Address(Photocopy)</p> <p>-Bank Statement/Utility Bill/Rent Agreement/Driving License</p>
<input type="checkbox"/>	<b>OCI and Surrender cannot be applied simultaneously</b>

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 \_\_\_\_\_

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