

# 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.
- Please check the ‘Sample Form’ available on [www.blsindia-canada.com](http://www.blsindia-canada.com) for assistance on filling up your application.
- You may visit any of our BLS Centers to have your documentation verified and cross checked before you apply for your OCI.

1.	<p><b><u>ONLINE APPLICATION / REGISTRATION FORM</u></b></p> <ul style="list-style-type: none"> <li>- Application must be completed and submitted online by visiting: <a href="http://passport.gov.in/oci/">http://passport.gov.in/oci/</a></li> </ul>
<input type="checkbox"/>	<p style="text-align: center;"><b>ONLINE FORM FILLING INSTRUCTIONS:</b></p> <ul style="list-style-type: none"> <li>- The OCI application is in two parts – Part A and B. Both must be completed.</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. The 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 register for the OCI in the current year. Forms completed in previous years will not be accepted.</li> <li>- <b>Please print applicant’s name, date of birth, and passport issue according to Canadian / Foreign passport.</b></li> <li>➤ <b>Parents’ name must be filled, according to the applicant’s last or surrendered Indian Passport.</b></li> <li>➤ <b>The applicant’s spouse name must be filled as per his/her valid passport.</b></li> <li>➤ <b>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 the Birth certificate of the applicant.</b></li> <li>- As part of the registration process, the supporting documents <b>have to be uploaded</b> using the same registration number.</li> <li>- After submission online, no changes can be made. In case of any error, please fill a fresh new online application and re-upload the required documents.</li> </ul>
	<p><b>NAME AND PLACE OF BIRTH VARIATION:</b></p> <ul style="list-style-type: none"> <li>- Please fill in your name according to your current Canadian/ Foreign passport.</li> </ul> <p style="padding-left: 20px;">In case name is different in Indian and current passport, please provide a notarized affidavit stating the same.</p> <p style="padding-left: 20px;">In case place of birth is different on Indian and Canadian/Foreign passport, affidavit needs to be provided if village/town/city name is mentioned in one passport and district is mentioned in another passport.</p> <p style="padding-left: 20px;">In case entirely different places of birth are mentioned in both passports, correction should be made in Canadian/foreign passport.</p>
<input type="checkbox"/>	<p><b>PHOTOGRAPH INSTRUCTIONS:</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>- Photograph can be taken in a white, off-white, light colored background in a glossy finish</li> <li>- <b>Please note: The photograph uploaded online must be the same as the physical photograph pasted on your OCI application form.</b></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>. You can avail of this service at any of the walk-in Centers.</li> </ul>
	<p><b>SIGNATURE INSTRUCTIONS:</b></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"> <li>- <b>Minors:</b> 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.</li> </ul>
2	<p style="text-align: center;"><b><u>DOCUMENTS</u></b></p> <p><b>Please attach the following documents mentioned below in original and also bring copies of the same on LETTER size paper. All photocopies have to be Self-Attested:</b> Write on the photocopy “This is a true copy of the original” and sign and date it.</p> <p><b>PLEASE NOTE:</b> All the personal particulars of the applicant such as name, place of birth, parents’ names, etc must be the same in all the supporting documents. If there is any change in personal information, you may be required to submit an Affidavit explaining the reasons for change, along with any valid documentary evidence.</p>

<input type="checkbox"/>	<p><b>CANADIAN / FOREIGN PASSPORT: (photocopy)</b></p> <ul style="list-style-type: none"> <li>- Must be valid for at least <b>190 days or 6 months</b></li> <li>- Foreign passport holders (non-Canadian), kindly provide a "Reference Form" along with the application. <i>This can be availed at any BLS center.</i></li> </ul>
<input type="checkbox"/>	<p><b>PROOF OF INDIAN ORIGIN:</b></p> <p><b>A) FORMER INDIAN NATIONALS / THOSE BORN IN INDIA, please provide;</b></p> <ul style="list-style-type: none"> <li>- Previous Indian Passport (Original and photocopies of the first page and last page of last held surrendered Indian passport, along with copies of any observations) Notarized copies can be provided in case you don't want to submit original passport</li> </ul> <p><b>B) FOR MINORS / ADULTS BORN OUTSIDE INDIA, WHOSE PARENTS ARE OF INDIAN ORIGIN:</b></p> <p><i>Please provide the below documents of both parents, as applicable;</i></p> <ul style="list-style-type: none"> <li>- <i>If parents are still Indian nationals: Indian passports, PR cards/Work Permit/landing papers (Original or notarized)</i></li> <li>- <i>If parents have acquired foreign nationality: Copy of current passport, Original or notarized last held surrendered Indian passport and landing papers (Original or notarized copies)</i></li> <li>- <i>Statement of Live Birth Certificate (showing both parent's names) (photocopy)</i></li> <li>- <i>Marriage Certificate (photocopy)</i></li> <li>- <i>Proof of address of one parent in Canada</i></li> </ul> <p><b>C) FOR THOSE APPLYING ON BASIS OF THEIR SPOUSE, WHO IS AN INDIAN NATIONAL OR FORMER INDIAN NATIONAL AND EXISTING OCI CARD HOLDER:</b></p> <p><i>For applicants, NOT of INDIAN origin, (i.e., whose parents / grandparents were not former Indians), they may apply on basis of their spouse who is current Indian national or a former Indian national holding OCI card. For these applicants, In the online form, 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 indicate 'Foreign Spouse Application.' (Please note that marriage should be at least two years old for the foreign spouse to be eligible for OCI)</i></p> <p><b>Please provide the below documents of the spouse, who currently is an Indian national:</b></p> <ul style="list-style-type: none"> <li>- <i>Indian passport (Original or notarized copies)</i></li> <li>- <i>Current status in Canada (photocopy)</i></li> <li>- <i>landing paper (Original or notarized copy)</i></li> <li>- <i>Marriage certificate copy</i></li> </ul> <p><b>Please provide the below documents of the spouse, who is a former Indian national:</b></p> <ul style="list-style-type: none"> <li>- <i>Surrendered Indian passport and Surrender certificate (Original or photocopy)</i></li> <li>- <i>Landing paper (Original or notarized copy)</i></li> <li>- <i>Current passport copy</i></li> <li>- <i>Marriage Certificate (follow the requirements under 'Marriage Certificate')</i></li> </ul> <p><b>IMPORTANT</b></p> <p style="text-align: center;"><b><i>With regards to foreign spouse applications the Canadian Marriage Certificate should be notarized/authenticated by Provincial Authorities/Federal Govt. and then it has to be attested by the Indian Consulate. Indian marriage certificate should be attested by Ministry of External Affairs, India. Only after this procedure is done the foreign spouse application can be accepted.</i></b></p> <p style="text-align: center;"><b><i>For detailed information on attestation/authentication procedure the applicant should visit <a href="http://www.cgivancouver.org">www.cgivancouver.org</a> under 'consular services'. Please make sure that only the attested marriage certificates attested by this Consulate are uploaded.</i></b></p> <p style="text-align: center;"><b><i>One notarized affidavit needs to be provided with foreign spouse applications. Please find below the link for the same.</i></b></p> <p style="text-align: center;"><b><i><a href="http://www.cgivancouver.org/pdf/affidavit-OCI.pdf">http://www.cgivancouver.org/pdf/affidavit-OCI.pdf</a></i></b></p>

<input type="checkbox"/>	<b>CITIZENSHIP CERTIFICATE:</b> A citizenship / Oath certificate (copy) issued by the Canadian authority mentioning the exact date of acquiring the Canadian citizenship is required. Citizenship card (copy) can also be provided in case certificate is not available.
<input type="checkbox"/>	<b>MARRIAGE CERTIFICATE:</b> <b>If spouse name is not entered</b> in the respective partner's Indian passports, please provide copy of marriage certificate <b>In case of unmarried adult applicant</b> , please provide a hand written declaration stating the single marital status
<input type="checkbox"/>	<b>PROOF OF ADDRESS:</b> One proof of address in applicant's name matching with the address provided in the application form. (Copy of Driver's license, utility bill, bank statement or any other id issued by Government)
<input type="checkbox"/>	<b>SPOUSE'S DOCUMENTS:</b> Following documents of spouse need to be provided even if spouse is not applying for OCI - Current passport copy - Landing paper copy
3.	<b><u>FEES</u></b>
<input type="checkbox"/>	Refer to fee schedule at: <a href="http://blsindia-canada.com/ocihome.php">http://blsindia-canada.com/ocihome.php</a> <b><u>Mail In Applications:</u></b> Postal applications are accepted at Surrey Centre only.  - Enclose a Demand draft or Money order of Canadian dollars 289.40 plus applicable return courier charges. (In favor of BLS International Services Canada)
<input type="checkbox"/>	<b><u>Walk In Applications:</u></b>  - 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: \_\_\_\_\_

### **DOCUMENT UPLOADING INSTRUCTIONS**

Please visit the link <http://passport.gov.in/oci> to apply for OCI. **Please bring a screenshot of the photograph and signature and documents uploaded.**

#### **A) PHOTO / SIGNATURE UPLOADING INSTRUCTIONS**

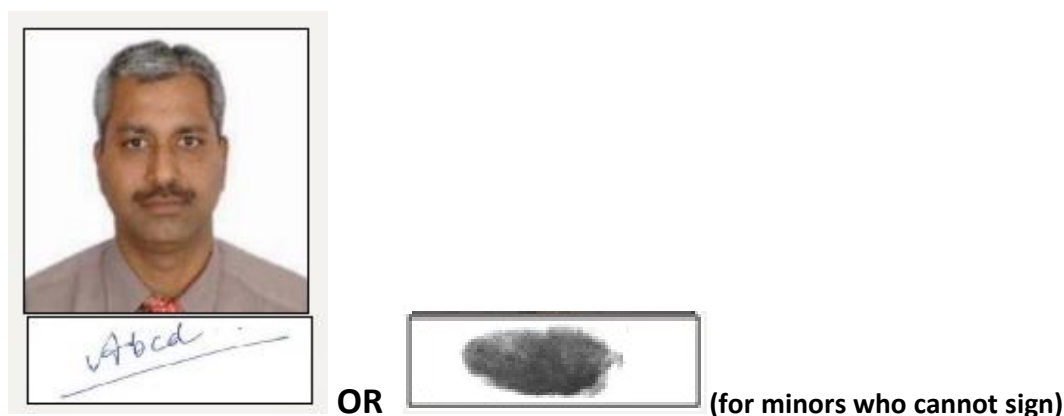
**Important:** The images must be in JPEG or JPG, with maxsize 200 kb.

##### **(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 colour and NOT black and white.



#### **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 file for each category as mentioned below;

<b>CATEGORIES</b>	<b>ADULTS (18 AND ABOVE)</b>	<b>FOR MINOR APPLICANTS &amp; ADULTS BORN OUTSIDE INDIA</b>	<b>APPLICANTS APPLYING ON SPOUSE BASIS</b>
<b>CURRENT PASSPORT</b>	Current Passport Copy (photo page)	Current Passport Copy (photo page)	Current Passport Copy (photo page)
<b>INDIAN ORIGIN PROOF</b>	Cancelled Indian passport (first and last page) with stamp showing 'Cancelled on acquiring foreign citizenship' as one file. In case, there is no Indian origin proof, Nativity Certificate can be uploaded here.	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.	Upload spouse's surrendered Indian passport (first and last page) showing the 'Cancelled on acquiring foreign citizenship' stamp.
<b>INDIAN VISA</b>	-	-	-
<b>PIO CARD</b>	-	-	-
<b>SPOUSE OCI CARD</b>	Upload spouse's OCI card first and last page as one file	Not applicable	Upload spouse's OCI card first and last page as one file
<b>RELATIONSHIP CERTIFICATE</b>	Not applicable	Statement of live birth Certificate reflecting both	Full version of birth Certificate of the applicant

		parent's names	not born in India
<b>MARRIAGE CERTIFICATE</b>	Marriage Certificate or Divorce or Death Certificates can be uploaded here, if applicable	Parent's Marriage Certificate	Marriage Certificate to be uploaded here