

# 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.

## 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. An applicant may however, bring one person to assist him/her if he or she is elderly, disabled, or a minor child. Applicants should bear in mind that they may stand outside the facilities for their turn, please dress according to weather conditions on the day of your visit.
2. If you cannot visit the VAC, it is recommended that you use the postal service to submit your application. Alternatively, to book a pickup and/or drop via FedEx, visit <http://www.blsindia-canada.com/vas/>

1.	<input type="checkbox"/>	<p><b>ONLINE APPLICATION / REGISTRATION FORM</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> <li><b>Please note: All information updated online by the applicant will be printed on their OCI book. BLS International employees CANNOT make any changes to your online application form and request you to fill out your information as per your passport.</b></li> <li>- Please print out the application form and bring it to the nearest BLS Center for submission, along with the below documents and a copy of this Checklist.</li> </ul>
		<p><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, place of birth, date of birth, passport issue according to Canadian/ Foreign passport.</b></li> <li>➤ <i>Parents / Spouse name must be filled, according to the applicant’s last or surrendered Indian Passport.</i></li> <li>➤ <i>The applicant’s spouse name must be filled, as per their valid passport.</i></li> <li>➤ <i>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.</i></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 VARIATION:</b></p> <ul style="list-style-type: none"> <li>- Please fill in your name according to your current Canadian/ Foreign passport.</li> <li>- Please fill out the ‘Previous Name’ field (as per last Indian Passport, <b>only if it differs from the current Canadian/ Foreign passport</b>).</li> </ul> <p><b>For Former Indian Nationals, whose middle name is not endorsed in their current foreign Passport, but it is endorsed in your last Indian passport, you are required to</b></p> <ul style="list-style-type: none"> <li>- Enter your full name, as it appears in your last Indian Passport under ‘Previous Name’ only, in the online OCI form.</li> <li>- Also, submit a written declaration to the Consulate General of India.</li> </ul> <p><b>All other Nationals, including former Indians:</b> If there is a name variation or complete name change, please submit a Name Change Certificate, issued by the Ministry of Ontario.</p>
		<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> <li><b>Please note:</b> BLS International will print the photograph for you however; you are required to upload the same to your application online.</li> </ul>

	<p><b>SIGNATURE INSTRUCTIONS:</b> 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, date of birth, 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:</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</b>, please provide;</p> <ul style="list-style-type: none"> <li>- Previous Indian Passports (Original and photocopies of the first page, last page, landing stamp (passport used to migrate to Canada) and Surrendered Indian passport, along with copies of any observations. <b>Note:</b> If you have lost Indian passport, kindly contact <a href="http://www.cgitoronto.ca/">http://www.cgitoronto.ca/</a></li> </ul> <p><b>B) FOR MINORS / ADULTS BOTH OUTSIDE INDIA, WHOSE PARENTS ARE OF INDIAN ORIGIN:</b></p> <p>Please provide the below documents of both parents, as applicable;</p> <ul style="list-style-type: none"> <li>- Current status in Canada (Canadian passport / PR/ Work Permit)</li> <li>- Surrendered Indian passports (unless they have not acquired foreign citizenship)</li> <li>- Surrender certificates</li> <li>- The landed passports (with the landing stamp at the time of entry in Canada)</li> <li>- The landing paper of both parents. (If Landing papers have F/C category, please follow the documentation process listed under ***F/C category***section in this checklist.</li> <li>- Statement of Live Birth Certificate (showing both parent's names)</li> <li>- Marriage Certificate (applicable only if either parent's names is not included in their respective Indian passports) (<i>for more details on Marriage Certificate requirements, refer to 'Marriage Certificate' section</i>)</li> <li>- Proof of address of one parent in Canada</li> </ul> <p>In addition, the applicant also has to provide the '<b>Statement of Live Birth' Certificate</b> or a Birth certificate showing both parents names.</p> <p><b>C) FOR THOSE APPLYING ON BASIS OF THEIR SPOUSE, WHO IS A FORMER INDIAN NATIONAL AND EXISTING OCI CARD HOLDER:</b></p> <p>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 of Indian origin or a former Indian national and an existing OCI card holder. 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 '<b>Foreign Spouse Application.</b>'</p> <p><b>Please provide the below documents of the spouse, who currently is an OCI card holder;</b></p> <ul style="list-style-type: none"> <li>- Their OCI card</li> <li>- Their current status in Canada (eg, Canadian passport)</li> <li>- Their landing paper. (If Landing papers have F/C category, please follow the documentation process listed under ***F/C category***section in this checklist.</li> <li>- Both surrendered and landed Indian passport with landing stamp</li> <li>- Surrender Certificate</li> <li>- Marriage Certificate (follow the requirements under 'Marriage Certificate')</li> <li>- Written Declaration indicating that in case of dissolution of marriage or deceased spouse, he / she must notify and return the OCI Card to the Consulate General of India.</li> </ul>

	<p align="center"><b><u>In case the applicant (born in India or former Indian national) does not have any Indian passport:</u></b></p> <p>He/she can prove his/her Indian origin by submitting Indian passport of any one of his/her parents or grand-parents to prove his origin along with documents like birth/education* certificate etc. authenticated by the Ministry of External Affairs, as evidence of relationship with parent/grand parent of the applicant, should be submitted.  &gt;(*School Leaving Certificate, at least Secondary School onwards from required Board. Postdated school certificate /School Leaving Certificate from India should be authenticated by Director of Education/District Magistrate/District Collector of the area with name, stamp, seal and contract telephone numbers with area code for verification.)</p> <p>In case the applicant does not have any of the above proofs to establish his/her Indian origin he/she must obtain a 'Nativity Certificate' issued by a State Government in India by an authority not below a District Collector/ District Magistrate and duly authenticated by Ministry of External Affairs about an applicant being Person of Indian Origin eligible for registration as OCI may be submitted for consideration of issue of OCI cards. (Please note that if the applicant was born in India and is submitting a nativity certificate then he/she needs to submit an affidavit from a notary public stating the fact about his/her Indian passport and how he/she travelled to Canada)</p> <p>A copy of sample 'Nativity Certificate' application format along with copy of sample 'Nativity certificate' can be seen on Google under 'Nativity Certificate'.</p> <p>The details of the process of attestation by Ministry of External Affairs may be seen at the website: <a href="http://www.mea.gov.in/legalization-of-documents.htm">www.mea.gov.in/legalization-of-documents.htm</a></p>
<input type="checkbox"/>	<p><b>SURRENDER CERTIFICATE:</b> (Surrender Certificates were issued on or after June 01, 2010)</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>- If you have not surrendered your Indian passport, please click here <a href="http://blsindia-canada.com/renunciation_ppt.php">http://blsindia-canada.com/renunciation_ppt.php</a> for document checklist, forms and fees to apply for the same.</li> <li>- If you have misplaced / lost your Surrender Certificate, you may provide a photocopy of the Indian passport that was surrendered and endorsed with the stamp 'Cancelled on acquiring Foreign Citizenship.'</li> <li>- <b>If you have misplaced or lost your Indian passport</b>, you have to obtain a Police report and Affidavit and apply for a <b>Deemed Surrender Certificate, with prior approval from the Consulate General of India.</b></li> </ul>
<input type="checkbox"/>	<p><b>RECORD OF LANDING (IMM1000)/ Confirmation of Permanent Residence (IMM 5392)</b></p> <ul style="list-style-type: none"> <li>- All the applicants who are born outside Canada must submit Record of landing/Confirmation of Permanent Residence indicating the "immigration category" of the applicant.</li> </ul> <p><b>Note: In case, original landing paper is not available / lost</b>, a duplicate/certified true copy or any other document, showing applicant's immigration category, issued by Canadian immigration authority can be accepted. Please note that the document submitted in lieu of the lost/misplaced original landing document will be accepted only if it reflects the immigration category of applicant. In this case, you may also apply for a 'Status of Verification' document from CIC, ensuring that the category is printed on the same.</p> <hr/> <p><b>***FC/Family Category on Landing Paper***If you immigrated to Canada under "Family Class" (FC – FC1, FC4, FC8) immigration category and if your previous sponsors and/or their respective sponsors (up to 3 generations) migrated to Canada on a different category, please provide;</b></p> <ul style="list-style-type: none"> <li>- Landing Paper/s of Sponsor/s(copy)</li> </ul> <p>Please provide the 'Refugee letter' from the Refugee Board of Canada, which states that the applicant never acquired Refugee Status in Canada. You may email <a href="mailto:atip@irb-cisr.gc.ca">atip@irb-cisr.gc.ca</a> to obtain this letter only if:</p> <ul style="list-style-type: none"> <li>- All 3 generations are Family Class (FC Category, FC1, FC4, FC8) OR</li> <li>- If you are unable to contact your previous sponsor/s.</li> </ul>
<input type="checkbox"/>	<p><b>CITIZENSHIP CERTIFICATE:</b></p> <p>A citizenship / Oath certificate issued by the Canadian authority mentioning the exact date of acquiring the Canadian citizenship is required. In case citizenship certificate/exact date of acquiring Canadian citizenship is not reflected in the citizenship certificate or citizenship card, the applicant may submit an undertaking giving the exact date of acquiring Canadian Citizenship. However, if the applicant is unable to provide the exact date, a Search letter or any other document issued by the concerned Canadian authorities mentioning the exact date (i.e. date, month and year) should be submitted.</p>



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: \_\_\_\_\_

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### **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**

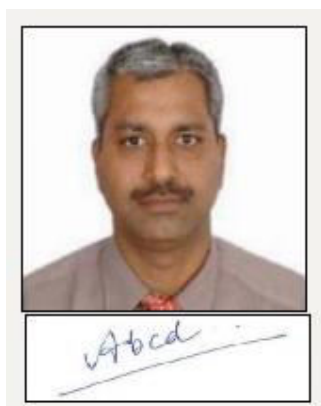
**Important:** The images must be in JPEG or JPG, with maxsize 200 kb.

##### **(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).

##### **(II) 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.



OR



(for minors who cannot sign)

**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 parent's names	Full version of birth Certificate of the applicant 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