

CHECKLIST FOR CONVERSION OF PIO TO OCI

- PLEASE FOLLOW THE BELOW CHECKLIST TO APPLY FOR AN OCI CARD / CONVERT YOUR PIO TO OCI.
- THE CONSULATE RESERVES THE RIGHT TO CALL FOR ADDITIONAL DOCUMENTS, AS CONSIDERED NECESSARY.

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 Purolator visit <http://www.blsindia-canada.com/vas/>

1	<u>ONLINE REGISTRATION</u>
<input type="checkbox"/>	<ul style="list-style-type: none"> - Online Registration form (select: OCI IN LIEU OF PIO) must be completed and submitted online by visiting: https://passport.gov.in/oci/ <p style="text-align: center;"><u>IMPORTANT GUIDELINES:</u></p> <ul style="list-style-type: none"> - An OCI Card may be approved and is valid for a life time. It must however be replaced <u>only when a new passport is issued up to 20 years of age, and once after completing 50 years of age.</u> Refer to http://www.cgitoronto.ca/eoi.php?id=oci_application for more details - All information updated online by the applicant will be printed on their OCI book. - OCI in lieu of valid PIO is issued only in cases of valid PIO card. If your PIO card is no longer valid you may have to apply for fresh OCI. - 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. BLS International employees CANNOT make any changes to your online application form and request you to fill out your information as per your passport. - 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.
	<p>ONLINE FORM FILLING INSTRUCTIONS</p> <ul style="list-style-type: none"> - The PIO to OCI application is in two parts – Part A and B. Both must be completed. - Please ensure that you are selecting 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: http://www.blsindia-canada.com/ocihome.php - <u>Please select ‘Change of Passport particulars’ and ‘Change of Personal Particulars’ for all unmarried, minor applicants, for those whose spouse’s name is not entered in their previous PIO card and for those whose marital status has changed.</u> If married, please enter the spouse’s name as per their current valid passport. Please note it is mandatory to write the marital status in OCI forms. - Applicants to fill in their details according to their Valid Canadian/ Foreign passport. - Ensure that you register for the OCI in the current year. Forms completed in previous years will not be accepted. - As part of the registration process, the supporting documents have to be uploaded using the same registration number. Refer to photograph, signature and document upload instructions on the last page of this checklist.

Signature of Applicant _____

	<p>INSTRUCTIONS ON NAME ENTRIES & VARIATIONS IN THE ONLINE FORM</p> <ul style="list-style-type: none"> - Please fill in your name according to your current Canadian/ Foreign passport. - Please fill out the 'Previous Name' field (as per last Indian Passport, only if it differs from the current Canadian/ Foreign passport. - For Former Indian Nationals: If the middle name is not endorsed in your current Canadian/ Foreign passport, but it is endorsed in your PIO card, then please enter your full name, as it appears in your PIO card under 'Previous Name' only, in the online OCI form. - For complete name change/name variation: Please submit a Name Change Certificate, issued by the Ministry of Ontario. - In addition, you are to submit a written declaration to the Consulate General of India for both cases listed above explaining the variation in the names on your current passport and PIO card. - Kindly enter your parents full names as per your previous PIO card. For any variations supporting documents should be provided. Spouse name to be filled as per their (your spouse's) current valid passport or as per their name on your PIO card.
<input type="checkbox"/>	<p>PHOTOGRAPH SPECIFICATIONS:</p> <ul style="list-style-type: none"> - One photo of size 51mm x 51 mm. Paste this on Page 1 of the Application Form. - Photograph can be taken in a white, off-white, light colored background in a glossy finish - Photo must be compliant with specifications; refer to http://www.blsindia-canada.com/photo_spec.php. You can avail of this service at any of the walk-in Centers. - The photograph uploaded online must be the same as the physical photograph pasted on your OCI application form. - BLS International will print the photograph for you however; you are required to upload the same to your application online.
<input type="checkbox"/>	<p>SIGNATURE INSTRUCTIONS:</p> <ul style="list-style-type: none"> - 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. - For minors, 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.
<p>2</p>	<p style="text-align: center;"><u>DOCUMENTS</u></p> <p>Please attach the following documents mentioned below in original and also bring copies of the same on LETTER size paper. <u>All photocopies have to be Self-Attested:</u> Write on the photocopy "This is a true copy of the original" and sign and date it.</p> <p>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> <p>Any document (original/photocopy) which is not provided in English language might require English translation from authorized translator.</p>
<input type="checkbox"/>	<p>CANADIAN / FOREIGN PASSPORT (Must be valid for at least 190 days or 6 months) Original & photocopy of the photo page</p>
<input type="checkbox"/>	<p>PIO CARD - Original & photocopy of the first and last page (Original to be submitted for cancellation, it will be return back to the applicant with OCI card).</p> <p><u>Lost PIO cards:</u></p> <ul style="list-style-type: none"> - Applicants whose PIO cards are lost and do not have a photocopy of their PIO card, they have to apply for a new OCI application. Please follow the checklist for new OCI - If you have a photocopy of your valid PIO card along with the detailed Police report which has the PIO card number, you may submit the application at BLS with a notarized affidavit with all other documents mentioned in this checklist.

<input type="checkbox"/>	<p>MINOR APPLICANTS:</p> <p>Joint declaration by both parents stating that they have no objection for their child to acquire an OCI, along with photos of parents, email addresses, phone numbers and signatures. Form can be downloaded from https://www.bisindia-canada.com/CanadaVisaCCT/no-objection-letter.pdf</p> <p>*Both parents must sign together in the Minor's Declaration Column found on PART B of the application form in column number 36.*</p>
<input type="checkbox"/>	<p>REFERENCE FORM:</p> <ul style="list-style-type: none"> - If PIO was issued in another country and / or if you are holding a non-Canadian passport please fill out the Reference Form. http://www.cgitoronto.ca/docs/REFERENCE%20FORM.pdf
<input type="checkbox"/>	<p>PROOF OF ADDRESS:</p> <p>Valid Driver's license copy or utility bill (less than 6 months old)</p>
<input type="checkbox"/>	<p>MARRIAGE CERTIFICATE</p> <p>If spouse name is not entered in last held PIO book (there is no spouse section), then their marriage certificate must be provided.</p> <ul style="list-style-type: none"> - If spouse name is entered in applicants/spouse's Indian passport, than a copy of Indian passport first and last/information/observation pages are required. Marriage certificate might be exempted in such cases. <p>- If married in India: Married applicants have to provide marriage certificate issued by the Registrar of Marriages or District Administration. Please note that the Consulate does not recognize marriage certificates issued by Village Panchayats, Wakf Boards, Gurudwara and Churches in India unless these are attested/authenticated by the concerned District Administration and the Ministry of External Affairs, New Delhi.</p> <p>- If married in Canada / Outside of India: For those married in Canada, Marriage Certificate issued by the Ministry of the respective province to be further authenticated by the Provincial Government (for example- if married in Ontario- You may get it authenticated by Ministry of Services, Ontario: Link here: https://www.ontario.ca/page/authenticate-document-use-outside-canada#section-2) and then attested by the Consulate General of India, Toronto. In case the Marriage Certificate is issued by other Foreign Governments, it should be authenticated by that concerned Diplomatic Mission in Canada then further attested by the Consulate General of India, Toronto.</p>
<input type="checkbox"/>	<p>DEATH CERTIFICATE</p> <ul style="list-style-type: none"> - Death Certificate issued by government authorities. - Funeral Home Certificate is not acceptable.
<input type="checkbox"/>	<p>DIVORCE CERTIFICATE:</p> <p>Divorcee applicants are required to submit their divorce certificate. Please note: In normal circumstances, if the marriage is solemnized in India, the divorce should also be taken in India (not in Canada) however, if both applicants seeking to get divorced have acquired Canadian or foreign citizenship, they can get divorced in Canada, provided the decision is not ex-parte. Ex-parte divorce certificate will not be accepted.</p> <ul style="list-style-type: none"> - If divorced in Canada, the divorce certificated should be attested from the Ministry of Ontario and further attested by the Consulate General of India, Toronto. - If divorced in another country, divorce certificate to be attested by the county's Embassy and furthermore attested by the Consulate General of India, Toronto. - If Married in India and divorced in India – Divorce certificate issued by the Family court.

Signature of Applicant _____

3.

FEES

Mail In Applications: Postal applications will be accepted at Brampton Centre only.

- Enclose a Demand draft or Money order of Canadian dollars \$157 in favor of “**Consulate General of India, Toronto**”
- Enclose a separate Demand Draft, in favor of ‘BLS International Service Canada Inc.’ to include:
 - BLS Processing Fee.
 - Add: Return Courier charges

Walk In Applications:

- **Please bring demand draft or Money order in Canadian dollars – CAD 157, in favor of ‘The Consulate General of India, Toronto’**
- 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:** _____

➤ **PHOTO / SIGNATURE UPLOADING INSTRUCTIONS**

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

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).

➤ **APPLICANT'S SIGNATURE / THUMB IMPRESSION (MINORS WHO CANNOT SIGN):**

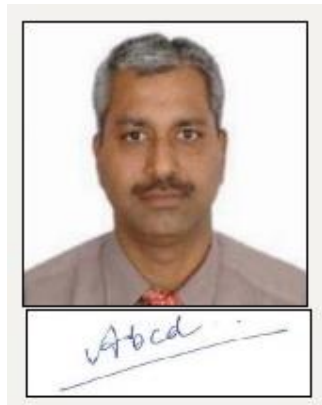
The height and width of the Signature Photo must have aspect ratio 1:3.

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 color and NOT black and white.



OR



(for minors who cannot sign)

➤ **DOCUMENT UPLOADING INSTRUCTIONS (OCI in lieu of PIO)**

- **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;

CATEGORIES ↓	ADULTS (18 AND ABOVE) ↓	FOR MINOR APPLICANTS ↓
CURRENT PASSPORT	Current Passport Copy (photo page)	Current Passport Copy (photo page)
INDIAN ORIGIN PROOF	Not Applicable	Not Applicable
INDIAN VISA	Not Applicable	Not Applicable
PIO CARD	Copy of PIO card first and last page	Copy of PIO card first and last page
SPOUSE OCI CARD	Not Applicable	Not applicable
RELATIONSHIP CERTIFICATE	Not applicable	Not Applicable
MARRIAGE CERTIFICATE	Not Applicable	Not Applicable