

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.
- 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.

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	<p><u>Registration:</u></p>
<input type="checkbox"/>	<p>ONLINE APPLICATION FORM:</p> <ul style="list-style-type: none"> - Application (OCI IN LIEU OF PIO) must be completed and submitted online by visiting: https://passport.gov.in/oci/ - As part of the registration process, the supporting documents, i.e, the PIO card (first and last page) and Canadian passport have to be uploaded using the same registration number. - Be sure to also select the correct Indian mission based on the place where you reside in Canada, and the mission's jurisdiction. Mission jurisdiction can be viewed at: http://www.blsindia-canada.com/ocihome.php - Ensure that you use the correct form (Current Year Form). - Please print applicant's name according to Canadian/ Foreign passport and Parents name according to the last page on the PIO card. <p>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.</p> <ul style="list-style-type: none"> - 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.
<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 - Please note: The photograph uploaded online must be the same as the physical photograph pasted on your OCI application form. - 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. <p>Please note: BLS International will print the photograph for you however; you are required to upload the same to your application online.</p>
<input type="checkbox"/>	<p>SIGNATURE INSTRUCTIONS:</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"> - 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.
2	<p><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. All photocopies have to be Self-Attested: Write on the photocopy "This is a true copy of the original" and sign and date it.</p> <p>PLEASE NOTE: 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>CANADIAN / FOREIGN PASSPORT:</p> <ul style="list-style-type: none"> - Must be valid for at least 190 days or 6 months.

Signature of Applicant _____

<input type="checkbox"/>	PIO CARD: - First and last page copy of the PIO card
<input type="checkbox"/>	REFERENCE FORM: - If PIO was issued in another country and / or if you are holding a non-Canadian passport please fill out the Reference Form. <i>(This form is available at the BLS walk-in Centers)</i>
<input type="checkbox"/>	Screenshots: - After registering your application online, please bring a screenshot of the documents that you have uploaded by visiting the website https://passport.gov.in/oci/
3.	Fees: Mail In Applications: Postal applications will be accepted at Brampton Centre only. - Enclose a Demand Draft, in favor of 'BLS International Service Canada Inc.' to include: - BLS Processing Fee of \$9.40 - Add two Return Courier charges for Acknowledgement receipt and OCI booklet Walk In Applications: - BLS fees can be paid by debit or Cash (exact change) only. Please note: For lost PIO cards , the fee is \$103, in addition to the BLS processing fees. This fee of \$103 can be made in favor of the Consulate General of India, Toronto.

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

Important:

- 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

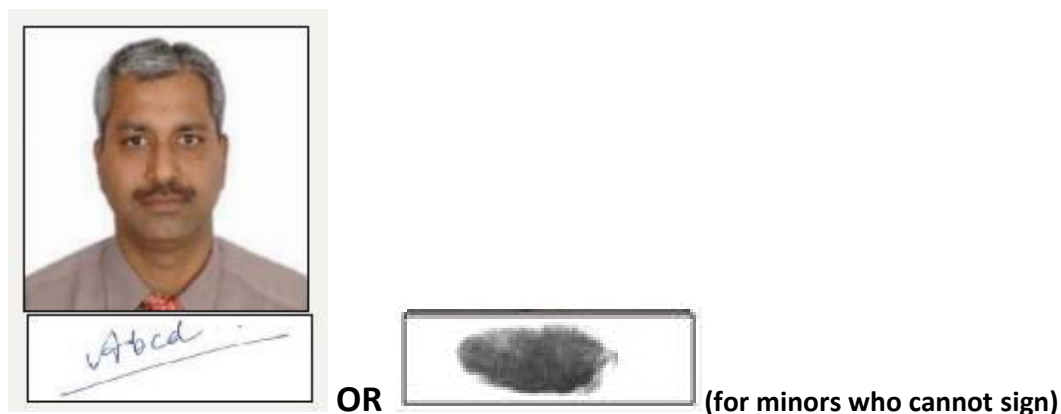
Important: The images must be in JPEG or JPG, with maxsize 200 kb.

(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 (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 (OCI in lieu of PIO)

- 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;

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