

# NEW OCI – Checklist



Applicant's Name		Submission officer	
Passport number		Date	DD – MM – YYYY



Tick Mark requirements that are complied with and signed by applicant at the end.  
Kindly use blue or black ink ONLY on application form and checklist.

**The following persons may accompany an applicant during his or her visit to the Visa Application Center (VAC):**

Special Needs Assistants: An applicant may bring one person to assist him if he or she is an elderly, disabled or a minor child.

**The following persons will NOT be allowed into the VAC premises:**

Attorneys: An applicant may NOT be accompanied by his or her attorney(s).

Drivers, friends, extra relatives, and others not specifically named above will NOT be permitted to enter.

Due to the limited size of the (VAC) waiting rooms, the high volume of visa applicants, and the time required to process application, other accompanying persons cannot and will not be admitted to the (VAC).

**Appointment:** It is recommended to secure an appointment for your visit to the application centre. Kindly visit <http://www.blsindia-canada.com/bookappointment.php> to book an appointment.

For those who cannot visit the application centre it is recommended to use the postal service to submit their applications. Alternatively visit <http://www.blsindia-canada.com/vas/> to book a pickup and/or drop via FedEx.

<input type="checkbox"/>	<p>Online Registration (Using Microsoft Internet Explorer only): The OCI Application is in two parts; Part A and Part B. Part A MUST be submitted on-line by visiting the link <a href="https://passport.gov.in/oci/">https://passport.gov.in/oci/</a></p> <p>After submitting Part A online the applicant cannot make any changes to it. Please ensure that all information is filled in carefully and tallies with the supporting documents (e.g. Indian passport, Landing Certificate and Canadian passport). In case of any mistake, applicant should submit Part A again by filling the correct information.</p>		
<input type="checkbox"/>	<p>The signature of the applicant should be inside the box left to the photo and at other Places requiring signature. In case of minors who cannot sign please use left thumb impression for boys and right for girls. Please Use only blue or black ink for the thumb impression.</p> <p>Minor applicant - both parent must sign the Part B section even if not applying together</p>		
<input type="checkbox"/>	<p><b>Photograph</b> – one pasted on PART A of the application form Specifications can be also referred at <a href="http://www.blsindia-canada.com/photo_spec.php">http://www.blsindia-canada.com/photo_spec.php</a></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li>- The image should be 51mm X 51mm</li> <li>- The image must have adequate brightness and contrast</li> <li>- The skin tone should be natural. In case of over-exposure or under-exposure of the photo, The skin is either too dark or too light, photo will not be acceptable</li> <li>- It should show a close up of the head and (partial) shoulders</li> <li>- The image should be straight looking, centered with neutral expression</li> <li>- Face should be in sharp focus and clear with no ink marks/creases/lines</li> <li>- The face (from forehead edge to bottom of chin) should be 70 to 80% of the photo or one inch height</li> </ul> </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li>- The eyes must be open and no hair obscuring the face</li> <li>- Prescription glasses if worn should be clear and thin framed and should not have flash reflection or obscure the eyes</li> <li>- Head coverings, hair, head-dress or facial ornaments should not obscure the face</li> <li>- The photo must have plain light background</li> <li>- There must be no other people or object in the photo</li> <li>- The lighting must be uniform with no shadows on the face or behind</li> <li>- Red eye photos are not allowed</li> <li>- No lines are allowed</li> </ul> </td> </tr> </table>	<ul style="list-style-type: none"> <li>- The image should be 51mm X 51mm</li> <li>- The image must have adequate brightness and contrast</li> <li>- The skin tone should be natural. In case of over-exposure or under-exposure of the photo, The skin is either too dark or too light, photo will not be acceptable</li> <li>- It should show a close up of the head and (partial) shoulders</li> <li>- The image should be straight looking, centered with neutral expression</li> <li>- Face should be in sharp focus and clear with no ink marks/creases/lines</li> <li>- The face (from forehead edge to bottom of chin) should be 70 to 80% of the photo or one inch height</li> </ul>	<ul style="list-style-type: none"> <li>- The eyes must be open and no hair obscuring the face</li> <li>- Prescription glasses if worn should be clear and thin framed and should not have flash reflection or obscure the eyes</li> <li>- Head coverings, hair, head-dress or facial ornaments should not obscure the face</li> <li>- The photo must have plain light background</li> <li>- There must be no other people or object in the photo</li> <li>- The lighting must be uniform with no shadows on the face or behind</li> <li>- Red eye photos are not allowed</li> <li>- No lines are allowed</li> </ul>
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<input type="checkbox"/>	<p><b>Payment of fees</b></p> <p><b>Walk In applications:</b> Postal services submit money order in favor of BLS International Services Canada Inc. Applicant (adult/minor) applying for OCI for the first time: CAN \$ 278.00 PIO card holder who was above 18 yrs. of age at the time of issuance of PIO card: CAN \$ 26.00 PIO card holder who was below 18 yrs. of age at the time of issuance of PIO card: CAN \$ 147.00</p>		

Signature\_\_\_\_\_

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	<p>BLS Processing fee (CAD 7.40) +ICWF fee (CAD 2.00) can be paid in cash or by debit card at the application centre.</p> <p><b>Mail In applications (additional to above):</b>            Attach a separate Bank draft or Money order in favor of BLS International Service Canada Inc. (Fees should include: BLS Processing fee (CAD 7.40) +ICWF fee (CAD 2.00) + Return Courier charges mentioned as below:</p> <ul style="list-style-type: none"> <li>- Regular Courier Service: CAD 20.00</li> <li>- Express Courier (out of Province): CAD 30.00</li> <li>- Courier Pick up and Drop: CAD 35.00</li> <li>- Courier Pick up and Drop (out of province): CAD 50.00</li> </ul>
<input type="checkbox"/>	<p>Surrender certificate for renunciation of the Indian citizenship for applicants who acquired Canadian/Foreign citizenship on or after June 01, 2010.            The Indian passport should be cancelled for applicants who acquired Canadian/Foreign citizenship.</p>
<input type="checkbox"/>	<p>Current Canadian passport needs to be valid for at least 190 Days.            Previous Indian Passport(s): One on which the applicant entered in Canada [with the Landing Stamp at the time of entry into Canada] and the last Indian passport issued (before acquiring Canadian citizenship).</p>
<input type="checkbox"/>	<p>Landing paper of each applicant if born outside Canada. If original record of landing is lost, produce duplicate/certified true copy issued by the Canadian immigration authorities. Verification of landing document is not acceptable.</p> <ul style="list-style-type: none"> <li>- In case of married applicant: Spouse's record of landing and landed Indian passport is required even if he/she is not applying for OCI. In addition, a marriage certificate from competent authority is required. In case of spouse death: Death certificate issued by government authority (Note: Funeral home certificate is not accepted).</li> <li>- In case of un-married/single applicant: Parents record of landing and parents landed Indian passports are required. If parents have never landed or applied of Permanent Residence status in Canada need to provide Notarized Affidavit from Canada.</li> <li>- In case applicant is unmarried / Adult: Self signed declaration letter to be provided.</li> <li>- In case of minor applicant: Parents record of landing and parents Indian passports are required if the applicant is below the age of 18.</li> </ul>
<input type="checkbox"/>	<p>Canadian citizenship certificate mentioning the exact date of acquisition (i.e., month, day and year must all be included) of citizenship. If the original certificate is incomplete / lost /misplaced a search letter from Canadian Immigration mentioning the exact day, month and year of citizenship should be provided.</p>
<input type="checkbox"/>	<p>Persons of Indian origin Card, if any            Statement of Live Birth (detailed birth certificate mentioning the parents name, D.O.B and place of Birth) in case of birth outside India. The applicant should also submit both parents Indian and Canadian passports along with their record of landing and citizenship certificate.</p> <ul style="list-style-type: none"> <li>- If the applicant is born outside of India but held an Indian passport Statement of Live Birth is not required.</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>- In case the name of the applicant mentioned in the Indian passport, record of landing and the Canadian (or Foreign) passports differ (i.e. whole or part of the name/middle name or surname has been added/dropped or changed) a duly notarized affidavit explaining the difference in the name and the document reference should be provided.</li> <li>- In case the name has only been changed on the Canadian passport and not on other relevant documents name change certificate would be required.</li> <li>- In case of change of surname of women after marriage, a detailed affidavit (mentioning the details of spouse, date of marriage, place of marriage and name before marriage and after marriage) along with original marriage certificate should be provided.</li> <li>- For Vancouver Jurisdiction the notarized affidavit should also state that both the names are of the same person and that the applicant shall be responsible for this statement.</li> </ul>

Signature\_\_\_\_\_

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<input type="checkbox"/>	Ensure that the Date and Place of Birth should be same in all the documents (Indian passport, record of landing and Canadian passport). In case the details differ on these documents - A duly notarized affidavit explaining the difference in the details is required. The notarized affidavit should also state that the details are of the same person and that the applicant shall be responsible for this statement
<input type="checkbox"/>	BLS will not be accepting original documents for the OCI application in Vancouver, Surrey Calgary & Edmonton; all original documents must be notarized from the notary public.

I have been informed and advised that the insufficient documentation mentioned in checklist may lead to a delay in the processing of visa application. However, I insist to proceed with my application. The above guidelines are defined by High commission of India, Canada and must be strictly followed. The High Commission of India, Canada reserves the right to ask for a Personal Interview or Additional Documents. The High Commission of India, Canada Information and Application Center will not accept visa applications which do not meet above specified guidelines. The documents must be arranged in the order given above BLS International have no say on whether you will be granted a visa, as this is entirely the prerogative of The High Commission of India, Canada. The Indian Mission Consular may request for additional documentation anytime during or after the submission of the application.

Signature\_\_\_\_\_

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