

OCI Miscellaneous Checklist

Applicant's Name		Submission Officer	
Passport Number		Date	D D – M M – Y YYY

- Use black ink only whilst completing your Application Form and Checklist.
 Check mark all requirements below that are complied with.
 Sign at the end of each page of the Checklist.

- **PLEASE FOLLOW THE BELOW CHECKLIST TO APPLY FOR OCI MISCELLANEOUS SERVICES**
- **THE HIGH COMMISSION OF INDIA, OTTAWA 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.
2. An applicant may however, bring one person to assist him/her if he or she is elderly, disabled, or a minor child.

1. Please Walk In.
2. If you cannot visit the VAC, it is recommended that you use the postal service to submit your application.
3. Alternatively, to book a pickup and/or drop via FedEx, visit <http://www.blsindia-canada.com/vas/>

1	<p><u>Registration:</u></p> <p>Online Application Form:</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 each time a new passport is issued up to completion of 20 years of age, and once after completing 50 years. - OCI cannot be renewed twice on the same Passport on which OCI is issued once, unless OCI is Lost or Damaged. - The OCI application is in two parts – Part A and B. Both must be completed. - If there are more than one change to be made, for example, change of address/ name change, along with the change in your passport number, please select one or all relevant services (change of passport particulars, change of personal particulars, etc) as applicable to you. - 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 - Ensure that you register for the OCI in the current year. Forms completed in previous years will not be accepted. - Please print applicant's name, place of birth, date of birth, passport issue according to Canadian/ Foreign passport. - Please ensure that the marital status field is filled up for all applicants. In case you are unable to fill in any field, you may select one or more services as described above. - As part of the registration process, the supporting documents have to be uploaded using the same registration number. - 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.
<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 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. - Please note: BLS International will print the photograph for you however; you are required to upload the same to your application online.

Signature of Applicant _____

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<input type="checkbox"/>	<p>Signature Instructions: 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> <p>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><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><u>PLEASE NOTE:</u> 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 or change in appearance (eg-removal or turban/ hijab, etc), 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 and Copies:</p> <ul style="list-style-type: none"> - Old Canadian Passport and U sticker. - New Canadian Passport which Must be valid for at least 190 days <p>Must have at least two blank/unstamped pages.</p>
<input type="checkbox"/>	<p>Previous OCI booklet / U-Visa Sticker:</p> <ul style="list-style-type: none"> - Photocopy of the U-Visa Sticker (stamp) , if applicable - First and last page of the OCI Booklet
<input type="checkbox"/>	<p>Proof of Address (Photocopy) Proof to be less than 6 months old.</p> <p>-Bank Statement/Utility Bill/Driving License/Ontario ID Card</p>
<input type="checkbox"/>	<p>Notarized Affidavit if there is Change in Appearance</p>
<input type="checkbox"/>	<p>If the applicant is a minor below the age of 18: Provide the copy of documents of both parents, Originals for verification</p> <ul style="list-style-type: none"> - Valid Indian Passport(s), if still Indian citizen - Valid Foreign Passport - Valid Status copies(Student permit/work permit/PR Card) - Record of Landing - Copy of Proof of Address - If either parent is out of the country whilst applying, Please provide the following in addition: <ul style="list-style-type: none"> o Notarized photocopy of passport from Notary Public <i>.(In Original)</i> o Notarized Affidavit indicating consent to apply OCI renewal for child.. <i>(In Original)</i> o Scanned copy of online OCI application duly signed at Page 2. <p>-If parents are separated: <i>Divorce Certificate</i> <i>Court Orders in case of sole Custody.</i> ((specifically mentioning the clause that indicates which parent has custody & Consent to apply OCI Renewal for the child). <i>Documents signed by both parents and Notarized Affidavit (NOC) in Mutual Custody.</i></p> <ul style="list-style-type: none"> - P.S-Photocopies of all the Documents will be a part of Application Form which will be verified from Originals. Applicants sending Applications by Post will only send the Photocopies of their documents.
<input type="checkbox"/>	<p>Name Variation: If the name of the applicant mentioned in the Indian Passport, Record of Landing or Canadian/Foreign Passport differs (whether whole or part of the first, middle or surname is added, dropped, split or changed):</p> <ul style="list-style-type: none"> - Notarized Affidavit explaining differences in the name and the documents referenced. <p>In case the name has only been changed on the Canadian Passport and not on other relevant documents:</p> <ul style="list-style-type: none"> - Name Change Certificate.

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	<p>In case of change of surname of women after marriage:</p> <ul style="list-style-type: none"> - Marriage Certificate.
<input type="checkbox"/>	<p>Fees: Refer to fee schedule at: http://blsindia-canada.com/ocihome.php</p>
<input type="checkbox"/>	<p>Mail In Applications: Postal applications will be accepted at BLS, Ottawa Centre only.</p> <ul style="list-style-type: none"> - Enclose a Demand draft or Money order in Canadian dollars in favor of “High Commission of India, Ottawa” <ul style="list-style-type: none"> • OCI Miscellaneous application- \$43 • OCI Damage/ Lost- \$157 (for Lost OCI book, please get a detailed Police Report and Notarized Affidavit) - Enclose a separate Demand Draft, in favor of ‘BLS International Service Canada Inc.’ to include: <ul style="list-style-type: none"> - BLS Processing Fee. - Add: Return Courier charges <p>Walk In Applications:</p> <ul style="list-style-type: none"> - Please bring demand draft or Money order in Canadian dollars in favor of ‘High Commission of India, Ottawa.’ <ul style="list-style-type: none"> • OCI Miscellaneous application- \$43 • OCI Damage/ Lost- \$157 (for Lost OCI book, please get a detailed Police Report and Notarized Affidavit) - 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 ask 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 any time 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 delaying 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.

(I) 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 (MINORS WHO CANNOT SIGN):

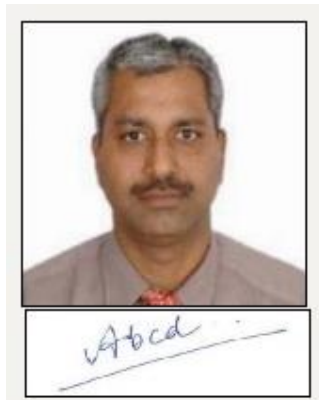
- The height and width of the Signature Photo must have aspect ratio 1:3.
- The minimum dimensions are 200 pixels (width) x 67 pixels (height). The maximum dimensions are 900 pixels (width) x 300 pixels (height).
- Ensure that the shoulders are touching the border (as in the picture below).
- Please 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.

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OR



(for minors who cannot sign)

B) DOCUMENT UPLOADING INSTRUCTIONS (OCI/ OCI Miscellaneous)

- 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	Cancelled Indian passport (first and last page)	If applicant born outside India and never had any Indian passport, upload first and last page of both parent's surrendered Indian passports
INDIAN VISA	OCI U-Visa sticker (old Canadian passport copy) and/or applicant's OCI card first and last page as one file	OCI U-Visa sticker (old Canadian passport copy) and/or applicant's OCI card first and last page as one file
PIO CARD	-	-
SPOUSE OCI CARD	-	-
RELATIONSHIP CERTIFICATE	-	-
MARRIAGE CERTIFICATE	Marriage Certificate or Divorce or Death Certificates can be uploaded here, if applicable	-

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