

Checklist for Attestation / Legalization of documents

Note: All the Canadian Passport holders are required to get the documents **first Attested from DFAITD / Global Affairs, Canada (Address: 111, Sussex Drive, Ottawa)** and then the certification of DFAITD on the document will be done by High Commission of India, Ottawa

Details of application	Application is for Attestation / Legalization of Documents viz., Power of Attorney, Affidavit, any declarations related to Property, etc.
Documents Required	<ol style="list-style-type: none"> 1. Application form duly filled in, photo pasted and signed at the specified place [the application may be filled at the following link: https://hciottawa.gov.in/pdf/application_july02_1.pdf 2. Two copies of the document to be attested / legalized (one original and one copy) 3. Two photographs with prescribed specifications [The photograph should be in colour and of the size of 2 inch x 2 inch (51 mm x 51 mm). The background should be a plain white or off-white.] 4. Immigration status in Canada (Work permit/ Study permit/ PR and LANDING PAPER) – original and self attested copy 5. Passport – Original and Self-attested photocopy of its first two and last two pages of Passport 6. Address proof for Canada: self-attested copy (Any one out of: Utility bill, Driving license, Rent agreement, 6 months' Bank statement) 7. For Power of Attorney of Property– (a) Ownership document of the property (b) Photo ID Card copy of the Attorney
Additional Documents	(a) The documents issued from India such as – Birth Certificate, Marriage Certificate, Educational documents, etc., needs to be attested first from India (Ministry of External Affairs, New

	Delhi. Refer link www.mea.gov.in/apostille.htm) (b) All the documents issued by Canada Government needs to be attested first from DFAITD / Global Affairs, Canada (Address: 111, Sussex Drive, Ottawa)
Fee	Power of Attorney : CAD 35 Commercial Documents : CAD 83 Attestation of copy of Documents (viz.Passport, ID, etc.):CAD 19 Note: Fee to be paid by Demand Draft or Money Order in favor of - “High Commission of India, Ottawa”.
Timeline	Submission of documents : Between 0930 Hours to 1200 Hours Collection of documents : Between 1200 Hours to 1230 Hours or as indicated at the time of submission of documents.

Additional checks for Attestation of Power of Attorney :

1. The Power of Attorney (POA) is signed under Oath, thus before signing must ensure the details mentioned in the POA is correct in all respect.
2. In applicable / superfluous wordings to be crossed / removed from the POA format.
3. The Language of the Power of Attorney (POA) should be meaningful and make sense.
4. No additional blank spaces to be given between lines, etc.
5. The details mentioned to be correct in all the respect. Serious offences are prescribed for wrong statements under oath. So must read the document carefully before signing.
6. If POA is executed with respect of any Property matter, the ownership documents in the name of Executant of POA to be enclosed.
7. Identity Proof/document (Passport, Aadhaar Card, etc.) of the person who is nominated as Attorney must be attached.
