

Checklist for Attestation / Legalization of documents

Note: All Canadian Passport holders may please see [Changes to Authentication Services in Canada; Competent Authorities designated by Canada](#) to authenticate their Canadian documents required for attestation / Legalization by the High Commission. These changes reflect Canada joining the Apostille Convention with effect from January 11, 2024.

Details of application	Application is for Attestation / Legalization of Documents viz., Adoption Docs, Power of Attorney for Residential or Commercial property, Affidavit, Will, any Declarations related to Property, any other civil documents, etc.
Documents Required	<p>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-2024.pdf</p> <p>2. Original Power of Attorney / Document which needs to be attested</p> <p>3. Copy of Power of Attorney / Document which needs to be attested</p> <p>4. Passport copy –Self-attested photocopy of pages of Passport having Personal Particulars. Passport copy (For Refugee)– Self-attested photocopy of pages of Passport having Personal Particulars stamped by Immigration, Refugees and Citizenship Canada certified true copy.</p> <p>5. Only for Indian Passport holders – Immigration status in Canada (Work permit/ Study permit/ PR and LANDING PAPER) – self attested photocopy</p> <p>6. Address proof for Canada: Self-attested copy (Any one out of: Driving licence, Ontario ID, Utility bill e.g. Water, Electricity, Gas, Internet/Wi-fi, Mobile bill)</p> <p>7. For Power of Attorney of Property – Photo ID card copy of the Attorney who is being nominated in POA</p>
Additional Requirement	<p>(a) For attestation of documents issued from India such as – PAN Card, Aadhaar card, Birth Certificate, Marriage Certificate, Educational documents, etc., needs to be apostilled/attested first from India (Ministry of External Affairs, New Delhi. Refer link www.mea.gov.in/apostille.htm)</p> <p>(b) All the documents issued by Government of Canada, Ontario, needs to be first notarized in Ontario and then attested from Ontario Ministry of Public and Business Service Delivery from Service Ontario, Ottawa City Hall 110 Laurier Avenue West, Ottawa, Ontario K1P 1J1.</p> <p>(c) All the documents issued by Government of Quebec, needs to be first notarized in Montreal and then attested from Government of Quebec. Applying for apostille General website link https://www.quebec.ca/en/justice-and-civil-status/services/applying-apostille. Department responsible for issuing apostilles Ministry of Justice, 1, rue Notre-Dame Est, office 7.07, Montreal (Quebec) H2Y 1B6.</p> <p>Note: Except Applicants residing at postal code starting with letter K,J,H,X fall under HCI jurisdiction. Refer link https://www.hciottawa.gov.in/pages?id=4&subid=120</p>
Fee	<p>(a) Power of Attorney: CAD 30</p> <p>(b) Commercial Documents: CAD 71</p> <p>(c) Attestation of copy of Documents (viz. Passport, ID, etc.): CAD 17</p> <p>Note: Fee to be paid by Debit Card / Demand Draft or Money Order in favour of - "High Commission of India, Ottawa".</p>

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/remain between lines, etc. In case a blank portion/page is included the same will be crossed.
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. Identity Proof/document (Passport, Aadhaar Card, etc.,) of the person who is nominated as Attorney must be attached.
7. Presence of applicant along with presence of two witnesses in person at the BLS Centre is required for the execution of "Will". Also, the applicant and witnesses have to sign the "Will" in front of counter of BLS Centre.

If the Will is not registered before the death of the deceased, who has made the Will, it needs to be executed (Probate - A judicial certificate saying that the will is genuine and conferring on the executors the power to administer the estate) by the Court Order from the Court of Ontario and thereafter pre-authenticated and attested as per Competent Authorities designated by Canada.
