CHECKLIST
forsubmissionofOCIapplication

TypeA:ApplicationforFresh OCI

	Documents	TobeVerified byapplicant	Verificationby Counterofficial
(a)	Checklist		
(b)	OnlineApplicationForm		
(c)	Surrender/Renunciation Certificate		
(d)	IndianPassport(OriginalandCopy)		
(e)	ForeignCitizenshipcertificate(OriginalandCopy)		
(f)	Canadian/Foreignpassport*(OriginalandCopy)		
(g)	ProfessionalDetailsofthe applicant		
(h)	ProofofAddress		
(i)	Fees		
(j)	Photograph		

*AdditionaldocumentforForeignPassportholdersrequired,pleaseseedetailsinInformationBooklet

TypeB:ApplicationforReissueofOCI/ConversionofPIOtoOCI

	ForReissueofOCI/MiscServiceonOCI		
	Documentsat(a)(b)(f)(g)(h)(i)&(j)above		
(k)	ExistingOCI Card/PIOcard(OriginalandCopy)		
(l)	ForDamagedOCIcases-enclosedamagedOCICardinoriginal		
(m)	ForLostOCIcases-PoliceReportforLost OCI		

TypeC:ApplicationforOCItoMinor Children
TypeC(i):ApplicationforOCItoMinorChildren-BorninCanada/Foreigncountry

	Documentsat(a)(b)(f)(h)(i)&(j)above		
(n)	Birthcertificate–forchildrenbornabroad		
(o)	NOCsignedbybothparents		
(p)	Passportofparents(copy)*		
(q)	RegisteredMarriageCertificate*		

*PleaseseedetailsinInformationBooklet

TypeC(ii):ApplicationforOCItoMinorChildren -BorninIndia Type D:

	Documentsat(a)**to**(j),(o)&(p)above		

Application for OCI on Indian origin Spouse basis

	Documentsat(a),(b),(f),(g),(h),(i)and(j)		
(r)	AttestedcopyofRegisteredMarriageCertificate		
(s)	IndianPassportofthespouse		
(t)	Spouse [IfIndian/Foreign(non-Canadian)Citizen-statusinCanada		

Note:
1. **Fordetailsabouttheabove,pleaseseetheInformationBooklet**, enclosedafter this page.Please go throughall the detailsmentioned in the Checklist, Information Booklet and application form carefullybefore submitting application.
2. Incase required,more documentscanbeaskedbytheHighCommission.
3. Whilesubmittingapplication, please keepthedocuments withtheapplicationform as pertheabove serial order. The InformationBooklet is not required to be enclosed.
4. For registration as OCI Cardholder, the applicant is required to**submit biometrics of fingerprints**. You are required to provide the biometrics at the Immigration Check Post on arrival in India

Details tobefilledby theapplicant

Name ofthe Applicant		IftheapplicationissubmittedthroughoptionalCourierservice,please mention following details :
FileNo./CAN...		ShipmentNo.:
BLSCenter		Dateofhandingoverpackage :
Date		Totalamountpaidforcourier:

I have gone through the requirements and specifications mentioned in the checklist and Information booklet with respect to submission of my above application. I am aware that in case any discrepancy is found or any of the documents/conditions are not found as per prescribed parameters, my application may be rejected and fee will not be returned.

(Signatureoftheapplicant)

----Forofficialuseonly----

Verifiedby	
Signature	
Date	

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InformationBookletforOCIapplicationsubmission
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TypeA:ApplicationforFresh OCI

(b) OnlineApplicationForm:

i) The online application forOCI must be completed andsubmittedonline. The formcan befilled up and submitting online at the below link: https:/ ociservices.gov.in /

ii) A step-wise process for filling up online OCI can be seen at the below link:

https://www.hciottawa.gov.in/pdf/Step-wise-process-for-OCI-application-new.pdf

iii) Must select the correct Indian High Commission / Consulate, based on the place where you reside in Canada and the Consular jurisdiction of Indian HighCommission/Consulate.Theconsularjurisdiction can be viewed at:https://www.blsindia-canada.com/usefullinks.php

(iv) In the online form, please fill up the column related to "Relationship with the root Indian" carefully. Herein the applicant is expected to mention the relation through which his/her Indian origin is established. For example, the applicant himself/herself was Indian Passport holder – "self" to be mentioned.If Father/Mother/Grandfather/Grandmother/Spouse was Indian national – then you needto write the exact relation by which the applicant's Indian origin is established i.e., "Father" or "Mother" "Grandfather" "Grandmother" "Spouse".

v) All the personal particulars / data entries of the OCI application should match with the current Passport. The name of parents & spouse should match as mentioned in their Indian Passport.

vi) Afteronlinesubmissionofapplicationform, nochanges canbemademanually/ hand writing. In case of any error / changes, please fill a fresh new online application form and use that for further submission to BLS.

Pleasenote:

i) BLSInternational Employeescannoteditormake anychangestoyouronlineapplicationform.
ii) High commission of India, Ottawa reserves the Right to Call for Additional Documents, as considered necessary.

(c) Surrender/RenunciationCertificate(copy)

PleaseenclosethecopyofyourSurrender/Renunciation CertificateofoldIndianpassport. or
the copy of old Indian Passport having stamp "Cancelled on account of acquiring Foreign / Canadian citizenship"

(d) IndianPassport(Originalandcopy)

Please enclose the photo page (first page) of your Indian Passport having photographs and details. Also, enclose the last page of showing the details of parents name and address. If there areany endorsements on the page, kindly enclose copy of those pages as well.

IncaseIndianpassportisnotavailable,pleaseprovidecopyofNativityCertificate/Domicilecertificateissued by competent authority in India as your proof of Indian Origin.The Nativity Certificate / Domicile certificate to be attested by Ministry of External Affairs, Govt. of India, New Delhi.

(e) ForeignCitizenshipcertificate/Card(Originalandcopy)

Please enclose Original and a copy of your Canadian / Foreign Citizenship Certificate. If Citizenship certificate is not available, you can enclose copy of your Citizenship card.

(f) Canadianpassport/ForeignPassport(Originalandcopy)(dulysigned)

Please enclose photo page of your Canadian / Foreign Passport having photographs and details of your passport. Original Passport is required to be submitted with the OCI application. A minimum six months or more validity on your passport is required for applying for OCI.

#IncaseofforeignpassportI.e.,otherthanCanadianpleaseprovidethefollowingtwoadditionaldocuments:

   (i) StatusinCanada(PR/WorkPermit/StudyPermit/Visa)
   (ii) Additionalformasperlinkbelow
        https://blsindia-canada.com/forms/non-canadian-form.pdf

(g) ProfessionalDetailsoftheapplicant:

Pleaseenclosealettermentioningyourprofession/occupationdetailsinCanada.

(h) ProofofaddressinCanada

Pleaseencloseanyoneofthefollowingdocumentasproofofpresentaddress:

   i)   DrivingLicense
   ii) PhotoIDissuedbythe OntarioGovernment
   iii) UtilityBills(Electricity/water/Gas/Phone/Internetetc)-mustberecent

#ForOCIapplicationofMinorchildren-Proofofaddressofbothoftheparenttobesubmitted.

Note: Addressproofmustmatchwiththeaddressprovidedintheapplicationform.

(i) Fees:

FreshOCI	CAD$376/-
MiscellaneousOCI(re-issueofOCI)	CAD$39/-
OCIin-lieuofLost/DamagedOCI/PIOtoOCI	CAD$140/-

Note:
1. ThefeestobepaidintheformofMoneyorderorDemanddraftinfavorof"HighCommissionofIndia, Ottawa" / "Consulate General of India, Toronto" / Consulate General of India, Vancouver" – as applicable.
2. Theabove fees is excludingservice fee, courier charges and other value added servicesprovidedby BLS. The additional service fee, courier charges, etc., to be paid separately to BLS.
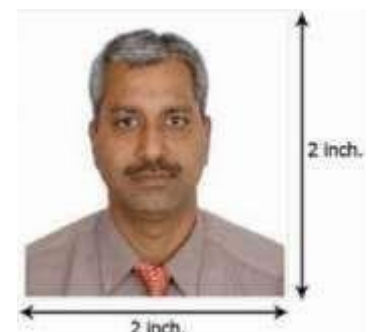3. Fee oncepaidwillnotbereturnedinanycase.

(j) Photograph

One color photo as per below specification is required to be uploaded online with the OCI application. Photograph uploaded online must be the same as the physical photograph pasted on your OCI application form:
   i)   Size–2inchx2inch(51mmx51mm)
   ii) Background–Backgroundshouldbeplainwhitecoloredwithoutborders
   iii) Clothes–Darkcolour
   iv) Eyes–Open

Please see the below link for the correctness of the Photograph. Cross check eachandeveryexampletoconfirmifitismatchingwiththerequiredparameter of the Photograph.

https://www.hciottawa.gov.in/pdf/Photo_Specification.pdf

TypeB:ApplicationforReissueofOCI

With the recent relaxations in re-issue of OCI cards, now re-issue of OCI Card isapplicable only for the following:

(i) OCICardholder,whoobtainedtheOCIcardattheageof20 yearsorbelow,isrequiredtogettheOCICard re-issued only once when a new passport is issued after completing 20 years of age;
(ii) InlieuofLossofOCICard
(iii) InlieuofDamageofOCICard

#Documentsat(a),(b),(f),(g),(h),(i)and(j)aboveand remainingdocumentsasbelow

(k) ExistingOCIcard(originalandcopy)

Kindly submit the existing OCI card along with a copy of the first and last pageof OCI showing photograph and details of the OCI card.

(l) Forre-issueofOCICardinlieuofDamageOCICard

PleaseenclosedamagedOCICardinoriginal

(m) PoliceReportforLostOCI

In case OCI application is submitted for re-issue of OCI in lieu of lost OCI, please enclose Police Report (long) for the Lost OCI.

Interview- There will be a mandatory personal interview of all Lost& Damaged OCI cases.All such application is required to be first submitted at BLS for pre-approval.

TypeC:ApplicationforOCItoMinor Children

TypeC(i):ApplicationforOCIto MinorChildren-BorninCanada/Foreigncountry

#Documentsat(a),(b),(f),(h),(i)and(j)aboveandremainingdocumentsasbelow

(n) BirthCertificate(Originalandcopy)

Please enclose the Birth Certificate issued bythe Government authority havingname of both the parent of the child.

If Birth Certificate is issued by any other foreign Country than Canada, thentheBirth Certificate isrequired to be attested by the High Commission / Embassy / Consulateof that Country in Canada.

(o) NOCsignedbybothparents

Joint self-declaration with photographs andsignatures of both parents, mentioning their mobile numbers and email IDs, stating their no objection for their minor child to apply for the OCI card is required to be enclosed with the OCI application of minor children. The format of OCI can be downloaded from the below link :

https://www.blsindia-canada.com/CanadaVisaCCT/no-objection-letter.pdf

Besidestheabove   NOC,boththeparents   arealsorequiredtosigntheOCIapplication   attheendoftheOCI application.Theparent'ssignatureshouldbesimilartotheirsignatureintheotherdocumentsviz.,   Indian passports, OCI, Canadian passport.

(p) Passportofparents(copy)

(i) If parents are Canadian/foreign national – Passport copy of parents are required to be enclosed, with old Indian Passport copies of parents / grandparents.

(ii) IncaseParentsare Indiannational–
   a) Passportcopyofparents and
   b) StatusinCanada(PR/WorkPermit/ StudentPermit/ Visa)requiredtobeenclosed.

Pleaseenclose copyofthefirstandlastpageshowingphotographsanddetailsof thepassports.

(q) RegisteredMarriageCertificate

Thecopy of Registered MarriageCertificate of theparents is required to be enclosed. If, the spousenameis endorsed in either parent's Indian Passport, then copy of Registered Marriage Certificate is not mandatory.

TypeC(ii):ApplicationforOCItoMinorChildren-BorninIndia

#Documentsat(a)to(j),(o),(p)&(q)above

TypeD:ApplicationforOCIonIndianoriginSpousebasis

Note:
1. Foreignspouse can submitapplication forOCI onthe basisofIndian originspouse only aftertwoyears of valid marriage.
2. There will be a mandatory personal interview of all OCI applicants who apply under Foreign spousecategory.
3. Allsuchapplicationis requiredtobefirstsubmittedatBLSforpre-approval.

#Documentsat(a),(b),(f),(g),(h),(i)and(j)aboveandremainingdocumentsasbelow.

(r) Marriagecertificate

Please enclose a copy of Registered Marriage Certificate which hasbeen attested by High Commission ofIndia or any other Indian Embassy / Consulate. The Marriage Certificate must indicate the date of marriage. There should be two years gap between the date of marriage and date of OCI application.

(s) IndianpassportoftheSpouse(copy)

Please enclose a copy of the Indian Passport of thespouse. Ifthespouse is an OCI cardholder, youcan enclose a copy of OCI card.

(t) Spouse'sstatusinCanada(copy)

If the spouse is Indian/Foreign (non-Canadian) Passport holder, copy of his/her status in Canada to be enclosed viz., Visa, Work Permit, PR, Study Permit.

Mode of submission of application : The application can be submitted and collected back to/from BLS Office by walk-in or Appointment basis. All the courier services are optional. Only if you wish to avail the optional courier services for pick up or pick-up&drop-off of the application or collection of Passport/OCI/documents you may availthefacilityof postal service.

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