

### **Checklist for Attestation / Legalization of documents**

**Note:** All Canadian Passport holders may please see [Changes to Authentication Services in Canada \(Link 1\)](#) [Competent Authorities designated by Canada \(Link 2\)](#). These changes reflect Canada joining the Apostille Convention with effect from January 11, 2024. There is no requirement for further attestation/legalization by the High Commission of India of documents which carry Apostille (including e-Apostille) issued by a competent authority in Canada.

Link 1: [https://www.international.gc.ca/gac-amc/about-a\\_propos/services/authentication-authentification/apostille-convention.aspx?lang=eng](https://www.international.gc.ca/gac-amc/about-a_propos/services/authentication-authentification/apostille-convention.aspx?lang=eng)

Link 2: [https://www.international.gc.ca/gac-amc/about-a\\_propos/services/authentication-authentification/step-etape-1.aspx?lang=eng](https://www.international.gc.ca/gac-amc/about-a_propos/services/authentication-authentification/step-etape-1.aspx?lang=eng)

<b>Details of application</b>	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.
<b>Documents Required (For Indian Nationals)</b>	<ol style="list-style-type: none"> <li>1. Application form duly filled in, photo pasted and signed at the specified place Link: <a href="https://hciottawa.gov.in/pdf/Application-2024.pdf">https://hciottawa.gov.in/pdf/Application-2024.pdf</a></li> <li>2. Original Power of Attorney/Document which needs to be attested</li> <li>3. Copy of Power of Attorney/Document which needs to be attested</li> <li>4. <b>Original Passport</b> and <b>copy</b> –Self-attested photocopy of pages of Passport having Personal Particulars.  *Passport copy (For Refugees/Asylum)– Self-attested photocopy of pages of Passport having Personal Particulars stamped by IRCC/CBSA - certified true copy.</li> <li>5. <b>Original Passport</b> and Self-attested photocopy of information pages, <b>Valid Immigration status</b> in Canada (Work permit/ Study permit/ PR and LANDING PAPER) – <b>Original Status document</b> &amp; self attested photocopy. <u><i>These are also required Indian passport holders and nationals of those countries which have not signed the Hague Apostille Convention.</i></u></li> <li>6. <b>Address proof for Canada:</b> Self-attested copy (Any one out of: Driving licence, Ontario ID, Utility bill e.g. Water, Electricity, Gas, Internet/Wi-fi, Mobile bill)</li> <li>7. For Power of Attorney of Property – Photo ID card copy (Government issued) of the Attorney who is being nominated in POA and witnesses’ photo ID card copy (Government issued).</li> <li>8. For <b>Postal applications</b>, Power of Attorney/other documents required to be attested by HCI Ottawa should be notarized first. The IDs of all witnesses should also be notarized.</li> <li>9. For <b>Walk-in applications</b>, IDs of Witnesses should be self-attested/notarized.</li> </ol>
<b>Additional Requirements</b>	<b>For attestation of documents issued from India</b> such as – PAN Card, Aadhaar card, Birth Certificate, Marriage Certificate, Educational documents, etc.; These need to be apostilled/attested first from India (Ministry of External Affairs, New Delhi. Refer link <a href="http://www.mea.gov.in/apostille.htm">www.mea.gov.in/apostille.htm</a> )
<b>Fee</b>	<ol style="list-style-type: none"> <li>(a) Attestation of affidavits/documents pertaining to sale, purchase, power of attorney, mortgage, transfer, gift, etc. of real estate or movable properties: CAD 30</li> <li>(b) Attestation of affidavits/documents pertaining to other civil matters: CAD 17</li> <li>(c) Attestation of Trade/Commercial documents: CAD 71</li> <li>(d) Attestation of civil documents (educational degree, sponsorship certificates, marriage certificates, wills, etc.): CAD 17</li> </ol> <p><b>Note:</b>  <b>1. Fee to be paid by Debit Card / Demand Draft or Money Order in favour of – “BLS International Canada Services Inc.”.</b>   <b>2. BLS Service fee is additional to Consular fee mentioned above.</b></p>

**Additional checks for Attestation of Power of Attorney:**

1. The Power of Attorney (POA) is signed under Oath, thus before signing applicants must ensure the details mentioned in the POA is correct in all respects.
2. If applicable, superfluous wordings to be crossed / removed from the POA format.
3. The Language of the Power of Attorney (POA) should be meaningful and logical clearly specifying the purpose.
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 s h o u l d be correct in all the respects. Serious offences are prescribed for wrong statements under oath. Applicants 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 High Commission is required for the execution of "Will". Also, the applicant and witnesses have to sign the "Will" in front of Consular Officer.

*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 or as applicable and thereafter pre-authenticated and attested as per Competent Authorities designated by Canada.*

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