

CHECKLIST for submission of OCI application

Type A: Application for Fresh OCI – Former Indian nationals

SI No.	Documents	Applicant to verify	Uploaded online	Verification by Counter official
(a)	Checklist	--	--	--
(b)	Online Application Form			
(c)	Surrender / Renunciation Certificate			
(d)	Indian Passport – both first and last pages			
(e)	Foreign Citizenship certificate			
(f)	Canadian/Foreign passport- Valid			
(g)	Registered Marriage/Divorce certificate, if applicable			
(h)	Professional Details of the applicant			
(i)	Proof of Address			
(j)	Declaration Form			
(k)	Proof of legal status in Canada – in case of non-Canadian passport holders			
(l)	Consent of both parents (in case applicant is minor)			
(m)	Legal status of both parents in Canada (in case applicant is minor)			
(n)	Fees	--	--	--
(o)	Photograph			

Type B: Application for Fresh OCI - Descendants (INCLUDING MINORS) of present/former Indian nationals

	Documents at (a) (b) (f) (g) (h) (i) (j) (k) (l) (m) (n) & (o) above	--	--	--
(p)	Birth certificate mentioning names of both parents			
(q)	Indian passport /OCI of parent/grandparent- both first and last pages (Self-attested copy). Both parents' current valid passport along with proof of valid Immigration status in Canada.			
(r)	Marriage certificate of parents/grandparents			

Type C: Application for Reissue of OCI / Conversion of PIO to OCI

	Documents at (a) (b) (f) (g) (h) (i) (k) (l) (m) (n) & (o) above			
(s)	Existing OCI Card /PIO card (Original and one Copy)			
(t)	For Damaged OCI cases - enclose damaged OCI Card in original			
(u)	For Lost OCI cases - Police Report mentioning lost OCI number			

Type D: Application for OCI on Indian origin Spouse basis

	Documents at (a), (b), (f), (g), (h), (i), (j), (m), (n) & (o) above			
(v)	Indian Passport of spouse-both first and last pages			
(w)	If spouse is non-Canadian Citizen – Status of spouse in Canada			
(x)	Valid Passport of Indian-origin Spouse – Original and Copy			

Note:

- For detailed information about the above, please see the **INFORMATION BOOKLET** enclosed after this page.
- In case of change of personal particulars from the last held Indian passport, supporting documents would be needed.
- Please note that in certain cases the High Commission may seek more documents
- While submitting application, please keep the documents with the application form as per the above serial order.
- All copies of documents as mentioned above **must be self attested and also uploaded** online.

Details to be filled by the applicant

Name of the Applicant		CANO No.	
BLS Center Location		Date	

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.

(Signature of the applicant)

For BLS official use only

Verified by		Signature	
Name		Date	

Information Booklet for OCI application submission

Type A: Application for Fresh OCI - Former Indian nationals

(a) Checklist

The appropriate columns of the checklist must be tick marked and signed by the applicant and attached to the application.

(b) Online Application Form:

i) The application for OCI must be completed and submitted online. The form can be filled up and submitted online at the below link: <https://ociservices.gov.in/> (The form should be filled in the current year and prints should be in Portrait mode)

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 High Commission / Consulate. The consular jurisdiction should be **High Commission of India, Ottawa.**

(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 need to 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 be a mandatory match with the current Passport. The name of parents & spouse should match as mentioned in their Indian Passport. If different, applicant should provide a Notarized affidavit regarding the change of name for self/parents/spouse.

vi) All the supporting documents must be uploaded on the application website at the respective input.

vii) **After online submission of application form, no changes can be made manually/with hand writing. In case of any error/changes, please fill a new online application form and use that for further submission to BLS.**

Please note:

i) BLS International Employees cannot edit or make any changes to your online application form.

ii) High Commission of India, Ottawa reserves the right to call for additional documents, if required.

iii) Declaration Link (https://www.hciottawa.gov.in/pdf/menu/Declaration_by_the_OCI_Applicant.pdf)

(c) Surrender / Renunciation Certificate (self attested copy)

Please enclose a copy of your Surrender / Renunciation Certificate of old Indian passport.

or

a copy of old Indian Passport having stamp “Cancelled on account of acquiring Foreign / Canadian citizenship”

(d) Indian Passport (original and self attested copy)

Please enclose copies of all pages of your last Indian passport having personal particulars such as name, photo, date of birth, parents’ names etc. If there are any endorsements on any page, enclose copy of those pages as well. These must also be uploaded as a single pdf file on the OCI application website.

In case Indian passport is not available, please provide copy of Nativity Certificate / Domicile certificate issued 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) Foreign Citizenship certificate / Card (self attested copy & original)

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) Canadian passport / Foreign Passport (original and self attested copy)

Please enclose photo page of your valid Canadian / Foreign Passport having photographs and details of your passport. A minimum six months or more validity on your passport is required for applying for OCI.

In case of foreign passport i.e., other than Canadian please provide the following two additional documents:

(i) Valid status in Canada (PR / Work Permit / Study Permit / Visa)

(ii) Additional form as per link below

<https://bhsindia-canada.com/forms/non-canadian-form.pdf>

(Please choose appropriate form as per your consular jurisdiction)

(g) Marriage/Divorce certificate (self attested copy)

Registered Marriage certificate must be uploaded and attached in all cases where the spouse name is mentioned on the application form. In case of divorce, divorce certificate must also be uploaded and copy attached.

Registered Marriage certificates issued by any authority/country other than India and Canada must mandatorily be

(i) apostilled by the concerned issuing country OR

(ii) attested by the Embassy/Consulate of India in the concerned country OR

(iii) attested by the Embassy/Consulate of the issuing country in Canada and thereafter attested by the High Commission/Consulate of India in Canada.

(h) Professional Details of the applicant (self attested copy)

Please enclose a letter mentioning your profession / occupation details in Canada.

(i) Proof of address in Canada (self attested copy)

Please enclose any one of the following document as proof of present address:

i) Driving License

ii) Photo ID issued by a Government authority in Canada.

iii) Utility Bills(Electricity/water/Gas any one)-must be recent, preferably of the last month prior to date of submission of the form

For OCI application of Minor children - Proof of address of both of the parents to be submitted.

Note: Address proof must match with the current address provided in the application form.

(j) Declaration Form

[https://www.hciottawa.gov.in/pdf/menu/Declaration by the OCI Applicant.pdf](https://www.hciottawa.gov.in/pdf/menu/Declaration%20by%20the%20OCI%20Applicant.pdf)

(k) Proof of legal status in Canada (self attested copy)

Those applying on non-Canadian passports must provide copy of their valid legal status in Canada.

NOTE: Visitors from other countries who have visa-free arrangements with Canada cannot apply for OCI in the absence of proof of legal status in Canada.

(l) Consent of parents for minor applicants (self attested copy)

(i) In case of minor applicants, both parents should also sign on the application form on the indicated part of the form. Signatures on the form must match with signatures on their Passports.

(ii) A consent form in the prescribed format must be signed by both parents, uploaded & submitted with the application. Form is available on our website: [https://www.hciottawa.gov.in/pdf/menu/Minor Consent Form HCI Ottawa 17may2024.pdf](https://www.hciottawa.gov.in/pdf/menu/Minor%20Consent%20Form%20HCI%20Ottawa%2017may2024.pdf) and website of BLS.

[https://www.hciottawa.gov.in/pdf/menu/Declaration by the OCI Applicant.pdf](https://www.hciottawa.gov.in/pdf/menu/Declaration%20by%20the%20OCI%20Applicant.pdf)

(m) Legal status of parents (for Minor applicants) (self attested copy)

A copy of valid Canadian passport/PR card/work permit / Student permit of parents may be uploaded & attached. **Originals must be shown to BLS at the time of submission.**

(n) Fees:

Fresh OCI	CAD \$ 376 /-
Miscellaneous OCI (re-issue of OCI)	CAD \$ 39/-
OCI in-lieu of Lost / Damaged OCI / PIO to OCI	CAD \$ 140/-

Note:

1. The fees to be paid in the form of Money order or Demand draft in favor of “High Commission of India, Ottawa”.
2. The above fees is excluding service fee and other optional services fee opted by the applicant with BLS.

3. OCI Fees once paid will not be returned in any case.

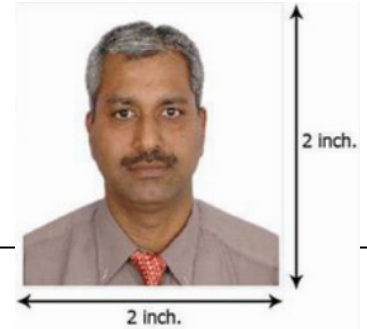
(o) Photograph

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 – 2 inch x 2 inch(51 mm x 51 mm)
- ii) Background –Background should be plain white colored without borders
- iii) Clothes – Dark colour
- iv) Eyes – Open

Please see the below link for the correctness of the Photograph. Cross check each and every example to confirm if it is matching with the required parameter of the Photograph.

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



Type B: Application for Fresh OCI - Descendants of present/former Indian nationals

(p) Birth Certificate (self attested copy + Original)

Registered Birth certificate showing names of both the parents must be uploaded and attached.

Registered Birth certificates issued by any authority/country other than India and Canada must mandatorily be

- (i) apostilled by the concerned issuing country **OR**
- (ii) attested by the Embassy/Consulate of India in the concerned country **OR**
- (iii) attested by the Embassy/Consulate of the issuing country in Canada and thereafter attested by the High Commission/Consulate of India in Canada.

(q) Indian passport / OCI of parent/grandparent

Copy of personal particular pages of current/last Indian passport of parent/grandparent must be uploaded and attached

(r) Marriage certificate of parents/grandparents

Copy of marriage certificate of the same parent/grandparent (whose passport copy is attached as per (p) above) must be uploaded and attached.

NOTE for Minors:

(I) For Minors, whose parents are divorced, the parent with full custody of the child must present original and copy of the Divorce Order and Custody Order of the child from the competent court. The parent with full custody will sign the consent form and application form.

(II) In all other cases, including cases where one parent is out of the country, consent form and application form must have original ink signatures of both the parents.

Type C: Application for Reissue of OCI / Conversion of PIO to OCI

Please note that re-issue of OCI Card is applicable only for the following:

- (i) OCI Card holder, who obtained the OCI card at the age of 20 years or below, is required to get the OCI Card re-issued only once when a new passport is issued after completing 20 years of age;
- (ii) In lieu of Lost OCI Card
- (iii) In lieu of Damaged OCI Card

Documents at (a), (b), (f), (g), (h), (i) (k) (l) (m) and (n) above and remaining documents as below:

(s) Existing OCI card (original and one self attested copy)

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

(t) For re-issue of OCI Card in lieu of Damage OCI Card

Please enclose damaged OCI Card in original

(u) Police Report for Lost OCI (self attested copy)

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. The report must mention the lost OCI number. If the number is not available, please contact the High Commission.

Interview - There will be a mandatory personal interview of all Lost & Damaged OCI cases. All such applications are required to be first submitted at the BLS Centre for pre-approval from the High Commission without payment of any fees.

Type D: Application for OCI on Indian origin Spouse basis

- Note:**
1. Foreign spouse can submit application for OCI on the basis of Indian origin spouse only after two years of valid marriage.
 2. There will be a mandatory personal interview of all OCI applicants who apply under Foreign spouse category.
 3. All such application is required to be first submitted at BLS for pre-approval at the BLS Centre for pre-approval from the High Commission without payment of any fees.

Documents at (a), (b), (f), (g), (h), (i), (j), (l), (m) and (n) above and remaining documents as below.

(v) Indian passport of the Spouse (self attested copy)

Please enclose a copy of current or last Indian Passport of the spouse. If the spouse is an OCI cardholder, you may also enclose a copy of OCI card.

(w) Current Valid Foreign Passport of Spouse along with self attested copy

(x) Spouse's status in Canada (self attested 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.

Interview - There will be a mandatory personal interview of all applicants for OCI on Indian origin spouse basis. Both the spouses must attend the interview together. **The date of the interview would be conveyed through email after scrutiny of all documents.**
