

Checklist for OCI

The following **original documents** are required

Sr. No	Documents	Yes/No
1	<input type="checkbox"/> Applicant applying for OCI for the first time ----- 275 USD <input type="checkbox"/> PIO Card holder who was above 18 yrs of age at the time of issuance of PIO Card. ----- 25 USD <input type="checkbox"/> PIO card holders who was Age was below 18 yrs at the time of issuance of PIO card. ----- 145 USD Bank Certified Money Draft cheque order	
2	Two prints of application form Part A(Submitted online with registration Number and signed in Ink) & Part B downloaded and filled online.	
3	A) Two photographs of size 51 mm x 51 mm for each applicant (Paste one photo on each copy of Part A of application form). Photos should be of square shape with 80% of coverage of face. The photo should be of good quality taken against a light colored uniform (without design) background showing a shot up to shoulders (not a close up of face) with full frontal view of face. As the photo is to be scanned for documents the resolution of photo should be high. Photographs that do not conform to these standards will be rejected.	
4	B) Please sign in the signature box on the left side of the box for photo and at other places requiring signature of applicant. In case of minor children who cannot sign, please use Left Thumb impression for boys and Right Thumb impression for girls 4 Current and First Canadian passport. 5. Previous Indian Passport(s) [One with the Landing Stamp at the time of entry into Canada and the last one prior to acquiring Canadian citizenship] (Photo copies of all pages with relevant information of the passport holder required 6. Landing Papers of the Applicant, Spouse and children/parents, if born outside Canada. [In case original Record of Landing is not available/lost, produce a duplicate/certified true copy issued by the Canadian Immigration authorities.] In case of married applicant, spouse's Record of Landing is required even if he/she is not applying for OCI. In case of unmarried/single persons, parents Record of Landing should be sent.	

	<p>7. Canadian citizenship certificate including the exact date of acquisition (i.e. month, day and year, must all be included). . If original Certificate is/are lost/ misplaced, a duplicate certified copy should be obtained from concerned Canadian authorities.] Please note that your Canadian Citizenship card is not sufficient documentation to apply for OCI.</p>	
	<p>8 Persons of Indian Origin (PIO) Card, if any</p>	
	<p>9. Statement of Live Birth (Detailed Birth Certificate mentioning the Parents name etc.) In case of birth outside India. [The applicant should also submit both parents Indian and Canadian passports along with their original Landing Paper(s) etc. If original Landing Paper is/are lost/ misplaced, a duplicate certified copy should be obtained from concerned Canadian authorities.]</p>	
	<p>10. Change of name documents: In case the name of applicant mentioned in the Indian passport, the Record of Landing and the Canadian (or Foreign) Passports differ (i.e. whole or a part of the name / surname has been added/ dropped / changed,) Change of name certificate issued by competent authorities would be required. In case of change of surname of women after marriage, a marriage certificate issued by the Registrar of Marriages' office would be acceptable.</p>	
	<p>11. Ensure that Date and Place of Birth is same in all documents, Indian Passport, Landing Certificate and Canadian Passport.</p>	
	<p>Please Note: <input type="checkbox"/> The OCI fee should be paid in U.S. Dollars only through a demand draft / postal Order, made payable to "The Indian High Commission Ottawa" or "The Consulate - General of India, Toronto" or "The Consulate - General of India, Vancouver" depending on your jurisdiction <input type="checkbox"/> The Service charge payment can be made by the mentioned payment options: Credit Cards -Visa, & MasterCard (cards locally issued in Canada) / Debit Card (Interac card)/ Cash / Bank draft or Money Order payable to "VF Services (Canada) Inc". SERVICE FEE IS ACCEPTED ONLY IN CANADIAN DOLLARS <input type="checkbox"/> Two sets of photo copies of all original documents (For</p>	

	<p>example: One set with each application form and document to be arranged and submitted as per the order of this checklist</p> <ul style="list-style-type: none"><input type="checkbox"/> The documents listed above are only the basic documents to be submitted in all cases. Additional documents may be requested by the Consulate.<input type="checkbox"/> ENSURE THAT ALL COLUMNS IN PART A (Online) & B (Hand written) are filled in and signed and no column should be left blank.<input type="checkbox"/> In all applications, photographs should be pasted/affixed (NOT STAPLED) in the box of Part A. (Photographs must adhere to our specifications which are listed above and may also be found at the following address http://in.vfsglobal.ca/oci.aspx).<input type="checkbox"/> All original documents are required to be submitted with the application for verification. These Documents will be returned in 7- 10 Business days.	
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Incomplete applications will not be accepted.

Date:

VFS official's Signature:

Applicants Signature:

No: of application:

VFS official Observation: