



**Checklist for New OCI Application: The following documents are required.**

S. No.	Documents	Yes/No
1.	<p><b>Fee:</b></p> <p>a) Applicant applying for OCI for the first time- 275 CAD                      b) PIO card holder who was above 18 yrs of age at the time of issuance of PIO card - 25 CAD                      c) PIO card holder who was below 18 yrs of age at the time of issuance of PIO card - 145 CAD</p> <p>Bank Draft: <input type="checkbox"/> Money Order: <input type="checkbox"/></p>	
2.	<p><b>Application:</b></p> <p>a) One print of the application form Part A submitted online at <a href="http://www.mha.nic.in">www.mha.nic.in</a> website with registration number and signed in Ink &amp; Part B downloaded and should be filled either by hand in legible "CAPITAL LETTERS" or typed . No hand filed Part A applications are accepted. Please Use only blue or black ink to fill part B of your application.                      b) The signature of the applicant should be inside the box left to the photo and at other places requiring signature. In case of minors who cannot sign please use left thumb impression for boys and right for girls. Please Use only blue or black ink for the thumb impression.</p>	
3.	<p><b>Photograph:</b></p> <p><b>ONE photograph</b> of size 51mm X 51mm for each applicant to be pasted on Part A of the application. Photos should be of good quality high resolution with 80% coverage of the face. The photos should be taken against a light (not white) background without borders, showing the shot up to the shoulders (not close up of the face) and the ears have to be visible with full frontal view of the face with extra light on face. Photos that do not conform to these standards will be rejected.                      Details at: <a href="http://mha.nic.in/pdfs/InstructionFillingApp.pdf">http://mha.nic.in/pdfs/InstructionFillingApp.pdf</a></p>	
4.	<p><b>Passport:</b></p> <p>a) Current Canadian passport.                      b) Previous Indian Passport(s)-One on which the applicant entered in Canada[with the Landing Stamp at the time of entry into Canada] and the <b>last Indian passport issued</b> (before acquiring Canadian citizenship)</p>	
5.	<p><b>Surrender Certificate:</b></p> <p>a) Surrender certificate for renunciation of the Indian citizenship for applicants who acquired citizenship of Canada on or after June 01, 2010.                      b) The Indian passport should be cancelled for applicants who acquired citizenship of Canada on or before May 31, 2010</p>	
6.	<p><b>Landing Paper:</b></p> <p>a) Landing paper of each applicant if born outside of Canada (If original record of landing is lost produce duplicate/certified true copy issued by the Canadian immigration authorities). Verification of Landing document is not acceptable.                      b) In case of married applicants spouse's record of landing is required even if he/she is not applying for OCI.                      c) In case of unmarried/single persons parent's record of landing is required.                      d) In case of divorced applicants please provide divorce certificate. And marriage certificate if re married.</p>	
7.	<p><b>Citizenship Oath Certificate:</b></p> <p>Canadian citizenship certificate mentioning the exact date of acquisition (i.e., month, day and year must all be included) of citizenship. If original certificate is lost /misplaced a search letter from Canadian Immigration mentioning the exact date of citizenship should be provided.</p>	

8.	<b>PIO Card:</b> Persons of Indian origin Card, if any	
9.	<b>Statement of Live Birth:</b> a) Statement of Live Birth (detailed birth certificate mentioning the parents name, D.O.B and place of birth) in case of birth outside India. The applicant should also submit both parents Indian and Canadian passports along with their record of landing and citizenship certificate. If original landing paper is lost/ misplaced provide a certified true copy from the issuing authority. b) If the applicant is born outside of India but held an Indian passport Statement of live birth is not required. If the applicant is a minor the applicant should also submit both parents Indian and Canadian passports along with their record of landing and citizenship certificate.	
10.	<b>Change Of Name Document:</b> a) In case the name of the applicant mentioned in the Indian passport, record of landing and the Canadian(or Foreign) passports differ(i.e., whole or part of the name/middle name or surname has been added/dropped or changed) Change of name certificate issued by the competent authority would be required. b) In case of change of surname of women after marriage, a detailed affidavit (mentioning the details of spouse, date of marriage, place of marriage and name before marriage and after marriage) along with original marriage certificate should be provided.	
11.	<b>Date and Place of Birth:</b> Ensure that the Date and Place of Birth should be same in all the documents (Indian passport, record of landing and Canadian passport).	
	<b>Please Note:</b> 1) The OCI fee should be paid in CAD Dollars only through a bank 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. 2) One set of photo copies of all the original documents to be arranged and submitted as per the order of the documents on the checklist. 3) The documents listed above are only the basic documents to be submitted in all cases; however additional documents may be requested by the Consulate or High Commission. 4) Ensure that all the columns in Part A (Online) & Part B (Hand Written) are filled in and signed and no column should be left blank 5) The photograph should be pasted/affixed in the box on Part A of application and not stapled. 6) All original documents are required to be submitted with the application for verification by the High Commission or the Consulate. These original documents will be returned within 15 working days. 7) In addition to the OCI fee an additional VFS service charge of 19.25 CAD + Tax/ applicant is applicable on all applications. The service charge can be paid by Cash, Credit, and Debit or through Bank Draft in favour of VF Services (Canada) Inc. 8) For Vancouver Jurisdiction applicants are required to fill the PART-A as per the information (Name, Date of Birth & Place of Birth) on their Indian Passport.  <p style="text-align: center;"><b>Incomplete Applications will not be accepted.</b></p> Date: _____ VFS Official's Signature: _____ Applicants Signature: _____ No. Of Applications : _____ VFS Official Observation:	