



Checklist for OCI Miscellaneous Application: The following documents are required.

S. No.	Documents	Yes/No
1.	<p>Fee:</p> <p>a) Re-issue of OCI Card/ Transfer of Visa sticker and change of personal particulars - 25 CAD</p> <p>b) Issue of Duplicate OCI certificate/ U visa sticker(loss/damaged OCI) - 100 CAD</p> <p>Bank Draft: <input type="checkbox"/> Money Order <input type="checkbox"/></p>	
2.	<p>Application:</p> <p>a) One print of the application form submitted online under OCI miscellaneous application at www.mha.nic.in website with registration number and signed in Ink. Please Use only blue or black ink.</p> <p>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>Photograph:</p> <p>ONE photograph 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.</p> <p>Details at: http://mha.nic.in/pdfs/InstructionFillingApp.pdf</p>	
4.	<p>Passport/OCI Card:</p> <p>a) Current and old Canadian passport.</p> <p>b) OCI Certificate.</p> <p>c) Landing paper (for Vancouver jurisdiction).</p>	
5.	<p>In case of minor:</p> <p>a) In case of minor children, both parents Indian and Canadian passports along with Record of landing to be submitted.</p> <p>1) Canadian Passports and OCI certificate</p> <p>2) Indian Passports</p> <p>3) Landing Papers</p>	
6.	<p>Lost OCI certificate/ U Visa Sticker</p> <p>In case of lost OCI certificate/ U Visa Sticker a police report.</p>	
7.	<p>Damaged OCI certificate/ U Visa Sticker:</p> <p>In case of damaged OCI certificate/ U Visa Sticker a statement from applicant stating the circumstances in which the document got damaged.</p>	
8.	<p>Change Of Name Documents:</p> <p>In case of change of name of applicant- Name change certificate.</p>	

9.	<p>Documentary Evidence: In case of change of personal particulars documentary evidence.</p>	
10.	<p>Date and Place of Birth: Ensure that the Date and Place of Birth should be same in all the documents (Indian passport, record of landing and Canadian passport).</p>	
	<p>Please Note:</p> <ol style="list-style-type: none"> 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 photographs 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, 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;">Incomplete Applications will not be accepted.</p> <p>Date: _____</p> <p>VFS Official's Signature: _____ Applicants Signature: _____</p> <p>No. Of Applications : _____</p> <p>VFS Official Observation:</p>	