

CHECKLIST for submission of OCI application (updated Sept 2025)

Type A: Application for Fresh OCI - Former Indian nationals

Sl No.	Documents	Applicant to verify	Uploaded online	Verification by Counter official
		(please confirm each with tick (✓) mark		
(a)	Checklist	--	--	--
(b)	Online Application Form			
(c)	Surrender / Renunciation Certificate			
(d)	Indian Passport – both first and last pages; endorsement-if any			
(e)	Mandatory declaration for surrender of Indian Voter ID and Ration Card			
(f)	Foreign Citizenship certificate			
(g)	Confirmation of Permanent Residence (COPR/e-COPR)/Landing Paper			
(h)	Canadian/Foreign passport. Additional form is required to be submitted by non-Canadian passport holders.			
(i)	Registered Marriage/Divorce certificate, if applicable			
(j)	Copy of spouse's passport, if married			
(k)	Professional Details of the applicant			
(l)	Proof of Address			
(m)	Proof of legal status in Canada – in case of non-Canadian passport holders			
(n)	Consent of both parents (in case applicant is minor)			
(o)	Legal status of both parents in Canada (in case applicant is minor)			
(p)	Copies of current passports of both parents (in case applicant is minor)			
(q)	Fees	--	--	--
(r)	Photograph			

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

	Documents at (a) (b) (e) (f) (g) (h) (i) (j) (k) (l) (m) (n) (o) (p) (q) & (r) above and following documents			
(s)	Registered Birth certificate mentioning names of both parents			
(t)	Indian passport / OCI of parent/grandparent- both first and last pages (Self-attested copy); endorsement-if any, and Both parents' current passport.			
(u)	Registered Marriage certificate of parents/grandparents			

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

	Documents at (a) (b) (e) (f) (g) (h) (i) (j) (k) (l) (m) (n) (p) (q) & (r) above and following documents			
(v)	Existing OCI Card / PIO card (Original and one Copy)			
(w)	For Damaged OCI cases - enclose damaged OCI Card in original			
(x)	For Lost OCI cases - Police Report mentioning lost OCI number			

Type D: Application for OCI on Indian origin Spouse basis

	Documents at (a) (b) (e) (f) (h) (i) (j) (k) (l) (m) (q) (r) & (s) above and following documents			
(y)	Indian Passport of spouse-both first and last pages; endorsement-if any and OCI (if any)			
(z)	COPR/e-COPR/Landing Paper of applicant and Indian spouse			
(aa)	Foreign Spouse's both parent's current passport			
(bb)	Joint declaration (Sworn Affidavit) of subsisting of marriage			

Note:

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

Details to be filled by the applicant

Name of the Applicant		CANV 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 /](https://ociservices.gov.in/)

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 **Canada-Vancouver**.

(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”. Though not mandatory, mentioning Indian reference in Part-B would facilitate OCI processing.

v) All the personal particulars / data entries of the OCI application should match with the current Passport. The name of parents & spouse should match as mentioned in their Indian Passport.

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 / 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) Consulate General of India, Vancouver reserves the right to call for additional documents, if necessary.

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

Copy of Surrender / Renunciation Certificate

Applicants who obtained foreign citizenship before 1st June 2010, can provide a copy of their last held Indian Passport instead of surrender certificate provided the passport had a valid cancellation stamp.

In all other cases a Surrender/Renunciation Certificate is mandatorily required. For more information about obtaining Surrender Certificate please [\(click here\)](#) or the [FAQs about Surrender certificate application \(click here\)](#)

Applicants who do not possess any of the three documents (surrender certificate, last held Indian passport, copy of last held Indian passport) may obtain nativity certificate from their home state in India and get it attested and apostilled from the Ministry of External Affairs which can be used instead of a surrender/renunciation certificate to apply for an OCI card.

(d) Indian Passport (self-attested copy)

Please enclose copies of both first and last 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 of change of personal particulars from the last held Indian passport, supporting documents would be needed.

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) Self Declaration for surrender of Indian Voter ID and Ration Card [CLICK HERE for format](#) to be uploaded with current passport **or** in drop-down menu of “Undertaking from the applicant”.

(f) Foreign Citizenship certificate / Card (self-attested copy)

If applicable, 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 (front & back page).

(g) Confirmation of Permanent Residence (COPR/e-COPR)/Landing Paper (self-attested copy)

If applicable, please enclose self-attested copy of COPR/e-COPR/Landing. Uploaded *copy should be legible*.

Refugee/Stateless of any country are not eligible to be registered as OCI cardholder and OCI cardholders on spouse basis. In case any OCI cardholder later become refugee of other country, their OCI status must cease and such refugee should be required to obtain separate regular visa for travel to India.

(h) Canadian passport / Foreign Passport (self-attested copy)

Please enclose photo page of your 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) Status in Canada (PR / Work Permit / Study Permit / Visa)

(ii) Additional form as per link below https://www.cgivancouver.gov.in/public_files/assets/pdf/Third-country-visa-and-oci-applicants-form.pdf

(i) Marriage/Divorce certificate (self-attested copy)

Registered Marriage certificate must be uploaded and attached in all cases where the spouse's 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.

***If the applicant's spouse name has been written on the applicant's Indian Passport as spouse, then the registered marriage certificate is not required under fresh OCI application Category for Adults**

***If the parent's spouse name has been written on the his/her Indian Passport as spouse, then the registered marriage certificate of parent is not required under fresh OCI application Category for minors**

(j) Copy of Spouse's passport, if married

Please upload personal particular page(s) of the passport.

(k) Professional Details of the applicant (self-attested copy)

Please enclose a letter from employer on their official letter head mentioning your profession / occupation details in Canada. (Police/Armed Forces/Security Agencies working/retired (including civilian) are not eligible for OCI)

(l) Proof of address in Canada (self-attested copy)

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

i) Driving License

ii) Photo ID issued by the Provincial ID.

iii) Utility Bill (Electricity/water/Gas/Landline telephone bill any one)-must be recent

Phone bills, Bank statements are not accepted as valid address proofs.

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

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

(m) Proof of legal status in Canada (self-attested copy)

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

(n) Consent of parents for minor applicants (self-attested copy)

In case of minor applicants, a consent form in the prescribed format must be signed by both parents and uploaded & attached. Form is available on our website link https://www.cgivancouver.gov.in/public_files/assets/pdf/Consent_form_minor_applicants_17feb2024.pdf

(o) Legal status of both parents (for Minor applicants) (self-attested copy)

A copy of valid Canadian passport/PR card/work permit/Student permit of both parents may be uploaded & attached

(p) Copies of current passports of both parents (in case applicant is **minor)**

(q) 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 above is excluding service fee, courier charges and charges for other value-added services provided by BLS.
2. The OCI fees and BLS service fee, courier charges, etc., is to be paid directly to BLS.
3. Fees once paid will not be refunded in any case.

(r) 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

Documents at (a) (b) (e) (f) (g) (h) (i) (j) (k) (l) (m) (n) (o) (p) (q) & (r) above and remaining documents as below:

(s) Registered Birth Certificate (self-attested copy)

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.

(t) Indian passport / OCI of parent/grandparent

Please enclose copies of first and last pages of current/last Indian passport of parent/grandparent. If there are any endorsements on any pages, enclose copy of those pages as well. These must also be uploaded as a single pdf file on the OCI application website.

(u) Registered Marriage certificate of parents/grandparents

Copy of marriage certificate of the same parent/grandparent (whose passport copy is attached as per (s) above) must be uploaded and attached. ***Please see explanation at point (i) also.***

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) (e) (f) (g) (h) (i) (j) (k) (l) (m) (n) (o) (p) (q) & (r) above and remaining documents as below:

(v) 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.

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

Please enclose damaged OCI Card in original

(x) 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 Consulate.

Interview - There will be a mandatory personal interview of all Lost & Damaged OCI cases. All such application is required to be first submitted at BLS for pre-approval.

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.

Documents at (a) (b) (e) (f) (h) (i) (j) (k) (l) (m) (q) (r) & (s) above and remaining documents as below.

(y) Indian passport of the Spouse (self-attested copy)

Please enclose a copy first and last page of current/last Indian Passport, endorsement pages (if any) of the spouse. If the spouse is an OCI cardholder, you may also enclose a copy of OCI card.

(z) COPR/e-COPR/Landing Paper of applicant and Indian Spouse (self-attested copy)

Please enclose copy of COPR/e-COPR/Landing Paper of Foreign Spouse applicant, if applicable and of Indian spouse.

(aa) Foreign Spouse's both parent's current passport (self-attested copy)

Copy of both parent's current passport of foreign spouse to be enclosed with the application.

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.

(bb) Joint declaration (Sworn Affidavit) of subsisting of marriage

Applicant's applying for an OCI on Indian origin spouse basis should attach and upload joint declaration of subsisting of marriage. Format of declaration/affidavit is available on <https://www.cgivancouver.gov.in/pages/NjI3>.