

# Consulate-General of India

365 Bloor Street East, 7th Floor, Toronto, ON M4W 3L4  
Telephone: 416-960-0751, 416-960-0752, 416-960-4831, 416-960-8173  
Fax: 416-960-9812 Email: [cgindia@cgitoronto.ca](mailto:cgindia@cgitoronto.ca)  
Website: [www.cgitoronto.ca](http://www.cgitoronto.ca)

## Overseas Citizenship of India (Checklist)

### Requirements

1. Online Registration (Using Microsoft Internet Explorer only): The OCI Application is in two parts, Part A and Part B. Part A MUST be filled in on-line by the applicant by visiting the link - <http://ociindia.nic.in/ociindia/OnlineOCIRegistrationG.jsp>. Alternatively, the Form can also be submitted online on the Ministry of Home Affairs website [www.mha.nic.in](http://www.mha.nic.in) at "Online Registration" on the "OCI Scheme" page. Part A is tamper proof, i.e., once Part A has been submitted online the applicant cannot make any changes in it. Please ensure that important personal information like name, date / place of birth, passport number etc is filled in carefully and tallies with the information contained in the current passport. However, in case of any mistake, applicant should submit Part A again by filling the correct information.

Part B of the application is meant for all members of the family, not exceeding four including the applicant. It is in ZIP format, and can be accessed by selecting „group“ in the OCI application form. It is to be downloaded either by using the „evaluation version“ or saved on a floppy/ CD ROM in MS Word format. Part B of the form should be filled either by hand in legible CAPITAL LETTERS or typed. Additional sheets can be used in case the space provided in the OCI application form is insufficient. Part B cannot be filled in online.

After on-line filling, both Part A and Part B are required to be submitted, in duplicate, to the Consulate along with all documents mentioned in the Check-list of the Consulate General of India, Toronto. It may be noted that on submission of Part A [at submission office: Canada-Toronto] a web reference number [CANTI.....] will be generated online.

2. Bank Draft/Money order of US\$ 275/- for each applicant [US\$ 25 adult PIO card holders, Miscellaneous services viz. transfer of U-Visa sticker to new Canadian Passport and change of personal particulars; US\$ 145/- in case minor children at the time of issue of PIO cards; US\$ 100/- for duplicate OCI Certificate / U-visa sticker] payable to "Consulate General of India, Toronto". OCI FEE IS ACCEPTED ONLY IN U.S. DOLLARS PAYABLE IN TORONTO. OCI application fee is same for adults and minors.

3. Minor Children (holding Canadian passports) where both the parents are Indian passport holders are not eligible for OCI Scheme.

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## LIST OF ORIGINAL DOCUMENTS REQUIRED WITH OCI APPLICATIONS

1. **Canadian Passport** – Current.
2. **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 **last Indian passport** issued (before acquiring Canadian citizenship).
3. **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 file copy [IMM 1000 – Record of landing or IMM 5292 – Confirmation of Permanent Residence] 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.
4. **Citizenship paper** issued by the Canadian authorities [at the time of Oath ceremony] mentioning the exact date of acquiring the Canadian Citizenship of the applicant. *In case Citizenship letter is not available, any other document issued by the concerned Canadian authorities mentioning the exact date [i.e. day, month and year] of acquiring the Canadian citizenship should be sent.*
5. **Persons of Indian Origin (PIO) card(s)**, if any.
6. **Overseas Citizenship Certificate**, if any, along with old and new Canadian passports - *These documents are required in case of transfer of OCI U-visa from old Canadian passport to new Canadian passport or issue of duplicate OCI.*
7. **Statement of Live Birth** (Detailed Birth Certificate mentioning parents name etc.) in case of birth outside India. The applicant should also submit both of his/her parent(s)'s Indian and Canadian Passports along with their original Records of Landing etc. *If original Record of Landing is lost/misplaced, a duplicate/certified true copy should be obtained from Canadian Immigration authorities.*
8. **Two photographs of size 51mm x 51mm** 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 coloured 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. 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 right thumb impression for boys and left thumb impression for girls.
9. **Two sets of Application Forms** (duly filled in and signed in ink)
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, sworn affidavit, deed poll attested by competent authorities and clippings from newspapers in India and Canada would be required to be submitted. In case of change of surname of women after marriage, a marriage certificate issued by the Registrar of Marriages' office would be acceptable.
11. **Ensure that Date and Place of Birth is same** in all documents, i.e. Indian Passport, Landing Certificate and Canadian Passport.
12. **ENSURE THAT ALL COLUMNS IN PARTs A & B** are filled in and signed and no column should be left blank.

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## **GUIDELINES FOR SUBMISSION OF OCI APPLICATION:**

Applicants should ensure to arrange two sets of the application in the following order:

### 1. In case of SINGLE APPLICANT:

- a) Parts A and B of the application (*all columns must be properly filled in and no column should be left blank*), duly signed;
- b) Photocopy of relevant pages of Canadian passport;
- c) Photocopy of relevant pages, [i.e. personal information of the Passport holder written by the Passport Issuing Authorities, including the page where Landing Immigration stamp is affixed and the last page, of Indian passport.
- d) Photocopy of PIO Card, if any
- e) Photocopy of Record of Landing.
- f) Photocopy of Record of Landing of spouse, if married.
- g) Photocopy of Record of Landings of parents, if unmarried.
- h) Photocopy of Citizenship Certificate (not the Citizenship card).
- i) Any other document(s) submitted in support of the application.

### 2. IN CASE OF FAMILY APPLICATION

[Main applicant, spouse and up to two minor children (under 18 years of age)]:

- a) PART A of the main applicant
- b) PART A of the spouse
- c) PART A of the first minor child, if any
- d) PART A of the second minor child, if any
- e) PART B, duly signed by the applicant and spouse, giving details of all applicants in Columns 19, 20 and 21 [*all columns must be properly filled in and no column should be left blank*]
- f) Photocopies of all documents for all applicants & in the same order as mentioned at (I) above in order of the applications {Part As}.

In all applications, photograph should be pasted/affixed (NOT STAPLED) in the box of Part A.

### **Please note that incomplete applications will not be accepted**

OCI applications by post / courier should henceforth be sent to Indian Visa & Consular [Services Centres](#) managed by VF Services (Canada) Toronto Office at Unit 102, 939 Eglinton Avenue East, Toronto, Ontario M4G 4E8. For details visit VFS website <http://in.vfsglobal.ca> or Helpline at 416-900-1160 (between 8.00am - 7.00pm Monday - Saturday except closed Holidays).