

CONSULATE GENERAL OF PAKISTAN, TORONTO, CANADA

INSTRUCTIONS – NICOP APPLICATION FORM

FEE SCHEDULE

New NICOP application: CD\$ 42 per application
Any Modification / Change/ duplicate/ renewal of NICOP / CNIC – CD\$ 64 per application.

Fee Includes home delivery by DHL.

Make money order or bank draft in the name of **NADRA PAKISTAN**. Make **one** draft / money order for all family members.

Note: In case modifications are not disclosed at the time of submission of application, additional \$22 would be charged before the application can be processed.

FAST TRACK PROCESS is not available for issuing of NICOPs. Please apply well in advance of your travel plans. Consulate General of Pakistan is **NOT RESPONSIBLE** for any disruptions of your travel plans due to your NICOP not being received in time.

PROCESSING TIME

Processing time is 16-20 weeks PROVIDED the form is filled correctly and applicant's data is cleared by NADRA.

NICOP applications received by the Consulate General of Pakistan are forwarded, fortnightly, to NADRA Head Quarters, Islamabad, which issues the NICOPs and sends directly to applicants by DHL.

ON-LINE TRACKING OF NICOP APPLICATION

You are encouraged to check the status of your application by visiting www.pakmission.ca and follow the link "NICOP Tracking". Enter the Receipt Number without preceding zeros.

Send us an e-mail immediately on nadra.toronto@gmail.com, if your application is rejected due to any reason. You can scan the missing documents (**jpg format only**) and send to us by e-mail to remove the causes of rejection.

REQUIRED DOCUMENTS

Mandatory for all Applicants

- 2 photographs, 2"x 1.5", with blue background
- Copies of CRC / MNIC / CNIC / - - NICOP for applicant, his parents and (Spouse if applicable)
- Copy of Permanent Resident Card with valid Pakistani passport. In case the Pakistani passport is EXPIRED, it will first be verified from the issuing office. Application will be accepted only after verification of expired passport. OR
- Copy of valid Canadian passport, **in case applicant is a Canadian citizen**. It is mandatory in case of citizenship.

Children born in Canada

- Copies of:
- Valid Canadian passport
 - Long form birth certificate or child registration Certificate.
 - Passports of parents or CNICs or NICOPs
 - Nikah Nama

Change of Marital Status

- **Newly wed:**
CNIC/NICOP of Spouse and Nikah Nama

- **Divorcee:** Divorce Papers
- **Widow:** Death Certificate of spouse

- **Re-marriage:** Divorce papers or Death certificate of first spouse and CNIC / NICOP and Nikah Nama of second spouse

Change of Permanent Address

- Land Registry/Domicile/Property Allotment letter against his / her (father / mother) name
- Or affidavit by house owner duly attested by 1st class magistrate

Change of Age / Date of Birth

- Birth certificate or
- Matriculation certificate or
- Canadian and Pakistani Passport

Change of Religion

- Certificate issued by registered Islamic Centre
- OR - Certificate issued by Church

Change of Name

- **Adding Family Name:**
No documents are required if only the family name is added. Example: Malik, Khan, Mian etc
- **Born in Pakistan:** Copy of Change of Name document duly Attested by *DFAIT Canada and Pakistan Embassy / Consulate
- **Born in Canada under 18 years:**
Copy of newly issued long form Birth Certificate duly attested by *DFAIT Canada and Pakistan Embassy / Consulate
- **Born in Canada above 18 years:**
(Same as born in Pakistan)

Lost NICOPs

- Step-1: The applicant will apply for **DUPLICATE** NICOP
- Step-2: Only then the applicant can apply for modification in his NICOP by returning the duplicate NICOP.

Affidavit for Ahmadi's

Married Ahmadi females are required to submit an Affidavit on the prescribed form.

GUIDE LINES

for filling in NICOP Application Form

Line: 1 Select Type of Application – Check the appropriate box.

Line: 2 Write MNIC/CNIC/NICOP number of the family head with relationship.

Line: 4-5 Write applicant's name and MNIC / CNIC / NICOP. In case the applicant is under 18 years of age and born in Pakistan, his FRC number must be written here. Leave it blank if NONE is issued.

Lines: 7 to 22 Fill the information correctly as required. Any error here may lead to rejection of your application. (Write deceased / divorced where applicable). **Write names in URDU on lines 6, 9, 12 & 15. It is mandatory.**

Line: 23 Write complete address in Canada with postal code.

Line: 24 Write complete address in Pakistan (with Tehsil & District)

Line: 25 Write status in case of Jammu & Kashmir Citizen.

Line: 26 Write Home and Cell Phone numbers & e_mail address clearly

Line: 27 Write Blood Group

Line: 28 Check the appropriate box. Left Thumb Impression and signatures are mandatory. Parent may sign in case of inability on part of the applicant.

Line: 29, 30 & 31 Attester Information who should not be related to you. His / her signatures, Name and his / her CNIC / NICOP number.

Line: 32 This is for official use.

Line: 33 Blood relative information. Name, relation and his/her CNIC/NICOP number. (Real brother / sister, real son / daughter, real father / mother, paternal grand father / grand mother, or Spouse).

Line 34 Signature or thumb impression is Mandatory for Muslims. Non-Muslims to write N/A.

Home Delivery Option: Check the appropriate box for delivery of NICOP in Canada / Pakistan / Consulate.

Procedure for attestation of Change of Name Document (issued in Canada):-

- Get the copy attested by Notary public / a lawyer
- Enclose self addressed envelop where you want it to be posted.
- and send to:

Authentication and Service of Documents Section,
Foreign Affairs and International Trade Canada,
125 Sussex Drive, Ottawa, ON K1A 0G2, Canada.
Phone: 1-800-267-8376

NOTE FOR PARENTS

PARENTS must get their marital status changed first in their CNIC's. Once it is done, only then they should apply for NICOPs for themselves and their children.

In case they apply for NICOPs for themselves and children, parents would get the NICOPs, but their children's NICOPs would be held up until they get their marital status modified in their CNIC's.

GENERAL INFORMATION

Use **FILL ABLE** NICOP Application form available on www.pakmission.ca. Same form can be used for any type of modification in **CNIC** or **NICOP**. Fill the form in **BLACK INK** and clearly print or type in **CAPITAL** letters and avoid contact with edges of the box. Leave a boxes empty at the end of every word.

Avoid any overwriting and other mistakes while filling the form. If there are any mistakes in the form, fill in a new form. **DISCLAIMER: NADRA accepts no responsibility for any error in the card if it is not attributable to office mistake. Therefore, fill in the form very carefully.**

Eligibility: Pakistani citizen who is an immigrant or dual nationality holder or employed on work permit in a foreign country by paying the prescribed fee.

Not Eligible: Foreign Spouse of Pakistani national is not eligible to apply for NICOP / POC. However, their children are eligible to apply for NICOP.

Gratis NICOP: Government Servants (including dependants) on duty or training abroad and Students in foreign country on Student Visa.

End of Instructions

Updated: 08 February, 2012