

# CONSULATE GENERAL OF PAKISTAN, TORONTO, CANADA

## INSTRUCTIONS – SMART NICOP

These **INSTRUCTIONS** are in general. You may be asked to submit more documents to identify you as a Pakistani. **Your application expires in 30 days from the day you apply.**

### FEE IS NON-REFUNDABLE.

Children's cards validity is determined by the computer. For adults – validity is 10 years. **New Smart NICOP Executive fee: \$142 per applicant with delivery.** First time applications are accepted under the NEW category. Delivery time is **15 Days** for Executive category.

**NOTE:** We only process SNICOP.

1. In case you do not receive your SNICOP within 15 Days, you must contact us by e-mail only (no phone calls) for an update.
2. **YOU CAN NOT TRACK IT ON-LINE.**
3. Applicants are requested to be at the Consulate by 09:15 hrs. Processing time for each applicant is likely to be 45 minutes minimum. Late comers are likely to wait from 3 to 5 hours, depending upon their number in the queue. **Applicants with an appointment will be given first priority.**

**Monday – Thursday:** 9:15am - 12:00 Noon

**Lunch time:** 1pm – 2pm. **70 applications only**

**Friday:** 9:15am – 11:30am

**Juma Prayers:** 1pm – 3pm. **40 applications only**

Please bring completed **Data Form** and attach copies of all necessary documents before coming to the Window for submission of application for SNICOP. **Incomplete application would not be accepted.**

All applicants MUST to be **physically present** in the Consulate for **Photo, finger prints and Data Entry**. **DO NOT BRING PICTURES.**

It is mandatory to return the original CNIC/NICOP when applying for Smart NICOP.

1. Parents **MUST be married in NADRA's** records (Urdu CNIC Data) when applying for their children otherwise child's case will not be processed UNTIL parents update their records.
2. Your application will be scrutinized at NADRA HQs and processed after approval.
3. Applicants with Manual ID cards must see **Manager NADRA for approval with old Pakistani passport used to travel to Canada, Birth & Matric Certificates, Blood relative CNIC/NICOP card. Bring all documents in original.**
4. Your application can be rejected if: **a)** An applicant fails to mention the CRC, CNIC, NICOP # (in Data Form) which was already issued to him / her. **b)** Have 2 citizen #'s issued on your name. One # will have to be cancelled before being eligible to apply for SNICOP. **c)** Pakistanis having refugee status in Canada are not eligible to apply for SNICOP until they get their PR Card.
5. **Applications started online MUST be completed Online.**

#### Abbreviations

CRC – Child Registration Certificate  
FRC – Family Registration Certificate  
MNIC – Manual ID Card (11 digit)  
CNIC – NADRA Urdu Shanakhti Card (13 digits)  
NICOP – Regular NICOP  
SNICOP – Smart NICOP  
MRP- Machine Readable Passport

### REQUIRED DOCUMENTS:

#### ORIGINAL PLUS A COPY

#### MANDATORY FOR ALL APPLICANTS

- Valid Pakistani / Foreign passport
- Applicants CNIC/NICOP/CRC #
- MNIC # (11 digits)/ Pakistani Citizenship Certificate (if applicable)
- Parents/Blood Relative NIC/NICOP (13 digits)
- Valid Legal status in Canada ( PR / Canadian Passport)

#### CHILDREN BORN IN CANADA

##### Original & Copies

- Long form birth certificate
- Parents CNIC /NICOP
- For a non-Pakistani parent, valid passport

#### CHILDREN BORN IN PAKISTAN

##### Original & Copies

- Parents CNIC /NICOP
- CRC /MRP

#### CHANGE TO MARITAL STATUS

#### REGISTERED CERTIFICATES ONLY

##### Original & Copies

#### Newly wed:

- CNIC / NICOP card of spouse.
- URDU Nikah Namah / marriage certificate.
- Valid passport for non-Pakistani spouses.

**Divorcee:** Court Order or Divorce Certificate

**Widow:** Death Certificate for spouse

#### Re-marriage:

- Divorce Certificate or Court Order
- Death certificate of first spouse.
- Plus documents noted above for newly wed.

#### CHANGE OF PERMANENT ADDRESS

- Land Registry/Domicile/Property Allotment letter against him/herself.
- Blood Relative CNIC/NICOP with same permanent address.

#### CHANGE OF AGE / DATE OF BIRTH

##### Original & Copies

- Matriculation certificate
- Domicile/Foreign |Passport

#### Note:

**a) Additional fee will be charged -case by case on the change.**

**b) 2<sup>nd</sup> time DOB change is NOT allowed**

**c) Change of 5 plus years is NOT allowed**

#### CHANGE OF RELIGION

Certificate issued by Registered Islamic Centre

#### CHANGE OF NAME

##### Original & Copies

#### Adding Family Name:

\* No documents are required if only the family name is being added.

\* Ex: Malik, Khan, Mian etc

#### Born in Pakistan: Name Change:

\* Affidavit duly attested by Pakistani Consulate

\* Name change Certificate from Service Ontario

#### Born in Canada - Original & Copies

\* Newly issued long form Birth Certificate.

\* Name change Certificate from Service Ontario

#### Lost NICOP / CNIC / SNICOP

Lost Affidavit is required for Lost Cards

## GUIDE LINES

### Completing the Data Form

**Note:** Data Form is to be used only as a help for data entry in the system. **Print out of the Data entered in the system will be given to you for your approval and signatures. Applicant will be responsible for any error coming up after applicant's signature. So be careful in checking the printout given to you for signatures. If you see any errors, get those corrected before signing it.**

**Line: 1** Select Type of Application – Check NEW if you are applying for SNICOP for the first time.

**Line: 2** Write CNIC / NICOP number of the family head with relationship. (Must be 13 digits)

**Line: 4, 5 & 6** Write applicant's name in English & Urdu. Write applicant's NICOP / CNIC / CRC / MNIC number.

**Lines: 7, 8 & 9** Write father's name in English, & Urdu. His CNIC / NICOP / MNIC number and his name in URDU

**Lines: 10, 11 & 12** Write mother's name in English & Urdu. Her CNIC / NICOP / MNIC number.

**Lines: 13 & 14** Write spouse's name in English & Urdu, CNIC / NICOP / MNIC number.

**Lines: 17 to 22** Fill the information correctly as required. Any error here may lead to rejection of your application.

**Line: 23** Write complete address in Canada with postal code. Not more than 45 characters including spaces.

**Line: 24** Write complete address in Pakistan (with Tehsil & District). Not more than 45 characters including spaces.

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

**Line: 26** Write Home and Cell Phone numbers & e-mail address in **capital letters**.

**Line: 27** Write Blood Group (optional)

**Line: 28** must choose appropriate boxes & fill out qualifications information.

**Line: 29 Blood relative information.** Name, relation and his/her CNIC/NICOP number. (Real brother / sister, real son / daughter, real father / mother, paternal grand father). **NICOP / CNIC of son/ daughter must be issued after the age of 18 years.**

**Final data entry print out must be attested.**

**Attesters signature, name, CNIC/NICOP/SNICOP number, phone number are required. Attester can be an adult from your family.**

**No phone calls, please.**

**Contact us by email only:**  
[nadra.toronto@pakmission.ca](mailto:nadra.toronto@pakmission.ca)

**Fee can ONLY be paid by:**

**Debit/Bank draft / Money Order**

**Payable to: NADRA PAKISTAN**

**IMPORTANT NOTE:-**

1. This form can only be used for Smart NICOP Data Entry, at The NADRA Registration Center at The Consulate General of Pakistan in Toronto.

# DATA ENTRY FORM SMART NICOP

FOR USE IN TORONTO CONSULATE ONLY  
Address: 7880 Keele St., Vaughan, Ontario, L4K 4G7

**ALL ENTRIES  
MUST BE COMPLETED**

**NOTE:**  
We take Photo and Finger Prints in the Consulate. All applicants have to be physically present in the consulate.

Use CAPITAL letters to fill the form.

2. Toronto Centre does not process applications by mail.

**1** Type of Application     New     Duplicate     Renewal     Change     Surrender

**2** Family Head NIC / CNIC / NICOP No.    **3** Relation with Family Head

**4** Applicant's Full Name (First, Middle, Last)    Name length not to exceed 27 characters including spaces.

**5** Applicant NIC / CNIC / CRC / NICOP No.    **6** درخواست دہندہ کا پورا نام

**7** Father's Name (First, Middle, Last)    Name length not to exceed 27 characters including spaces.

**8** Father's NIC / CNIC / NICOP No.    **9** درخواست دہندہ کے والد کا پورا نام

**9** Mother's Name (First, Middle, Last)    Name length not to exceed 27 characters including spaces.

**10** Mother's NIC / CNIC / NICOP No.    **12** درخواست دہندہ کی والدہ کا پورا نام

**11** Spouse's Name (First, Middle, Last) (compulsory for married or widowed)    Name length not to exceed 27 characters including spaces.

**13** Spouse's NIC / CNIC / NICOP No.    **15** بیوی / خاوند کا پورا نام

**17** Country of Stay Abroad (Where the Applicant is residing / likely to reside)    **18** Date of Birth (DD / MM / YYYY)

**19** Pakistani OR Foreign Passport No. (Valid Passport)    **20** Place of Birth:

**21** Country of Issue of Passport    **22** Date of Marriage: DD/MM/YYYY

**23** Present Address Foreign Address with Zip Code    Address should not exceed 45 characters including spaces.

**24** Permanent Address Pakistani Address with Tehsil & District    Address should not exceed 45 characters including spaces.

**25** In case of Jammu & Kashmir citizen    **26** Phone Number (Country Code - City Code - Phone No.)    **27** Mobile Number    Email (Write in capital letters):    Blood Group

Azad Jammu & Kashmir     Migrant from Kashmir Valley    Mother Tongue: \_\_\_\_\_

**28** Gender:  Male  Female    Religion:  Islam  Christian  Qadiani / Ahmedi  Hindu  Parsi  Sikh  Buddhist  Others

Do you have twin Brother or Sister? \_\_\_\_\_ (YES / NO)    Female Applicants: Are you a House Lady?: \_\_\_\_\_ (YES / NO)

Educational Level: \_\_\_\_\_ (Under Grad./Graduate/Post Graduate/PhD)    Are you working? \_\_\_\_\_ (YES / NO)    Retired: \_\_\_\_\_ (YES / NO)

Field of studies: \_\_\_\_\_    Profession: \_\_\_\_\_

**Important Note:**  
For Smart NICOP update:  
1. Please do not CALL  
2. Contact us by email only nadra.toronto@pakmission.ca  
3. Write name of the applicant and Tracking number in the email  
4. Tracking number starts with 5045110xxxxx.  
5. Do not forget to take tracking number with you after the data entry.

**Blood Relative Reference name** \_\_\_\_\_ **Relation:** \_\_\_\_\_  
**CNIC / NICOP / Smart NICOP Number:** \_\_\_\_\_

Parents, Siblings, Children, Maternal / Paternal grand parents, Maternal / Paternal grand children  
This information is MANDATORY. Application will NOT be processed without this information.