

Certificate of Date of Birth Checklist Rev. 3.0



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|------------------|--|--------------------|-------------------|
| Applicant's Name | | Submission Officer | |
| Passport Number | | Date | D D – M M – Y YYY |



Use black ink only whilst completing your Application Form and Checklist.
Check mark all requirements below that are complied with.
Sign at the end of each page of the Checklist.

Entry to BLS International Services Canada Inc., Indian Visa Application Centres (VAC):

1. Due to the limited size of VACs, attorneys (those accompanying applicants), relatives, drivers, or friends are not allowed in the VAC.
2. An applicant may however, bring one person to assist him/her if he or she is elderly, disabled, or a minor child.

Appointment:

1. Please Walk In.
2. If you cannot visit the VAC, it is recommended that you use the postal service to submit your application.
3. Alternatively, to book a pickup and/or drop via FedEx, visit <http://www.blsindia-canada.com/vas/>

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| 1. | PLEASE NOTE THAT ONLY CURRENT INDIAN NATIONALS ARE ELIGIBLE TO APPLY FOR THIS SERVICE |
| <input type="checkbox"/> | <p>Application Form:</p> <ul style="list-style-type: none"> - Download application form for Certificate of Date of Birth and complete. - Visit: http://blsindia-canada.com/forms/HCI-CGI_Certificate%20of%20the%20Date%20of%20Birth%20form.pdf - Be sure to select the correct Indian mission based on the place where you reside in Canada, and the mission's jurisdiction. - Mission jurisdiction can be viewed at: http://blsindia-canada.com/cert_dob.php - Ensure that you use the correct form. - Once done, put your application form and documents together, and submit it to BLS. |
| <input type="checkbox"/> | <p>Photograph:</p> <ul style="list-style-type: none"> - One photo of size 35mm x 35 mm. Paste this on Page 1 of the Application Form. - Photo must be compliant with specifications; refer to: http://www.blsindia-canada.com/photo_spec.php - You can avail of this service at the VAC; go to: http://www.blsindia-canada.com/vas.php |
| <input type="checkbox"/> | <p>Signatures:</p> <ul style="list-style-type: none"> - Sign at Page 2. ○ Signature must match with your passport. ○ If a minor cannot sign, using only black ink, apply left hand thumb impression for boys & right for girls. ○ In case of minor applicant, both parents must also sign below the applicant's signature, at Page 2. Signatures should match with signatures on current passport and parents current passport copies must be provided. |
| 2. | <p>Documents:</p> <ul style="list-style-type: none"> - Indian Passport (Original and Photocopies) - Proof of status in Canada: Valid PR card or Work Permit or Study Permit (Photocopies) - Proof of Address (Photocopy of Driver's License/Utility Bill/Bank Statement) (The latter two must be less than 6 months old) |
| <input type="checkbox"/> | <ul style="list-style-type: none"> - Provide copies for all of the above documents on A4 size paper. - Self-attest all photocopied pages. |
| 3. | <p>Fees: Refer to fee schedule at: http://www.blsindia-canada.com/cert_dob.php</p> |
| <input type="checkbox"/> | <p>Mail In Applications:</p> <ul style="list-style-type: none"> - Enclose a certified cheque, in favor of 'BLS International Service Canada Inc.' to include: <ul style="list-style-type: none"> ○ HCI/CGI DOB Certificate Fee. ○ ICWF Consular Surcharge Fee. - Enclose a separate certified cheque, in favor of 'BLS International Service Canada Inc.' to include: |

Signature _____

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| | <ul style="list-style-type: none">○ BLS Processing Fee.○ Add: Return Courier charges. |
| <input type="checkbox"/> | Walk In Applicants: <ul style="list-style-type: none">- Pay as above, at the VAC.- In cash or by debit card. |

The above guidelines are defined by the High Commission of India, Canada, for consular services for India, and must be strictly followed. The High Commission of India, Canada Information and Application Centre will not accept applications which do not meet above guidelines. They also reserve the right to ask for a personal interview. BLS International Services Canada Inc. have no say on whether you will be granted a visa/passport/PIO card/OCI card for India, as this is entirely the prerogative of the High Commission of India, Canada. The Mission may also request for additional documentation at anytime during or after the submission of the application.

Undertaking: I certify that my documents are arranged in the order given at the Checklist above. I have been informed that any insufficiency in documentation as mentioned in the Checklist may lead to a delay in the processing/rejection of my application.

Signature _____