

Passport Re-issue Checklist

Applicant's Name		Passport no.	
Email ID		Mobile no.	



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 Centers (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.
3. Applicants should bear in mind that they may stand outside the facilities for their turn, please dress according to weather conditions on the day of your visit.

Important:

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

<input type="checkbox"/>	<p>Online Application Form:</p> <ul style="list-style-type: none"> - A Passport may be approved for re-issue when it has less than 1 year of validity remaining, or if the passport had been issued for short validity (1 to 2 years). - Application must be Downloaded and Fill in by Hand. - Visit: https://passport.gov.in/nri/ - Ensure that all data entered matches with your current passport. - 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://www.blsindia-canada.com/passport.php
<input type="checkbox"/>	<p>Photograph:</p> <ul style="list-style-type: none"> - Four (4) photos of size 51mm x 51 mm. - Paste one on Page 1 of the Application Form. - Enclose three copies in an envelope with your application. - Photos 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 1, inside the box, adjoining the photo, and at Pages 2 and 3. - Minor Applicant (Below 18 Years): <ul style="list-style-type: none"> o If a minor cannot sign, using only blue or black ink, apply left thumb impressions for boys and right for girls, at all three pages. o Both parents must sign at Page 3 even if not applying together.
<input type="checkbox"/>	<p>Documents: Provide photocopies unless otherwise stated; attach the following valid documents in original.</p> <ul style="list-style-type: none"> - Provide copies for all the documents on LETTER size paper. - All photocopies have to be self-attested
<input type="checkbox"/>	<p>Indian Passport: (Original and copies)</p> <ul style="list-style-type: none"> - Indian Passport - If lost or damaged: <ul style="list-style-type: none"> o Contact HCI directly, obtain pre-approval, and then submit your application. - If expired for more than 1 year. Contact HCI directly with the following: <ul style="list-style-type: none"> o Notarized affidavit explaining reasons for delay. o Search Letter from CIC o Personal Particulars Form; 3 copies: http://www.blsindia-canada.com/forms/PersonalParticularform.pdf o Additional Photographs: 3 additional; complaint with http://www.blsindia-canada.com/photo_spec.php - Additional Booklets, if any.
<input type="checkbox"/>	<p>Status in Canada:</p> <ul style="list-style-type: none"> - Valid PR Card /Work Permit(Copy) Originals to Verify - If PR Card has expired: - Expired PR Card (Copy) - Landing Paper (Copy) Originals to Verify <ul style="list-style-type: none"> o PR Card renewal receipt - Work Permit, Visitor Visa or Student Visa (Copy) Originals to Verify - Proof of address in Canada – Driver's License, Bank Statement or Utility Bill (The latter two must be less than 6 months old).

Signature of Applicant _____

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	<p>P.S-Applicants sending Applications by Post will be sending photocopies of all supporting Documents except Original Indian Passport.</p> <ul style="list-style-type: none"> - If Applicant on Visitor Visa: <ul style="list-style-type: none"> o Documents of sponsor: <ul style="list-style-type: none"> • Passport • Document provided by the Government of Canada indicating valid status (PR Card, Work Permit, etc.). • Proof of address in Canada - No passport or consular services are available to claimants of refugee status in Canada.
<input type="checkbox"/>	<p>Personal Data Entered in Passport:</p> <ul style="list-style-type: none"> - All data and spellings provided in your application must match with your existing passport. If not, provide documentary evidence. - Address for your new passport: Present Canadian address; this must match with Proof of Address in Canada. - Other Address: Present Indian address. - If Signature is Mismatched: Hand written self-declaration stating reasons - Change of Appearance: Notarized Affidavit from a lawyer in Canada
<input type="checkbox"/>	<p>Marital Status - Addition or Deletion of Name of Spouse:</p> <p>If married in India:</p> <ul style="list-style-type: none"> - Marriage Certificate: Attested by the State Home Dept. where the marriage was registered, and by MEA (Ministry of External Affairs) New Delhi. <p>If married in Canada:</p> <ul style="list-style-type: none"> - Marriage License issued by Marriage Registrar, attested by DFAIT(Department of Foreign Affairs and International Trade) <p>If divorced in India:</p> <ul style="list-style-type: none"> - Divorce Certificate issued by a High Court, attested by the State Home Dept. where the divorce was registered, and by MEA(Ministry of External Affairs), New Delhi. <p>If divorced in Canada:</p> <ul style="list-style-type: none"> - Divorce Certificate issued by the Court, attested by DFAIT(Department of Foreign Affairs and International Trade)
<input type="checkbox"/>	<p>Name Variation:</p> <p>If the name is sought to be changed:</p> <ul style="list-style-type: none"> - Newspaper Advertisement from any two leading newspapers notifying change: See format below: <ul style="list-style-type: none"> o One advertisement should be from the area of the applicant's permanent address in India. o Other from applicant's present address in Canada. o Must be in English Language and less than 6 months old. o Provide full page in original; no cuttings. <p>Format for Newspaper Notification for Adults: <i>I, ____, son/daughter of ____, holder of Indian Passport No. ____, issued at ____, on ____, permanent resident of ____ (full address in India), and presently residing at ____, (full address in Canada) do hereby change my name from ____ to ____, with immediate effect.</i></p> <p>Format for Newspaper Notification for Minors: <i>I, ____, father of ____, holder of Indian Passport No ____, issued at ____, on ____, permanent resident of ____ (full address in India) and presently residing at ____, (full address in Canada), do hereby change the name of my son/daughter from ____ to ____, with immediate effect.</i></p> <p>If given name or surname is only sought to be split:</p> <ul style="list-style-type: none"> - Notarized Sworn Affidavit explaining differences in the name and the documents referenced. - Go to: http://passportindia.gov.in/AppOnlineProject/online/annexureAffidavit <p>In case of change of name of women after marriage:</p> <ul style="list-style-type: none"> - If married in India: <ul style="list-style-type: none"> o Marriage Certificate: Attested by the State Home Dept. where the marriage was registered, and by MEA (Ministry of External Affairs), New Delhi - If married in Canada: <ul style="list-style-type: none"> o Marriage License issued by Marriage Registrar duly attested by DFAIT(Department of Foreign Affairs and International Trade).
<input type="checkbox"/>	<p>Birth Date/Place Variation:</p> <p>If the Date of Birth varies:</p>

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	<ul style="list-style-type: none"> - Declaratory Court Order, issued by First Class Magistrate in India, instructing CGI to correct the date of birth. - New Registered Birth Certificate, issued by issued by Local Municipal Office in India, attested by MEA (Ministry of External Affairs), New Delhi. <p>If Place of Birth varies:</p> <ul style="list-style-type: none"> - Registered Birth Certificate, issued by local Municipal Office in India, and attested by MEA (Ministry of External Affairs,) New Delhi.
<input type="checkbox"/>	<p>Minor Applicant (Below 18 Years):(Originals and Copies)</p> <ul style="list-style-type: none"> - Status of parents in Canada: PR Card, Work Permit, Visitor Visa or Student Visa. - Status of Minor in Canada: PR Card/visitor visa/student visa <p>Documents of both parents to include: Indian Passports.(Originals and Copies)</p> <ul style="list-style-type: none"> - Canadian/Foreign passports, if any. - Proof of Address in Canada – Driver's License, Bank Statement or Utility Bill.(Copies) <p>If either or both parents are in India and have never landed in Canada:</p> <ul style="list-style-type: none"> - No Objection Affidavit from a lawyer in India.(Original) - Indian Passports – copies, both parents, duly notarized..(Original) - Go to: http://passportindia.gov.in/AppOnlineProject/online/annexureAffidavit - If you have a legal guardian in Canada, provide his/her Passport (Copy). <p>If either or both parents are outside of Canada, other than India:</p> <ul style="list-style-type: none"> - No Objection Affidavit..(Original) - Indian Passports – valid, copy, both parents, duly certified by Indian Mission abroad. (Original) - Go to: http://passportindia.gov.in/AppOnlineProject/online/annexureAffidavit <p>If parents are divorced:</p> <ul style="list-style-type: none"> - Divorce Certificate issued by the Court. - Government Order Granting Sole Custody.
<input type="checkbox"/>	<p>Fees: Refer to fee schedule at: http://www.blsindia-canada.com/passport.php</p> <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"> o HCI Passport Fee. o ICWF Consular Surcharge Fee. - Enclose a separate certified cheque, in favor of 'BLS International Service Canada Inc.' to include: <ul style="list-style-type: none"> o BLS Processing Fee. o Add: Return Courier charges. <p>Walk In Applications: In cash or by debit card only</p>
<input type="checkbox"/>	<p>Proof of Address(Photocopy)</p> <p>-Bank Statement/Utility Bill/Rent Agreement/Driving License</p>
<input type="checkbox"/>	<p>Notarized Affidavit for Change in Appearance</p>

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/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 any time 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 delaying the processing/rejection of my application.

Signature of Applicant _____

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