

# PASSPORT RE-ISSUE – Checklist



Applicant's Name		Submission officer	
Passport number		Date	DD – MM – YYYY

## The following persons may accompany an applicant during his or her visit to the Visa Application Center (VAC):

Special Needs Assistants: An applicant may bring one person to assist him if he or she is an elderly, disabled or a minor child.

## The following persons will NOT be allowed into the VAC premises:

Attorneys: An applicant may NOT be accompanied by his or her attorney(s).

Drivers, friends, extra relatives, and others not specifically named above will NOT be permitted to enter.

Due to the limited size of the (VAC) waiting rooms, the high volume of visa applicants, and the time required to process application, other accompanying persons cannot and will not be admitted to the (VAC).

**Appointment:** It is recommended to secure an appointment for your visit to the application centre. Kindly visit <http://www.blsindia-canada.com/bookappointment.php> to book an appointment.

For those who cannot visit the application centre it is recommended to use the postal service to submit their applications. Alternatively visit <http://www.blsindia-canada.com/vas/> to book a pickup and/or drop via FedEx.

## Kindly use blue or black ink ONLY on application form and checklist.

**Validity of Passport** – Note that the Passport Issuing Authority can issue passports even for a shorter duration.

**Passports are Re-issued (New Booklet)** after the expiry of their 10-year validity period.

Minor up to the age of 15 years are issued short validity passport for 5 years.

**\* The passport must have less than 1 year of validity to apply for reissue of passport.**

### 1. Online application form - <https://passport.gov.in/nri/>

- Select your Indian mission jurisdiction as per your current location and visa type  
Details of mission jurisdiction are available on [http://www.blsindia-canada.com/cert\\_dob.php](http://www.blsindia-canada.com/cert_dob.php)
- Complete form online, print and sign at all provided spaces.
- For minors who cannot sign: impression of left thumb for males and right for females (blue or black ink only)
- Signatures of parents should match supporting passport copies

### 2. Documents

- **Current Passport in original** with **photocopy** (of first, last, address page if separate page, any other endorsement pages with additional booklets, if any).
  - o **For minors** (up to 18 years) parents' passport copies + along with document proof of status in Canada (Permanent Resident card/Work Permit)
  - o **For minors** (up to 18 years) parent's signatures required in spaces provided for parent's signatures.
- **Photographs** – 4 (51mmX51mm) as per specifications stated on [http://www.blsindia-canada.com/photo\\_spec.php](http://www.blsindia-canada.com/photo_spec.php).
- **Original Valid PR Card** along with photocopy of both the sides.
  - o Original Valid Student visa, Work Permit or Visitor Visa along with Photocopy.
  - o In case PR card has expired, provide copy of landing paper and PR renewal receipt
- **Canadian Proof of Address:** Photocopy of Driver's License, Bank Statement, Utility Bill.
- **Other Documents** stated below depending upon **CASE TO CASE BASIS**.

**Kindly look into all details if applicable to you and carry documents accordingly.**

**Any Changes to be amended in the passport should be accompanied with documentary evidence.**

### Data Entry in Application Form should be as per passport:

- Surname: As it appears exactly in your existing Passport.
- Given Name: As it appears exactly in your existing Passport.

Signature\_\_\_\_\_

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## If New passport for change of name (One change request is allowed with new booklet)

Paper in original, of **two** leading daily newspapers, notifying the change of name. One daily newspaper should be of the area of **applicant's permanent address in India** and another daily newspaper of the area of **applicant's present address**. **Please attach full sheets of the newspaper and not cuttings thereof.**

### Newspaper advertisement should be one month old and in English language only

#### \*Format of newspaper notification for ADULT is given below:-

I, \_\_\_\_\_ son/daughter of \_\_\_\_\_, holder of Indian Passport No \_\_\_\_\_, issued at \_\_\_\_\_ on \_\_\_\_\_, permanent resident of \_\_\_\_\_ (full postal address in India to be given) and presently residing at \_\_\_\_\_ (full postal address in Canada to be given) do hereby change my name from \_\_\_\_\_ to \_\_\_\_\_, with immediate effect.

#### \*Format of newspaper notification for MINOR is given below:-

I, \_\_\_\_\_ father of \_\_\_\_\_, holder of Indian Passport No \_\_\_\_\_, issued at \_\_\_\_\_ on \_\_\_\_\_, permanent resident of \_\_\_\_\_ (full postal address in India to be given) and presently residing at \_\_\_\_\_ (full postal address in Canada to be given) do hereby change my Son/daughter name from \_\_\_\_\_ to \_\_\_\_\_, with immediate effect.

- Notarized Affidavit from a lawyer in Canada indicating change of name

### New Passport in Married name in case of females:

**If Married in India** – Marriage Certificate should be attested from concerned Home Department where the marriage is registered along with MEA (Ministry of External Affairs) New Delhi.

**If Married in Canada** – Marriage license issued by marriage registrar is required to be attested by the respective Government service office of your province (Deputy Attorney General /Deputy Provisional Secretary).

- Notarized Affidavit from a lawyer in Canada indicating change of name

### New Passport in Re-Married Name:

**If Divorced in India** – Divorce Certificate issued by High Court should be attested from concerned Home Department where the divorce is registered along with MEA (Ministry of External Affairs) New Delhi.

**If Divorced in Canada** – Divorce Certificate issued by family court is required to be attested by the respective Government service office of your province (Deputy Attorney General /Deputy Provisional Secretary).

**If Married in India** – Marriage Certificate should be attested from concerned Home Department where the marriage is registered along with MEA (Ministry of External Affairs) New Delhi.

**If Married in Canada** – Marriage license issued by marriage registrar is required to be attested by the respective Government service office of your province (Deputy Attorney General /Deputy Provisional Secretary).

- Notarized Affidavit from a lawyer in Canada indicating change of name

### New Passport in case of change of appearance (turban or hijab or any other change)

- Notarized Affidavit from a lawyer in Canada indicating change of appearance

### 3. Photograph:

#### For New Booklet – 4 photographs

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>- The image should be 51mm X 51mm</li> <li>- The image must have adequate brightness and contrast</li> <li>- The skin tone should be natural. In case of over-exposure or under-exposure of the photo, The skin is either too dark or too light, photo will not be acceptable</li> <li>- It should show a close up of the head and (partial) shoulders</li> <li>- The image should be straight looking, centered with neutral expression</li> <li>- Face should be in sharp focus and clear with no ink marks/creases/lines</li> <li>- Red eye photos are not allowed</li> <li>- No lines are allowed</li> </ul> | <ul style="list-style-type: none"> <li>- The eyes must be open and no hair obscuring the face</li> <li>- Prescription glasses if worn should be clear and thin framed and should not have flash reflection or obscure the eyes</li> <li>- Head coverings, hair, head-dress or facial ornaments should not obscure the face</li> <li>- The photo must have plain light background</li> <li>- There must be no other people or object in the photo</li> <li>- The lighting must be uniform with no shadows on the face or behind</li> <li>- The face (from forehead edge to bottom of chin) should be 70 to 80% of the photo or one inch height</li> </ul> |
|---|--|

Signature \_\_\_\_\_

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4. Sex: Mention gender/sex as it appears exactly in your existing Passport.

5. Date of Birth: As it appears exactly in your existing Passport.

**If there is a change in Date of Birth:**

A declaratory Court Order (in original with a copy) issued by a First Class Judicial Magistrate in India instructing the Consulate to correct Date of Birth.

6. Place of Birth: As it appears exactly in your existing Passport.

**If there is a change in Place of Birth:**

Registered Birth Certificate issued by local Municipal office attested by consular division of MEA (Ministry of External Affairs) New Delhi.

7. Place of Issue: As it appears exactly in your existing Passport.

8. Date of Issue: As it appears exactly in your existing Passport.

9. Date of Expiry: As it appears exactly in your existing Passport.

**If the passport is expired for more than 1 year:**

Original search letter issued by CIC (Citizenship and Immigration Canada) towards status in Canada is required along with affidavit attested from notary public explaining the reason for delay in renewing passport after one year.

**If the passport is expired for more than 3 years:**

Original search letter issued by CIC (Citizenship and Immigration Canada) towards status in Canada is required along with affidavit attested from notary public explaining the reason for delay in renewing passport after three year.

3 Additional PASSPORT PARTICULAR FORM + 3 ADDITIONAL PHOTOGRAPHS

Size: 51mmX 51mm Quantity: 3

10. Signature: As per existing passport

**If there is a change in signature:** Self declaration stating the reason for change in signature

11. Name of Father: As it appears exactly in your existing Passport.

12. Name of Mother: As it appears exactly in your existing Passport.

13. Name of Spouse: (If Applicable) as it appears exactly in your existing Passport.

**Adding of Spouse Name in new passport kindly carry Registered Marriage Certificate.**

**If Married in India** – Marriage Certificate should be attested from concerned Home Department where the marriage is registered along with MEA (Ministry of External Affairs) New Delhi.

**If Married in Canada** – Marriage license issued by marriage registrar is required to be attested by the respective Government service office of your province (Deputy Attorney General /Deputy Provisional Secretary).

**Deletion of spouse Name in New passport kindly carry Divorce Certificate.**

**If Divorced in India** – Divorce Certificate issued by High Court should be attested from concerned Home Department where the divorce is registered along with MEA (Ministry of External Affairs) New Delhi.

**If Divorced in Canada** – Divorce Certificate issued by family court is required to be attested by the respective Government service office of your province (Deputy Attorney General /Deputy Provisional Secretary).

14. Address to be printed:

a. As it appears exactly in your existing Passport if there is no change

b. In case of change in address from previous passport, provide a valid address (Canadian or Indian) proof in original and photocopy

15. Other address: Any address can be mentioned (address proof not necessary)

**Acceptable Proof of Address (Canadian or India):** Photocopy of Driver's License or Bank Statement or Utility Bill

I have been informed and advised that the insufficient documentation mentioned in checklist may lead to a delay in the processing of visa application. However, I insist to proceed with my application. The above guidelines are defined by High commission of India, Canada and must be strictly followed. The High Commission of India, Canada reserves the right to ask for a Personal Interview or Additional Documents. The High Commission of India, Canada Information and Application Center will not accept visa applications which do not meet above specified guidelines. The documents must be arranged in the order given above BLS International have no say on whether you will be granted a visa, as this is entirely the prerogative of The High Commission of India, Canada. The Indian Mission Consular may request for additional documentation anytime during or after the submission of the application.

Signature\_\_\_\_\_

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