

# Passport Re-issue Checklist Rev. 3.0



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

<b>1</b>	<b><u>Registration:</u></b>
<input type="checkbox"/>	<p><b>Online Application Form:</b></p> <ul style="list-style-type: none"> <li>- Visit: <a href="https://passport.gov.in/nri/">https://passport.gov.in/nri/</a></li> <li>- Go to: 'Online Registration Form' and follow the process.</li> <li>- DO NOT press the button: 'Download Passport Application Form.'</li> <li>- Ensure that all data entered matches with your current passport.</li> <li>- Be sure to select the correct Indian mission based on the place where you reside in Canada, and the mission's jurisdiction.</li> <li>- Mission jurisdiction can be viewed at: <a href="http://www.blsindia-canada.com/passport.php">http://www.blsindia-canada.com/passport.php</a></li> <li>- After submission online, no changes can be made. In case of an error, please register a fresh online application.</li> <li>- Three personal particular forms are to be submitted along with the application.                      go to: <a href="http://www.blsindia-canada.com/forms/PersonalParticularform.pdf">http://www.blsindia-canada.com/forms/PersonalParticularform.pdf</a> <ul style="list-style-type: none"> <li>o On personal particular forms, print Permanent Address in India in column 8 (A) and two reference address in India in column 10 (1) and (2).</li> </ul> </li> </ul>
<input type="checkbox"/>	<p><b>Photograph:</b></p> <ul style="list-style-type: none"> <li>- Four (4) photos of size 51mm x 51 mm.</li> <li>- Paste one on Page 1 of the Application Form and other three on Personal particular forms.</li> <li>- Photos <b>must</b> be compliant with specifications; refer to <a href="http://blsindia-canada.com/photo_spec.php">http://blsindia-canada.com/photo_spec.php</a></li> <li>- You can avail of this service at the VAC; go to: <a href="http://www.blsindia-canada.com/vas.php">http://www.blsindia-canada.com/vas.php</a></li> </ul>
<input type="checkbox"/>	<p><b>Signatures:</b></p> <ul style="list-style-type: none"> <li>- Sign at Page 1 and 3, inside the box, paste the photographs; signatures are required on Page 2 as well.</li> <li>- Minor Applicant (Below 18 Years):                     <ul style="list-style-type: none"> <li>o If a minor cannot sign, using only black ink, apply left thumb impressions for boys and right for girls, at all three pages.</li> <li>o Both parents must sign at Page 3 and also on three personal particular forms right below the applicant signature even if not applying together.</li> </ul> </li> </ul>

Signature of Applicant \_\_\_\_\_

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<b>2</b>	<p><b><u>Documents:</u></b></p> <ul style="list-style-type: none"> <li>- Indian passport Original and Photocopies</li> <li>- Annexure E needs to be filled and signed by the applicant: Please follow the link <a href="http://passportindia.gov.in/AppOnlineProject/online/annexureAffidavit">http://passportindia.gov.in/AppOnlineProject/online/annexureAffidavit</a></li> <li>- proof of status in Canada: Valid PR Card or Work Permit or Study permit (Original and Photocopies/Notary Attested copies)</li> <li>- Landing Paper (Photocopy)</li> <li>- If on Study Permit: Student ID and Enrollment letter from the educational institution (Photocopies)</li> <li>- Proof of Address in Canada (Photocopy of Driver's License/Utility Bill/Bank Statement) (The latter two must be less than 6 months old)</li> <li>- If new Indian address is to be printed on the passport, notarized or original proof from India in addition to Canadian proof of address</li> </ul> <ul style="list-style-type: none"> <li>• <b>If Indian Passport is expired for more than 1 year:</b> <ul style="list-style-type: none"> <li>○ Notarized affidavit explaining reasons for delay.</li> <li>○ Receipt of search letter.</li> </ul> </li> <li>• <b>If expired for more than 3 years:</b> <ul style="list-style-type: none"> <li>○ Notarized affidavit explaining the reasons for delay</li> <li>○ Original search letter</li> </ul> </li> <li>○ Personal Particular Forms; 4 additional copies ( 7 in total): <a href="http://www.blsindiacanada.com/forms/PersonalParticularform.pdf">http://www.blsindiacanada.com/forms/PersonalParticularform.pdf</a></li> <li>○ Additional Photographs: 4 additional (7 in total); complaint with <a href="http://blsindia-canada.com/photo_spec.php">http://blsindia-canada.com/photo_spec.php</a></li> </ul>
<input type="checkbox"/>	<p><b>If PR Card has expired:</b></p> <ul style="list-style-type: none"> <li>○ Expired PR Card photo copy.</li> <li>○ Landing Paper photo copy.</li> <li>○ PR Card renewal receipt.</li> </ul> <p><b>If Applicant on Super Visa:</b> Following documents are required from the sponsor:</p> <ul style="list-style-type: none"> <li>- Current passport and Status in Canada (Photocopy)</li> <li>- Last held cancelled Indian passport and Landing paper (Photocopy) if former Indian National.</li> <li>- Proof of Address in Canada (Photocopy of Driver's License/Utility Bill/Bank Statement)</li> <li>- No passport services are available to claimants of refugee status in Canada.</li> </ul>
<input type="checkbox"/>	<p><b>Personal Data Entered in Passport:</b></p> <ul style="list-style-type: none"> <li>• All data and spellings provided in your application must match with your existing passport. If not, provide documentary evidence.</li> <li>• If Signature is changed: Old signature specimen required along with the new signature on a blank paper.</li> <li>• Change of Appearance: Affidavit from a notary public in Canada with Photo.</li> </ul>
<input type="checkbox"/>	<p><b>Marital Status - Addition or Deletion of Name of Spouse:</b></p> <ul style="list-style-type: none"> <li>• Addition:                     <ul style="list-style-type: none"> <li>Marriage Certificate</li> <li>Spouse's Current passport (Photocopies)</li> </ul> </li> <li>• Deletion:                     <ul style="list-style-type: none"> <li>Divorce certificate (Photocopy)</li> </ul> </li> </ul>
<input type="checkbox"/>	<p><b>Name Variation:</b></p> <p><b>If the name is sought to be changed:</b></p> <ul style="list-style-type: none"> <li>- Affidavit from a notary public in Canada.</li> <li>- Newspaper Advertisement from any two leading newspapers notifying change: See format below:</li> </ul>

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	<ul style="list-style-type: none"> <li>○ One advertisement should be from the area of the applicant's permanent address in India.</li> <li>○ Other from applicant's present address in Canada.</li> <li>○ Must be in English Language and more than one month old.</li> <li>○ Provide full page in original; no cuttings.</li> </ul> <p><b>Format for Newspaper Notification for Adults:</b>  <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><b>Format for Newspaper Notification for Minors:</b>  <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><b>If given name or surname is only sought to be split:</b></p> <ul style="list-style-type: none"> <li>- Affidavit from a notary public in Canada</li> </ul> <p><b>In case of change of name of women after marriage:</b></p> <ul style="list-style-type: none"> <li>- Marriage certificate (Photocopy)</li> <li>- Spouse's current passport (Photocopy)</li> </ul>
<input type="checkbox"/>	<p><b>Birth Date/Place Variation:</b></p> <p><b>If the Date of Birth varies:</b></p> <ul style="list-style-type: none"> <li>- Declaratory Court Order, issued by First Class Magistrate in India, instructing CGI to correct the date of birth.</li> <li>- New Registered Birth Certificate, issued by Local Municipal Office in India, attested by MEA (Ministry of External Affairs), New Delhi.</li> </ul> <p><b>If Place of Birth varies:</b></p> <ul style="list-style-type: none"> <li>• Registered Birth Certificate, issued by local Municipal Office in India, and attested by MEA (Ministry of External Affairs,) New Delhi</li> </ul>
<input type="checkbox"/>	<p><b>Minor Applicant (Below 18 Years):</b></p> <ul style="list-style-type: none"> <li>• Indian passport Original and Photocopies.</li> <li>• Status of Minor in Canada: PR Card, Study permit, Visitor permit (Original and Photocopies/Notary Attested copies)</li> <li>• Landing Paper (Photocopy)</li> </ul> <p><b>Documents of both parents to include:</b></p> <ul style="list-style-type: none"> <li>- Indian Passports (Self Attested Photocopies)</li> <li>- proof of status in Canada: Valid PR Card or Work Permit or Study permit (Self Attested Photocopies)</li> <li>- Landing paper (Self Attested Photocopies)</li> <li>- Canadian/Foreign passports if any along with Last held cancelled Indian passport (Self Attested Photocopies)             <ul style="list-style-type: none"> <li>- Proof of Address in Canada – Driver's License, Bank Statement or Utility Bill (Self Attested Photocopies) (The latter two must be less than 6 months old)</li> </ul> </li> <li>- If both parents are applying for the minor, Annexure D needs to filled and signed by both the parents: Please follow the link <a href="http://passportindia.gov.in/AppOnlineProject/online/annexureAffidavit">http://passportindia.gov.in/AppOnlineProject/online/annexureAffidavit</a></li> <li>- If single parent is applying for the minor, Annexure C needs to be filled and signed by the parent applying: Please follow the link <a href="http://passportindia.gov.in/AppOnlineProject/online/annexureAffidavit">http://passportindia.gov.in/AppOnlineProject/online/annexureAffidavit</a></li> </ul> <p><b>If either or both parents are in India and have never landed in Canada:</b></p> <ul style="list-style-type: none"> <li>- No Objection Affidavit from a lawyer in India.</li> <li>- Indian Passports – copies, both parents, duly notarized.</li> <li>- Go to: <a href="http://passportindia.gov.in/AppOnlineProject/online/annexureAffidavit">http://passportindia.gov.in/AppOnlineProject/online/annexureAffidavit</a></li> <li>- If you have a legal guardian in Canada, provide his/her Passport (Copy).</li> </ul> <p><b>If either or both parents are outside of Canada, other than India:</b></p> <ul style="list-style-type: none"> <li>- No Objection Affidavit.</li> <li>- Indian Passports – valid, copy, both parents, duly certified by Indian Mission abroad.</li> <li>- Go to: <a href="http://passportindia.gov.in/AppOnlineProject/online/annexureAffidavit">http://passportindia.gov.in/AppOnlineProject/online/annexureAffidavit</a></li> </ul> <p><b>If parents are divorced:</b></p> <ul style="list-style-type: none"> <li>- Divorce Certificate issued by the Court.</li> <li>- Government Order Granting Sole Custody.</li> </ul>

Signature of Applicant \_\_\_\_\_

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<b>3</b>	<b>Fees:</b> Refer to fee schedule at: <a href="http://www.blsindia-canada.com/passport.php">http://www.blsindia-canada.com/passport.php</a>
<input type="checkbox"/>	<b>Mail In Applications:</b> - Enclose a certified cheque, in favor of 'BLS International Service Canada Inc.' to include: <ul style="list-style-type: none"> <li>○ HCI/CGI Passport Fee.</li> <li>○ ICWF Consular Surcharge Fee.</li> </ul> - Enclose a <b>separate</b> certified cheque, in favor of 'BLS International Service Canada Inc.' to include: <ul style="list-style-type: none"> <li>○ BLS Processing Fee.</li> <li>○ Add: Return Courier charges.</li> </ul>
<input type="checkbox"/>	<b>Walk In Applications:</b> - 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 delaying the processing/rejection of my application.

Signature of Applicant \_\_\_\_\_