

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):

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

- If you cannot visit the VAC, it is recommended that you use the postal service to submit your application.
- 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 completed and submitted online by visiting: https://passport.gov.in/nri and selecting "Online Registration form". All data entered matches with your current passport, if not please provide the supporting documents. Online applications are only accepted if filled out in the current year. 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 After submission online, no changes can be made. In case of any error, please fill a fresh new online application
<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://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.(IN BOTH BOXES) Signatures must match with your last passport. If the signatures are different, A Notarized Affidavit addressing to High Commission of India, Ottawa with the explanation of the same Minor Applicant (Below 18) Yrs. <ul style="list-style-type: none"> In case, a minor cannot sign, using only blue or black ink, apply left thumb impressions for boys and right for girls, at all three pages. Both parents must sign at Page 3.
<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"> Contact HCI directly. If expired for more than 1 year. Contact HCI directly with the following additional documents: <ul style="list-style-type: none"> Notarized affidavit explaining reasons for delay. Search Letter from CIC Personal Particulars Form; 3 copies: http://www.blsindia-canada.com/forms/PersonalParticularform.pdf Additional Photographs: 3 additional; complaint with http://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/Student Permit(Copy) Originals to Verify Record of Landing If PR Card has expired:

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	<ul style="list-style-type: none"> - Expired PR Card (<i>Copy</i>) - Landing Paper (Copy) Originals to Verify - PR Card renewal receipt - Work Permit, Visitor Visa or Student Visa (Copy) Originals to <i>Verify</i> <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"> • Indian Passport • Document provided by the Government of Canada indicating valid status (PR Card, Work Permit, etc.) and Record of Landing • Proof of address in Canada
<input type="checkbox"/>	<p>For addition / deletion of spouse name and /or change of surname after marriage:</p> <ul style="list-style-type: none"> - Please ensure that the form is filled as per the desired name. - Photocopies of marriage or divorce certificate should be presented with the application. - Covering letter for the changes to be made in the new Passport.
<input type="checkbox"/>	<p>Address to be printed on the passport</p> <p>For PR card holders-Address to be printed on the Passport can either be Indian or Canadian.</p> <p>Information on the Application form has to be filled accordingly.</p> <p>Proof of address in Canada: Driver's License, Bank Statement or Utility Bill (The latter two must be less than 6 months old).</p> <p>Address must match with address provided on the application form</p> <p>Proof of Address In India</p> <p><i>If the address is same as the Indian address mentioned in your recent Indian passport, address proof is not required. Else provide the address proof like Aadhar Card, Voter's ID, Driving License for your current Indian address)</i></p> <p>-For applicants on Study permit or Visitor Record, please enter the Indian address under 'Address to be printed 'and 'Other addresses 'will be Canadian on the form. <i>(If the address is the same as the Indian address mentioned in your recent Indian passport, address proof is not required. Else provide the address proof like Aadhar Card, Voter's ID, Driving License of current Indian address)</i></p>
<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:</p> <p><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:</p> <p><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>

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	<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
<input type="checkbox"/>	<p>Birth Date/Place Variation:</p> <p>If the Date of Birth varies:</p> <ul style="list-style-type: none"> - 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 Minor in Canada: PR Card/visitor visa/student visa - Record of Landing of Child - Annexure D (filled and signed by both parent's) <p>Documents of both parents to include:</p> <ul style="list-style-type: none"> - Valid Indian Passports.(Originals and Copies) - Status of parents in Canada: PR Card, Work Permit, Visitor Visa or Student Visa. - Record of Landing - 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: Postal applications will be accepted at BLS,Ottawa Centre only.</p> <ul style="list-style-type: none"> - Enclose a certified cheque/DD/PO in favor of 'BLS International Services Canada Inc.' to include: <ul style="list-style-type: none"> o HCI Visa Fee o ICWF Consular Surcharge Fee o BLS Processing Fee o Add: Return Courier charges <p>Walk In Applicants: In cash or by debit card (exact change) only</p>
<input type="checkbox"/>	<p>Proof of Address(Photocopy)</p> <ul style="list-style-type: none"> -Bank Statement/Utility Bill/Rent Agreement/Driving License
<input type="checkbox"/>	<p>Annexure E</p>
<input type="checkbox"/>	<p>Notarized Affidavit for Change in Appearance</p>

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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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