

# Passport Re-issue Checklist

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



**THE FOLLOWING IS A LIST OF DOCUMENTS TO BE SUBMITTED FOR APPLYING FOR PASSPORT RE-ISSUE. PLEASE PRINT AND SIGN A COPY OF THIS CHECKLIST, ALONG WITH YOUR APPLICATION.**

### PLEASE NOTE

**THE CONSULATE RESERVES THE RIGHT TO CALL FOR ADDITIONAL DOCUMENTS, AS CONSIDERED NECESSARY. Please check the 'Sample Form' available on [www.blsindia-canada.com](http://www.blsindia-canada.com) for assistance on filling up your application.**

**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 the weather conditions on the day of your visit.
4. No passport or consular services are available to claimants of refugee status in BLS Centers.
5. 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><b>ONLINE APPLICATION FORM:</b></p> <ul style="list-style-type: none"> <li>- 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).</li> <li>- Application must be completed and submitted online by visiting: <a href="https://passport.gov.in/nri/">https://passport.gov.in/nri/</a> and selecting 'Online Registration form'</li> <li>- <b>Please ensure that all data and spellings provided in your application must match with your existing passport.</b> If not, please provide the supporting documentation.</li> <li>- Please 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: <a href="http://www.blsindia-canada.com/passport.php">http://www.blsindia-canada.com/passport.php</a></li> <li>- <b>Online applications are only accepted if filled out in the current year.</b></li> <li>- After submission online, no changes can be made. In case of an error, please fill a new online application form. <b>Please note: BLS International employees cannot edit or make any changes to your online application form.</b></li> </ul>
<input type="checkbox"/>	<p><b>PHOTOGRAPH SPECIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>- Two (2) photos of size 51mm x 51 mm.</li> <li>- Paste one on Page 1 of the Application Form.</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>SIGNATURE INSTRUCTIONS:</b></p> <ul style="list-style-type: none"> <li>- Sign on Page 1, inside the box, below your photograph and on pages 2 and 3 (in both boxes). Signature must match with your last passport. If the signature is different, please address a letter to the Consulate General of India, with an explanation on the same.</li> <li>- <b>Minor Applicant (Below 18 Years): (Refer to additional documents for minors on the next page of this checklist)</b> <ul style="list-style-type: none"> <li>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.</li> <li>o Both parents must sign on Page 3.</li> </ul> </li> </ul>
	<p><b><u>DOCUMENTS</u></b></p> <p><b>Provide the documents below, in original and photocopies on letter size paper.</b> All photocopies have to be self-attested. <b>Please note:</b> Original Indian passport and status in Canada are to be submitted along with the photocopies of the same. (Photocopies of the fist, last page and observatory pages of the Indian passport to be submitted)</p>
<input type="checkbox"/>	<p><b>Indian Passport:</b></p> <ul style="list-style-type: none"> <li>- <b>If lost or damaged:</b> <ul style="list-style-type: none"> <li>o Visit CGI directly, obtain pre-approval, and then submit your application. Please carry a Police Report and Notarized Affidavit in case of lost passport.</li> </ul> </li> <li>- <b>If expired for more than 1 year and less than 3 years:</b> <ul style="list-style-type: none"> <li>o Hand written declaration explaining reasons for delay beyond 1 year.</li> </ul> </li> <li>- <b>If expired for more than 3 years: Visit CGI directly with the below documents:</b> <ul style="list-style-type: none"> <li>o Notarized affidavit explaining reasons for delay beyond 3 years.</li> <li>o Personal Particulars Form; 3 copies: <a href="http://www.blsindia-canada.com/forms/PersonalParticularform.pdf">http://www.blsindia-canada.com/forms/PersonalParticularform.pdf</a></li> <li>o Additional Photographs: 3 additional; complaint with <a href="http://blsindia-canada.com/photo_spec.php">http://blsindia-canada.com/photo_spec.php</a></li> </ul> </li> </ul>

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

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	<ul style="list-style-type: none"> <li><input type="checkbox"/> Additional Booklets, if any.</li> </ul>
<input type="checkbox"/>	<p><b>Status in Canada:</b></p> <ul style="list-style-type: none"> <li>- <b>Valid PR Card</b> – front and back</li> <li>- <b>Landing paper - For PR cards issued, without the category</b> on the back, please provide the photocopy of the PR card and landing paper</li> <li><b>If PR Card has expired:*</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Expired PR Card</li> <li><input type="checkbox"/> Landing Paper</li> <li><input type="checkbox"/> PR Card renewal receipt *only short validity passport will be issued in such cases, depending case basis.</li> </ul> </li> <li><b>OR</b></li> <li>- <b>Valid Work Permit</b></li> <li><b>OR</b></li> <li>- <b>Valid Study Permit</b> – In addition to the study permit, please provide details of the educational institution and length of the program you are enrolled in.</li> <li><b>OR</b></li> <li>- <b>Visitor Visa</b></li> <li><b>For Applicants on Visitor Visa</b>, provide photocopies of the below documents of the person who sponsored you;           <ul style="list-style-type: none"> <li><input type="checkbox"/> Their Passport</li> <li><input type="checkbox"/> Their Status in Canada (PR Card, Work Permit, etc.).</li> <li><input type="checkbox"/> Proof of address in Canada</li> </ul> </li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>- <b>Personal Particular Forms:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Kindly provide the copy of three Personal Particular Forms, with three photographs. Same can be downloaded from <a href="http://www.blsindia-canada.com/forms/PersonalParticularform.pdf">http://www.blsindia-canada.com/forms/PersonalParticularform.pdf</a></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>- <b>Please ensure that the form is filled as per the desired name.</b></li> <li>- Notarized Affidavit from a lawyer in Canada.</li> <li>- Newspaper Advertisement from any two leading newspapers notifying change: See format below:           <ul style="list-style-type: none"> <li><input type="checkbox"/> One advertisement should be from the area of the applicant's permanent address in India.</li> <li><input type="checkbox"/> Other from applicant's present address in Canada.</li> <li><input type="checkbox"/> Must be in English Language and less than 6 months old.</li> <li><input type="checkbox"/> Provide full page in original; no cuttings.</li> </ul> </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>- Please ensure that the form is filled as per the desired name</li> <li>- Written declaration explaining the reason you want your name split</li> </ul> <p><b>For addition / deletion of spouse name and /or change of surname after marriage:</b>        Please ensure that the form is filled as per the desired name. Photocopies of marriage or divorce certificate should be presented with the application.</p>
<input type="checkbox"/>	<p><b>Birth Date/Place Variation:</b></p> <p><b>If the Date of Birth varies:</b></p>

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	<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 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> Please provide the below <b>additional</b> documents of both parents;</p> <ul style="list-style-type: none"> <li>- Status of parents in Canada: PR Card, Work Permit, Visitor Visa or Student Visa. (Please note: <b>For PR cards issued, without the category</b> on the back, please provide the photocopy of the PR cards and landing papers of both parents and the minor applicant).</li> <li>- Indian / Foreign Passport photocopy of first and last page of both parents. In case, the passport is expired of any one parent, along with the passport photocopy, please bring 2 valid photo ID's, issued by Government of Canada.</li> <li>- Proof of Address in Canada of either parent – Driver's License, Bank Statement or Utility Bill. (the latter should be valid for 6 months)</li> </ul> <p><b>If either or both parents are in India and have never landed in Canada, please provide;</b></p> <ul style="list-style-type: none"> <li>- A No Objection Affidavit from a lawyer in India. Visit: <a href="http://passportindia.gov.in/AppOnlineProject/online/annexureAffidavit">http://passportindia.gov.in/AppOnlineProject/online/annexureAffidavit</a></li> <li>- Original Notarized copies (first and last page and observation page, if any) of Indian Passports of parent/s who are in India.</li> <li>- If you have a legal guardian in Canada, provide his/her Passport (Copy), along with their status in Canada and proof of address.</li> </ul> <p><b>If either or both parents are outside of Canada, other than India, please provide;</b></p> <ul style="list-style-type: none"> <li>- A No Objection Affidavit. Visit: <a href="http://passportindia.gov.in/AppOnlineProject/online/annexureAffidavit">http://passportindia.gov.in/AppOnlineProject/online/annexureAffidavit</a></li> <li>- Indian Passports – valid copies of both parents, duly certified by Indian Mission abroad.</li> <li>- If you have a legal guardian in Canada, provide his/her Passport (Copy), along with their status in Canada and proof of address.</li> </ul> <p><b>If parents are divorced:</b></p> <ul style="list-style-type: none"> <li>- Divorce Certificate issued by the Court duly attested by the ministry of relevant country.</li> <li>- Government Order Granting Sole Custody.</li> </ul>
<input type="checkbox"/>	<p><b>Change of Appearance:</b></p> <p>Written declaration addressed to the Consulate General of India, explaining the change.</p>
<input type="checkbox"/>	<p><b>Proof of address in Canada:</b></p> <p>Driver's License, Bank Statement or Utility Bill (The latter two must be less than 6 months old).</p> <p><b>Please note: Proof of address must match the same as 'Address to be printed on the passport'.</b></p> <p><b>-For applicants on Study permit or Visitor Record,</b> please enter the Indian address under 'Address to be printed' and 'Other addresses on the form. (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)</p> <p><b>-For PR card holders,</b> please enter your Canadian address under 'Address to be printed on the passport' and your Indian address under 'Other address'.</p>
<input type="checkbox"/>	<p><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></p> <p><b>For Mail In / Posta Applications:</b></p> <ul style="list-style-type: none"> <li>- Enclose a certified cheque, in favor of 'BLS International Service Canada Inc.' to include:             <ul style="list-style-type: none"> <li>o HCl/CGI Passport Fee.</li> <li>o ICWF Consular Surcharge Fee."</li> </ul> </li> <li>- Enclose a <b>separate</b> certified cheque, in favor of 'BLS International Service Canada Inc.' to include:             <ul style="list-style-type: none"> <li>o BLS Processing Fee.</li> <li>o Add: Return Courier charges.</li> </ul> </li> </ul> <p><b>For Walk In Applications at the Centers:</b></p> <p>Payment can be accepted by cash or debit card only</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/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.

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

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**Undertaking:** I certify that my documents are arranged and submitted to BLS International Services as per this Checklist. I have been informed that any insufficiency in documentation, not provided, as mentioned in the Checklist may lead to a delaying the processing or rejection of my application. I understand that the Consulate General of India may require additional documents, which are not a part of this Checklist.

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