

# CHECKLIST FOR SURRENDER OF INDIAN PASSPORT



PLEASE ATTACH A COPY OF THE CHECKLIST WITH EACH APPLICATION AND CHECK MARK ALL THE REQUIREMENTS BELOW THAT ARE COMPLIED WITH. SIGN AT THE END OF EACH PAGE OF THE CHECKLIST.

**PLEASE NOTE: THE CONSULATE RESERVES THE RIGHT TO CALL FOR ADDITIONAL DOCUMENTS, AS CONSIDERED NECESSARY.**

## 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.
4. 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>Application Form:</b>                  - Two copies of the form (in duplicate) are required, download application form for Surrender &amp; Renunciation: <a href="http://blsindia-canada.com/forms/HCI-CGI_Surrender%20and%20Renunciation%20form.pdf">http://blsindia-canada.com/forms/HCI-CGI_Surrender%20and%20Renunciation%20form.pdf</a></p>
<input type="checkbox"/>	<p><b>SIGNATURES:</b></p> <ul style="list-style-type: none"> <li>o Sign on Page1. Signature must match with the valid passport.</li> <li>- <b>Minor Applicants (Below 18 Years)</b></li> <li>o If a minor cannot sign, apply left hand thumb impression for boys &amp; right for girls. Both parents must also sign below the applicant's signature.</li> </ul>
<p><b>DOCUMENTS</b></p> <p><i>Provide photocopies, unless otherwise stated, of the below documents on A4 size paper. If applying in person at a BLS Center, you are also requested to carry the originals of the photocopies provided for verification purposes only.</i></p>	
<input type="checkbox"/>	<p><b>Last held Indian Passport:</b>                  (Original will be submitted for cancellation. Photocopies of first, last page and any observation pages required). If you have lost your last held Indian passport, please visit the Consulate General of India directly.</p>
<input type="checkbox"/>	<p><b>Foreign / Canadian Passport:</b>                  Copy of photo page and observations (if any) of your current valid foreign / Canadian passport. If you have not applied for your passport, please write a written declaration to the Consulate General of India with an explanation of the same.</p>
<input type="checkbox"/>	<p><b>CITIZENSHIP OATH CERTIFICATE:</b>                  A citizenship / Oath certificate issued by the Canadian authority mentioning the exact date of acquiring the Canadian citizenship is required. In case citizenship certificate/exact date of acquiring Canadian citizenship is not reflected in the citizenship certificate or citizenship card, the applicant may submit an undertaking giving the exact date of acquiring Canadian Citizenship. However, if the applicant is unable to provide the exact date, a Search letter or any other document issued by the concerned Canadian authorities mentioning the exact date (i.e. date, month and year) should be submitted.</p>
<input type="checkbox"/>	<p><b>LANDING PAPER:</b>                  Copy of landing paper reflecting the 'category' on which the applicant immigrated to Canada.                  If your landing paper is lost /misplaced, you may apply for 'Status of Verification' document, from CIC, indicating the category on which the applicant migrated to Canada.</p>

Signature \_\_\_\_\_



**FEES:**

Refer to fee schedule at: [http://www.blsindia-canada.com/renunciation\\_ppt.php](http://www.blsindia-canada.com/renunciation_ppt.php)

**For Mail In / Postal Applications:**

Enclose a certified Bank draft, in favor of 'BLS International Services Canada Inc.' to include:

- o HCl/CGI Surrender/Renunciation Fee.
- o HCl/CGI Passport Retention Fee as Canadian Citizen.
- o HCl/CGI Penalty for Travelling on Indian Passport as Canadian Citizen.
- o HCl/CGI Penalty for Renewal/Re-issue of Indian Passport as Canadian Citizen.
- o HCl/CGI Penalty for Misc. Passport Services obtained as Canadian Citizenship.
- o Consular Surcharge Fee
- Enclose a separate certified bank draft, in favor of 'BLS International Services Canada Inc.,' to include:
  - o BLS Processing Fee
  - o Add: Return Courier charges

**For Walk In Applicants:**

Payment can be accepted by cash or debit card only

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 delay in the processing/rejection of my application.

Signature \_\_\_\_\_