

Certificate of Date of Birth 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):

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.

Important:

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

<input type="checkbox"/>	<p>Application Form: Ensure that you use the correct form.</p> <ul style="list-style-type: none"> - Download application form for Certificate of Date of Birth complete: https://www.blsindia-canada.com/forms/HCI-CGI_Certificate%20of%20the%20Date%20of%20Birth%20form.pdf
<input type="checkbox"/>	<p>Photograph:</p> <ul style="list-style-type: none"> - Provide one () photos of size 35 mm x 35 mm. - Photo must be compliant with specifications; refer to: http://www.blsindia-canada.com/photo_spec.php - You can avail of this service at the VAC; go to: http://www.blsindia-canada.com/vas.php
	<p>Documents: Provide the documents below, in original and photocopies on letter size paper. Photocopies on separate Pages instead of two sided. Attach the following valid documents in photocopies.</p> <ul style="list-style-type: none"> - All photocopies have to be self-attested
<input type="checkbox"/>	<p>Valid Indian Passport</p> <ul style="list-style-type: none"> -Copy of Indian Passport(RPO (Regional Passport Office, Front, Last, and Canadian Visa and Immigration stamp pages, observations (if any and endorsements -Purpose for seeking Certificate of Date of Birth must be ascertained, official communication from the Concerned authorities <p>Please note: This service is provided to an Indian National, holding Valid Indian Passport.</p> <p>Please note: For Mail In applications, only self attested copies required.</p>
	<p>Status in Canada</p> <ul style="list-style-type: none"> - PR Card.(both sides) - Landing paper If PR Card has expired: Expired PR Card, Landing Paper and PR Card renewal receipt (additional documents may be asked) - Valid Work Permit or Student Permit and Valid Visa - Valid Work Permit or Student Permit and Valid Visa - Visitor Record Copy of valid Visitor Visa Purpose and Document for seeking Certificate of Date of Birth must be ascertained Below documents of Sponsor's are also required: <p>Additional documents for Minors(under the age of 18 years) Application form to be signed by both parents</p> <ul style="list-style-type: none"> - Valid Passport of both parents. - Valid Status of both Parents in Canada(Study Permit / PR card / Work Permit/Citizen) - The landing paper (COPR) of both parents. - Proof of address of both parents in Canada.

Signature _____

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	<p>Sponsor's Document</p> <p>Foreign National(Non Indian)</p> <ul style="list-style-type: none"> Valid Foreign passport Copy of address proof Valid status in Canada- PR Card/Work Permit/Student Permit Landing paper Marriage Certificate <p>Indian National</p> <ul style="list-style-type: none"> Copies of Valid Indian Passport. Copy of address proof Valid status in Canada- PR Card/Work Permit/Student Permit Landing paper <p>On Spousal Basis(If Indian National)</p> <ul style="list-style-type: none"> Marriage certificate Copies of Valid Indian Passport Spouse's passport(Applicable accordingly as mentioned above in the Sponsor's Documents) Address proof in Canada Valid status in Canada- PR Card/Work Permit/Student Permit landing paper <p>On Spousal Basis(If previous Indian National)</p> <ul style="list-style-type: none"> Marriage certificate Copies of cancelled Indian Passport Copies of all Indian Passports from the day landed in Canada till became citizen Valid Foreign Passport Spouse's passport(Applicable accordingly as mentioned above in the Sponsor's Documents) Address proof in Canada. Valid status in Canada- PR Card/Work Permit/Student Permit
	<p>Fees: Refer to fee schedule at: http://blsindia-canada.com/pol_clr_cert.php</p> <p>Mail In Applications:</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 DOB Fee o ICWF Consular Surcharge Fee o BLS Processing Fee o Add :Return Courier charges <p>Walk In Applicants:</p> <p>In cash or by debit card only</p>
<input type="checkbox"/>	Notarized Affidavit for Change in Appearance
<input type="checkbox"/>	Proof of Address(Photocopy) must be less than 6 months old Driving License/Photo ID issued by the Ontario Government/Bank Statement/Utility Bill.

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 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 _____