

# Passport Re-issue Checklist Rev. 4.0



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

<b>1</b>	<p><b><u>Registration:</u></b></p> <p><b>Online Application Form (Page Orientation should be Portrait):</b></p> <ul style="list-style-type: none"> <li>- Visit: <a href="https://embassy.passportindia.gov.in">https://embassy.passportindia.gov.in</a></li> <li>- First time applicants need to register and make an account selecting Mission/Jurisdiction as Vancouver. If registered already, please log in and fill the application.</li> <li>- In 'Type of Passport Booklet'- please select '36 Pages', in 'Applying for'- please select 'Reissue' and in 'Type of Application'- please select 'Normal' as Tatkaal applications are not processed by BLS in Vancouver Jurisdiction. Please email <a href="mailto:ppt.vancouver@mea.gov.in">ppt.vancouver@mea.gov.in</a> / <a href="mailto:cons.vancouver@mea.gov.in">cons.vancouver@mea.gov.in</a> for queries related to Tatkaal service.</li> <li>- Please check all the details before validating and printing the form as after submission online, no changes can be made. Ensure that all data entered matches with your current passport.</li> <li>- In case of an error, please register a new online application.</li> </ul>
<input type="checkbox"/>	
<input type="checkbox"/>	<p><b>Photograph:</b></p> <ul style="list-style-type: none"> <li>- One photo of size 51mm x 51 mm.</li> <li>- Photo <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 first and last page and also paste the photograph.</li> <li>- If Signature is changed: Old signature specimen required along with the new signature on a plain paper.</li> <li>- Minor Applicant (Below 18 Years):             <ul style="list-style-type: none"> <li>o Minor needs to sign at first page (below the picture). If a minor cannot sign, using only black ink, apply left thumb impression for boys and right for girls.</li> <li>o Both parents must sign last page of application. (Parents' signatures should match with their signatures on their passports)</li> </ul> </li> </ul>
<input type="checkbox"/>	
<b>2</b>	<p><b><u>Documents: (Please note that all the copies provided should be self attested by the applicant, Parents should attest in case of Minor's 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 in case spouse's name is being added/deleted/changed or if any change is requested in parents' names: Please follow the link             <ul style="list-style-type: none"> <li>o <a href="http://passportindia.gov.in/AppOnlineProject/online/annexureAffidavit">http://passportindia.gov.in/AppOnlineProject/online/annexureAffidavit</a></li> </ul> </li> <li>- Proof of status in Canada: Valid PR Card or Work Permit or Study permit (Self attested photo copies)</li> <li>- Landing Paper (Self attested photo copy)</li> <li>- If on Study Permit: Student ID along with Study Permit (Self attested Photo copies)</li> <li>- If applicant is holder of Work permit under case type 27/28 or PR under FCH/HC category: Search letter from Immigration and Refugee Board of Canada (IRB)</li> <li>- In case Study / Work permit is expired, applicant needs to apply for extension with CIC and copy of confirmation of acceptance should be attached along with the passport application</li> <li>- Proof of Address in Canada (Self attested photo copy of Driver's License/Provincial ID/Notice of Assessment/Utility Bill/MSP Invoice) The latter two must be less than 6 months old</li> <li>- If new Indian address is to be printed on the passport, self-attested copy of proof from India in addition to Canadian proof of address (Adhaar Card/PAN Card/Voter Id/Driver's license)</li> <li>- Self-attested copy of Marriage certificate in case spouse's name is to be added</li> </ul>

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

# Passport Re-issue Checklist Rev. 4.0



Applicant's Name		Submission Officer	
Passport Number		Date	D D – M M – Y Y Y Y

**IMPORTANT- Please note that while doing online application, if applicant is filling Indian address in 'Address to be printed' field, current Canadian address should be entered in 'Other Address' field and vice versa. Applicants on visitor visa and study permit can get only Indian address printed on their passport.**

**Minor Applicant (Below 18 Years):**

- Indian passport Original and Photocopies.
- Status of Minor in Canada: PR Card, Study permit, Visitor permit (Photo copies attested by parents)
- Landing Paper (Photo copy attested by parents)

**Documents of both parents to include:**

- Indian Passports (Self Attested Photocopies)
- Proof of status in Canada: Valid PR Card or Work Permit or Study permit (Self Attested Photocopies)
- Landing paper (Self Attested Photocopies)
- Canadian/Foreign passports if applicable along with Last held cancelled Indian passport (Self Attested Photocopies)
- Proof of Address in Canada (Self attested photo copies of Driver's License/Provincial ID/Notice of Assessment/Utility Bill/MSP Invoice) The latter two must be less than 6 months old

- If both parents are applying for the minor, Annexure D needs to be filled and signed by both the parents: Please follow the link <http://passportindia.gov.in/AppOnlineProject/online/annexureAffidavit>
- If one parent is deceased, and single parent is applying for the minor, copy of death certificate and Annexure C needs to be filled and signed by the parent applying: Please follow the link <http://passportindia.gov.in/AppOnlineProject/online/annexureAffidavit>

**If either or both parents are in India and have never landed in Canada:**

- No Objection Affidavit from a notary/lawyer in India.
- Indian Passports – Self attested copies of both parents' passports
- If you have a legal guardian in Canada, provide his/her Passport (Copy).

**If either or both parents are outside of Canada, other than India:**

- No Objection Affidavit.
- Indian Passports – Self attested copies of valid passports of both parents
- If you have a legal guardian in Canada, provide his/her Passport (Copy).

**If parents are divorced:**

- Divorce Certificate issued by the Court.
- Government Order Granting Sole Custody.
- Annexure C duly filled and signed by the parent applying. Please follow the link for Annexure: <http://passportindia.gov.in/AppOnlineProject/online/annexureAffidavit>

**If passport is lost/damaged:**

**Please note that fee in case of lost/damaged passport is \$186 (Consular fee)+\$3 (ICWF)+\$7.40 (BLS Service fee)**

- o Duly filled and signed Annexure F  
Please follow the link: <http://blsindia-canada.com/annexures/ANNEXURE-F.pdf>
- o Original police report duly signed by issuing authority (in case of lost passport)
- o In case of lost passport, if applicant is on Study Permit, please provide copy of current enrolment letter from the School/College/University along with self-attested copies of Study permit and Student Id.

**If Indian Passport is expired for more than 1 year but less than 3 years:**

- o Self-declaration on plain paper explaining reasons for late renewal (You can follow below link for format/content of self-declaration, however, no need to get it attested/notarized)  
[https://www.blsindia-canada.com/annexures/AFFIDAVI\\_non\\_renewal\\_of\\_passport\\_more\\_than-one\\_year.pdf](https://www.blsindia-canada.com/annexures/AFFIDAVI_non_renewal_of_passport_more_than-one_year.pdf)

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

## Passport Re-issue Checklist Rev. 4.0



Applicant's Name		Submission Officer	
Passport Number		Date	D D – M M – Y YYY

	<p><b>If expired for more than 3 years:</b></p> <ul style="list-style-type: none"> <li>○ Original Search letter</li> <li>○ Notarized affidavit explaining the reasons for delay. Please follow the link for format of affidavit. <a href="https://www.blsindia-canada.com/annexures/AFFIDAVI_non_renewal_of_passport_more_than_one_year.pdf">https://www.blsindia-canada.com/annexures/AFFIDAVI_non_renewal_of_passport_more_than_one_year.pdf</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 (Self attested)</li> <li>○ Landing Paper copy (Self attested)</li> <li>○ PR Card renewal receipt</li> </ul> <p><b>If Applicant is 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 (Self attested Photo copies)</li> <li>○ Last held cancelled Indian passport and Landing paper (Self attested Photo copy) if former Indian National.</li> <li>○ Proof of Address in Canada (Self attested copy of Driver's License/Utility Bill/Provincial ID/MSP Invoice/Notice of assessment)</li> <li>○ No passport services are available to claimants of refugee status in Canada.</li> </ul> <p><b>If Applicant is on Visitor Visa:</b></p> <ul style="list-style-type: none"> <li>○ Full validity passport would be issued, if the applicant is providing IRB letter stating no refugee claim has been made.</li> <li>○ Short validity passport of one/two year would be issued, if no IRB letter is attached.</li> <li>○ No Canadian address proof is required; however, address to be printed on passport would be either same as on passport or any other address in India (proof required if Indian address is being changed). In online application for passport please fill Canadian address under 'Other Address Details'</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. (In case surnames are added to parents' names, please provide copies of parents' passport copies with name as requested on the application)</li> <li>- Please note that prefixes with names are not allowed in the passport. Please do not use names in abbreviated form and with Late, Aka, Alias etc.</li> <li>- Change of Appearance: Affidavit from a notary public in Canada with Photo: Please follow the link for format of affidavit <a href="http://www.cgivancouver.gov.in/pdf/affidavitforchangeofappearance.pdf">http://www.cgivancouver.gov.in/pdf/affidavitforchangeofappearance.pdf</a></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: Marriage Certificate (Self attested Photocopy)</li> <li>- Deletion: Divorce certificate (Self attested Photocopy)</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. Please follow the link for format of affidavit: <a href="http://www.cgivancouver.gov.in/pdf/changeofname.pdf">http://www.cgivancouver.gov.in/pdf/changeofname.pdf</a></li> <li>- Need to provide photo copies of two government issued Indian ids or two Canadian public documents/ids issued by the local Government/local school/education institution where the student is enrolled, on which name has already been changed as requested</li> </ul>

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

# Passport Re-issue Checklist Rev. 4.0



Applicant's Name		Submission Officer	
Passport Number		Date	DD – MM – YYYY

	<ul style="list-style-type: none"> <li>- Newspaper Advertisement from any two <b>leading newspapers</b> notifying change: See format below:                             <ul style="list-style-type: none"> <li>o One advertisement should be from the area of the applicant's permanent address in India.</li> <li>o Other from applicant's present address in Canada.</li> <li>o Must be in English Language and more than one month old.</li> <li>o Provide full page in original; cuttings are not acceptable.</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: (Nothing is being added or deleted)</b></p> <ul style="list-style-type: none"> <li>- Affidavit from a notary public in Canada. Please follow the link for format of affidavit:  <a href="http://www.cgivancouver.gov.in/pdf/changeofname.pdf">http://www.cgivancouver.gov.in/pdf/changeofname.pdf</a></li> <li>- In case of name split request, applicant needs to provide photo copies of two government issued ids from India (Adhaar card, PAN Card, Driver's license) on which name has already been split as requested</li> </ul> <p><b>In case of change/addition of surname 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> <p><b>If born before August 15, 1947 and country of birth on passport is mentioned as Pakistan:</b></p> <ul style="list-style-type: none"> <li>- Instead of Pakistan, please select Undivided India on the application</li> </ul>
<b>3</b>	<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>
<input type="checkbox"/>	<p><b>Mail In Applications:</b></p> <ul style="list-style-type: none"> <li>- Enclose a certified cheque/demand draft/Canadian money order, 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>
<input type="checkbox"/>	<p><b>Walk In Applications:</b></p> <ul style="list-style-type: none"> <li>- Pay as above, at the VAC.</li> <li>- In cash or by debit card.</li> </ul>

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 \_\_\_\_\_

**Checklist for Vancouver jurisdiction only  
Rev 0.4- 22-06-21**