

Surrender of Indian Passport/Renunciation of Indian Citizenship 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 Purolator, visit <http://www.blsindia-canada.com/vas/>

<input type="checkbox"/>	<p>Application Form:</p> <ul style="list-style-type: none"> - Download application form for Surrender & Renunciation and complete. - Visit: https://embassy.passportindia.gov.in/ - First time applicants need to register and make an account to be able to fill online application. If registered already, Please log in and fill the application - 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/renunciation_ppt.php - Ensure that you use the correct form. <p>Please note:</p> <ul style="list-style-type: none"> -BLS International Employees cannot edit or make any changes to your online application form. -High commission of India, Ottawa reserves the Right to Call for Additional Documents, as considered Necessary
<input type="checkbox"/>	<p>Signatures:</p> <ul style="list-style-type: none"> - Sign at Page 1 - Minor Applicant (Below 18 Years): <ul style="list-style-type: none"> o If a minor cannot sign, using only blue or black ink, apply left thumb impressions for boys and right for girls. o Both parents must sign the application form.
<input type="checkbox"/>	<p>Photograph:</p> <ul style="list-style-type: none"> - Provide one (1) photos of size 51 mm x 51 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>If there is any change of appearance from your Passport Photo, kindly provide a Notarized affidavit for "Change of appearance".</p>
<input type="checkbox"/>	<p>Documents: Provide photocopies unless otherwise stated; provide below mentioned documents in photocopies</p> <ul style="list-style-type: none"> - Provide copies for all the documents on LETTER size paper. Photocopies on separate Pages instead of two sided. - All photocopies have to be self-attested
<input type="checkbox"/>	<p>Surrender of Indian passport & Renunciation of Indian Citizenship: For applicants who acquired Citizenship before 31 May 2010 & acquired Citizenship after 31 May 2010</p> <ul style="list-style-type: none"> - All Original Indian Passport/passports from the day landed in Canada till became Citizen along with one copy of first, last and all observation pages with Canadian visa issued and entry-exit stamps. - Original and Copy of the Canadian / Foreign Oath Certificate with date on it (Citizenship card and copy are not accepted) - Copy of Canadian / Foreign passport - Original and copy of Landing paper

Signature of Applicant _____

Checklist for Ottawa jurisdiction only.

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	<p>If your landing paper is lost /misplaced, you may apply for 'Status of Verification' document, from CIC, indicating the Passport number and category on which the applicant migrated to Canada.</p> <ul style="list-style-type: none"> - If Canadian/Foreign passport has not applied, kindly provide a written / signed explanation with reason
	<p>If the applicant is a minor, below the age of 18: Provide the copy of Valid documents of both parents Valid, Originals for verification</p> <ul style="list-style-type: none"> - Valid Indian Passport/Foreign Passport - Valid Status copies(Student permit/work permit/PR Card) - Record of Landing - Both Parents Copy of proof of address <p>- If either parent is out of the country whilst applying, Please provide the following in addition:</p> <ul style="list-style-type: none"> o Notarized photocopy of passport from Notary Public <i>(In Original)</i> o Notarized Affidavit indicating consent to apply Surrender for child. <i>(In Original)</i> <p>-If parents are separated: <i>Divorce Certificate</i> <i>Court Orders in case of sole Custody. ((specifically mentioning the clause that indicates which parent has full custody)</i> <i>Documents signed by both parents and Notarized</i></p>
<input type="checkbox"/>	<p>Name Variation:</p> <p>If your name varies between your Indian and Canadian passports:</p> <ul style="list-style-type: none"> - Provide a written declaration.
<input type="checkbox"/>	<p>Mail In Applications:</p> <ul style="list-style-type: none"> - Enclose a certified cheque/DD or PO in favor of 'BLS International Services Canada Inc.' to include: <ul style="list-style-type: none"> o HCI Surrender/Renunciation Fee. o HCI Passport Retention Fee as Canadian Citizen. o HCI Penalty for Travelling on Indian Passport as Canadian Citizen. o HCI Penalty for Renewal/Re-issue of Indian Passport as Canadian Citizen. o HCI Penalty for Misc. Passport Services obtained as Canadian Citizenship. o Consular Surcharge Fee o BLS Processing Fee o Add: Return Courier charges
<input type="checkbox"/>	<p>Walk In Applications:</p> <ul style="list-style-type: none"> - In cash or by debit card only
<input type="checkbox"/>	<p>Proof of Address (Photocopy), Proof should be less than six months old.</p> <ul style="list-style-type: none"> -Utility Bill/Driving License/Ontario ID Card.

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 delay in the processing/rejection of my application.

Signature of Applicant _____

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