

Surrender Certificate – How to Apply

Step 1- Submission of application online.

Please register & submit the Surrender Certificate application online following the guidelines at <https://embassy.passportindia.gov.in/> . Applicants can also have a look at the online application submission process (with screenshots for navigation) [here](#).

Please carefully read the details and various provisions while submitting application for Surrender Certificate.

NOTE:

1. All fields/columns in the application form are mandatory to be filled-in.
2. All Originals are required only for walk-in applications to allow the staff to verify the authenticity of the documents. Once verification is done, the originals except Indian passport will be returned to the applicant.

Step 2 – Prepare and collect documents Required for the Surrender Certificate application. All documents must be self attested by the applicant.

(a) Duly signed printout of the Application Form filled online

(b) Indian Passport (Original and Copy) –

To obtain the Surrender Certificate, the applicant is required to submit the last held Indian Passport in Original and photocopy.

With the application, please enclose original Passport and copy of the photo page (first page) of your Indian Passport having photographs and details. Also, enclose the last page of showing the details of parents name and address. If there are any endorsements on the page, kindly enclose copy of those pages as well.

In case of **lost passport**, please follow the instruction given at the bottom of the page.

(c) Canadian/Foreign Citizenship certificate -

Please enclose copy of your Canadian / Foreign Citizenship Certificate. If Citizenship certificate is not available, you can enclose copy of your Citizenship card.

(d) Canadian/Foreign passport -

Original Passport and it's self-attested copy is required only for walk-in applications to allow the staff to verify the authenticity of the passport. Once verification is done, the original passport will be returned to the applicant.

Only self-attested copy of the passport is required for the postal applications.

*If the applicant is a Foreign national other than Canadian Citizen, please submit proof of a valid status in Canada (PR (with copy of Landing paper) / Work Permit / Study Permit).

(e) Proof of Address -

Please enclose any one of the following documents as proof of present address:

- Driving license
- Photo ID issued by the Provincial Government
- Utility bills (*Gas, Electricity, Water or Landline Telephone Bill displaying applicant's address / House Lease Agreement*). **Phone bills, Bank statements are not accepted as valid address proofs.**

(f) Photograph (to be pasted in the application form) -



One color photo as per below specification is required to be uploaded online with the OCI application. Photograph uploaded online must be the same as the physical photograph pasted on your OCI application form:

- Size – 2 inch x 2 inch(51 mm x 51 mm)
- Background –Background should be plain white colour without borders.
- Clothes – Dark colour
- Eyes – Open

Please see the below link for the correctness of the Photograph. Cross check each and every example to confirm if it is matching with the required parameter of the Photograph.

<https://www.cgitoronto.gov.in/docs/1626187593Photograph%20Guidance%20for%20Applicants.pdf>

https://www.cgitoronto.gov.in/docs/1717007167Photo_Specification.pdf

(g) Fees:

For fee related details please [click here](#).

**While submitting application, please keep the documents with the application form in the above serial order.*

Step 3 : Submit the duly signed printout of the Surrender Certificate application along with the supporting documents as listed above with applicable fee at a BLS Center.

NOTE:

- After online submission of application form, no changes can be made manually / hand writing. In case of any error / changes, please fill a fresh new online application form and use that for further submission to BLS.
- Consulate cannot edit or make any changes to the applicant's online application form.
- Consulate reserves the right to call for additional documents, as considered necessary.

Please refer the FAQs page for queries regarding the application process.

Cases of Lost Indian Passport:

For Persons of Indian origin who lost their last held Indian passport, the following are the guidelines to be followed for applying for Surrender/Renunciation certificate:

(i) **For lost of passports before June 1, 2010-** Please fill up the affidavit [click here...](#), This document is then to be notarized and apostilled by the relevant Canadian authorities along with the copy of the lost passport. This affidavit with copy of first and last page of lost Indian Passport along with all the documents required for applying for OCI, as per Consulate's website can be submitted at the nearest BLS center.

(ii) **For lost of passports after June 1, 2010-** Applicant needs to share a copy of the lost passport at attest.toronto@mea.gov.in seeking clearance to apply for a renunciation certificate. Once the Consulate conveys its approval the applicant may submit an application for surrender certificate with the copy of the lost passport for applying for surrender certificate at the nearest BLS center. The Consulate will issue a Renunciation Certificate in place of Surrender Certificate. This Renunciation Certificate with copy of first and last page of lost Indian Passport along with all the documents required for applying for OCI, as per Consulate's website can be submitted at the nearest BLS center.