

 <b>BLS</b> <b>International</b> Services Canada Inc. www.blsindia-canada.com		<b>REQUISITE DOCUMENTS FOR POLICE CLEARANCE          CERTIFICATE</b>	
APPLICANT'S NAME		SUBMISSION OFFICER	
PASSPORT NUMBER		DATE	
<b>MANDATORY DOCUMENTS REQUIRED FOR INDIVIDUAL APPLICANTS</b>			
POSTAL APPLICATION		COUNTER APPLICATIONS	
PARTICULARS			REMARKS
I. *Completed, signed Police Clearance Certificate application form. * Three police clearance reference form for Indian / foreign nationals. <b>For more info, visit our website: <a href="http://www.blsindia-canada.com/pol_clr_cert.php">http://www.blsindia-canada.com/pol_clr_cert.php</a></b>			
II. * Four recent photographs for Indian / Foreign National with size 35mm X 35mm. Refer website for photograph specification.			
III. * For Vancouver Jurisdiction: Photocopy of a valid PR card, Work/Study Permit or Citizenship Card. * For Ottawa Jurisdiction: Photocopy of a valid PR card, Work/Study Permit or landing record/immigration paper. * For Toronto Jurisdiction: Original + copy of a valid PR card, Work/Study Permit.			
IV. Existing Indian passport along with photocopies of first two pages and last 2 page and all observation pages and if any or Canadian / Foreign passport (only photograph) pages containing your particulars and photograph			
V: * <b><u>Ottawa Jurisdiction:</u> All the documents mentioned in the checklist needs to be submitted in original.</b> <b><u>Toronto Jurisdiction:</u> Indian passport holders: Original + Copy passport required / Foreign Passport holders: Copy of passport required (kindly provide original passport for verification &amp; would be returned).</b> <b><u>Vancouver Jurisdiction:</u> BLS will not be accepting original documents for the Passport application in Vancouver, Surrey Calgary &amp; Edmonton; all original documents (apart from your passports) must be notarized from the notary public.</b>			

APPLICATIONS SUBMISSION VIA POST WILL FOLLOW ADDITIONAL STEPS AS MENTIONED BELOW:

VI. Attach a Bank draft or Money order in favor of BLS International Service Canada Inc. <b>(Fees should include: HCI/CGI fees + Consular Surcharge + BLS Processing fee + Return Courier charges + Taxes (refer the website ).</b>		
VII. Documents arranged as per the checklist. Applicant's signature on checklist		
ADDITIONAL DOCUMENTS (If Applicable)		
<p>* If the applicant is holding a Canadian/foreign passport, they need to submit copy of the cancelled Indian Passport and the current Canadian/Foreign passport. * The documents listed above are only the basic documents to be submitted in all cases and additional documents may be requested by the Consulate.</p>		
<p>I have been informed and advised that the insufficient documentation mentioned in checklist may lead to a delay in the processing of visa application. However, I insist to proceed with my application.</p>		
<p>The above guidelines are defined by High commission of India, Canada and must be strictly followed. The High Commission of India, Canada reserves the right to ask for a Personal Interview or Additional Documents. The High Commission of India, Canada Information and Application Center will not accept visa applications which do not meet above specified guidelines.</p>		
<p>The documents must be arranged in the order given above BLS International have no say on whether you will be granted a police clearance certificate, as this is entirely the prerogative of The High Commission of India, Canada.</p>		
<p>The Indian Mission Consular may request additional documentation, as per their discretion anytime during or after the submission of the application.</p>		
Applicant's Signature	BLS officer's signature	

### **Submission procedure at BLS International Canada - Centres**

#### **Walk-in application submission procedure in six simple steps:**

- Select your submission center as per HCI / CGI jurisdiction location in Canada (More info visit our website).
- Provide complete documentation as per checklist.
- Request for Courier service (additional charge) or Pick up service.
- Fees payment via Cash or Debit.

- Track application status as per processing time for service selected.
- Delivery mode: Pickup or direct courier at your door step.

### Walk-in Centres in Canada between Monday to Saturday

#### Ottawa / Toronto / Brampton / Surrey

Submission of application: 8:00am to 2:00pm (Monday - Saturday except designated holidays).

Passport pickup: 3:00pm to 5:00pm (Monday - Saturday except designated holidays).

### Walk-in Centres in Canada between Monday to Friday

#### Montreal / Vancouver / Calgary / Winnipeg / Edmonton

Submission of application: 8:00am to 2:00pm (Monday - Friday except designated holidays).

Passport pickup: 3:00pm to 5:00pm (Monday - Friday except designated holidays).

**Do not have the time to pick up your passport? No problem, we can arrange to deliver your passport at your door step for a simple courier charge (as listed on our website) with our professional secured courier service partner.**

### Postal application submission procedure in seven simple steps:

- Select your Postal submission center as per HCI/ CGI jurisdiction location in Canada (More info visit our website).
- Request for pick up from your door step service via our secured courier service partner.
- Provide your email address in order to obtain tracking number. (Kindly allow at least additional 3-4 working day for processing your application from the date the envelope is physical received at the BLS Postal centre in Canada. Note: After your application is processed, normal processing time would apply (for more info, visit our website).
- Return courier address information with applicant signature (letter format).
- Provide complete documentation as per checklist.
- Fees payment for your application submission + additional fees for mandatory courier return service payable only via Bank draft or Money order in favor of BLS International Service Canada Inc.
- Track application status as per processing time for service selected.

### Postal Submission centre as per your location Jurisdiction in Canada:

For Ottawa Jurisdiction: Courier to BLS-Canada Ottawa Centre.

For Toronto Jurisdiction: Courier to BLS-Canada Brampton Centre.

For Vancouver Jurisdiction Courier to BLS-Canada Surrey Centre.

**Note: Efforts would be made to contact the applicants via email or calls for any incomplete applications up to three business days. On the fourth business day without any prior intimation, complete application would be returned at applicant expense. Requesting Applicants to provide up-to-date contact details (phone number & email address) to avoid any communication gap during this process.**