

Certificate of Date of Birth Checklist



Applicant's Name		Passport No.	
Passport Number		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 Centres (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:</p> <ul style="list-style-type: none"> - Download application form for Certificate of Date of Birth and complete. http://blsindia-canada.com/cert_dob.php - 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://blsindia-canada.com/cert_dob.php
<input type="checkbox"/>	<p>Photograph:</p> <ul style="list-style-type: none"> - One photo of size 35mm x 35 mm. Paste this on Page 1 of the Application Form. - 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
<input type="checkbox"/>	<p>Signatures:</p> <ul style="list-style-type: none"> - Sign at Page 2. - Minor Applicants (Below 18 Years): <ul style="list-style-type: none"> o Signature must match with your passport. o If a minor cannot sign, using only black or blue ink, apply left hand thumb impression for boys & right for girls. o In this case, both parents must also sign below the applicant's signature, at Page 2. o Both parents copy of passports o Both parents copy of proof of address
	<p>Documents: Unless otherwise stated, attach the following valid documents in original. Photocopies must be self-attested Photocopies must be on A4 size paper</p>
<input type="checkbox"/>	<p>Indian Passport:</p> <ul style="list-style-type: none"> - Indian Passport - valid or surrendered: Copy only (Pages 1 to 5, address page if separate, observations and endorsements.)
<input type="checkbox"/>	<p>Canadian/Foreign Passport:</p> <ul style="list-style-type: none"> - Valid passport: Copy only (Personal particulars.) - Proof of work status in Canada: PR Card, Work Permit or Study Permit (The latter two should be valid for at least 6 months). - Proof of address in Canada: Driver's License, Bank Statement or Utility Bill (The latter two must be less than 6 months old).

Signature _____

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<input type="checkbox"/>	<p>Fees: Refer to fee schedule at: http://www.blsindia-canada.com/cert_dob.php</p> <p>Mail In Applications:</p> <ul style="list-style-type: none"> - Enclose a certified cheque/DD/PO in favor of 'BLS International Service Canada Inc.' to include: <ul style="list-style-type: none"> o HCI -DOB Certificate Fee. o ICWF- Consular Surcharge Fee. - Enclose a separate certified cheque/DD/PO in favor of 'BLS International Service Canada Inc.' to include: <ul style="list-style-type: none"> o BLS Processing Fee. <p>Add: Return Courier charges.</p> <p>Walk In Applicants:</p> <ul style="list-style-type: none"> - Pay as above, at the VAC. <p>In cash or by debit card only</p>
	<p>Proof of Address(Photocopy)</p> <p>-Bank Statement/Utility Bill/Rent Agreement/Driving License</p>

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/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 _____

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