

# Surrender of Indian Passport/Renunciation of Indian Citizenship Checklist Rev. 3.0



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 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.

**Appointment:**

1. Please Walk In.
2. You may instead, book an Appointment for your visit; to do so, log into <http://www.blsindia-canada.com/bookappointment.php>
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 FedEx, visit <http://www.blsindia-canada.com/vas/>
5. Foreign visitors to Canada cannot apply for Indian visa services in Canada.

<b>1</b>	<b><u>Registration:</u></b>
<input type="checkbox"/>	<p><b>Online Application Form:</b></p> <ul style="list-style-type: none"> <li>- A Surrender&amp;Renunciation Certificate may be approved for applicants who have acquired Canadian/Foreign citizenship.</li> <li>- Download application form for Surrender &amp; Renunciation and complete.</li> <li>- Visit: <a href="http://www.blsindia-canada.com/renunciation_ppt.php">http://www.blsindia-canada.com/renunciation_ppt.php</a></li> <li>- Be sure to select the correct Indian mission based on the place where you reside in Canada, and the mission's jurisdiction.</li> <li>- Mission jurisdiction can be viewed at: <a href="http://www.blsindia-canada.com/renunciation_ppt.php">http://www.blsindia-canada.com/renunciation_ppt.php</a></li> <li>- <b>Ensure that you use the correct form.</b></li> <li>- Once done, print your form, put your application and documents together, and submit it to BLS.</li> </ul>
<input type="checkbox"/>	<p><b>Photograph:</b></p> <ul style="list-style-type: none"> <li>- This is not required.</li> </ul>
<input type="checkbox"/>	<p><b>Signatures:</b></p> <ul style="list-style-type: none"> <li>- Sign at Page 1.</li> <li>- Minor Applicant (Below 18 Years):                             <ul style="list-style-type: none"> <li>o If a minor cannot sign, using only blue or black ink, apply left thumb impressions for boys and right for girls.</li> <li>o Both parents must sign at Page 1, under the Applicant's signature, even if not applying together.</li> </ul> </li> </ul>
<b>2</b>	<b><u>Documents:</u></b> Unless otherwise stated, attach the following <b>valid documents in original:</b>
<input type="checkbox"/>	<p><b>Indian Passport:</b></p> <ul style="list-style-type: none"> <li>- Valid Indian Passport:</li> <li>- If lost/damaged: Provide:                             <ul style="list-style-type: none"> <li>o A written statement explaining this.</li> <li>o Police Report: in detail to include name, passport number, date of issue, place of issue/expiry.</li> </ul> </li> </ul>
<input type="checkbox"/>	<p><b>Canadian/Foreign Documents:</b></p> <ul style="list-style-type: none"> <li>- Valid Canadian/Foreign passport (Copy; personal particulars):                             <ul style="list-style-type: none"> <li>o If not applied for, provide a written statement explaining this.</li> </ul> </li> <li>- Citizenship (Oath) Certificate: Citizenship Card is not acceptable.</li> <li>- Landing Paper.</li> </ul>
<input type="checkbox"/>	<p><b>Name Variation:</b></p> <p><b>If your name varies between your Indian and Canadian passports:</b></p> <ul style="list-style-type: none"> <li>- Provide a written declaration.</li> </ul>
<b>3</b>	<b><u>Photocopies:</u></b>

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

**Checklist for Toronto jurisdiction only.**

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<input type="checkbox"/>	<ul style="list-style-type: none"> <li>- Provide copies for <b>all of the above documents on A4 size paper</b>; also see below.</li> <li>- Indian Passport: Pages 1 to 5, address page if separate, and observations, endorsements &amp; Landing Stamp.</li> <li>- Self-attest all photocopied pages.</li> </ul>
<b>4</b>	- <b>Fees:</b> Refer to fee schedule at: <a href="http://www.blsindia-canada.com/renunciation_ppt.php">http://www.blsindia-canada.com/renunciation_ppt.php</a>
<input type="checkbox"/>	<p><b>Mail In Applications:</b></p> <ul style="list-style-type: none"> <li>- Enclose a certified cheque, in favor of 'BLS International Service Canada Inc.' to include:                             <ul style="list-style-type: none"> <li>o HCI/CGI Surrender/Renunciation Fee.</li> <li>o HCI/CGI Passport Retention Fee as Canadian Citizen.</li> <li>o HCI/CGI Penalty for Travelling on Indian Passport as Canadian Citizen.</li> <li>o HCI/CGI Penalty for Renewal/Re-issue of Indian Passport as Canadian Citizen.</li> <li>o HCI/CGI Penalty for Misc. Passport Services obtained as Canadian Citizenship.</li> <li>o ICWF Consular Surcharge Fee.</li> </ul> </li> <li>- Enclose a separate certified cheque, in favour of 'BLS International Services 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 delay in the processing/rejection of my application.

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

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