

Passport Re-issue 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 FedEx, visit <http://www.blsindia-canada.com/vas/>

<input type="checkbox"/>	<ul style="list-style-type: none"> - A Passport may be approved for re-issue when it has less than 1 year of validity remaining, or if the passport had been issued for short validity (1 to 2 years). - All the data entries /sequence, while filling the application form online should match exactly with your current passport, if not please provide the supporting documents. - Online applications are only accepted, if filled out in the current year. - 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/passport.php - Please ensure to mention one Indian and Canadian address in the online application form - After submission online, no changes can be made. In case of any error, please fill a fresh new online application <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><u>APPLICATION FORMS</u></p> <ul style="list-style-type: none"> - On line Application Forms - Application must be completed and submitted online by visiting: https://embassy.passportindia.gov.in - Applicants need to register and make an account to be able to fill an online application form. If registered already, please log in to fill the form. - Fill the application ONLINE by choosing the correct Mission, as per your residential Postal code. - In "Applying For" please select "REISSUE" and "Type of Application ",select "Normal". - In "Type of Passport Booklet"(Over 18 years of age)-Please select 36 pages or 60 pages(Charges vary) - Applicants between 15 to 18 years can apply for 10 years of validity Passport-Fees applicable will be for over 18 years.
<input type="checkbox"/>	<p>Photograph:</p> <ul style="list-style-type: none"> - Two (2) photos of size 51mm x 51 mm. - Photos must be compliant with specifications; refer to http://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"> - Applicant's Sign at Page 1, inside the box, below the photo box, and at Page 4 (In the BOXES) - Signatures must match with your last passport. If the signatures are different, A Notarized Affidavit addressing to The High Commission of India, Ottawa with the explanation of the same - Minor Applicant (Below 18) Yrs. <ul style="list-style-type: none"> ○ In case, a minor cannot sign, using only blue or black ink, apply left thumb impressions for boys and right for girls on the Page 1, inside the box, below the photo, and at Page 4 (In the BOXES) ○ Both parents must sign the application form, below the Minor's Signature/Thumb Impression on Page 4.

Signature of Applicant _____

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<input type="checkbox"/>	<p>Annexure "E" -for over 18 years of age https://www.blsindia-canada.com/annexures/ANNEXURE-E.pdf Point Numbers 3 to 10,strike off whatever in not applicable</p>
<input type="checkbox"/>	<p>Annexure "D"-for Minors under the age of 18: https://blsindia-canada.com/annexures/ANNEXURE-D.pdf</p>
<input type="checkbox"/>	<p>Documents: Provide photocopies unless otherwise stated; attach the following valid documents in originals. Provide copies for all the documents on A4 LETTER size paper. Photocopies on separate Pages for each document instead of two sided/multiple on one page.</p> <ul style="list-style-type: none"> - All photocopies have to be self-attested
<input type="checkbox"/>	<p>Indian Passport: (Original and copies)</p> <ul style="list-style-type: none"> - Indian Passport, with copy of first, last, Canadian Visa Stamp pages and all observation pages. - If expired LESS than 1 year: A Covering letter providing the reason for not renewing within the Validity of Passport. - If expired for more than 1 year. Contact HCI directly with the following additional documents: <ul style="list-style-type: none"> o Notarized affidavit explaining the reasons for delay. o Search Letter from CIC o Personal Particulars Form; 3 copies: http://www.blsindia-canada.com/forms/PersonalParticularform.pdf o Additional Photographs: 3 additional; compliant with http://blsindia-canada.com/photo_spec.php - Additional Booklets, if any.
	<p>Additional Documents for Damaged Passports:</p> <ul style="list-style-type: none"> - Covering letter explaining –How the Passport got damaged, addressing to The High Commission of India, Ottawa - Annexure "F"- https://www.blsindia-canada.com/annexures/ANNEXURE-F.pdf
	<p>Additional Documents for Lost Passports:</p> <ul style="list-style-type: none"> - Covering letter explaining –How the Passport got lost, addressing to The High Commission of India, Ottawa - Long Police report with details of the Lost Passport. - Annexure "F"- https://www.blsindia-canada.com/annexures/ANNEXURE-F.pdf
<input type="checkbox"/>	<p>Status in Canada:</p> <ul style="list-style-type: none"> - Valid PR Card /Work Permit/Student Permit(Copy)and Originals to Verify - Record of Landing(copy) and Originals to verify - If PR Card has expired: Expired PR Card (Copy) Landing Paper (Copy) and Originals to Verify PR Card renewal receipt Letter from CIC stating that your application for Permanent Residency in Canada is approved. - Work Permit, Study Permit (Copy) Originals to Verify-with validity of at least 3 months or more - If Applicant on Visitor Visa: Copy of valid Visitor Visa <ul style="list-style-type: none"> o Additional Documents of sponsor: <ul style="list-style-type: none"> • Indian Passport/Foreign Passport • Document provided by the Government of Canada, indicating valid status (PR Card, Work Permit, etc.) • Record of Landing • Proof of address in Canada • If previously Indian Citizen-Copies of Indian Passports from the day landed in Canada till became citizen and Surrender/Renunciation Certificate and Citizenship Certificate. • Covering letter from the sponsor stating relation with the applicant.

Signature of Applicant _____

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Original documents to verify

P.S-Applicants sending Applications by Post will be sending photocopies of all supporting Documents, self attested except Original Indian Passport

Minor Applicant (Below 18 Years):(Originals and Copies)

- Status of Minor in Canada: Valid PR Card/visitor visa/student visa
- Record of Landing
- **Annexure D** (filled and signed by both parent's) <https://www.blsindia-canada.com/annexures/ANNEXURE-D.pdf>

Documents of both parents to include,(Originals and Copies):

- Valid Indian Passports
- Valid Status of parents in Canada: PR Card, Work Permit, Visitor Visa or Student Visa.
- Record of Landing
- Canadian/Foreign passports, if any.

Proof of Address in Canada,(Photocopy)either one of the following:

- Driving License
- Photo ID issued by the Ontario Government
- Utility Bills(Electricity/water/Gas/Phone/Internet etc)-must be recent

Original documents to verify

P.S-Applicants sending Applications by Post will be sending photocopies of all the supporting documents, duly self attested.

In addition to above documents:

If either or both parents are in India and have never landed in Canada:

- Self declaration by parent/parents for "No Objection "in applying Passport for child **(Original)**
- Indian Passports – copies, both parents**(Original)**
- **Annexure D-** Signed by Parent/Parents**(Original)**
- <https://www.blsindia-canada.com/annexures/ANNEXURE-D.pdf>
- Go to: <http://passportindia.gov.in/AppOnlineProject/online/annexureAffidavit>
- If you have a legal guardian in Canada, provide his/her Passport (Copy).

If either or both parents are outside of Canada, other than India:

- Self declaration by parent/parents for "No Objection "in applying Passport for child **(Original)**
- Indian Passports – copies, both parents**(Original)**
- **Annexure D-** Signed by Parent/Parents**(Original)**
- Go to: <http://passportindia.gov.in/AppOnlineProject/online/annexureAffidavit>

If parents are divorced:

- Divorce Certificate issued by the Court.
- Government Order Granting Sole Custody.

If parents are separated:

- Divorce Certificate*
- Court Orders for Mutual Custody)*
- Documents signed by both parents*

For addition / deletion of spouse name and /or change of surname after marriage:

Original documents to verify

P.S-Applicants sending Applications by Post will be sending the photocopies of all the supporting documents, duly self attested.

- Please ensure that the form is filled as per the desired name/Changes
- Photocopies of registered Marriage /divorce certificate should be presented with the application
- Photocopy of Spouse's Foreign/Indian Passport.

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- Photocopy of Spouse's Valid PR Card /Work Permit/Student Permit(Copy) Applicant's Sign at Page 1, inside the box, adjoining the photo, and at Page 4 (IN BOXES)
- Record of Landing
- Spouse ,If previously Indian-Indian Passport/Passports copies from the day landed in Canada, Citizenship Certificate
- Covering letter for the changes to be made in the new Passport.
- Joint declaration, duly signed for addition of spouse name and surname.

- If Married/Divorced in any other country:
Marriage Certificate should be attested by two authorities:
 1. "Embassy of the respective country "
 2. "Attestation by DFAIT(Department of Foreign Affairs and International Trade)

Please note: Marriage Certificate issued by Wakf Board certificate or issued in Villages, towns, Court, Churches are **NOT** accepted.

- If Married/Divorced in Canada: Marriage Certificate should be attested by:
 1. Attestation by DFAIT(Department of Foreign Affairs and International Trade)

Address to be printed on the passport

For PR card holders-Address to be printed on the Passport should be complete, can either be Indian or Canadian.
 If "Address to be printed "on the Passport is Canadian then and "Other address "will be Indian.
 If "Address to be printed "on the Passport is Indian then and "Other address "will be Canadian.

Information on the Application form has to be filled accordingly.

Proof of address in Canada: Proof of Address(Photocopy)either one of the following:
 a)Driving License
 b)Photo ID issued by the Ontario Government
 c)Utility Bills(Electricity/water/Gas/Phone/Internet etc)-must be recent

Address must match with the address provided on the application form

Proof of Address In India

*If the address is same as the Indian address mentioned in your recent Indian passport, address proof is not required. Else provide the address proof like Aadhar Card, Voter's ID, Driving License for your current Indian address)**Originals for Verification.***

-For applicants on Study permit, Work permit or Visitor Record, please enter the Indian address under 'Address to be printed 'and 'Other addresses 'will be Canadian on the form. *(If the address is the same as the Indian address mentioned in your recent Indian passport, address proof for India is not required. Else provide the address proof like Aadhar Card, Voter's ID, Driving License of current Indian address),**Originals for Verification.***

P.S-Applicants sending Applications by Post will be sending photocopies of all the supporting documents, duly self attested.

Name Variation:
If the name is sought to be changed:

- In case of applicants residing abroad continuously for over 3 years and having Permanent Resident/Work Permit, in that case two public documents in the changed name issued by Canadian authorities may also be accepted. In other cases applicant needs to provide two public documents issued in the changed name by Indian authorities or the Gazette Notification.
- Original Newspaper Advertisement from any two leading newspapers notifying change: See format below:
 - o One advertisement should be from the area of the applicant's permanent address in India.
 - o Other from applicant's present address in Canada.

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	<ul style="list-style-type: none"> o Must be in English Language and less than 6 months old. o Provide full page in original; no cuttings. <p>Format for Newspaper Notification for Adults: <i>I, _____, son/daughter of _____, holder of Indian Passport No. _____, issued at _____, on _____, permanent resident of _____ (full address in India), and presently residing at _____, (full address in Canada) do hereby change my name from _____ to _____, with immediate effect.</i></p> <p>Format for Newspaper Notification for Minors: <i>I, _____, father of _____, holder of Indian Passport No. _____, issued at _____ on _____, permanent resident of _____ (full address in India) and presently residing at _____, (full address in Canada), do hereby change the name of my son/daughter from _____ to _____, with immediate effect.</i></p> <p>If given name or surname is only sought to be split:</p> <ul style="list-style-type: none"> - Notarized Sworn Affidavit explaining differences in the name and the documents referenced. - Go to: http://passportindia.gov.in/AppOnlineProject/online/annexureAffidavit
<input type="checkbox"/>	<p>Birth Date/Place Variation:</p> <p>If the Date of Birth varies:</p> <ul style="list-style-type: none"> - New Registered Birth Certificate, issued by issued by Local Municipal Office in India, attested by MEA (Ministry of External Affairs), New Delhi. <p>If Place of Birth varies:</p> <ul style="list-style-type: none"> - Registered Birth Certificate, issued by local Municipal Office in India, and attested by MEA (Ministry of External Affairs,) New Delhi.
<input type="checkbox"/>	<p>Fees: Refer to fee schedule at: http://www.bsindia-canada.com/passport.php</p> <p>Mail In Applications: Postal applications will be accepted at BLS, Ottawa Centre only.</p> <ul style="list-style-type: none"> - Enclose a certified cheque/DD/PO in favor of 'BLS International Services Canada Inc.' to include: <ul style="list-style-type: none"> o HCI Visa Fee o ICWF Consular Surcharge Fee o BLS Processing Fee o Add: Return Courier charges <p>Walk In Applicants: In cash or by debit card (exact change) only</p>
<input type="checkbox"/>	<p>Proof of Address(Photocopy)either one of the following in the applicants name:</p> <ol style="list-style-type: none"> a)Driving License b)Photo ID issued by the Ontario Government c)Utility Bills(Electricity/water/Gas/Phone/Internet etc)-must be recent
<input type="checkbox"/>	<p>Notarized Affidavit for Change in Appearance</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 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 delaying the processing/rejection of my application.

Signature of Applicant _____

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