

## CHECKLIST

### For submission of Surrender Certificate application

	Documents	To be Verified by applicant	Verification by Counter official
(a)	Checklist		
(b)	Online Application Form		
(c)	Indian Passport (Original and Copy) - last held		
(d)	Canadian/Foreign Citizenship certificate (Copy)		
(e)	Canadian/Foreign passport* (Copy)		
(f)	Proof of Address		
(g)	Photograph (to be pasted in the application form)		
(h)	Fees		

\* Additional document for Foreign Passport holders required, please see details in Information Booklet

#### Note:

1. **For details about the above, please see the Information Booklet**, enclosed after this page. Please go through all the details mentioned in the Checklist, Information Booklet and application form carefully before submitting application.
2. In case required, more documents can be asked by the High Commission / Consulate.
3. All the documents/ enclosures must be self-attested(signed) by the applicants.
4. While submitting application, please keep the documents with the application form as per the above serial order. The Information Booklet is not required to be enclosed.

### Details to be filled by the applicant

Name of the Applicant	
ARN No.	
BLS Center	
Date	

I have gone through the requirements and specifications mentioned in the checklist and Information booklet with respect to submission of my above application. I am aware that in case any discrepancy is found or any of the documents/conditions are not found as per prescribed parameters, my application may be rejected and fee will not be returned.

(Signature of the applicant)

---- For official use only ----

Verified by	
Signature	
Date	

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## Information Booklet for Surrender Certificate

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### **(b) Online Application Form:**

- (i) The application for Surrender Certificate must be completed and submitted online. The form can be filled up and submitting online at the below link:

<https://embassy.passportindia.gov.in/>

- (ii) Must select the correct Indian High Commission / Consulate, based on the place where you reside in Canada and within the Consular jurisdiction of Indian High Commission / Consulate. The consular jurisdiction can be seen at below link:

<https://www.hciottawa.gov.in/pages?id=4&subid=120>

- (iii) Applicant submitting the application for the first time needs to register and make an account to fill online application. If registered already, Please log in and fill the application.
- (iv) Forms to be filled in the current year
- (v) Complete the application, print and sign
- (vi) 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.

#### **Please note:**

- (a) BLS International Employees cannot edit or make any changes to your online application form.
- (b) High commission / Consulate reserves the Right to Call for Additional Documents, as considered necessary

### **(c) Indian Passport (Original and copy) - Last held**

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. Copies must be self-attested (signed) by the applicant.

### **(d) Citizenship certificate (copy)**

Please enclose copy of your Canadian / Foreign Citizenship Certificate. If Citizenship certificate is not available, you can enclose copy of your Citizenship card. Copies must be self-attested (signed) by the applicant.

**(e) Canadian / Foreign Passport (Original and copy)**

Please enclose photo page of your Canadian / Foreign Passport having photographs and details of your passport. Original Passport is required to be submitted for verification, it will be returned back after verification. Copies must be self-attested (signed) by the applicant.

# In case of foreign passport i.e., other than Canadian please provide additional documents about Status in Canada (PR / Work Permit / Study Permit / Visa)

# Canadian Passport Number Must Be Filled In Foreign Passport Number.

**(f) Proof of address in Canada**

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

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

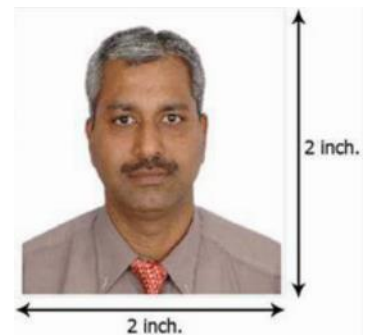
**Note:** Address proof must match with the address provided in the application form. Copies must be self-attested (signed) by the applicant.

**(g) Photograph**

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:

- (i) Size - 2 inch x 2 inch(51 mm x 51 mm)
- (ii) Background -Background should be plain white colour without borders
- (iii) Clothes - Dark colour
- (iv) 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.hciottawa.gov.in/pdf/Photo Specification.pdf>

**(h) Fees:**

The fee details for Surrender Certificate application can be seen at the below link :

<https://www.blsindia-canada.com/ottawa-jurisdiction/surrender-of-india-citizenship.php>

The fee can be paid by:

- (i) Cash / debit card - for walk in applications
- (ii) Certified cheque /DD/PO in favor of 'BLS International Services Canada Inc.' for - postal applications

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