

CHECKLIST
for submission of Passport application

Please read the Information booklet carefully appended after this page, before submitting the Passport application.

Is there any change in Parent(s) name than the parent(s) name mentioned in the existing Passport?

Yes /No

Type A: Application for re-issue of Passport (due to expiry of validity/ exhaustion of visa pages)

	Documents	To be Verified by applicant	Verification by Counter official
(a)	Checklist		
(b)	Online Application Form		
(c)	Indian Passport (Original and Copy)		
(d)	Annexure 'E'		
(e)	Proof of present Canadian and Indian address		
(f)	Status in Canada		
(g)	Fees		
(h)	2 Photographs		

Additional documents as per applicable case below:

Re-issue of Passport with change in personal particulars

A(i)	Addition of spouse name or change of name/surname - Due to marriage/divorce		
	(i) Marriage Certificate or Joint Photo Declaration signed by both husband & wife and copy of spouse's passport is required. (j) Divorce order/decree (if name/surname change is based on divorce)		
	(k) to revert to maiden name after divorce or separation applicant must have an earlier passport with maiden name or process as described in A(iv) has to be followed. Also, in case of full change of name after marriage, process as described in A(iv) has to be followed.		
A (ii)	Deletion of spouse name		
	(l) Divorce order/decree		
A (iii)	Change of spouse name		
	m) Divorce order/decree or death certificate of first spouse and n) Re-marriage certificate or Joint Photo Declaration by both husband & wife		
A (iv)	Change of name (other than above)		
	(o) Two public documents issued by Government authorities (p) Original Newspaper advertisement / clippings from two leading newspapers		
A (v)	Correction in Parents' name		
	(q) Parents' Passport copy		
A (vi)	Change of appearance/signature (Turbaned to non-turban & vice-versa)		
	(r) Self signed declaration for the change		
A (vii)	Change of address		
	(s) Proof of present address		

Type B: Application for re-issue of Passport – due to Loss/Damage of earlier Passport

	Documents	To be Verified by applicant	Verification by Counter official
	Documents at Sl. No. (a) to (h)		
	(t) Annexure 'F'		
	(u) Letter explaining how Passport got lost/ damaged		
	(v) Original Police Report (long) having lost Passport number – for Lost cases		

Type C: Application for re-issue of Passport to minor children

(Note: Minor children between the age of 15-18 years have the option to submit application for full 10 year valid passport by paying full pas sport fee for a regular passport)

	Documents	To be Verified by applicant	Verification by Counter official
	Documents at Sl. No. (a) to (h)		
	(w) Passport copies of both the parents		
	(x) NOC of both the parents/ Annexure 'D'		
	(y) Minor child having single parent – divorce/ death certificate In case of single parent due to divorce, custody order also required		
	(z) In case both the parents are outside Canada – notarized NOC and parents passport copies required.		

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. 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.
4. Passport to minor child is issued with 5 years validity or upto age of 18 years (Whichever is earlier). Minor children between the age of 15 to 18 years have the option to submit applications for 10 year valid Passport by paying regular fee for the Passport (such cases are not acceptable under TATKAL scheme).

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.

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

(Signature of the applicant)

Verified by	
Signature	

Date	
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