

## CHECKLIST

### For submission of Passport Reissue application

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

	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 current Address-self attested											
(f)	Status in Canada (self-attested Copy) PR-copy & Landing paper/ Work permit/Study permit/Visitor permit											
(g)	Fees											
(h)	Photograph											
(i)	As per rules, ALIAS/AKA can not be a part of name on passport. Applicant will need to use either of the aliases as follows:											
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Old Passport</td> <td style="width: 25%;">Allowed Name Variation 1</td> <td style="width: 25%;">Allowed name variation 2</td> </tr> <tr> <td>Anthony Kutu Alias Thomas Xavier</td> <td>Anthony Kuttu</td> <td>Thomas Xavier</td> </tr> <tr> <td>Surinder Kaur alias Sinder</td> <td>Surinder Kaur</td> <td>Sinder Kaur</td> </tr> </table>	Old Passport	Allowed Name Variation 1	Allowed name variation 2	Anthony Kutu Alias Thomas Xavier	Anthony Kuttu	Thomas Xavier	Surinder Kaur alias Sinder	Surinder Kaur	Sinder Kaur		
Old Passport	Allowed Name Variation 1	Allowed name variation 2										
Anthony Kutu Alias Thomas Xavier	Anthony Kuttu	Thomas Xavier										
Surinder Kaur alias Sinder	Surinder Kaur	Sinder Kaur										

\* For any other variation, the applicant will need to under go the procedure for name change.

#### **Additional documents as per applicable case below:**

#### **Re-issue of Passport with change in personal particulars**

<b>A(i)</b>	<b>Addition/Deletion of spouse name or change of name/surname - Due to marriage/divorce</b>		
	(i) Marriage certificate (Copy) or		
	(j) Passport copy of spouse having spouse name endorsed		
	(k) Divorce certificate/ order (Copy) - in case of deletion/change of spouse name		
<b>A (ii)</b>	<b>Change of name (other than above) to be notarized</b>		
	(l) Two public documents issued by Government authorities		
	(m) Original Newspaper advertisement from two leading newspapers (one in India and other in local newspaper)		
<b>A (iii)</b>	<b>Correction in Parents' name</b>		
	(n) Parents' Passport copy (mandatory- Parents passport copies with correct name or change of name in India through proper procedure)		
<b>A (iv)</b>	<b>Change of appearance/signature</b>		
	(o) Affidavit for change of appearance/signature		
<b>A (v)</b>	<b>Change of address</b>		
	(p) 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)		
	i) Annexure 'F'		
	ii) Covering letter explaining how Passport got lost/ damaged		
	iii) Original Police Report of lost Passport with passport number		

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

	Documents	To be Verified by applicant	Verification by Counter official
	Documents at Sl. No. (a) to (h)		
	(1) Passport copies of both the parents		
	(2) NOC of both the parents/ Annexure 'D' should be signed as per their current passport		

	(3) Annexure 'E' signed by parents		
	(4) Minor child having single parent – divorce/ death certificate and Annexure 'C'		
	(5) In case both the parents and one of the parents are/is outside Canada – original notarized NOC on Government Stamp Paper from India. If parent in other country, through Indian Mission/Post in concerned country		

**Type D: Application for re-issue of passport which is expired more than one year/three year**

	Documents	To be Verified by applicant	Verification by Counter official
1.	Passport expired between one year to three years Late renewal reasons / affidavit		
2.	Passport expired more than three years Late renewal affidavit with search letter/affidavit with acknowledgment from IRCC for applying search letter and CAD 75 receipt. <a href="https://www.blsindia-canada.com/ottawa-jurisdiction/pdf/AFFIDAVI_non_renewal_of_passport_more_than_one_year.pdf">https://www.blsindia-canada.com/ottawa-jurisdiction/pdf/AFFIDAVI_non_renewal_of_passport_more_than_one_year.pdf</a>		

**Type E: TATKAAL Service**

- Before applications are accepted by BLS, applicants must send their requests by email to [ppt.vancouver@mea.gov.in](mailto:ppt.vancouver@mea.gov.in) along with their passport details, visa status in Canada, if PR, PR card copy and landing paper, Canadian address proof and a letter explaining their situation under which they seek TATKAAL service. A copy of the **approval given by the Consulate** must be attached with the application.
- TATKAAL applications would not be accepted under the following categories:

- Lost/Damaged passports
- Implied status cases and cases where status has expired (PR/Work Permit/Study Permit/Visitor Permit)
- For changes Father/Mother/Spouse name
- Change in Name/appearance/sex/date of birth/place of birth
- Renewal of short validity passport
- If the applicant is adopted
- Minors whose parents are separated/divorced
- Applications for fresh passport of a new born child
- Applications for jumbo booklets
- Passport expired more than three years from the date of application

**Note:**

- 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.
- In case required, more documents can be asked by the Consulate.
- 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.
- Passport to minor child is issued with 5 years validity or upto age of 18 years. 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.

**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 office use only

(Signature of the applicant)

Verified by	
Signature	
Date	

## Information Booklet for submission of Passport application

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

All the Indian citizens are required to hold a valid Passport all the time while they are outside India. Application for re-issue of Passport can be submitted when the remaining validity of Passport is less than 1 year.

Application for the re-issue of Passport can be submitted with the documents as prescribed in the checklist above. The details with regard to each document are elaborated below:

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

- i) The online application for Passport must be completed and submitted online. The form can be filled up and submitted 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 the Consular jurisdiction of Indian High Commission / Consulate. The consular jurisdiction can be viewed at: <https://www.hciottawa.gov.in/pages?id=4&subid=120>
- iii) 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 use and submission to BLS for processing of Passport application.

#### **Please note:**

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

#### **(c) Indian Passport (Original and copy)**

All the Passport applicants are required to enclose Self-attested photocopy of its first two and last two pages of Passport with their re-issue of Passport application. Must enclose copy of the observation page (if any) related to change of name/ surname, ECR/Non-ECR (ECNR), etc. - required

#### **(d) Annexure 'E'**

Please provide self-declaration in the form of Annexure 'E'. The format of Annexure 'E' can be seen at link below:

<https://www.blsindia-canada.com/annexures/ANNEXURE-E.pdf>

In the annexure 'E', the applicant is required to fill up the present address and other details. Please strike off point number 3 to 7, whatever is not applicable.

#### **(e) Proof of address**

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

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

# For Minor children – Proof of address of the parent to be submitted.

**(f) Status in Canada**

The Passport applicant is required to enclose copy of - Work permit/ Study permit/ PR with Landing paper. The original document is required to be presented for verification while submission of Passport application.

If PR card/work permit/study permit is expired, please submit the following additional documents:

- (i) Expired PR card (copy) with renewal receipt
- (ii) In case of expired Work or Study permit, letter from CIC stating that your application for renewal of work permit/study permit in Canada is under process/approved

If applicant is on Visitor visa – Please enclose copy of visitor visa

**(g) Fees:**

Issue of Ordinary fresh Passport or Re-issue of Passport for 36 pages – 10 years validity (also applicable to minors in the age group of 15 to 18 years	CAD \$ 96 /-
Issue of Ordinary Fresh passport or re-issue of passport containing 36 pages for minors below 18 years of age	CAD \$ 65/-
Passport Renewal containing 36 pages(Damage/lost)	CAD \$ 189/-
Issue of Ordinary Fresh passport or re-issue of passport containing 36 pages – validity 10 years (also applicable to minors in the age group of 15 to 18 years)-TATKAAL*	CAD \$ 282/-
Issue of Ordinary Fresh passport or re-issue of passport containing 36 pages for minors below 18 years of age-TATKAAL*	CAD \$ 251/-

**Note:**

1. The fees to be paid in the form of Money order or Demand draft in case of postal applications and by debit/cash in case of walk in applications at BLS.
2. The above fees is **excluding service fee, courier charges and other value added services provided by BLS.**The additional service fee, courier charges, etc., to be paid separately to BLS. BLS service charges are \$7.40.
3. Fee once paid will not be returned in any case.
4. High Commission of India, Ottawa does not provide Tatkaal Passport facility. Only Consulate General of India in Toronto & Vancouver provides Tatkaal Passport facility.

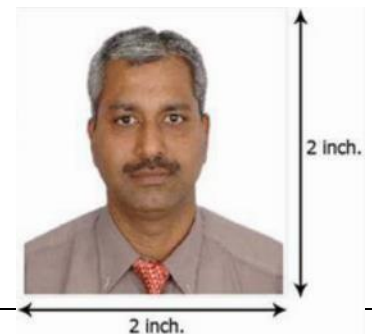
**(h) Photograph**

Two photographs as per below specification are required to be provided with the Passport application. Photograph must be of the size and specifications as prescribed below:

- i) Size – 2 inch x 2 inch(51 mm x 51 mm)
- ii) Background –Background should be plain white colored 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](https://www.hciottawa.gov.in/pdf/Photo_Specification.pdf)



**(i) Marriage certificate (copy)**

- i) Photocopy of registered marriage certificate should be provided with the application

**(j) Passport copy of spouse**

Please enclose a copy of the Passport of the spouse (not a mandatory document)

**(k) Divorce certificate/ order (Original and copy)**

i) Photocopy of divorce certificate should be provided with the application

**(l) Two public documents issued by Canadian/ Indian authorities**

Applicant desirous to change their name in new Passport is required to provide two documents/ IDs in new name issued by Government authorities.

**(m) Original Newspaper advertisement/ clippings from two leading newspapers notifying change of name**

Applicant desirous to change their name in new Passport is required to provide two Original newspaper advertisement/ clippings from any two leading newspapers notifying change of name. The following may be noted in this regard:

- i) One advertisement should be from the area of the applicant's permanent address in India. Other from the applicant's present address in Canada
- ii) The advertisement should be in English language and less than 06 months old.
- iii) Full page in original should be provided. No cuttings will be acceptable.
- iv) Format of newspaper advertisement/ clippings may be as under:

**For adults:**

*I, \_\_\_\_\_, son/daughter of \_\_\_\_\_, resident of \_\_\_\_\_ (full address in India), and presently residing at \_\_\_\_\_, (full address in Canada) do hereby change my name from \_\_\_\_\_ to \_\_\_\_\_, with immediate effect.*

**For minors:**

*I, \_\_\_\_\_, father/mother of \_\_\_\_\_, 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.*

**(n) Parents' Passport copy or any other Govt. issued ID**

In case there is variation in the parent(s) name from the previous Passport, then the applicant is required to provide documentation establishing the correct name of the parent(s) as filled in the Passport application.

In this regard the applicant is required to provide copy of the Passport of the parent(s) showing correct name of the parent(s).

**(o) Affidavit for change of appearance to be notarized**

**In case there is change in appearance of the Passport applicant, the applicant is required to enclose documentary proof with regard to his change in appearance. Such instances may be due to:**

- i) The applicant who has been earlier wearing turban and now changed appearance or vice versa;  
[https://www.blsindiacanada.com/annexures/AFFIDAVIT\\_FOR\\_CHANGE\\_OF\\_APPEARANCE.pdf](https://www.blsindiacanada.com/annexures/AFFIDAVIT_FOR_CHANGE_OF_APPEARANCE.pdf)

**(p) Proof of present address**

In case the applicant wishes to change the address as printed in the previous Passport, the applicant is required to provide copy of address proof as mentioned in the Passport application.

If the address change is of India, the applicant is required to enclose any of the address proof in his/her name as below:

- i) Aadhar Card, Voter ID, Driving license, Bank Passbook etc.

In case the change of address/ new address is of Canada, any of the prescribed as mentioned at Sl. No. (e) in the checklist is required to be provided.

**Note:**

# For applicants on study permit or visitor record, please enter the Indian address under 'Address to be printed' and 'other address' will be Canadian address on the application form

### **(q) Annexure 'F'**

Applicants submitting the Passport application due to Loss/ Damage of their earlier Passport are required to enclose self-declaration in the form of Annexure 'F' with the Passport application. The format of Annexure 'F' can be seen at link below:

<https://www.blsindia-canada.com/annexures/ANNEXURE-F.pdf>

In the annexure 'F', the applicant is required to fill up the present address and other details. Please strike off point number 1 to 6, whatever is not applicable.

### **(r) Covering letter explaining how Passport got Lost/Damaged**

The applicant has to write a simple covering letter addressed to High Commission/Consulate explaining the circumstances which led to Loss/Damage of his/her previous Passport.

### **(s) Original Police Report (long) of lost Passport**

The applicant submitting the re-issue of Passport application due to loss of their earlier Passport is required to enclose original police report (long) of his/her lost Passport. The lost Passport police report must include the Passport number which was lost.

### **(t) Passport copy of both the parents**

With the minors' Passport application, copy of Parents' Passport is required to be enclosed. Please note the following in this regard:

- (i) Please enclose copy of the first and last page showing photographs and details of the passports.
- (ii) In case Parents are Indian/ foreign (non-Canadian) national –
  - a) Passport copy of parents and
  - b) Status in Canada (PR and COPR / Work Permit / Student Permit / Visa) required to be enclosed.
- (iii) If parents are Canadian national – Passport copies of parents are required to be enclosed, withhold Indian Passport copies of parents / grandparents.

### **(u) NOC of both the parents/ Annexure 'D'**

With the Passport application of minor child, both the parents are required to provide their consent for issue of Passport to the minor child. The consent should be provided in the prescribed format of the Annexure 'D'. The format for Annexure 'D' can be seen at the link below:

<https://www.passportindia.gov.in/AppOnlineProject/pdf/AnnexureD.pdf>

### **(v) Minor child having single parent**

In case of minor child having single parent on account of divorce/ death of other parent, copy of divorce decree (court order)/ death certificate, as applicable is required to be enclosed with the Passport application of the minor child.

In case of divorce, the parent applying for Passport also needs to submit sole custody court order of the minor child in his/her favor.

### **(w) In case both the parents are outside Canada**

In case both the parents of minor child are outside Canada, then the parents are required to provide their NOC duly notarized. While granting NOC, the parents of the child may also nominate a guardian/ their representative for submitting Passport application of the minor child in Canada.

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