

**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 Address		
(f)	Status in Canada		
(g)	Fees		
(h)	Photograph		

**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 Passport copy of spouse having spouse name endorsed		
	(j) Divorce certificate/ order (Copy) - for deletion/change of spouse name		
<b>A(ii)</b>	<b>Change of name (other than above)</b>		
	(k) Two public documents issued by Government authorities		
	(l) Original Newspaper advertisement / clippings from two leading newspapers		
<b>A(iii)</b>	<b>Correction in Parents' name</b>		
	(m) Parents' Passport copy or any other Govt. issued ID		
<b>A(iv)</b>	<b>Change of appearance (Turbaned to non-turban &amp; vice-versa)</b>		
	(n) Affidavit for change of appearance		
<b>A(v)</b>	<b>Change of address</b>		
	(o) 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)		
	(p) Annexure 'F'		
	(q) Letter explaining how Passport got lost/ damaged		
	(r) 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 passport fee for a regular passport)

	Documents	To be Verified by applicant	Verification by Counter official
	Documents at Sl. No. (a) to (h)		
	(s) Passport copies of both the parents		
	(t) NOC of both the parents/ Annexure 'D'		
	(u) Minor child having single parent - divorce/ death certificate In case of single parent due to divorce, custody order also required		
	(v) In case both the parents are outside Canada - notarized NOC		

**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	

## Information Booklet for submission of Passport application

\*\*\*

### **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 is elaborated below:

#### **Question in the checklist about the Parent(s) name :**

While answering the question in the Checklist about Parent(s) name in the Passport application, please check the name of parents as mentioned in the current Passport.

In case you there is no change in the parent(s) name and you wish the name of parent(s) as printed in the previous passport to be continued and printed in next Passport, please answer "No".

In case there is a change in the parent(s) name from the existing passport, and you wish the changed parents(s) name to be printed in the next Passport, please answer "Yes". For this you are required to enclose documentary proof of parents name as prescribed at sl. No. (m).

#### **(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) In the online form must select the correct office (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) While submitting online application form, under 'applying for column' please select "Reissue" and under "Type of Application" select "Normal", unless you wish to specifically apply for "Tatkaal" passport. Please note "Tatkaal" passport service is available only at Consulate General of India, Toronto & Vancouver and not at High Commission of India, Ottawa. Besides under "Tatkaal" you are required to pay higher fee. Tatkaal Passport is not applicable for reissue of Passport due to Loss/Damage of previous passport.

iv) Applicants between age of 15-18 years i.e., Minor children have the option to submit application for full 10 year valid passport by paying full passport fee for a regular passport. In general Passport to all minor child is issued with 5 years validity or upto age of 18 years, whichever is earlier.

v) In the online application form, the first address / Printable address to be filled as your 'Present address' and proof of the same present address is required to be provided with the Passport application. The applicant having no address proof of Canada (tourist/visitor in Canada) may fill up address of their regular place of stay in India/out of Canada.

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 use and submission to BLS for processing of Passport application.

#### Signature on the Application Form

vii) On Page 1 – The applicant is required to sign below the photograph within the given box. In case of minor applicant (below the age of 18 years) who cannot sign, affix left hand thumb impression for boys and right hand for girls.

viii) On last page - The applicant is required to sign within the given box. In case of minor applicant (below the age of 18 years) either parent to sign the application form.

#### **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.

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

Please provide self-declaration in the form of Annexure 'E' about the undertaking that the applicant has not obtained foreign citizenship. 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.

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

In the online application form, the first address / Printable address to be filled as your 'Present address' and proof of the same present address is required to be provided with the Passport application. The applicant having no address proof of Canada (tourist/visitor in Canada) may fill up address of their regular place of stay in India/out of Canada.

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

Note 1: For Minor children – Proof of address of the parent to be submitted.

2: Tourist / Visitor (Parents, etc) in Canada not having proof of address in their own name can submit the Passport application with proof of address of their son/daughter studying / working in Canada with a covering letter and document establishing relationship. In such cases only Short Valid Passport (2 years) can be considered.

**(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 on counter/walk-in.

If PR card/work permit/study permit is expired, please submit Expired PR card/work permit/study permit (copy) with payment receipt of renewal application.

If applicant is on Visitor visa – Please enclose the following additional documents of Sponsor:

- (i) Passport copy
- (ii) If sponsor is non-Canadian Passport holder – Status in Canada
- (iii) Proof of address in Canada
- (iv) Covering letter from sponsor stating relation with the applicant

- Passports of applicants on short term visas or visitor permits will be renewed for a period of 2 years. (In case of Minors it will be 2 years or till date of becoming 18 years old, whichever is earlier)

**(g) Fees:**

The fee details for Passport application are available at below link:

<https://www.blsindia-canada.com/ottawa-jurisdiction/new-booklet-or-renewal.php>

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.

The fee can be paid by:

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

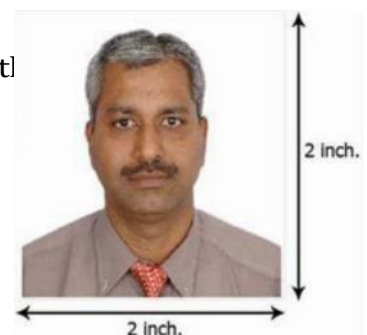
**(h) Photograph**

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 with
- 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>



**Additional documents as per applicable case below**

**Type A: Re-issue of Passport with change in personal particulars**

**Type A(i) : Addition/Deletion of spouse name or change of name/surname - Due to marriage/divorce**

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

- i) Photocopy of registered marriage certificate should be provided with the application  
**or**  
Passport copy of spouse having spouse name endorsed/ at the last page of Indian Passport.

**For Deletion / change of Spouse name due to Divorce**

**(j) Divorce certificate/ order (copy)**

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

**Type A(ii): Change of name (other than above)**

**(k) 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.

**(l) 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.*

**Type A(iii): Correction in Parents' name**

**(m) 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).

If copy of parents' passport not available, may kindly provide copy of any other Govt. issued ID like Aadhar card, Voter ID, Driving license etc.

#### **Type A(iv): Change of appearance (Turbaned to clean shaven & vice-versa)**

##### **(n) Affidavit for change of appearance**

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 the applicant who has been earlier wearing turban and now changed appearance or vice versa.

#### **Type A(v):Change of address**

##### **(o) 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, Electricity bill 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 Tourist Visa or visitor record, please enter the Indian address under 'Address to be printed' and 'other addresses' will be Canadian address on the application form.

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

##### **(p) 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.

##### **(q) 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.

**(r) 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.

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

**(s) 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 / Work Permit / Student Permit / Visa) required to be enclosed.

(iii) If parents are Canadian national – Passport copy of parents are required to be enclosed, with old Indian Passport copies of parents / grandparents.

**(t) 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>

**(u) 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 (from Indian 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 order from Indian court in respect of the minor child in his/her favour.

**(v) 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 Annexure-D 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.

\*\*\*\*\*