

Checklist for Certificate of Birth



Applicant Name		Passport No.	
Passport Number		Mobile No.	____-____-____

PLEASE ATTACH A COPY OF THE CHECKLIST WITH EACH APPLICATION AND CHECK MARK ALL THE REQUIREMENTS BELOW THAT ARE COMPLIED WITH. SIGN AT THE END OF EACH PAGE OF THE CHECKLIST.

PLEASE NOTE

THE CONSULATE RESERVES THE RIGHT TO CALL FOR ADDITIONAL DOCUMENTS, AS CONSIDERED NECESSARY.

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. Applicants should bear in mind that they may stand outside the facilities for their turn, please dress according to the weather conditions on the day of your visit.
3. No passport or consular services are available to claimants of refugee status in BLS Centers.
4. If you cannot visit the VAC, it is recommended that you use the postal service to submit your application. Alternatively, to book a pickup and/or drop via FedEx, visit <http://www.blsindia-canada.com/vas/>

<input type="checkbox"/>	<p>APPLICATION FORM:</p> <ul style="list-style-type: none"> - Download application form for Certificate of Date of Birth by visiting http://blsindia-canada.com/cert_dob.php 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://blsindia-canada.com/cert_dob.php
<input type="checkbox"/>	<p>PHOTOGRAPH SPECIFICATIONS:</p> <ul style="list-style-type: none"> - One photo of size 35mm x 35 mm. Paste this on Page 1 of the Application Form. - Photo must be compliant with specifications; refer to: http://www.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>SIGNATURE INSTRUCTIONS:</p> <ul style="list-style-type: none"> - Sign on Page 2. Signature must match with your passport. - Minor Applicants (Below 18 Years): <ul style="list-style-type: none"> o If a minor cannot sign, using only black or blue ink, apply left hand thumb impression for boys & right for girls. o Both parents must also sign below the applicant's signature on Page 2.
<p>DOCUMENTS</p> <p><i>Please submit photocopies of the below documents on letter size paper. If applying in person at a BLS Center, you are also requested to carry the originals of the documents that you are submitting for verification purposes only.</i></p>	
<input type="checkbox"/>	<p>Indian Passport / Canadian/Foreign Passport:</p> <p>For Indian Passport holders, please bring copies of first and last page, observations and endorsements. For Canadian / Foreign Passport holders – copy of photo ID page and observations, if any</p>
<input type="checkbox"/>	<p>For former Indians that have acquired foreign citizenship,</p> <ul style="list-style-type: none"> - Surrender Certificate (if applicable) - Surrendered Indian passport (first and last and observation page copy)
<input type="checkbox"/>	<p>Status in Canada;</p> <ul style="list-style-type: none"> - PR Card. <li style="padding-left: 20px;">If PR Card has expired: Expired PR Card and PR Card renewal receipt - Work Permit or Student Permit - Visitor Visa
<input type="checkbox"/>	<p>Additional documents for Minor Applicant (Below 18 Years):</p> <p>Please provide the below additional documents of both parents;</p> <ul style="list-style-type: none"> - Status of parents in Canada: PR Card, Work Permit, Visitor Visa or Student Visa. - Indian / Foreign Passport photocopy of first and last page of both parents. In case, the passport is expired of any one parent, along with the passport photocopy, please bring 2 valid photo IDs, issued by government of Canada. - Proof of Address in Canada of either parent – Driving license, Bank statement or utility bill. (the latter should be valid for 6 months)

Signature _____

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If either or both parents are in India and have never landed in Canada and /or if either or both parents are outside Canada; please provide;

- A No Objection Affidavit from a lawyer in India (if in India and/or never landed in Canada) or the country where the parent/s is currently residing/visiting.
- Original Notarized copies of first and last page (for Indian passport holders) or photo ID page for foreign passport holders and observation page/s, if any of passport/s of parent/s.
- If you have a legal guardian in Canada, provide his/her Passport (Copy), along with their status in Canada and proof of address.

If parents are divorced:

- Divorce Certificate issued by the Court duly attested by the ministry of relevant country.
- Government Order Granting Sole Custody.

Fees: Refer to fee schedule at: http://www.blsindia-canada.com/cert_dob.php

- Enclose a **certified cheque, issued in favour of " BLS International services Canada Inc."** to include:
 - o HCI/CGI DOB Certificate Fee.
 - o ICWF Consular Surcharge Fee.
- Enclose a **separate certified cheque, in favour of BLS International services Canada Inc."** to include:
 - o BLS Processing Fee.

Add: Return Courier charges.

For Walk In Applicants at the Centers:
Payment is accepted by cash or debit card only

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/PIO card/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 and submitted to BLS International Services as per this Checklist. I have been informed that any insufficiency in documentation, not provided, as mentioned in the Checklist may lead to a delay in the processing or rejection of my application. I understand that the Consulate General of India may require additional documents, which are not a part of this Checklist.

Signature _____