

PASSPORT RENEWAL APPLICATION FORM

FILLING INSTRUCTIONS

(NORMAL)

GENERAL INSTRUCTIONS

- All applications must be filled under **TORONTO JURISDICTION**.
- **Form series** should start with **the current year** (For Example: Year-2022, Series-22)
- **Fee: Adult:** \$103.40, **Minor:** \$72.40, **60 Pages:** \$134.40
- **Application type should be REISSUE**; FRESH only in case of a baby born in Canada who has Indian Parents and wants to apply for Fresh Indian Passport.
- All **Personal Particulars** must be filled **exactly as per Indian Passport or Supporting Documents, if any**.
- **Annexure E** signed by applicant is required with all application forms with Canadian Address mentioned on it.
- For **applicants born in India**,
 - **Citizenship of India** should be by **BIRTH**
- For **applicants born out of India**,
 - **Citizenship of India** should be by **DESCENT**
- Passport **Issue and Expiry date** should be as per **Passport**, or **observations** on Passport (if any).

- For **Lost or Damaged passport**, service should be selected accordingly.
- All **Questions on page 2** of the application form **must be answered NO**. If **any YES**, provide proof for the same.

NAME, APPEARANCE & SIGNATURES

- **AKA / ALIAS** are **not accepted in any name** on the Application form. **Choose the Name Before, or After the ALIAS.**
- **For name change procedure, follow Checklist on BLS Website**
- **Prefix/Suffix** is **not acceptable** with any name on the Application Form (For Example: **SHRI, LATE, MR, MRS, ER, DR, MAJOR, SUBEDAR, SARDAR, COLONEL Etc.**)
- For any **Change in Appearance** of the Applicant, provide **Self Declaration on Plain paper** for change of Appearance.
- **Signatures** should be there **on first and last page of form EXACTLY** as per passport. (**Self Declaration on Plain paper required for any change in signatures**).

CANADIAN STATUS

- **Applicants should have Valid Canadian status**. If the status has expired, **IRCC letter for Status extension**

should be provided **along with the expired Canadian status and receipt copy.**

- **Applicants with PR must provide their COPR** (Confirmation of PR) / **Landing Papers** document with visible **Immigration Category.**
- In Case the **COPR is not available,** provide either of the following:
 - **Copy of Canadian Visa Stamp issued only from India on which the applicant entered Canada from India**
 - **Apply for Status verification document issued by IRCC or Canadian Refugee Board**

ADDRESS

- Applicants have to **mention both Printable & Other address** on application form **according to their Status** in Canada.
- For Applicants on **Permanent Residence** (PR) Status,
 - **"Printable Address"** should be **Canadian.**
 - **"Other Address"** should be **Indian.**
- For Applicants on **Study Permit, Work Permit, and Visitor Permit,** there is an **option** for the address:
 - **If "Printable address"** is **Canadian,** **"Other Address"** should be **Indian.**
 - **If "Printable Address"** is **Indian,** **"Other Address"** should be **Canadian.**

- **Acceptable Address Proofs:**

- Government Issued Letters and ID's
- Driving Licence, Photo ID card, Health Card with Address mentioned on it
- Notice of Assessment issued by Canada Revenue Agency
- Home Utility Bills (Hydro, Electricity, Wi-Fi)
- **PHONE BILLS, PAYSTUBS, VOID CHEQUE & DIRECT DEPOSIT FORMS, BANK STATEMENTS ARE NOT ACCEPTABLE**

SPECIAL INSTRUCTIONS FOR MINOR APPLICANTS

- **Annexure D** with both parents' sign **EXACTLY** as per their passports is required.
- **Annexure C is required only if:**
 - Minor has **Single parent/ One Parent has Deceased**
 - Parents have **Divorced/Separated**
 - One Parent has **Sole Custody of Minor**
- **In case of divorce granted in a foreign country and authorising the custody of the child/ren to a parent/guardian, an application must be submitted by the parties at the competent Indian civil court and a declaratory order authentication and confirming that the foreign divorce decree is in accordance with Indian law must be obtained by the concerned parties, before the mutual/contested foreign divorce is accepted by PIAs for grant of any passport service.**

ADDITIONAL DOCUMENTS FOR LOST / DAMAGED PASSPORT

- For **Damaged Passport**, **Annexure F Required** along with the **fee for Damaged Passport Renewal- \$196.40**
- For **Lost Passport**,
 - **Annexure F with Lost Passport Fee- \$196.40**
 - **Police Occurrence Report** with **Applicant's name** and **Lost Passport Number** Mentioned on it.

WHO CANNOT APPLY PASSPORT RENEWAL IN TATKAAL?

- Applicants with **Short Validity Passports** (Less than 10 Years for Adult and 5 years for child).
- Applicants with **Lost passport**.
- Applicants **with Place of birth, Place of Issue, or Indian Address in Jammu, Kashmir, Srinagar (Anywhere in J&K) and Nagaland**.
- Applicants with **Change of Signatures or Appearance (not applicable to children)**.
- Applications with **any corrections in Given Name, Surname, Parents' name, or Spouse Name**.
- Applicants who **want to ADD or DELETE Spouse Name**.
- **AKA or ALIAS** on any Name in Passport.
- Applicants on **Maintained or Applied Status**, whose previous status has expired.
- **60 Pages Passport** is not issued in Tatkaal.

NOTE: Minors above 15 Years of age will only get passport until 18 years of age under Tatkaal, and their **application will be not accepted even if they pay Adult Tatkaal Fee**.

Note: Hiding of marital status amounts to suppression of information and will be viewed seriously and will result in cancellation of passport.