

Checklist for Attestation / Legalization of documents

Note:

- All the Canadian Passport holders are required to get the documents first Attested from Global Affairs Canada/Provincial Authority and then the certification of authenticated document will be done by Consulate General of India, Vancouver.
- The consulate will attest, seal and sign only the back side of page attached and authenticated by provincial authority.
- In case of joint affidavits/POAs, even if one applicant is a non-Indian passport holder, the document has to be authenticated by provincial/federal authority before it is presented to the Consulate for attestation.

Details of application	Application is for Attestation / Legalization of Documents viz., Power of Attorney, Affidavit, Will, any declarations related to Property, any other civil documents, etc.
Documents Required	<p>1. Misc Application form duly filled in, photo pasted and signed at the specified place by all applicant(s) [Misc Application form is available at the following link: https://www.cgivancouver.gov.in/public_files/assets/pdf/Miscellaneous_Service_Form_June01.pdf</p> <p>2. Original Power of Attorney / Document to be attested (all pages of POA/Document should bear signature of all the applicants.)</p> <p>3. Copy of Power of Attorney / Document to be attested</p> <p>4. Passport copy –Self-attested photocopy of pages of Passport having Personal Particulars</p> <p>5. Only for Indian Passport holders - Immigration status in Canada (Work permit/ Study permit/ PR) – self attested Copy</p> <p>6. Address proof for Canada: self-attested copy (Any one out of: Driving licence, Provincial ID, Utility bill, Rent agreement)</p> <p>7. Self attested photo ID of the witnesses, if any.</p>
Additional Requirement	<p>(a) For attestation of documents issued from India such as – PAN Card, Aadhaar card, Birth Certificate, Marriage Certificate, Educational documents, etc., needs to be apostilled/attested first from India (Ministry of External Affairs, New Delhi. Refer link www.mea.gov.in/apostille.htm</p>

	(b) All the documents issued by Canada Government needs to be first notarized and then attested from Global Affairs, Canada/Provincial Authority.
Fee	(a) Power of Attorney: CAD 28.00 (b) Commercial Documents: CAD 65.00 (c) Attestation of copy of Documents (viz. Passport, ID, etc.): CAD 16.00 BLS Service Charges are payable in addition of above fee.

Additional checks for Attestation of Power of Attorney

1. The Power of Attorney (POA) is signed under Oath, thus before signing must ensure the details mentioned in the POA is correct in all respect. Power of attorney should begin with the name (strictly as per passport), passport number and present residential address in Canada of the executant along with his/her photograph affixed at the end of subject matter.
2. In applicable / superfluous wordings to be crossed / removed from the POA format.
3. The Language of the Power of Attorney (POA) should be meaningful and make sense.
4. No additional blank spaces to be given/remain between lines, etc. In case a blank portion/page is included the same will be crossed.
5. The details mentioned to be correct in all the respect. Serious offences are prescribed for wrong statements under oath. So must read the document carefully before signing.
6. Presence of applicant (**for Indian Passport holder**) along with presence of two witnesses in person at the BLS Centre is required for the execution of "Will". Also, the applicant and witnesses have to sign the "Will" in front of authorized official of BLS. For **non-Indian passport holders**, "WILL" document should be notarized and authenticated from Global Affairs Canada/Provincial Authority.

If the Will is not registered before the death of the deceased, who has made the Will, it needs to be executed (Probate - A judicial certificate saying that the will is genuine and conferring on the executors the power to administer the estate) by the Court Order by Provincial Court and thereafter pre- authenticated and attested from Global Affairs, Canada/Provincial Authority.