

FREQUENTLY ASKED QUESTIONS (FAQ's)

What passport services does the Consulate offer?

Consulate accepts applications for Fresh issue as well as Re-issue of passports.

Who can apply for passport renewal?

Any applicant holding Indian passport and a status in Status in Canada (Visitor/Study/Work permit or PR) can apply for passport renewal.

How do I submit the application?

After filling and submitting the form online ([Passport Seva at Indian Embassies \(passportindia.gov.in\)](http://Passport Seva at Indian Embassies (passportindia.gov.in))), applicant needs to submit the hard copy of form with photo, supporting documents and fee.

Where do I submit the application?

Applications are accepted only through BLS. Applicant has to submit hard copy of application with all relevant documents at the nearest BLS center. BLS also accepts applications through post. For information regarding BLS centres and FEE PAYMENT please visit blsindia-canada.com

Can I submit application at the Consulate in person?

No. Applications are accepted only through BLS.

Can I collect passport directly from Consulate?

No. Passports are dispatched to the applicant's address as given in application form through post only.

I am a resident of a place outside Vancouver. Can I submit my passport application at CGI, Vancouver?

CGI, Vancouver accepts applications only of people living in the Consulate jurisdiction of Consulate General of India i.e Saskatchewan, Alberta, British Columbia, Yukon Territory and Northwest Territories.

What is the processing time for issuance of passports?

Normal category: 2 weeks & TATKAL categories: 2 business days

Note: this time does not include postage/shipping delays.

What is the validity of a passport?

Adults: 10 years & Minors: 5 years

I am a minor between the age 15-18 years. Can I get a passport with 10-year validity?

Yes. Minors between 15-18 years of age can obtain passport of 10 years if they pay fee as applicable for adult applicants.

What is the size of a passport booklet?

Normal passport booklet has 36 pages. Jumbo booklet with 60 pages can be obtained by paying extra applicable fee.

Can I apply for fresh passport under TATKAL category?

No. You can only apply for renewal of passport under TATKAL category.

Where I would get Personal Particulars form/affidavit form?

It is available under FORMS on home page.

What additional documents are required in case the applicant is a minor?

1. [Annexure D](#) signed by both parents. (Note- In case the minor is in the custody of a single parent/guardian; [Annexure C](#) along with proof of the guardianship should be submitted. Eg. Court order etc.),
2. Copy of passports of both the parents or guardian. (Note - In case the minor is in the custody of a single parent/guardian only his/her passport copy is required),
3. Address ID proof of either of the parents or guardian. (Note - In case the minor is in the custody of a single parent/guardian only his/her address ID copy is required)

What additional documents are required in case the applicant's previous passport has been lost?

[Annexure F](#) along with the Police Report clearly mentioning the lost passport details are mandatory.

What additional documents are required in case the applicant's previous passport is damaged?

Duly filled and signed Annexure F.

Can I use 'Late' in front of my parent's name/spouse's name if they have expired?

No. Usage of prefix '**Late**' is not allowed. Submit the name as it is.

When applying for passport renewal, what to do if name has ALIAS/AKA in the current passport?

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:

OLD PASSPORT	Allowed name variation 1	Allowed name variation 2
Anthony Kuttu Alias Thomas Xavier	Anthony Kuttu	Thomas Xavier

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

Who is eligible to apply for a name change in Passport?

This facility is available only for applicants residing in Canada continuously for over 3 years and having Permanent Resident, Work Permit or Study Permit. Applicants on Visitor permit can not apply for name change in passport.

What documents are required in case the applicant wishes to change his/her name on Passport?

Clippings of two prominent newspapers (One in India and one in Canada) and at least two Canadian documents as ID proof of the new name of the applicant,

OR,

Clippings of two prominent newspapers (One in India and one in Canada) and at least two Indian documents as ID proof of the new name of the applicant,

OR,

Clippings of two prominent newspapers (One in India and one in Canada) and publication of the change of name in the Gazette Notification of India.

NOTE: FOR CHANGE OF SURNAME DUE TO MARRIAGE / REMARRIAGE / DIVORCE: Annexure E.

I wish to split my name into First and Surname. Do I need any documents to support this change?

- For splitting name into first and surname **may** be allowed subject to production of at least two public documents in the said name viz Aadhar card /PAN card / Driving License issued by Government of India and Sworn Affidavit by the applicant mentioning about split of name

eg. The following is permitted:

	OLD PASSPORT	NEW PASSPORT
Surname		Rastogi
First and Middle name	Rameshbhai Rajubhai Rastogi	Rameshbhai Rajubhai

The following is not permitted:

	OLD PASSPORT	NEW PASSPORT
Surname		Bhai

First and Middle name	Rameshbhai	Ramesh
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My permit/PR has expired. What documents do I need for Passport renewal?

1. You will need to apply for extension of permit/PR with CIC/IRCC. Once CIC accepts your application for extension you will receive a letter/email from CIC telling you that the application is under process. Applicant is required to submit this letter/email along with passport application and the expired permit or PR.
NOTE: In case of PR extension, applicant needs to submit landing paper too.
2. If you have received a COPR, then submit copy of COPR.

Can I apply for permit extension with CIC without a valid passport?

Yes, CIC accepts permit extension application without valid passport. Please contact CIC regarding this. (Once the application has been accepted by CIC, they will demand for a valid passport to continue the process)

I have a PR card. DO I also need to submit landing paper with passport application?

Yes. If you are a PR in Canada, landing paper wherein immigration category is defined is required mandatorily with the application.

I have lost my landing paper, what should I do?

You will need to submit copy of an old Visitor or Study permit. Work permits are not allowed. If you do not possess old Visitor or Study permit, you need to apply for reissuance of landing paper first with Canadian authorities and submit a new landing paper or submit a copy of both sides of old PR card

My status/permit is expired but I have applied for permit on spousal grounds. What documents do I need to submit as proof of my status along with passport renewal application?

You need:

1. Communication from CIC that you have qualified for/application has been accepted for residency/permit under spousal grounds (names of your spouse and yourself should be mentioned).

2. (a) if spouse is Indian National: Copy of spouse's passport and copy of spouse's permit (PR with landing paper/visa); **OR**, (b) if the spouse is Canadian National: Copy of Canadian passport and old Indian passport.
- 3.

Can I submit only my Indian or Canadian address in the application form?

No. You need to submit one Canadian and one Indian address in the form with relevant proof. You can choose any of the addresses to be printed on your passport.

What are the specifications of the photograph?

[Photo specifications](#)

Can Indian nationals who had been issued Passports with 20 (twenty) years validity also apply for a new Passport?

Yes. It is in the interest of the applicant to get a new 10 year Passport as the Government of India has dispensed with the issue of 20 years Passport as per the extant rules.

Do photocopies of original documents need to be attested?

Yes. All original documents must be accompanied by self-attested photocopies. These documents should be presented for scrutiny at the time of submission of application.

Can I send my Passport application through a travel agent?

No. Consulate has not authorized any agent. Application is to be submitted at the BLS Passport Service Counter or the Consulate by the applicant personally or through a close family member bearing an authorization letter from the applicant. Travel Agents/Agents/Solicitors are not permitted to submit applications on behalf of applicants. Please report to the Consulate if anyone claims to provide such services.

Where can I find more information about passport issuance and application procedure?

Please our website ([Consulate General of India, Vancouver, Canada: General Information \(cgivancouver.gov.in\)](#)) or,

BLS website: <https://www.blsindia-canada.com/> or, BLSS helpline: **+1-416 307 2237**