Dear Associate,

Pls find below the process with regard to **2 way courier / Passport letter / final approval** – Visa stamping.

**Submission of passports for issuance of a visa:**

After enrolment of biometrics and upon receipt of a passport request letter from the Migration Section, High Commission of Canada in India,/ Global Mobility - Canada tea , associates can write to [passportsubmission@vfshelpline.com](mailto:passportsubmission@vfshelpline.com) to avail of the 2 way courier service offered by VFS to submit their passports for stamping and get them delivered back at your residence by using VFS Global’s courier service.

**Decision envelope collection:**

Once a decision has been made on the application, the decision envelope will be couriered to the customer, in line with health and safety precautions.

Step 1: We would request you to provide the below details VFS-[passportsubmission@vfshelpline.com](mailto:passportsubmission@vfshelpline.com)

<https://vfs-cic.mioot.com/forms/PS/>

1. Application number:

2. UCI number:

3. Name:

4. Number of passports for package transmission:

5. Contact numbers:

6. Email address:

7. Person address and pin-code for collection:

8. Desired date for collection (minimum 24 hours is required):

9. Location at which biometrics was enrolled:

10. Please confirm if you would like to opt for SMS service:

Step 2: Once the above details are received, VFS will share the payment link. Kindly forward the same to [Chennai.Nonusvisa@tcs.com](mailto:Chennai.Nonusvisa@tcs.com) and [Subarama.sankar@tcs.com](mailto:Subarama.sankar@tcs.com) for making online payment.

Step 3: on receiving payment confirmation form us, kindly share the Air waybill number, courier form and consent form to VFS.

Step 4: It is mandatory to submit a duly completed and signed VFS consent form along with your passport, courier form and any other document required by the High Commission.

Step 5: Keep the envelope ready with all the documents mentioned above and hand it over to the Blue dart courier executive as directed by VFS through email. Air way bill number must be provided to the Blue dart pick up staff on the date of pickup and write the below text on the envelope.

"To,

The Officer

VFS Global Canada"

For further assistance, please visit our website <https://www.vfsglobal.ca/canada/india/> or contact us at [PassportSubmission@vfshelpline.com](mailto:PassportSubmission@vfshelpline.com)