

# Police Clearance Certificate Checklist



|                  |  |              |       |
|------------------|--|--------------|-------|
| Applicant's Name |  | Passport no. |       |
| Email ID         |  | Mobile no.   | ----- |



**Use black ink only whilst completing your Application Form and Checklist.**  
**Check mark all requirements below that are complied with.**  
**Sign at the end of each page of the Checklist.**

**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. An applicant may however, bring one person to assist him/her if he or she is elderly, disabled, or a minor child.
3. Applicants should bear in mind that they may stand outside the facilities for their turn, please dress according to weather conditions on the day of your visit.

**Important:**

1. If you cannot visit the VAC, it is recommended that you use the postal service to submit your application.
2. Alternatively, to book a pickup and/or drop via FedEx, visit <http://www.blsindia-canada.com/vas/>

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | <p><b>Application Form:</b> <span style="background-color: yellow;">Ensure that you use the correct form.</span></p> <p><b>Below mentioned both forms must be submitted to obtain a Police Clearance Certificate</b></p> <p><b>APPLICATION FORM: (Indian Passport holders)</b></p> <ul style="list-style-type: none"> <li>- First time applicants need to register and make an account to be able to fill online application. If registered already, Please log in and fill the application.             <ul style="list-style-type: none"> <li>- Download application form for <b>Police Clearance Application</b> form and complete and sign.</li> <li>- Visit: <a href="https://embassy.passportindia.gov.in/">https://embassy.passportindia.gov.in/</a></li> <li>- Forms to be filled in the current year</li> </ul> </li> </ul> |
| <input type="checkbox"/> | <p><b>APPLICATION FORM ( Former Indian/Canadian/Foreign Passport holders)</b></p> <p>Foreigners who have resided in India in the past may apply for a Police Clearance Certificate for obtaining Visa for certain countries.</p> <p>Download the application form for "Police Clearance Application".</p> <p>Visit-<a href="https://blsindia-canada.com/forms/HCI-CGI_Police%20Clearance%20Certificate%20form.pdf">https://blsindia-canada.com/forms/HCI-CGI_Police%20Clearance%20Certificate%20form.pdf</a></p> <p><b>Please note:</b></p> <ul style="list-style-type: none"> <li>-<b>BLS International Employees cannot edit or make any changes to your online application form.</b></li> <li>-<b>High commission of India, Ottawa reserves the Right to Call for Additional Documents, as considered Necessary</b></li> </ul>    |
| <input type="checkbox"/> | <p><b>Photograph:</b></p> <ul style="list-style-type: none"> <li>- Provide Two (2) photos of size 51 mm x 51 mm.</li> <li>- Photo <b>must</b> be compliant with specifications; refer to: <a href="https://www.blsindia-canada.com/photo_spec.php">https://www.blsindia-canada.com/photo_spec.php</a></li> <li>- You can avail of this service at the VAC; go to: <a href="http://www.blsindia-canada.com/vas.php">http://www.blsindia-canada.com/vas.php</a></li> <li>- If there is any change of appearance from your Passport Photo, kindly provide a Notarized affidavit for "Change of appearance".</li> </ul>  |
|                          | <p><b>Documents: Provide the documents below, in original and photocopies on letter size paper.</b></p> <p><b>Photocopies on separate Pages for each document instead of two sides and in PORTRAIT Format.</b></p> <p>Attach the following valid documents in photocopies.</p> <ul style="list-style-type: none"> <li>- All photocopies have to be self-attested</li> </ul>  |
| <input type="checkbox"/> | <p><b>Valid Indian Passport</b></p> <ul style="list-style-type: none"> <li>-Copy of Indian Passport, RPO (<b>Regional Passport Office stamp, from where the passport has been issued</b>), Front, Last, and Canadian Visa and Immigration stamp pages, observations /endorsements, if any.</li> </ul>  |

Signature\_\_\_\_\_

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**Valid Canadian/Foreign Passport:**

Foreigners who have resided in India in the past can apply for a Police Clearance Certificate..

Please provide the below documents:

- Canadian/Foreign passport:
- Copy of Passport on which travelled to India. Copy of photo ID page, copies of all immigration stamp pages to India, observations and endorsements, if any.
- Copy of Visa on which travelled and stayed India.
- Reason for Stay in India, with the supporting documents

If visited India on a previous expired or cancelled passport, please bring the copies of the old expired passports with photo Id page, Indian Visa and stamps to India as well.

**-Previous Indian Nationals**

**Please note: This service is provided to an Indian National, holding Valid Indian Passport. Indians who have obtained foreign citizenship can apply for PCC, on the basis of their visits to India as a Visa holder after attaining Foreign Nationality.**

**Please note: For Mail In applications, only self attested copies required.**

**Status in Canada (this applies to both Indian passport holders and foreign/ Canadian passport holders)**

- **PR Card(both sides)**
- **Landing paper**  
**If PR Card has expired:**  
 Expired PR Card, Landing Paper and PR Card renewal receipt (additional documents may be asked)
- **Valid Work Permit or Student Permit and Valid Visa**
- **Visitor Record** (for those who want to apply for permanent residency in Canada)  
 Copy of valid Visitor Visa

Below documents of Sponsor's are also required:

**Sponsor's Document**

**Foreign National(Non Indian)**

- Valid Foreign passport
- Copy of address proof
- Valid status in Canada- PR Card/Work Permit/Student Permit
- Landing paper
- Marriage Certificate

**Indian National/Previously Indian National**

- Copies of Valid Indian Passport.(If Indian National)
- Copies of cancelled Indian Passport from the day landed in Canada till became citizen and valid foreign Passport
- Copy of address proof in Canada
- Valid status in Canada- PR Card/Work Permit/Student Permit
- Landing paper

**On Spousal Basis(If Indian National)**

- Marriage certificate
- Copies of Valid Indian Passport
- Spouse's passport(**Applicable accordingly as mentioned above in the Sponsor's Documents**)
- Address proof in Canada
- Valid status in Canada- PR Card/Work Permit/Student Permit
- landing paper

Signature\_\_\_\_\_

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|--------------------------|---|
|                          | <p><b>On Spousal Basis(If previous Indian National)</b><br/>                 Marriage certificate<br/>                 Copies of cancelled Indian Passport<br/>                 Copies of all Indian Passports from the day landed in Canada till became citizen<br/>                 Valid Foreign Passport<br/>                 Spouse's passport(<b>Applicable accordingly as mentioned above in the Sponsor's Documents</b>)<br/>                 Address proof in Canada<br/>                 Valid status in Canada- PR Card/Work Permit/Student Permit<br/>                 landing paper</p> <p><b>Previously Indian National applying for PCC</b><br/>                 - Cancelled and all Indian passports (Original and copies) from the day landed in Canada till became Foreign Citizen.<br/>                 - Landing Paper(Original and copies)<br/>                 - Citizenship Certificate(Original and copies)<br/>                 - Surrender of Indian Nationality certificate (issued by an Indian Mission).Surrender, if have not done so unless otherwise your Last Indian Passport before acquiring Citizen has a stamp "CANCELLED ON ACCOUNT OF ACQUIRING CANADIAN/FOREIGN NATIONALITY"<br/>                 - Canadian/Foreign passport:<br/>                 - Copy of Passport on which travelled to India. Please bring the copies of the old expired passports with photo Id page, Indian Visa and stamps to India as well.</p> |
|                          | <p><b>Fees:</b> Refer to fee schedule at: <a href="http://blsindia-canada.com/pol_clr_cert.php">http://blsindia-canada.com/pol_clr_cert.php</a></p> <p><b>Mail In Applications:</b><br/>                 - Enclose a certified cheque/DD/PO in favor of 'BLS International Services Canada Inc.' to include:<br/>                 o HCI PCC Fee<br/>                 o ICWF Consular Surcharge Fee<br/>                 o BLS Processing Fee<br/>                 o Add :Return Courier charges</p> <p><b>Walk In Applicants:</b><br/>                 In cash or by debit card only</p>  |
| <input type="checkbox"/> | Notarized Affidavit for Change in Appearance  |
| <input type="checkbox"/> | Proof of Address(Photocopy)either one of the following:<br>a)Driving License<br>b)Photo ID issued by the Ontario Government<br>c)Utility Bills(Electricity/water/Gas/Phone/Internet etc)-must be latest   |

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 in the order given at the Checklist above. I have been informed that any insufficiency in documentation as mentioned in the Checklist may lead to a delaying the processing/rejection of my application.

Signature\_\_\_\_\_