

# Police Clearance Certificate Checklist



Applicant's Name		Passport no.	
Email ID		Mobile no.	_____



**Use black ink only while 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>Online Application Form: (For Indian passport holders only)</b></p> <ul style="list-style-type: none"> <li>- Visit: <a href="https://embassy.passportindia.gov.in">https://embassy.passportindia.gov.in</a></li> <li>- First time applicants need to register and make an account to be able to fill online application. While making account, please select Mission/Jurisdiction as Vancouver. If registered already, please log in and fill the application. <b>(please note that file number to be filled on online application is on lower left corner of the last info page of passport)</b></li> <li>- Please check all the details before validating and printing the form as after submission online, no changes can be made. Ensure that all data entered matches with your current passport. <b>(Please note that application form should be in Portrait format only. Landscape orientation is not acceptable)</b></li> <li>- In case of an error, please register a fresh online application.</li> </ul> <p><b><u>Application Form ( For Canadian/Foreign Passport holders)</u></b></p> <ul style="list-style-type: none"> <li>- Foreigners who have resided in India in the past may apply for a Police Clearance Certificate for obtaining Visa for certain countries</li> <li>Download <b>application form for 'Police Clearance Application'</b></li> <li>Visit: <a href="http://blsindia-canada.com/forms/HCI-CGI_Vancouver%20_PoliceClearanceCertificateform.pdf">http://blsindia-canada.com/forms/HCI-CGI_Vancouver%20_PoliceClearanceCertificateform.pdf</a></li> <li>-Canadian/foreign passport holders need to <b>fill two 'Personal Particular Forms'</b></li> <li>Visit: <a href="https://www.blsindia-canada.com/annexures/personal-particulars-form.pdf">https://www.blsindia-canada.com/annexures/personal-particulars-form.pdf</a></li> </ul>
<input type="checkbox"/>	<p><b>Photograph:</b></p> <ul style="list-style-type: none"> <li>- Provide one photo of size <b>51mm x 51 mm</b>. Photo should be pasted at the specified space provided on the printed online application</li> <li>- Photo <b>must</b> be compliant with specifications; refer to: <a href="http://www.blsindia-canada.com/photo_spec.php">http://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> </ul>
<input type="checkbox"/>	<p><b><u>Documents:</u></b> Provide photocopies <b>unless otherwise stated</b>; attach the following valid documents in photocopies.</p> <ul style="list-style-type: none"> <li>- Provide copies for all the documents on LETTER size paper.</li> <li>- All photocopies have to be self-attested.</li> </ul> <p><b>Applicants holding Indian Passport:</b></p> <ul style="list-style-type: none"> <li>- Valid Indian passport or its self-attested copies with pages having immigration stamps of exit from India and entry into Canada.</li> <li>- Proof of status in Canada: Valid PR Card or Work Permit or Study permit (photocopies) Please note that copy of landing paper must be provided if applicant's PR card does not state immigration category. (Letter from Immigration and Refugee Board of Canada (IRB) required in case Work Permit is case type 27)</li> <li>- Proof of Address (Photocopy of Driver's License/Utility Bill/Bank Statement) (The latter two must be less than 6 months old)</li> <li>- Copy of marriage certificate: if spouse's name is not printed/endorsed in current Indian passport.</li> </ul> <p><b>If Applicant is on Super Visa:</b> Following documents are required from the sponsor:</p> <ul style="list-style-type: none"> <li>-Current passport and Status in Canada (Photocopy)</li> <li>-Last held cancelled Indian passport and Landing paper (Photocopy) if former Indian National</li> <li>-Proof of Address in Canada (Photo copy of Driver's License/Utility Bill/Provincial ID/MSP Invoice/Notice of assessment).</li> </ul> <p><b>Applicants holding Canadian/Foreign Passport: Please note that PCC will be issued for the duration applicable after acquiring Canadian/Foreign nationality</b></p> <ul style="list-style-type: none"> <li>- Canadian/Foreign passport Original and Photocopies</li> <li>- Documentary proof of stay in India (Photocopies)</li> <li>- Proof of present Address (Photocopy of Driver's License/Utility Bill/Bank Statement)</li> <li>- Last held cancelled Indian passport/Surrender certificate (Photocopies) in case applicant is a former Indian National</li> </ul>

Signature \_\_\_\_\_

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	<p><b>If Applicant is on Visitor Visa</b></p> <ul style="list-style-type: none"> <li>-Documentary proof of the application/purpose required for which PCC is being applied for</li> <li>-Marriage certificate copy, generic PR application form (IMM0008) filled and signed and copies of spouse's documents are required in case PCC is being applied for Permanent Residency under spousal sponsorship</li> </ul>
<input type="checkbox"/>	<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: ( Please provide your phone number and email)</b></p> <ul style="list-style-type: none"> <li>- Enclose a certified cheque, in favor of 'BLS International Services Canada Inc.' to include:             <ul style="list-style-type: none"> <li>○ HCI/CGI PCC Fee</li> <li>○ ICWF Consular Surcharge Fee</li> </ul> </li> <li>- Enclose a <b>separate</b> certified cheque, in favor of 'BLS International Services Canada Inc.' to include:             <ul style="list-style-type: none"> <li>○ BLS Processing Fee</li> <li>○ Add: Return Courier charges</li> </ul> </li> </ul> <p><b>Walk In Applicants:</b></p> <ul style="list-style-type: none"> <li>- In cash or by debit card only</li> </ul>

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 delay in the processing/rejection of my application.

Signature \_\_\_\_\_