

# Police Clearance Certificate Checklist



THE FOLLOWING IS A LIST OF DOCUMENTS TO BE SUBMITTED FOR APPLYING FOR POLICE CLEARANCE CERTIFICATE.  
PLEASE PRINT AND SIGN A COPY OF THIS CHECKLIST, ALONG WITH YOUR APPLICATION.

**PLEASE NOTE: THE CONSULATE RESERVES THE RIGHT TO CALL FOR ADDITIONAL DOCUMENTS, AS CONSIDERED NECESSARY.**

**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. No passport or consular services are available to claimants of refugee status in BLS Centers.
3. If you cannot visit the VAC, it is recommended that you use the postal service to submit your application. 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> Applicant must note that if while applying for PCC, he/she is providing details in PCC application which are different than details available in his/her passport (such as name, place of birth, any discrepancy in parents' name, change in marital status, addition/deletion of spouse name), such an applicant should instead of applying for PCC, should first apply for reissue of passport with changed/current particulars as provided or want to provide in PCC application form and a fresh Police Verification report may be generated. It may be noted that only after re-issue of passport with changed/current particulars, the PCC application against reissued passport will be processed further for the issue / grant of PCC. All PCC applications should be accepted only with a valid Passport and not with passport reissue applications. PCC may be applied after reissue of passport if it is due for renewal. The applicant should provide correct permanent address in India with PIN CODE, at which his/her Indian citizenship and other particulars could be verified by his/her parents or relatives, and select correct Police Station on the application form. Proof of Indian Address/Copy of the Passport of Parents/Aadhar Card or Voter ID should be submitted along with the application.</p> <p><b>APPLICATION FORM: (Indian Passport holders)</b></p> <p>-Fill <b>online application form for 'Police Clearance Application.'</b> Visit: <a href="https://embassy.passportindia.gov.in">https://embassy.passportindia.gov.in</a> - 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</p> <p><b>APPLICATION FORM ( Former Indian/Canadian/Foreign Passport holders)</b> Foreigners who have resided in India in the past may apply for a Police Clearance Certificate for obtaining Visa for certain countries Download <b>application form for 'Police Clearance Application.'</b> 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> - <b>Fill one 'Personal Particular Forms.'</b> Visit: <a href="http://blsindia-canada.com/annexures/personal-particular-form.pdf">http://blsindia-canada.com/annexures/personal-particular-form.pdf</a></p>
<input type="checkbox"/>	<p><b>PHOTOGRAPH SPECIFICATIONS:</b> <b>Indian Passport (Valid)</b></p> <ul style="list-style-type: none"> <li>- Provide 1 photo of size <b>51mm x 51 mm</b>.</li> <li>- Photos <b>must</b> be compliant with specifications; refer to <a href="http://blsindia-canada.com/photo_spec.php">http://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 declaration for "change of appearance"</li> </ul> <p><b>Former Indian/Canadian/Foreign Passport holders</b></p> <ul style="list-style-type: none"> <li>- Provide 2 photos of size <b>51mm x 51 mm</b>.</li> <li>- Photos <b>must</b> be compliant with specifications; refer to <a href="http://blsindia-canada.com/photo_spec.php">http://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 declaration for "change of appearance"</li> </ul>
	<p><b>DOCUMENTS: Provide the documents below, in original and photocopies on letter size paper.</b></p> <p>Please note: Both your original Indian passport and status in Canada are to be submitted along with the photocopies of the same.</p>

Signature \_\_\_\_\_

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<input type="checkbox"/>	<p><b>Indian Passport(Valid)</b> For Indian Passport holders, please bring copies of first and last page, copies of all immigration stamp pages to India, observations (if any) and endorsements.</p> <p><b>Former Indian/ Canadian / Foreign Passport holders</b> Foreigners who have resided in India in the past may apply for a Police Clearance Certificate for obtaining Visa for certain countries, please provide the below documentation;(Originals and copy)</p> <ul style="list-style-type: none"> <li>- Purpose for seeking PCC must be ascertained.</li> <li>- Current Valid Passport copies: Copy of photo ID page, copies of all immigration stamp pages to India, observations and endorsements, if any. 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.</li> <li>- <b>CANADIAN/ FOREIGN CITIZENSHIP CERTIFICATE</b> : Canadians please provide a copy of the long Oath Certificate copy</li> </ul>
<input type="checkbox"/>	<p><b>Status in Canada (Indian passport and foreign/Canadian passport holders – Please bring documents which are applicable)</b></p> <ul style="list-style-type: none"> <li>- <b>PR Card.</b> If PR Card has expired: Expired PR Card, PR Card renewal receipt and CIC email of PR card application acceptance (additional documents may be asked)</li> <li>- <b>Valid Work Permit or Student Permit</b></li> <li>- <b>Visitor Record</b> (for those who want to apply for permanent residency in Canada), below documents are also required:             <ol style="list-style-type: none"> <li>1. Sponsor’s passport, Status in Canada (PR card/Work Permit etc) and address proof.</li> <li>2. If PCC is on spousal basis provide marriage certificate, spouse’s passport, Status in Canada (PR card/Work Permit etc) and address proof.</li> </ol> </li> <li>- <b>Surrendered Indian passport if acquired foreign citizenship</b></li> </ul>
<input type="checkbox"/>	<p><b>Proof of address:</b> Valid Driver’s license or Photo ID issued by the Ontario Government, or any utility bill (less than 6 months old)<b>(No Bank statements accepted)</b></p>
<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:</b></p> <ul style="list-style-type: none"> <li>- Enclose a certified cheque, in favor of ‘BLS International Service Canada Inc.’ to include:             <ul style="list-style-type: none"> <li>o HCI/CGI Passport Fee.</li> <li>o ICWF Consular Surcharge Fee.</li> </ul> </li> <li>- Enclose a <b>separate</b> certified cheque, in favor of ‘BLS International Service Canada Inc.’ to include:             <ul style="list-style-type: none"> <li>o BLS Processing Fee.</li> <li>o Add: Return Courier charges.</li> </ul> </li> </ul> <p><b>Walk In Applications:</b> In cash or by debit card only</p>

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 and submitted to BLS International Services as per this Checklist. I have been informed that any insufficiency in documentation, not provided, as mentioned in the Checklist may lead to a delay in the processing or rejection of my application. I understand that the Consulate General of India may require additional documents, which are not a part of this Checklist.

Signature \_\_\_\_\_