

PCC APPLICATION

FORM FILLING INSTRUCTIONS

GENERAL INSTRUCTIONS

- All applications must be filled under **TORONTO JURISDICTION**.
- **Form series** should start with **the current year** (For Example: Year-2022, Series-22)
- **Fee:** \$ 38.70
- **Indian Passport should be valid for at least 6 months** for PCC to be issued.
- **Purpose of PCC** must be selected **as per the following options only :-**
 - **Citizenship/ Nationality**
 - **Immigration purpose other than Citizenship**
 - **Employment/ Employment Visa/Work Permit**
 - **Education/ Research**
 - **Residence Permit**
 - **Adoption**
 - **Long term visa/ stay**
- All **Personal Particulars** must be filled **exactly as per Indian Passport**.
- For **applicants born in India**,
 - **Citizenship of India** should be by **BIRTH**
- For **applicants born out of India**,

- **Citizenship of India** should be by **DESCENT**
- Passport **Issue and Expiry date** should be as per **Passport**, or **observations** on Passport (if any).
- All **Questions on page 2 & 3** of the application form must be answered **NO**. If **any YES**, provide **Government Issued proof** for the same.

NAME, APPEARANCE & SIGNATURES

- **AKA / ALIAS** are not accepted in **APPLICANT'S** name on the Application form. Choose the Name **Before, or After the ALIAS**.
- **Prefix/Suffix** is **not acceptable** with any name on the Application Form (For Example: **SHRI, LATE, MR, MRS, ER, DR, MAJOR, SUBEDAR, SARDAR, COLONEL Etc.**)
- For any **Change in Appearance** of the Applicant, provide **Self Declaration on Plain paper** for change of Appearance. **If medical issue**, attach documents.
- **Signatures** should be there **on first and last page of Application form EXACTLY** as per passport.

CANADIAN STATUS

- Applicants should have **Valid Canadian status**. If the status has expired, **IRCC letter for Status extension** should be provided **along with the expired Canadian status and receipt copy**.

ADDRESS

- Applicants have to **mention both Indian & Canadian Address on the Application Form** as per the Address Proofs of Respective countries as per passport.
- **If Indian Address has changed or Different from Passport,** Applicant is required to **provide Address proof in support of the change** and also **submit the same to the concerned Police station in India at the time of verification.**
- **Applicant should select correct police station** while filling the application. Necessary documents should be sent to relatives/contact person for checking by Police personnel.
- **Acceptable Address Proofs:**
 - Government Issued Letters and ID's
 - Driving Licence, Photo ID card, Health Card with Address mentioned on it
 - Notice of Assessment issued by Canada Revenue Agency
 - Home Utility Bills (Hydro, Electricity, Wi-Fi)
 - Phone Bills
 - Bank Statements, T4 Tax Form
 - **PAYSTUBS, VOID CHEQUE & DIRECT DEPOSIT FORMS ARE NOT ACCEPTABLE**