

## CHECKLIST

### For submission of Police Clearance Certificate (PCC) application

#### Type A: Application for Police Clearance Certificate – for Indian Passport holder

|     | Documents                                                     | To be Verified by applicant | Verification by Counter official |
|-----|---------------------------------------------------------------|-----------------------------|----------------------------------|
| (a) | Checklist                                                     |                             |                                  |
| (b) | Online Application Form                                       |                             |                                  |
| (c) | Indian Passport (Original and Copy)                           |                             |                                  |
| (d) | Proof of Address (Driving license/ Recent utility bill, etc.) |                             |                                  |
| (e) | Status in Canada (PR / Work Permit / Study Permit / Visa)     |                             |                                  |
| (f) | Photograph (to be pasted in the application form)             |                             |                                  |
| (g) | Spouse Passport Copy                                          |                             |                                  |
| (h) | Marriage Certificate (Copy)                                   |                             |                                  |
| (i) | Fees                                                          |                             |                                  |

**Note:** Applicant requiring addition of spouse name in PCC application due to the marriage post-issuance of passport may submit the marriage certificate or Passport copy of the spouse with the applicant's name on it.

#### Type B: Application for Police Clearance Certificate – for Foreign Passport holder

|     |                                                                                                                       |  |  |
|-----|-----------------------------------------------------------------------------------------------------------------------|--|--|
| (a) | Checklist                                                                                                             |  |  |
| (h) | Application Form*                                                                                                     |  |  |
| (d) | Proof of Address (Driving license/ Recent utility bill, etc.)                                                         |  |  |
| (e) | Status in Canada (PR / Work Permit / Study Permit / Visa)                                                             |  |  |
| (f) | Photograph (to be pasted in the application form)                                                                     |  |  |
| (g) | Fee                                                                                                                   |  |  |
| (i) | Current Foreign Passport (Original and Copy)                                                                          |  |  |
| (j) | Original Passport (foreign) on which traveled/ stayed in India                                                        |  |  |
| (k) | Copies of Passport on which traveled to India showing entry/exit immigration stamps of Indian immigration authorities |  |  |

\* Please see the details of application form in the Information Booklet.

#### Type C: Application for Police Clearance Certificate – Foreign Nationals (previously Indian Citizen)

|     |                                                               |  |  |
|-----|---------------------------------------------------------------|--|--|
| (a) | Checklist                                                     |  |  |
| (h) | Application Form*                                             |  |  |
| (d) | Proof of Address (Driving license/ Recent utility bill, etc.) |  |  |
| (e) | Status in Canada (PR / Work Permit / Study Permit / Visa)     |  |  |
| (f) | Photograph (to be pasted in the application form)             |  |  |
| (g) | Fee                                                           |  |  |
| (i) | Current Foreign Passport (Original and Copy)                  |  |  |
| (l) | Cancelled old Indian Passport (Original and Copy)             |  |  |
| (m) | Certificate of foreign citizenship                            |  |  |

\* Please see the details of application form in the Information Booklet.

**Note:**

1. **For details about the above, please see the Information Booklet**, enclosed after this page. Please go through all the details mentioned in the Checklist, Information Booklet and application form carefully before submitting application.
2. In case required, more documents can be asked by the High Commission/Consulate.
3. While submitting application, please keep the documents with the application form as per the above serial order. The Information Booklet is not required to be enclosed.

#### Details to be filled by the applicant

|                       |  |
|-----------------------|--|
| Name of the Applicant |  |
| ARN / CAN.. No.       |  |
| BLS Center            |  |
| Date                  |  |

I have gone through the requirements and specifications mentioned in the checklist and Information booklet with respect to submission of my above application. I am aware that in case any discrepancy is found or any of the documents/conditions are not found as per prescribed parameters, my application may be rejected and fee will not be returned.

(Signature of the applicant)

#### ---- For official use only ----

|                            |  |
|----------------------------|--|
| Verified by (BLS Official) |  |
| Signature                  |  |
| Date                       |  |

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## Information Booklet for PCC application submission

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### **Type A: Application for Police Clearance Certificate – for Indian Passport holder**

#### **(b) Online Application Form:**

- (i) The online application for PCC must be completed and submitted online. The form can be filled up and submitted online at the below link:

<https://embassy.passportindia.gov.in/>

- (ii) Must select the correct Indian High Commission / Consulate, based on the place where you reside in Canada and the Consular jurisdiction of Indian High Commission / Consulate. The consular jurisdiction can be seen at below link:

<https://www.hciottawa.gov.in/pages?id=4&subid=120>

- (iii) 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.
- (iv) Forms to be filled in the current year
- (v) Complete the application, print and sign
- (vi) After online submission of application form, no changes can be made manually / hand writing. In case of any error / changes, please fill a fresh new online application form and use that for further submission to BLS.

#### **Please note:**

- (i) BLS International Employees cannot edit or make any changes to your online application form.
- (ii) High commission / Consulate reserves the Right to Call for Additional Documents, as considered necessary

#### **(c) Indian Passport (Original & Copy)**

All the Passport applicants are required to enclose Self-attested photocopy of its first two and last two pages of Indian Passport. Must enclose copy of the observation page (if any) related to change of name/ surname etc.

#### **(d) Proof of Address**

Please enclose any one of the following document as proof of present address:

- (i) Driving License
- (ii) Photo ID issued by the Provincial Government
- (iii) Utility Bills(Electricity/water/Gas/Phone/Internet etc) - must be recent

#### **(e) Status in Canada**

The PCC applicant is required to enclose copy of – Work permit/ Study permit/ PR with Landing paper. The original document is required to be presented for verification while submission of PCC application.

If PR card/work permit/study permit is expired, please submit the following additional documents:

- (i) Expired PR card/work permit/study permit (copy) with renewal receipt
- (ii) Letter from CIC stating that your application for renewal of PR card/work permit/study permit in Canada is approved.

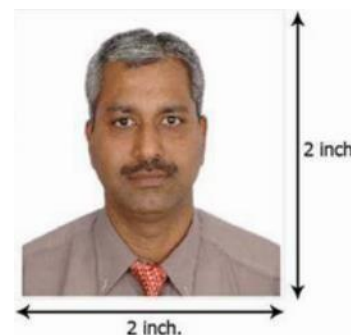
Note: In case of Canadian passport holder, there is no requirement for submission of documents for status in Canada

**(f) Photograph**

One color photo as per below specification is required to be submitted along with the application:

- (i) Size – 2 inch x 2 inch(51 mm x 51 mm)
- (ii) Background –Background should be plain white colored without borders
- (iii) Clothes – Dark colour
- (iv) Eyes – Open

Please see the below link for the correctness of the Photograph.  
Cross check each and every example to confirm if it is matching with the required parameter of the Photograph.



[https://www.hciottawa.gov.in/pdf/Photo\\_Specification.pdf](https://www.hciottawa.gov.in/pdf/Photo_Specification.pdf)

**(g) Fee**

The fee details for PCC application are available at below link:

[https://blsindia-canada.com/pol\\_clr\\_cert.php](https://blsindia-canada.com/pol_clr_cert.php)

The fee can be paid by:

- (i) Cash / debit card / certified cheque / DD / PO - for walk in applications
- (ii) Certified cheque/DD/PO in favor of 'BLS International Services Canada Inc.' for – postal applications

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**Type B: Application for Police Clearance Certificate – Foreign National**

Applicants who are foreign Nationals (other than Indian Passport holders) wish to seek PCC for their period of stay in India is required to submit PCC application under this category. This includes those applicants who were Indian Passport holders earlier and presently holding Canadian/ foreign Passport and stayed in India on their Canadian/foreign Passport.

Documents at Sl. No. (a) (d) (e) (f) (g) above with the following documents are required to be submitted with the PCC application submitted by Foreign National (having other than Indian Passport).

Foreign Passport holders who have visited India or stayed in India, may apply for Police Clearance Certificate for their period of stay in India.

**(h) Application form**

The application form for PCC for foreign Nationals is available at below link:

[https://blsindia-canada.com/forms/HCI-CGI\\_Police%20Clearance%20Certificate%20form.pdf](https://blsindia-canada.com/forms/HCI-CGI_Police%20Clearance%20Certificate%20form.pdf)

The application form is required to be downloaded, printed, filled and signed by the applicant.

**(i) Current Foreign Passport (Original and Copy)**

The applicant is required to submit a valid current original foreign Passport & copies with his application.

**(j) Passport on which the PCC applicant traveled/stayed in India (Original and copy)**

The applicant has to submit his/her original Passport on which he/she traveled/stayed in India. The Passport must be having the immigration stamps (entry/exit) from India.

**(k) Copies of Passport on which traveled to India showing entry/exit immigration stamps of Indian immigration authorities**

Copies of Passport on which the PCC applicant traveled to India showing entry/exit immigration stamps of Indian immigration authorities

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**Type C: Application for Police Clearance Certificate – Foreign National who was previously Indian Citizen**

Applicants who are foreign Nationals (other than Indian Passport holders) and earlier held Indian Passport. They wish to seek PCC for their period while holding Indian Passport/citizenship is required to submit PCC application under this category.

Documents at Sl. No. (a) (d) (e) (f) (g) (i) above with the following documents are required to be submitted with the PCC application submitted by Foreign National who previously held Indian Passport.

**(l) Cancelled old Indian Passport (Original and Copy)**

In case the PCC applicant (who was previously an Indian citizen) and is seeking PCC for the period when he/she was an Indian citizen, he/she has to submit his/her cancelled old Indian Passport & copies along with the application.

**(m) Certificate of foreign citizenship**

The applicant has to submit copy of his/her certificate of obtaining foreign citizenship which should clearly mention the date of obtaining foreign citizenship.

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