Police Clearance Certificate Checklist

BLS INTERNATIONAL

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/

☐	**Application Form:** <mark>Ensure that you use the correct form.</mark>
	Below mentioned both forms must be submitted to obtain a Police Clearance Certificate
	- Download application form for **Police Clearance Application** form and complete.
	   - Visit:https://blsindia-canada.com/forms/HCI-CGI_Police%20Clearance%20Certificate%20form.pdf
	   - Sign on Page 2
	- Download application form for **Police Clearance Reference** form and complete.
	   - Visit: https://blsindia-canada.com/forms/HCI-CGI_Police%20Clearance%20Reference%20form.pdf
	   - 3 original completed forms must be submitted

☐	**Photograph:** - Provide four (4) photos of size 35 mm x 35 mm. - Place four (4) photos in an envelope and submit it with your application. - Photo **must** be compliant with specifications; refer to: http://www.blsindia-canada.com/photo_spec.php - You can avail of this service at the VAC; go to: http://www.blsindia-canada.com/vas.php
	Documents: Provide photocopies **unless otherwise stated**; attach the following valid documents in photocopies. - Provide copies for **all the documents on LETTER size paper**. - All photocopies have to be self-attested
☐	**Indian Passport (Original** and Copies): - Proof of work status in Canada: Valid PR Card or Work Permit or Study permit and Valid Visa (This should be valid for at least 6 months). - Surrendered Indian passport – copy can be submitted

☐	**Canadian/Foreign Passport:**
	- Canadian/Foreign passport:
	- Letter indicating:
	   o Reason for applying for PCC
	   o Reason of stay in India

☐	**Fees:** Refer to fee schedule at: http://blsindia-canada.com/pol_clr_cert.php
	
	Mail In Applications:
	- Enclose a certified cheque/DD/PO in favor of 'BLS International Services Canada Inc.' to include:
	   o HCI PCC Fee
	   o ICWF Consular Surcharge Fee
	- Enclose a **separate** certified cheque/DD/PO, in favor of 'BLS International Services Canada Inc.' to include:
	   o BLS Processing Fee
	   o Add :Return Courier charges
	
	Walk In Applicants:
	- In cash or by debit card only

☐	Notarized Affidavit for Change in Appearance

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☐   Proof of Address(Photocopy)
-Bank Statement/Utility Bill/Rent Agreement/Driving License

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.