

# Police Clearance Certificate Checklist



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/>

<input type="checkbox"/>	<p><b>Application Form:</b> <span style="background-color: yellow;">Ensure that you use the correct form.</span></p> <p><b>Below mentioned both forms must be submitted to obtain a Police Clearance Certificate</b></p> <ul style="list-style-type: none"> <li>- Download application form for <b>Police Clearance Application</b> form and complete.                             <ul style="list-style-type: none"> <li>- 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></li> <li>- Sign on Page 2</li> </ul> </li> <li>- Download application form for <b>Police Clearance Reference</b> form and complete.                             <ul style="list-style-type: none"> <li>- Visit: <a href="https://blsindia-canada.com/forms/HCI-CGI_Police%20Clearance%20Reference%20form.pdf">https://blsindia-canada.com/forms/HCI-CGI_Police%20Clearance%20Reference%20form.pdf</a></li> <li>- 3 original completed forms must be submitted</li> </ul> </li> </ul>
<input type="checkbox"/>	<p><b>Photograph:</b></p> <ul style="list-style-type: none"> <li>- Provide four (4) photos of size 35 mm x 35 mm.</li> <li>- Place four (4) photos in an envelope and submit it with your 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>
	<p><b>Documents: Provide the documents below, in original and photocopies on letter size paper.</b></p> <p>Attach the following valid documents in photocopies.</p> <ul style="list-style-type: none"> <li>- All photocopies have to be self-attested</li> <li>-</li> </ul>
<input type="checkbox"/>	<p><b>Valid Indian Passport</b></p> <p>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>Canadian/Foreign Passport:</b></p> <ul style="list-style-type: none"> <li>- Canadian/Foreign passport:</li> <li>- Copy of Passport on which travelled to India.</li> <li>- Copy of Visa on which travelled and stayed India.</li> <li>- Letter and Documents indicating:                             <ul style="list-style-type: none"> <li>o Reason for applying PCC</li> <li>o Reason of stay in India</li> </ul> </li> </ul> <p><b>Please note: For Mail In applications, only self attested copies required.</b></p>
	<p><b>For former Indians that have acquired foreign citizenship,</b></p> <ul style="list-style-type: none"> <li>-Copies of all Indian Passports from the day left India.</li> <li>-Proof of work status in Canada:</li> <li>- <b>Valid PR Card</b> – front and back</li> <li>- <b>Landing paper - For PR cards issued, without the category</b> on the back, please provide the photocopy of the PR card and landing paper</li> <li>- <b>If PR Card has expired:</b> Expired PR Card, Landing Paper and PR Card renewal receipt</li> <li>- <b>Valid Work Permit or Student Permit</b></li> <li>- <b>Valid Visitor Visa</b></li> <li>-Citizenship Certificate</li> <li>- Surrender Certificate (if applicable)</li> </ul> <p>Surrendered Indian passport (first and last and observation page copy)</p>

Signature \_\_\_\_\_

# Police Clearance Certificate Checklist



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

<input type="checkbox"/>	<p><b>Status in Canada;</b></p> <ul style="list-style-type: none"> <li>- <b>Valid PR Card</b> – front and back</li> <li>- <b>Landing paper - For PR cards issued, without the category</b> on the back, please provide the photocopy of the PR card and landing paper</li> </ul> <p><b>If PR Card has expired:</b></p> <ul style="list-style-type: none"> <li>Expired PR Card, Landing Paper and PR Card renewal receipt</li> </ul> <ul style="list-style-type: none"> <li>- <b>Valid Work Permit or Student Permit</b></li> <li>- <b>Valid Visitor Visa</b></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:</b></p> <ul style="list-style-type: none"> <li>- Enclose a certified cheque/DD/PO in favor of 'BLS International Services Canada Inc.' to include:             <ul style="list-style-type: none"> <li>o HCI PCC Fee</li> <li>o ICWF Consular Surcharge Fee</li> <li>o BLS Processing Fee</li> <li>o 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>
<input type="checkbox"/>	Notarized Affidavit for Change in Appearance
<input type="checkbox"/>	<p>Proof of Address(Photocopy) must be less than 6 months old</p> <ul style="list-style-type: none"> <li>-Bank Statement/Utility Bill/Rent Agreement/Driving License</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 delaying the processing/rejection of my application.

Signature\_\_\_\_\_