

# 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></p> <ul style="list-style-type: none"> <li>-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></li> <li>- <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></li> </ul>
<input type="checkbox"/>	<p><b>PHOTOGRAPH SPECIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>- Provide four (2) photos of size <b>35mm x 35 mm</b>.</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>.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>Please note: Both your original Indian passport and status in Canada are to be submitted along with the photocopies of the same.</p>
<input type="checkbox"/>	<p><b>Indian Passport</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>For 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;</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> </ul> <p><b>Please note:</b></p> <ul style="list-style-type: none"> <li>- Former Indians who have obtained foreign citizenship cannot apply for a Police Clearance Certificate based on their past stay in India, when they held Indian passports.</li> <li>- PCC will not be issued in cases where applicant resided in India less than 6 months in Tourist Visa.</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, Landing Paper, PR Card renewal receipt and CIC email of PR card application acceptance (additional documents may be asked)</li> <li>- <b>Landing paper/COPR – (mandatory to be submitted for PR cards issued without the immigration category on the back)</b></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), Landing document 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), landing document 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>

Signature \_\_\_\_\_

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<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>
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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 \_\_\_\_\_

Checklist for Toronto jurisdiction only. Rev. 10.1 : last updated : 25<sup>th</sup> February 2019