

# 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. Applicants should bear in mind that they may stand outside the facilities for their turn, please dress according to the weather conditions on the day of your visit.
3. No passport or consular services are available to claimants of refugee status in BLS Centers.
4. 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 3 'Police Clearance Reference' forms.</b> 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> </ul>
<input type="checkbox"/>	<p><b>PHOTOGRAPH SPECIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>- Provide four (4) 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>Valid Indian Passport / Canadian / Foreign 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>For Canadian / Foreign Passport holders – copy of photo ID page, copies of all immigration stamp pages to India, observations and endorsements, if any. If your present passport does not have any stamps, kindly provide the photocopies of the passport photo ID page and stamps in the passport you have travelled to India.</p>
<input type="checkbox"/>	<p><b>For former Indians that have acquired foreign citizenship,</b></p> <ul style="list-style-type: none"> <li>- Surrender Certificate (if applicable)</li> <li>- Surrendered Indian passport (first and last and observation page copy)</li> </ul>
<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> Expired PR Card, Landing Paper and PR Card renewal receipt</p> <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>Proof of address in Canada:</b></p> <p>Driver's License, Bank Statement or Utility Bill (The latter two must be less than 6 months old).</p>
<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>

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

Signature \_\_\_\_\_

Checklist for Toronto jurisdiction only. Rev. 6.0



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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\_\_\_\_\_

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