Note: Please print out a copy of this checklist, Sign and submit the same along with your application.

Police Clearance Certificate (PCC) Checklist

Please tick the box for each document included with your application at the **Indian Consular Application Centre (ICAC)**, as well as for any statements that are applicable to your application.

Section A: Documents Required	**Applicant ✓**	**Staff✓**
For Indian Nationals: **Complete the mandatory online application form through the Government of India's official portal.** https://mportal.passportindia.gov.in/gpsp **Steps to follow:** • Register and create your User ID under the appropriate jurisdiction based on your current state of residence and complete the form online carefully. • Upload a clear photo, signature, and all required documents (ensure there is no blurring). • Download and print the completed application form on A4 paper. Verify that all details are accurate and do not make any handwritten corrections on the printed form. a. If any errors are identified, complete a new application online using the same login credentials. • Sign the declaration page of the application form. • Ensure that all information entered in the online application is complete and accurate. • Applicants are required to mention the country for which Indian Police Clearance is required viz. Australia, America, UK, etc. • Mention the purpose of PCC you require. • Parents name / Spouse name as per your current passport. • Enter file number as per the last page of your current passport. • Applicants are advised to ensure accuracy of the details entered in the online Form. • Documents not in English must be accompanied by an English translation certified by a qualified translator • Every Police clearance Certificate would only be issued after receipt of fresh clear police verification based on Indian address provided in PCC application. (The Processing time varies on case-to-case basis.)		
Submit a duly completed and signed **Personal Particular Form** Personal-particular-form.pdf		
Applicants must lodge their application at the Indian Consular Application Centre under the Mission or Consulate that has jurisdiction over their place of residence. A copy of valid address proof must also be provided. Find Your Jurisdiction and Application Centre | VFS India		
Applicants must provide **two recent colour photographs (35 mm x 45 mm)** taken within the **last six months**, For Detailed photograph specifications, please refer to the official guidance provided on the PASSPORT_SEVA_PHOTO_UPLOAD_INSTUCTIONS.pdf		
Attestation by a Justice of the Peace (JP) or Notary – Clarification Residents of New South Wales (NSW) must have their documents attested by a Notary Public only. The list of NSW Notaries is available at: https://notarynsw.org.au/find-a-notary) Residents of all other states may have their documents attested by a Justice of the Peace (JP).		
Appointment Letter: - All applicants presenting themselves at an application centre for the purpose of in-person submission shall be required to schedule an appointment in advance. Walk-in		

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	submissions shall not be accepted under any circumstances. Visit our website to schedule an appointment. https://services.vfsglobal.com/aus/en/ind/		
	Payment Instructions **ICAC Service Fee:** Mandatory and payable online at the time of appointment booking. **Government Fees & Levies:** Payable only through the approved methods listed below. **Accepted Payment Modes:** EFTPOS (in-person payments only) Visa or Mastercard issued in Australia (credit-card-authority-form.pdf) Cash Policy: All centers operate on a cashless basis; cash payments are not accepted. Money Order or Postal Order payable to "VFS Services Australia Pty Ltd" Cheques: Personal and company cheques are not accepted.		
	In case if **Indian address** provided in online PCC application form is different than the one printed in Indian passport then submit a copy of **new address proof**. • If applicant does not have address proof in own name, an Indian address of parents/close relatives may be provided along with their valid ID proof/NOC. The address must be verifiable for police verification. Additional declarations may be requested by the Mission/Consulate on a case-to-case basis.		
	Provide **FORM J** attested by JP or Notary) available at https://services.vfsglobal.com/aus/en/ind/ with a current photo taken within the last six months if your appearance is considerably changed. (E.g. From with a turban to without a turban)		
	Submit current **Indian passport** in original which would be retained until the processing is completed.		
	Submit a copy of the applicant's current Australian visa.		
	If the applicant is divorced and has remarried, they must submit a copy of the divorce decree from the previous marriage and a copy of the current marriage certificate with the application.		
	If the applicant has married after the issuance or renewal of the passport, a copy of the Marriage Certificate must be submitted.		
	If the applicant is married and the spouse's name is not endorsed in the passport, a copy of the Marriage Certificate to be submitted.		
	In case of any change or correction in the name of the applicant's parents or spouse, supporting documents such as Passport, Aadhaar Card, Voter ID, or other valid identification reflecting the correct name must be submitted along with a self-declaration.		
	For Foreign Nationals: Miscellaneous Service Application Form needs to be filled manually and signed by the applicant. (Download form at https://services.vfsglobal.com/aus/en/ind) ○ Applicants are required to mention the country for which Indian Police Clearance is required viz. Australia, America, UK, etc. ○ Mention the purpose of PCC you require. Applicants are advised to ensure accuracy of the details entered in the Form.		
	Submit a duly completed and signed **Personal Particular Form** Personal-particular-form.pdf		
	Attestation by a Justice of the Peace (JP) or Notary – Clarification Residents of New South Wales (NSW) must have their documents attested by a Notary Public only. The list of NSW Notaries is available at: https://notarynsw.org.au/find-a-notary)		

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	Residents of all other states may have their documents attested by a Justice of the Peace (JP).		
	Applicants must lodge their application at the Indian Consular Application Centre under the Mission or Consulate that has jurisdiction over their place of residence. A copy of valid address proof must also be provided. Find Your Jurisdiction and Application Centre | VFS India		
	Applicants must provide **two recent colour photographs (35 mm x 45 mm)** taken within the **last six months**, in compliance with International Civil Aviation Organization (ICAO) standards. • For detailed photograph specifications, please refer to the official guidance provided on the PASSPORT_SEVA_PHOTO_UPLOAD_INSTUCTIONS.pdf		
	Submit a **copy of current passport** attested by JP or Notary along with documents showing purpose of visit/stay in India. ○ If you are an Ex-Indian national and held Indian Passport, then submit a copy of proof of Renunciation of Indian Citizenship (Eg. Copy of Cancelled Indian Passport or Surrender Certificate)		
	Documentary evidence supporting the applicant's period of stay in India must be submitted along with the application.		
	PCC For Foreign Passport Holders: Application from foreign nationals will be accepted only on pre-approval basis and issuance of PCC is subject to clearance/ verification from concerned authorities.		
	Appointment Letter: - All applicants presenting themselves at an ICAC for the purpose of in-person submission shall be required to schedule an appointment in advance. Walk-in submissions shall not be accepted under any circumstances. Visit our website to schedule an appointment. https://services.vfsglobal.com/aus/en/ind/		
	Payment Instructions **ICAC Service Fee:** Mandatory and payable online at the time of appointment booking. **Government Fees & Levies:** Payable only through the approved methods listed below. **Accepted Payment Modes:** EFTPOS (in-person payments only) Visa or Mastercard issued in Australia (credit-card-authority-form.pdf) Cash Policy: All centers operate on a cashless basis; cash payments are not accepted. Cheques: Personal and company cheques are not accepted.		
•	The High Commission of India / Consulate General of India reserves the right to request additional information and/or supporting documents, as necessary, to process the application		

FOR OFFICIAL PURPOSES ONLY

ICAC Officer Comments -

The applicant hereby confirms that they have read and understood the above requirements, have ticked the relevant boxes against documents submitted, and certify that all the required documentation has been duly provided.

Note: Please print out a copy of this checklist, Sign and submit the same along with your application.

ICAC Officer (Name & Sign)

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Applicant (Name & Sign)

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