

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

## Police Clearance Certificate (PCC) Checklist

Place a tick in the box for documents you are submitting or if the statement is applicable to your case.		
<b>Section A: Documents Required</b>	<b>You</b>	<b>Staff</b>
<ul style="list-style-type: none"> <li>● <b>Online Application form</b> fully filled available at <a href="http://www.vfsglobal.com/india/australia">www.vfsglobal.com/india/australia</a> <ul style="list-style-type: none"> <li>○ Applicants are required to mention the country for which Indian Police Clearance is required viz. Australia, America, UK, etc.</li> <li>○ Please enter only Indian address(s) of the place(s) where you lived before you came to Australia.</li> <li>○ After completing details online, download all forms (Miscellaneous Services &amp; Personal Particulars), print and sign where applicable.</li> <li>○ Two sets of Personal Particulars Form for One Indian Address mentioned (2 extra copies of forms &amp; photos for every additional address mentioned on form).</li> <li>○ Any Errors on the printed form cannot be modified by Pen/Pencil at the time of Submission.</li> <li>○ Applicants are advised to ensure accuracy of the details entered in the online Form.</li> </ul> </li> </ul>		
● <b>Form U</b> (needs to be filled manually) should be submitted along with the application		
● Provide <b>FORM J</b> if your appearance is considerably changed. (E.g. From with a turban to without a turban)		
● <b>Indian Nationals</b> - Submit current <b>Indian passport</b> in original which would be retained for endorsement and it may take up to eight weeks.		
● <b>Foreign Nationals</b> - Submit <b>copy of current passport</b> attested by JP or Notary along with documents showing purpose of visit/stay in India.		
● High Commission <b>or</b> Consulate General of India may seek more information or documents if necessary to process the application.		
● <b>Four recent photograph</b> (2 inch x 2 inch), meeting strict specifications. see <a href="http://www.vfsglobal.com/india/australia">www.vfsglobal.com/india/australia</a> for more details. IPVSC Centres in Australia provide photography services as per the guidelines of International Civil Aviation Organisation (ICAO). This service is chargeable and available for standard photographs of Adult and children. (Assistance may not be available for Infant and applicants' with Special Needs).		
<ul style="list-style-type: none"> <li>● <b>Appointment Letter:-</b> <ul style="list-style-type: none"> <li>○ All Applicants visiting the application centre for submitting their applications in person are required to schedule an appointment. (Applications sent by Post/Courier do not require scheduling an appointment)</li> <li>○ Visit <a href="http://www.vfsglobal.com/india/australia">www.vfsglobal.com/india/australia</a> to schedule appointment or <a href="#">Click here</a>.</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>● <b>Mode of payment:-</b> <ul style="list-style-type: none"> <li>○ Eftpos / Credit card - MasterCard or Visa Card issued in Australia (at VFS counters)</li> <li>○ Cash (at VFS Counters only)</li> <li>○ Money / Postal Order payable to "VFS Services Australia Pty Ltd" only</li> <li>○ Post Applications- Complete Credit Card Authorization form</li> </ul> </li> </ul> <p><b>Note:</b> - Personal Cheque and company Cheque are not acceptable. - Courier Fee is mandatory (Applications received by post will be returned by post)</p>		
<p><b>PCC For Foreign Passport Holders: -</b> Application from foreign nationals will be accepted only on Preapproval basis and issuance of PCC is subject to clearance/ verification from concerned authorities.</p>		

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FOR OFFICIAL PURPOSES ONLY

Submission Officer Comments -

The applicant hereby confirms that he/she has read the above, ticked the boxes against documents submitted & ensures that all the necessary documentation has been submitted.

VFS Officer (Name & Sign)

\_\_\_\_\_

Applicant (Name & Sign)



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**Credit Card Authorization (to be completed for applications sent by post)**

I authorize VFS Services Australia Pty Ltd to debit my credit card for application charges as applicable on [https://www.vfsglobalonline.com/ihcausonline/\(S\(x0dgry452b3q2445i1js2w55\)\)/FeeCalculator.aspx](https://www.vfsglobalonline.com/ihcausonline/(S(x0dgry452b3q2445i1js2w55))/FeeCalculator.aspx)

Please note Debit cards are not accepted for postal applications.

<b>Card Number</b>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>Credit Card Expiry Date</b>	<input type="text"/> <input type="text"/> M M <input type="text"/> <input type="text"/> Y Y
<b>Card Type</b> (Tick appropriate box)	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> Visa card or Master card issued in Australia only. 1.95% surcharge including GST applicable on total payable.
<b>Cardholder's name</b> (As printed on Card)	<input type="text"/>
<b>Cardholder's Signature</b>	<input type="text"/>
<b>Applicant's Passport Number</b>	<input type="text"/>