

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.

Section A: Documents Required	You	Staff
● For Indian Nationals: Fill Online Application Form - available at https://services.vfsglobal.com/aus/en/ind • Download and print the online filled form. (Register on the website (https://mportal.passportindia.gov.in/gpsp) and create your User Id for filling an online application form) • Application will be accepted only after the applicant's photograph, signature, and all required documents have been duly uploaded in the PSP system. ○ 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. ○ After completing details online, download the application form, print and sign where applicable. ○ Any Errors on the printed form cannot be modified by Pen/Pencil at the time of Submission. ○ Applicants are advised to ensure accuracy of the details entered in the online Form. ○ Every Police clearance Certificate would only be issued after receipt of fresh clear police verification on the basis of Indian address provided in PCC application. (The Processing time varies on case to case basis.)		
● Personal Particular Form (needs to be filled manually) should be submitted along with the application		
● Two recent photographs (35 mm x 45 mm) Not less than 6 months, meeting strict specifications. Provide and upload photographs as per the guidelines of International Civil Aviation Organisation (ICAO). • Uploading the photograph and signature is mandatory while filling out the online form. Note: The application will not be accepted if the photo and signature are not uploaded prior to submission.		
● 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) if your appearance is considerably changed. (E.g. From with a turban to without a turban) (NSW residents kindly submit documents attested by a Notary Public only, list of NSW notaries available at: https://notarynsw.org.au/find-a-notary)		
● Submit current Indian passport in original which would be retained until the processing is completed.		
● A copy of the applicant's current Australian visa must be submitted.		
● Applicants must submit their application to the VFS Centre of the Mission/Consulate having consular jurisdiction over their place of residence and provide a copy of valid address proof.		
● In cases where the applicant is divorced and has remarried, a copy of the divorce decree from the previous marriage, along with a copy of the current Marriage Certificate, to be submitted with the application.		

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● 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.		
● Personal Particular Form (needs to be filled manually) should be submitted along with the application		
● Two recent photographs (35 mm x 45 mm) Not less than 6 months, meeting strict specifications. Provide and upload photographs as per the guidelines of International Civil Aviation Organisation (ICAO).		
● 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) (NSW residents kindly submit documents attested by a Notary Public only, list of NSW notaries available at: https://notarynsw.org.au/find-a-notary)		
● 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.		
● Applicants must submit their application to the VFS Centre of the Mission/Consulate having consular jurisdiction over their place of residence and provide a copy of valid address proof.		
● Appointment Letter:- ○ 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) Visit https://services.vfsglobal.com/aus/en/ind to schedule appointment.		
● Mode of payment:- ○ Eftpos / Credit card - MasterCard or Visa Card issued in Australia (at VFS counters) ○ Cash (at VFS Counters only) ○ Money / Postal Order payable to "VFS Services Australia Pty Ltd" only ○ Post Applications- Complete Credit Card Authorization form Note: - Personal Cheque and company Cheque are not acceptable. Courier Fee is mandatory (Applications received by post will be returned by post)		
● High Commission or Consulate General of India may seek more information or documents if necessary to process the application.		

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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)

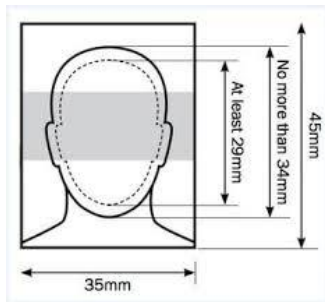
I authorize VFS Services Australia Pty Ltd to debit my credit card for application charges as applicable on <https://www.vfsvisaservice.com/IHCAUSOnline/FeeCalculator.aspx>

Please note Debit cards are not accepted for postal applications.

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

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Photo Specifications



Guidelines for ICAO Compliant Photographs for PCC Applications

Here are the photograph guidelines as per ICAO standards to be adhered to photograph capturing or uploading for passport services.

- Close up of the head and top of the shoulders such that the face takes up 80-85% of the photograph.
- The photograph should be in color and dimensions should be 630*810 Pixels.
- Photos should be unaltered by computer software.
- Background of the photograph should be White.
- The photographs must –
 - o Show the applicant looking directly at the camera.
 - o Show the skin tones naturally.
 - o Have appropriate brightness and contrast.
 - o Show the applicants eyes open and clearly visible.
 - o Should not have hair across the eyes.
 - o Be taken with uniform lighting and not show shadows or flash reflections on the face and no red eye.
 - o Mouth should not be open.
 - o Be taken from distance of 1.5 meters from a camera (not too close) o Should not be blurred
- It should have full face, front view, eyes open.
- Photo should be present full head from top of hair to bottom of chin.
- Centre head within frame (head should not be tilted).
- There should not be any distracting shadows on the face or in the background (should not have reflection of the glasses; glasses to be taken off to avoid reflections).
- Illumination shall not cause any red eye effects visible in the eyes or other effects reducing the visibility of the eyes.
- Head coverings are not permitted except for religious reasons, but the facial features from bottom of chin to top of forehead and both edges of the face must be clearly shown.
- The expression on the face should look natural.