

# POLICE CLEARANCE (PCC)

Version: 24/01/2024

## LIST OF DOCUMENTS REQUIRED FOR POLICE CLEARANCE

### Applications to send via post:

- ⚠ Please do not send any original supporting document eg: Birth/Marriage/Educational certificates/Residence card etc.
- ⚠ Please do not forget to add [Contact Form](#)
- ⚠ Please do not forget to add **Payment Proof**

### Applicants intending to submit with walk-in appointment:

- If you have multiple applications to submit, kindly book separate appointments for each application.
  - Kindly carry originals of all relevant documents that are applicable for reissue of your passport for verification purposes.
  - If your situation is not indicated below, kindly clarify with our [helpline](#) prior booking appointment.
  - Each appointment is slotted for a maximum of 15 minutes.
- It is important that you are ready with your supporting documents arranged in order as indicated in Checklist to ensure that we can serve you and everyone within an expected waiting time limit.
- We will be unable to accept incomplete/incorrect applications.

- 1 **An online Police Clearance application form duly filled and signed** (For Indian national) ☐  
(<https://portal3.passportindia.gov.in/Online/index.html> )
  - Signature of applicant should be on first and last page. Print out should be in a portrait mode. Each page on a separate sheet.
- 2 **A Police Clearance application form duly filled and signed** (For foreign passport holder. See Download Form section on our website ) ☐
- 3 **One photograph conforming to Indian Government norms as per specifications mentioned on our website (5 cm \* 5 cm)** ☐
  - A Photo service complying with the Indian norms are available in our offices. (It is advised to take photos of newborn /minor applicant from a professional photo service. Please carry enough COINS for photo/photocopy services. Details of charges: <https://services.vfsglobal.com/nld/en/ind/additional-services> ).
- 3 **Original passport and copy of the same (first page, last page and any pages with and immigration stamp for entry or exit to/from India) or Original OCI/PIO card and copy of the same (first and last page)** ☐
- 4 **Supporting documents to show the reason for requesting PCC** ☐
  - Self-explanation letter for the reason of PCC
  - In case you are not an Indian national you must mention why you were in India, at which period and where you were staying. In case you have any proof of your residence in India you may provide these documents
- 5 **Self-attested photocopy of the Dutch residence permit (front and back) and original for verification** ☐
- 6 **Declaration Form : to be filled by all applicants submitting any application** ☐

I hereby certify that I have submitted a complete application and that I know and accept the minimum processing times required for my application.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_