

Applicant's Name		Govt. Reference no.	
Email ID		Mobile	

POLICE CLEARANCE CERTIFICATE CHECKLIST - FOR INDIAN NATIONALS

CHECK, PRINT, SIGN AND ENCLOSE THIS CHECKLIST (ORIGINAL) WITH YOUR APPLICATION.

MANDATORY DOCUMENTS:

- ☐ GOVERNMENT APPLICATION ONLINE FORM – ORIGINAL & MUST BE PRINTED ON PORTRAIT FORMAT.
- ☐ PHOTOGRAPH– 2 PHOTOS
- ☐ COLOR PHOTOCOPY OF PROOF OF ADDRESS – NOTARIZED
- ☐ PHOTOCOPY OF INDIAN PASSPORT – SELF ATTESTED COLOR
- ☐ PHOTOCOPY OF VALID STATUS IN USA – NOTARIZED

ADDITIONAL DOCUMENTS

- ☐ FEE PAYMENT PROOF & COURIER LABEL
- ☐ PRINT OF THIS CHECKLIST SIGNED HERE



(Signature of the Applicant)

Note: further details on the requirements and clarifications are available on subsequent pages Do not forget to enter your name, Govt. Ref #, Email-ID and Phone Number on all page headers.

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IMPORTANT GUIDELINES FOR POLICE CLEARANCE CERTIFICATE- INDIAN NATIONALS

- ★ It is **MANDATORY** to complete VFS Online registration process before sending your physical application. Failure to complete online registration process will result in your application being returned unprocessed.
- ★ All the photocopies of the documents that are being submitted must be in full page and clearly legible. Photos should be visible and other information should be clearly readable.
- 📄 Please select the correct Indian Embassy/ Consulate based on the state where you reside in the USA and the mission's jurisdiction. Mission jurisdiction can be viewed at <http://visa.vfsglobal.com/usa/en/ind/attend-centre>.
- ★ While filling up the application, applicants must provide their Indian Address including name of the concerned Police Station, enabling the police authorities to verify their antecedents.
- ★ After online submission, you will be unable to make any changes. In case of an error, please fill a new online application form.
- ★ Online form must be filled within the current calendar year and not older than 320 days from the date of submission to VFS India Consular Application Centre
- ★ The Embassy/ Consulates reserve the right to call for additional documents as considered necessary.
- ★ Do not send any original documents unless specified in the checklist. VFS will not be responsible for return of any additional original documents.

Note: When sending applications, please print 'POLICE CLEARANCE CERTIFICATE' on the envelope. Incomplete /erroneous applications will be returned to the applicant after 21 days, if not provided with missing/additional documents. In such case, the applicant will need to resubmit the application.

Mandatory Documents

☐ GOVERNMENT APPLICATION ONLINE FORM – ORIGINAL

Log in and complete the application form on GOI site- <https://embassy.passportindia.gov.in>
Print out completed PCC Application Form and sign it.

☐ PHOTOGRAPH – ORIGINAL

- ★ Please provide two most recent passport size color photos (not older than 6 months) of the applicant (hard copies).
- ★ Photos must be 51mm x 51mm / 2 inch x2 inch in size, in color, depicting front pose against a plain light colored background. on photographic paper.
- 📄 For Detailed photograph Specifications – [Please click here](#)

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☐ **PROOF OF ADDRESS – COPY**

Color copy of Proof of address - Notarized (with Stamp and Notary signature) must match with the present address as per application:

(any ONE of the documents listed below)

- ★ State Issued ID OR
- ★ Driving license OR
- ★ Utility Bill - Water (should be recent, no more than 3 months old) OR
- ★ Utility Bill - Gas (should be recent, no more than 3 months old) OR
- ★ Utility Bill - Electricity (should be recent, no more than 3 months old) OR
- ★ Valid Lease Agreement (Either main page of lease which has the address, or the signature page need to be notarized) OR
- ★ Mortgage (Either main page of lease which has the address, or the signature page need to be notarized) OR
- ★ For College/University Students living on campus in University housing/dormitories, a letter from your institution (on the institution letterhead) with the exact address **that you presently reside in** will suffice.
- ★ If residing in a hotel or temporary lodging for a short period of time and permanent address is not available, provide a notarized copy of hotel bill as proof of residence

NOTE:

If address proof is in spouse name, please provide copy of Marriage certificate.

If address proof is in parent's name, please provide birth certificate along with parent's address proof PO BOX number is NOT ACCEPTABLE as valid Proof of address.

Do not reduce the size of your documents- they should be easily legible

Expired documents like lease / driving license are not acceptable. Please provide alternate

☐ **VALID STATUS IN USA**

- ★ **Required:** Self-attested Color Photocopy of the Information page that contains the picture and personal details of the Indian Passport holder. Endorsement/amendment pages. Passport should be valid

AND

- ★ **Required any one of the following – Color copy and Notarized with stamp and Notary signature** Valid Green Card,
Valid Visa
Valid I-797A Approval Notice
Valid EAD
Valid Work permit/Study Permit
Recently expired Visa or I-797A Approval notice together with I-797C Receipt Notice for filing of a request for extension before the expiry of Visa or I-797A.
Notarized copy of proof of extension

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Additional Documents for PCC

FEE PAYMENTS & COURIERS

Complete the process online on VFS Global website, pay the fee online or add a demand draft to send your application and supporting documents.

If using your own courier, please provide prepaid label number and envelope as entered when registering on VFS website

If paying by Money order or Banker or Cashier check, then it should be made in favor of "VFS Services (USA) Inc.

CHECKLIST

Don't Forget to print and sign page 1 : Checklist (original) and enclose with your application.