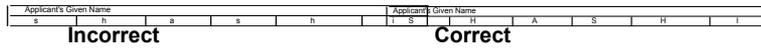


# INSTRUCTIONS FOR FILLING UP THE POLICE CLEARANCE CERTIFICATE (PCC) APPLICATION FORM

## A. GENERAL INSTRUCTIONS

This PCC Application Form is machine-readable. It will be scanned by the ICR scanners. Incomplete or inappropriately-filled application form will not be accepted. Please follow the instructions given below while filling the form.

Use CAPITAL LETTERS only, throughout the application form, as shown in the image below –



Use standard fonts and avoid stylized writing.

Use black or blue ball point pen only. Do NOT fill the application form with ink-pen or pencil.

Write as clearly as possible. Use a pen with a thinnest possible tip.

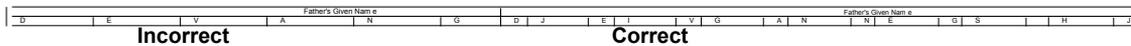
Put a cross ( ) in the boxes where you have to choose one or more options as your answer and leave the other option(s) blank. For example, if your gender is male, put a cross in the box against male as shown in the image below –

Do NOT put dots ( ), tick marks ( ), etc, in the boxes, to choose the appropriate option as your answer.

Write clearly within the boxes without touching the boundaries. Try and write in the centre of the box, as shown in the image below –

**Incorrect**                      **Correct**

Leave one box blank after each complete word, while filling up the boxes.



Do NOT write anything outside the given boxes. Adjust the information you need to fill, within the given number of boxes.

Do NOT overwrite in case of a mistake. **Just strikeout the character and continue to write in the next box.**

**Incorrect**                      **Correct**

Do NOT fold or smudge the application form.

Do NOT write "NA" or "N/A" or "NOT APPLICABLE" in any boxes in the form to convey that the column is not relevant for your case. Leave that column blank.

**Furnishing of incorrect information/ suppression of information would lead to rejection of application and would attract penal provisions as prescribed under the Passports Act, 1967.**

**WHERE TO APPLY:** You can apply at Passport Seva Kendra (PSK)/ Mini Passport Seva Kendra (Mini PSK), within the jurisdiction of your Passport Office. In order to locate the application submission centre please visit our website [www.passportindia.gov.in](http://www.passportindia.gov.in)

| S.No. | Police Verification Report (PVR)/ Observation in System  | Service Levels   |
|-------|--|--|
| 1.    | Police Verification Report in respect of the existing passport is clear and there is no subsequent adverse entry in the system   | PCC will be issued on the same day at PSK/ Mini PSK.   |
| 2.    | <p>a) Police Verification was not required when the passport was issued as the applicant was then a minor and has now become a major</p> <p>b) Police Verification was not required when passport was issued as the applicant was a dependent of a government employee</p> <p>c) Police Verification process could not be completed at the time of issuance of passport due to various reasons</p> <p>d) Applicant's present address is different from that mentioned in the passport</p> <p>e) Any other such cases where passport was issued without police verification</p> | PCC will be issued only after completion of police verification process. After PVR is received, Passport Office will inform the applicant through e-mail/ letter. Applicant has to come to the Passport Office with his/ her passport to collect PCC. Country for which PCC is being issued will be stamped on the passport. |

## B. COLUMN-WISE GUIDELINES FOR FILLING UP "PCC APPLICATION FORM"

### Signature/Thumb Impression:

This signature/thumb impression will be scanned and captured in the system. Therefore, it must be kept strictly within the box, without touching the boundaries.

Illiterate applicants should put their left hand thumb impression instead of signature. Use right hand thumb in case the applicant's left thumb is permanently disfigured and unfit for use.

In case of minor applicants, this box should contain the minor's signature or thumb impression as the case may be. Minor's parents should not put their signature or thumb impression in this box.

Use only blue/ black ball point pen for signature.

**Passport Details:**

In the box adjacent to the signature box, write details of your passport.

Write the passport number, date on which the passport was issued to you, date on which the passport expires, and place at which the passport was issued to you.

Write the Date of Issue and Date of Expiry in the DD-MM-YYYY (date-month-year) format.

Write the country for which PCC is required, in the given boxes.

**Column 1: Applicant Details****<Column 1.1: Applicant's Given Name & Surname>**

You must furnish your full name as it appears in the passport.

For instance, if the details in your passport are given as:

**Surname:** JAIN

**Given Name:** PIYUSH KUMAR

Then write the given name as \_\_\_\_\_, in the boxes provided for Applicant's Given Name. Write surname as \_\_\_\_\_ in the boxes provided for Surname. the

**Column 2: Family Details****<Column 2.1, 2.2, 2.3 & 2.4> Write your family details as asked in the PCC Application Form>**

You need to attach Court decree/order in respect of your legal guardian.

If your spouse has a passport, write his/her name in Column 2.4 as written in the passport.

**DO NOT FILL COLUMNS 3, 4 and 5 UNLESS YOUR PRESENT ADDRESS IS DIFFERENT FROM THE ADDRESS MENTIONED IN YOUR PASSPORT****Column 3: Present Residential Address Details**

Please note that heavy penalty is applicable if the applicant provides false information or suppresses information regarding present residential address details.

**<Column 3.1: House No. and Street Name>**

Write complete postal address of your present residence (house number, street name, village or town or city, district, police station, State or Union Territory, country and pin) under the respective headings.

You must also write your contact details, if any (mobile number, telephone number (with area code), and e-mail ID).

**<Column 3.2: Is permanent address same as present address?>**

Put a cross against **Yes** or **No** to indicate if your permanent address is the same as your present address.

If your permanent address is not the same as your present address, then you are required to furnish the details in Column 4.

**Column 4: Permanent Residential Address (If it is different from present residential address)**

If your permanent address is different from the present address (mentioned by you in Column 3), only then fill details in this Column.

Write complete postal address of your permanent address details (house number, street name, village or town or city, police district, police station, state or union territory, country and pin) under the respective headings, along with the contact details, if any (mobile telephone number (with area code), and email ID) of the person residing at the permanent address.

**Column 5: Reference in your village or town or city in respect of your present address****<Column 5.1 and 5.2: First Reference Name and Address and Second Reference Name and Address>**

Write the name, complete postal address and contact details (if any), including mobile number and telephone number (with area code), of two persons in your village or town or city who knows you and who can be contacted while carrying out police verification.

**Column 6: Other Details**

Put a cross against **Yes** or **No** to indicate if any criminal proceedings are pending against you before a court in India. If yes, you are required to attach the relevant documents with the PCC application form.

**Column 7: Enclosures** – Please see **Section C** below.**Column 8: Self Declaration**

In the space provided below the self declaration, put your signature or left hand thumb impression (right hand thumb impression if left hand is permanently disfigured or unfit for use), along with date (in DD-MM-YYYY format) and place.

If the applicant is a minor, either parent or legal guardian is required to sign.

**C. LIST OF SUPPORTING DOCUMENTS**

**Self-attested** photocopies of following documents must be attached along with the PCC application form:

1. Passport in original with self-attested photocopy of its first two and last two pages, including ECR/Non-ECR page (previously ECNR) and the page of observation (if any), made by Passport Issuing Authority and validity extension page, if any, in respect of short validity passport
2. Proof of Present Address (if address is different from passport).

**D. FEE DETAILS**

The fee to be paid along with the PCC application form is Rs.500/-.

You can pay at Passport Seva Kendra (PSK)/ Mini Passport Seva Kendra (Mini PSK) in cash only.

**Note :**

**Fee schedule would be restructured after the nationwide rollout of the Passport Seva Project.**