User Manual for applying "Police Clearance Certificate"

SECTION I: FOR INDIVIDUAL

1. Go to Delhi police website http://www.delhipolice.nic.in/
2. Click on "Register" button given on home page.

3. One Registration Form will open

4. Select user type "Individual". Fill all given details for e.g. your name, email id, password, mobile no. and click on "sign up" button.
5. Once you are registered. Go to login page whenever you want to apply for a PCC.

6. Login with your email id and your password. One application form will be opened.

7. Fill all the mandatory fields:

   a. Case 1: Applying for job - Give your employer details. For e.g. Name of the organization, address of the organization and phone no.

b. Case 2: To comply with Embassy requirements for Visa – provide all related details. For e.g. Embassy name, address, passport no., issuing date and expiry date.

8. After that click on Save.

9. Check your details and update if any changes required. Then click on "PAY NOW" button to make payment.

*Note: * If you want to exit and pay later. You can do the same. All details given in application form will be saved and you can access afterward.*

10. Select your payment method (card type).

11. Fill the credit/debit card details for e.g. card no., expiry date of card and click on pay now.

12. A message will appear *"Your Payment has been done successfully. You will receive PCC (Emigration) within 7 working days & PCC (Private - Employment) within 21 Days".*

13. A payment receipt will be generated after successful payment.

14. You can print your receipt or view your status by clicking on "view status".

15. Check your given email id to validate payment receipt.

16. Once PCC has been issued applicant can download PCC by clicking on download certificate.

Note:* An individual can apply for one PCC at a time. He can apply for next certificate only after receiving the previous PCC.

SECTION I: FOR ORGANIZATION

1. Go to Delhi police website http://www.delhipolice.nic.in/
2. Click on "Register" button given on home page.

3. One Registration Form will open. Select user type "Organization".

4. Fill all given details for e.g. organization name, email id, password, mobile no. and click on "sign up" button.
5. Once you are registered. Go to login page whenever you want to apply for a PCC.

6. Login with your email id and your password. One application form will be opened.

7. Fill all the mandatory fields for e.g. name of candidate, address and mobile no.

8. After that click on Save.

9. Check given details and update if any changes required. Then click on "PAY NOW" button to make payment.

*Note: * If you want to exit and pay later. You can do the same. All details given in application form will be saved and you can access afterward.*

17. Select your payment method (card type).

18. Fill the credit/debit card details for e.g. card no., expiry date of card and click on pay now.

12. A message will appear *"Your Payment has been done successfully. You will receive PCC (Emigration) within 7 working days & PCC (Private - Employment) within 21 Days".*
19. A payment receipt will be generated after successful payment.

21. You can print your receipt or view your status by clicking on "view status".

22. Check your given email id to validate payment receipt.

23. Once PCC has been issued applicant can download PCC by clicking on download certificate.

POLICE CLEARANCE CERTIFICATE(PCC)

To,

TEST
Shantipath, Chanakyapuri New
Delhi - 110021

PCC NO: 49

This is to certify that Smt./Shri Abhishek Kumar s/o, d/o, w/o S K sinha is a resident of 48A,Uttam Nagar, New Delhi as per Driving License submitted by him/her. He/she is not found involved in any criminal offence as per CRO record and record of PS UTTAM NAGAR in which area the above applicant is located.

_____
(DCP Special Branch)

Place: New Delhi
Dated: 08-08-2014

Signature valid

Digitally signed
MAHTAP SINGH BISHT
Date
14-27-
Reason:
Location: itCode Solutions

Note: The certificate is based on record check only. The factum of residence of the applicant at the given address has not been verified through field enquiries

Note:* An organization can apply for next PCC once the payment of previous certificate is done successfully.