



## 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.

**POLICE CLEARANCE CERTIFICATE (PCC)**

APPLICATION FORM FOR POLICE CLEARANCE CERTIFICATE BY AN INDIA

Name of the Applicant:  DOB:

DOB:  Address of Applicant:

District:  Police Station:

Mobile No:  Email ID:

PCC Type:

**EMBASSY DETAILS**

Embassy Name:  Address:

Passport No:  Issue Date:

Expiry Date:

Probable of Following Documents Required:

- 1. Recent Photo  No File chosen
- 2. Address-Residence Proof (Telephone Bill, Driving License, Electricity Bill, Election ID Card)  No File chosen
- 3. Address-Work of Agency Requiring PCC  No File chosen
- 4. If Termination letter Agreement  No File chosen

Note: Photo should be in .JPG format and other documents must be in PDF format.

Home & Customer Care: 1902

The page at localhost:55168 says:

- Please Enter Your Name
- Please Enter Parents Name
- Please Enter Your DOB
- Please Enter Applicant Address
- Please Select Dist
- Please Select PS
- Please Enter Embassy Name
- Please Enter Embassy Address
- Please Enter Passport No
- Please Enter Issue Date
- Please Enter Expiry Date
- Please Select Picture
- Please Select Residential Proof (Telephone Bill, Driving License, Electricity Bill, Election
- Please Select Attach letter of Agency Requiring PCC

OK



8. After that click on Save.

The page at localhost:52350 says:

Message: Record saved successfully Please Verify your records and submit !!!

OK

Log Out

**APPLICATION FORM FOR POLICE CLEARANCE CERTIFICATE BY AN INDIAN**

Name of the applicant	Sr. Dio or Wio
Rajeev Gautam	Shri. Balbir Gautam
DOB	Address of applicant
06/07/2014	Uttam Nagar, New Delhi
District	Police Station
DIRECTORATE OF ENFORMENT	ANTI CORRUPTION
Mobile No	Email_ID
9015537688	sh@gmail.com
Telephone Number, if any	Place Office
91999799998	91999799998
Passport NO	Expiry Date
1234567	20/07/2014
Letter Number	Embassy Name
654321	CANADA

Photocopies Of Following Documents Required:-

1. Attach Photo	Choose File	No file chosen
2. Attach Residential Proof (Telephone Bill, Driving Licence, Electricity Bill, Election ID Card)	Choose File	No file chosen
3. Attach letter of Agency Requiring PCC	Choose File	No file chosen
4. If, Tenant, attach rent agreement	Choose File	No file chosen

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.

**POLICE CLEARANCE CERTIFICATE (PCC)**

Log out

**APPLICATION FORM FOR POLICE CLEARANCE CERTIFICATE BY AN INDIAN**

Name of the applicant	Sr. Dio or Wio
Rajeev Gautam	Shri. Balbir Gautam
DOB	Address of applicant
06/07/2014	Uttam Nagar, New Delhi
District	Police Station
DIRECTORATE OF ENFORMENT	ANTI CORRUPTION
Mobile No	Email_ID
9015537688	sh@gmail.com
Telephone Number, if any	Place Office
91999799998	91999799998
Passport NO	Expiry Date
1234567	20/07/2014
Letter Number	Embassy Name
654321	CANADA

Photocopies Of Following Documents Required:-

1. Attach Photo	Choose File	No file chosen
2. Attach Residential Proof (Telephone Bill, Driving Licence, Electricity Bill, Election ID Card)	Choose File	No file chosen
3. Attach letter of Agency Requiring PCC	Choose File	No file chosen
4. If, Tenant, attach rent agreement	Choose File	No file chosen

Note:-Photo should be in .JPG format and others documents must be in .PDF format

Update PAY NOW



10. Select your payment method (card type).

AXIS BANK

TEST MODE

Merchant name: Special Branch (Delhi Police)

Select your preferred payment method

Pay securely using SSL- by clicking on the card logo below:

VISA MasterCard

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

AXIS BANK

TEST MODE

Merchant name: Special Branch (Delhi Police)

Enter your card details

**MasterCard:** You have chosen **MasterCard** as your method of payment. Please enter your card details into the form below and click "pay" to complete your purchase.

Card Number ::

Expiry Date ::  /  month/year

Purchase Amount :: **INR 250.00**

**MasterCard. SecureCode.**

I hereby authorise the debit to my MasterCard Account in favour of Special Branch (Delhi Police)

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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.

PCC Receipt Page	
<b>Transaction Receipt Fields</b>	
VPC API Version: 1	
Command: pay	
MerchTxnRef: 9	
Merchant ID: TESTDELHIPOLICE	
OrderInfo: VPC Example	
Transaction Amount: 50000	
<small>Fields above are the primary request values.</small>	
<small>Fields below are receipt data fields.</small>	
Transaction Response Code: 0	
QSI Response Code Description: Transaction Successful	
Message: Approved	
Shopping Transaction Number: 1100000026	
Batch Number for this transaction: 20140721	
Acquirer Response Code: 00	
Receipt Number: 420221620067	
Authorization ID: 620067	
Card Type: MC	
<b>Hash Validation</b>	
Hash Validated Correctly: CORRECT	

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

POLICE CLEARANCE CERTIFICATE (PCC)	
<b>YOUR APPLICATION DETAILS AND STATUS</b>	
PCC NO. :	31
Name of the applicant:	Rajeev
S/o, D/o or W/o:	Nirmal Prasad
DOB:	07/07/2014
Address of applicant:	Uttam Nagar, New Delhi
District:	CRIME & RAILWAY
Police Station:	C.A.W CELL
Email_ID:	rajeev@gmail.com
Mobile No:	9195997859
Letter No:	
Organization Name:	ABC Pvt Ltd
Organization Address:	New Delhi
Phone No:	919599785998
<b>Attached Documents:-</b>	
1. Photo	YES
2. Residential Proof (Telephone Bill, Driving Licence, Electricity Bill, Election ID Card)	YES
3. Attach letter of Agency Requiring PCC	YES
4. If, Tenant, attach rent agreement.	NO
<b>STATUS: Pending</b>	
<a href="#">Add New Applicant</a>	
DATE : 21/07/2014 12:41:05	
<a href="#">Log Out</a>	
<a href="#">PRINT</a>	





## 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”.

**POLICE CLEARANCE CERTIFICATE (PCC)**

Login Register

New User Register here

User Type: ORGANISATION

Organisation Name:

Email Id:

Password:

Confirm Password:

Mobile No:

936195

Enter the code shown above:

Register



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.

The page at localhost:55168 says:

- Please Enter Your Name
- Please Enter Parentage Name
- Please Enter Your DOB
- Please Enter Applicant Address
- Please Select Dist
- Please Select PS
- Please Enter Organisation Name
- Please Enter Organisation Address
- Please Select Picture
- Please Select Residential Proof (Telephone Bill, Driving Licence, Electricity Bill, Election
- Please Select Attach letter of Agency Requiring PCC

Form fields include: Name of t, DOB, District, Mobile No, PRIVATE Name, Phone No.

Photocopies Of Following Documents Required:-

1. * Attach Photo	Choose File	No file chosen
2. *Attach Residential Proof (Telephone Bill, Driving Licence, Electricity Bill, Election ID Card)	Choose File	No file chosen
3. * Attach letter of Agency Requiring PCC	Choose File	No file chosen
4. If Tenant attach rent agreement.	Choose File	No file chosen

Note:-Photo should be in .JPG format and others documents must be in .PDF format

SAVE

Terms & Conditions | FAQ

8. After that click on Save.

The page at localhost:55168 says:

Message: Record saved successfully Please Verify your record and submit!!

OK

Form fields include: Name of t, DOB, District, Mobile No, PRIVATE Name, Phone No, PARENT NAME, ADDRESS, CHARACTER OF ORGANISATION, AGENCY, ABC AND LSR, NEW DATE, and document upload fields.

SAVE ADD NEW

Terms & Conditions | FAQ



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.*

The page at localhost:55168 says:

Message: Record updated successfully!!!

OK

Log Out

Name of the applicant: Shahbaz Ahmad

S/o, D/o or W/o: Nirmal Prasad

DOB: 30/12/2002

Address of applicant: Ashok Raj Path

District: DIRECTORATE OF ENFORMENT

Police Station: ANTI CORRUPTION

Mobile No: 9986876222

Email ID: abi@gmail.com

PRIVATE ORGANISATION DETAILS

Name Of Organisation: ABC Pvt Ltd

Address Of Organization: New Delhi

Phone No: 12345678

Photocopies Of Following Documents Required:

1. Attach Photo
2. Attach Residential Proof (Telephone Bill, Driving License, Electricity Bill, Election ID, Car)
3. Attach letter of Agency Requiring PCC
4. If Tenant attach rent agreement

Note: Photo should be in JPG format and others documents must be in PDF format

Update PAY NOW

Terms & Conditions | FAQ

17. Select your payment method (card type).

AXIS BANK

TEST MODE

Merchant name: Special Branch (Delhi Police)

Select your preferred payment method

Pay securely using SSL\* by clicking on the card logo below:

VISA Mastercard

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

**AXIS BANK** TEST MODE

Merchant name: Special Branch ( Delhi Police)

**Enter your card details**

**MasterCard:** You have chosen **MasterCard** as your method of payment. Please enter your card details into the form below and click "pay" to complete your purchase.

Card Number:

Expiry Date:  /  month/year

Purchase Amount: **INR 500.00**

**PAY NOW**

MasterCard SecureCode

I hereby authorise the debit to my MasterCard Account in favour of Special Branch ( Delhi Police)

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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.

### PCC Receipt Page

**Transaction Receipt Fields**

VPC API Version:1

Command:pay

MerchTxnRef:9

Merchant ID:TESTDELHIPOLICE

OrderInfo:VPC Example

Transaction Amount:50000

Fields above are the primary request values.

Fields below are receipt data fields.

Transaction Response Code:0

QSI Response Code Description:Transaction Successful

Message:Approved

Shopping Transaction Number:1100000026

Batch Number for this transaction:20140721

Acquirer Response Code:00

Receipt Number:420221628067

Authorization ID:628067

Card Type:MC

**Hash Validation**

Hash Validated Correctly:CORRECT



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

YOUR APPLICATION DETAILS AND STATUS		
PCC NO. :	31	Add New Applicant
Name of the applicant:	Rajeev	DATE : 21/07/2014 12:41:05
S/o, D/o or W/o:	Nirmal Prasad	
DOB:	07-07-2014	
Address of applicant:	Uttam Nagar, New Delhi	
District:	CRIME & RAILWAY	
Police Station:	C.A.W CELL	
Email_ID:	rajeev@gmail.com	
Mobile No:	9195975595	
Letter No:		
Organization Name:	ABC Pvt Ltd	
Organization Address:	New Delhi	
Phone No:	9195975595	
Attached Documents:-		
1. Photo		YES
2. Residential Proof (Telephone Bill, Driving License, Electricity Bill, Election ID Card)		YES
3. Attach letter of Agency Requiring PCC		YES
4. If, Tenant, attach rent agreement.		NO

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: 08-06-2014

Signature valid

Digitally signed by  
MAHESH P SINGH BISHT,  
Date: 2014.06.08  
14:27:35 +05'30'  
Reason: I am the author.  
Location: iCode 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.