

## Frequently Asked Questions

Ques. No.1. Why this application has been developed?

Answer: Chandigarh Police has consistently been adopting new methodologies and technologies to enhance its service delivery capacity. Our endeavor has been to identify areas where newer means can help in reducing public inconvenience. The main purpose of this web application is to provide PCC (Police Clearance Certificate) online. Therefore Chandigarh Police has decided to enable web based application of PCC without the need to go to a police station. The individual can apply from anywhere and printable electronically signed report is sent in response to the applicant on his/her registered e-mail ID.

Ques. No.2. What is the procedure for applying for PCC?

Answer: You have to first register yourself and then you can login to fill the form. After filling the form you have to save it. Verify DATA and click on Pay Now Button and pay online using your Credit/Debit card. Once your payment is done successfully, your application will be submitted and you will be given PCC registration number generated by the system.

Ques. No.3. What is the fee structure for the PCC?

Answer:

Type of PCC	PCC Charge (INR)
Individual	250 + Bank
Organisation	500 + Bank Charges

Ques. No.4. What happens after I submit my information?

Answer: After checking of police record and verifying the details at the time of field enquiry, an electronically signed "POLICE CLEARANCE CERTIFICATE" will be sent on the registered Applicant e-mail address

Ques. No.5. What is the significance of PCC No.?

Answer: The "POLICE CLEARANCE CERTIFICATE" bears a unique PCC number (PCC No.) about the information applied. This PCC No. can be used for future download and retrieval of a copy of the report.

Ques. No.6. What type of applicants can apply for PCC?

Answer: An individual applying for a job, to show his employer or a person emigrating from India to another country to comply with Embassy requirements for Visa or an organization for employee recruitment can apply for PCC.

Ques. No.7. I have not received an e-mail confirmation even though I have submitted my report?

Answer: (i) You may have accidentally provided a wrong e-mail address or your e-mail inbox is full.

(ii) You may also contact the Passport Verification Branch on Phone No. 0172-5025000 or 01722760856

Ques. No.8. What are the mandatory fields in the form?

Answer: All the fields are mandatory in the form.

Ques. No.9. Whether "POLICE CLEARANCE CERTIFICATE" can be applied from outside the area of Chandigarh?

Answer: POLICE CLEARANCE CERTIFICATE can be applied from anywhere; however the applicant must be a resident of Chandigarh having valid ID Proof Chandigarh anyone from the following in the name of the applicant at present given address for issuing of PCC. The presence of the applicant is must during field enquiry for obtaining PCC.

- 1) Election ID Card (Voter ID Card)
- 2) Addhar Card
- 3) Passport
- 4) Driving License
- 5) Electricity Bill
- 6) Telephone Bill

Ques. No.10. How can I get the payment receipt?

Answer: After making on line payment you will get transaction receipt online

Ques. No.11. Can I check the details of all PCC issued to me or I applied for ?

Answer: Yes, all PCC will be saved in your account and you can view the details any time.

Ques. No.12. Can I apply for more than one PCC?

Answer: Yes. Individual can apply for another PCC once he receives the previous PC. And an organization can apply for next PCC once payment of the previous PCC has been done successfully.

Ques.No. 13 Which documents are required before applying?

Scanned Latest colored photograph upto 50 KB  
Documents to be uploaded as per requirement should not be more than 500 KB and Kept scanned before applying.