

**No. D3 - 17086/2018/PHQ**

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Dated: 09/03/2018

**Executive Directive No. 07/2018**

**Sub:- Police Clearance Certificates (PCC) - Procedures for issue - Streamlining of - Reg.**

- Ref:- 1) PHQ Circular No.55/2009 dated 24/12/2009.  
2) Executive Directive No.02/2018 dated 31/12/2018.  
3) CoB Msg No.D3-17086/2018/PHQ dated 14/02/2018.  
4) CoB Msg No.D3-17086/2018/PHQ dated 15/02/2018.  
5) CoB Msg No.D3-17086/2018/PHQ(2) dated 15/02/2018.  
6) GO (P) No. 112/06/Home dated 31/07/2006.

The Police Department of Kerala issues Police Clearance Certificates (PCC) normally to the following 3 categories of applicants.

- 1) Direct Application in Kerala.
- 2) Application from outside Kerala but in India.
- 3) Application from abroad.

PCCs are sought for various types of employment inside the country, Visas of other countries for various purposes including for employment abroad and for change of jobs and other purposes in India and abroad.

**02.** Instructions have been issued on the procedures for giving Police Clearance Certificates (PCC) for obtaining Airport Entry passes vide Circular referred as 1<sup>st</sup> above. Instructions and further modifications regarding the procedures to be adopted for issuing PCCs for those seeking UAE Visas were issued vide references cited 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup>.

**03.** The following instructions are being issued collating all these aspects for smoother and easier implementation. These instructions will modify the earlier referred instructions to the extent they prescribe fresh parameters/directions. **The objective of all these exercises is to ensure that common people get the services promptly and with ease.**

- (i). It is desirable that applicant makes the application to obtain PCC himself/herself; however in case this is not possible a person/body, authorized properly by the applicant may submit the application. The PCC shall only be sent to the applicant and only in exceptional circumstances to be given to an authorized person.
- (ii). The fee for any type of PCC shall be ₹ 500/-. This fee can be paid in cash at the Police Station or at the DPO wherever required by the applicant/authorized person for which the receipt in TR 5 will be issued.
- (iii). The applicant has the option to make online payment through e-Treasury portal or do treasury cash remittance to the appropriate Head of Account for which he/she will be expected to produce sufficient evidence/proof at the time of submitting the application for PCC.
- (iv). In order to quicken the process, PCC for UAE employment Visas will be issued by the SHO of concerned Police Station (while PCCs for other requirements will continue to be issued by the DPCs, as is being done at present).
- (v). The application for all types of PCC will be submitted after being filled up by the applicant in the proforma (**Annexure-I**) prescribed through Executive Directive No.02/2018 dtd 31/01/2018. Such application can be submitted by others who are authorized; However the PCC shall be sent to the applicant only in most of the cases except in same genuine circumstances where an authorized person/body will receive the PCC after proving the identity and due authorization.
- (vi). The application for the UAE visas for employment will be submitted at the respective Police Stations and for other categories at the offices of the respective District Police Chiefs.
- (vii). The application should be accompanied by the following documents.

✓ Proof of Address: Attested copy of any one of the following:

- Copy of Ration Card
- Voters ID
- SSLC Book
- Passport
- Aadhar Card
- Copy of Bank account Pass Book

✓ Proof of Identity: Attested copy of any one of these documents:

- Identity card issued by the State Govt. or Central Govt. Institution.
- Passport
- Aadhar Card
- Voters ID
- Driving License

✓ Copy of letter/document showing the requirement of PCC  
(like the attested copy of advertisement etc.)

✓ Passport size colour photographs (3 Nos.)

- (viii). In case of UAE Employment Visa related PCC, the SHO shall conduct verification **promptly to prove the identity, the address, and check the involvement in crime cases (strict liability offences not included)** and issue PCC for the relevant period under his signature and seal within 3 days of receipt of the application. The proforma of the PCC is enclosed for reference (**Annexure II**). In the case of applications for PCC for obtaining job Visas proof of offer of employment need not be insisted upon and whatever related details are available need be submitted.
- (ix). In case of PCCs are for other purposes, or for other countries the procedure for issue will be the same, as is being adopted now, ie application to be submitted to the DPC concerned etc. and the format will be as annexed as **Annexure -III**.
- (x). In case of PCC for UAE employment visa, the PCC shall be signed only by Inspector SHO or SHO, who should be an officer holding substantive rank of Sub Inspector as the case may be (not by Grade SIs or other junior officers)
- (xi). The paper to be used for PCC shall be of good quality (bond paper to be preferred).
- (xii). Applicants who are now residing abroad or outside Kerala and who need a PCC can apply online by downloading the application form from the Kerala Police Website ([www.keralapolice.gov.in](http://www.keralapolice.gov.in)), and sending the completed form by email to the concerned SHO along with attested copies of the documents as mentioned above (Proof of identity, Proof of address, why PCC is required) and authorization for a relative or other person to receive the PCC in the State

(Authorization to contain identity details of such person). The application can be produced before the SHO/DPC through an authorized person/body also. The SHO/DPC after the verification process, will issue PCC and hand it over directly to the person authorized by the applicant to receive the PCC on his/her behalf after verification of the identity of that/such person.

- (xiii). If the applicant wishes to receive the PCC by electronic means, the PCC duly signed by the SHO/DPC will be scanned as a PDF document and mailed to the applicant in the e-mail specified by him from the official e-mail of the SHO/DPC.
- (xiv). The fee for such online applications for PCC from persons abroad/outside Kerala can be paid by the person authorized by the applicant to receive the PCC on his/her behalf at the Police Station/DPO or by other means, as already mentioned.
- (xv). In such cases of online applications where the photo of the applicant is required to be pasted on the PCC and same is also to be attested, sufficient proof of the fact that the photo to be attested is that of the person for whom PCC is requested for has to be produced. The applicant may send, by mail or produce through an authorized person in the state, a legally recognized document in which the photo and personal particulars are available and which has been attested by a Gazetted Officer of the State or Central Government under his name and seal or by a Notary Public.
- (xvi). On receipt of such an application accompanied by documents as above, SHO/DPC will collect necessary fees from the person authorized by the applicant, conduct verification, and issue PCC and handover the same to the authorized person after verifying his identity, under proper written acknowledgement.
- (xvii). In order to ensure uniformity of PCCs issued across the state, the format of the PCC for all categories should be the same as in the case of normal PCC (**Annexure III**). **The use of Letterhead sheets for issue of PCCs should be discontinued by the DPCs.** The photo should be pasted on the space provided in the PCC. The DPC may print and keep necessary number of PCC forms in good quality paper. This format is not applicable for certificates such as 'Advance Verification Certificate for Passports' for which formats prescribed by connected rules are in existence. The SHO/DPC shall issue the PCC within 3 days of receipt of the application in normal circumstances.

(xviii). When it is found that the applicant is involved in a criminal case (other than strict liability offences like traffic offences etc.) within the Police Station or in the District/City jurisdiction or elsewhere, as the case may be, and a PCC cannot be issued, a reply shall be issued to the applicant by the SHO/DPC informing that the PCC cannot be issued due to his/her involvement in the criminal case/cases and the details of the case such as Crime No., Sections of Offence and Date of Occurrence, present stage (Under Investigation / Under Trial / Convicted) should be mentioned in this letter. A sample is at **Annexure-IV.**

**04.** It is once again stressed that Police must help people in getting PCCs quickly without difficulties being caused to such people. For that, DPCs must brief all officers concerned. They must consolidate and keep records of PCCs issued from Police Stations and from DPOs in the District Special Branch. In the event anything adverse is noticed by the DPC/SHO concerned after issue of the PCC, that fact must be informed to PHQ (in n/c of AIG-PG) to take further action.

**05.** The contents of this Executive Directive shall be explained to all SHOs and other officers immediately. This must be given wide publicity.

**06.** The content of this Executive Directive is also being intimated to the State Government.



**Loknath Behera IPS**  
Director General of Police &  
State Police Chief, Kerala

Distribution: **All Offrs in List 'B'.**

Copy for kind information with C/L to:

- (1) Chief Secretary to Govt., Govt. of Kerala.
- (2) Addl. Chief Secretary to Govt., Home Dept., Govt. of Kerala.

Copy to:

- (1) DGP SCRB / SA for uploading this E.D. along with Annexure in the Official Website
- (2) All Offrs in PHQ for info.
- (3) PIC, PHQ, for info & n/a.

**POLICE CLEARANCE CERTIFICATE (PCC)**

**APPLICATION FORM**

**KERALA POLICE**

1. Name and aliases :
2. Father's/Mother's Name :
3. Date of Birth :
4. Aadhaar No. :
5. Passport No. & Validity :
6. Gender (M/F/TG) :
7. Permanent Address :

Passport size  
Colour Photo

8. Present Address :

9. Address of residence in the last 5 years:

1.

2.

3.

10. Phone No (Mobile and Land) :

11. Email ID :

12. Purpose of visit :  
(Details to be mentioned)

13. Name, address with phone no. of a :  
reference person.  
(to mention how connected to  
the applicant)

14. Criminal cases involved in : 1.  
 Police Station, Case No.,  
 Section of law, brief of allegations, 2.  
 under investigation or under trial) 3.

**Declaration**

I.....S/o or D/o.....  
 residing at.....  
 .....

have gone through and understood the contents as above and do hereby declare that all the details mentioned above are true to the best of my belief and knowledge. There is no crime case pending in any Police Station/Law Enforcement Agency/Court against me. I understand that, I am liable for action as per rules/law if any information furnished above is found false/incorrect.

Signature

Name.....

Date.....

Payment details Rs.500/- to be paid at the Office/Police station to which application is submitted.

Signature

Name.....

Date.....



## **KERALA POLICE**

### **POLICE CLEARANCE CERTIFICATE** **(for employment Visa in the UAE)**

This is to certify that Mr/Mrs/Ms.....  
S/o or D/o..... residing at  
.....(*present address*) in ..... Police Station  
Limits, ..... District, Kerala State (Holder of Indian  
Passport No..... issued at .....on (*date*)  
..... and valid up to ..... (*passport validity date*) is  
not involved in any criminal case in this Police Station jurisdiction  
during the period from ..... to .....

This certificate is issued in response to application dated  
..... and is to be used only for Visa purposes.

Date:  
Place:

Station House Officer  
(Name of Police Station)  
(Name, Signature & Seal)

**NB: Police to attach the photocopy of the application filed by the applicant to obtain PCC.**



## **KERALA POLICE**

### **POLICE CLEARANCE CERTIFICATE**

This is to certify that Mr/Mrs/Ms.....  
S/o or D/o..... residing at  
.....(*present address*) in ..... Police Station  
Limits, ..... District, Kerala State (Holder of Indian  
Passport No..... issued at .....on (*date*)  
..... and valid up to ..... (*passport validity date*) is  
not involved in any criminal case in this Police District/City  
jurisdiction during the period from ..... to  
.....

This certificate is issued in response to application dated  
.....

Date:  
Place:

District Police Chief  
(Name of Police District/ City)  
(Name, Signature & Seal)

**NB: Police to attach the photocopy of the application filed by the applicant to obtain PCC.**

**Annexure - IV**

From

*(District Police Chief /Station House Officer)*  
*(Address)*

To

*(Name of Applicant)*  
*(Address)*

Sir,

Sub:- Denial of PCC – reg

Ref:- Application from *(Applicant name)* dated (....)

With regard to your above referred application, it is hereby informed that PCC can't be issued to you due to your involvement in the following cases.

**I. Case details**

Sl.No.	Crime No. (with date of occurrence)	Sections of law	Present stage
<i>(1)</i>	<i>(2)</i>	<i>(3)</i>	<i>(4)</i>

**II**.....

Yours faithfully

Date :  
Place :

*(District Police Chief /Station House Officer)*  
*(Name of Police Station/District/City)*  
*(Name, Signature and Seal)*