

## **PCC Application Process – For Foreign Nationals who were previously Indian Citizen**

### **Step 1- Filling up the application.**

The application form for Foreign National who were previously Indian Citizen is available at below link:

<https://www.cgitoronto.gov.in/docs/1717428073Foreign PCC - Form.pdf>

Please carefully read the details and various provisions while submitting application.

### **Step 2 – Prepare and collect documents required for the application. All documents must be self attested by the applicant.**

#### **a) Duly signed printout of the Application Form.**

#### **b) Proof of Address**

Please enclose any one of the following documents as proof of present address:

- Driving license.
- Photo ID issued by the Provincial Government.
- Utility bills (Gas, Electricity, Water or Landline Telephone Bill displaying applicant's address /House Lease Agreement). **Phone bills, Bank statements are not accepted as valid address proofs.**

#### **c) Valid Status in Canada – \*required only if the applicant is not a Canadian Citizen**

The non-Canadian PCC applicants are required to enclose copy of – Work permit/ Study permit/ PR with Landing paper. The original document is required to be presented for verification while submission of PCC application.

If PR card/work permit/study permit is expired, please submit the following additional documents:

- Expired PR card/work permit/study permit (copy) with letter from IRCC stating that their application for permit renewal is under process. Fee receipts for visa/permit are not acceptable document for the PCC process.
- Letter from CIC stating the applicant's application for renewal of PR card/work permit/study permit in Canada is approved.

**d) Current valid Foreign Passport (Original and Copy)**

Original Passport and its self-attested copy is required only for walk-in applications to allow the staff to verify the authenticity of the passport. Once verification is done, the original passport will be returned to the applicant.

Only self-attested copy of the passport is required for the postal applications.

**e) Cancelled old Indian Passport (Original and Copy)**

Applicants need to submit their cancelled old Indian passport & copy along with the application.

**f) Surrender Certificate OR copy of OCI Card**

**g) Photograph**

One color photo as per below specification is required to be submitted along with the application:

- Size – 2 inch x 2 inch (51 mm x 51 mm)

- Background – Background should be plain white colored without borders.
- Clothes – Dark colour
- Eyes – Open

Please see the below link for the correctness of the Photograph. Cross check each and every example to confirm if it is matching with the required parameter of the Photograph.

<https://www.cgitoronto.gov.in/docs/1626187593Photograph%20Guidance%20for%20Applicants.pdf>

[https://www.cgitoronto.gov.in/docs/1717007167Photo\\_Specification.pdf](https://www.cgitoronto.gov.in/docs/1717007167Photo_Specification.pdf)

**h) Fees:** For Fee related details please [click here](#).

\*While submitting application, please keep the documents with the application form in the above serial order.

**Step 3:** Submit the duly signed printout of the application along with the supporting documents as listed above with applicable fee at a BLS Center.

NOTE:

1. After online submission of application form, no changes can be made manually / hand writing. In case of any error / changes, please fill a fresh new online application form and use that for further submission to BLS.
2. Consulate cannot edit or make any changes to the applicant's online application form.
3. Consulate reserves the right to call for additional documents, as considered necessary.

Please refer the [FAQs](#) page for queries regarding the application process.

**NOTES:**

1. All fields and columns in the application form are **mandatory** and must be filled in completely.
2. Every postal application must be submitted along with self-attested photocopies of the requisite supporting documents; and
3. For all in-person submission of applications, all Originals must be presented at the BLS for verification.