

## **SPECIAL BRANCH : DELHI POLICE**

### **Verification related to Passport, Character & Antecedents and Police Clearance Certificates**

**Verification services are of the following 3 types:**

**1. PASSPORT VERIFICATION REPORT (PVR):**

The Special Branch of Delhi Police is functioning at Delhi Police Bhawan, Asaf Ali Road, New Delhi and deals with the verification of passport applications received online [www.passportindia.gov.in](http://www.passportindia.gov.in) through Passport Seva Kendras.

**(a) How you can apply for a fresh Passport:-**

- (i) Go to the MEA (Ministry of External Affairs), website i.e. [www.passportindia.gov.in](http://www.passportindia.gov.in)
- (ii) Open the link and fill the Personal Particulars Form. The detailed procedures, instructions and documents required for submitting of application (on-line) for an Indian Passport, can be seen at the above mentioned website.
- (iii) The following documents are required at the time of submitting/ police verification.

**(b) Proof of Date of Birth:-**

All the applicants born on or after 26.01.1989, in order to get a passport, had to submit the Birth Certificate as the proof of Date of Birth (DOB).

- (i) Birth Certificate issued by the Registrar of Births & Deaths or the Municipal Corporation.
- (ii) Transfer/School leaving/Matriculation Certificate.
- (iii) PAN card issued by the Income Tax Department.
- (iv) Aadhaar Card having the DOB of applicant.

- (v) Driving License issued by the Transport Department.
- (vi) Election Photo Identity Card (EPIC)

**(c) Stay/Residence Proof/ Nationality:-**

One of the following documents is required:-

- (i) Telephone/Electricity/Water Bills.
- (ii) Aadhaar Card.
- (iii) Elector's Photo Identity Card (EPIC).
- (iv) Statement of Bank Accounts.
- (v) Income Tax Assessment Order.
- (vi) Spouse's Passport Copy, Parent's Passport Copy in case of minors.
- (vii) SC/ST/OBC Certificates.
- (viii) Freedom Fighter Identity Cards.
- (ix) Arms Licenses.
- (x) Property Documents such as Pattas, Registered Deeds etc.
- (xi) Pension Documents.
- (xii) Marriage certificate or combined affidavit (husband/wife) duly attested by Notary (in case of change of surname of female passport applicant after marriage).

**(d) Other Notable Points:-**

- (i) The online passport application requires only one name of father or mother or legal guardian.
- (ii) All the annexure would be in the form of a self declaration on a plain paper.

- (iii) Married applicants would not be required to provide **Annexure-“K”** or any marriage certificate. The said Annexure is available on the official website of MEA i.e. [www.passportindia.gov.in](http://www.passportindia.gov.in).
- (iv) The passport application form does not require the applicant to provide the name of her/his spouse in case of separated or divorced persons.
- (v) Orphaned children may now submit a declaration given by the Head of the Orphanage/Child Care Home.
- (vi) In case of children not born out of wedlock, need to submit only **Annexure-“G”**. The said Annexure is available on the official website of MEA i.e. [www.passportindia.gov.in](http://www.passportindia.gov.in).
- (vii) In case of adopted children, the applicant may give a declaration on a plain paper confirming the adoption.
- (viii) Government Servants can submit a self-declaration in **Annexure-“N”** that he/she has given prior intimation letter to his/her employer. The said Annexure is available on the official website of MEA i.e. [www.passportindia.gov.in](http://www.passportindia.gov.in).
- (ix) Sadhus/Sanyasis can apply for a passport with the name of their spiritual Guru as guardian.
- (e)** After applying the form, you will get the date of appointment at any of the following PSK's:-
  - (i) Aggarwal Tower, Plot No.2, District Centre, Shalimar Place, Outer Ring Road (North-West), Delhi.
  - (ii) Herald House, Bahadur Shah Zafar Marg, New Delhi.
  - (iii) Hudco Trikoot-III, Bhikaji Cama Place, R.K. Puram, New Delhi.
- (f)** On the date of appointment visit the PSK with all your original documents.
- (g)** After completion of all biometric formalities, your file will be submitted and you will get a receipt.

- (h) You will get a message from Passport Office that your file has been submitted and has been sent for police verification to the concerned district.
- (i) Police Verification will be conducted by Delhi Police (Special Branch) within 21 days of initiation of PP form.
- (j) After police enquiry is completed, the Police Verification Report will be sent to RPO.

## **2. CHARACTER VERIFICATION REPORT (CVR) FOR GOVT./ SEMI GOVT. & PSUS SERVICES AND FOR PSV BADGES):**

The Special Branch of Delhi Police deals with the verification of character and antecedents of candidates for employment in Government, Semi-Government and Public Sector Undertakings. Character and antecedents verification of employees of private firms is also conducted on the request of Govt./Semi-Govt./Public Sector Undertaking and other Govt. departments.

### **(a) How to apply for online Character Verification Report (CVR):-**

- (i) Open the Delhi Police website <http://www.delhipolice.nic.in> and choose CVR Portal.
- (ii) Please read instructions and user manual provided on the website thoroughly before applying for CVR.
- (iii) Click on “Register” button and follow registration process.
- (iv) Once registered go to Login option.
- (v) Now fill all the details of candidates in the application form. For details (see **Annexure-“A”**).
- (vi) Check your details before saving.
- (vii) Once saved and if you want to apply for multiple candidates you can choose “ADD NEW” option else use Submit option.

- (viii) In case of private firms/directors, you have to click on “PAY NOW” option and make the payment (**see Annexure-“B”**).
- (ix) Payment can be made through payment gateway by using credit/debit card.
- (x) A payment receipt will be generated after successful payment.
- (xi) The concerned department can print his/her receipt or view his/her status by clicking on “**View status**”.
- (xii) On receipt of online request, the Enquiry Officer (E.O.) shall conduct a field verification/enquiry.
- (xiii) The verification work of CVR has been divided into the following zones on the pattern of Police Districts, each under one Inspector (**see Annexure-“C”**).
- (xiv) Presence of the applicant is necessary at the time of field enquiry.
- (xv) The CVR will be issued on the basis of documentary proof/ field enquiry.
- (xvi) After completion of the verification, Inspr./zone will update the report in the computer.
- (xvii) Subsequently a CVR certificate will be issued by the head office.
- (xviii) The time period of CVR is 21 days.
- (xix) The concerned department can download CVR by clicking on download option.

The Delhi Police website [www.delhipolice.nic.in](http://www.delhipolice.nic.in) also provides User Manual and FAQs in CVR Portal to help the departments to use this application efficiently and smoothly.

A Helpline No. 011-23236234 as well as E-mail ID [dpcvr-sb-dl@nic.in](mailto:dpcvr-sb-dl@nic.in) has been installed/ provided for users seeking any information/ clarifications.

### **(3) POLICE CLEARANCE CERTIFICATE (PCC):**

The Police Clearance Certificate Cell (PCC Cell) of Special Branch deals with the issuing of Police Clearance Certificates (PCCs) online to an individual or an organization who needs police clearance for employment (Private Job), emigration/visa purposes and Delhi residents now residing abroad.

#### **(a) How to apply for online Police Clearance Certificate (PCC):-**

- (i) Open the Delhi Police website [www.delhipolice.nic.in](http://www.delhipolice.nic.in) and go to PCC Portal.
- (ii) Do read instructions and user manual thoroughly before applying for PCC.
- (iii) Click on “Register” button and submit his/ her email ID.
- (iv) After submitting the email ID click on “**Send me validation code**” option.
- (v) You will receive 06 digit validation code on your registered email ID and submit.
- (vi) After that a “Registration Form” will appear on the screen. Select user type “**Individual** or **Organization**”.
- (vii) Fill all required details for registration and click on “**sign up**” button for completing the registration process.
- (viii) Go to login page for applying for PCC.
- (ix) Application form for Police Clearance Certificate (PCC) by an Individual/ organization will appear.
- (x) Enter the details (**see Annexure-“D”**).
- (xi) After entering the required information check the details and save.
- (xii) After saving click on “**PAY NOW**” button to make payment (**see Annexure-“E” for fees**).
- (xiii) Select his/her payment method (card type) and click on pay now.

- (xiv) Payment can be made by using credit/debit cards.
- (xv) A payment receipt will be generated after successful payment.
- (xvi) You can take a print receipt or view status by clicking on “**View status**”.
- (xvii) On receipt of online request, the Enquiry Officer (E.O.) shall conduct a field verification/enquiry.
- (xviii) The verification work of PCC has been divided into the following Zones on the pattern of Police Districts, each under one Inspector (**see Annexure-“C”**).
- (xix) Presence of the applicant is necessary at the time of field enquiry.
- (xx) In case the applicant residing abroad and seeking PCC, the presence of applicant is not compulsory.
- (xxi) The PCC will be issued on the basis of documentary proof/field enquiry.
- (xxii) After updating the report/ enquiry, head office of Special Branch will issue the PCC certificate and send it on your registered email ID.
- (xxiii) The applicant/ organization can download PCC by clicking on download option.
- (xxiv) The PCC shall be issued in 21 working days for employment (private job) and 07 working days for emigration/ visa purposes.

The Delhi Police website [www.delhipolice.nic.in](http://www.delhipolice.nic.in) also provides User Manual and FAQs in PCC Portal to help the applicants/ aspirants to use this application efficiently and smoothly.

A Helpline No. 011-23236040 as well as E-mail ID [dppcc.sb@delhipolice.gov.in](mailto:dppcc.sb@delhipolice.gov.in) has been installed/provided for users seeking any information/ clarifications.

The Passport applications (PVR) as well as Character & Antecedents (CVR) and Police Clearance Certificates (PCC) are verified

Zone-wise (name of 15 Zones given below). These Zones are co-terminus with the jurisdiction of districts of Delhi Police:-

<b>Sl.No.</b>	<b>Name of Zones</b>	<b>Located at</b>
1.	New Delhi Zone	P.S. Parliament Street, New Delhi
2.	East Zone	1 <sup>st</sup> Floor, P.S. Shakarpur, Delhi
3.	North-East Zone	P.S. Seelam Pur, Delhi
4.	North Zone	P.S. Timar Pur, Delhi
5.	North-West Zone	P.S. Model Town, Delhi.
6.	Outer Zone	Pitampura Police Lines, Delhi
7.	Outer-North Zone	P.S. Aman Vihar, Sector-22, Rohini, Delhi
8.	Central Zone	P.S. Paharganj, New Delhi
9.	West Zone	P.S. Tilak Nagar, Delhi
10.	South Zone	1 <sup>st</sup> Floor, Saket Complex, Behind Anupam PVR Cinema, Saket, New Delhi
11.	South-East Zone	Police Post Nehru Place, Kalkaji, New Delhi
12.	South-West Zone	P.S. Maya Puri, Delhi
13.	Rohini Zone	P.S. Aman Vihar, Sector-22, Rohini, Delhi
14.	Shahdara Zone	P.S. Seema Puri, Delhi
15.	Dwarka Zone	P.S. Maya Puri, Delhi.



**The details of the Zonal ACsP/Inspectors & their official telephone numbers are as under:-**

<b>Sl. No.</b>	<b>Name of Zone</b>	<b>Rank of Zonal Supervisory Officer</b>	<b>Mobile No.</b>	<b>Office (Landline)</b>
1.	South Zone	Asstt. Commissioner of Police	8750066133	011-26148883
		Inspector	8750066123	
2.	South-East Zone	Asstt. Commissioner of Police	8750871133	011-26210100
		Inspector	8750066126	011-26283239
3.	South-West Zone	Asstt. Commissioner of Police	8750066618	011-28115119
		Inspector	8750066316	011-28113006
4.	West Zone	Asstt. Commissioner of Police	8750871609	011-25133050
		Inspector	8750066201	011-25133051
5.	North-West Zone	Asstt. Commissioner of Police	8750871603	011-27464945
		Inspector	8750066205	011-27411255
6.	North Zone	Asstt. Commissioner of Police	8750871603	011-23813511
		Inspector	8750066229	011-23813348
7.	Outer Zone	Asstt. Commissioner of Police	8750871607	011-27029902
		Inspector	8750066290	011-27029903
8.	Central Zone	Asstt. Commissioner of Police	9810808688	011-23536466
		Inspector	8750066318	
9.	East Zone	Asstt. Commissioner of Police	9810808688	011-22019600
		Inspector	8750066240	011-22420387
10.	North-East Zone	Asstt. Commissioner of Police	8750871612	011-22560799
		Inspector	8750066277	011-22821767
11.	New Delhi Zone	Asstt. Commissioner of Police	8750871609	011-23344964
		Inspector	8750066262	011-23367945
12.	Rohini Zone	Asstt. Commissioner of Police	8130849877	011-27581102
		Inspector	8750066311	
13.	Shahdara Zone	Asstt. Commissioner of Police	8750871612	011-22131395
		Inspector	8750066308	
14.	Dwarka Zone	Asstt. Commissioner of Police	8750066318	011-28115119
		Inspector	8750066220	011-28113006
15	Outer-North Zone	Asstt. Commissioner of Police	8750871607	
		Inspector	8750066315	

**The feedback form link and download/send by mail only to:-**

<b>Sl.No.</b>	<b>Name of Officer</b>	<b>E-mail Address</b>
1.	Special C.P./Intelligence	<a href="mailto:Splcp-int-dl@nic.in">Splcp-int-dl@nic.in</a>
2.	Joint C.P./Special Branch	<a href="mailto:Jtcp-sb-dl@nic.in">Jtcp-sb-dl@nic.in</a>
3.	DCP/Special Branch	dcp-splbranch-dl@nic.in
4.	Addl. DCP/Special Branch	<a href="mailto:addldcpspecialbranch@gmail.com">addldcpspecialbranch@gmail.com</a>
5.	ACP/South Zone	<a href="mailto:dpsbsz@gmail.com">dpsbsz@gmail.com</a>
6.	ACP/South-East Zone	<a href="mailto:dpsbsez@gmail.com">dpsbsez@gmail.com</a>
7.	ACP/South-West Zone	<a href="mailto:dpsbswz@gmail.com">dpsbswz@gmail.com</a>
8.	ACP/West Zone	<a href="mailto:dpsbwz@gmail.com">dpsbwz@gmail.com</a>
9.	ACP/North-West Zone	<a href="mailto:dpsbnwz@gmail.com">dpsbnwz@gmail.com</a>
10.	ACP/North Zone	<a href="mailto:dpsbnz@gmail.com">dpsbnz@gmail.com</a>
11.	ACP/Outer Zone	<a href="mailto:dpsboz@gmail.com">dpsboz@gmail.com</a>
12.	ACP/Outer-North Zone	<a href="mailto:dpsbonz@gmail.com">dpsbonz@gmail.com</a>
13.	ACP/Central Zone	<a href="mailto:dpsbcentralzone06@gmail.com">dpsbcentralzone06@gmail.com</a>
14.	ACP/East Zone	<a href="mailto:dpsbez@gmail.com">dpsbez@gmail.com</a>
15.	ACP/North-East Zone	<a href="mailto:dpsbnez@gmail.com">dpsbnez@gmail.com</a>
16.	ACP/New Delhi Zone	<a href="mailto:dpndzsb@gmail.com">dpndzsb@gmail.com</a>
17.	ACP/Rohini Zone	<a href="mailto:dpsbrohinizone@gmail.com">dpsbrohinizone@gmail.com</a>
18.	ACP/Shahdara Zone	<a href="mailto:dpsbshahzone@gmail.com">dpsbshahzone@gmail.com</a>
19.	ACP/Dwarka Zone	<a href="mailto:dpsbswz@gmail.com">dpsbswz@gmail.com</a>

## **INSTRUCTIONS/ GUIDELINES FOR THE REGISTRATION OF PAK NATIONALS:**

The control on the visit and movement of Pak Nationals in India is based on the Indo-Pak visa agreement 2012. As a follow up action, travelling facilities between the two countries were given by starting a train “Samjhota Express” & “Delhi Lahore Bus” so that Nationals of both the countries can visit/meet their relatives residing in India & Pakistan.

### **Civil Authority:**

The Dy. Commissioner of Police, Special Branch, Delhi Police is the civil authority with respect of Pak National appointed in 1974 and he is empowered to impose restrictions on the movements of Pak Nationals as far as Delhi is concerned. The office of DCP/Special Branch is functioning at Delhi Police Bhawan, Asaf Ali Road, New Delhi-110002.

### **Issuance of Regular Residential Permit (RRP):**

The Dy. Commissioner of Police, Special Branch, Delhi Police as a Foreigners Registration Officer issues R.R.P. (Regular Residential Permit) to the Pak Nationals who visit Delhi.

Pak National is required to report to Pak Section/Special Branch, Ground Floor at Delhi Police Bhawan within 24 hours of arrival in India and submit visa and immigration documents to obtain a Regular Residential Permit and give the correct address of stay in Delhi.

- (i) Any change in address during the stay must be immediately reported in Pak Section.
- (ii) Visits outside Delhi are not allowed except to the places mentioned in the visa.
- (iii) All departures are to be reported in this office 24 hours prior to intended departure.
- (iv) Application for extension of visa, additional place and change of route etc. must be submitted online on [www.indiafro.gov.in](http://www.indiafro.gov.in)
- (v) Pak Nationals cannot engage themselves in any service or trade without prior permission of the concerned authority.

- (vi) Contravention of visa rules is a punishable offence under the Foreigners Act.
- (vii) Loss of Passport or other travel documents should be immediately reported to the nearest Police Station.
- (viii) In case of any problem please contact Inspector/Pak Section, Delhi Police Bhawan, Asaf Ali Road, New Delhi-110002.

The Pak National who overstays or does not register himself within 24 Hrs. of his arrival in Delhi will have to pay penalty or would be dealt as per Foreigners Act as the case may be.

The Telephone numbers of Pak Section, Special Branch, Delhi Police Bhawan, Asaf Ali Road, New Delhi are as under:-

- (i) 011-23218260
- (ii) 011-23211049

**The FRO (Pak Section) office is open from 9:30 AM to 6:00 PM on all days of the week.**

A Pak National comes in Delhi on valid visa and wants to stay in India for longer duration is required to apply on [www.indiafro.gov.in](http://www.indiafro.gov.in) and he/she has to attend the office of FRO (Pak Section) at Delhi Police Bhawan, Asaf Ali Road, New Delhi, on given date.

\*\*\*\*

## ANNEXURE – “A”

### DETAILS FOR CVR APPLICATION FORM

- Fill the name of organization
- Name of the applicant and alias if any.
- Father’s name
- Mother’s name
- Marital status
- Name of spouse
- Blood Group
- Place of birth
- Applicant’s DOB
- Gender
- Applicant’s Mobile No.
- Applicant’s Email ID
- Nationality
- Religion
- Present address with duration
- Permanent address
- Add more than one address (**Previous/ other address of Delhi if required**) by using “Add Button”).
- Police Station (The applicant/organisation fill the name of the concerned Police Station).
- District (District automatically selected).
- Criminal case details (select ‘Yes’ or ‘No’ option if yes then submit all details of the case registered/lodged anywhere).
- Category

**Following documents are required to be uploaded:**

1. Attach a photograph (less than 20kb).
2. Select the document for photo identity proof (less than 200 kb).
3. Residential address proof (less than 200 kb).

Note: Photo must be in JPG format and other documents should be in the JPG/PDF format. The photograph and other documents should be scanned with Scanner properly.

\*\*\*\*\*

**ANNEXURE – “B”**

**DETAILS FOR CVR APPLICATION FEES**

There is no application fees for Govt./Semi Govt. & PSUs, whereas the application fee for private firms is Rs.500/- and for private employee is Rs.250/-.

\*\*\*\*\*

## ANNEXURE – “C”

### DETAILS OF ZONES/SPECIAL BRANCH

- (1) New Delhi Zone
- (2) East Zone
- (3) North-East Zone
- (4) North Zone
- (5) North-West Zone
- (6) Outer Zone
- (7) Outer-North Zone
- (8) Central Zone
- (9) West Zone
- (10) South Zone
- (11) South-West Zone
- (12) South-East Zone
- (13) Rohini Zone
- (14) Shahdara Zone
- (15) Dwarka Zone.

\*\*\*\*\*

## ANNEXURE – “D”

### DETAILS FOR PCC APPLICATION FORM

- Name of the applicant
- S/o, D/o or W/o
- DOB
- Address of applicant (Present/last address of Delhi only) with residing period.
- Add more than one address (**Previous/ other address of Delhi if required**) by using “Add Button”).
- Nationality
- Aadhaar Card No.
- Police Station (The applicant/ organisation fill the name of the concerned Police Station).
- District (District automatically selected).
- Mobile No.
- Email ID  
(Mobile number and Email ID are shown default as given at the time of submitting the application form).
- PCC Type (The applicant/ organisation may select Employment or Emigration purpose).
- If selected Emigration purpose then submit Embassy/ Passport details).
- Gender
- Private Organization details (Name, address and phone numbers of company/ organization are shown default as given at the time of submitting the application form).
- Criminal case details (select ‘Yes’ or ‘No’ option if yes then submit all details of the case registered/lodged anywhere).



**Following documents are required to be uploaded for PCC:**

1. Attach a photograph (less than 20kb).
2. Select the document for residential proof (less than 200 kb).
3. Attach letter of agency requiring PCC or submit self written PCC request letter or check list of PCC (less than 200 kb).
4. If Tenant, attach rent agreement (less than 200 kb).

Note: Photograph must be in JPG format and other documents should be in the JPG/PDF format. The photograph and other documents should be scanned with Scanner properly.

\*\*\*\*\*

**ANNEXURE – “E”**

**DETAILS FOR PCC APPLICATION FEES**

Requisite fee of Rs.250/- per person for individual and Rs.500/- for organization plus bank charges.

\*\*\*\*\*