

How to apply for Police Clearance Certificate

Online Application

Hand written application form is no longer acceptable. It is mandatory to fill an application form online at <https://mportal.passportindia.gov.in/mission/>. After filling in the details and successful acceptance of the application online, a Web File application form is generated that can be printed by the applicant. This printed copy becomes the application form.

Signature

It is mandatory to upload signature online to complete the application form. On the first page of the application there is no need to sign physically. The uploaded signature will appear at the designated place on the first page. Print-out of PCC application needs to be signed physically only at the last page with a ballpoint pen of blue or black ink.

Photograph

It is mandatory to upload photograph online to complete the application form. Please follow the dos and don'ts given below. (please note that applications with wrong photograph specifications will be rejected.)

Dos

- Attach one colour photograph, (same as the one uploaded online) with the application
- Size of the photograph shall be 4.5 cm length x 3.5 cm width, in colour
- Background of the photograph should be plain white, and the dress should be in dark colour
- Frontal view of the full face should be visible in the photograph
- Photograph should be printed on good quality photo paper Print of the photograph should be clear and with a continuous-tone quality
- Expression of the face should be natural (no grinning, frowning or raised eyebrows)
- Eyes must be open and both edges of face must be clearly visible
- Head should be in the centre of the frame and both ears should be visible

Dont's

- Do not use black and white photographs
- Dimensions of photograph should not be smaller than the box (i.e. 4.5 cm length x 3.5 cm width) provided in the application form

- Photograph with dark background or in uniform, or with eyes hidden under coloured or dark glasses will not be accepted
- Photograph in computer print will not be accepted
- Photograph is NOT to be signed
- Distracting shadows on the face or on the background should not be there
- Eyes must not be covered by hair. Glares on eyeglasses should be avoided with a slight upward or downward tilt of the head
- Photograph should not be damaged, for example torn, creased, or marked
- Head coverings are not permitted except for religious reasons, but the facial features from bottom of chin to top of forehead and both edges of the face must be clearly visible
- Photographs cut from group photographs are not acceptable

Documents

It is mandatory to upload all the supporting documents on the website itself. Kindly follow the point B of the link [Click here](#) to know the supporting documents required for your application. It has been noticed that applicants are uploading only one supporting document while leaving the others. **Such applications will be treated incomplete and returned to the applicants.**

It is mandatory to upload the photo ([Photo specification](#)), signature and all the supporting documents at the [website](#) itself ([SOP for document uploading](#)). A maximum of five documents can be uploaded on the website. Any of the options may be chosen for uploading the documents. If you have more than five documents, then combine them into one or more PDF files with multiple pages. Each uploaded file must not exceed 1 MB in size. If needed, compress the PDF files to meet the 1 MB size limit. Print the application form and attach one photograph (same as uploaded on the website) with size 630x810 pixels (35mm x 45 mm), to the application along with all the supporting documents.

Kindly ensure that the uploaded photo, signature and documents are appearing in the downloaded pages. If it is not appearing instantly, please wait for 15-20 minutes and again download the completed PDF form. In some cases, it takes time for the uploaded signature, photo and documents to get reflected online.

Submission of Application Forms:

Submission of PCC Application by POST Only: CGI Munich accepts the completed application form along with supporting documents strictly by post only (after 19.01.2026).

There is no requirement for the applicant to visit the Consulate in person for submitting their application. For further information [click here](#).

Dispatch/Return of PCC

For delivery of PCC by Post, please send a self-addressed, pre-paid (for Einschreigen Deutsche Postal Service which can be tracked) C5 size envelope along with your application. It is requested that separate self addressed pre-paid envelope should be sent for each application as the chances of processing of different applications at different times cannot be ruled out.

Payment of Fees

Application Fee can be paid through bank transfer. For bank transfer, payment may be made to the Consulate's Bank Account in advance as it takes 2 to 3 days to get the amount reflected in our bank account ([Click here for Bank details](#)). Please attach a copy of the transaction slip with the application as proof for payment.

For Fee details- [Click here](#)

For Bank Transfer [Click here](#)

For any query related to PCC application please write at misc.munich@mea.gov.in.

In case you do not get a reply within 5 days. please write at cons.munich@mea.gov.in.