



1. For Applying PCC, **Login to Goa Police Website**, then click on **CCTNS Citizen Services** and then click on **Police Clearance Certificate**.

The screenshot shows the Goa Police website's 'Citizen Services' menu. The 'Police Clearance Certificate' option is highlighted with a red box. The page also features a navigation bar with options like 'About Us', 'Reporting Crime', and 'My Service Status'. A sidebar on the right lists various services such as 'Our Martyrs / E-Shradhdhanjali', 'Children Section', and 'Recruitment'. A banner in the center of the page reads 'INAGURATION OF POLICE STATION AT MARDOL, PONDA GOA'.

2. Select the **District** and **Police Station** and click on **Continue**.

The screenshot shows the 'Police Clearance Certificate' application form on the Goa Police website. The 'District' dropdown menu is set to 'North Goa'. The 'Police Station' dropdown menu is open, showing a list of stations including 'Panaji Police Station', 'Old Goa Police Station', 'Agasaim Police Station', 'Valpoi Police Station', 'Bicholim Police Station', 'Mapusa Police Station', 'Calangute Police Station', 'Porvorim Police Station', 'Anjuna Police Station', 'Permem Police Station', 'Moga Airport Police Station', 'Covale Police Station', and 'Salgao Police Station'. The 'Continue' button is highlighted with a red box.



### 3. Click on **Save**.

Screenreader | Sign Out | Last Login: Aug 30, 2023 2:35:12 PM | Search... | Select Language |

**GOA POLICE**

Home | About Us | Citizen Services | Reporting Crime | Register Complaint | My Service Status | Assistance | Bharat Ke Veer | View FIR | User Profile | RTI | Good Work Done | FORMS | Publication

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Goa Police / Citizen Services / Create a Service Request / Verification Related / Police Clearance Certificate

The applicant should come along with passport size photograph to collect the original PCC from the office of concerned District Head Quarters.

**Police Clearance Certificate**

District:  Police Station:

Application Date\*:

### 4. Under **Other Details** Column enter the **Purpose for applying this service** and click on **Save** and **Next**.

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Goa Police / Citizen Services / Create a Service Request / Verification Related / Police Clearance Certificate

The applicant should come along with passport size photograph to collect the original PCC from the office of concerned District Head Quarters.

**Police Clearance Certificate** Your Reference Number is: 388785928

District:  Police Station:

Application Date\*:

**Other Details**

Personal Details | Address Details | Contact Details | Identification Details | Address Proof Details | Declaration | Upload Person Photograph & Payment

Purpose of applying this service\*:  Mode of receiving\*:



5. Under **Person Details** fill all the fields and click on **Save** and **Next**.

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Goa Police / Citizen Services / Create a Service Request / Verification Related / Police Clearance Certificate

Other Details  
Personal Details  
Address Details  
Contact Details  
Identification Details  
Address Proof Details  
Declaration  
Upload Person Photograph & Payment

**Person Details**

ID Proof Type: Select | ID Proof No.: [ ]  
First Name\*: Vishnu | Prefill | Last Name: naik  
Alias Name: [ ] | Middle Name: Rama  
Gender\*: Male | Date of Birth: 01-08-1985  
Age: 38 Years 0 Months | Age Range: 30-45  
Relative/Guardian Name: Rama | Relationship: Father  
Occupation: Service | Religion: Hindu  
Nationality\*: Indian

Previous | **Save** | Next

Name	Gender	Occupation	Date of Birth	Nationality	Action
vishnu					

6. Click on **Add Data** to enter the **Address Details** and click on **Next**.

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Goa Police / Citizen Services / Create a Service Request / Verification Related / Police Clearance Certificate

The applicant should come along with passport size photograph to collect the original PCC from the office of concerned District Head Quarters.

Police Clearance Certificate Your Reference Number is: 388789508

District: North Goa | Police Station: Panaji Police Station

Application Date\*: 30/08/2023

Name	Present Country	Present State	Present District	Permanent Country	Permanent State	Permanent District	Action
vishnu							<b>Add Data / Delete</b>

Previous | Next

Other Details  
Personal Details  
Address Details  
Contact Details  
Identification Details  
Address Proof Details  
Declaration  
Upload Person Photograph & Payment



- Under **Address Details** fill all the fields. **Tick the column if Permanent Address is same as Present Address.** If not then enter Permanent Address by selecting Country.

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Goa Police / Citizen Services / Create a Service Request / Verification Related / Police Clearance Certificate

Name	Present Country	Present State	Present District	Permanent Country	Permanent State	Permanent District	Action
vishnu							Add Data / Delete

Previous Next

**Present Address**

Country\*  India  Others

House No  Street/Road Name

Residence Type  State / UT\*

District\*  Mandal / Taluka

City / Village  Pin Code

Check if Permanent Address is same as Present Address

**Permanent Address**

Country\*  India  Others

**Address During Stay in Goa**

Period of stay in Goa From \*  To \*  Place/Address of Stay during above Period \*

- Under **Address During Stay in Goa** select **Period of stay in Goa**, enter **Place/Address of Stay during above Period**, Choose the File of Address Proof Details and click on **Add to List** and **Save**.

Digital Police HG & CD

Goa Police / Citizen Services / Create a Service Request / Verification Related / Police Clearance Certificate

**Address During Stay in Goa**

Period of stay in Goa From \*  To \*  Place/Address of Stay during above Period \*

Address Proof Details \* (Attach Document)  30.08.23 DSR.docx  
(only bmp, jpeg, gif, jpg, png, doc, docx, pdf, xls, xlsx file formats are accepted.)

Period Of Stay From	Period Of Stay To	Place/Address of Stay during above Period	Attachment Name	Action
				<input type="button" value="Save"/>



**Please Note:-** While selecting Period of stay in Goa from Calendar, only 10 years are showing in list by default. To get previous years from list, Click on 1<sup>st</sup> year from list and it will display list of previous 10 years and so on. Please refer below images for reference.

citizen.goapolice.gov.in/web/guest/my-service-status

Goa Police / My service status

District: North Goa | Mandar / Taluka: Bardez | City / Village: Aldona | Pin Code: 400099

Check if Permanent Address is same as Present Address

Permanent Address: Country:  India  Others

Address During Stay in Goa

Period of stay in Goa: From: Aug 2023 | To: Aug 2023

Address Proof Details \* (Attach Document):  (only PDF file formats are accepted.)

Period Of Stay From	Period Of Stay To	Attachment Name	Action

citizen.goapolice.gov.in/web/guest/my-service-status

Goa Police / My service status

District: North Goa | Mandar / Taluka: Bardez | City / Village: Aldona | Pin Code: 400099

Check if Permanent Address is same as Present Address

Permanent Address: Country:  India  Others

Address During Stay in Goa

Period of stay in Goa: From: Aug 2003 | To: Aug 2003

Address Proof Details \* (Attach Document):  (only PDF file formats are accepted.)

Period Of Stay From	Period Of Stay To	Attachment Name	Action



9. Under **Contact Details**, fill all the details and click on **Save**.

Goa Police / Citizen Services / Create a Service Request / Verification Related / Police Clearance Certificate

Name	Phone No.(O)	Phone No.(R)	Mobile No.	Email	Action
vishnu					<a href="#">Add Data / Delete</a>

[Previous](#) [Next](#)

**Contact Details**

Phone No. (O)  Phone No. (R)

Mobile No. 8768908765 Fax No.

Email ID vishnu2823@gmail.com Alternate Email ID

Alternate Contact Person Name  Alternate Person Contact No.

ISD No.

[Save](#)

10. Under **Identification Details** column select ID Proof Type, Choose the File and click on **Add to List** and then click on **Next**.

Goa Police / Citizen Services / View And Update Of Request

Name	Action
vishnu	<a href="#">Add Data / Delete</a>

[Previous](#) [Next](#)

**ID Proof Details**

ID Proof Type

[Choose File](#) no file chosen  
(formats accepted: .jpg, .png, .doc, .docx, .pdf, .xls, .xlsx file formats are accepted.)

[Add to List](#) [Next](#)

ID Proof Type	Id Proof No	Attachment Name	Action
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11. Under **Address Proof Details**, select Address Proof Type, **Choose File** option to select & upload file, then click on **Add to List** and then click on **Next**.

Other Details  
Personal Details  
Address Details  
Contact Details  
Identification Details  
**Address Proof Details**  
Declaration  
Upload Person Photograph & Payment

Name: vishnu  
Action: Add, Data / Delete

Address Proof Type: [Select] Choose File No file chosen (only bmp, jpeg, gif, jpg, png, doc, docx, pdf, xls,xlsx file formats are accepted.)

Address Proof Type: Aadhar Card, Bank Pass Book/Statement, **Driving License**, Electricity Bill, Government ID Cards, Others, Passport

Address Proof Type	Attachment Name	Action
Driving License		

Buttons: Previous, Next, Add To List

12. Under **Declaration** column, select **Yes or No** (whether Applicant is involve in any case), **Tick mark** if all the details provided above are true and click on **Save** and **Next**.

Other Details  
Personal Details  
Address Details  
Contact Details  
Identification Details  
Address Proof Details  
**Declaration**  
Upload Person Photograph & Payment

Declaration: Do you have any criminal record/convictions or any criminal proceedings against you or your family in any part of the country?  Yes  No

All the details provided above are true\*

Buttons: Previous, Save, Next



13. Under **Upload Person Photograph & Payment** column, choose Passport size clear Photo ( 500 KB ) and click on **Add**.

**Note:-** Refer Point no 23 of FAQ for Guidelines for uploading photograph.

**Enter valid Code Shown** and click on **Proceed to Payment for payment**.

The screenshot shows the 'Upload Photograph' section of the Goa Police Citizen Services portal. The interface includes a navigation menu at the top with options like 'About Us', 'Citizen Services', 'Reporting Crime', etc. The main content area has a sidebar with categories such as 'Other Details', 'Personal Details', 'Address Details', 'Contact Details', 'Identification Details', 'Address Proof Details', 'Declaration', and 'Upload Person Photograph & Payment'. The 'Upload Photograph' form contains a 'File Type' dropdown set to 'Photograph', a 'Select File' button, and a 'Choose File' button. A red box highlights the 'Choose File' button and the file format instructions: 'Only .jpeg, .gif, .png file formats are accepted. Max file size: 500KB. Photograph Should be of Passport Size.' Below this is an 'Add' button. A table with columns 'File Type', 'AttachName', and 'Action' is present. The 'Type the Code Shown' field displays 'iehibo' and has a corresponding input field with 'iehibo' entered. At the bottom, there are 'Previous' and 'Proceed To Payment' buttons, with the latter highlighted by a red box.





## To Edit/Modify the Drafted PCC.

1. Click on **My Service Status**, select Status as **Drafted** and select Application Type as **Police Clearance Certificate** and click on **Search**. Click on required **Petition ID** and proceed for addition/changes to your PCC application.

The screenshot shows the 'My Service Status' page of the Goa Police portal. The navigation bar includes 'About Us', 'Citizen Services', 'Reporting Crime', 'Register Complaint', 'My Service Status', 'Assistance', 'Bharat Ke Veer', 'View FIR', 'User Profile', 'RTI', 'Good Work Done', 'FORMS', and 'Publication'. The 'My Service Status' link is highlighted. Below the navigation bar, there are filters for 'Application ID/Number', 'From Date', and 'To Date'. The 'Application Type' dropdown is set to 'Police Clearance Certificate' and the 'Status' dropdown is set to 'Drafted'. A 'Search' button is present. Below the filters, a table displays a list of records with columns: Petition ID, Petition Number, Petition Type, RTI Appeal Link ID, Application Date, Submission Date, Petition Status, Crime Forwarded to PS, Payment Status, Final Remarks, Time Taken To Process, and Certificates/Documents. The table shows 19 records, all with 'Petition Drafted' status and 'In Progress' time taken.

Petition ID	Petition Number	Petition Type	RTI Appeal Link ID	Application Date	Submission Date	Petition Status	Crime Forwarded to PS	Payment Status	Final Remarks	Time Taken To Process	Certificates/Documents
388785938		Police Clearance Certificate		30-08-2023		Petition Drafted				In Progress	
388351611		Police Clearance Certificate		10-08-2023		Petition Drafted				In Progress	
387389325		Police Clearance Certificate		24-06-2023		Petition Drafted				In Progress	
387145825		Police Clearance Certificate		12-06-2023		Petition Drafted				In Progress	
387033890		Police Clearance Certificate		06-06-2023		Petition Drafted				In Progress	
386351349		Police Clearance Certificate		28-04-2023		Petition Drafted				In Progress	
386198867		Police Clearance Certificate		22-04-2023		Petition Drafted				In Progress	
386155245		Police Clearance Certificate		16-04-2023		Petition Drafted				In Progress	
384024986		Police Clearance Certificate		03-01-2023		Petition Drafted				In Progress	
383705219		Police Clearance Certificate		16-12-2022		Petition Drafted				In Progress	





## 1. To download online PCC after approval.

Once the Petition Status is shown as “**Petition Closed**” against your Reference No (Petition ID), then under **Certificate/Document** column status will be showing as “**Acknowledgement Certificate / PCC Certificate**”, from “**My Service Status**” tab.

Select **PCC Certificate** to Download online PCC.

Goa Police / My service status

Previous History

Application Id/Number:  From Date:  To Date:

Application Type: **Police Clearance Certificate** Status: **Submitted**

1 Displaying 1-4 Total no of records: 4

Petition ID	Petition Number	Petition Type	RTI Appeal Link ID	Application Date	Submission Date	Petition Status	Crime Forwarded to PS	Payment Status	Final Remarks	Time Taken To Process	Certificates/Document
384881276	171/2023	Police Clearance Certificate		12-02-2023	14-02-2023	PETITION CLOSED		Payment Successful	Your PCC is ready, please find attached Pdf. file.	3 days	Acknowledgement Certificate / PCC Certificate
383705592	473/2022	Police Clearance Certificate		16-12-2022	26-12-2022	PETITION CLOSED		Payment Successful	Your online PCC is ready ,please find attached PDF file	10 days	Acknowledgement Certificate / PCC Certificate
383516411	489/2022	Police Clearance Certificate		07-12-2022	13-12-2022	PETITION CLOSED		Payment Successful	Your PCC is ready, please find attached pdf. file.	7 days	Acknowledgement Certificate / PCC Certificate
382476858	282/2022	Police Clearance Certificate		05-12-2022	09-12-2022	PETITION CLOSED		Payment Successful	Your PCC is ready please check the attached PDF File.	4 days	Acknowledgement Certificate / PCC Certificate

1 Displaying 1-4 Total no of records: 4

