

**APPLICATION FOR  
NON-CONVICTION CERTIFICATE**

Ref: No.4/DGP/Secy/2009-944, dated: 09.11.2009

No. /SP( ) /NCC/20\_\_

Dated .....

Passport Size  
Photo  
attested by  
Gazetted  
officer

1. Name of the applicant :  
(in BLOCK Letters as in Birth Certificate)
2. Son/ Daughter/Wife of :
3. Date of Birth and Age :      Date      Month      Years      Years  
(Attested copy of Birth Certificate to be enclosed)      

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4. Present address :  
(For proof of residence attested copy of Ration Card/Residence Certificate to be enclosed)
5. Police Station Limit :
6. Telephone Number and Cell Phone: Number
7. Since when the applicant is residing :  
in the present address. If he/she resided in some other place(s) previously, give details with date(s)
8. Purpose for which the Non-Conviction Certificate is applied for :  
(Name of the country proposed to visit)
9. Authority to whom the NCC is to be produced :      French Consulate/Regional Passport office
10. Whether the applicant is a govt. Servant / Private employee? :      Govt. Servant/Private Employee
11. If the applicant is a Govt. Servant :  
enclose a copy of No Objection Certificate issued by the Competent Authority

**Note:** Please enclose 3 copies of Passport size photos on each application in a small cover.

Date:

*Signature of the Applicant*

**FOR OFFICE USE**

- CIs Grand Bazaar / Lawspet / Orleanpet for verification and report (or)
- CIs D’Nagar / Mudaliarpet / Villianour for verification and report. (or)
- CIs Ariyankuppam / Bahour / Nettareppam / Thirukkanour for verification and report.
- **Forwarded to Inspector CRB for verification of records and report about the previous conviction/involvement of the applicant in criminal cases.** Inspector/CRB is directed to send the report by.....

AFFIX Re.1 COURT FEE  
STAMP

SUPERINTENDENT OF POLICE ( )  
PUDUCHERRY

## PROCEDURE FOR APPLYING NCC

The Original application to be submitted in two originals duly affixed and attested recently taken photographs along with the following enclosures (which ever is required).

1. Total 8 photos (recently taken)
2. Birth Certificate
3. Ration Card
4. Voters ID
5. School Certificates (Mark List, TC, convocation, etc)
6. Marriage Certificates (for those who getting certificate for adopting child)
7. Indian Passport (for those who traveled to foreign countries)
8. Re. 1/- Court Fee Stamp (in each application)
9. Gazette Notifications (for those who changed their names)
10. Other residence proof, if any

Visit Puducherry Police website: <http://police.puducherry.gov.in>

### Email ID

SP North - [spn.pon@nic.in](mailto:spn.pon@nic.in)

SP South - [sps.pon@nic.in](mailto:sps.pon@nic.in)

SP Rural - [spn.pon@nic.in](mailto:spn.pon@nic.in)

### For out station persons:

Send Scanned copies of the application along with its enclosures including authorization letter via email and then submit the originals through your authorized person to the respective SP along with your authorization letter for processing your application.

Contact the office of the SP (North / South / Rural) for further details