

**MISCELLANEOUS CONSULAR SERVICES  
HIGH COMMISSION OF INDIA WELLINGTON**

All applications should be sent to the following address:

**Miscellaneous Services  
High Commission of India  
72, Pipitea Street Thorndon  
PO Box 4045, Wellington 6011**

Fee can only be paid by Online Bank Transfer. Cheques or Money Orders are NOT accepted. Eftpos is accepted at the counter, if application is submitted in person.

**Important:** The applicant should use the courier service (with tracking facility) of their choice and are advised to keep the tracking numbers (for return courier as well) with them. The High Commission of India will not accept any responsibility in case the courier is lost/misplaced/damaged or delayed. Do NOT send the application via ordinary post.

**Processing Time:** Normal processing period is **5-8 working days**. However, in referral cases it is not possible to prescribe a fixed processing time. The status enquiries will only be entertained after the given processing time of 8 working days after delivery of your documents at HCI. Before making any status enquiry about the application please check with the courier service whether the application has been delivered to our office and on which date. **Only the completed applications will be accepted for processing. Incomplete applications will be returned.**

**☐ Police Clearance Certificate- For NZ/ Foreign Passport holders only:**

Office use only	Documents to be supplied	Check list
<input type="radio"/>	Completed and signed application form.	<input type="checkbox"/>
<input type="radio"/>	Fees of NZ \$ 38	<input type="checkbox"/>
<input type="radio"/>	Coloured photocopy of bio-pages of current passport (attested by JP)	<input type="checkbox"/>
<input type="radio"/>	One passport size photograph <b>pasted</b> on the application.	<input type="checkbox"/>
<input type="radio"/>	<b>Self-addressed prepaid</b> courier envelope to return your document(s). (Please keep the record of tracking number.)	<input type="checkbox"/>
<input type="radio"/>	Applicants who previously held Indian passport is required to submit a copy of their cancelled Indian passport/ copy of surrender certificate / copy of OCI	<input type="checkbox"/>

**☐ Attestation of Affidavit, Declaration, Powers of Attorney or Life Certificates.**

Office use only	Documents to be supplied	Check list
<input type="radio"/>	Completed and signed application form	<input type="checkbox"/>
<input type="radio"/>	Any document issued by New Zealand authorities must be Apostilled by Department of Internal Affairs, New Zealand	<input type="checkbox"/>
<input type="radio"/>	Power of Attorney/Affidavit or any other Indian document sent by courier need to be Apostilled by Department of Internal Affairs, New Zealand.  Please note: Apostille/Notary authentication is not required if submitted in person and documents are signed by the executant/applicant in presence of Consular Officer.	<input type="checkbox"/>
<input type="radio"/>	Life Certificate needs to be Apostilled if sent by courier. No need if submitted in person.	<input type="checkbox"/>
<input type="radio"/>	Fees of NZ \$ _____ (Please check the website for the fee) <b>(No charge for Life Certificate)</b>	<input type="checkbox"/>
<input type="radio"/>	Coloured photocopy of first and last pages of current Passport and current NZ visa (attested by JP) and Current Valid Visa copy.	<input type="checkbox"/>
<input type="radio"/>	One passport size photograph <b>pasted</b> on the application.	<input type="checkbox"/>
<input type="radio"/>	<b>Self-addressed prepaid</b> courier envelope to return your document(s). (Please keep the record of tracking number.)	<input type="checkbox"/>

**Note: Executants/applicants photos must be pasted on Power of Attorney.**

**☐ Police Clearance Certificate for traffic convictions/ Taxi Licence/Passenger endorsement:**

Office use only	Documents to be supplied	Check list
<input type="radio"/>	Completed and signed application form.	<input type="checkbox"/>
<input type="radio"/>	<b>Affidavit against Traffic convictions (Misc. Consular Services Form No. 3 in Forms section)</b> completed and duly attested by Justice of Peace/Notary.	<input type="checkbox"/>
<input type="radio"/>	Fee of NZ \$ 38	<input type="checkbox"/>
<input type="radio"/>	Coloured photocopy of bio-pages of current passport (attested by JP) and Current Valid Visa copy.	<input type="checkbox"/>
<input type="radio"/>	Paste one passport size photograph on the application.	<input type="checkbox"/>
<input type="radio"/>	<b>Self-addressed prepaid</b> courier envelope to return your passport. (Please keep the record of tracking number.)	<input type="checkbox"/>
<input type="radio"/>	Applicants who held Indian Passport are required to submit a copy of their cancelled Indian Passport/copy of surrender certificate/copy of OCI/copy of PIO	<input type="checkbox"/>

**☐ Birth Certificate:**

Office use only	Documents to be supplied	Check list
<input type="radio"/>	Completed and signed application form.	<input type="checkbox"/>
<input type="radio"/>	Fee of NZ \$ 38	<input type="checkbox"/>
<input type="radio"/>	Coloured photocopy of first and last pages of current Passport and current NZ visa (attested by JP) and Current Valid Visa copy.	<input type="checkbox"/>
<input type="radio"/>	One passport size photograph <b>pasted</b> on the application.	<input type="checkbox"/>
<input type="radio"/>	<b>Self-addressed prepaid</b> courier envelope to return your passport. (Please keep the record of tracking number.)	<input type="checkbox"/>

**☐ For other services please see the website for the list of documents.**

Name and phone number for communication about this application.

Name: \_\_\_\_\_

Email: \_\_\_\_\_

**Declaration**

I have read and completed the checklist and included all the required documents.

**(Name & Signature of the applicant)**



# HIGH COMMISSION OF INDIA

72, Pipitea Street, Thorndon  
PO Box 12211, Wellington 6011

E-mail: [pcc.wellington@mea.gov.in](mailto:pcc.wellington@mea.gov.in)

Web: [www.hciwellington.in](http://www.hciwellington.in)

Office use: P P F C S	
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Please paste your photo here. Do NOT staple the photo

## Application Form for MISC. CONSULAR SERVICES

Police Clearance Certificate only for **NZ/ Foreign Citizens**,  
**Indian Passport holders may visit HCI Wellington website on the following link to apply for pcc:**

<https://www.hciwellington.gov.in/page/police-clearance-certificate/>

PCC for Taxi Licence/P- Endorsement- only for NZ/Foreign Citizens

Birth Certificate

Attestation/Power of attorney

Confirmation of Driving License Particulars

Any other service:

Office use only:

### PLEASE USE CAPITAL LETTERS ONLY TO FILL THIS FORM

1.	Full Name:	(Surname)	
		(Given Names)	

2.	Date of Birth:		Place of Birth:	
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3.	Name of Father:		Nationality:	
	Name of Mother:		Nationality:	
	Name of Spouse:		Nationality:	

4.	Permanent Address (In India):			
	Present address (New Zealand):			
	Contact numbers:	Landline ( )	Mobile no.	Town/City:
Email ID (in CAPITALS):		@		

5.	Emergency Contact person	Country	Name	Telephone/Mobile number
		India		
		New Zealand		

6.	Current Passport Detail:	Passport No:		Valid Until:	
		Place of Issue:		Date of Issue:	

7.	Applicant's Car Driving License No. (Any one Indian or New Zealand)	Place of Issue:	
		Date of Issue:	

Office use only

8.	Profession:		Office/ Business Address:	
9.	Is Applicant registered with the Indian Mission/Post? If not, is he a member of any Indian Organization? Give Details:			
10.	Did applicant ever possess or possesses any other nationality or travel document of any other country? If so, please give details: (Dual nationality holders please submit both passports along with application)			

**Space for additional information, if any, you would like to give:**

**11. DECLARATION: (FOR INDIAN CITIZENS)**

I solemnly affirm that

- (i) I owe allegiance to the sovereignty and integrity of India, and
- (ii) Information given above in respect of myself, my son/daughter/ward is correct and nothing has been concealed and I am aware that it is an offence under the Passport Act 1967 to knowingly furnish false information or suppress material information, which attract penal and other punishments under the ACT and,
- (iii) I undertake to be entirely responsible for expenses of my son/daughter/ward.
- (iv) I \_\_\_\_\_ holder of Indian passport solemnly affirm that I have not been granted citizenship of any other country except India and I undertake to return my Indian passport for cancellation on getting Citizenship of any other country.

**Place:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

\_\_\_\_\_  
(Signature or Thumb Impression of Applicant)  
(In case of minor both parents should sign)

**12. DECLARATION: (FOR NON-INDIAN CITIZENS\*\*)**

I \_\_\_\_\_ solemnly affirm that

- (i) Information given above in respect of myself, my son/daughter/ward is correct, and nothing has been concealed and I am aware that it is an offence to knowingly furnish false information or suppress material information, which attract penal and other punishments under Indian Law,
- (ii) I undertake to be entirely responsible for expenses of my son/daughter/ward.

**Place :** \_\_\_\_\_  
**Date :** \_\_\_\_\_

\_\_\_\_\_  
(Signature or Thumb Impression of Applicant)  
(In case of minor both parents should sign)

**IMPORTANT NOTE:** \*\* Person of Indian origin who previously held Indian passport is required to submit a copy of their cancelled Indian passport/ copy of surrender certificate / copy of OCI / copy of PIO card along with application form as proof of compliance of the Indian Passport Act.