

Guide to Police Clearance Certificate

Your step-by-step guide to completing this service.

Steps to Complete:

1. Visit the local police station or District Police Office.
 2. Fill out the police clearance application form.
 3. Submit the required documents.
 4. Pay the prescribed fee.
 5. Wait for the processing time, which can take up to a week.
 6. Collect the police clearance certificate.
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Required Documents:

- A copy of your valid passport (especially necessary for international applications).
 - A copy of your valid Nepalese citizenship certificate.
 - Official Police Clearance Certificate application form provided by the police department.
 - 2 to 4 recent passport-sized photographs.
 - A document detailing the reason for needing the Police Clearance Certificate.
 - A document proving your current address such as utility bill or rental agreement (For proof of residence).
 - Depending on the purpose you may need other documents such as a copy of your visa or university acceptance letter.
 - The applicable fee for the police clearance certificate.
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Fee Information:

"Rs.500 for regular application process but it may cost anywhere in between Rs.1500 to Rs.2000 for emergency service."