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1. About the Document

This document is a complete user guide for the CVR web application. It helps users understand the platform's features and step-by-step processes, whether they are new users or looking for guidance on how to fill out the **CVR application form**.

1.1. Purpose of This Manual

- To provide clear and easy-to-follow instructions on how to use the portal, including the form-filling process.
- To act as a reference guide that enables users to complete tasks independently without needing external assistance.

1.2. Who should use this document?

This document is designed for:

- CVR: Government Employees ONLY (Ministries and State Governments)

1.3. What This Manual Covers?

- Step-by-step guidance on how to fill out the form and understand the requirements.
- Instructions on how to submit the form and manage the entered details.

1.4. How to Use This Manual?

- Follow the step-by-step instructions to complete tasks such as registration, sign-in, and filling out the form details.

This manual is designed to make the registration, sign-in, and overall usage of the portal simple and easy, requiring minimal effort from the user.

Note*: The illustrations and screenshots in this document are for reference and understanding purposes only.

2. About The Portal:

The primary purpose of this web application is to enable users to apply online for a **Character Verification Report (CVR)** issued by DELHI POLICE. These documents serve as official proof that an individual has no criminal record within Delhi and, if opted is residing at a verified and legitimate address.

To make the process easier and more accessible, the Delhi Police has introduced this web-based application system, eliminating the need for applicants to visit a police station in person.

2.1. Character Verification Report (CVR): Ministries and State governments apply for their permanent employees.

- **GOVERNMENT EMPLOYEES**

2.2. Vision:

- The vision of the CVR web application is to provide a **secure, transparent, and user-friendly digital platform** to easily apply for and manage Character Verification Reports (CVR).
- The portal aims to streamline the verification process by offering online application, purpose-specific certification, and real-time status tracking, thereby reducing manual effort and the need for physical visits to police stations.

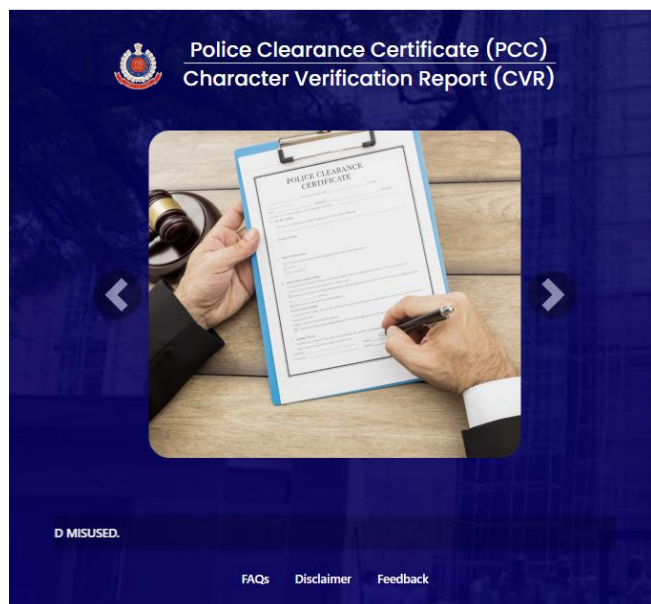
3 Sign Up/Registration Page:

3.1. Applicant Registration Method:

The User Sign Up/Registration process enables users to create an account on PCC & CVR web portal. This page can be accessed in below ways:

3.1.1. Through the registration form.

1. Visit <https://pcccvr.delhipolice.gov.in> and click on “REGISTER NOW”.
2. **APPLY FOR:** Choose CVR, if you are representing a Ministry or State Government
3. **ORGANIZATION NAME:** Name of ORGANIZATION (Ministry or State Government) for CVR.
4. **MOBILE:** Mobile Number where OTP can be received for verification.
5. **EMAIL:** Email where OTP can be received for verification.
6. **PASSWORD:** To Login into web portal.
7. **CAPTCHA:**
8. Click on **REGISTER** button. An OTP will be received on your provided Email or Mobile No.



REGISTRATION

APPLY FOR *

☐ Police Clearance Certificate (PCC)
For Individuals & Organizations

☒ Character Verification Report (CVR)
For Ministries & State Govts.

ORGANIZATION NAME *

Enter organization name

MOBILE *

Enter mobile number

EMAIL *

Enter email address

PASSWORD * USE STRONG PASSWORD: AT LEAST ONE UPPERCASE, LOWERCASE, DIGIT, SPECIAL CHARACTER

Create a password

x c 5 o 4 E

Enter Captcha Value

REGISTER

ALREADY HAVE AN ACCOUNT? [LOGIN HERE](#)

OR

9. Enter OTP and click on Submit.
10. On successful OTP Validation, you will get registered to portal.
11. Please Login with valid credentials thereafter.

The screenshot shows the 'Police Clearance Certificate (PCC) Character Verification Report (CVR)' registration page. A modal window is displayed in the center with the title 'OTP sent successfully.' and a close button (X). Inside the modal, it says 'PLEASE ENTER OTP -' followed by a text input field labeled 'Enter OTP'. Below the input field are two buttons: 'Submit' (highlighted with a red border) and 'Resend'. The background registration form is partially visible, showing fields for 'APPLY FOR *' (with radio buttons for PCC and CVR), 'ORGANIZATION NAME *' (with 'RDGDG' entered), 'EMAIL *' (with 'MAIL.COM' entered), and 'PASSWORD *' (with 'sdmnPW' entered). A 'REGISTER' button is at the bottom of the form.

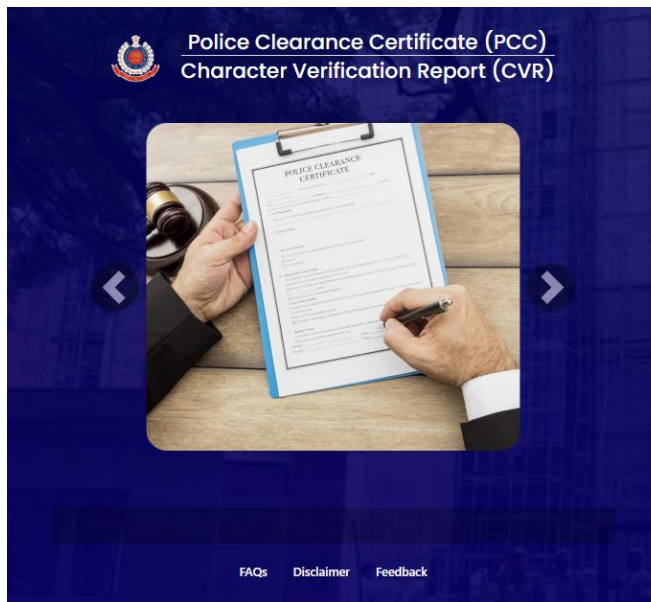
3.1.2. Through DigiLocker

1. Visit <https://pcccvr.delhipolice.gov.in> and click on “DigiLocker” Icon at the bottom of page.
2. User will be redirected to Digilocker Page, where they need to authenticate their selves.
3. Once Authentication on Digilocker is complete, user will be redirected back to & CVR Web portal.
4. New account will be created and user will be signed in automatically.

This screenshot shows the same 'Police Clearance Certificate (PCC) Character Verification Report (CVR)' registration page. The 'DigiLocker' icon, located at the bottom of the page next to the Google icon, is highlighted with a red square. The registration form fields are visible: 'APPLY FOR *' (CVR selected), 'ORGANIZATION NAME *' (RDGDG), 'MOBILE *' (redacted), 'EMAIL *' (GARIMA@GMAIL.COM), and 'PASSWORD *' (sdmnPW). The 'REGISTER' button is prominent at the bottom of the form.

3.1.3. Through Google/Gmail Account

1. <https://pcccvr.delhipolice.gov.in> and click on “Google” Icon at the bottom of page.
2. User will be redirected to Google Account Login pop up/dialog, where they need to authenticate their selves.
3. Once Authentication on Google is complete, user will be redirected back to CVR Web portal.
4. New account will be created and user will be signed in automatically



REGISTRATION

APPLY FOR *

☐ Police Clearance Certificate (PCC)
For Individuals & Organizations

☒ Character Verification Report (CVR)
For Ministries & State Govts.

ORGANIZATION NAME *

RDGDG

MOBILE *

[REDACTED]

EMAIL *

GARIMA@GMAIL.COM

PASSWORD * USE STRONG PASSWORD: AT LEAST ONE UPPERCASE, LOWERCASE, DIGIT, SPECIAL CHARACTER.

REGISTER

ALREADY HAVE AN ACCOUNT? [LOGIN HERE](#)

OR

4. Sign In Functionality:

4.1. Applicant Login methods:

The Sign In/Login process enables users to log into their account on CVR web portal where they can apply for CVR applications. This page can be accessed in below ways:

1.1.1. Through the login form.

Visit <https://pcccvr.delhipolice.gov.in> offers a clean and intuitive interface designed for easy registration and login process.

- Enter Registered Email or Mobile Number
- Enter your Password
- Enter Captcha
- Login successfully to the portal.



LOGIN

EMAIL OR MOBILE *

PASSWORD *

[Forgot Password?](#)

5 3 C 6 ± b

Enter Captcha Value

LOGIN

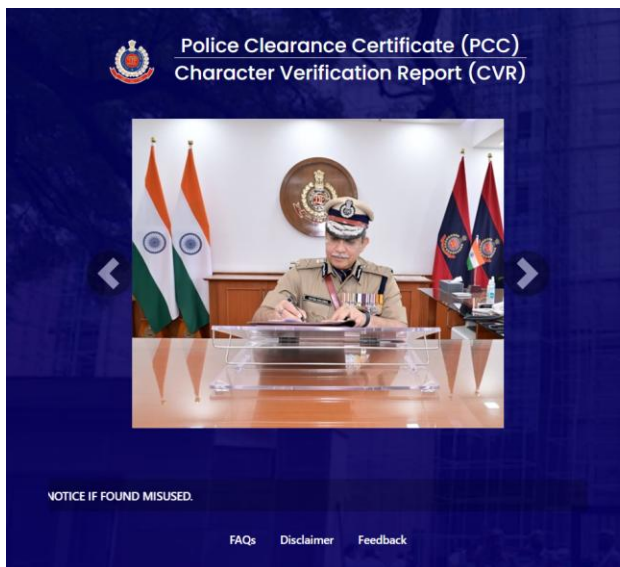
DON'T HAVE AN ACCOUNT? [REGISTER NOW](#)

[PCC CONFIRMATION STATUS](#)

OR

1.1.2. Through the Digilocker.

1. <https://pcccvr.delhipolice.gov.in/login> and click on “DigiLocker” Icon at the bottom of page.
2. User will be redirected to Digilocker Page, where they need to authenticate their selves.
3. Authentication on Digilocker is complete, user will be redirected back to CVR Web portal.
4. If account exists, User will be signed in automatically.



LOGIN

EMAIL OR MOBILE *

PASSWORD *

[Forgot Password?](#)

5 3 C 6 ± b

Enter Captcha Value

LOGIN

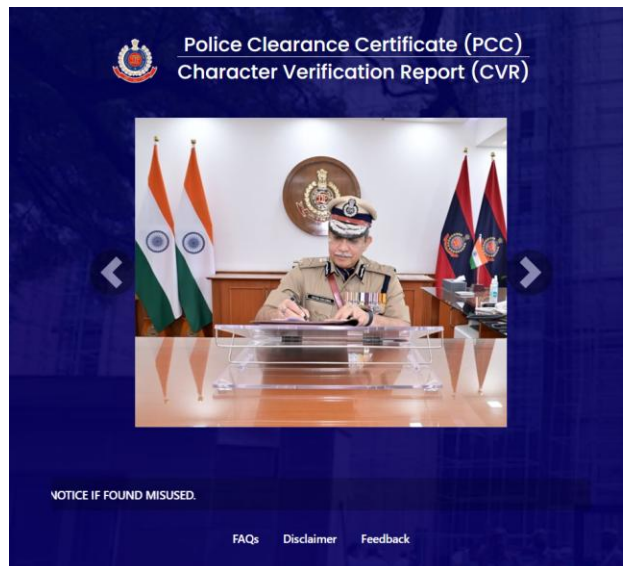
DON'T HAVE AN ACCOUNT? [REGISTER NOW](#)

[PCC CONFIRMATION STATUS](#)

OR

1.1.3. Through the Google.

1. Visit <https://cvr.delhipolice.gov.in/login> and click on "Google" Icon at the bottom of page.
2. User will be redirected to Google Account/ Login Dialog, where they need to authenticate their selves.
3. Authentication on Google is complete, user will be redirected back to CVR Web portal.
4. If account exists, User will be signed in automatically.



LOGIN

EMAIL OR MOBILE *

PASSWORD *

at least 8 characters

[Forgot Password?](#)

5 3 C 6 s b

LOGIN

DON'T HAVE AN ACCOUNT? [REGISTER NOW](#)

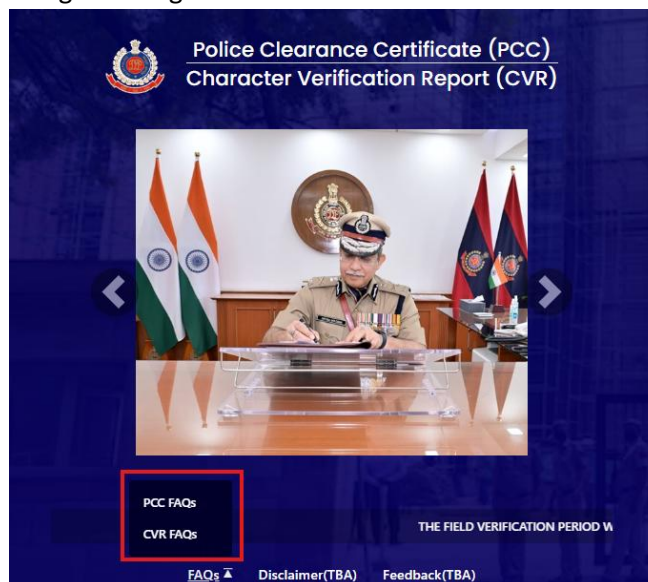
[PCC CONFIRMATION STATUS](#)

OR

2. FAQs: CVR

Discover answers to commonly asked questions about the portal's workflow processes, helping you navigate and get started with ease.



REGISTRATION

APPLY FOR *

☐ POLICE CLEARANCE CERTIFICATE (PCC) ☒ CHARACTER VERIFICATION REPORT (CVR)

For Individuals & Organizations For Ministries & State Govts.

ORGANIZATION NAME *

MOBILE *

EMAIL *

PASSWORD * USE STRONG PASSWORD: AT LEAST ONE UPPERCASE, LOWERCASE, DIGIT, SPECIAL CHARACTER

8 Y i g V f

REGISTER

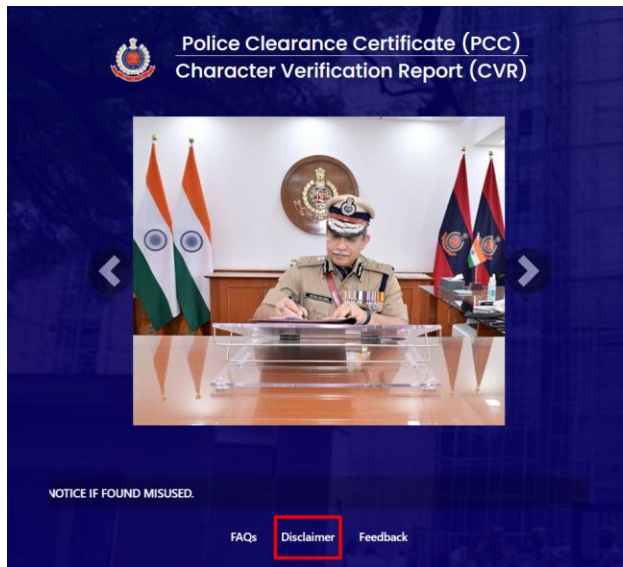
ALREADY HAVE AN ACCOUNT? [LOGIN HERE](#)

OR

3. Disclaimer:

User can Read disclaimers



LOGIN

EMAIL OR MOBILE *

PASSWORD *

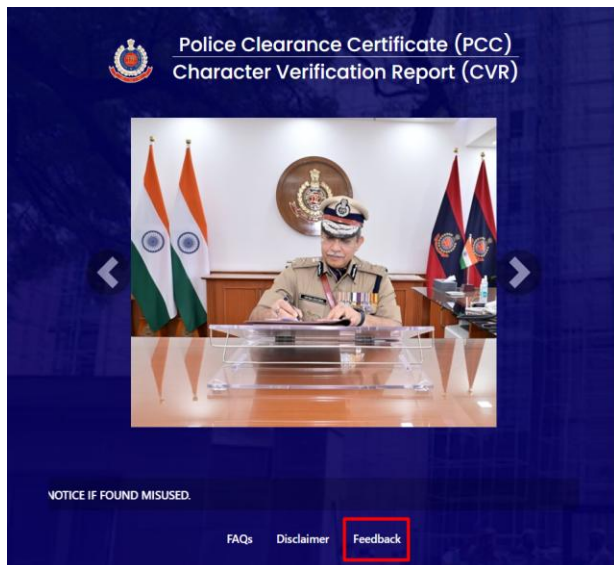
[Forgot Password?](#)

DON'T HAVE AN ACCOUNT? [REGISTER NOW](#)

[PCC CONFIRMATION STATUS](#)

OR

4. Feedback



LOGIN

EMAIL OR MOBILE *

PASSWORD *

[Forgot Password?](#)

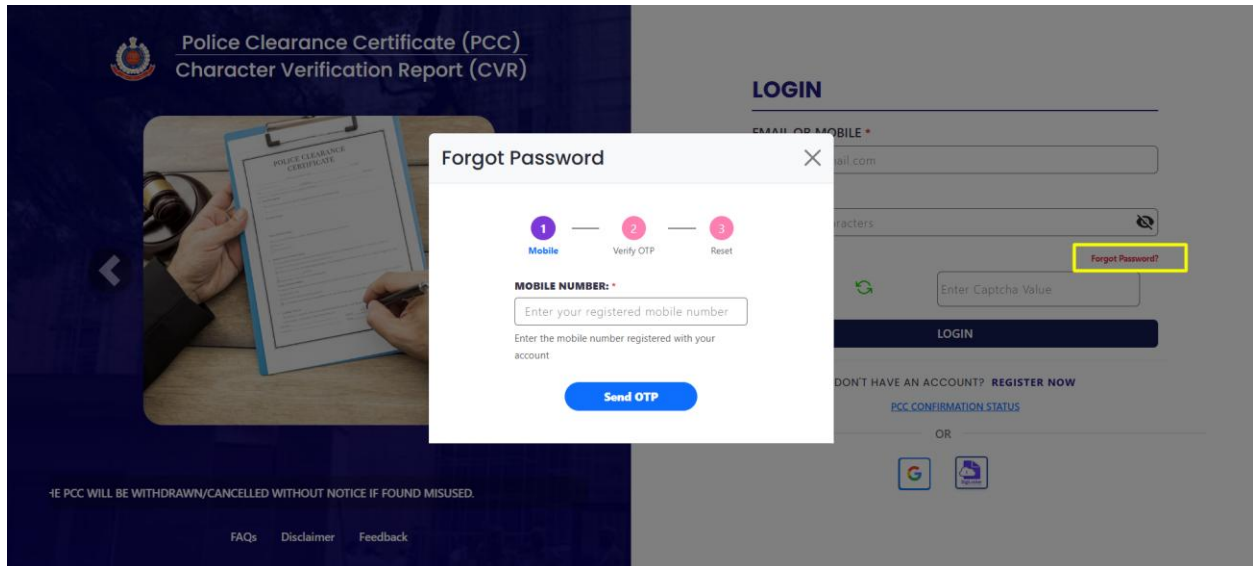
DON'T HAVE AN ACCOUNT? [REGISTER NOW](#)

[PCC CONFIRMATION STATUS](#)

OR

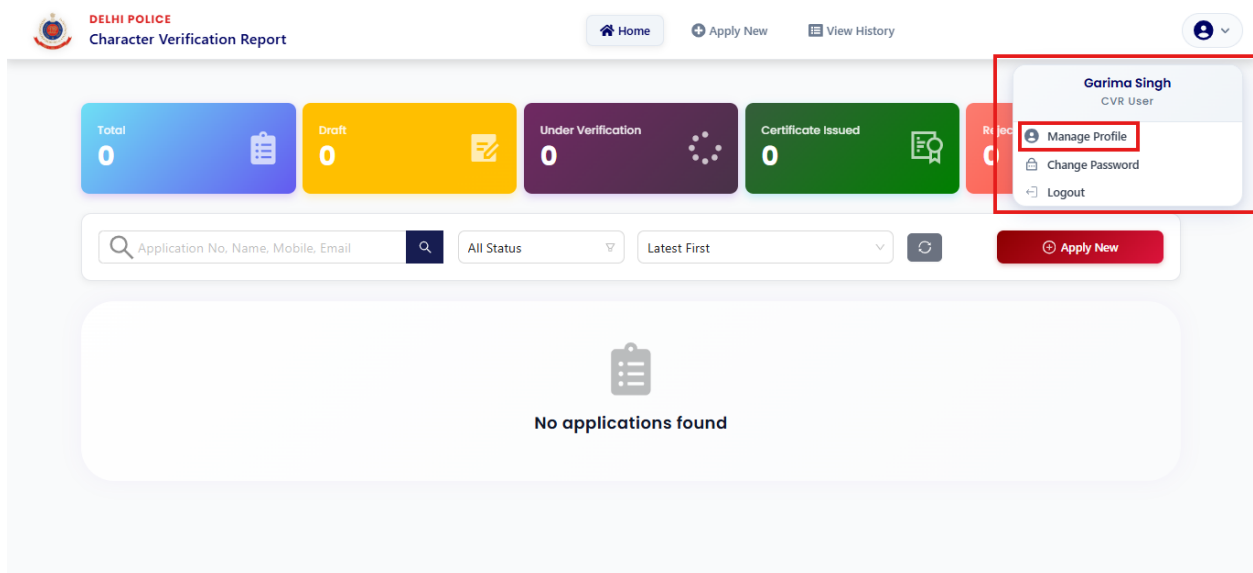
5. Forgot Password:

- On Clicking “Forgot Password” link, Reset Password pop up is open.
- Enter registered mobile number.
- Clicks on the “Send OTP” button.
- Applicant receives the OTP via mobile number.
- Enter received OTP and Reset the new password.
- Enter new password and further login with the that password.

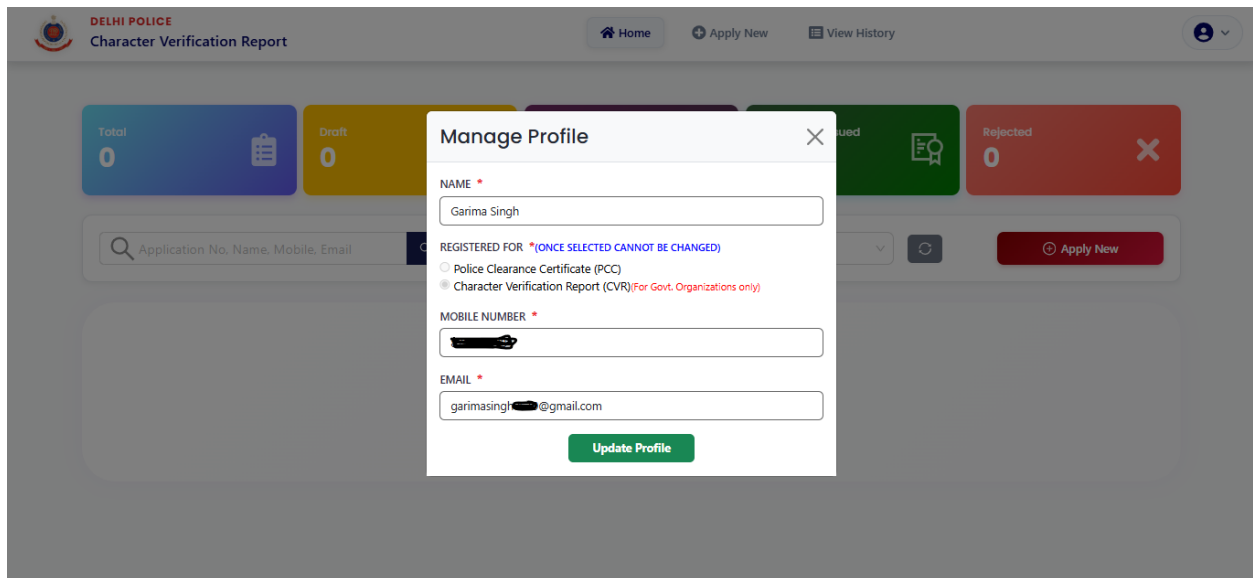


6. User Profile:

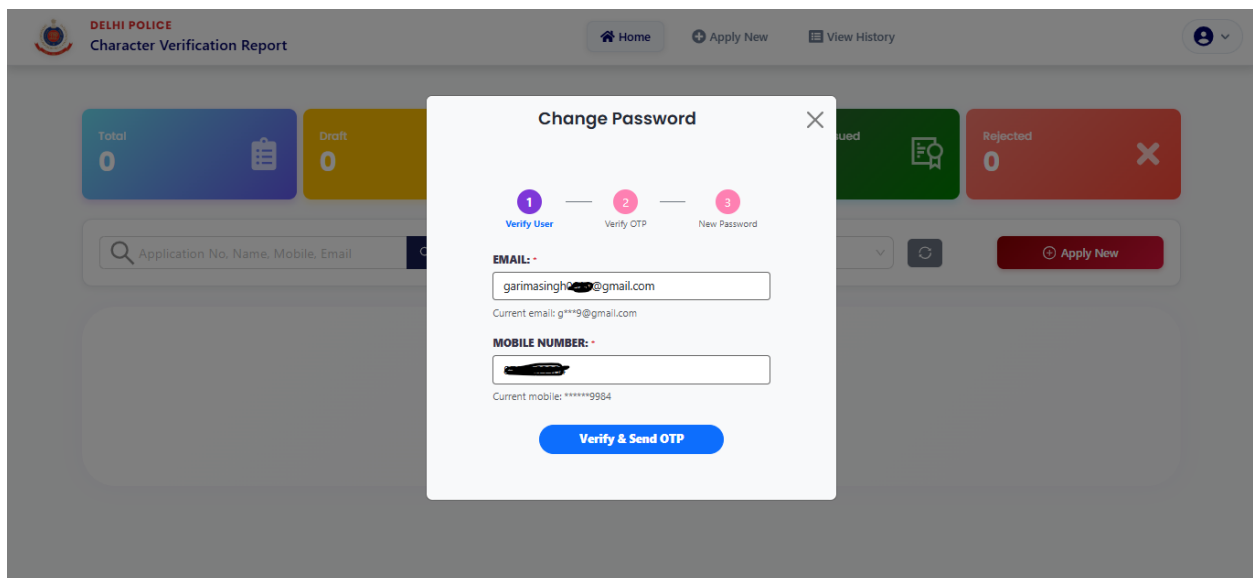
On successful Login to the portal, User can perform different activities, related to their Account



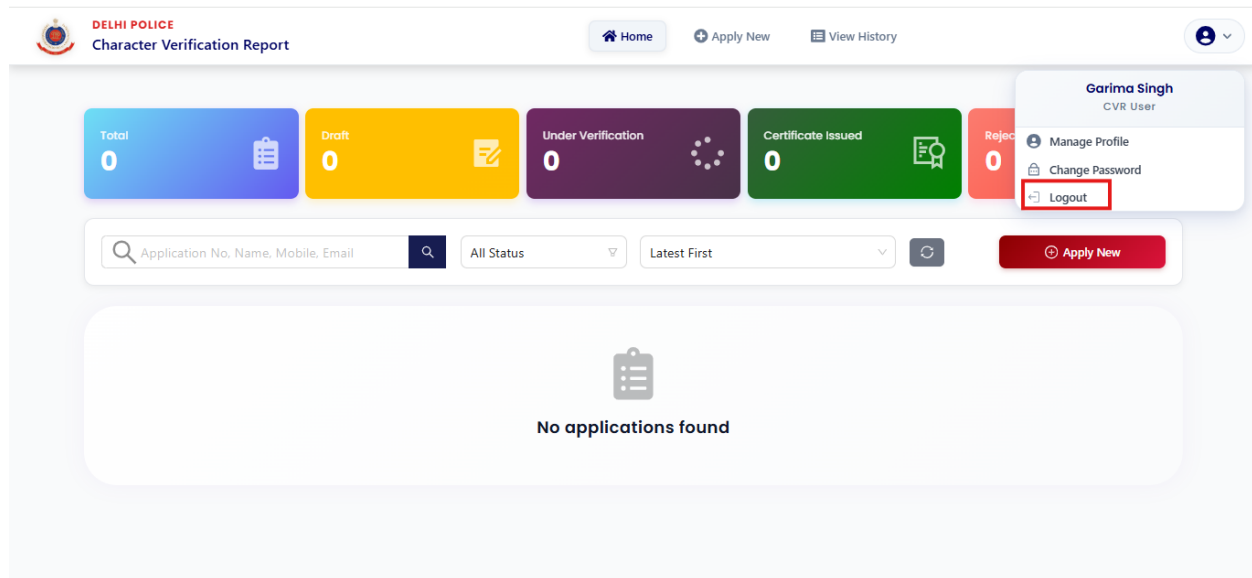
6.1.1. The **Manage Profile** section allows users to manage their personal details.



6.1.2. The **Change Password** section allows users to change their passwords.



6.1.3. The **Log out** section allows users to log out their accounts, when not in use.



7. Dashboard:

The Dashboard will display counters for different request module statuses and provide an overview of all applications submitted by the user.

- **Total Requests:** Shows the total number of applications submitted by the user.
- **Draft:** Shows the total number of applications saved as drafts (applications that are not yet submitted).
- **Under Verification Requests:** Shows the total number of applications currently under verification by the admin.
- **Certificate Issued:** Shows the total number of approved applications for which certificates have been issued.
- **Rejected Requests:** Shows the total number of applications that have been rejected at any stage.
- **Apply New:** Option to submit a new application request.

Grid View: Displays a list of all applications submitted by the user along with their current status, allowing easy tracking and management of applications.

 **DELHI POLICE**
Character Verification Report

[Home](#) [Apply New](#) [View History](#)

Total
1

Draft
0

Under Verification
0

Certificate Issued
1

Rejected
0

[All Status](#) [Latest First](#) [Apply New](#)

DLSB-CVR/202601000030 Certificate Issued

NAME	TYPE	MOBILE	EMAIL	SUBMITTED	Actions
GARIMA SINGH	INDIVIDUAL	[REDACTED]	GARIMASINGH0619@GMAIL.COM	12-01-2026	

Showing 1 to 1 of 1 entries

Total 1 items < 1 > 10 / page

7.1. Character Verification Report (CVR)

There is **only one type of applications** available:

- **Government Employees:** Ministries and State Governments can request/apply for their employees Character Verification Report.

 **DELHI POLICE**
Character Verification Report

[Home](#) [Apply New](#) [View History](#)

YOU ARE APPLYING FOR?
☐ GOVT. EMPLOYEE
[Next](#)

7.1.1. VERIFIER DETAILS:


DELHI POLICE
 Character Verification Report

[Home](#)
[Apply New](#)
[View History](#)



1 Verifier Details — 2 Applicant Details — 3 Educational Details — 4 Address Details — 5 Criminal Case Details — 6 Upload Documents — 7 Preview

*VERIFIER TYPE MINISTRY/DEPARTMENTS	*VERIFIER NAME National e-Governance Division	*VERIFIER DESIGNATION ADMIN
*EMPLOYEE ID ABC-11234	*MINISTRY MINISTRY OF COMMUNICATIONS AND INFORMAT...	*ORGANIZATION/DEPARTMENT NAME DEPARTMENT OF ELECTRONICS & INFORMATION ...
*ORGANIZATION/DEPARTMENT ADDRESS ELECTRONICS NIKETAN, 6, CGO COMPLEX, LODHI ROAD, NEW DELHI - 110003, INDIA	*VERIFIER EMAIL ID testnegd@gmail.com	*VERIFIER CONTACT NO 9389819438

Next

1. The Ministry/State Government must fill their details

- **Verifier Name, Verifier Email ID and Verifier Contact No:** Would be same, what user has provided during Registration. These fields will be read-only and can only be managed through “Manage Profile” section
- Rest other fields can be edited at any instance of time.

7.1.2. APPLICANT DETAILS:


DELHI POLICE
 Character Verification Report

[Home](#)
[Apply New](#)
[View History](#)



✓ 1 Verifier Details — 2 Applicant Details — 3 Educational Details — 4 Address Details — 5 Criminal Case Details — 6 Upload Documents — 7 Preview

*APPLICANT TYPE --Select Applicant Type--	*FILE/LETTER NUMBER 	*FILE/LETTER DATE dd-MM-yyyy
*APPLICANT'S NAME 	ALIAS (IF ANY) 	*CATEGORY --Select Category--
*FATHER'S NAME 	*MOTHER'S NAME 	MARITAL STATUS --Select Marital Status--
NAME OF SPOUSE 	*PLACE OF BIRTH 	*DATE OF BIRTH dd-MM-yyyy
*GENDER --Select Gender--	*COMMUNICATION MOBILE NO. 	*COMMUNICATION EMAIL
*NATIONALITY --SELECT NATIONALITY--	*RELIGION --Select Religion--	

Back

Next

7.1.3. EDUCATIONAL DETAILS:

DELHI POLICE
Character Verification Report

Home Apply New View History

✓ Verifier Details — ✓ Applicant Details — ✓ Educational Details — 4 Address Details — 5 Criminal Case Details — 6 Upload Documents — 7 Preview

*EDUCATIONAL QUALIFICATION
GRADUATE

*DETAILS OF THE COURSE
BACHELOER OF SCIENCE(COMPUTER SCIENCE)

Back Next

ADDRESS DETAILS:

1. Applicants Current **Delhi address** in the main address section.
2. If the applicant has previously lived at other Delhi addresses, they can be added under the “**Add More Address**” section. A maximum of **five previous addresses** can be added.

DELHI POLICE
Character Verification Report

Home Apply New View History

✓ Verifier Details — ✓ Applicant Details — ✓ Educational Details — 4 Address Details — 5 Criminal Case Details — 6 Upload Documents — 7 Preview

PRESENT (DELHI) ADDRESS *

House/Street/Locality/City/State/PIN Code

STATE *
Select State

PIN CODE *
110 XXX

RESIDING FROM *
dd-MM-yyyy

RESIDING TO *
dd-MM-yyyy

POLICE STATION *
Select Police Station

DISTRICT *

ADD MORE ADDRESS

PREVIOUS (DELHI) ADDRESSES

ADDRESS *	STATE *	RESIDING FROM *	RESIDING TO *	Actions
Enter Address	SELECT STATE	dd MM yyyy	dd MM yyyy	Delete

BACK NEXT

7.1.4. CRIMINAL CASE DETAILS:

- If the applicant does not have any criminal cases, select the “**No**” option and proceed to the next section.
- If the applicant has any criminal cases, select “**Yes**”. This will display the criminal case details form, where the applicant must fill in all mandatory information.

- The applicant can add additional criminal case details by clicking the **“Add More”** button.
- A maximum of **10 criminal cases** can be added.
- Criminal case details from **different states** can also be included.
- The applicant can **delete** any added criminal case record if required.

➔IF “NO”

The screenshot shows the 'Character Verification Report' form for the Delhi Police. The header includes the Delhi Police logo, the title 'Character Verification Report', and navigation links: 'Home', 'Apply New', and 'View History'. A user profile icon is in the top right. The form progress bar shows seven steps: 1. Verifier Details (checked), 2. Applicant Details (checked), 3. Educational Details (checked), 4. Address Details (checked), 5. Criminal Case Details (checked), 6. Upload Documents (6), and 7. Preview (7). The main content area asks 'ANY CRIMINAL CASE? *' with radio buttons for 'YES' and 'NO'. The 'NO' option is selected. Below the question are 'BACK' and 'NEXT' buttons.

DELHI POLICE
Character Verification Report

Home Apply New View History

Verifier Details Applicant Details Educational Details Address Details Criminal Case Details Upload Documents Preview

ANY CRIMINAL CASE? *

☐ YES ☒ NO

BACK NEXT

➔ IF YES



DELHI POLICE

Character Verification Report

Home

Apply New

View History

Profile Icon

1 Verifier Details

2 Applicant Details

3 Educational Details

4 Address Details

5 Criminal Case Details

6 Upload Documents

7 Preview

ANY CRIMINAL CASE? *

YES

NO

SR. NO. *

1

FIR NO. *

FIR No, max 20 characters

DATE *

dd-MM-yyyy

UNDER SECTION *

UNDER SECTION, max 20 characters

COUNTRY *

--SELECT COUNTRY--

STATE *

--SELECT STATE--

DISTRICT *

--SELECT DISTRICT--

POLICE STATION *

--SELECT POLICE STATION--

PRESENT STATUS *

--SELECT STATUS--

DELETE

ADD MORE

SR. NO. *

2

FIR NO. *

FIR No, max 20 characters

DATE *

dd-MM-yyyy

UNDER SECTION *

UNDER SECTION, max 20 characters

COUNTRY *

--SELECT COUNTRY--

STATE *

--SELECT STATE--

DISTRICT *

--SELECT DISTRICT--

POLICE STATION *

--SELECT POLICE STATION--

PRESENT STATUS *

--SELECT STATUS--

DELETE

ADD MORE

BACK

NEXT

7.1.5. UPLOAD DOCUMENTS:

- The verifier can upload **Applicant's Photo** in **JPEG/JPG/PNG** format, with a file size of **less than 20 KB**.
- The verifier can upload **10th Certificate/Mark sheet** in **PDF/JPEG/JPG/PNG** format and **less than 200 KB** in size.
- The verifier can upload a **Photo Identity Proof Type** by selecting a document type from the dropdown. The file must be in **PDF/JPG/JPEG/PNG** format and **less than 200 KB**.
- The verifier can upload a **Residential Address Proof Type** by selecting a document type from the dropdown. The file must be in **PDF/JPG/JPEG/PNG** format and **less than 200 KB**.
- The verifier can upload a **Forwarding Letter** by selecting a document type from the dropdown. The file must be in **PDF/JPG/JPEG/PNG** format and **less than 200 KB**.

 **DELHI POLICE**
Character Verification Report

[Home](#) [Apply New](#) [View History](#) 

✓ Verifier Details

✓ Applicant Details

✓ Educational Details

✓ Address Details

✓ Criminal Case Details

6 Upload Documents

7 Preview

APPLICANT'S PHOTO * MAXIMUM 20 KB. ONLY JPEG/JPG/PNG ALLOWED.

Choose file

No file chosen

10TH CERTIFICATE/MARKSHEET * MAXIMUM 200 KB. ONLY PDF/JPEG/JPG/PNG ALLOWED.

Choose file

No file chosen

PHOTO IDENTITY PROOF TYPE *

Select Type

PHOTO ID PROOF * MAXIMUM 200 KB. ONLY PDF/JPG/JPEG/PNG ALLOWED.

Choose file

No file chosen

RESIDENTIAL ADDRESS PROOF TYPE *

Select Type

RESIDENTIAL ADDRESS PROOF * MAXIMUM 200 KB. ONLY PDF/JPG/JPEG/PNG ALLOWED.

Choose file

No file chosen

FORWARDING LETTER TYPE *

Select Type

FORWARDING LETTER OF ORGANIZATION * MAXIMUM 200 KB. ONLY PDF/JPG/JPEG/PNG ALLOWED.

Choose file

No file chosen

Back

Next

8. Features Available to Users

These options are available in CVR applications.

8.1 Draft/Edit Application

When User Doesn't final submit their application, they will be in Draft Status. The Application will be editable till that point.

The screenshot shows the 'DELHI POLICE Character Verification Report' dashboard. At the top, there are navigation links: Home, Apply New, and View History. Below this, a summary bar displays the status of applications: Total (1), Draft (1), Under Verification (0), Certificate Issued (0), and Rejected (0). A search bar and filters (All Status, Latest First) are present. The main table lists applications, with the first entry highlighted: Application No. 202601127377, Name GARIMA SINGH, Type INDIVIDUAL, Mobile [REDACTED], Email GARIMASINGH0619@GMAIL.COM, Submitted [REDACTED]. The status is 'Draft Application'. An 'Actions' dropdown menu is open, showing 'Edit Application'. The footer indicates 'Showing 1 to 1 of 1 entries' and 'Total 1 items'.

8.2 View/Download Application

User can download their submitted Application Form.

The screenshot shows the 'DELHI POLICE Character Verification Report' dashboard. At the top, there are navigation links: Home, Apply New, and View History. Below this, a summary bar displays the status of applications: Total (1), Draft (0), Under Verification (1), Certificate Issued (0), and Rejected (0). A search bar and filters (All Status, Latest First) are present. The main table lists applications, with the first entry highlighted: Application No. DLSB-CVR/202601000030, Name GARIMA SINGH, Type INDIVIDUAL, Mobile [REDACTED], Email GARIMASINGH0619@GMAIL.COM, Submitted [REDACTED]. The status is 'Under Verification'. An 'Actions' dropdown menu is open, showing 'Check Status' and 'View/Download Application'. The footer indicates 'Showing 1 to 1 of 1 entries' and 'Total 1 items'.

8.3 Download Certificate

Once application is processed successfully and Certificate is issued user will be able to download their issue Certificate.

 **DELHI POLICE**
Character Verification Report

[Home](#) [Apply New](#) [View History](#)

Total
1

Draft
0

Under Verification
0

Certificate Issued
1

Rejected
0

All Status

Latest First

DLSB-CVR/202601000030

Certificate Issued

NAME	TYPE	MOBILE	EMAIL
GARIMA SINGH	INDIVIDUAL		GARIMASINGH0619@GMAIL.COM

Showing 1 to 1 of 1 entries

Total 1 items

< 1 >

10 / page

Actions

Check Status

View/Download Application

Download Certificate

8.4 Raise Query

If Application is Rejected, User will have a ONE-TIME ONLY Option to raise query on their Rejection.

 **DELHI POLICE**
Character Verification Report

[Home](#) [Apply New](#) [View History](#)

Total
2

Draft
0

Under Verification
1

Certificate Issued
0

Rejected
1

All Status

Latest First

DLSB-CVR/202512000001

Rejected

NAME	TYPE	MOBILE	EMAIL
ASHISH MEHRA	INDIVIDUAL	9898796786	ASHISH.M@GMAIL.COM

Showing 1 to 2 of 2 entries

Total 2 items

< 1 >

10 / page

Actions

Check Status

View/Download Application

Raise Query

DLSB-CVR/202512000002

Under Verification

NAME	TYPE	MOBILE	EMAIL	SUBMITTED
FAHAD FASIL	INDIVIDUAL	9875645445	FAFA.AVESHAM@GMAIL.COM	29-12-2025

STEP BY STEP PROCEDURE FOR CHARACTER VERIFICATION REPORT

[For Govt Employee]

Open – <https://pcccvr.delhipolice.gov.in>

Fill Registration form – “Apply For” Character Verification Report

Organization Name--- > Mobile Number-- >Email ID-- > Password --- > Captcha

Click --- > Sign Up button

Applicant receives the **OTP** on registered email-address and phone number.

Enter the **OTP** number,

Click on submit button

Receive message for successfully register in the portal.

A Webpage- ‘<https://pcccvr.delhipolice.gov.in/login>’ will open.

Enter Registered Email id and Password

Click on **LOGIN** Button

Click on “**Apply New**” Button.

Select- **Government Employee**.

Open Form- Enter Verifier Details

Click on Next

Enter Applicant Details and Click on “Next” Button

Enter Educational Details and Click on “Next” Button

Fill the **Present Address** details

Click on “ADD MORE ADDRESS” and enter **Previous Addresses (Delhi)** detail

Click on Next

Fill the **Criminal details** (If you have) and

If more than one criminal case then click on “**ADD MORE**” button **and add more detail**

Click on Next

Upload the document

Upload -“Applicant’s Photo”/Firm Logo with jpeg/jpg/Png format/less than 20kb

Upload 10th certificate/mark sheet with less than 200 kb/jpg/jpeg/png/only pdf format.

Upload -“**Photo Identity Proof Type**” of any document Aadhaar Card (Masked)/Driving License/Election ID/Pan Card/Other Govt Photo ID” with less than 200 kb/jpg/jpeg/png/pdf format only.

Upload “**Residential Address Proof Type**” of any document “Aadhaar Card (Masked)/Bank Passbook/Driving License/Election ID/Passport/Electricity Bill/Telephone Bill/Pan Card/Ration Card/Rent Agreements /Passport/Telephone Bill/Other Government Utility Bill/Others” with (less than 200 kb/jpg/jpeg/png/only pdf format).

Upload “**Forwarding Letter Type**” of any document “Government/PSU/Semi Government/ Others” with ((less than 200 kb/jpg /jpeg/png/ only pdf format).

Click on Next button

Verify the **Preview** of the application

Click on “**Edit**” button (if need to edit the application)

Select the “**Consent**” check boxes and “**Confirm**” the declaration

Click on “**Pay & Submit**” button

Thereafter pay the specific amount

Generate the CVR Number

Application goes in “**Under Verification**”

After verification by the admin side applicant receive the certificate.

Application status changed in “**Certificate issued**”

Download the application and keep it for future reference