

# **Police Station Character Certificate Request Application**

## **1. Application for Character Certificate Focusing on Job Requirements at Police Station**

To,  
The Officer-in-Charge,  
[Name of Police Station],  
[Address],  
[City], [State],  
[Date]

Subject: Application for Character Certificate for Job Requirements

Sir/Madam,

I, [Your Full Name], son/daughter of [Father's Name], resident of [Your Full Address], am writing this application to request the issuance of a character certificate for job purposes. I have recently been offered a position in [Name of Company/Organization] and they require a character certificate as part of the pre-employment formalities.

I have always maintained a clean record and have no criminal history. I humbly request you to kindly issue me a character certificate, which reflects my good conduct and reputation in the society. I assure you that I have never been involved in any unlawful activities and have always abided by the laws of our country.

I have attached my proof of residence, identity, and any other documents required for this process. Kindly find the necessary documents enclosed with this application. I would be extremely grateful if you could process the character certificate at your earliest convenience as it would help me fulfill the requirements of my prospective employer.

Thank you for your understanding and cooperation in this regard. I look forward to your prompt assistance.

Yours faithfully,

[Your Full Name]

[Contact Number]

[Email Address (optional)]

## **2. Character Verification and Public Service Application for Police Station**

To,  
The Station House Officer,  
(Name of Police Station),  
(Address),  
(City), (Postal Code)

Subject: Character Verification and Public Service Application

Respected Sir/Madam,

I, (Your Name), son/daughter of (Father's Name), aged (Your Age) years, am a resident of (Your Address). I humbly request you to kindly conduct a character verification procedure for the purpose of obtaining a government job/visa application/house rent application/etc.

My personal details are as follows:

1. Name: (Your Name)
2. Father's Name: (Father's Name)
3. Date of Birth: (Your Date of Birth)
4. Address: (Your Address)
5. Occupation: (Your occupation)
6. Contact Number: (Your contact number)
7. Email ID: (Your email ID)

I assure you that all the information provided above is true and accurate. I understand that this verification is essential for the purpose mentioned above, and I request your esteemed office to conduct the procedure at the earliest. Any delay in the verification process might impact my further proceedings.

I shall be grateful for your prompt action in this regard. Please feel free to contact me for any further information or clarification that may be required.

Thanking You,

Yours faithfully,

(Your Name)

(Your Address)

Date: (Date of Submission)

### **3. Expedited Character Certificate Request Application for Police Station**

To,

The Officer-in-Charge,

(Name of Police Station),

(Address),

(City), (Pincode)

Subject: Expedited Character Certificate Request Application

Respected Sir/Madam,

I, (Your Full Name), son/daughter of (Father's Name), residing at (Your Address), am writing to respectfully request an expedited character certificate for my personal records. I am in urgent need of this certificate for (provide a brief reason, e.g., overseas job opportunity, higher studies, visa application, etc.), and would be grateful if the matter could be attended to on a priority basis.

My personal details are as follows:

1. Name: (Your Full Name)
2. Father's Name: (Father's Name)
3. Date of Birth: (Date of Birth)
4. Address: (Your Address)
5. Contact Number: (Your Contact Number)
6. Occupation: (Your Occupation)

I have not been involved in any criminal activities and have maintained a clean record throughout my residence in the jurisdiction of this police station. I kindly request you to conduct the necessary background verification at the earliest and issue the character certificate. I am attaching the following documents to support my application:

1. Application fee receipt
2. Self-attested copy of identity proof (Aadhaar Card/PAN Card/Passport)
3. Self-attested copy of address proof (Passport/Electricity Bill/Telephone Bill)

I will be available to provide any further documentation or information as required for the process. I humbly request you to expedite the verification and issuance of my character certificate, as it is crucial for my immediate requirements.

Thank you for your attention to my request, and I hope for your kind cooperation in this regard.

Yours faithfully,

(Your Full Name)

(Your Address)

(Date)

## **4. Application for Reissuing a Lost Character Certificate at Police Station**

To,  
The Officer-in-Charge,  
[Name of Police Station],  
[Address of Police Station],  
[City, Pin Code]

Subject: Application for Reissuing a Lost Character Certificate

Sir/Madam,

I, [Your Full Name], son/daughter of [Father's Name], residing at [Your Address], hereby request the reissuance of my character certificate, which has

been misplaced. The certificate was issued by your esteemed police station on [Date of Issue] under the reference number [Certificate Number].

Unfortunately, due to unforeseen circumstances, I have lost the original character certificate. It is essential for my upcoming professional opportunities and further educational pursuits. Therefore, I request you to kindly reissue the lost character certificate at the earliest.

I am attaching a photocopy of the lost character certificate and a copy of my ID proof for your reference.

I would be grateful for your prompt assistance in this matter. Thank you in advance for your help and support.

Yours faithfully,  
[Your Full Name]  
[Mobile Number]  
[Email Address]

## **5. Application for Updating a Character Certificate Record at Police Station**

To,  
The Officer-in-Charge,  
[Name of the Police Station],  
[Address of the Police Station],  
[City, Pincode]

Subject: Application for Updating a Character Certificate Record

Respected Sir/Madam,

I, [Your Name], resident of [Your Address], would like to request an update to my character certificate record at your esteemed police station. I have recently undergone changes in my personal details, and it is imperative for me to have an updated record for various official purposes.

I have previously obtained a character certificate from your police station, which bears the following details:

Certificate Number: [Certificate No.]

Date of Issue: [Date]

I kindly request you to update my character certificate record with the following new details:

1. [Updated Detail 1]
2. [Updated Detail 2]
3. [Updated Detail 3]

I have attached the necessary documents in support of the aforementioned changes. I would be grateful for your prompt attention to this matter. Kindly let me know if you require any additional information or documents to facilitate the process.

Thanking you in anticipation.

Yours sincerely,

[Your Name]

[Your Signature]

[Your Contact Number]

[Date]