



OFFICE OF THE SENIOR SUPERINTENDENT OF POLICE-CUM-DFRO,
UT, CHANDIGARH

No. D-564/FRN/ CID (UT) dated Chandigarh the: 31-07-2026.

C I R C U L A R

It is informed to all the officers/officials of Chandigarh Police that the services for opening, closing and modification of Look out Circular (LOC) relating to Indian and Foreign nationals are provided by the Foreigner Registration Office (FRO) situated in **Room No. 401, 4th Floor, Chandigarh Police Head Quarter, Sector-9, U.T. Chandigarh.**

Any officer/official requiring the services of the FRO for opening, closing or modifying LOC, may contact the Foreigner Registration Office (FRO) (Phone Number-0172-2760869) at the above address along with the duly filled LOC Form, recent photograph, copy of the FIR, copy of the Passport or Date of Birth & Parentage details of the concerned person. The LOC form must be signed by the originating authority i.e. the concerned Superintendent of Police (SP) of the unit. All unit Incharges shall ensure that all concerned officers/officials are briefed regarding the LOC services provided by the FRO.

Senior Superintendent of Police
Cum-DFRO, U.T., Chandigarh.

Copy for information:-

- SP City & W&CSU, SSP EOW & Crime, SP Ops. & Cyber Crime

Copy for necessary action:-

- All SDPOs, DSP Crime, DSP EOW, DSP W & CSU, DSP PO & Summon Staff
- All SHOs, All Unit Incharges

I/C Computer Section :- Pl. update the above mentioned order on Cy. Police website.

PROFORMA FOR ISSUE OF LOOK OUT CIRCULAR (LOC)

AFFIX HERE
RECENT
PASSPORT
SIZE
PHOTOGRAPH

I. PERSONAL PARTICULARS :

- a. NAME OF THE SUBJECT (IN CAPITAL LETTERS) : _____
- b. ALIAS NAMES (IF ANY) : _____
- c. SEX : MALE ☐ / FEMALE ☐ d. OCCUPATION : _____
- e. FATHER'S / HUSBAND'S NAME : _____
(Tick only one option)
- f. NATIONALITY : _____ g. PLACE OF BIRTH : _____
- h. DATE OF BIRTH :

Day	Month	Year

 i. AGE : _____ YEARS
- j. ADDRESS : _____

II. PHYSICAL DESCRIPTION :

- a. COLOUR OF EYES : BROWN ☐ BLACK ☐ GREEN ☐ BLUE ☐
- b. COLOUR OF HAIR : _____ c. HEIGHT : FEET INCHES / CMS.
- d. ANY OTHER DISTINGUISHING MARK OR PHYSICAL ATTRIBUTE : _____

III. PASSPORT DETAILS :

- a. PASSPORT NO: _____
- b. PLACE OF ISSUE : _____ c. COUNTRY OF ISSUE: _____
- d. ISSUED ON

Day	Month	Year

 e. VALID TILL

Day	Month	Year

IV. REASON FOR OPENING OF LOC :

- a. CRIMINAL CASE: i) FIR NO. _____ ii) DATE

Day	Month	Year

(Specify full details)
- iii) SECTION OF LAW (Where applicable) : _____
- iv) POLICE STATION : _____ v) DISTRICT : _____ vi) STATE : _____
- b. WANTED BY ANY OTHER COURT / JUDICIAL AUTHORITY :
- i) NAME OF THE COURT : _____
- ii) ORDER BY WHICH SUBJECT IS WANTED : _____

V. ACTION EXPECTED FROM IMIGRATION CHECK-POINT (Tick only one box) :

- a. DETAIN AND HANDOVER TO LOCAL POLICE AND INFORM ORIGINATOR ☐
- b. PREVENT SUBJECT FROM LEAVING INDIA AND INFORM ORIGINATOR ☐
- c. DETAIN AND INFORM ORIGINATOR ☐

VI. PARTICULARS OF THE ORIGINATOR (Not below the rank of SP/DCP or equivalent):

- a. NAME OF THE OFFICER : _____
- b. DESIGNATION : _____ c. DEPARTMENT : _____
- d. CONTACT TELEPHONE NOS (WITH STD CODES) :
- i) OFFICE _____ ii) RESIDENCE _____ iii) MOBILE _____
- iv) FAX _____ v) E-MAIL _____
- vi) CONTROL ROOM _____
- e. CONTACT PERSON (IF ANY) _____

SIGNATURE & SEAL OF THE ORIGINATOR

RELEVANT INFORMATION AND INSTRUCTIONS

1. The request for opening an LOC would be sent to **The Deputy Director, Bureau of Immigration (BoI), East Block-VIII, Sector-1, R K Puram, New Delhi-110066 [Ph.- 011-26192796, 011-26192883 (Fax)]**.
2. The request for opening of LOC must invariably be issued with the signature of the officer not below the rank of Superintendent of Police / Deputy Commissioner of Police or equivalent rank in other Departments / Ministries / Law Courts.
3. An LOC cannot be opened unless a minimum of three identifying parameters among (i) Name, (ii) Parentage, (iii) **exact** Date of Birth, (iv) **valid** Passport details and (v) **clear** Photograph, are available.