1. Bhutanese Citizenship Identity Card;
2. Must have applied for Security Clearance Certificate online, which the official Focal Person of the RCSC shall verify;
3. Class X transcripts;
4. Class XII transcripts;
5. Degree certificate/provisional certificate and academic transcripts by semester-wise/year-wise or consolidated statement of marks;
6. Medical fitness certificate issued by a competent RGoB medical doctor;
7. A graduate in medical and health profession shall produce a certificate of registration from the Bhutan Medical and Health Council;
8. Original "No Objection Certificate for appearing BCSE and appointment in the Civil Service" from the employer, if employed
9. Two recent passport photographs;
10. Three legal stamps;
11. Letter of Undertaking; and
12. Bhutanese Citizenship Identity card of the witness.