

## *New Edition*

# Criminal Background Check Procedures

CIS in collaboration with other agencies has formed an International Task Force on Child Protection chaired by CIS Executive Director, Jane Larsson, in order to apply our collective resources, expertise, and partnerships to help international school communities address child protection challenges.

### *Member Organisations of the Task Force:*

- Council of International Schools
- Council of British International Schools
- Academy of International School Heads
- U.S. Department of State, Office of Overseas Schools
- Association for the Advancement of International Education
- International Schools Services
- ECIS

CIS is the leader in requiring police background check documentation for Educator and Leadership Candidates as part of the overall effort to ensure effective screening. Please obtain a current police background check from your current country of employment/residence as well as appropriate documentation from any previous country/countries in which you have worked. It is ultimately a school's responsibility to ensure that they have appropriate police background documentation for their Educators and CIS is committed to supporting them in this endeavour. It is important to demonstrate a willingness and effort to meet the requirement and obtain all of the paperwork that is realistically possible.

This document is the result of extensive research into governmental, law enforcement and embassy websites. We have tried to ensure where possible that the information has been obtained from official channels and to provide links to these sources.

CIS requests your help in maintaining an accurate and useful resource; if you find any information to be incorrect or out of date, please contact us at: [educatorrecruitment@cois.org](mailto:educatorrecruitment@cois.org).

*Document researched and compiled by:  
CIS Career & Recruitment Services*

**Disclaimer:** While every attempt has been made to ensure the information is accurate and up to date, CIS makes no warranties or representations of any kind that it is error-free.

Quick links to country specific information within this document:

ALBANIA	ANGOLA	ANGUILLA	ANITGUA & BARBUDA	ARGENTINA
ARMENIA	AUSTRALIA	AUSTRIA	AZERBAIJAN	BAHAMAS
BAHRAIN	BANGLADESH	BARBADOS	BELGIUM	BELIZE
BERMUDA	BOLIVIA	BOSNIA & HERZEGOVINA	BOTSWANA	BRAZIL
BRUNEI DARUSSALAM	BULGARIA	BURKINA FASO	CAMBODIA	CANADA
CAPE VERDE	CAYMAN ISLANDS	CHILE	CHINA	COLOMBIA
COSTA RICA	CROATIA	CUBA	CYPRUS REPUBLIC OF	CZECH REPUBLIC
DEMOCRATIC REPUBLIC OF CONGO	DENMARK	DOMINICA	DOMINICAN REPUBLIC	ECUADOR
EGYPT	EL SALVADOR	ERITREA	ESTONIA	ETHIOPIA
FIJI	FINLAND	FRANCE	GAMBIA	GEORGIA
GERMANY	GHANA	GIBRALTAR	GREECE	GRENADA
GUINEA	GUYANA	HONDURAS	HONG KONG	HUNGARY
ICELAND	INDIA	INDONESIA	IRAN	IRAQ
IRELAND	ISRAEL	ITALY	JAMAICA	JAPAN
JORDAN	KAZAKHSTAN	KENYA	KUWAIT	LATVIA
LEBANON	LESOTHO	LIECHTENSTEIN	LITHUANIA	LUXEMBOURG

Quick links to country specific information within this document:

MACAU	MACEDONIA	MALAWI	MALAYSIA	MALDIVES
MALTA	MAURITIUS	MEXICO	MOLDOVA	MONACO
MONTENEGRO	MOROCCO	MOZAMBIQUE	MYANMAR (BURMA)	NAMIBIA
NEPAL	NETHERLANDS	NEW ZEALAND	NICARAGUA	NIGERIA
NORWAY	OMAN	PAKISTAN	PAPUA NEW GUINEA	PERU
PHILIPPINES	POLAND	PORTUGAL	QATAR	ROMANIA
RUSSIAN FEDERATION	RWANDA	SAUDI ARABIA	SENEGAL	SERBIA
SEYCHELLES	SINGAPORE	SLOVAKIA	SLOVENIA	SOLOMON ISLANDS
SOMALIA	SOUTH AFRICA	SOUTH KOREA	SPAIN	SRI LANKA
SWAZILAND	SWEDEN	SWITZERLAND	SYRIA	TAIWAN
TAJIKISTAN	TANZANIA	THAILAND	TONGA	TRINIDAD & TOBAGO
TUNISIA	TURKEY	TUVALU	UKRAINE	UNITED ARAB EMIRATES
UNITED KINGDOM	UNITED STATES OF AMERICA	URUGUAY	UZBEKISTAN	VATICAN CITY
VENEZUELA	VIETNAM	ZAMBIA	ZIMBABWE	

## Albania

Certificate of Judicial Status / Deshmi Penaliteti

### Who can apply?

- Individuals or employers with written consent can apply.
- An individual cannot authorise a third party individual or agency to apply for disclosure.

### Where?

- Applications are only accepted inside Albania; overseas applications will not be accepted.
- Applications should be made to a branch of the Albanian Post Office using a form. (Direct applications will not be accepted by the Office of Judicial Status or Albanian Embassies).

### What must the applicant supply?

The application form must include:

- Applicant's full name
- Name of applicant's father and mother
- Date of Birth and Place of Birth
- Statement that the applicant does/does not have criminal convictions
- The application must be presented with valid identification (passport, national ID card or birth certificate)

When the prospective employer makes the application, the form must also include:

- Name of the employer
- Signed disclosure from the individual that authorises the employer to make the application

### What are the costs / turnaround times?

- Fee of 420 payable in cash only
- Turnaround period of 2- 4 weeks

### Information Source

The General Directorate of Prisons (in Albanian): <https://e-albania.al/sherbimi.aspx?kodi=449>

### Contact details

Tel: +355 42 254 544/162

E-mail: [info@dpbsh.gov.al](mailto:info@dpbsh.gov.al)

Address: Street "Abdi Toptani" (next to Torre Drin) Tirana

## Angola

### Certificate of Criminal Record

#### Who can apply?

- The Individual must apply for the certificate

#### Where?

- At SIAC – see address below

#### What must the applicant supply?

- The documents required are an Angolan ID card

#### What are the costs / turnaround times?

- The turnaround time is 72 hours

#### Information Source

Ministry of Justice and Human Rights: <http://www.minjusedh.gov.ao/VerServico.aspx?id=234>

#### Contact details

- SIAC- (Serviço Integrado de Atendimento ao Cidadão Unidade de Serviços Públicos)  
Talatona- Luanda Sul, Via a-2  
Telephone +244 2222 69 93 01  
Open Monday – Friday from 08:00 to 15:30 and on Saturdays from 08:00 to 13:00.

#### Certificate

The document is written in Portuguese. The translation cost varies between 30 to 40 USD. It is an official document provided by the Ministry of Justice. The document contains personal information.

## Anguilla

### Police Certificate

#### Who can apply?

- Only the Individual may apply
- Third party representatives will not be accepted by Police Headquarters
- The applicant must have resided for at least 6 months in order to obtain certificate

#### Where can the applicant apply?

- Local Applicants: can apply in person at the police headquarters (address supplied below)
- Overseas applicants will need to write to the headquarters

#### What must the applicant supply?

The applicant must present the following information in person the Police Headquarters:

- Full name (and aliases)
- Date of Birth
- 1 passport sized photo
- Valid passport
- Anguilla address
- Document form (supplied by the Police Station) stating why applicant is seeking their criminal records disclosure

#### What are the costs / turnaround times?

- Fee of EC\$50 (approx. £12) payable at the Inland Revenue Department with turnaround confirmed by agent on receipt of application; normally 24 hours Mon-Fri, excluding public holidays

#### Contact Details

Internal applicants must visit:

Commissioner of Police

Police Headquarters

The Valley

Anguilla, AI 2640

Tel: + (126)-4497-2533

Fax: + (126)-4497-3746

External applicants may visit or write to the above address.

## *Antigua and Barbuda*

### **What must the applicant supply?**

Overseas applicants:

- Set of fingerprints
- Birth certificate
- 2x passport photographs

Local applicants:

- Passport
- thumbprint
- addresses and dates of residence in Barbados
- set of fingerprints (taken on application)

### **What are the costs / turnaround times?**

EC \$10 plus postage and bank charges for currency

### **Contact Details**

Commissioner of Police  
Criminal Record Office  
St. John's Police Station  
Antigua

High Commission for Antigua & Barbuda 2nd Floor 45 Crawford Place W1H 4LP

Tel: 020 7258 0070

Fax: 020 7258 7486

Email: [enquiries@antigua-barbuda.com](mailto:enquiries@antigua-barbuda.com)

Website: [www.antigua-barbuda.com](http://www.antigua-barbuda.com)

## Argentina

### Certificate of Criminal Records

#### Who can apply?

- Can only be obtained in person or through a nominated representative in Argentina who will submit the application on their behalf. Overseas applicants must first have their application certified at the Argentine Consulate and then send the application and authorisation, issued by the Consulate, to their nominated representative by post along with supporting documents identified by the Consulate at the time of application.

#### Where?

- Local applicants at the office you selected on the application form
- Overseas applicants contact Argentine Consulate in your country of residence

#### What must the applicant supply?

- Valid original passport/ For Argentine citizens DNI is also required
- Application forms
- Completed authorization (dated and signed at the Consulate)

Before appointment, Applications and authorization forms are available: <http://www.dnrec.jus.gov.ar/>

The Consular Clerk will review your application for the Criminal Record Certificate, take your fingerprints and certify your signature in the authorisation.

#### What are the costs / turnaround times?

- Cost varies according to country; up to \$500
- Common procedure: 5 working days
- Urgent procedure: 24 hour

#### Information Source

Information has been obtained from the Consulate in London:

<http://www.clond.mrecic.gov.ar/en/node/2277>

Information about the application procedure is also available from the Ministry of Justice:

<http://www.jus.gob.ar/tramites-y-servicios/antecedentes-penales/antecedentes-penales.aspx>

#### Contact Details

The nominated representative or agent must go to:

“Registro Nacional de Reincidencia”

Headquarters (Tucumán 1353 Ciudad Autónoma de Buenos Aires)

Open Mon-Fri - 08:00 to 16:00

Tel: +0054 (0) 11 4374-5611/12/13

Email: [inforeinci@jus.gov.ar](mailto:inforeinci@jus.gov.ar)

Or, any of the offices within the provinces, and submit the Application and Authorisation issued by the Consulate.

Once the Criminal Record Certificate is collected from the “Registro Nacional de Reincidencia”, it must be legalised by either the Argentine Foreign Office if your legal representative or agent is within “Ciudad Autónoma de Buenos Aires,” or otherwise, by the nearest Notary Public Association (Colegio de Escribanos) with the Apostille of The Hague Convention.



## Armenia

### Police Clearance Certificate

#### Who can apply?

- Individuals can apply for their Police record, or nominate a third party representative (normally a relative) with power of attorney to do so

#### Where?

- Applications must be made in person at the Migration Section of the Consular Department in the Ministry of Foreign Affairs of the Republic of Armenia or through an Armenian Embassy or Consulate General.
- Such requests are addressed to the State Information Centre of the Ministry of Internal Affairs of the Russian Federation or appropriate counterpart organisation in the respective country.

#### What must the applicant supply?

- Completed application form: [http://www.mfa.am/u\\_files/file/consulate/chddimum.pdf](http://www.mfa.am/u_files/file/consulate/chddimum.pdf)
- Original Passport / Original Military Registration Book/ Armenian ID Card (to be returned after application checks)
- Photocopy of Passport bio data page/Military Registration book/Armenian ID Card
- Fee(s)
- Second language certificate is to be printed in (English / French / Russian / Spanish / German)

#### What are the costs / turnaround times?

- Local Application: Fee of AMD5,000 (approx. GBPE9.00), to be paid at a local bank, with a turnaround of up to 5 working days.
- External Applications: Fee US\$67, €53 or GBPE43 with Ministry of Foreign Affairs; foreign enquiries" turnaround being 10 working days.

#### Information Source

Ministry of Foreign Affairs: <http://www.mfa.am/en/clearance/>

#### Contact Details

Local and external applications contact:

Migration Section of the Consular Department of the Ministry of Foreign Affairs of the Republic of Armenia,  
Republic Square,

Governmental 2nd building,

Yerevan 0010, Armenia

Tel: + (3741) 544-041 ext.302

Website: <http://www.mfa.am/en/by-countries/gb/>

## Australia

National Police Certificate

### Who can apply?

- Individuals and CrimTrac accredited agencies only

### Where?

- All local and overseas applications must be directly posted to the Australian Federal Police (AFP) at the address listed below.
- Applications through CrimTrac accredited agencies are subject to different processes, depending on the agency chosen by the applicant.

### What must the applicant supply? \*

- Completed application (available at link below);
- Authorised copy of photographic ID (e.g. passport or drivers licence)

\*Rare cases may require fingerprints; applicant will be notified.

### What are the costs / turnaround times?

AFP applications fee schedule:

- \$42.00 - \$139 for a National Police Check depending on who the employer is and whether fingerprints are supplied with or taken upon the application.
- Turnaround for direct applications to AFP is around 15 days (inside Australia) on receipt of posted forms. International postage timings will vary.
- CrimTrac applications: Individual brokers will disclose their fee on application.

### Application form download (where applicable):

Australian Federal Police: <http://www.afp.gov.au/what-we-do/police-checks/national-police-checks>

### Contact Details

Applications to be posted to:

Australian Federal Police,  
Criminal Records  
Locked Bag 8550  
CANBERRA CITY ACT 2601

Tel: + (02) 6202 3333  
Email: [vetting@afp.gov.au](mailto:vetting@afp.gov.au)  
Website: [www.afp.gov.au](http://www.afp.gov.au)

Residents of NSW can apply for a Working With Children Check:

<http://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check/apply/apply>

## Austria

Criminal Record Certificate / Strafregisterbescheinigung

### Who can apply?

- Any individual may apply, as well as an authorised third party on their behalf
- Local applicants may apply in person or online
- Overseas applicants may apply through the Austrian Embassy/Consulate

### Where?

- Local applicants may apply in person or online
- Overseas applicants may apply through the Austrian Embassy/Consulate

### What must the applicant supply?

Embassy applications:

- Completed application form (Antrag auf Ausstellung einer Strafregisterbescheinigung)
- Passport
- Birth certificate
- If relevant, previous names (e.g. marriage certificates)
- A stamped and self-addressed envelope if the applicant wants the certificate posted to them, otherwise it can be collected in person

In Austria:

- If applying to a town hall or to a nearby Federal Police Bureau, applicant must appear in person at least once: e.g. if the application is posted, they must collect certificate in person.
- There are fourteen Bureaus.

Online:

- "Bürgerkarte" (Citizen Card) that contains personal data and an e-signature

### What are the costs / turnaround times?

Embassy applications:

- Fees vary depending on the country you apply from
- Turnaround is several weeks

When applying in person on request of an employer, the fee is €15.30

In person, turnaround can be immediate. Online turnaround may be up to 2 weeks

### Information Source

Local applicants can apply online: <https://bportal.zmr.register.gv.at/at.gv.bmi.fnsweb-p/srb/public/StrafregisterAntragInfo>

### Contact Details

Visit: Federal Police Bureau, Vienna:

Bundespolizeidirektion  
Wasagasse 22  
1090 Wien

Tel: 0043 313 10 0

Fax: 0043 313 044 9244

Email:

[bpdw.strafregisteramt@polizei.gv.at](mailto:bpdw.strafregisteramt@polizei.gv.at)

## *Azerbaijan*

Police clearance certificate

### **Who can apply?**

- Restricted to individuals who must apply through an embassy or in Azerbaijan

### **Where?**

- Applicants can apply by person or post both in Azerbaijan and in the embassy of Azerbaijan in country of residence.
- Issue of police clearance certificates and receipt of related applications of citizens is carried out by the Main Directorate for Operational and Statistical Information, city and district police departments and stations as well as by the Ministry of Internal Affairs of the Nakhichevan Autonomous Republic.
- Foreign citizens previously resided in the Republic of Azerbaijan should apply to the Ministry of Foreign Affairs of the Republic of Azerbaijan for issue of the certificates through the diplomatic channels

### **What must the applicant supply?**

The applicant must supply the following:

- Copy of passport (main pages and stamps)
- Copy of National ID card (for Azerbaijani citizens)
- Copy of migration card issued by Azerbaijani authorities (for foreign citizens)
- Explanatory letter (information on recent addresses, activities in Azerbaijan, why they need certificate)

### **Information Source**

Ministry of Internal Affairs: <http://www.din.gov.az/index.php?/en/content/178/>

## *Bahamas*

### Police Character Certificate

#### **Who can apply?**

- Bahamian / non-Bahamian applicants can apply

#### **Where?**

- Local applicants should download an application form and submit to Police HQ (address below)
- Overseas applicants can apply online. Additionally, online overseas applicants must provide a set of fingerprints and copies of the first four pages of a valid passport. Representatives collecting Character Certificates on behalf of an applicant must present a valid identification (passport, drivers licence, and voters' cards) for that person and their own valid identification before the Certificate can be issued.

#### **What must the applicant supply?**

- Bahamian applicants: passport, driver's licence or voter's card
- Non-Bahamian applicants must be in possession of a valid passport

#### **What are the costs / turnaround times?**

- Fee of \$3 for Bahamians, \$5 for foreigners
- Cheques and international money orders must be made payable to the Bahamas Public Treasury.
- A Bahamian character certificate will be ready to collect the day after application, except in the Summer months when it will take two working days
- Non-Bahamian applicant character certificates take 14 working days to process: unless otherwise specified as in the case of an applicant who has permanent residence and is in possession of a recently expired certificate

#### **Information Source**

Download applications forms: [http://forms.bahamas.gov.bs/dp\\_form.asp?fid=299](http://forms.bahamas.gov.bs/dp_form.asp?fid=299)

#### **Contact Details**

In the Bahamas:

Royal Bahamas Police Force  
Headquarters

East Street

PO Box N 458, Nassau, Bahamas

Business hours Monday through Friday 08:00 to 17:00

Tel: 242-322-4444

Fax: 242-328-2688

Email: [Info@rbpf.org](mailto:Info@rbpf.org)

## *Bahrain*

### Good Conduct Certificate

#### **Who can apply?**

- Individuals
- Employers or third parties cannot apply for the certificate

#### **Where?**

- Application forms can only be obtained from the embassy. Applicants may request for application forms to be sent to them by post.

#### **What must applicants supply?**

- Applicants must supply a signed and completed police clearance application form
- 4 passport sized photographs with blue backgrounds
- Photocopy of passport (old and new) and photocopy of Bahraini residence permit.
- A signed letter stating applicant's reason for requesting police clearance, the amount of time spent in Bahrain and applicants address and telephone number in country of residence
- A fee of £2
- Stamped and addressed envelope for reply

#### **What are the costs / turnaround times?**

- The application process takes up to one month and the total cost is 1 BD

#### **Information Source**

<http://www.mofa.gov.bh/Default.aspx?tabid=149&language=en-US>

#### **Contact Information**

Ministry of Foreign Affairs  
P.O. Box 547  
Government Road  
Manama, Kingdom of Bahrain

#### Hours:

7:30 AM - 2:15 PM

#### Operation Office:

24 Hours

Telephone: +973-17227555

## Bangladesh

Police Clearance Certificate (PCC)

### Who can apply?

- Individual may apply either in person, or through a nominated third party. Prospective employers may also apply for the disclosure.

### Where?

Applicants (both Bangladeshi nationals and foreign nationals) domiciled in countries outside Bangladesh may apply in person at either:

- The High Commission
- The Embassy of Bangladesh

Or contact:

- Dhaka Metropolitan Police headquarters
- The Ministry of Foreign Affairs in Dhaka

The Dhaka Metropolitan Police accepts applications from resident and non-resident nationals of Bangladesh, including foreigners who have lived in Bangladesh for more than one year.

### What must the applicant supply?

- A written order from the Honourable Court or from the directive of the government stating the purpose for the application. The Ministry of Home Affairs represents the Bangladeshi government in this instance.
- A completed application form (available either at a local police station in Bangladesh, or from the appropriate High Commission or Embassy in the domiciled country)
- A receipt for the fee deposit into the Central Bank of Bangladesh (specifically for applicants within Bangladesh).

### What are the costs / turnaround times?

- The processing fee for a Police Clearance Certificate is BDT500. There is no online payment facility. Payment can only be made by cash to the Central Bank of Bangladesh.
- In cases where a government authority is a prospective employer, there is no charge for a Police Clearance Certificate. This is a separate and unrelated request to a PCC for a prospective UK employer.
- Under the guidelines of the one stop service, a Police Clearance Certificate will be issued within seven days. This is relevant to all applications for travel and pre-employment screening purposes. There is no added fee for this service.
- There is no specific time-frame for applications that fall outside of the one stop service.
- There is no fast-track system in place for the disclosure of priority cases.

### Information Source

<http://www.police.gov.bd/tab.php?id=4>

### Contact Details

The Dhaka Metropolitan Police headquarters in Dhaka handles applications for criminal record checks for residents and overseas individuals within their area of jurisdiction:

36 Shahid Cap. Monsur Ali Sarani      Tel: + (880) (2) 831 4128  
Ramna      Fax: + (880) (2) 831 8210  
Dhaka-1207

Contact details for local police stations can be found online: [www.police.gov.bd](http://www.police.gov.bd)

## *Barbados*

Police Certificate of Character

### **Who can apply?**

- Individuals
- Third party representative with written consent

### **Where?**

Police HQ based in Bridgetown (address below)

### **What must the applicant supply?**

- Application forms can be acquired at the Certificate of Character Office, Sugar Cane Mall, Roebuck Street, Bridgetown, St. Michael.
- Name (include aliases; female applicants must include maiden name)
- Purpose of request
- Passport Details
- Date and place of birth
- Addresses and dates of residence in Barbados (Most recent)
- Set of fingerprints (taken on application)
- Photographic ID
- Application Fees
- Stamped and self-addressed envelope (if wish to be mailed)

### **What are the costs / turnaround times?**

- The fee for the certificate is twenty (\$20) dollars Barbados currency. Postal and Money Orders are accepted for the equivalent of the required fee. If the applicant wishes to have the certificate returned to their overseas address, the requisite cost of the postal charges must be sought out and included with the fee for the certificate.

### **Information Source**

Barbados Integrated Government: <https://www.gov.bb/information/faqs/>

### **Contact Details**

The Commissioner of Police  
Police Headquarters  
Corner of Roebuck Street  
Bridgetown, St. Michael  
BARBADOS  
Tel: + (246) 4307-100



## Belgium

Extrait de Casier Judiciaire/ Uittreksel uit het Strafregister

### Who can apply?

- Individual and any third party, including employers, can apply with written permission from the individual

### Where?

- Applications can be made by post, fax, and email or in person

### What must the applicant supply?

Post/Email/Fax: the applicant must write a letter containing:

- Full name
- Place and date of birth
- Address
- Reason for request
- Signature of applicant
- Photocopy of Belgian ID card

In person:

- ID card

For third parties:

- Authorised copies of applicant's and their own ID card, and written permission, including all the information above

### What are the costs / turnaround times?

- There is no fee for this service
- Turnaround is a few days, plus postage time
- Certificates are issued immediately when in person

### Information Source

In English: [http://diplomatie.belgium.be/en/services/services\\_abroad/criminal\\_record/](http://diplomatie.belgium.be/en/services/services_abroad/criminal_record/)

### Contact Details

Contact details for the Casier Judiciaire Central/Dienst Centraal Strafregister:

French speaking:

SPF Justice  
DG Organisation judiciaire  
Casier Judiciaire Central  
115 boulevard de Waterloo  
1000 Bruxelles

Tel: 0032 2 552 27 47

Fax: 0032 2 552 27 82

Email: [cjc-csr@just.fgov.be](mailto:cjc-csr@just.fgov.be)

Website: [www.just.fgov.be/index\\_fr.htm](http://www.just.fgov.be/index_fr.htm)

Flemish speaking:

FOD Justitie  
DG Rechterlijke Organisatie  
Dienst Centraal Strafregister  
Waterloolaan 115  
1000 Brussel

Tel: 0032 2 552 27 48

Fax: 0032 2 552 27 82

Email: [cjc-csr@just.fgov.be](mailto:cjc-csr@just.fgov.be)

Website: [www.just.fgov.be/index\\_nl.htm](http://www.just.fgov.be/index_nl.htm)

## *Belize*

### Police Clearance

#### **Who can apply?**

- Individuals may apply in person or from abroad
- Foreign nationals must have been resident in Belize for between 4-6 months

#### **Where?**

- Local applicants can apply online; external can contact the Criminal Record Office in Belmopan (see below)

#### **What must the applicant supply?**

- Photo ID
- Completed application form
- Three recent passport photographs
- Foreign nationals applying must include photocopy of passport, and immigration stamps showing Belize and their current address.
- Fees and postage
- Date of entry and departure (if applicable), indicate their addresses from their time in Belize

#### **What are the costs/turnaround?**

- Standard applications cost Bzd \$12 (approx. £3.74)
- Turnaround is 2 to 3 weeks
- Same day applications cost Bzd \$25
- Express Service turnaround is same-day; applications must be made before 10am on Monday, Tuesday or Thursday to be accepted.
- International applications must include the money for return postage (i.e. standard return post to the UK is Bzd \$0.75/ GBP £0.23) as well as fee stated above

Application form download (where applicable):

[http://www.police.gov.bz/index.php?option=com\\_phocadownload&view=category&id=7&Itemid=313](http://www.police.gov.bz/index.php?option=com_phocadownload&view=category&id=7&Itemid=313)

#### **Contact Details**

Applications should be sent to:  
Criminal Records Office  
Police Headquarters  
Belmopan, Belize

## *Bermuda*

### Police Criminal Record Check

#### **Who can apply?**

- Individuals may apply in person or from abroad
- Third parties with signed consent form applicant

#### **Where?**

- In person at any Police Station
- In person at Police Headquarters, Prospect Devonshire.
- Via post (address below)

#### **What must the applicant supply?**

- Completed Bermuda Police Service application form SF39
- Valid passport
- Certified colour copy of valid photo ID

#### **What are the costs/turnaround?**

- Local applicants: \$100
- The Bermuda Police Service no longer accept foreign checks. Persons making payments from overseas must pay by wire in the name of the Accountant General to HSBC as follows:  
US Dollar account is 010 - 221125 - 511 or Bermuda Dollar account 010 - 221125 - 001
- When making payment by wire, the customer must confirm to [Group-Finance@bps.bm](mailto:Group-Finance@bps.bm) the following:
  1. Amount of the payment
  2. Date of the payment
  3. Payment/transaction number (if any)Police Finance Department will liaise with the Bermuda's Accountant General's office to confirm receipt of payment. Payment is not deemed to have been received until the Bermuda Accountant General's Office states that they have received the funds.
- Below is the bank, address and SWIFT code, if needed:  
HSBC Bank Bermuda Limited Harbourview Centre, 37 Front Street, Hamilton HM 11, Bermuda  
SWIFT CODE: BBDA BMHM

#### **Information Source**

Application form:

[http://www.bermudapolice.bm/sites/default/files/BPS%20Clearance%20Application%20Form%20SF39%20\(2017%20v1\).pdf](http://www.bermudapolice.bm/sites/default/files/BPS%20Clearance%20Application%20Form%20SF39%20(2017%20v1).pdf)

#### **Contact Details**

Bermuda Police Service

P.O. Box HM 530

Hamilton, HM CX

Bermuda

<http://www.bermudapolice.bm/>

## *Bolivia*

Certificado de Antecedentes

### **Who can apply?**

- Only the individual may apply, or appoint a Notary Public or a friend or relative living in Bolivia with a power of attorney to request a penal clearance certificate on their behalf.

### **Where?**

- Local applicants: Any city based Bolivian Police Station.
- Overseas applicants must request through the notary public via Policía Nacional Dirección Nacional de Fiscalización y Recaudaciones

### **What must the applicant supply?**

Bolivian nationals:

- A 4x4 size photograph with red background
- Two photocopies of the Identity Card
- Submit the original Identity Card
- Ladies who carry the married name must present a photocopy of the Certificate of Birth or Marriage
- Deposit of Bs. 25 to the bank account of your city Banco Unión
- A simple photocopy of the deposit slip

Foreign Nationals:

- must present a memorial addressed to the Director General of FELCN Cnl. DESP. Santiago Delgadillo Villalpando, signed by a lawyer by profession, attaching a photocopy of the passport or Foreign Certificate
- A 4x4 size photograph with red background
- Two photocopies of the Passport or the Foreign Certificate
- Present passport or original Foreign Certificate
- A photocopy of the presented memorial
- Deposit of Bs. 25 to the bank account of your city Banco Unión
- A simple photocopy of the deposit slip

### **What are the costs / turnaround times?**

- Bs. 25 (3.5 USD)
- If the applicant requests a local disclosure of records (local search, disclosure of records only in the city/department where he or she applied) the certificate is ready in 24 hours, if a national search is requested it takes from 3 to 7 days.

### **Information Source**

FELCN: <http://www.felcn.gob.bo/S-Certificados.aspx>

Information from Canadian government: <http://www.cic.gc.ca/english/information/security/police-cert/central-south-amer/bolivia.asp>

### **Contact Details**

Edificio de la Policía Técnica Judicial (Identificación)  
Calle Sucre - Plaza Murillo  
La Paz, Bolivia

## *Bosnia & Herzegovina*

Certificate of non-conviction/ Uvjerenje o nekaznjavanju

### **Who can apply?**

- Individuals or authority may be given to a relative, friend or lawyer in Bosnia to act on applicant's behalf
- Overseas applicants may contact their local Bosnian Embassy/Consulate or appoint a third party representative

### **Where?**

- Individuals can apply directly in person at the regional Ministry of Internal Affairs office or Municipal Court where they were born
- In order to obtain a Certificate of No Conviction, the relevant region is determined by the applicant's place of birth

### **What must the applicant supply?**

- Individual applicants complete an application form available at their regional Ministry of Internal Affairs office. The applicant must fill out the form in the presence of a Ministry of Internal Affairs official
- ID Card (Licna Karta)
- Birth Certificate or Citizenship Certificate

### **What are the costs / turnaround times?**

- The fees for obtaining a criminal records in Bosnia are set up by each regional authority up to 35BAM (approximately £17)
- Payments only by bank transfer
- Turnaround is up to 5 working days.
- The cost of translation services is 25BAM per page (approx. £13)

## Botswana

### Police Clearance Certificate

#### Who can apply?

- Applications of the individual are both accepted locally and from abroad

#### Where?

- Locally: submit in person to the Criminal Records Bureau, Botswana Police Services
- Externally: mail to Criminal Records Bureau (see below) or consult the Botswana High Commission

#### What must the applicant supply?

##### Local applicants:

- A set of fingerprints obtained at the nearest Police Station
- A copy of Omang (national ID) or passport for persons under 16 years of age
- A letter stating the reason for requesting a Police Clearance Certificate

##### Foreign nationals (living in Botswana):

- A copy of their residency permit is required

##### Foreign nationals (living outside Botswana):

- Applicants need to arrange to have their fingerprints taken by a local police force and sent with a covering letter explaining the reason for applying for the Police Clearance Certificate to the Botswana Police Service in Gaborone, address listed below

#### What are the costs/turnaround?

- For local applications, there is currently no charge
- Externally, fees may be applicable
- Turnaround is 7 working days for a local application

#### Information Source

<http://www.gov.bw/en/Ministries--Authorities/Ministries/State-President/Botswana-Police-Service-/Tools-and-Services/Services--Forms/Police-Clearance-Certificate-Persons/>

#### Contact Details

Deputy Director – Criminal Records  
Bureau  
Forensic Science Services  
Private Bag 0400  
Gaborone

Plot 22117 Gaborone West Industrial, Kgomokasitwa Road  
Tel: + (267) 3918601  
Email: [golesetedi@gov.bw](mailto:golesetedi@gov.bw)

## *Brazil*

### Atestados de Bons Antecedentes

#### **Who can apply?**

- Individuals and third party representatives (friend, relative) with the power of attorney (Procuração) to obtain the document on their behalf
- The power of attorney must specify the reason for the request and provide a certified copy of the applicant's National ID card

#### **Where?**

- Locally: in person to the office of the Justice Federal and Policia Federal in the state/city of residence for the previous ten years
- Online: <http://www.pf.gov.br/servicos-pf/antecedentes-criminais>

#### **What must the applicant supply?**

- Full name
- Brazilian ID card number
- Brazilian CPF number (Brazilian tax card)
- Passport Bio-data copy

#### **What are the costs/turnaround?**

- There is no charge

#### **Contact Details**

- For addresses or telephone numbers of the Federal Police (Policia Federal) access website: <http://www.dpf.gov.br/institucional/pf-pelo-brasil/>
- Regional offices: <http://www.jf.jus.br/cjf/servico/certidao-negativa>

## *Brunei Darussalam*

### Police Certificate of Good Conduct

#### **Who can apply?**

- Individuals
- Third party representatives may apply on applicant's behalf, but external applicants are advised to consult their nearest Brunei Darussalam Embassy or Consulate

#### **Where?**

- Locally, individuals must send applications to the Police Commissioner
- Overseas, individuals must send applications to the nearest Brunei High Commission (see below)

#### **What must the applicant supply?**

- CRF1 form (which can be downloaded from the RBPF Website or obtained from the Criminal Record Unit Office, Police Headquarters Building, Gadong)
- Payment Receipt,
- Photocopy of his/her current passport
- Photocopy of his/her Brunei identity card, if available
- Evidence of individual's work permit (where applicable)
- Evidence of the duration of the applicant's residency in Brunei

#### **What are the costs / turnaround times?**

- Fee of Brunei \$50 (approx. GBP £25.42)

#### **Information Source**

<http://www.police.gov.bn/pages/faq.aspx#faq4>

#### **Contact Details**

Royal Brunei Police Force Headquarters  
Jalan Gadong BE1710  
Brunei Darussalam  
Telephone: 673-2-423901  
Fax: 673-2-426290  
E-mail: [bruneipolice@brunet.bn](mailto:bruneipolice@brunet.bn)  
Website: [Royal Brunei Police Force Headquarters](#)



## Bulgaria

### Svidetelstvo za Sudimost / Conviction Status Certificate

#### Who can apply?

- Individuals must apply, prospective employers cannot apply
- Third party applications are accepted, on production of completed third party application form, certificate of inheritor or with a power of attorney
- Consult your nearest Bulgarian embassy for more information

#### Where?

- Local applicants must send their application form to the Central Office of Criminal Records, Ministry of Justice (see below)
- Online via an e service: [https://cs.mjs.bg/bg/Home/Help?focus=access\\_code](https://cs.mjs.bg/bg/Home/Help?focus=access_code)
- External applicants must consult their local consulate/embassy

#### What must the applicant supply?

- Completed application form
- ID card or passport
- Original birth certificate
- Receipt of fee payment
- In cases of name alterations, an Identification of Names Statement

#### What are the costs/turnaround?

- For Local Bulgarian applicants: BGL 5 (approx. GBP £2); foreign nationals in Bulgaria: BGL 2 (approx. GBP £0.85) with direct applications in Bulgaria, turnaround is up to 3 days.
- For applications through an Embassy: around £20; turnaround time will be available on application to an embassy.

#### Contact Details

Local applicants must consult:

Central Office of Criminal Records  
Ministry of Justice  
5 Aksakov Street  
1040 Sofia Bulgaria

Tel: + (0035) 929 237 355  
Fax: + (0035) 929 881 142  
Email: [pr@justice.government.bg](mailto:pr@justice.government.bg)  
Website: <https://cs.mjs.bg/>

## *Burkina Faso*

CIS is unable to locate any information about Criminal Background Checks in Burkina Faso.

## *Cambodia*

### Police Clearance Certificate

#### **Who can apply?**

Applications must be made in person or by an authorised third party. The applicant should complete an authorisation form (the sample of the form is available at Criminal Office at Ministry of Justice). However, acceptance of this letter will be dependent on the commune (sangkat) office. There is no national standard for this type of work. To ease the process, foreigners are advised to request a Residence Certification Letter from their local commune (sangkat) office prior to leaving their Cambodian place of residence.

The Embassy is unable to assist citizens in obtaining a police clearance certificate from Cambodian authorities.

#### **Where?**

To obtain a report, foreigners should go to the Criminal Office at the Ministry of Justice to request a Police Certificate.

#### **What must the applicant supply?**

Applicants should have the following documents:

- A completed application form. This form can be obtained at the Criminal Office;
- One photograph (size 4cm x 6cm);
- A bio-information form;
- A copy of the biographical page of the passport;
- Copies of the first and last Cambodian visas showing dates of arrival.
- A Residence Certification Letter \* from the commune (sangkat) office where the applicant resides and/or resided whilst in Cambodia.
  - If he/she is Cambodian: ID card, family book/ residence book, and house rental agreement (if he/she did not own a house).
  - If he/she is a foreigner: Passport, house rental agreement, job letter and other related documents to support the claim of residence.

#### **Residence Certification Letter\***

A Residence Certification Letter is required when applying for a Police Certificate. To obtain this document, foreigners should go to the local commune (sangkat) office where the applicant resides/ resided in Cambodia to request the letter. There is a no-standard administrative fee for the provision of this letter.

#### **What are the costs/turnaround?**

There are two different fees:

- 250,000 Riels (approximately USD62.5) for regular service which takes around 20 days, or
- 500,000 Riels (approximately USD125.00) for expedited service which takes around 12 days.

#### **Information Source**

The Australian Embassy in Cambodia:

[http://cambodia.embassy.gov.au/penh/police\\_clearance.html#content2](http://cambodia.embassy.gov.au/penh/police_clearance.html#content2)

## Canada

Police Certificate/ Criminal Record Check  
Vulnerable Sector (VS) Check

### Who can apply?

- Individuals in and outside Canada.
- Individuals may authorise the results of criminal record verification to be forwarded to a third party upon receipt of written consent\*.

\*The consent must contain a statement that the subject is aware that refusal to give consent to release information to a third party will not affect their request. The consent must be an original document – faxed or photocopied documents will not be accepted.

### Where?

- Criminal Real Time Identification Services (RMCP), Canadian Government Police Authority (see below).
- Third Party agencies (e.g. truecheck.ca or mybackcheck.com) will not be accepted.

### What must the applicant supply?

- Full set of fingerprints
- Application form

### What are the costs/turnaround?

- Processing fee is \$25 CAN or the US equivalent per request.
- Payable to the "Receiver General for Canada" by certified cheque or money order.
- Payments by credit card are not accepted.
- Turnaround varies depending on type of application
- For applications within Canada, electronic submissions for people with no criminal records are processed within a week.

### Information Source

Royal Canadian Mounted Police (RCMP): <http://www.rcmp-grc.gc.ca/en/criminal-record-and-vulnerable-sector-checks>

## *Cape Verde*

### **Who can apply?**

Individuals may apply, however, if they are overseas, a third party can apply, presenting a copy of the applicant's passport (It takes 48 hours to be issued).

### **Where?**

The application can be made in Cape Verde or at an Embassy/Consulate outside Cape Verde.

### **What must the applicant supply?**

A copy of their passport.

### **What are the costs / turnaround times?**

350 escudos, which corresponds to about 3 Euros.

### **Contact details**

Details can be found on the following website:

<https://portondinosilhas.gov.cv/portonprd/porton.portoncv?p=AACEC7BDB7C4ADBAB8A0BCADB6B2C4C4>

The person that makes the request can leave a Cape-Verdean mobile phone number or an e-mail address. A code will be then sent to allow downloading of the form.

### **Certificate**

The certificate is written in Portuguese. Translation is not possible and has to be organised by the person interested if necessary. The document is valid for 3 (three) months. The document gives the details of the applicant, the objective of the document and says if there are no crime records registered in the files. If there are crime records, there will be an annex with the records.

## *Cayman Islands*

### Police Clearance Certificates

#### **Who can apply?**

- Residents (third parties may submit / collect applications, but application forms and a letter of authorisation for collection must be notarised)
- Overseas applicants (application forms must be notarised)

#### **What must the applicant supply?**

##### Residents:

- Copy of your passport
- Caymanians may also use birth certificates and expired passports that are within three months of the expiration date
- If the applicant is not Caymanian, their most current immigration status must be stamped in their passport in order to apply.
- Foreign nationals must have been living within the Cayman Islands for a period of six months in order to be eligible for a clearance as a resident.
- A completed application form signed by the applicant who must be aged 17 and older. A parent must sign for any applicant who is under 17 years of age.
- Any relevant documentation relating to a change of name by deed poll or marriage

##### Overseas Applicants:

- Copy of passport (page with picture, passport number, name, etc.). Please note that each page must be notarised and original documents submitted.
- Copy of the most current work permit stamped in the passport whilst working in the Cayman Islands (if the passport that the work permit was stamped in has been cancelled, the applicant will need to send a copy of the cancelled passport along with a copy of the new passport).
- A completed application form (must be notarised)
- Copy of the applicants' entry and exit stamp for the Cayman Islands (date they arrived in the Cayman Islands and the date they departed will be affixed to the police clearance).

These documents can be sent via mail or preferred courier service. If the documents are to be returned via the same courier service, please send the package prepaid; if not, it will be sent by regular post.

#### **What are the costs / turnaround times?**

##### Residents:

- The prescribed fee for each clearance is \$25.00 CI dollars per person
- If paying in US dollars it is \$31.25 cash
- If paying by cheque the amount is \$30.50 (all cheques should be made payable to Cayman Islands Government).

##### Overseas Applicants:

- A bank draft made out to the Cayman Islands Government in the amount of US\$36.35 (per person)

A response to an application will be returned within 5-7 working days following receipt. The office is open Monday to Friday and closed on all locally recognised public holidays.

#### **Information Source**

Application forms can be downloaded from this website which also contains additional information:

<http://www.rcips.ky/portal/page/portal/polhome/whatcanyoudo/policeclearancecertificates>

**Contact Details**

Write to:

Criminal Records Office  
Royal Cayman Islands Police Service  
PO Box 909  
Grand Cayman KY1-1103

Location:

Criminal Records Office  
Royal Cayman Islands Police Service  
Windjammer Plaza  
Walkers Road  
George Town  
Grand Cayman  
CAYMAN ISLANDS

Tel: 345-945-4924 / 345-645-4924

## *Chile*

Certificado de Antecedentes

### **Who can apply?**

- Only the individual can apply.
- All Chilean citizens and foreigners who have lived in Chile and are holders of a Chilean Identity Card.

### **Where?**

- At the Consulate of Chile
- Residents, online: <http://www.registrocivil.gob.cl/>

### **What must the applicant supply?**

- The only documentation required to obtain the certificate is the Chilean Identity Card Number.



## China

Certificate of No Criminal Convictions / Wu Fan Zui Ji Lu Zheng Ming /

### Who can apply?

- The individual must make the application in person.
- A third party representative must consult the Public Security Bureau covering their county of residence during their residency in China.

### Where?

- Applications must be made in person at the Notary Public Office at province/city/district of residency after obtaining the form from local police station.
- Different cities/districts/provinces vary in their procedures; therefore, we encourage applicants to confirm by direct contact with their local Public Notary Office or Public Security Bureau.
- A third-party representative must consult the Public Security Bureau covering their county of residence during their Chinese residency.
- Mailed applications will not be accepted.
- Embassies/Consulates will not accept applications.

### What must the applicant supply?

Local citizens must provide their local Police Security Bureau or police station with:

- Original ID Card
- Original Permanent Residence Registration (Hukou)
- Original File Card (Cun tang ka)
- Authorisation Letter (if through a third party)
- The police station may request a statement from the potential employer of the applicant.

Local foreign nationals must provide their local Police Security Bureau or police station with:

- Copy of passport with Chinese visa (new and old)
- Temporary Residence card (ju liu zheng)
- Authorisation Letter from work unit/school/university
- The police station may request a statement from the potential employer of the applicant.

### What are the costs/turnaround?

Free in most circumstances, however, local public authorities should be contacted regarding the fee. Approximately seven working days for an application.

### Information Source

<https://www.gov.uk/guidance/living-in-china>

### Contact Details

Please contact Chinese embassy or consulate in your country of residence.

**The following information has been supplied by a CIS Candidate, a non-Chinese resident, who went through the process in July 2017:**

All expatriate criminal background checks in China have to go through the Notary Office  
(公证局)

One can contact their local police station regarding the address of the Notary Office, but local police station will not handle expat criminal background checks.

The contact number for the Notary Office in Shanghai is 021-62154848. The address is Fengyang Lu 598 in JingAn District. They are open from 8:30pm until 6pm with no noon breaks from Monday to Saturday.

I would not recommend calling for much advice. The Notary officers never take calls and the receptionist will either instruct you to call again or ask you to go in.

The first visit is to provide you with 2 documents: a checklist and a declaration from your school. The checklist is misleading so I revised it below:

#### **Document 1: Checklist of paperwork needed (before you arrive at the Notary office)**

1. Original Passport (all passports that includes visa to China, including cancelled passports)
2. Original Residence certificate (temporary residence certificate, obtainable from local police station)
3. Original Alien employment permit/Expert certificate (little blue book that looks like a passport, your school should have gotten this for you around the same time you received your work visa endorsement)
4. Original labor contract or Original Proof of Employment with company stamp (I had my school HR provide me with the latter the same day I asked them to complete the declaration for me. This saved me a lot of time as I didn't have to hunt down my original contracts. The Notary office only requires one or the other and not both. The Proof of Employment will also help with another potential challenge - the tax receipts. I was told if I only had the original labor contract then I need to produce tax receipts that required me to visit yet another bureau)
5. Should you have any dependents you wish to include in the Background check then you need to produce Original documents of relationship (I.e. marriage/birth certificates etc.)
6. Original declaration document from your school. The Notary office does not accept forms other than the one they provided. It is in Chinese and unfortunately it is vague. My school and I had a hard time figuring out what they needed to complete. Essentially the 4 main pieces of information are:
  - Personal details (name, birthdate, passport number)
  - Period of employment (dd/mm/yy – dd/mm/yy) – please make sure your HR department has this down the day, the Notary officers are very picky on details
  - Title of position
  - Declaration that the teacher has committed no crimes to the knowledge of the school for the duration of his/her employment
  - DO NOT FORGET THE SCHOOL STAMP!!!
7. Original record of entry/exits to and from China. This is not on the checklist. This record is obtainable from the Public Security Exit-Entry Management Bureau. This is normally the same place where you went to get your visa. The address in Shanghai is MinSheng Lu 1500. They have a separate office on the second floor. You need to have a copy of your passport and complete a form outside the office. Please note they are closed for lunch from 11:30 until 13:30.

#### **Document 2:**

Enclosed and please refer to point 6 above.  
After you have all the documents required as per the checklist.

I highly recommend either going to the Notary office before 10:30 or after 15:30.

At the front desk take a number. On average, it takes around an hour for your number to get called so bring a book.

Once your number is called you will go into a large office and met with a Notary officer. Older officers speak only a little English but will share an office with a younger officer with good English.

S/he will inspect your records and ask a few questions. The most important question will be which country (i.e. language) you would like your Criminal Background check to be in. If everything is in order they will send you to another counter where you can have your original documents photocopied free of charge. I would highly recommend you have these photocopied beforehand. If you accidentally hand over any originals these WILL NOT be returned to you.

Return the copies to the same officer. S/he will then produce an A4 document instructing you on the collection date and payment. I requested 2 copies and paid 200 rmb. The bursar is next to the photocopy office. It takes 10 days for your documents to be prepared. The collection time is after 15:30 so do not arrive before then.

## Colombia

Judicial Police Clearance / Certificado Judicial y de Policía

### What must the applicant supply?

- Passport
- List of dates spent within the country

### Where/How?

- Local Requests can apply for a Certificado Judicial y de Policía in person at the Departamento Administrativo de Seguridad, provide two 3x3 cm photographs and your national identification card/cedula de ciudadanía, and pay the applicable fees.
- Non-Resident Requests can apply for a police certificate at the nearest Colombian embassy or consulate.
- Applications can be made online (website in Spanish):  
<https://antecedentes.policia.gov.co:7005/WebJudicial/>
- Instructions:
  - Click 'ACEPTO'
  - Click 'ENVIAR'
  - Type in your Colombian identity number (COLOMBIAN ID). This can be different from your passport number)
  - Click Ciudadanía for a Citizen of Colombia or click Extranjería if you are a non-citizen.
  - Click 'BUSCAR'
  - Find the certificate.
  - The certificate will say either 'No registra antecedentes' which means has no criminal records or 'Registra antecedentes', which means has a criminal record

### Contact details:

Head of the Identification Group of the Security  
Administrative Department (DAS)  
Carrera 28 No. 17 A 00 Bogota D.C.  
Colombia

Tel: 091 4088000, ext: 1100 and 1110

## Costa Rica

### Police Certificate / Hoja de Delincuencia

#### Who can apply?

- Costa Rican citizens or foreigners who had lived in Costa Rica for a period of time

#### Where?

- Local Individuals must apply in person at the Oficina de Archivo y Registro Judicial (OIJ building) or they can also apply online at the judicial website (available in Spanish only):  
<https://pjenlinea2.poder-judicial.go.cr/SACEJEnLinea/SolicitudesPersonales/SolicitarPublica.aspx>
- The Police Certificate is issued the same day and would be discarded after five business days if not picked-up.
- If an individual resides outside of Costa Rica and need to get a Police Certificate an express request must be made before the Costa Rican Consulate of the corresponding jurisdiction. The Consulate should be contacted in advance to arrange an appointment.

#### What must the applicant supply?

##### Local applicants:

- Identity card (cedula de identidad o de residencia) in good conditions
- Passport with valid entry visa for foreigners
- Individuals may apply for up to three copies of the Police Certificate

##### Overseas applicants:

- Full name of the person requesting the Police Certificate
- Identity card number (cedula de identidad o de residencia)
- Birthdate
- Full names of both parents
- Indicate the full name, identity card and telephone number of the person in Costa Rica who is being authorized to collect Police Certificate.

If an individual is not able to go to the Consulate in person, he/she should send a letter to the consulate including the following:

- Full name of the person requiring the certificate.
- Number of identity card (cédula de residencia) or passport.
- Date of birth.
- Full names of both parents.
- Full name, identity card (cédula de residencia) or passport number and telephone number of the person in Costa Rica who is authorized to pick up the police certificate.
- Photocopy of both sides of his/her valid identity card (cédula de residencia) or photocopy of the first two pages of the passport.
- The letter must be authenticated-legalized by a Notary Public and Apostilled or Certified by the corresponding authority (Secretary of States or Ministry of Foreign Affairs) depending of each country of application, and then sent by mail to the Consulate of the corresponding jurisdiction.

#### What are the costs/turnaround?

- The Police Certificate is valid for three months
- This is a free service
- Turnaround for local applicants is one day; for overseas applicants, approximate processing time 10 working days

### Contact Information

Further information: <https://www.poder-judicial.go.cr/principal/index.php>

Telephone numbers: (506) 2295-3649, 2295-3648 or 2295-3682

Address of the main office: Annex A building located southeast side of the Supreme Court in the Avenida 4, Calle 19. San Jose, Costa Rica.

## *Croatia*

Potvrda o Nekaznjavanju / Certificate of no convictions

### **Who can apply?**

- Individuals
- Third party representatives

### **Where?**

- Applications accepted in person, by mail or by a third party representative (with notarised authorisation) to the Ministry of Justice.

### **What must the applicant supply?**

- Completed application form downloadable below:  
<https://gov.hr/UserDocsImages//Moja%20uprava//Obrazac%20br.%209.docx>
- Photocopy of original passport or identity card

### **What are the costs / turnaround times?**

- Fee of 30 KN payable by tax stamp
- Turnaround of two days on receipt of application

### **Information Source**

Information in Croatian: <https://gov.hr/moja-uprava/pravna-drzava-i-sigurnost/drzavljanstvo-i-isprave/uvjerenje-da-se-ne-vodi-kazneni-postupak/1625>

### **Contact Details**

Applications submitted to:  
Department of Criminal Records, Zagreb  
Savska cesta 41/25  
10 000 Zagreb  
Website: [www.pravosudje.hr](http://www.pravosudje.hr)

## *Cuba*

Certificado de Antecedentes / Police Clearance Certificate

### **Who can apply?**

- All Cuban nationals may apply either locally or internationally, but in person.

### **Where?**

- In Cuba, you can apply either in their local area, or at the Central Office in Havana. Applications must be made in person in Cuba or at Consulates/Embassies.
- International applications are accepted through the Cuban Embassies or Consulates.

### **What must the applicant supply?**

- Proof of Identity

### **What are the costs / turnaround times?**

- In Cuba the fee is 10 pesos to be paid in stamps (not cash or other method of payment).
- Turnaround is 21 days for local applications, collection must be made in person.
- Internationally, the fee and turnaround will be disclosed on applications.

### **Contact Details**

Local applicants:

Central Office in Havana

Oficina de Registro de Antecedentes Penales

Línea y D

Vedado, Plaza de la Revolución

Ciudad de la Habana

Tel: + (537) 832 7716 / 832 6833

Applicants outside of Cuba:

Cuban embassy or consulate in your country  
of residence



## *Cyprus, Republic of*

### Police Clearance Certificate

#### Who can apply?

- Individuals and authorised personnel only
- Third party representation is given only to close family members or friends

#### Where?

- Police headquarters in Nicosia
- Republic of Cyprus overseas mission
- Applicants living outside Cyprus should contact Embassy or Consulate of Cyprus in their country of residence.

#### What must the applicant supply?

##### Local applicants:

- Full names of parents
- Full name
- Date of birth and place of birth
- Passport number and place of issue
- Current and Permanent address
- Reason for request
- 2 current passport sized photos, certified by an authorised person.

##### External applicants/citizens of foreign nationality:

- Full name
- Full name of parents
- Passport number and place of issue
- ARC Number (Alien Book) or Temporary Residence slip or MP number stamped in Passport
- Current and permanent address
- 2 current passport sized photos, certified by an authorised person
- Letter from the department requiring the Police Clearance Certificate

#### What are the costs / turnaround?

##### Local applicants

- Fee applicable; please enquire

#### Contact Details

##### Application available online:

<http://www.police.gov.cy/police/police.nsf/All/9D5F063F1BCD709BC22578A900272470?OpenDocument>  
(English)

##### For applications in person, the address of the Chief of Police in Cyprus is:

Cyprus Police – Crime Registry Office	Tel: 00357 22 8080 80
Evangelou Floraki	Fax: 00357 22 8087 14
1478 Nicosia Cyprus	Website: <a href="http://www.police.gov.cy">http://www.police.gov.cy</a>
	Email: <a href="mailto:mechristodoulou@police.gov.cy">mechristodoulou@police.gov.cy</a>

##### Postal applications need to be sent to the following address:

Chief of Police  
Police Headquarters  
P.O. Box No. 2022  
Nicosia  
Cyprus

## *Czech Republic*

Excerpt from the Penal Register

### **Who can apply?**

- Individuals may directly apply
- A legally authorised representative may apply for criminal records disclosure on behalf of an individual with the written consent of an applicant.
- Employers cannot apply.

### **Where?**

- Regional branches of the Criminal Records Office (CRO) accept applications for excerpts; overseas applications accepted at embassy of Czech Republic.
- Online application:  
[http://www.mzv.cz/public/ef/74/bf/191899\\_14922\\_Zadost\\_o\\_vypis\\_z\\_rejstriku\\_trestu\\_CR.pdf](http://www.mzv.cz/public/ef/74/bf/191899_14922_Zadost_o_vypis_z_rejstriku_trestu_CR.pdf)
- Applications for an Excerpt can be filed in person at the CRO or regional offices. An individual can obtain an application form (SEVT 17 157 0) at the relevant office.

### **What must the applicant supply?**

Online Applications:

- An electronic signature certificate

Criminal Records Office/Regional Office applications:

- Completed application form (SEVT 17 157 0) available from the office of application
- Valid ID card, passport or foreigner's residency permit
- Receipt for tax stamp payment of fee
- Third party Notarised document (where applicable)

Czech Point applications:

- Valid identification document
- An original copy of their ID card/passport or foreigner's residency permit.
- Third party Notarised document (where applicable)

### **What are the costs / turnaround times?**

- Fee of CZK 50 for applications inside the Czech Republic, payable by tax stamp obtainable at the CRO or branch office.
- For online applications fee is payable by online transfer.
- Turnaround for applications filed at the CRO is immediate.
- Applications filed at regional offices take 3 weeks, and are returned by post to the applicant.
- There is no fast-track system for disclosure.

### **Information Source**

- Application (In Czech):  
[http://www.mzv.cz/public/ef/74/bf/191899\\_14922\\_Zadost\\_o\\_vypis\\_z\\_rejstriku\\_trestu\\_CR.pdf](http://www.mzv.cz/public/ef/74/bf/191899_14922_Zadost_o_vypis_z_rejstriku_trestu_CR.pdf)
- Translation of the Czech form and further information provided by the Embassy of the Czech Republic in London:  
[http://www.mzv.cz/london/en/visa\\_and\\_consular\\_information/consular\\_information/extract\\_from\\_the\\_czech\\_republic\\_criminal/index.html](http://www.mzv.cz/london/en/visa_and_consular_information/consular_information/extract_from_the_czech_republic_criminal/index.html)

### **Contact Details**

Czech Point website (locations of offices): <http://www.czechpoint.cz/web/index.php>

The national body from which to obtain disclosure is the Criminal Records Office:

Rejstrik Trestu Praha  
Soudní 1

Shaping the future  
of international education



140 66 Praha 4  
Tel: 00420 244 006 111  
Email: [rejstrik@rejtr.justice.cz](mailto:rejstrik@rejtr.justice.cz)

## *Democratic Republic of Congo*

Police Criminal Record / Extrait du Casier Judiciaire

### **Who can apply?**

- Local: applicant in person only
- Overseas: apply at nearest DRC embassy

### **Where?**

- Local applicants: Through the Inspector General of the Criminal Police (Police Judiciaire) in Kinshasa (see below).
- Overseas applicants: must contact their nearest DRC embassy/consulate (see below)

### **What must the applicant supply?**

- Copy of ID
- Fingerprints (external applicants only; consult embassy for more information)

### **What are the costs/turnaround?**

- Fee of between \$20 to \$50 for information and a duplicate request would cost around \$15

### **Contact Details**

Local applicants must consult:

- Direction generale de la Police
- Judiciaire Direction de l'Identite Judiciaire
- 14 Avenue Kalemie, Commune de Gombe
- Kinshasa, DRC

External applicants should contact embassy or consulate of Democratic Republic of Congo in their country of residence.

## Denmark

Private Criminal Record/ Privat Straffeattest

### Who can apply?

- Danish nationals and foreign nationals

### Where?

- Online with a NEM-ID: [https://www.politi.dk/da/borgerservice/straffeattest/privat\\_straffeattest/](https://www.politi.dk/da/borgerservice/straffeattest/privat_straffeattest/)
- Contact the Danish National Police (see below)

### What must the applicant supply?

- Passport
- Address of last residence in Denmark
- State what language you require the certificate to be in (if convictions exist, it will be in Danish only)

### What are the costs/turnaround?

- Free of charge when applying in person and turnaround is instant
- Free of charge when applying by post, aside from postage
- Turnaround by post to the UK is around a week
- Authentication fee: DKK 175.00
- There is no fast track service

### Information Source

Further details about applying from overseas is available (in Danish) via the police website:

<https://www.politi.dk/da/aktuelt/SporgsmaalSvar/Hvordan+faar+jeg+en+straffeattest+hvis+jeg+bor+i+udlandet.htm>

### Contact Details

Applications must be submitted in writing to the National Commissioner of Police at the address below:

National Police ("Rigspolitiet") København  
Vestegns Politi – ACØ  
Kriminalregisteret – Straffeattester  
Postboks 59  
2630 Taastrup  
[kbhv-acoe-kr@politi.dk](mailto:kbhv-acoe-kr@politi.dk)

## *Dominica*

Certificado de No Antecedentes Policiales/ Certificate of no Criminal Record

### **Who can apply?**

- Individuals, or third party representatives

### **Where?**

- Online: [https://servicios.pgr.gob.do/servicios\\_en\\_linea/inicio/procesar](https://servicios.pgr.gob.do/servicios_en_linea/inicio/procesar)
- Foreign citizens who DO NOT have a cédula must apply in person for the Certificate of Non-Criminal Background in the Citizen Attention Center (CAC).

### **What must the applicant supply?**

- Passport (copy)
- Full name and aliases
- Current and previous places of residence
- 2 passport sized photographs
- Non-residents must provide copy of fingerprints taken by a recognised police authority
- Stamped, self-addressed envelope

### **What are the costs/turnaround?**

- RD \$ 600.00

### **Contact Details**

List of Citizen Care Centres: [http://servicios.pgr.gob.do/servicios\\_en\\_linea/inicio/contacto](http://servicios.pgr.gob.do/servicios_en_linea/inicio/contacto)

Criminal Investigations Department,  
Police Headquarters,  
Roseau,  
Dominica

## *Dominican Republic*

### **Who can apply?**

- Individuals only

### **Where?**

- Local applicants must contact the Office of the Prosecutor General (Procuraduria General de la Republica Dominica) throughout the country.
- External applicants contact any Office of the Prosecutor General directly for instructions.

### **What must the applicant supply?**

- Dominican national identification card (cedula)
- 2 passport-sized photographs
- Photocopy of both sides of the Dominican national identification card

### **What are the costs/turnaround?**

- Fee in cash of around 330 Dominican pesos
- Certificate is usually ready the same day

### **Contact Details**

Palacio De La Policia Nacional  
Av. Leopoldo Navarro #402  
Santo Domingo, R.D.  
Tel: +(809)-682-2151  
Email: [jefatura@policianacional.gov.do](mailto:jefatura@policianacional.gov.do)

Embassy of the Dominican Republic  
139 Inverness Terrace W2 6JF  
Tel: 020 7727 7091  
Fax: 020 7727 3693  
Email: [info@dominicanembassy.org.uk](mailto:info@dominicanembassy.org.uk)  
Website: [www.dominicanembassy.org.uk](http://www.dominicanembassy.org.uk)

## *Ecuador*

Certificado de Antecedentes Penales

### **Who can apply / Where?**

- Citizens can apply online (In Spanish): <http://www.ministeriointerior.gob.ec/certificado-de-antecedentes-penales/>
- Ecuadorian residing outside the country may authorise a relative to obtain on their behalf.

### **Where?**

Local can apply in person through Jefaturas (Police Headquarters) or Subjefaturas Provinciales de la Policia Judicial (regional police stations).

### **What must the applicant supply?**

- If you are Ecuadorian you must verify that your data are in the Civil Registry system, you can do it with a click [here](#) or by visiting the Civil Registry page and entering the online service.
- If you are NOT Ecuadorian, you must verify that your information is in the Migration system, you can do it by calling the number 022276394 (Quito-Ecuador), or approach the nearest Immigration Support Service (SAM).

### **What are the costs/turnaround?**

- No charge

### **Information Source**

<http://gobernacionmanabi.gob.ec/minteriordatarp-php/>

### **Contact Details**

Calle Sucre between Ricaurte and Olmedo  
Portoviejo - Ecuador  
Telephone: 593-5 263 1651  
[gobernador.manabi@mingobierno.gov.ec](mailto:gobernador.manabi@mingobierno.gov.ec)



## *Egypt*

Criminal Status Record" (Saheefat al Hala al Gina'iyya).

### **Who can apply?**

Residents:

- Apply to the Ministry of Interior, at the local Police Station which will forward the request to the Department of Criminal Investigations, Cairo.

Non-residents:

- Apply in person through your nearest Egyptian embassy or consulate. The consular officer will obtain copies of your fingerprints and forward the application to the Ministry of Interior in Cairo.

### **What must the applicant supply?**

- Fingerprints from local police, ID and a photo: <http://content.met.police.uk/Site/fingerprints>
- Forms can be bought and stamp duty paid at post offices in Egypt.

### **What are the costs / turnaround times?**

- Fee: three Egyptian pounds for standard and six Egyptian pounds for urgent.
- Processing time is approximately 24 hours for urgent requests and 3 – 4 days for standard requests.

### **Contact Details**

2 Lowndes Street  
London, SW1X 9ET  
United Kingdom.  
Tel: 020 7235 9777

Fax: 020 7235 5684 Website: [http://www.egyptianconsulate.co.uk/Consular\\_Services.php](http://www.egyptianconsulate.co.uk/Consular_Services.php)

## *El Salvador*

Solvency of Police Background /Solvencia de la Policía

### **Who can apply?**

- Individuals

### **Where?**

- Local applications can be made via the National Civil Police through the Registry Unit and Police Background. The unit has six branches: Flor Blanca, Soyapango, Ciudad Mujer (Lourdes-Colón), Santa Ana, San Miguel, and its Headquarters, in the center of San Salvador, where the standardized procedure is carried out.
- Salvadorans overseas should contact nearest consulate of El Salvador in the country of residence.

### **What must the applicant supply?**

Local applicants:

- Salvadorans: Legible copy of a DUI Identification document at a size of 200% and original document for data confrontation.
- Other nationalities: legible copy of Passport and original document for data confrontation.

Via a consulate:

- Copy of your personal identity documents with a photograph
- two photographs of the front and two of the right profile
- Fill out the solvency application form at the Consulate
- Letter of justification of the reason for the solvency process

### **What are the costs/turnaround?**

- Applying via the Overseas, the cost of the form is \$ 3.50, processing time is 2-3 months
- For local Salvadoran applicants, processing time is 1 hour
- For Foreigners residing in El Salvador processing time is approximately 10 days.

### **Information Source**

The Information above was obtained from the government website (in Spanish):

[http://www.pnc.gob.sv/portal/page/portal/informativo/servicios/guia/servicios\\_al\\_ciudadano/solvencias](http://www.pnc.gob.sv/portal/page/portal/informativo/servicios/guia/servicios_al_ciudadano/solvencias)

### **Contact Details**

Central Office:

6th. Calle Oriente No. 710

San Esteban neighborhood

San Salvador

Comano Telephone: 2529-2600

## *Eritrea*

### **Who can apply?**

- Individuals only

### **Where?**

- Local applicants must go in person to the police station governing the administrative district in which they are registered.
- For applications within Eritrea, Police certificates are only available to individuals of non-national Service ages: for women aged 47 years or more (unless they have an exemption through marriage, formal engagement to be married or have children) and men aged 54 years or more.
- External applications are accepted via the Eritrean Embassy in London and no age restriction applies.

### **What must the applicant supply?**

- Completed application form
- Fingerprints
- Two passport photographs
- Copy of Photographic ID

### **What are the costs/turnaround?**

Eritrean nationals are required to pay a tax of 2% of earnings overseas in return for provision of the Police certificate.

- Service charge to the police of Nfas 50 for completing the application
- Charge of Nfas 59 where fingerprints are taken in the UK and checked by the Consular office.

### **Contact Details**

List of consulates, embassies, etc. <http://www.eritrea.be/old/eritrea-information.htm>

Eritrean Embassy in London  
96 White Lion Street  
London  
N1 9PF  
Tel: 020 7713 0096 Fax: 020 7713 0161

## *Estonia*

Notice from the Punishment Register (Karisturegisteri teatis)

### **Who can apply?**

- Individuals
- Third party applicants

### **Where?**

- Applications are accepted by post or email directly to the Punishment Register (Criminal Records Database). An application form must be completed (see below).

### **What must the applicant supply?**

Completed application form requiring:

- Purpose for disclosure
- Full name
- Social security number
- Date and place of birth
- Passport number (or ID card number)
- Residential address in Estonia
- Contact details (full postal address, telephone number and email address)
- Postal applications should be accompanied by a signed and dated copy of the applicant's passport or ID card

### **What are the costs/turnaround?**

- There is no fee for a notice from the punishment register.
- Turnaround of around 2 days for Limited checks and 10 days for Full checks. This does not include postal time.
- There is no fast track service available.

### **Information Source**

Application form: <http://www.rik.ee/en/punishment-register>

### **Contact Details**

Applications should be posted or emailed to:

Karistusregister  
Lõkke 4  
10122  
Tallinn  
Estonia

Email: [paring@karistusregister.ee](mailto:paring@karistusregister.ee)

## *Ethiopia*

### **Who can apply?**

- Individuals may apply in Ethiopia.
- In addition, a third party in Ethiopia can apply on their behalf.

### **Where can applicants apply?**

- Applicants or their legal representatives can apply at the office of the Federal Police Commission in Addis Ababa, Ethiopia.

### **What documents must the applicants supply?**

The applicants must supply the following:

- A set of fingerprints
- His/her passport
- Two passport sized photographs

### **What are the costs and the turnaround times?**

- A cost will only be incurred when an individual uses a third party (friend or family) in Ethiopia.

### **Contact details:**

Fingerprint information (embassy in Ireland): <http://www.ethiopianembassy.ie/consular-service/attestation-and-other-services.html>

For more information contact:

Embassy of the Federal Democratic Republic of Ethiopia

17 Princes Gate SW7 1PZ

Tel: 020 7589 7212

Email: [info@ethioembassy.org.uk](mailto:info@ethioembassy.org.uk)

Website: [www.ethioembassy.org.uk](http://www.ethioembassy.org.uk)

Monday - Friday 09:00 - 17:00

Consular Section

Tel: 020 7838 3895

Monday - Friday 09:00 - 16:00

## *Fiji*

### Police Clearance Certificate

#### **Who can apply?**

- Individuals only

#### **Where?**

- Applicants must provide a letter from their employer's office requesting the penal clearance. After this process, they must consult their local Fijian embassy. Embassies in various countries have different procedures, please see guidance link below.

#### **What must the applicant supply?**

- Copy of the birth certificate if born in Fiji
- Copy of the front page of passport if born in other countries
- Exact address where the report to be forwarded after it is processed
- Phone contact (local)

#### **What are the costs/turnaround?**

- Police Report \$21.80

#### **Information Source**

Application form: <http://www.police.gov.fj/index.php/forms/police-clearance-form>

Guidance: <http://www.police.gov.fj/index.php/forms>

#### **Contact Details**

Applications to be sent to:

Director, Criminal Investigation Department or the  
Office-in-Charge

Criminal Records Department

PO Box 239

Police Headquarters

Suva

Fiji

For any further queries in regards to Police  
Clearances, please call (+679) 3311222.

## *Finland*

### Rikosrekisteriote / Extract from Criminal Records

#### **Who can apply?**

- All individuals are entitled to inspect their criminal record under freedom of information legislation. However, written information issued in this context is not intended to be shared with third parties.
- Extract is a full disclosure and an individual may authorise an employer or other third party to request an extract from criminal records on his or her behalf.
- Employer may apply to the Finnish security intelligence service for a security clearance check, but only if certain conditions are met. A security clearance check requires the consent of the subject.

#### **Where?**

- Applications can be by writing by post, fax or e-mail or via e-service (details below).
- The Legal Register Centre accepts free-form written applications for criminal
- record extracts (see below).

#### **What must the applicant supply?**

- A free-form letter containing the following information:
- Full Name (and any previous names)
- Finnish ID Code
- Date and Place of Birth
- Full address details and contact telephone number
- Language certificate is to be issued in

An application for an Extract on Criminal Background must include the name of the employer or authority, and details of the office or duty, for whom/which the extract is requested.

#### **What are the costs/turnaround?**

- A fee of €12 (approx GBP £10.00) for an extract from Criminal Record
- Application is payable by the applicant.
- An invoice for the fee is released with the extract.
- Processing time for both types of criminal record extract is approximately one week.
- Processing time for an extract from criminal records is four working days. The Legal Register Centre does not provide a fast-track disclosure service.

#### **Contact Details**

The Legal Register Centre handles all applications for criminal record extracts. Its contact details are:

Oikeusrekisterikeskus (Legal Register  
Centre)  
PO Box 157  
13101 Hämeenlinna Finland

Tel: + (0035)8 10 36 65662  
Fax: + (0035)8 10 36 65783  
Website: <https://oikeus.fi>  
Email: [oikeusrekisterikeskus@om.fi](mailto:oikeusrekisterikeskus@om.fi)

Application forms can be downloaded from

<http://www.oikeusrekisterikeskus.fi/en/index/oikeusrekisterikeskus/lomakkeet.html>

Electronic applications can be sent from the Legal Register Centre:

<http://www.oikeusrekisterikeskus.fi/fi/index/oikeusrekisterikeskus/lomakkeet.html>

## France

Extract from Police Records Bulletin no. 3/ Extrait du Casier Judiciaire Bulletin n° 3

### Who can apply?

- Applications are accepted from individuals and only in rare occasions (such as incapacity or applications for a minor) by third parties.

### Where?

There are five possible application routes:

- online
- by fax
- in person
- by email
- by post

The online application is a short process, at the webpage below.

Postal applications are accepted either with a covering letter, or a completed application form, found at the link below.

### What must the applicant supply?

Online applications require (for French nationals only):

- Gender
- Full name, and maiden name if appropriate
- Place of birth
- Date of birth
- Address to which the bulletin (certificate) should be sent

Postal applications require:

- EITHER a completed application form with the information as for online applications,
- OR a covering letter containing the information requesting the disclosure
- It is advisable to include authorised copies of passport and/or identity card, so as to prevent delays
- Filiation details (details of the applicant's parents)
- Applicant's signature

Fax applications require:

- A completed application form with the information as for online applications
- It is advisable to include authorised copies of passport and/or identity card, so as to prevent delays
- Filiation details (details of the applicant's parents)
- Applicant's signature

Personal applications require:

- The applicants' passport or national identity card.
- If a third party has been nominated, a power of attorney with authorised copies of the applicant's passport/identity card and the third party's own passport or identity card.



#### What are the costs/turnaround?

- There is no fee for the issue of the certificate.
- The applicant must only pay for the postage of their letter/form to the CJN, who pay for the return postage.
- Turnaround of in-person applications is instant.
- Online applications are dealt with the same day, and the certificate will be received by post (registered/standard) within a few days.
- Post applications are dealt with as quickly as possible, normally within 2 weeks.
- There is no fast track service available.

#### Information Source

Online application: <https://www.cjn.justice.gouv.fr/cjn/b3/eje20> (French language only)

Frequently Asked questions covering applications from outside France: <https://faq.casier-judiciaire.justice.gouv.fr/selfservice/template-group.do?id=55>

Further questions and answers: <https://faq.casier-judiciaire.justice.gouv.fr/selfservice/template-group.do?id=10>

#### Contact Details

Casier Judiciaire National  
107 rue du Landreau  
44317  
Nantes

Tel: + (0033) 2 51 89 89 51  
Fax: + (0033) 2 51 89 89 17/18  
Email: [cjn@justice.gouv.fr](mailto:cjn@justice.gouv.fr)

## *Gambia*

### Police Clearance Certificate

#### **Who can apply?**

- Gambian residents only
- No third party representatives

#### **Where?**

Contact Ministry of Justice for instructions (see below).

#### **What must the applicant supply?**

- National identity number
- Fingerprints are required for verification (overseas applicant consult their local police station)

#### **What are the costs / turnaround times?**

- 50 dalasi (less than US \$2) for Gambian nationals
- 100 dalasi (less than US \$4) for foreign nationals

#### **Contact Details**

Local and Overseas residents must contact:

Ministry of Justice  
Marine Parade  
Banjul  
Gambia, The

Tel: + (220) 422 5352  
Fax: + (220) 422 9908  
Email: [info@moj.gov.gm](mailto:info@moj.gov.gm)  
Website: <http://www.moj.gov.gm/>

## Georgia

The Information Center of the Ministry of Internal Affairs maintains a centralised database of police and prison records indexed by name, date and place of birth. The records also contain fingerprints of convicted persons.

### Who can apply?

- An individual can apply for his/her crime record certificate.
- Also, a certificate may be issued to an agent based on a power of attorney.

### Where?

- Residents can apply to any territorial unit of the LEPL - Service Agency of the Ministry of Internal Affairs of Georgia (hereinafter: MIA Service Agency) for a crime record certificate within the territory of Georgia.
- Non-residents: Apply to the nearest Consulate of Georgia in your country of residence. If you do not live in Tbilisi or in Georgia, you can apply by proxy (through a relative or friend in Tbilisi) or with a written request stating the type of record requested and why the record is being requested.

### What must the applicant supply?

In order to apply for a crime record certificate, an applicant shall supply the following documentation to the MIA Service Agency:

- an application concerning the receipt of crime record certificate;
- a copy of his/her identity card.

In case of applying for a certificate by an agent, he/she shall additionally supply:

- a copy of a principal's identity card; and a power of attorney or its certified copy by the notary.

In case of requesting accelerated service to receive a certificate, an applicant shall additionally supply a document confirming the payment of the amount determined by the law for the accelerated service.

### What are the costs / turnaround times?

A crime record certificate shall be issued free of charge within 5 days upon supplying an application, and is valid for the following 15 days.

In case of fast-track service, the Georgian legislation envisages the following fees:

- a) 20 GEL to issue a certificate within 2 working days;
- b) 40 GEL to issue a certificate within 1 working day;
- c) 80 GEL to issue a certificate within 3 working hours.

### What language is the document written in, and what is the cost of translation?

A crime record certificate shall be issued in Georgian, the state language. The fee for translating 1 page (or up to 1 page) of the Georgian document subject to legalization or certification by apostille, is 20 GEL.

### What does the certificate look like, and what information does it contain?

The original (Georgian) version of the crime record certificate shall include the indication to the LEPL Service Agency of the Ministry of Internal Affairs of Georgia, its address, indication to the registration number, date of issuance, the content, and signature of the authorized person. In accordance with the "Rules on the Registration of Mortgage, on Issuing a Notification concerning the Previous Conviction and Legal Status of a Motor Vehicle by the LEPL Service Agency of the Ministry of Internal Affairs of Georgia", a crime record certificate is a document issued by the MIA Service Agency and it contains the information regarding the previous conviction of a natural person, and whether the person is wanted.

### Information Source

Ministry of Internal Affairs: <http://police.ge/en/lepl/service-agency>

### Contact Details

Contact details of each unit <http://police.ge/en/contact-us>

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of international education



Information Centre of Ministry of Interior  
10 General Gia Gulua Street  
Tbilisi 380014  
GEORGIA  
Telephone: (995 32) 996233  
Fax: (995 32) 931617

## Germany

Police Good Conduct Certificate/ Führungszeugnis

### Who can apply?

- Only applicants must apply and in person.
- If applicant lacks legal capacity to do so, a representative with legal statute may apply on their behalf (Contact Federal Office of Justice in Bonn for further details).
- Prospective employers may not apply, but can contact the German Federal Office of Justice to verify the authenticity of the document (see below).

### Where?

- Local applicants must apply in person at their local registry office within the district of which they are registered.
- Overseas applicants must apply in writing to the Federal Office of Justice in Bonn (see below).

### What must the applicant supply?

Local applicants:

- Applications must be made to local registry office (örtliche Meldebehörde or Bürgerbüro)
- Proof of identity (passport or ID card/personalausweis) confirmed with applicant's signature
- Indication of purpose of request
- The address details of the organisation which requested the criminal record disclosure (is applicable)

Overseas applicants:

- Proof of identity (passport or ID card/personalausweis) confirmed with applicant's signature
- Indication of purpose of request
- The address details of the organisation which requested the criminal record disclosure (is applicable)
- Applicant's signature requires official certification by a German embassy/consulate, a foreign authority or notary.

Overseas Applicant must send the application package to Federal Office of Justice in Bonn through. Applicants are advised to send package as recorded delivery. Third party representatives require written authorisation from applicant.

### What are the costs / turnaround times?

- Local applicants: fee of €13, Payable by cash at local registry office with a turnaround of 1-4 weeks. Some local offices offer a sped up service for an extra €2
- Overseas applicants: Certification of application by German Embassy - fee of £13.50, with a turnaround of up to 2 weeks.

Payment can be made by cheque or transfer to the following account of the Bundeszentralregister:

- Deutsche Bundesbank - Filiale Bonn - Bank code 380 000 00  
Account No.: 380 010 05  
IBAN-Nr.: DE24 3800 0000 0038 001005  
BIC/swift-Nr.: MARKDEF1380
- All cheques must be made out in Euro and be drawn on a German bank. Fees levied by foreign banks for cashing a (foreign) cheque are to be added to the fee for the certificate of conduct. Questions relating to payments by cheque and their fees can be answered by the respective foreign bank.

### Contact Details

Local applicants must visit their local registry office. Details can be found here:

<http://www.meldeaemter.de/einwohnermeldeamt.html> (German only)

Overseas applicants can download the form here:

[https://www.bundesjustizamt.de/DE/SharedDocs/Publikationen/BZR/antrag\\_en.pdf?\\_\\_blob=publicationFile&v=9](https://www.bundesjustizamt.de/DE/SharedDocs/Publikationen/BZR/antrag_en.pdf?__blob=publicationFile&v=9)

More information is available at:

[https://www.bundesjustizamt.de/EN/Topics/citizen\\_services/BZR/Resident\\_abroad/Resident\\_abroad\\_node.html](https://www.bundesjustizamt.de/EN/Topics/citizen_services/BZR/Resident_abroad/Resident_abroad_node.html)

For applications in person:

Federal Office of Justice

Visitors Service

Adenauerallee 99-103

53113 Bonn

The application for overseas applicants should be sent to:

Federal Central Register of the Federal Office of Justice

Bundesamt für Justiz

Bundeszentralregister

Referat IV 2

53094 Bonn

## Ghana

### Police Clearance Certificate or Criminal Check Report

#### Who can apply?

- Individual applicant: residents and non-residents, as well as non-citizens.
- A third party representative may be nominated (friend or relative).
- Refugees within Ghana may also apply (must provide UNCHR identification).
- Prospective employers may not apply.

#### Where?

- Local applicants must visit Ghana Police Service Headquarters in Accra, or their local police station in person. Foreigners must visit the Ghana Police Service HQ.
- An online application for Finger Print Check / Nominal Vetting is available to the residents and non residents of Ghana. Applicants must be register for the online services first:  
<http://www.eservices.gov.gh/SitePages/RegisterUser.aspx>
- Overseas applicants must contact Ghana Police Service Headquarters in Accra, by mail.

#### What must the applicant supply?

- Completed application form
- Full set of fingerprints
- 3 recent passport sized photographs (signed at back)
- Certified copy of passport

#### Third party representative must be prepared to provide the following details of the applicant\*:

- Name, Sex, DOB and POB
- Name of applicant's parents (even deceased)
- Late school(s) attended, entry and completion dates (state if illiterate)

\*Certificate will be issued to the applicant only, not their representative.

#### What are the costs / turnaround times?

- Resident applicant fee: GHC 100.00 (approx. 20 Euros)
- Non-Resident applicant fee GHC 1200.00 (approx. 240 Euros)
- Obtainable within 10 working days

#### Contact Details

- Local applicants must visit their local police station and complete the form inside the station.
- Overseas applicants must contact their nearest Ghana High Commission to obtain advice:

Or contact the following address:  
The Director General  
Criminal Investigations Department  
Criminal Records Bureau  
Ghana Police Headquarters  
Cantonments (near Ako Adjei interchange)  
Box GP0116  
Accra, Ghana

Tel: + (233) (021) 761250 / 773906  
Fax: + (233) (021) 776672

#### Information Source

<http://www.eservices.gov.gh/GPS/SitePages/GPS-Home.aspx>

## *Gibraltar*

### Certificate of Good Conduct

#### **Who can apply?**

- Individuals
- If Certificate is to be collected by a person other than the applicant a letter of authorisation and a passport copy is required. No Adverse Certificates will be issued to non-applicants.

#### **Where?**

Through the Royal Gibraltar Police:  
Royal Gibraltar Police  
New Mole House Police Station  
Rosia Road  
Gibraltar  
Tel: (350) 200 72500  
Email: [info@royalgib.police.gi](mailto:info@royalgib.police.gi)

#### **What must the applicant supply?**

- The completed Vetting Application Form: <http://www.police.gi/1/index.php/online-media/public-forms.html>

#### **What are the costs / turnaround times?**

- £5
- Five day turnaround

#### **Please note:**

The Data Protection Act 2004 (DPA), at section 14, expressly prohibits a person from requiring another person to make a subject access request to a third party in order to obtain personal data about that person. The Data Protection Commissioner has determined that asking the Royal Gibraltar Police for a Certificate of Good Conduct amounts to a Subject Access Request (SAR) as defined in section 14 of the DPA. However, The DPA provides an exemption under which section 14 of the DPA may not apply. The Data Protection Commissioner has determined that this exemption should apply to employment in the following fields. (Please note that this list is not exhaustive and is subject to review without prior notice): Professions, such as medical, legal, accountancy, dental, veterinary, nursing, pharmacy and teaching.



## *Greece*

### Penal Record Certificate

#### **Who can apply?**

- Greek and other nationalities

#### **Where?**

From 1 April 2014, the Greek Consular Authorities do not accept applications for Penal Records Certificates. The applicant, whether a Greek citizen or a foreigner, should make the request directly by himself or through a representative, from the competent authorities in Greece which are:

- For applicants born in Greece, the First Instance Court of the city of birth
- For applicants born abroad, the Penal Records Department of the Ministry of Justice.

Application forms can be downloaded from the Ministry of Justice, Transparency and Human Rights:

<http://www.ministryofjustice.gr>

#### **Contact Details**

For more information contact:  
Ministry of Justice  
Mesogion Str. 96  
Athens 115-26  
Tel: (+30) 210 776 7300

## Grenada

### Police Certificate of Character

#### Who can apply?

- Resident and citizens may apply.
- Records are issued in two categories, international and local. To obtain the relevant record please provide the following requirements upon request.

#### Where?

- Individuals can apply using post, or email.
- Overseas applications and local applications should all be sent to the Grenada address.

#### What must the applicant supply?

- Copy of Passport data page or NIS ID
- Two (2) passport photos (not older than six months).
- Original fingerprints, from an authentic fingerprint agency
- All documents to be submitted together by Federal express – inclusive of a return shipment fee

#### What are the costs / turnaround times?

- Cost: Applications from Commonwealth Countries (EC\$25.00) or equivalent + EC\$10.00 processing fee. This should be transferred through an International Money Order –made payable to the Commissioner of Police.
- Certificate is processed within 5 working days

#### Contact details

The Criminal Records Office of the Royal Grenada Police Force has the responsibility of processing Certificate of Character or Police Records. The office currently operates in the Millinnium Building (adjacent to Modern Photo Studio) on Gore Street in the town of St. George's, from Monday to Friday 8am to 4pm. Website for the Royal Grenada Police Force: <http://www.rgpf.gd/how-can-i-obtain-a-police-record/>

Application form and instructions (from the Embassy of Grenada in the USA):

<http://www.grenadaembassyusa.org/wp-content/uploads/2015/08/Requirements-for-a-Police-Certificate-of-Character-Aug-2015.pdf>

## Guinea

Criminal Record Check / Extrait du Casier Judiciaire (Bulletin No. 3)

### Who can apply?

- Guinean Citizens
- There are no established procedures for non-citizens to obtain a police certificate from Guinea

### Where?

- Guinean citizens resident in Guinea should apply to their local Court of First Instance
- Non-resident citizens Contact the Embassy of Guinea for information on how to obtain a certificate

### Contact details:

Ministry of Justice and Human Rights  
BP 564 Conakry  
Guinea  
+224 30 43 12 40

Ministry of Justice Conakry, GUINEA  
Court Kaloum 664 23 35 47/622 36 33 36  
Court Mafanco 664 29 13 03/ 622 53 20 21  
Court Dixinn 622 18 96 86/ 664 90 34 76

## Guyana

### Certificate of Character

#### Who can apply?

- Current and past Guyanese residents.
- Agencies or prospective employers seeking a background check on an individual can write to the Commissioner of Police of the Guyana Police Force.

#### Where?

- Individuals can submit applications to the Commissioner of Police of the Guyana Police Force in person at the Police Headquarters.
- Overseas applicants are required to apply directly to the Commissioner of Police in writing.

#### What must the applicant supply?

- Application form: <http://guyanapoliceforce.gy/police/public-forms/certificate-of-character>
- Full name and date of birth
- Previous address in Guyana
- Three recent passport-size photographs
- 12 v5.0 17/03/17
- Copy of Passport Bio-Data Page
- Parents' names and addresses
- Postal Order for two pounds (£2.00) made payable to the Commissioner of Police or for those applicants outside the UK, an International Bank Draft made payable to the Commissioner of Police
- in the amount of US\$5
- Official set of Fingerprints taken by the relevant Police Authority

When applying in person at the Police Headquarters in Guyana:

- A valid Guyanese passport
- 2 colour passport sized photos (if 1 copy of certificate required)
- Original birth certificate

#### What are the costs / turnaround times?

- Persons applying in Guyana are required to pay of fee of five hundred Guyana dollars (G\$500.00)
- Persons applying from the UK should send a Postal Order made payable to the Commissioner of Police in the amount of two pounds sterling (£2.00)
- Persons applying from outside the UK should send an International Bank Draft made payable to the Commissioner of Police in the amount of five US dollars (US\$5.00)
- Applications are processed in five working days. Persons applying by post from overseas should also take into consideration the time required for post to and from Guyana.

#### Information Source

<http://guyanapoliceforce.gy/>

#### Contact Details

Address:

Commissioner of Police  
Eve Leary  
Georgetown  
Guyana

Tel: (+592) 226 2487  
Fax: (+592) 226 2740

Email: [info@guyanapoliceforce.gy](mailto:info@guyanapoliceforce.gy)

Website: <http://guyanapoliceforce.gy/police>

## *Honduras*

Certificate of Criminal Records

### **Who can apply?**

Residents, including foreigners

### **Where?**

- Issued by Criminal Background Unit, an office attached to the Electronic Center for Documentation and Judicial Information of the Judicial Branch.
- Visit the Criminal Background Office of your locality
- Can be obtained online through the website of the Judicial Branch:  
<http://solicitudcap.poderjudicial.gob.hn/SolicitudCAP/solicitud.aspx>

### **What must the applicant supply?**

- Identity card
- Passport for foreigners

### **What are the costs/turnaround?**

Free of cost if for employment purposes

### **Information Source**

El Heraldo: <http://www.elheraldo.hn/otrassecciones/serviciodeutilidad/984204-466/honduras-procedimiento-para-adquirir-la-constancia-de-antecedentes-penales>

### **Contact Details**

Corte Suprema de Justicia  
Poder Judicial de Honduras  
Centro Cívico Gubernamental  
Boulevard Fuerzas Armadas  
Tegucigalpa MDC, Honduras, CA.  
Teléfonos:

(504) 2275-3181

(504) 2275-3182

(504) 2275-3183

(504) 2275-3184

Correo Electrónico:

[comunicaciones@poderjudicial.gob.hn](mailto:comunicaciones@poderjudicial.gob.hn)

Horarios de atención: 7:30AM a 4:00PM

## *Hong Kong*

The issuance of Certificates of No Criminal Conviction is a charged service provided by the Hong Kong Police Force which is solely in connection with a person's application for a visa to visit or reside in another country, or for adoption of children. Applications for the Certificate for any other purposes will not be accepted.

Further details on how to obtain a CNCC from the Hong Kong police can be found at this link:  
[http://www.police.gov.hk/ppp\\_en/11\\_useful\\_info/cert\\_no\\_crime.html#oversea](http://www.police.gov.hk/ppp_en/11_useful_info/cert_no_crime.html#oversea)

The Sexual Conviction Record Check (SCRC)

The Sexual Conviction Record Check (SCRC) is an administrative scheme to enable employers of persons undertaking child-related work and work relating to mentally incapacitated persons (MIPs) to check whether eligible applicants have any criminal conviction records against a specified list of sexual offences.

Applications for SCRC should be submitted by the eligible applicants on a voluntary basis to the SCRC Office of the Police. Consent of the eligible applicants to allow the check result to be disclosed through the Auto-Telephone Answering System (ATAS) will be required.

### **Information Source**

[http://www.police.gov.hk/ppp\\_en/11\\_useful\\_info/eta.html](http://www.police.gov.hk/ppp_en/11_useful_info/eta.html)

## *Hungary*

Certificate of good conduct

Who can apply?

- Residents, non-resident, citizens and non-citizens
- Overseas applicants through nearest Hungarian embassy/consulate

### **Where?**

From 1 February 2016 in the KEKKH Personal Customer Service Centre customers can submit their applications for issuing the Official Certificate of Good Conduct exclusively by a pre-booked appointment. The customers can book appointment over the phone, using 1818, the Government Customer Line, or in person at the information desk in the KEKKH Personal Customer Service Centre. In addition, the application for an Official Certificate of Good Conduct can be submitted by mail as well as electronically via Web Assistant application. The Web Assistant application is available through the KEKKH website ([www.kekkh.gov.hu](http://www.kekkh.gov.hu)) for customers having Customer Gate registration. These authorities do not accept requests in person, by e-mail, fax or telephone. Registered mail only.

Further information can be found on the website for the Central Office for Administrative and Electronic Public Services: [http://www.nyilvantarto.hu/en/certificate\\_good\\_conduct](http://www.nyilvantarto.hu/en/certificate_good_conduct)

### **Contact Details**

Applications via CRD or Ministry of the Interior:

1094 Balázs Béla utca 35.

Budapest

Tel: 0036 1 455-6700

Fax: 0036 1 455-6875

Email: [nyilvantarto.hivatal@mail.ahiv.hu](mailto:nyilvantarto.hivatal@mail.ahiv.hu)

Website: <http://www.nyilvantarto.hu/kekkh/kozok/index.php>

## *Iceland*

Criminal Certificate for Private Use/ Einkavottord

### **Who can apply?**

- Individuals may directly apply.
- Third party representatives may also apply on the individual's behalf, with the power of attorney, signed by two witnesses (paper/electronic form available at local magistrate's office).
- Certain UK prospective employers may apply; contact Icelandic embassy for more details.

### **Where?**

- Applicants are encouraged to appear in person, or post, fax or e-mail applications to the District Magistrate in Kópavogur (local and overseas), or their local police station (local applicants) (see below).

### **What must the applicant supply?**

Local applicant in person:

- Valid Photo ID
- Fee payment
- Self-addressed, stamped envelope

Overseas applicants:

- Details of their last Icelandic address
- State what language they wish certificate to be in

Third Party representatives:

- Written power of attorney form
- Provide name and social security number of subject, representative and the two witnesses

What are the costs / turnaround times?

- Issued at ISK 2,000 (approx. €17)
- Payable by cash, debit/credit card or bank transfer (contact nearest Office or embassy for more details).
- Turnaround time dependent on pre-paid services requested (1st class, 2nd class or courier).

### **Contact Details**

Office of the District Magistrate in Kópavogur:

Sýslumadurinn í Kópavogi	Tel: 00354 560 3000
Dalvegi 18	Fax: 00354 560 3090
201 Kópavogur	Website: <a href="http://www.syslumenn.is/utanrvk/leyfi_skirteini/sakavottord">http://www.syslumenn.is/utanrvk/leyfi_skirteini/sakavottord</a>
Iceland	(Icelandic)
	Email: <a href="mailto:kopavogur@syslumenn.is">kopavogur@syslumenn.is</a>

Applications may also be made at a district magistrate office elsewhere in the country. Contact details are provided on the website of the Association of District Magistrates at <http://www.syslumenn.is/>. Applications made at a police station will be forwarded to the local district magistrate office.

The contact details of the office of the Director of Public Prosecutions are:

Ríkissaksóknari	Tel: 00354 5301600
Hverfisgata 6	Fax: 00354 5301606
150 Reykjavík Iceland	Website: <a href="http://www.ríkissaksóknari.is/">http://www.ríkissaksóknari.is/</a>
	Email: <a href="mailto:rsak@tmd.is">rsak@tmd.is</a>



## India

Local Police Report / Police Clearance Certificate

### Who can apply?

- Resident /non-resident Indians, including non-citizens (given their presence in India over a significant period of time).
- Individual may directly apply.

### Where?

- Individuals must apply in person directly to an Indian Police Service (local police service in applicant's local jurisdiction) or via local regional passport office. The form can be completed and submitted electronically and the necessary appointment can be booked online at:  
<http://passportindia.gov.in/AppOnlineProject/online/pccOnlineApp>
- PCC application form can be downloaded from the Ministry of External Affairs:  
<http://passportindia.gov.in/AppOnlineProject/online/downloadEFormStatic>
- Overseas applicants may apply at their nearest Indian embassy or consulate

### What must the applicant supply?

For local applications: <http://www.mea.gov.in/police-clearance-certificate.htm>

### What are the costs / turnaround times?

For inside India applications:

- 500.00 Rupees (€7 approx.)
- In person applications have a turnaround of seven to ten days for collection at the Police station.

### Contact Details

For information on local police stations, local applicants can contact:

Nation Crime Records Bureau:  
East Block-7  
R.K. Puram  
New Delhi- 110066  
India

Tel: (91-11) 26105353, 26105353  
Fax: (91-11) 26186567, 26197984  
Email: [comm@ncrb.nic.in](mailto:comm@ncrb.nic.in)

## Indonesia

Surat Keterangan Catatan Kepolisian (Police Record)

### Who can apply?

Residents

### Where?

- Applications can only be made within Indonesia. You can apply for an SKCK directly at the SKCK service counter in police stations.
- Applications can be made online (only in Bahasa Indonesia language):  
<https://skck.polri.go.id/registrasi>

### What must the applicant supply?

Requirements for foreign nationals

- Completed application form
- Photocopy of passport
- Passport photo 4x6 - six photos using a yellow background
- Kartu Keluarga - Family card, if you have one
- Birth Certificate - original and a copy
- Fingerprints from the local police
- Sponsoship letter from your company
- Photocopy of ID card (signature side)
- Photocopy of your STM Police Report Certificate
- Photocopy of current immigration document - KITAS or KITAP\*
- Photocopy of your IMTA (work permit) from the Manpower Ministry

If the sponsor is your spouse, you'll need:

- Photocopy of your marriage certificate
- Photocopy of ID card sponsor a husband / wife

### Information Source

<http://www.expatriate.or.id/info/indonesianpolicecertificate.html>

<http://kemlu.go.id/wellington/Documents/Certificate%20of%20Police%20Record.pdf>

## *Iran*

CIS is not currently aware of a process for obtaining criminal record certificates from the Iranian authorities.

## *Iraq*

Non Conviction Certificate (Certificate of Good Conduct)

### **Who can apply?**

Iraqi citizens and other nationalities who have lived in Iraq

### **Information Source**

Information about obtaining a certificate is available on the website of the Ministry of Foreign Affairs (MOFA): <http://www.mofa.gov.iq/en/submenu.php?id=60>

### **What must the applicant supply?**

Fingerprints  
Photocopy of passport  
Letter from embassy

### **What are the costs / turnaround times?**

(10,000) ten thousand Iraqi dinars to be collected by the Directorate of Criminal Evidences Investigations

## *Ireland, Republic of*

### Police Certificate / Data Access Request

**A Police Certificate** is issued by the Superintendent in the District where the relevant applicant resides, or formerly resided, in the Republic of Ireland.

The certificate is issued free of charge and is issued for the following purposes: -

Foreign Consular Authorities  
Foreign Visas  
Establishing a Business in other EU States

### **Obtaining personal data held on Garda Computers**

Subject to the provisions of the Data Protection Act 1998/2003, every individual has a right to access personal data about him or her held by An Garda Síochána.

An individual seeking access to their information should complete the Data Access Request form (<http://www.garda.ie/Documents/User/F20%20Data%20Protection%20Access%20Request%20Form%201%20November%202016.pdf>) and return it with relevant enclosures to the Data Protection Processing Unit, National Vetting Bureau, Government Buildings, Vinegar Hill Lane, Templeshannon, Enniscorthy, Co. Wexford.

A Data Protection disclosure is issued directly to the applicant in person for their own personal use.

A Data Protection disclosure cannot be construed as Proof of No Convictions, Police Certificate, Garda Reference or Garda Vetting.

### **Who can apply?**

- Any person who is resident or has resided in the Republic of Ireland.
- The individual must directly apply. Third party representatives may be appointed to apply on their behalf.
- Northern Irish (NI) applicants cannot apply through this scheme and must visit Access Northern Ireland: <http://www.dojni.gov.uk/accessni> for further information and guidance.

### **What must the applicant supply?**

Applicants for Police Certificates should make an application in writing to the Superintendent in charge of the district wherein they reside, or formerly resided, in the Republic of Ireland. Please go to our Station Directory to find out who your District Superintendent is. The station Directory is available at: <http://www.garda.ie/Stations/Default.aspx>

Your application in writing should include the following:

- Your full name as on your birth certificate including your maiden name if applicable
- Your date and place of birth (or a copy of your birth certificate)
- Your current address
- All addresses at which you have lived at in Ireland and when you lived there
- The place and purpose for which you require the Certificate

You should also include with your application:

- A copy of your passport, driving license or similar for identification purposes
- A stamped, self addressed envelope 21 v5.0 17/03/17

### **What are the costs / turnaround times?**

There is no charge for this certificate.

**Contact Details**

Requests can be written free-formed, or via an application form downloadable here:

<http://www.garda.ie/Controller.aspx?Page=1548&Lang=1>

You can contact the National Vetting Bureau at: -

National Vetting Bureau / Garda Criminal Records Office  
Racecourse Road  
Thurles  
Co. Tipperary  
E41 RD60  
Email: [vetting@garda.ie](mailto:vetting@garda.ie)  
Tel: Lo-Call 1890 488 488

## Israel

Certificate attesting existence / non-existence of a Criminal Record

### Who can apply?

- Only the individual can apply for their disclosure, it is illegal otherwise.

### Where?

- Local applicants must visit their local police station.
- Overseas applicants must consult their nearest Israeli Embassy.

NB - Certificates issued are directly forwarded to the institution requiring them (within Israel only).  
Certificates, applied for by the individual, issued through an embassy are only issued to the requesting authority, i.e. prospective employer.

### What must the applicant supply?

In Israel, applications made at any police station:

- Completed application form (available at link below)
- ID card or passport (for non-Israelis)
- Photocopy of data-page of passport
- Payment

Applications made to an embassy:

- Completed application form
- Photocopy of applicant's passport
- Full details of requesting authority
- Name of contact person

### What are the costs / turnaround times?

For applications in Israel:

Request fee: NIS 20 (New Israeli Shekels);

Information location, sorting and handling: NIS 30 per hour;

Photocopying and production: NIS 0.20 per page, photocopied or computer printout; NIS 2.50 per disk;

Base sum for receiving the payment voucher for the processing and production fees (regulation 4): NIS 150.

According to law, the police is required to decide on its response to a request within 30 days of receipt of the request and payment of the request fee.

### Contact Details

Israeli Police: [https://www.police.gov.il/Eng\\_HomePage.aspx](https://www.police.gov.il/Eng_HomePage.aspx)

Request for confirmation of non-criminal records/undecided cases:

[http://mfa.gov.il/MFA\\_Graphics/MFA%20Gallery/Consular%20forms/AbsenceCriminalRecord.pdf](http://mfa.gov.il/MFA_Graphics/MFA%20Gallery/Consular%20forms/AbsenceCriminalRecord.pdf)

## Italy

Certificato Penale (Penal Certificate) or “Certificato dei Carichi Pendenti” (Certificate of Pending Procedures)

### Who can apply?

- Residents/non-residents and non-citizens may apply directly.
- Third party representatives may apply on individual's behalf, providing written consent.

### Where?

- A Certificate from the Judicial Records can be requested from any Procura della Repubblica [Office of the Prosecutor of the Republic] throughout Italy, irrespective of the place of birth or residence of the person concerned.
- Overseas applicants, whether Italian citizen or not, must apply through e-mail or registered mail and address their application to the Ufficio del casellario giudiziale [Criminal Records Office] at any Procura della Repubblica [Office of the Prosecutor of the Republic] throughout Italy.

### What must the applicant supply?

- Completed application form
- State requirement for a Penal Certificate/Certificado Penale
- Photo ID (when picking up certificate)
- Overseas applicants must also enclose:
- Proof of identity (ID card, passport, birth certificate)
- Stamped, self-addressed envelope
- Stipulated fee
- Third party representatives must also enclose:
- Copy of Photographic ID of self, and applicant being represented

### What are the costs / turnaround times?

Local applicants:

Each certificate requires payment, by means of duty stamps, of the following sums:

- € 3.84 for diritti di certificato [certificate fee]; and
- € 16.00 for bollo [stamp duty] (n.b.: one stamp duty every two pages of the certificate)
- Certificates to be issued on the same day of the request require the additional payment of:
- € 3.84 for diritto d'urgenza [urgency fee]

Overseas applicants:

- The cost of each certificate issued is of € 19.84 (of which € 16 for marca da bollo [stamp duty] and € 3.84 for diritti di certificato [certificate fee]).

### Contact Details

Overseas applicants should send their forms to:

Ufficio del Casellario Giudiziale della Procura  
della Repubblica  
Piazzale Clodio  
00100 Rome  
Italy

Tel: +39 06 68807558

Email: [procura.roma@giustizia.it](mailto:procura.roma@giustizia.it)

Email enquiries: [segreteria.dgpenale.dag@giustizia.it](mailto:segreteria.dgpenale.dag@giustizia.it)

Website: [http://giustizia.it/giustizia/it/mg\\_3\\_3\\_2.wp](http://giustizia.it/giustizia/it/mg_3_3_2.wp)

### Information Source

[https://www.giustizia.it/giustizia/it/mg\\_3\\_3\\_2.page?sessionId=PRNDYt6+DO1siGOTjyqwl4oM?tab=e](https://www.giustizia.it/giustizia/it/mg_3_3_2.page?sessionId=PRNDYt6+DO1siGOTjyqwl4oM?tab=e)

Application form: <https://www.giustizia.it/resources/cms/documents/modello3ENG.pdf>



## *Jamaica*

### Police Certificate

#### **Who can apply?**

- Residents/Non-residents
- Citizens and non-citizens
- Third party applicants are not welcomed

#### **Where?**

- Local applicants must apply by in person at 34 Duke Street, Kingston, or to the following Sub-Sites:
  - Summit Police Station – St. James
  - Pampano Bay Police Station - St. Mary
  - May Pen Police Station – Clarendon

Overseas applicants must attend the Jamaican High Commission in person where passports will be copied and checked. The enclosed documents should be sent by recorded mail to the address listed below.

#### **What must the applicant supply?**

The following must accompany each application for a Jamaican Police Certificate:

- Cover letter, addressed to the Senior Superintendent of Police and signed by the applicant, requesting the Certificate and stating the reason the Police Certificate is needed, e.g. for a work permit or permanent residence application etc.
- A full set of fingerprints which should be taken by the authorised police department in the country in which one currently resides. The set of fingerprints must be stamped and signed by an authorised individual in the police department or any other authorised Agency.
- A certified copy of the applicant's valid passport bio-data page. The certification should be done at the nearest Jamaican Embassy, High Commission, Consulate General or Honorary Consulate. The High Commission charges a £20.00 fee for this service. If this is not possible, then a Notary Public may be used.
- Two (2) recent passport size photographs which must not be signed or sealed.
- An International Money Order in either United States Dollars (USD\$), Pound Sterling (£) or Canadian Dollars (CAD\$), depending on the applicant's location. This should be drawn in the amount equivalent to the Jamaican processing and made payable to the Commissioner of Police.

Useful information can be found on the website of the Jamaican High Commission in the U.K.:

<http://www.jhcuk.org/citizens/police>

Link to application form: <http://www.jhcuk.org/assets/files/forms/Police%20Record%20App%20Form.pdf>

#### **What are the costs / turnaround times?**

The following processing times do not include the time taken to transmit the document and begins on the day the application is received by the Technical Services Division.

- Normal Service - Twenty-one (21) Working Days – JMD\$3,000.
- Express Service - Five (5) Working Days– JMD \$6,000.
- Next Day Service - JMD \$8,000

### Contact Details

Enclosing the fingerprints, postal order, notarised copy of passport and photographs, send by recorded mail to:

Address for overseas applications:  
Senior Superintendent of Police  
i/c Technical Services Division  
34 Duke Street  
Kingston C.S.O.  
Jamaica, W.I

Tel: +876 922 3221 / +876 922 0125  
Website: <https://www.jcf.gov.jm/services/paid-services/police-certificates-regular-21-days>

## *Japan*

### Police Certificate

#### **Who can apply?**

Residents/Non-residents and non-citizens.  
Third party applicants will not be accepted.

#### **Where?**

Local applicants must apply in person at their local Prefectural Police Office.  
Overseas applicants are advised to apply at nearest Japanese Consulate.

#### **What must the applicant supply?**

##### Local applicants:

- Family register/Alien residency card/Official Seal
- Application form (provided by Police)
- Fingerprints form (provided and conducted by Police)

##### Overseas applicants:

- Valid passport
- Application form (provided by Consulate)
- Fingerprints form (provided by Consulate)
- May require letter from prospective employer stating reason and purpose for request
- Fingerprints must be taken at your local police station (contact directly for further guidance).

#### **What are the costs / turnaround times?**

- Free of charge
- Internal applications have a 2week turnaround period.
- Overseas Consulate applications have a 2-3 month turnaround period.
- All applicants local and overseas must collect their certificate in person at the relevant institution, with photo ID.

#### **Contact Details**

Local applicants must consult their local Police headquarters within their prefecture. Useful information is available in English on the website of the Osaka Police:

[https://www.police.pref.osaka.jp/17language/english/01sogo/tetsuzuki/hanreki\\_1.html](https://www.police.pref.osaka.jp/17language/english/01sogo/tetsuzuki/hanreki_1.html)

Embassy of Japan in the UK: [http://www.uk.emb-japan.go.jp/itpr\\_en/index\\_000078.html](http://www.uk.emb-japan.go.jp/itpr_en/index_000078.html)

## *Jordan*

### Certificate of Good Conduct

#### **Who can apply?**

- Individuals only.
- Third party applicants will not be accepted.

#### **Where?**

- Applications can be submitted online through the e-Government portal.
- Applicants can apply to their local Jordanian embassy. Applicants can apply by post, provided that they send an empty pre-paid return Special Delivery with their address on it, in order for the embassy to return the certificate back once they have received it from relevant authorities in Jordan.

#### **What must the applicant supply?**

- A completed signed application form
- Two recent coloured photographs (photos copied from other photographs are not acceptable, the picture size should be approx. 6x4 cm, only front photographs are accepted), all submitted photos must be signed at the back from the applicant.
- Photocopies of your passport(s)
- Fingerprints may be required for applications within Jordan

#### **What are the costs / turnaround times?**

- The Good Conduct Certificate fee is for Jordanian citizens is JOD 2.00.
- The turnaround time can take 6-8 weeks via the Embassy, and depends on the approvals of the involved departments in Jordan.

#### **Information Source**

From the Embassy of Jordan in the UK (includes application form):

[http://jordanembassy.org.uk/?page\\_id=2629](http://jordanembassy.org.uk/?page_id=2629)

The official site of the Jordanian e-Government provides details about the Good Conduct Certificates Service: <http://www.jordan.gov.jo>

<http://www.moj.gov.jo/DetailsPage/MOJ/Services.aspx?ID=26>

## *Kazakhstan*

Police Certificate (Certificate of Absence of Convictions in Kazakhstan)

### **Who can apply?**

Residents and non-residents

### **Where?**

- Former residents can request a certificate from the Embassy or Consulate of Kazakhstan or contact the Kazakh Service Center directly; contact form available online: <http://kazakhservicecentre.com/content/contact-us>.
- Citizens and Residents can request this document by applying directly to the Centre of Justice Statistics.

### **What are the costs / turnaround times?**

- Requests may take significant time ranging in months (4-8 months) as the Kazakhstan Embassy and Consulate General will send the request by regular diplomatic mail to the Ministry of Foreign Affairs (MFA) of Kazakhstan in Astana.
- The Kazakh Service Center can obtain this certificate for you in Kazakhstan within 7-10 working days.

### **Contact Details**

Centre of Justice Statistics  
Jeltoksan  
Street 189,  
Almaty, 480099, Kazakhstan

## Kenya

### Certificate of Police Clearance

#### Who can apply?

Kenyans residing in the country, Kenyans residing in foreign countries, foreign citizens

#### Where?

- The certificate of good conduct is issued from the Criminal Investigation Department in Kenya.
- For dwellers of Nairobi, the certificate of conduct is obtained from the CID headquarters. The location of Criminal Investigation Department headquarters in Nairobi is along Kiambu Road in Muthaiga area.
- For other persons in other parts of Kenya, outside Nairobi can obtain their certificate of conduct from the Divisional CID offices in various regions. The official receipt paid in the Divisional CID offices, the clear photocopy of the national ID, the prints taken, and a cover letter are usually forwarded to the Criminal Investigation Department (CID) headquarters.
- Application form can be downloaded and payment can be completed online via the Directorate of Criminal Investigations but documents and invoices must be presented in person and fingerprints will be taken.
- Overseas applicants can contact their nearest Kenyan High Commission.

#### What must the applicant supply?

- A complete set of rolled fingerprints and palm prints which should be taken by a local police official bearing an official stamp or taken before an Attorney and certified. NOT photocopy or prints used in previous years.
- The fee/proof of payment
- An applicant Letter to the CID
- For Kenyans only, two clear photocopies of the Kenyan second generation identity card

In addition to the above, non-Kenyans should provide

- Two certified photocopies of the applicant's passport
- An alien's certificate (both sides) or any supporting documents from an educational institution or employer to show that they stayed for in Kenya for 6 months or more
- If applying from overseas, a prepaid A4 self-addressed registered or express post envelope

#### What are the costs / turnaround times?

- A fee of £10 in postal order payable to Kenya High Commission. Cash payment is acceptable only if paid in person
- Processing of certificates takes six to eight weeks

In Kenya:

- Payment of Kshs 1000.00 to a cashier at CID offices
- 2 weeks

#### Information Source

Application instructions are available from the Directorate of Criminal Investigations:

<http://www.cid.go.ke/index.php/services/police-clearance-certificate.html>

If applying via the Kenya High Commission in the UK:

- Application form for Police Clearance: <http://kenyahighcom.org.uk/wp-content/forms/police-clearance-updated.pdf>

- Fingerprints form: <http://kenyahighcom.org.uk/wp-content/forms/certificate-of-good-conduct-biographical-details.pdf>
- Procedure/requirements: <http://kenyahighcom.org.uk/other-services/>

**Contact Details**

Criminal Investigation Department Headquarters  
Mazingira House, Kiambu Road  
Nairobi, Kenya  
Director of Criminal Investigations Department  
PO Box 30036  
Nairobi  
KENYA

## *Kuwait*

CIS was unable to locate any information on Criminal Background Checks from Kuwaiti government websites; the following information is from the US Embassy in Kuwait: <https://kw.usembassy.gov/u-s-citizen-services/local-resources-of-u-s-citizens/police-clearance/>

Available only to those residing in Kuwait; age 18 and above must get the police clearance certificate if resided in country for 6 months or more.

A police certificate, or 'Good Conduct Certificate,' can be obtained from the Ministry of Interior, General Department for Criminal Evidence, Department of Identification and Automated Search located in the Farwaniya-Dhajej area, Airport Road 55, opposite the Kuwait Airways main building. Phone: 2434-6101. Fax: 2434-5790.

Each applicant must provide the following:

- A letter from the local sponsor or requesting entity\*
- One recent front-view color photograph
- Passport and one photocopy
- Kuwaiti Civil Identification Card and one photocopy

\* U.S. citizens and other individuals seeking Kuwait police clearances should obtain a letter of request from his/her local sponsor, or if seeking employment in another country, contact the corresponding embassy. The U.S. Embassy in Kuwait does not issue letters of request for private U.S. citizens.



## *South Korea (Republic of)*

National Police Certificate

### **Who can apply?**

Korean nationals living abroad

Foreign nationals who lived in Korea in the past

Korean nationals as well as foreigners who currently live in Korea

### **Where?**

Overseas applicants must contact nearest embassy/consulate to check if authorised

Local applicants must visit their local police station

### **What must the applicant supply?**

Local applicant:

- Complete application form (provided at local police station)

Overseas applicants:

- 1 Application (download below)
- 1 Standard Passport Photo taken within 6 month (3×4 cm)
- Current Passport
- if you had and used different passports when you were in Korea, please provide them with current passport.
- 1 Self-Addressed Envelope with stamp (If you want to receive the certificate by post)

### **What are the costs / turnaround times?**

- Fee may be applicable; enquire at local police station/embassy.
- Embassy turnaround is 6-8 weeks
- Local police station turnaround varies, enquire at station.

### **Contact Details**

Phone No. of Identification Office in KNPA, Korea: +82-2-3150-2676

### **Information Source**

Application form: [http://gbr.mofa.go.kr/english/eu/gbr/images/cont/res/CR\\_2016.pdf](http://gbr.mofa.go.kr/english/eu/gbr/images/cont/res/CR_2016.pdf)

Embassy of the Republic of Korea in the UK: <http://gbr.mofa.go.kr/english/eu/gbr/visa/national/index.jsp>

## Latvia

Certificate on Conviction of an Individual / Izziņa par fiziskas personas sodāmību

### Who can apply?

- Residents and non-residents may apply.
- Third Party representatives may apply on individual's behalf.

### Where?

- Information Centre of the Ministry of the Interior (ICMI) through mail, post, e-mail [kanceleja@ic.iem.gov.lv](mailto:kanceleja@ic.iem.gov.lv), online or in person.
- Overseas applicant may apply through mail, e-mail, post or fax to ICMI, but are advised to apply through their nearest Latvian embassy, in person.

### What must the applicant supply?

All information can be found at the Information Centre of the Ministry of the Interior website: [http://www.ic.iem.gov.lv/en/node/367#link\\_8](http://www.ic.iem.gov.lv/en/node/367#link_8). Local and overseas applicants\* must supply:

- Full name (including previous, where applicable)
- Social security number
- Place of residence
- Contact telephone number
- Purpose of request, country and institution to which certificate is to be issued to.
- Turnaround time (standard or urgent)
- Language of results (English, Russian or Latvian; fee may be applicable)
- Copy of biometric data (passport) page (applicants appearing in person must have original copy with them)
- Receipt showing payment of required fee (must be paid before submitting application)

\*An online form may be downloaded at the link provided below

### What are the costs / turnaround times?

A price list is available from the Information Centre website: <http://www.ic.iem.gov.lv/en/node/35>

### Contact Details

The ICMI handles applications for criminal record disclosure:

The Information Centre of the Ministry of the Interior

Bruninieko Street 72b

Riga LV-1009, Latvia

Tel: (+371) 67 208 218 (Chancellery)

Tel: (+371) 67 208 255 (Chief of the Centre)

Fax: (+371) 67 208 219

Website: <http://www.ic.iem.gov.lv>

Email: [kanceleja@ic.iem.gov.lv](mailto:kanceleja@ic.iem.gov.lv)

## Lebanon

### Criminal Record request

#### Who can apply?

- Residents and non-residents may apply.
- Applicants and appointed direct family members may apply.

#### Where?

##### Local:

- Lebanese citizens living abroad can request that a direct relative (spouse, sibling or parent and or/child over the age of 18) submit on their behalf to the Directorate General of Interior Security Forces in the Judicial Department.

##### Overseas:

- Contact the Lebanese Embassy.

#### What must the applicant supply?

##### Local Lebanese nationals should provide:

- Identity card or civil status extract or a passport. A copy of the identity card or the civil status extract may also be presented, on condition that the commander of the brigade has personally noted the term "Certified copy".
- Two fiscal stamps, in the amount of one thousand Lebanese pounds, for each one, should be labeled on each copy of the criminal record.

##### Lebanese Nationals overseas:

One of the parent of the concerned person should submit a letter to the commander of the judicial police who forwards the request to the criminal record department where the person who submitted the letter can obtain the criminal record.

##### Syrian nationals: the same procedure concerning a Lebanese person shall apply, but he should have the following documents:

- a red card
- an entrance ticket (white)
- the Syrian identity

##### Other nationals:

The same procedure concerning a Lebanese person shall apply, but he should have the following documents:

- a passport
- a residence permit

#### Information Source:

The Internal Security Forces: <http://www.isf.gov.lb/en/article/172/Criminal-Records>

#### Contact Details

Directorate General of the Interior Security Forces in Lebanon  
Judicial Department  
Beirut  
Furn El Chebbak Street  
Tel: 01/292880 and 02/292885

## *Lesotho*

Police Clearance certificate

### **Who can apply?**

- Individuals can apply themselves
- Third representatives, such as the British Consulate may also apply

The following information has been obtained from the Lesotho High Commission in London United Kingdom:

In order for one to obtain a Police Clearance Certificate in Lesotho the individual has to be fingerprinted on official finger form at a Police Station in the domicile country. The fingerprint forms should be send to:

C.I.S Secretary  
Police Headquarters  
P.O. Box 13  
Maseru 100  
Lesotho

This form should be accompanied by a copy of a valid passport. A service charge of Thirty Maloti (M30.00) should be paid and the mail should be registered Contact Details

High Commission of the Kingdom of Lesotho  
7 Chesham Place  
Belgravia  
SW1X 8HN

Tel: 020 7235 5686  
Fax: 020 7235 5023  
Email: [lhc@lesotholondon.org.uk](mailto:lhc@lesotholondon.org.uk)  
Website: [www.lesotholondon.org.uk](http://www.lesotholondon.org.uk)

Monday-Friday 09:00-16:00

Police clearance certificates are processed through Lesotho Mounted Police Service. There is no website.

## *Liechtenstein*

Criminal Records Excerpt / Stafregisterauszug

### **Who can apply?**

- Individuals and appointed third party representatives.
- UK employers may apply on the individual's behalf, with written consent attached with the application.

### **Where?**

- The application can only be made in person, whether local or overseas, to the Criminal Record Office (Stafregisteramt) (address supplied below).
- Applications to consulates will not be accepted.

### **What are the costs / turnaround times?**

- Fee costs CHF 9 (approx. £7.00)
- To be paid in cash/debit card upon application
- Turnaround instant

### **Contact Details**

Applications must be submitted in person to the Strafregisteramt (Criminal Register Office) at the Fürstliches Landgericht (Princely Court):

Spaniagasse 1  
9490 Vaduz  
Liechtenstein

- Tel: +423 236 71 59  
Fax: (+423) 236 65 39  
Website: <http://www.landespolizei.li/>

## *Lithuania*

### Consular Certificate on Criminal Records

#### **Who can apply?**

- Lithuanian nationals or non-nationals who hold Lithuanian residents permits and have a Lithuanian personal identity number.
- Other non-nationals may only apply in person at the Ministry of Interior of Lithuania (in Lithuania).

#### **Where?**

- Local and overseas applicants can contact the IT & Communications Department at the Ministry of Interior by email: [ird@vrm.lt](mailto:ird@vrm.lt)
- Overseas applicants are advised to contact the Lithuanian embassy (Consular certificate will be provided), in person or proxy, or by post.

#### **What must the applicant supply?**

If applying in person at the Embassy:

- Completed application form (full name, address, contact telephone number, purpose of request)
- Passport or identity card

If applying by post:

- Completed application form (full name, address, contact telephone number, purpose of request)
- Notary certified copy of passport or identity card
- Postal Order
- Prepaid special delivery self-addressed envelope 37 v5.0 17/03/17
- Non-nationals should contact the IT & Communications department, Ministry of Interior of the Republic of Lithuania (in Lithuania) through e-mail: [ird@vrm.lt](mailto:ird@vrm.lt).

All required information will be provided. An online form may be downloaded at the link:

<http://uk.mfa.lt/uk/lt/konsulinespazymos-del-teistumo-ar-neteistumo-seimines-padeties-praradus-vairuotojopazymejima>

#### **What are the costs / turnaround times?**

Fees vary accordingly to location of applicant, collection method and urgency of request. Processing time is between 3-4 weeks.

#### **Contact Details**

IT & Communications department  
Ministry of Interior of the Republic of Lithuania  
Sventaragio str. 2  
LT-01510 Vilnius  
Lithuania  
Tel. +370 (5) 271 7177  
Fax. +370 (5) 271 89 21  
E-mail: [ird@vrm.lt](mailto:ird@vrm.lt)

## *Luxembourg*

Bulletin no.3 / Extrait de Casier Judiciaire

### **Who can apply?**

- Applicants in person or by post only.
- Foreign nationals may apply.

### **Where?**

- In person, or by post to the Palais de Justice (PdJ) at the Ministry of Justice (see below).
- Applications cannot be made at Luxembourg embassies.

### **What must the applicant supply?**

- In person, they must present their passport or Luxembourg national ID card.
- Foreigners will present their foreign identity card.
- For postal applications, applicants should write a letter requesting the Bulletin no.3 Extrait and a copy of the national ID card.

### **What are the costs / turnaround times?**

- Free of charge if the individual has no disclosable record
- If there is a record, a fee of €2 (approx. GBPE 1.76) applies
- In person turnaround is immediate
- Turnaround for postal applications is a few days
- There is no fast track service

### **Contact Details**

**Address:**

Cité Judiciaire  
Bâtiment CR  
L-2080 Luxembourg  
Tél : 475981-1  
Fax : 475981-557

**Phone:**

00352 - 475981-346  
Business hours :  
Monday to Friday (except holidays)  
From 8.30 to 12.00 and from 13.00 to 16.30 hours  
Website: <http://www.mj.public.lu>

## Macau

Criminal Record Certificate - [http://www.dsi.gov.mo/certificate\\_e.jsp](http://www.dsi.gov.mo/certificate_e.jsp)

### Who can apply?

Residents and former residents can apply in person or via post; obtain an application number online first: <https://webportal.dsi.gov.mo/postal/G2bSDVsqvbdHoAC3YtjPTZC3KaPmxbjN.Service>

### What must the applicant supply?

The purpose of the certificate i.e. employment; please refer to [list of usages](#)

Application made in person:

- Please present the original Macao SAR Resident Identity Card (BIR);

For non-BIR holders:

Please present applicant's valid travel document or the valid document for entering Macao; and Documentary proof of the connection between the applicant and Macao, such as Residence Permit, Non-resident Worker's Identification Card or Non-resident Worker's Card, proof of schooling or proof of application for residing in Macao (e.g. a notice of Residence Permit issued by the Immigration Department of the Public Security Police Force or a notice of submitting the Certificate of Criminal Record issued by the Macao Trade and Investment Promotion Institute and so on).

Application made by applicant's direct relative (i.e. parents or children aged 18 or over) or spouse:

- Photocopy of the applicant's Macao SAR Resident Identity Card (BIR); for non-BIR holders: photocopy of applicant's valid travel document or valid document for entering Macao and documentary proof of the connection between the applicant and Macao
- A full set of applicant's ten fingerprints (for first time application);
- Original identity document of the representative of this application;
- Documentary proof of the kinship (if the relevant data is not archived at Identification Services Bureau);
- Documentary proof of why the applicant cannot apply in person, such as medical record;

Overseas applicants' procedures:

- Access the "Postal Application Service" system of DSI to obtain an application number and print out an application slip;
- Mail "Part 2" of the application slip and the required documents to DSI. (Mailing address: Macau Postal Box No. 1089/ Avenida da Praia No. 804, Edificio China Plaza, 20 andar, Macau);
- After receiving the required documents, DSI will update the application progress in the "Postal Application Service" system. Applicants should check their application status in the system from time to time.
- When the application status changes to "Please pay for the application", applicants can pay the fee to complete their application.

Required documents:

A duly completed application form or an application letter in which applicants should state clearly their name, parents' name, date and place of birth, usage of the certificate, contact information and type of application (normal or urgent application). In the letter, the applicant should sign and impress a right index fingerprint next to their signature. For the first-time application, a set of ten fingerprint impression should be submitted to DSI (the form for fingerprint impression can be downloaded in DSI's website);

Proof of residence in Macao or proof of application for residing in Macao, such as identification documents issued in Macao, proof issued by a school in Macao, a notification letter in regard to Residence



Authorization application issued by the Immigration Department of the Public Security Police Force, a document issued by the Macao Trade and Investment Promotion Institute to request the applicant to submit the Certificate of Criminal Record and so on;

Photocopy of a valid travel document of the applicant;

If the applicant does not hold a Macao SAR Resident Identity Card and needs to state his/her parents' name on the certificate, he/she should submit a photocopy of the relevant supporting documents, such as birth certificate. Such document is not required if the applicant has submitted it to DSI before.

Fee: Application fee + Postage (This Bureau will inform the applicant of the total amount in the "Postal Application Service" system of DSI)

**What are the costs / turnaround times?**

- Standard Service: MOP50.00; collection in 5 business days
- Express Service: MOP150.00 collection in 2 business days
- (The collection date is counted from the following business day after this bureau has received all required documents)

(853)2837 0777 or (853)2837 0888

## *Macedonia*

### Criminal Record Certificate

#### **Who can apply?**

- Applicants must apply in person only.

#### **Where?**

- Local applicants must apply in person to their local office of the Ministry of Internal Affairs (MoIA) in their resident municipality.
- Overseas applicants are advised to apply to their nearest Macedonian embassy, which will then pass it onto the MoIA on their behalf.

#### **What must the applicant supply?**

Local and overseas applicants must supply:

- Full name (and previous names)
- Full names of applicant's parents
- DOB and POB
- Applicant's residential address
- Applicant's ID card number and issuing authority
- Purpose of application (e.g. employment in foreign country)

Third party representatives must supply:

- Copy of subject's ID (passport or ID card)
- Copy of own identity document
- A written, notarised power of attorney

#### **What are the costs / turnaround times?**

- For a Criminal Records Certificate, the fee is MKD200 (around £2.90)
- On receipt of application, turnaround is 10 days plus postal time. Certificates must be collected in person.

#### **Contact Details**

Applications can be made in person at:  
Ministry of Internal Affairs  
Dimče Mirčev St bb

Tel: (+31)17 222  
Fax: (+31)12 468  
Email: [kontakt@moi.gov.mk](mailto:kontakt@moi.gov.mk)

Applications can also be made to a Court of the First Instance in Macedonia: [www.pravda.gov.mk](http://www.pravda.gov.mk)

The Macedonian Embassy in London accepts applications:

Suites 2.1-2.2 Buckingham Court      Tel: 020 7976 0535 / 0538  
Buckingham Gate 75/83      Fax: 020 7976 0539  
London  
SW1E 6PE

## *Malawi*

### **Who can apply?**

- Citizens and any individual who has resided in the country to work or study.
- Applicants only; employers or third party representatives may not apply.

### **Where?**

- Applicants can apply through any Malawi High Commission or embassy. Documents are sent to Malawi Police Headquarters in Lilongwe.

### **What must the applicant supply?**

All applicants must supply the following:

- A copy of fingerprints taken at a local police station
- A covering letter – detailing information about the applicants stay in Malawi (place of work, address, dates etc).
- A copy of the applicant's passport

### **What are the costs / turnaround times?**

- The overall cost is £184. This can be in the form of cash or postal order.
- The process takes over 4 week, as the application is sent to Malawi Police Service for verification.

### **Contact Details**

Malawi Police Headquarters  
PO Box 30400,  
Lilongwe,  
Malawi

### **What does the certificate look like?**

The certificate is printed on Malawi Police Service headed paper with a reference number, date, name of the applicant, name of the processing officer, rank, countersignature and is always addressed "To whom it may concern".

CIS has been unable to find very detailed information.

Police Background checks are mentioned on the Malawi High Commission website under Immigration and Consular: <http://www.malawihighcommission.co.uk/index.php/immigration-and-consular>

## Malaysia

### Certificate of Good Conduct

#### Who can apply?

- Citizens and residents (12 months residency minimum) may apply.
- Applicants only; employers or third party representatives may not apply.

#### Where?

- The application must be submitted online via the portal of the Ministry of Foreign Affairs: <http://www.kln.gov.my/web/guest/home>. You will need to create a login if you don't already have one. Both Malaysians and non-Malaysians can create accounts: <https://ekonsular.kln.gov.my/en/>
- Overseas applicants must apply through the Malaysian High Commission

#### What must the applicant supply?

Local and overseas applicants must supply:

- passport sized photograph
- Identity card number (MYKAD for Malaysians, Passport for non-Malaysians)
- Passport details
- Personal details
- Purpose of application
- Scanned copy of applicant's passport including the details of bearer, front and back pages for Malaysian citizen and all visa stamp pages for Non-Malaysian

You may choose either to collect your CGC at the Consular Service Counter or to receive the CGC via postal service.

#### Information Source

Detailed step-by-step instructions: [https://ekonsular.kln.gov.my/ekonsular\\_on9/login/GUIDELINES.pdf](https://ekonsular.kln.gov.my/ekonsular_on9/login/GUIDELINES.pdf)

#### What are the costs / turnaround times?

- Fee of 20 MYR (approx. £4.15) in cash or by postal order made out to "Akauntan Negara", Malaysia ("State Accountant")
- Commission fee of £4
- Turnaround time given upon application

#### Contact Details

Consular Division  
Ministry of Foreign Affairs,  
Putrajaya  
Telephone: +603 – 8887 4000 or +603 – 8000 8000  
Fax : +603 – 8889 1717  
E-mail: [skb\\_admin@kln.gov.my](mailto:skb_admin@kln.gov.my)

Sarawak Regional Office  
Ministry of Foreign Affairs, Kuching  
Telephone: +6082 – 236146  
Fax : +6082 – 236983  
E-mail: [pwsarawak@kln.gov.my](mailto:pwsarawak@kln.gov.my)

Sabah Regional Office  
Ministry of Foreign Affairs, Kota Kinabalu  
Telephone : +6088 – 220018  
Fax: +6088 – 488518  
E-mail: [pwsabah@kln.gov.my](mailto:pwsabah@kln.gov.my)

Contact information for Malaysian Embassies / Malaysian High Commissions / Malaysian Consulates General can be access through Ministry of Foreign Affairs website or click [HERE](#) for quick link.

## Maldives

### Police Certificate

#### Who can apply?

- Maldivian Nationals
- Foreign Nationals

#### Where?

- All Police Clearance Certificates must be collected by hand from the Police Headquarters in Male' within 5 working days.
- Foreign nationals seeking to obtain a certificate for their time as expatriate workers in the Maldives are advised to contact their former employers in Maldives for assistance.
- Application forms can be downloaded from the Maldives Police Service website:  
<http://www.police.gov.mv/uploads/downloads/application-forms-6/c9708014027611c249589dd48517c8f2.pdf>.
- All applications, with any supporting documents, should be sent to [records@police.gov.mv](mailto:records@police.gov.mv).

#### What must the applicant supply?

##### Maldivian Nationals:

- Completed and signed application
- Passport size photograph with a white background, taken within the past 3 months (only photos with a white background will be accepted)
- Authenticated copy of the National Identification Card
- If the Police Certificate will be submitted to a foreign country, an authenticated copy of the Passport's information page
- A 50 Rufiyaa revenue stamp

##### Foreign Applicants

- Completed and signed application
- Passport size photograph with a white background, taken within the past 3 months (only photos with a white background will be accepted)
- An authenticated copy of the Passport's information page
- An authenticated copy of Work Permit card or a Dependent card
- An original letter from the employer (except for dependents), in the organization's letterhead, with an original stamp. The letter should clearly state the period, place and position of employment
- An authenticated copy of dependent card (applicable for dependents only)
- A 50 Rufiyaa revenue stamp

#### What are the costs / turnaround times?

50 Rufiyaa (approx. €3)

#### Contact Details

All queries in relation to obtaining police certificates should be first directed to the Bureau of Criminal Records:

Bureau of Criminal Records  
Maldives Police Service,  
Shaheed Hussain Adam Building,  
Boduthakurufaanu Magu,  
Male'

Republic of Maldives  
Telephone: +960 3322112 (ext. 3733)

Email: [records@police.gov.mv](mailto:records@police.gov.mv)

#### Information Source

Useful website - <http://www.maldiveshighcommission.org/consular-services/police-clearance-certificates>

## Malta

Certificate of Conduct / Certifikat ta' -Kondotta

Apply: <http://www.police.gov.mt/en-us/conductcertificate.aspx>

### Who can apply?

- Nationals and Maltese residents only.
- Third party representatives may apply with a letter of written consent.
- UK employers may submit the application on the subject's behalf with a letter of written consent.

### Where?

- Local applicants must apply in person at the Criminal Records Office or Maltese police GHQ.
- Overseas applicants must apply in person at Maltese High Commission.

### What must the applicant supply?

- National ID card number
- Written request with reason to Commissioner of Police at Malta Police GHQ
- Applicant's Maltese address and current address (if abroad)
- Written consent and ID card of third party (if third party)

### What are the costs / turnaround times?

- A fee of around €3 for in-person applications, an additional fee may be charged for postage when applying through the High Commission or Embassy.
- The fee is payable in cash or personal cheque. There is no facility for online payments.
- The turn-around is up to 3 weeks for in-person applications, and must be collected in person/by nominated individual.
- For international applications, which are returned by registered post, the turnaround may be longer than 3 weeks.

### Information Source

For further information and to access the application form:

<https://pulizija.gov.mt/en/services/Pages/Conduct-Certificate.aspx>

#### Contact Details

Malta Police General Headquarters  
Floriana  
CMR 02, Malta

Tel: (+356) 2294 2261/2  
Fax: (+356) 2294 2678  
E-mail: [cmru.police@gov.mt](mailto:cmru.police@gov.mt)

## Mauritius

### Certificate of Character

Application link:

[http://www.govmu.org/portal/sites/mfamission/washington/documents/appl\\_cert\\_character.pdf](http://www.govmu.org/portal/sites/mfamission/washington/documents/appl_cert_character.pdf)

#### Who can apply?

- Any citizen of Mauritius
- Non-citizen who holds a resident/work Permit in Mauritius
- Any relative / friend authorised to act on the applicant's behalf in Mauritius by a letter of authorisation addressed to the Commissioner of Police

#### Where?

- People living in Mauritius should contact the Police Divisional Headquarters where they reside.
- Applications made from abroad can be processed through the Mauritian Embassy/ High Commission in the country where application is made.

#### What must the applicant supply?

applicants must produce the original and 2 photocopies of their:

- Birth certificate;
- National Identity card, or for non-citizens, their passport;
- Marriage Certificates / divorce papers / new marriage certificate / death certificate of spouse (where applicable).
- All relevant documents relating to change of name (where applicable)

Where original documents cannot be provided with the application, certified copies of the originals may be forwarded.

#### What are the costs / turnaround times?

- There is a charge of £3 for applications made in Mauritius
- There is a charge of £15 (including postage of documents) for overseas applicants
- A bank draft payable to the Government of Mauritius should be sent with the application.
- It normally takes 2-3 weeks if submitted in Mauritius, or by a relative, and approx. eight weeks when applied through the High Commission.

#### Contact Details

For details and to download the application form– website of The Mauritius Police Force:

<http://police.govmu.org/English/Pages/App-character-certificate.aspx>

The Commissioner of Police

Tel: (00230) 208 1212

Crime Record Office

Fax: (00230) 210 9512

Line Barracks, Port Louis, Mauritius



## Mexico

Records Certificate / Certificado de datos registrales

### Who can apply?

- Nationals and Overseas may apply
- Applicants or somebody on their behalf can make applications

### Where?

- The Records Certificate is issued by the Attorney General's Office in Mexico City (PGR) or local PGR offices in Mexico.
- The applicant or someone on his behalf can apply only by appointment in Mexico City or PRG offices in each state of Mexico.
- If the applicant cannot attend in person in Mexico they must contact the Consular Section of the Embassy of Mexico in their country.

### What must the applicant supply?

Local:

- Letter from his/her Embassy requesting the document
- Passport
- Proof of address. If the document is not in Spanish it must be translated by an official translator
- Valid visa.
- Birth certificate. If the document is not in Spanish it must be translated by an official translator
- Two passport size photograph. One front and one right profile photo.

Overseas, but somebody must apply on their behalf in Mexico:

- Passport and a photocopy.
- Power of attorney previously signed by the applicant and two witnesses.
- Photocopies of the official identifications of your two witnesses.
- Last address in Mexico.
- Migratory document (Temporary Resident visa, Permanent Resident visa or other type of visa, as proof of the time spent in Mexico)

### Information Source:

<https://consulmex.sre.gob.mx/reinounido/index.php/en/contenido/220>

<https://consulmex.sre.gob.mx/reinounido/index.php/en/>

### What are the costs / turnaround times?

- The fee for the certificate is \$130 MXN (Mexican pesos).
- The PGR takes 10 working days to issue.

### Contact Details

Dirección General de Control de Procesos Penales  
Federales  
Av. Insurgentes Sur No. 235, 4º piso, entre Colima y  
Tabasco,  
Colonia Roma Norte,  
Delegación Cuauhtémoc,  
C.P. 06700, México, D.F

Tel: +52 55 5346 0000 Ext. 8428

Email: [aregistrales@pgr.gob.mx](mailto:aregistrales@pgr.gob.mx)

## Moldova

Judicial Record for Individuals and Legal Entities / Casier Judiciare

### Who can apply?

- Nationals and overseas may apply.
- Third party representatives may apply with written consent of subject and a power of attorney, certified by a notary.

### Where?

- Local applicants can apply to the Minister of Interior, Moldova.
- Overseas applicants can apply through their local Moldovan embassy.

### What must the applicant supply?

- A valid ID or passport

### What are the costs / turnaround times?

Local applicants:

- Standard: 30 lei (approx. £1 GBP) with 10 working days turnaround
- Fast Track: 60 lei (approx. £2 GBP) with 1 working day turnaround

Overseas applicants:

- Consult the Moldovan embassy for fees and turnaround time.

### Contact Details

Internal applicants:

Ministry of Internal Affairs

Department of Information and Operational  
Records

3 Iacob Hincu St.

Chisinau

Moldova

Tel: (+373) 22 255 155

Fax: (+373) 22 224 546

Website:

<https://servicii.gov.md/ServiceDetails.aspx?id=b60f9e3e-8405-4535-aeba-015b54423588>

## Monaco

Bulletin No. 3 of Criminal Records

### Who can apply?

- Nationals
- Residents

### Where?

- Go in person to the General Court Registry (Greffé Général), taking your national ID card or your residency card for Monaco residents
- Appoint a third party to hand in your request. This person must present your ID card and be able to confirm your civil status (your father's first name and your mother's maiden name). The Bulletin No. 3 of your criminal record will be sent by post to your address
- Send your request by post addressed to the "Greffé Général" or by e-mail to [greffegeneral@justice.mc](mailto:greffegeneral@justice.mc). You must attach a photocopy of your ID card and indicate your civil status (your father's first name, your mother's maiden name and your mother's first name). The Bulletin No. 3 of your criminal record will be sent by post to your address

### What are the costs / turnaround times?

- The bulletin will be issued within five days of receipt of the request.
- Collected from the General Court Registry: 5 €
- Bulletin sent by post: 5,85 € (i.e. 5 € + postal costs)
- The fees can be paid in cash or by a cheque payable to "Madame le Greffier en Chef" if the bulletin is collected from the General Court Registry and by cheque only if payment is made by post.

### Contact Details

Palais de Justice  
5, rue Colonel Bellando de Castro  
MC 98000 MONACO  
General Court Registry :  
(+377) 98 98 88 11

### Information Source

<http://en.service-public-particuliers.gouv.mc/Justice/Legal-documents-and-services/General-Court-Registry/Copies-of-Criminal-Records>

## *Montenegro*

### Certificate of Criminal Records

#### **Who can apply?**

- Individuals must apply directly in person only.
- Third party representatives not favoured.
- Embassy/Consulate will not accept applications.

#### **Where?**

- Individuals must apply to their local municipal's police station.

#### **Contact Details**

For more information, consult local municipal police station or:

Ministry of Interior Affairs and Public  
Administration

Bulevar Svetog Petra Cetinjskog 22  
Podgorica

Tel: (+382) 202 415 90

Email: [mupravno@cg.yu](mailto:mupravno@cg.yu)

Website: <http://www.mup.gov.me/ministarstvo>

## *Morocco*

Extract from the criminal record (fiche3)

Residents can request a criminal records check online through the portal on the Ministry of Justice website.

<http://casierjudiciaire.justice.gov.ma/Accueil.aspx?culture=en-US>

A users' guide (in Arabic) is available from this site

Checks must be collected in person in Morocco

Information is also available from:

<http://www.service-public.ma/en/web/guest/home>

## Mozambique

Police Clearance Certificate / Criminal Record Certificate or Certificado do Registo Criminal

### Who can apply?

- The Certificate is issued for persons born in Mozambique or non-Mozambican residents who have resided in Mozambique for one year or more.

### Where?

Applicants in Mozambique:

The Certificate is issued by Repartição do Registo Criminal - Central (headquarters) in Maputo (Mozambique capital city). Repartição do Registo Criminal is equivalent to the Office of Criminal Record and is part of the Ministry of Justice, Constitutional and Religious Affairs.

The applicant must apply in person, as fingerprints are required. If the applicant is outside Maputo he/she can submit the application in the local Repartição do Registo Criminal office located in most provincial capitals. In some provinces there is also an online process recently introduced.

Applicants outside Mozambique:

Nationals or former residents who are not living in the country can initiate the process at the nearest Mozambique Embassy, High Commission or Consulate. The applicant must apply in person, as fingerprints and a witnessed signature are required.

At the Embassy, the applicant must present a Mozambican ID or foreign passport, fill an application form, have fingerprints taken and his/her signature acknowledged. The application papers must then be submitted at the Office of Criminal Record in Maputo for final procedures and issuing of the Certificate. As mentioned above the submission can be done by a representative.

### What must the applicant supply?

- Original valid passport or ID
- Completed application form
- Set of finger prints taken at the Mozambique High Commission

### What are the costs / turnaround times?

The cost at the Office of Criminal Record headquarters is about \$3 (less than 100 MZN). Processing time is 1 to 3 working days.

### Contact details

The processing body in Mozambique:

Repartição do Registo Criminal - Central (Office of the Criminal Records Headquarters)

Cnr Rua Dos Flores and Avenida 24 de Julho

Maputo

MOZAMBIQUE

Tel: +258 21 307 850

## *Myanmar*

Applications can only be made within Myanmar.

## *Namibia*

### **Who can apply?**

Only the individual can apply for the certificate of good conduct. Fingerprints are taken at the time of applying.

### **Where?**

Applications can only be made in Namibia.

### **What must the applicant supply?**

Copy of ID, passport or birth certificate

### **What are the costs / turnaround times?**

Cost is N\$50.00 (+-£3.33) and turnaround time is 3 – 6 months according to information from police, (but it usually takes about six months).

### **Information Source**

Details can be found on the Namibian Police Force website:

<http://www.nampol.gov.na/web/nampol/certificate-of-conduct1>

### **Contact details**

Windhoek Police Station

Cnr of Banhoff street and Independence Avenue or any nearest Police Station.

Tel: +264 61 209 4215

NamPol Public Relations Division

Tel: +264 61 2093286/3470

Tel: +264 61 220380 or 10111



## *Nepal*

### Police Clearance Report

#### **Who can apply?**

- Individuals including foreign nationals
- Refugees may apply
- Third party representatives and prospective employers cannot apply
- Next of kin may apply in special circumstances (contact police HQ)

#### **Where?**

- Local applicants must apply in person either at the Maharajgunj Police or the Deputy Inspector General's office in Ratnapark (designated by Police HQ in Kathmandu).
- Overseas applicants are advised to contact their local Royal Nepalese Embassy.

#### **What must the applicant supply?**

Details regarding application requirement are available from the Nepalese Police website:

<https://cid.nepalpolice.gov.np/index.php/notices/police-clearance-report>

#### **Contact Details**

For further inquiry, Please mail at: [chalchalan@nepalpolice.gov.np](mailto:chalchalan@nepalpolice.gov.np) or contact on +977 01-4412783.

Forms must be sent to the following applicable address:

Local applicants:

Police Headquarters

Crime Investigation Department (CID)

Kathmandu

Tel: (+977) 014-412-783 or (+977) 014-412-602

Fax: (+977) 014-415-594

## *Netherlands*

Certificate of Good Conduct / (VOG) Verklaring Omtrent het Gedrag

### **Who can apply?**

- The application must be filled by both the applicant and prospective employer.

### **Where?**

- Local applicants must apply through the local Population Affairs Department.
- Overseas applicants who (a) left before 1 October 1994 must apply directly to the Central Office of Registry for Certificate of Good Conduct (COGVOG).
- Overseas applicants who (b) left after 1 October 1994 must apply through the local Population Affairs Department at their previous municipality.
- Embassy/Consulate will not receive applications.

### **What must the applicant supply?**

Applicant must supply:

- Legible copy of valid passport/ID document
- Proof of payment receipt
- Dates residing in Netherlands (overseas only)

### **What are the costs / turnaround times?**

- The fee for processing your application is €41,35, to be paid on submission of the application form. Payable in person at local Population Affairs Department, or at COVOG if applying directly. Contact COVOG for bank details.

### **Information Source**

FAQs at: <https://www.justis.nl/producten/vog/certificate-of-conduct/>.

The form can be downloaded here: <http://unitedkingdom.nlembassy.org/passports-visas--consular/consular-services/criminal-record-checks-in-the-netherlands.html> (English)

### **Contact Details**

COVOG

Postbus 16115

2500 BC The Hague

Tel: (+70) 370 7234

Website: <http://www.justitie.nl/vog>

Email: [frontdesk.justis@minjus.nl](mailto:frontdesk.justis@minjus.nl)

## *New Zealand*

### Criminal Conviction History

#### **Who can apply?**

- Individual applicants

#### Third party representatives must:

- Have known applicant for more than 12 months
- Be aged over 18
- Have a daytime telephone number
- Not be a relative
- Not live at the same address
- Be contactable during business hours

#### **Where?**

- Applicants can apply for a Criminal Conviction Report online from the Ministry of Justice by completing the request form: <http://www.justice.govt.nz/assets/Documents/Forms/request-by-individual.pdf>
- If you are applying from outside of New Zealand, there is a different form to complete: <https://www.justice.govt.nz/assets/Documents/Forms/request-own-criminal-conviction-history-outside-nz.pdf>
- The completed form can be sent to [criminalrecord@justice.govt.nz](mailto:criminalrecord@justice.govt.nz) with a scan of a valid photo ID.

#### **What must the applicant supply?**

copy of your valid identification ID

If you do not have a driver license, passport or firearms licence, you will need to ask someone who can confirm your identity to fill in section 5 of the form. This person must:

- Have known applicant for more than 12 months
- Be aged over 18
- Have a daytime telephone number
- Not be a relative
- Not live at the same address
- Be contactable during business hours

If you are unable to get someone to confirm your identity, you will need to make a statutory declaration. This form can be obtained from your local District Court or go to [www.justice.govt.nz/services/criminal-records](http://www.justice.govt.nz/services/criminal-records)

#### **What are the costs / turnaround times?**

- No charge
- 20 working days in receipt of application
- Results are obtained in hard copy through post, or PDF format via e-mail. Collection cannot be made in person or online.

#### **Information Source**

All information about the checks can be found at: <https://www.justice.govt.nz/criminal-records/get-your-own/>

#### **Contact Details**

Criminal Records Unit  
Ministry of Justice  
SX10161  
Wellington

Tel: +64 (4) 918 8800 and ask to speak to a Criminal Records Officer.  
E-mail: [criminalrecord@justice.govt.nz](mailto:criminalrecord@justice.govt.nz)

## Nicaragua

Certificado de Conducta or Récord de Policía

### Who can apply?

- Anyone who has resided in Nicaragua for a minimum of 3 months

### Where?

- Applications must be sent via email to the Nicaraguan Embassy.
- Certificates can also be obtained from the Police Services Office at the police stations in each county of the country.

### What must the applicant supply?

The applicant must supply a letter (in Spanish) to the General Direction Office of the Police requesting the criminal record. The letter must contain the applicant following details:

- The complete name as in passport
- ID Number (in the UK, this will be Passport Number)
- Civil Status (married, single)
- Places and dates where you lived, worked and stayed in Nicaragua
- Father and mother names
- Name of a Nicaraguan citizen that may give reference of you and copy of their National ID
- Copy of the Nicaraguan ID (only for Nicaraguan citizens)
- Copy of the main page of passport and the page of the entrance and exit Nicaraguan immigration stamps (if possible)
- Pay the fee
- 2 Photographs (Passport Type)

### What are the costs / turnaround times?

- The fee changes monthly, the charge is the Stirling equivalent of \$20 according to Nicaragua Central. Applicants should call the embassy and ask for the exactly amount in pounds when applying.
- The turnaround time is 3 months

### Contact Details

Further information: <http://www.policia.gob.ni/?p=176>

Embassy of Nicaragua

Suite 31 Vicarage House

58-60 Kensington Church Street

W8 4DB

Tel: 020 7938 2373

Fax: 020 7937 0952

[embaniclondon@btconnect.com](mailto:embaniclondon@btconnect.com)

[www.cancilleria.gob.ni](http://www.cancilleria.gob.ni)

[consulnic.uk@btconnect.com](mailto:consulnic.uk@btconnect.com)

## Nigeria

### Certificate of Good Conduct

#### Who can apply?

- Individuals in person.
- Third party representatives may apply.

#### Where?

- All applications must be made in person at the Central Criminal Registry (CCR) in Lagos. Posts, e-mails and faxes will not be accepted.
- Overseas applicants are advised to consult the Nigerian High Commission.

#### What must the applicant supply?

##### Individuals:

- Form available at CCR; to be filled on site, stating "pre-employment screening" for reason(s)
- Enquire beforehand from CCR if additional documents are required
- Fingerprints to be obtained on site
- Letter of introduction from prospective employing company
- Valid international Passport

##### Overseas applicants:

- 3 copies of Nigerian passport
- 3 copies of page showing current visa (Non-UK residents only)
- 3 passport sized photographs
- 3 copies of completed form (obtainable at embassy)
- Payment of fees

#### What are the costs / turnaround times?

##### Local applicants:

- N1,500 (approx. GBP £5.99). Turnaround time given on application.

##### Overseas applicants:

- GBPE 20 for document and GBPE 15 processing fee. Turnaround time given on application.

#### Contact Details

Applicants in Nigeria can obtain the form from the CCR:

The Registrar of Criminals  
The Nigeria Police Force  
Attention: Central Criminal Registry  
Federal Investigation and Intelligence Bureau  
Alagbon Close, Ikoyi, Lagos  
Nigeria

Applicants in the UK can download the form here:  
[http://www.nigeriahc.org.uk/pdf/good\\_conduct.pdf](http://www.nigeriahc.org.uk/pdf/good_conduct.pdf) (English)  
Nigerian High Commission  
(Consular and Education Section)  
9 Northumberland Avenue  
London  
WC2N 5BX  
Tel: (+44) 020-7550-681-31  
Email: [immigrationservices@nigeriahc.org.uk](mailto:immigrationservices@nigeriahc.org.uk)

## Norway

### Criminal Record Certificate / Politiattest

#### Who can apply?

Individuals, for specified reasons. A list of these reasons is available from the Norwegian Police Force's website: <https://www.politi.no/tjenester/politiattest/>

#### Where?

You may apply for a criminal record certificate online. To log in you require a valid MinID, BankID, Buypass or Commfides details. This will confirm your identity, and you will not have to submit proof of identification. For more information and links to the online forms, please see:

[https://www.politi.no/tjenester/politiattest/Tema\\_1858.xhtml](https://www.politi.no/tjenester/politiattest/Tema_1858.xhtml)

If you are unable to apply for a criminal record certificate online, you may submit your application by post.

If you live abroad, the application must be sent to the Police unit for background checks and police certificates.

#### What must the applicant supply?

Choice of (must state in application):

- Standard/Ordinary Certificate (relating to fines and convictions)
- Limited Certificate (relating to offences against children and vulnerable adults)

Applicants must supply:

- Application form, Certified copy of valid passport, drivers license or bank card containing your photo and signature
- Documentation of why you need the criminal record certificate. A confirmation of reason form may be downloaded: <https://www.politi.no/tjenester/politiattest/>
- Full name (including previous family names)
- Current address
- Address history for past 5 years
- Date and place of birth
- Social Security number
- Occupation title
- Place of work and contact number
- Purpose for certificate (state "pre-employment screening")
- Signature
- Overseas applicants should state when and how long they resided in Norway on an accompanying document

#### What are the costs / turnaround times?

- Free of charge
- Processing time is 2 weeks

#### Contact Details

For postal applications: Politiets Enhet for Vandelskontroll og Politiattester  
Postboks 113  
9951 Vardø

From June 1st 2016 we have the following opening hours service centre:

Monday 0830 - 1500

Thursday 0830 - 1500

Tel: (+47) 78 98 93 60

## *Oman*

### Non-Conviction Certificate

#### **Who can apply?**

- Nationals, residents and non-resident expatriates may apply.

#### **Where?**

- In person at local Royal Oman Police station
- Via mail

#### **What must the applicant supply?**

##### Omani nationals:

- Completed application form
- Copy of passport or identity card
- Two photographs
- Payment of fee

##### Resident expatriates:

- Completed application form
- Copy of passport
- Two photographs
- Fingerprints (taken at station)
- Payment of fee

##### For non-resident expatriates:

- Letter from applicant containing their name and postal address
- Two photographs
- Copy of passport including Omani residence stamp page
- Receipt for transfer of fees

#### **What are the costs / turnaround times?**

##### For Omanis and resident expatriates:

- Omani Rial 3.000

##### For resident expatriates:

- Omani Rial 20.000
- Turnaround is up to two weeks.

##### For non-resident expatriates:

Transfer the fees of US \$56.00 (Not Cheque \ Draft) or equivalent thereof in the Directorate General of Inquires and Criminal Investigations' account no. 3106-453888-500, Oman Arab Bank, Qurum Branch, swift code (OMABOMRU)

#### **Information Source**

Royal Oman Police website: <http://www.rop.gov.om/english/cid-service.html>

#### **Contact Details**

Applications sent to:

Director of Criminal Evidence  
Directorate General of Inquiries and Criminal  
Investigations  
Royal Oman Police  
P.O. Box 446 Muscat  
113 Sultanate of Oman

Website: <http://www.rop.gov.om/english/>



## *Pakistan*

### Police Character Certificate

#### **Who can apply?**

- Individuals.
- Third party representatives (close relatives only) can apply, with written consent.

#### **Where?**

Local applicants must apply through post or in person:

- City: Local city police officer/ local police station
- Town: Local district office of Senior Superintendent of Police (SSP)
- FATA areas: Local FATA agency

Overseas applicants are advised to apply through the High Commission, through post or in person.

#### **What must the applicant supply?**

Applicants must supply:

- Full name
- Full names of both parents/husband's name
- Date and place of birth
- Permanent current address (UK or Pakistan)
- All previous/temporary addresses in Pakistan
- Pakistani Computerised National Identity Card (CNIC)/ National Identity card for Overseas Pakistani's (NICOP)/ Pakistan Origin Card (POC)
- Reasons for application with any supporting documentary evidence
- Photocopies of passport or NID (enquire beforehand)
- Fingerprints may be required at some police stations (enquire beforehand)

Third party representatives must supply:

- A photocopy of applicant's British passport/foreign Visa page
- A photocopy of third party representative's National Identity Card (NID)
- A letter in named in their behalf from subject, naming and granting the third party relative to obtain the certificate on their behalf
- An affidavit on judicial stamp paper from the third party relative, stating that they will receive the clearance certificate on subject's behalf

#### **What are the costs / turnaround times?**

Local applicants:

- Rs.20 fee for Affidavit judicial stamp. Payable at station/office with an instant turnaround.

Overseas applicants:

- Fee may be applicable; contact local consulate.
- Turnaround is 4-7 months (dependent on clerk's willingness to cross-reference and due to manual checking system).
- No fast track system in place.

#### **Contact Details**

Local applicants must consult their local Police station or SPCRO.

#### **Information Source**

<http://www.policecharactercertificatepakistan.com/police-character-certificates-from-pakistan/>  
<http://chachuinpakistan.com/download-police-character-certificate-pakistan-form/>

## *Papua New Guinea*

### **Who can apply?**

- Anyone can apply.

### **Where?**

- Locally at any police station to obtain the form which then, once completed and fee paid, needs to be submitted to either the Police National Forensic Science Centre or the National Criminal Records Office.
- Overseas applicants can fax the blank form over and also submit the completed one with proof of fee payment.

### **What must the applicant supply?**

It is the same information for both local and overseas:

- Full set of finger prints
- Full copy of their current Papua New Guinea Passport
- Receipt for fee payment for the request

### **What are the costs / turnaround times?**

- Cost is 10 Kina (approximately £2.60) payable only in cash at the Papua New Guinea Treasury Office.
- Payee must get a payment receipt to submit with the other application documents.

### **Contact details**

Local:

Police National Forensic Science  
Centre  
Varahe Street, Gordons,  
PO Box 85, Konedobu, National  
Capital District, Port Moresby, PNG

Tel: +675 325 4188/4472

Fax: +675 325 5365

Contact Person

- OIC NFS Superintendent Philip Rambaliku:  
[prambaliku@rpngc.gov.pg](mailto:prambaliku@rpngc.gov.pg)
- OIC National Fingerprint Bureau – Inspector Gasper Logoson

National Crime Records Office  
Gordons, PO Box 85, Konedobu,  
National Capital District,  
Port Moresby, PNG

Tel: +675 322 6144/6160

Fax: +675 322 6159

Contact Person

- OIC NCRO – Chief Inspector Mark Yagen
- 2IC NCRO – Chief Sergeant Kasa Wumber

Overseas Missions and contact details:

<http://www.immigration.gov.pg/images/documents/Contact%20Address%20for%20Overseas%20Missions%20%20Posts.pdf>

### **Certificate**

It is available in the three official Papua New Guinea languages

- English
- Tok Pisin
- Hiri Motu

## Peru

### Certificado de Antecedentes Policiales

#### Who can apply?

- Residents/non-residents and nationals may apply.
- Third party representatives (close relatives only) may apply, with a power of attorney.

#### Where?

- Local applicants must consult their local police station.
- Overseas applicants must appoint a third party relative to apply on their behalf. The subject must first go to a Peruvian Consulate, to sign a power of attorney, authorising their representative to obtain the records on their behalf and then have the power of attorney certified by the Peruvian Ministry of Foreign Affairs, before the representative can request the court records

#### What must the applicant supply?

- Notarised photocopy of ID (DNI)/ Passport
- Letter from Consular Directorate stating subject's reason for application and subject's time and place of residence while in Peru.
- Fingerprints of subject and official's signature (local and overseas applicants must enquire at local police station to obtain form)
- 2 colour passport sized photos
- Fee payment receipt

#### What are the costs / turnaround times?

##### Local applicant:

- Overall fee: PEN80.8 (approx. GBPE 18)
- (General free PEN7.10/ fee for scanned photo PEN5/notarisation fee at Peruvian Ministry of Foreign Affairs PEN45.18/Miscellaneous fees)
- Turnover is usually 3 days

##### Overseas applicant:

- A family member in Peru must pay PEN56 (approx. GBPE 13) in the Banco de la Nación Branch located within the "Registro de Condensas" (Av. Abancay, 5th Block), account no. 000-281743.
- Document then needs to be legalised at Peruvian Consulate in London, at a fee of GBPE 20.70.

#### Contact Details

Local applicants must consult their local police station, or:  
Policia de Investigaciones del Peru.  
Division de Identificacion,  
Av. Aramburu No. 550,  
Lima 34,  
Lima

#### Information Source

Information is available (in spanish) from the Ministry of Interior:

<https://www.mininter.gob.pe/content/antecedentes-policiales-para-uso-en-el-pa%C3%ADs-y-el-extranjero-0>

## *Philippines*

National Bureau of Investigation (NBI) Clearance Certificate

### **Who can apply?**

- Nationals and non-nationals who have a residence permit

### **Where?**

- Local applicants must apply in person at the National Bureau of Investigations (NBI) Clearance Centre in Manila, regional offices and satellite offices (kiosks for renewals only).
- Overseas applicants should apply in person at your nearest Philippine Embassy or Consulate or by mail to the National Bureau of Investigation (NBI) Head office

### **What must the applicant supply?**

Local applicants:

- Bring valid photo ID
- Complete application at NBI office, present to attendant
- Proceed to verification booth, verify name against register
- Photographed after verification and assigned a photograph number
- Fingerprints are then taken and printed on fingerprint card
- Register and a barcode is attached to application form
- Certificate is printed, dried and sealed.

Overseas applicants:

- Completed application form and Fingerprint card (both available at embassy)
- For married women, the order of writing of their name should be: Maiden Surname / Husband's Surname / First or Given Name / Maternal Surname
- Rolled impression of fingerprints and signature of assisting official (seek advice from embassy)
- 1 Standard passport-sized photograph (2x2 taken against a white background)
- Payment of fee

### **What are the costs**

Local applicants:

- PHP115 (approx. GBP£ 2.00)

### **Information Source**

Online applications can be found via the Republic of the Philippines Department of Justice NBI: <https://nbi-clearance.com/>

Detailed explanation of online application process with screenshots: <https://www.nbiclearance.org/how-to-apply-nbi-clearance-online/>

### **Contact Details**

Applications should be sent to:  
National Bureau of Investigation  
NBI Building  
Taft Avenue, Ermita  
Manila,  
Philippines 1000

Tel: (+523) 8231 to 38  
Fax: (+523) 7414

## Poland

- Inquiry about an individual / Zapytanie o Udzielenie Informacji o Osobie
- Information about an individual / Inforacja o osobie z Krajowego Rejestru Karnego

### Who can apply?

- Individuals.
- Third party representatives may apply.
- Prospective employers can apply (application form must be in Polish); *prospective* in this cases means the type of requesting entity listed in Polish law as entitled to obtained the information about one's criminal background.

### Where?

- Local applicants can apply in person at the National Criminal Register Information Office (KRK).
- E-mailed or faxed applications will not be accepted.
- Applications can be submitted electronically after registering with the online National Criminal Register (KRK): <https://ekrk.ms.gov.pl/ep-web?lang=en>
- Overseas applicants are advised to directly apply by post to the National Criminal Register Information Office.

### What must the applicant supply?

#### Local applicants:

- The full name and mailing address of the applicant
- The date of the application
- The following information of the subject:
  - Full name
  - Father's name
  - Mother's married and maiden name
  - Date of birth
  - Birth place
  - Nationality
  - Address
  - Signature
  - Proof of payment

#### Overseas applicants:

- The full name and mailing address of the applicant
- The date of the application
- The following information of the subject:
  - Full name
  - Father's name
  - Mother's married and maiden name
  - Date of birth
  - Birth place
  - Nationality
  - Address
  - Proof of payment
  - Copy of valid ID document

**What are the costs / turnaround times?**

- Whole procedure takes approximately from 3 days to 3 weeks to obtain the required certificate.
- For costs and methods of payment, visit the Ministry of Justice site: <http://ms.gov.pl/en/national-registers/national-criminal-register/>

**Contact Details**

National Criminal Register Information Office

Ministerstwo Sprawiedliwości  
Krajowy Rejestr Karny  
ul. Czerniakowska 100  
00-454 Warsaw Poland  
Tel: (+48) 223 976 200 (Central office) (+48) 223 976 213 (EU information)  
Fax: (+48) 223 976 205  
Website: <http://ms.gov.pl/en/national-registers/national-criminal-register/>  
Email: [b-krk@ms.gov.pl](mailto:b-krk@ms.gov.pl) / [krk@ms.gov.pl](mailto:krk@ms.gov.pl)

## Portugal

### Certificado de Registo Criminal

#### Who can apply?

- Portuguese and foreign nationals may apply.
- Third party representatives may apply (with the subject's written consent).
- Prospective UK employers cannot apply.

#### Where?

Through the online Criminal Record [https://registocriminal.justica.gov.pt/?&request\\_locale=en](https://registocriminal.justica.gov.pt/?&request_locale=en), by authenticating with your Citizen Card or with the Digital mobile key, an alternative means using your mobile phone or email; you can join online - if you are a Portuguese citizen with your Citizen Card, after you have completed your authentication, or, if you are a Portuguese citizen or foreigner in person, at a service desk (Citizen's Area) - with your identification card.

By the presence in a service desk (Citizen's Area) - if you are a Portuguese citizen or foreigner with your identification card;

- Information on how to obtain a Portuguese Criminal Record Certificate- <http://www.dgaj.mj.pt/sections/files/infosite/criminal-and/>

Overseas applicants who are unable to use the online Criminal Record Portal, complete a form and send it to the Criminal Identification services with a copy of their citizen card or ID card, or other valid and qualified identification document with signature (passport) and Payment of the amount due, or proof of that payment. Application form (in Portuguese): [http://www.dgaj.mj.pt/sections/files/identificacao-criminal/download-de-impressos/sections/files/identificacao-criminal/download-de-impressos/formulario/downloadFile/file/2-Formulario\\_RegCertRegistCriminal\\_jul2016.pdf?nocache=1469702200.66](http://www.dgaj.mj.pt/sections/files/identificacao-criminal/download-de-impressos/sections/files/identificacao-criminal/download-de-impressos/formulario/downloadFile/file/2-Formulario_RegCertRegistCriminal_jul2016.pdf?nocache=1469702200.66)

#### What must the applicant supply?

Local and Overseas applicants must supply:

- Original copy of national ID card
- Completed application form (provided at location)

#### What are the costs / turnaround times?

Local applicants:

- Fee of €5
- Online certificates are received immediately after payment
- 3 day turnaround for certificates requested in person.

Overseas applicants:

- Fee of €5.00 plus postage of 3,25
- Turnaround time of 5 days (plus postage time).

#### Contact Details

National body contact details:

Direcção de Serviços de Identificação  
Criminal  
Avenida D. João II,  
No.1.08.01 D/E, Pisos 0,9-14  
199097 Lisboa

Tel: (+351) 217 906 200  
Fax: (+351) 21 154 11 13/4  
Email: [correio.geral@dgaj.mj.pt](mailto:correio.geral@dgaj.mj.pt)

## *Qatar*

### Police Clearance Certificate (PCC)

#### **Who can apply?**

- Qatari nationals and former residents may apply.
- Third party representatives cannot apply.
- Prospective UK employers cannot apply.

#### **Where?**

- Local applicants must apply in person at the Criminal Evidence and Information Department.
- Overseas applicants may apply in person or through mail at the Criminal Evidence and Information Department.

#### **What must the applicant supply?**

##### Local applicants:

- Letter requesting the issuance of a Good Conduct/ Police Clearance Certificate from the State of Qatar. It should include:
- Purpose for request
- First date of arrival of the person in Qatar and the last date of departure.
- Original passport and a complete photocopy of all pages of the passport (including copies of all pages, regardless of entries).
- Original Qatari ID and photocopy.
- 3 passport-size photographs
- Set of Fingerprints (taken at office)
- Letter of non-objection from sponsor/prospective employer

##### Overseas applicants:

Letter requesting the issuance of a Good Conduct /Police Clearance Certificate from the State of Qatar. It should include:

- Purpose in requesting the Certificate
- First date of arrival of the person in Qatar and the last date of departure
- A complete photocopy of all pages of the passport (include copies of all pages, regardless of entries)
- set of fingerprints (taken at local police station; consult embassy for further details)
- 3 passport-size photographs
- A self-addressed return envelope large enough to hold an A4 size document
- Letter of non-objection from former sponsor/employer

#### **What are the costs / turnaround times?**

##### Local applicant in person:

- Fee of QR10 (approx. GBP £2.00) to be paid in cash at the office.
- Turnaround of up to two weeks.

##### Overseas applicant by mail:

- Fee of QR10 (approx. GBP £2.00 to be paid by cheque.
- Turnaround is about two weeks and will be mailed to the applicant.



### Contact Details

Local applicants in person:  
Criminal Evidence and Information Department  
Ministry of Interior  
P.O. Box 23004  
Doha  
State of Qatar

Overseas applicants mailing address:  
Criminal Evidence and Information Department  
Ministry of Interior  
P.O. Box 23004  
Doha  
State of Qatar

Useful website - <http://www.moi.gov.qa/site/english/departments/ceid/sections/sec1060/1060.html>

Download application form:  
[http://www.moi.gov.qa/site/english/departments/CEID/resources/2010/08/25\\_18316.pdf](http://www.moi.gov.qa/site/english/departments/CEID/resources/2010/08/25_18316.pdf)  
Qatar Embassy in London:  
Qatar Embassy  
1 South Audley Street  
London  
W1K 1NB  
Tel: (+44) 020 7493 2200  
Website: [www.qatarembassy.info](http://www.qatarembassy.info)  
<http://london.embassy.qa/en/services#police>

## Romania

Certificat de Cazier Judiciar

### Who can apply?

- Romanian nationals can apply.
- Third party representatives can apply with a notarised written consent or power of attorney.
- Prospective UK employers cannot apply.

### Where?

- Local applicants must apply in person at their local county police station.
- Overseas applicants are advised to consult the Romanian embassy.

### What must the applicant supply?

- Local and overseas applicants must supply a completed application form. Obtainable at link below; local police station or embassy.
- Applicants must provide photographic ID when collecting from police station/embassy.

### What are the costs / turnaround times?

Local applications:

- Fee of RON 1 (approx. 0.20p) payable by tax stamp available at Post Offices.
- Turnaround of 10-30 days.

Fast-track service:

- Fee of ROM 5 (approx. GBP £1.00) called „emergency tax“, paid at local State Treasury Unit (Tax Office).
- Turnaround of 1-3 days.

### Information Source

Information on application procedures. Application form can also be downloaded:

<https://www.politiaromana.ro/ro/utile/documente-eliberari-acte/cerere-certificat-cazier-judiciar-obtinerea-certificatului-de-cazier-judiciar-persoane-fizice-&page=1>

### Contact Details

Central Office in Bucharest:

Criminal Record and Operational Situation  
Department  
3-5 Eforie St, Sector 5 Bucharest

Tel: (+402) 131 531 89

General Inspectorate of the Romanian Police:  
13-15 Stefan cel mare Street Bucharest

Tel: (+402) 120 825 25

Romanian Embassy, London:  
Arundel House  
4 Palace Green  
London  
W8 4QD

Tel: (+44) 207 937 9666  
Fax: (+44) 207 937 8069  
Email: [roemb@roemb.co.uk](mailto:roemb@roemb.co.uk)

## *Russian Federation*

Notice of Conviction or No Conviction /Справка о наличии (отсутствии) судимости

### **Who can apply?**

- Russian nationals and resident foreign nationals can apply.
- Authorised third party representative may apply, with the power of attorney.
- Prospective UK employers cannot apply.

### **Where?**

- Local applications must be made in person at the MIAC (Main Information Analysis Centre) within the Ministry of Affairs, or through regional Directorate of Internal Affairs office (DIA).
- Overseas applicants are advised to apply through the Consular Section of your nearest Russian embassy.

### **What must the applicant supply?**

Local applicants:

- Fill in online form
- Present original passport

Overseas applicants:

- Fill in online form
- Name
- Date and place of birth
- Address of Russian residence
- Reason for request
- Original passport

The embassy will contact the applicant when the certificate is ready to be collected. Authorised third party representative must present document reflecting power of attorney.

### **What are the costs/turnaround?**

Local applicants:

- Enquire at office.

### **Contact Details**

- Addresses for DIA offices across the country can be found here: <http://www.mvd.ru/contacts/>
- Local applicants can download the form here: <http://rusemb.org.uk/data/files/Zayavl-COC.doc> (Russian)

MIAC Head Office in Moscow:  
MIAC  
Ulitsa Novocheremushkinskaya 67  
Moscow 117418  
Russia

Tel: (007) 495 332 31 77  
Website: [www.mvd.ru](http://www.mvd.ru)

## *Rwanda*

### Criminal Record Clearance Certificate

#### **Who can apply?**

- Rwandan Nationals
- Overseas citizens of Rwanda must apply through an Embassy
- Other nationalities living in Rwanda or who have lived in Rwanda

#### **Where?**

- Online through the e-services page of the Republic of Rwanda government website (national ID or foreigner identity card is required): <https://irembo.gov.rw/rolportal/web/nppa/clirecclearance>. Certificates must be collected in person at the national Public Prosecution Authority (NPPA)
- Applicants can apply in Rwanda
- Through the Rwanda High Commission or their nearest local embassy

#### **What are the costs / turnaround times?**

- The online certificate costs RWF 1,200 and may take up to 3 days.

#### **Contact details**

For those applying through the Rwanda High Commission in London: The application form can be downloaded from <http://www.rwandahc.org/consular-andvisa-services/police-clearance-certificate/>

Consular Section  
Rwanda High Commission  
120 -122 Seymour Place  
London  
W1H 1NR  
Switch Board: +44 20 7224 9832  
Website: [www.rwandahc.org](http://www.rwandahc.org)

### *Saudi Arabia*

CIS is not currently aware of a process for obtaining police certificates or Certificates of Good Conduct from the Saudi Arabian Authorities.

## Senegal

Certificat de bonne vie et mœurs

### Who can apply?

The local authorities are able to provide criminal records information to:

- Senegalese nationals resident in Senegal or abroad;
- Foreigners resident in Senegal or who have resided in Senegal in the past.

The equivalent of a certificate of good conduct is a Certificat de bonne vie et mœurs (it is issued at any police station in Senegal upon presentation of the criminal record certificate first). The criminal record certificate is called Extrait de casier judiciaire (and is issued by the Tribunal - see where to apply further down). Individuals themselves can apply or get someone else to apply on their behalf.

### Where?

- Senegalese nationals must apply in their country of origin and in the town where they were born e.g. a Senegalese born in Thiès can only apply in Thiès.
- Foreigners who need a criminal record certificate can only apply in the town in Senegal where they are or were resident.
- Senegalese nationals cannot apply for those local certificates overseas. The certificates are issued in Senegal only.

### What must the applicant supply?

Documents to supply to apply for a extrait de casier judiciaire (criminals records certificate):

- If the Applicant is in Senegal, he must provide the original of a birth certificate (dated less than 3 months) and the original of his identity card.
- If the Applicant resides abroad, he must provide a photocopy of his identity card (certified by the police as being a genuine copy of the original) and the original of a birth certificate.
- The same documents must be given to the person who will be applying on his behalf if he cannot apply himself.
- The same documents are required for foreigners (those who do not have identity cards must provide their passports e.g. British Nationals).
- Senegalese Nationals apply for their Criminal records certificate at the TRIBUNAL REGIONAL of their town of birth and Foreigners apply at the COURS D'APPEL de Dakar.

There are no contact e-mail addresses. If the Applicant resides in Senegal, he can go straight to the office, no need to send a correspondence. If he resides abroad, he can send a letter. However to ensure a response it is best to send someone with the documents required to apply on his behalf and send back the certificate).

### What are the costs / turnaround times?

- The cost of obtaining a criminal records certificate is two stamps of CFA 200 each
- Turnaround time for the application is at least 1 week to give time to the tribunal to investigate and find out what is on the persons records, complete the forms and have it signed by the Procureur de la Republique and the Greffier en chief.

### Contact details

There is no form to download. The blank certificate is kept at the tribunal, and completed by them after their investigations, stamped and signed before being handed over to the Applicant or the person who is applying on his behalf.

Palais de justice de Dakar  
Rue des Dardanelles à côté de l'Ambassade du Japon, Corniche Ouest  
+221 33 829 60 00

The certificate is a form containing the applicant's details and dates when he has been jailed, if any. Please find attached blank copies of the forms. The document is written in French only. Those who want a translation must find their own translator (translation fees are different from a translator to another between 5000 and 11.000 CFA

The information contained in the certificate is valid only 3 months

Embassy of the Republic of Senegal

39 Marloes Road W8 6LA

Tel: 020 7938 4048/020 7937 7237

Fax: 020 7938 2546

Email: [senegalembassy@hotmail.co.uk](mailto:senegalembassy@hotmail.co.uk) / [info@senegalembassy.co.uk](mailto:info@senegalembassy.co.uk)

Website: <http://www.senegalembassy.co.uk/>

Ministry: <http://www.interieur.gouv.sn/certificat-de-bonne-vie-et-moeurs/>

## Serbia

Certificate of Judgement / Uverenje o nekažnjavanju

### Who can apply?

- Serbian nationals and residing foreign nationals may apply.
- Third party representatives with the power of attorney can apply. The power of attorney must be attained at a Serbian court or nearest Serbian embassy.
- Prospective UK employers cannot apply.

### Where?

- Local applicants must apply in person at their local police station of their birth or residence.
- Overseas applicants can apply through the Consular department of the Embassy of the Republic of Serbia. An application form (in Serbian) can be obtained online from the Embassy in London:  
[http://london.mfa.gov.rs/cir/consularservicestext.php?subaction=showfull&id=1347970986&ucat=105&template=MeniENG&#disqus\\_thread](http://london.mfa.gov.rs/cir/consularservicestext.php?subaction=showfull&id=1347970986&ucat=105&template=MeniENG&#disqus_thread)

### What must the applicant supply?

Applicants must supply:

- Completed form
- Personal identity number
- Names of parents
- Residence(s)
- Signature

Overseas applicants must also supply:

- Reason for request from prospective employer ("pre-employment screening")

### What are the costs/turnaround?

- Fee of £22 GBP for certificate in Serbian, additional fee of £35 GBP for translation into English.
- Turnaround time varies, but it normally 6-10 weeks.

### Contact Details

The contact details of the relevant department in Belgrade are:

Police Administration

Bulevar Despota Stefana 107

Belgrade

Serbia

Tel: (+38) 111 3292622

Website: <http://prezentacije.mup.gov.rs/upravapolicije/engleski/index%20engleski.htm> (Serbian only)



## *Seychelles*

Police Character Certificates or Police Clearance Certificates

CIS was unable to find any official information at this time Jul 2017.

### **Who can apply?**

- Nationals and residents can apply.
- Third parties cannot apply on behalf of the individual with exception of local government for school applications, social services and the UK police services – where exceptions are permitted documentation will be returned to the perspective employee.

### **Where?**

Write to the Commissioner of the Police

### **What must the applicant supply?**

Supporting documentation is not usually necessary, however, on occasion, a proof of address might be requested. There is no official form for the Seychelles process, you must instead provide:

- Full name nationality and date of birth of the applicant
- Date of arrival and departure in Seychelles
- Home address in Seychelles
- If employed in Seychelles, the name and address of the employer
- Home address of the applicant in the UK for return of the PCC in due course
- Any other information that might assist in the Seychelles police force in checking records
- Contact details: email address, and telephone numbers in case of any queries

### **What are the costs / turnaround times?**

- The process costs £39.00, accepted only by cheque or postal order made payable to 'Seychelles Consulate.
- Application takes around 6 weeks to process (this is including a two-week period for it to reach the UK). If there is urgency however it might be possible to provide an electronic copy to the applicant, with a hard copy to follow.

### **Contact details**

Commissioner of Police  
Police Headquarters  
Seychelles Police  
P.O. Box 46  
Victoria, Mahe  
The Seychelles  
Telephone: +248-288-000

Seychelles Consulate  
111 Baker Street  
London W1U 6RR, England

Tel: +44 (0)20 7935 7770  
Fax: +44 (0)20 7486 3272  
Email: [consulate@seychelles-gov.net](mailto:consulate@seychelles-gov.net)

## Singapore

Certificate of Clearance (COC)

### Who can apply?

- Nationals and non-Singaporean Citizens

### Where?

The Singapore Police Force (SPF) has introduced an eService which allows applicants to apply for Certificate of Clearance (COC) online: <https://www.police.gov.sg/e-services/apply/certificate-of-clearance>

### What is the process?

- Complete online forms and make payment via Credit/Debit Card or i-Banking
- Upon notification that the application has been accepted, book a fingerprinting appointment
- Visit COC Office for fingerprint taking
- Collect the Certificate

### What must the applicant supply?

- Documentary proof stating that a COC is required for specific overseas purposes. **CIS can provide such a letter to Candidates**
- SingPass and/or Foreign Identification Number (FIN)
- Scanned biometric page of applicant's valid passport
- Scanned Identification Document (ID), front and back
- Scanned or digital passport-sized photograph
- Fingerprints

Applicants residing overseas will be required to mail a hardcopy of your fingerprint impressions taken at an authorised institution in your country of residence (such as police stations or embassies), and enclose it with a copy of the eCOC Acknowledgement Slip, generated at the end of your online application. The COC will be mailed to your posting address indicated in the online application form, once your fingerprint impression and eCOC Acknowledgement Slip are received and verified.

Please note non-Singapore citizens must first submit an appeal to apply for the COC at the SPF eServices webpage

### What are the costs/turnaround?

- SGD 55.00, for the certificate to be collected locally, in person or by a proxy.
- SGD 60.00 for the certificate to be mailed to an overseas address. No refund is applicable if the applicant fails to provide fingerprint impressions for verification within 6 months from the date of COC application, or if the COC application is rejected for incomplete / fraudulent submission of documents.
- Turnaround of 10 working days.

### Contact Details

Member of Public may contact Criminal Record Office at:

Tel: (+65) 64358277 (between 9.00 am to 5.00 pm Singapore time (GMT +8), from Mondays to Fridays, excluding Public Holidays)

Email: [SPF\\_CID\\_COC@spf.gov.sg](mailto:SPF_CID_COC@spf.gov.sg)

## Slovakia

Extract of the Register of Crimes/ Výpis z Registra Trestov

### Who can apply?

- Slovakian nationals and foreign nationals can apply.
- Legally authorised representatives with the subject's written consent can apply.
- Prospective employers cannot apply.

### Where?

- Applicants can apply in person at Criminal record register of General prosecutor's office of the Slovak republic, Kvetná 13, Bratislava, or at any post offices where with IOMO—about 600 in the Slovak republic
- Applications can be made online (Slovak only) via the General Prosecutor's Office of the Slovak Republic (<https://esluzby.genpro.gov.sk/ziadost-vo-rt>) by applicants who have access rights and privileges to use the electronic services of the General Prosecutor's Office. To access services, the applicant must authenticate via their identity card eID card with the appropriate reader.
- Overseas applicants are advised to apply through the Slovakian embassy. Forms are provided by the offices and embassy, or can be ordered. We have information on the Slovak Embassy in London: [https://www.mzv.sk/web/londyn/konzularne\\_informacie/vypis\\_z\\_registra\\_trestov](https://www.mzv.sk/web/londyn/konzularne_informacie/vypis_z_registra_trestov)

### What must the applicant supply?

Local citizens must supply:

- Valid ID document (passport or ID card)
- Completed application form (obtained on location)

Non-citizen residents must additionally supply:

- ID card of relevant country
- Valid passport
- Birth Certificate (translated into Slovak)
- Representatives must supply:
- Photocopy and original of notarised written consent (must not be older than 30 days)
- Original ID of subject
- Original ID of representative
- Birth Certificate of subject (translated in Slovak if necessary)
- Completed application form (obtained on location)

Overseas applicants:

- Completed application form (obtained at embassy)
- Valid passport and original birth certificate plus its official translation in Slovak (if the person is not citizen of Slovak republic)
- Fee (enquire at embassy)
- Stamped, self-addressed envelope or contact number for collection date

### What are the costs / turnaround times?

Local applicants:

- Fee of €4.00 (approx) for enquiries made at ROC; €3.90 on post offices
- At ROC you can pay cash, by credit card via machine, with tax stamps for value of €4.00 which can be purchased on every post office
- While-you-wait service available at the ROC directly – for wait; in case person was born before 1981 it can be within 24 hours.

### Contact Details

Generálna prokuratúra Slovenskej republiky  
Register trestov  
Kvetná 13  
814 23 Bratislava  
<https://www.genpro.gov.sk/>  
Tel: +421255425649  
+421220837129  
+421220837133

## *Slovenia*

Criminal Records Certificate (CRC) / Potrdilo iz Kazenske Evidence

### **Who can apply?**

- Anyone who has resided in Slovenia can apply.

### **Where?**

- Local and overseas applicants must apply directly in person, online, post, fax or e-mail at the Department for Criminal Records and Educational Measures (DCREM) in the Ministry of Justice (Ministrstvo za Pravosodje).

### **What must the applicant supply?**

Application form:

[http://www.mp.gov.si/fileadmin/mp.gov.si/pageuploads/mp.gov.si/PDF/obrazci/130715\\_ZAHT\\_ZA\\_PODAT\\_KE\\_IZ\\_KAZENSKE\\_EVIDENCE\\_FIZICNIH\\_OSEB.pdf](http://www.mp.gov.si/fileadmin/mp.gov.si/pageuploads/mp.gov.si/PDF/obrazci/130715_ZAHT_ZA_PODAT_KE_IZ_KAZENSKE_EVIDENCE_FIZICNIH_OSEB.pdf)

Applicants must supply within the application form with:

- ID number
- Full name (and previous)
- Date of birth
- Place/municipality/country of birth
- Current address
- Citizenship
- Letter from prospective employer stating purpose of request (i.e. pre-employment screening)
- Sending address
- Signature

### **What are the costs / turnaround times?**

- No fee for service; postal fee may apply.
- Turnaround time of up to two days.
- No fast-track service available.
- Applications will be posted to address provided within application form.

### **Contact Details**

Ministry of Justice

Oddelek za Kazensko Evidenco in Evidenco Vzgojnih Ukrepov

Župančičeva 3

1000 Ljubljana Slovenia

Tel: (+386) 136 952 00

Fax: (+386) 136 957 83

Email applications: [mp.gp@gov.si](mailto:mp.gp@gov.si)

## *Solomon Islands*

Police clearance

### **Who can apply?**

Anyone who has resided in Solomon Islands can apply

### **Where?**

The applicant must contact the Royal Solomon Islands Police Force to obtain the application form. The collection point is Police Headquarters, Rove, Honiara. Information is available via the Police Force website: <http://www.rsipf.gov.sb/?q=node/133>

Applications are accepted from overseas. The form is not currently available on line but can be faxed to the applicant

Tel: +677 21686/23800

Fax: +677 20616

### **What must the applicant supply?**

- the application form
- a receipt from the Ministry of Finance as proof that the appropriate fees (\$90.00) has been paid to the SIG
- A passport size photo is provided of the applicant to accompany the form
- Proof of identity documents, such as a passport, birth certificate or driver's license
- Fingerprints will be taken and recorded on fingerprint form (PF10)

### **What are the costs and turnaround times?**

- Cost is \$90 SBD. Payment is done through the Ministry of Finance, Treasury Division. There is currently no facility to make electronic payments. Applicants are advised that family members or friends should arrange payment locally and then provide the receipt to the Police who will connect the payment and the application form.
- 5 working days.

### **Contact details**

For enquiries, please contact the Royal Solomon Islands Police Force: <http://www.rsipf.gov.sb/?q=contacts>

Police Headquarters  
PO Box G3  
Honiara  
Soloman Islands

Tel: (677) 21686 / (677) 23800  
Fax: (677) 20616

## Somalia

### Certificate of Good Conduct

#### Who can apply?

- Any Somali Citizen residing in a foreign country or foreign citizen who has been resident in Somalia

#### Where?

- Somali citizens in the UK should apply at their nearest foreign mission and forward documents with a covering letter to CID Headquarters in Mogadishu
- Non-Somali citizens should apply at their nearest foreign mission and forward documents with a covering letter from the official fingerprinting agency or Kenyan mission to CID headquarters in Mogadishu.
- residents of Nairobi must apply for certificates at CID Headquarters along Villa Somalia. Applicants in other areas must apply at Divisional CID offices.

#### What must the applicant supply?

##### Somali Citizens Residing Abroad:

- Second generation national identification card and a clear photocopy\* (Kenyan passports not accepted)
- Finger prints and Palm prints on a prescribed form from the nearest police station in country of stay
- Payment receipt/cheque for Kshs 1000 (See Below)
- Covering Letter

##### Foreign Citizen:

- Certified copy of passport
- Documentation to prove residence in Somalia for three months or more
- Receipt for payment/cheque of Sshs 10,000 (See below)
- Finger prints and Palm prints from the nearest police station in present country of residence, on a prescribed form
- Covering letter from the official fingerprinting agency or Kenyan mission

#### What are the costs / turnaround times?

##### Somali Citizens

- Kshs 1000 (Approx GBP £6.40)
- Either pay at nearest foreign mission and obtain a receipt, or submit a cheque payable to the Director of Criminal Investigation in Mogadishu, Somalia.

##### Foreign Citizens

- Sshs 10,000 (Approx GBP £10.20)
- Either pay at nearest foreign mission and obtain a receipt, or submit a cheque payable to the Director of Criminal Investigation in Mogadishu, Somalia.

#### Information Source

Details of how to apply for a Certificate of Good Conduct from the Somali authorities can be found at this web address: <http://www.police.somaligov.net/gpage.html>

## *South Africa*

### Police Clearance Certificate

#### **Who can apply?**

- Anybody who has resided in South Africa can apply.
- Third Party representatives can apply.

#### **Where?**

- Information is available via African Police Service:  
<https://www.saps.gov.za/services/certificate.php>
- Local applicants must apply at their local Criminal Records Centre.
- Overseas applicants must directly apply to their local/previous Criminal Records Centre.
- South African High Commission is unable to accept applications, but willing to assist subjects with their application.

The police station where the applicant applied, will send the completed application to the Criminal Record Centre. Alternatively, the applicant may deliver the completed application in person or mail the application to:

The Head of the South African Criminal Record Centre  
(For attention: Police Clearance Certificates)  
Private Bag X308  
0001 PRETORIA  
SOUTH AFRICA

The application may also be delivered by courier to:

The Head of the South African Criminal Record Centre  
(For attention: Police Clearance Certificates)  
Bothongo Plaza West  
CRC Client Service Centre  
1st Floor, Room 14  
271 Francis Baard Street  
PRETORIA

#### **What must the applicant supply?**

- The applicant must provide a full set of their fingerprints, preferably taken at their nearest police station. The applicant's full name, surname, date of birth, place of birth and identity number (if available) must also be recorded on the fingerprint form.
- A copy of the applicant's identity document/passport must accompany the application. The applicant must present their identity document at the police station, as proof of identity will be required.
- South African citizens living outside the RSA, may apply at any police station in that country or at the South African Embassy. Fingerprints should be taken on the official fingerprint forms of the specific country. The fingerprint form must be signed by the person who took the fingerprints. The application must be accompanied by a completed set of fingerprints and a copy of the applicant's identity document or passport.

The applicant must supply:

- A formal letter bearing the following information:
- Surname
- Maiden name (if applicable, also specify in which surname the certificate should to be issued)
- Given names



- Date of birth
- Place of birth
- South African ID number (if applicable)
- Last residential address in South Africa
- Last SA business / employer's address
- Telephone number of the above
- Date
- Signature
- Mailing address in the country of application
- Zip/Postal Code
- Telephone number
- Full set of fingerprint impressions (taken at local police station)
- Copy of travel document (passport)
- Proof of payment
- Self-address envelope if applicant wishes certificate to be returned by post.

If the applicant is sending their request by courier, it must be pre-paid for collection and return to sender once they are ready.

**What are the costs / turnaround times?**

- Fee of R96,00
- Payable by either a South African bank guaranteed cheque, banker's draft, money order, or electronic payment into the South African Police Service account made payable to the South African Police Service.
- Account details for transfer payments:
- ABSA cheque account number: 4054522787
- Swift code: ABSA ZAJJ
- Branch code: 632005

Account name: South Africa Police Service

- Turnaround is six to eight weeks from receipt of application.
- No fast-track service available.

## Spain

### Criminal Record Certificate

If you are only looking to work at a school in Spain, please note you will need to obtain the Sexual Offences Certificate, in accordance with Spanish regulations; it is the only certificate issued enabling individuals to regularly work with minors. It is exclusively valid in Spain and does not require an Apostille or legalisation. **If you require a certificate in order to work with minors in another country, you will need to request a Criminal Record Certificate and certify it by Apostille or legalise it, depending on the country where it needs to have legal effect.**

#### Who can apply?

- Citizens can apply.
- Third party applicants can apply with notarised written consent.

#### Where?

- In person at the regional offices of the Ministry of Justice, Civil Registers throughout Spain or the Central Office of Citizen Services
- Overseas applicants can apply by post to the following address:  
Oficina Central de Atención al Ciudadano del Ministerio de Justicia  
Sección de certificados de penales  
Calle de la Bolsa 8, 28012 Madrid  
<http://www.mjusticia.gob.es/cs/Satellite/Portal/en/ciudadanos/ciudadanos/certificado-antecedentes?param1=2>
- Online with a digital ID <https://sede.mjusticia.gob.es/cs/Satellite/Sede/en/inicio>

Alternatively, consult the Spanish Consulate for further information.  
Applicants with digital ID can apply online.

#### What must the applicant supply?

Local and overseas applicants must supply:

- Completed 790 form (obtained at office/online).
- Original valid National Identification Card (DNI)/ original valid Residency Card, passport (with valid visa)/ EU identification document.
- Fee receipt.

Third party representatives:

- Completed 790 form (obtained at office/online).
- Subject's original or certified copy of valid National Identification Card (DNI)/ original valid Residency Card, passport (with valid visa)/ EU identification document.
- Representative's original or certified copy of valid National Identification Card (DNI)/ original valid Residency Card, passport (with valid visa)/ EU identification document.
- Original or certified photocopy of notarised document granting representative powers to obtain certificate on subject's behalf.
- Fee receipt.

Certificates to be used outside Spain require legalisation/validation. Enquire at office/embassy for validation process.

#### What are the costs / turnaround times?

Local and Overseas applications:

- Fee of €3.74
- Payment can be made online

- Payment can be made by paying at any Spanish financial entity that collaborates with the Tax Agency that has a branch in the country where the certificate is being applied for.
- Direct bank transfer to the blocked account of the Ministry of Justice:

(BANK: BBVA: ACCOUNT NUMBER: 0182-2370-42-0208000060 ACCOUNT HOLDER: Ministerio de Justified - Cuenta Restringida

Recaudación Tasas Extranjero (Ministry of Justice - Foreign Fee Collection Blocked Account)

NIF (TAX IDENTITY NUMBER) OF THE ACCOUNT HOLDER: S-2813610-I

IBAN or International Bank Account number: IBAN ES62 0182 2370 4202 0800 0060

Bank Identification Code (BIC) of BBVA: BBVAESMMXXX

Payment can be made in person. Having completed the F790 form, the applicant must take it to any bank, savings bank or credit co-operative that collaborates in tax collection to make the payment.

Applications made in person or by a nominated third party have a standard turnaround of about 3 days. In any other case, the issuing body has 10 days to turn the application around.

- Processing time for online applications is 24 hours to 3 working days

### Contact Details

List of Regional Offices:

[http://www.mjusticia.gob.es/BUSCADIR/ServletControlador?apartado=buscadorGerencia&lang=en\\_gb](http://www.mjusticia.gob.es/BUSCADIR/ServletControlador?apartado=buscadorGerencia&lang=en_gb)

Postal applications to:

Oficina Central de Atención al Ciudadano del Ministerio de Justicia  
Sección de certificados de penales  
Calle de la Bolsa 8, 28012 Madrid

### Information Source

[http://www.mjusticia.gob.es/cs/Satellite/en/1200666550200/Tramite\\_C/1215326258560/Detalle.html#quien](http://www.mjusticia.gob.es/cs/Satellite/en/1200666550200/Tramite_C/1215326258560/Detalle.html#quien)

## *Sri Lanka*

### Police Clearance Certificate

#### **Who can apply?**

- Resident/non-resident Sri Lankan's, as well as foreign citizens and non-citizens can apply.
- Third party representatives and prospective UK employers can apply.
- Written consent is not required, but purpose must be stated.

#### **Where?**

- Local applicants must apply in person to the Criminal Records Division in Colombo, or to the Officer in charge at their local police station in their residential area. The officer in charge of the local police area issues this certificate on a written application made by the applicant on the payment of Rs. 25.00, for which an official receipt is issued.
- Application forms and instructions can be downloaded from the Police website:  
<https://www.police.lk/index.php/component/content/article/36/91-application-for-clearance-certificate>
- Overseas applicants are advised to apply to the Sri Lankan High Commission.

#### **What must the applicant supply?**

All applicants must supply:

- Complete application form (obtained at office/police station counter/police website)
- National Identity Card number
- Passport number
- Communication Address
- Preferred mode of collection (post or in person)
- Purpose of request (i.e. Pre-employment Screening)

#### **What are the costs / turnaround times?**

Local applicants:

- Fee of Rs.500 to be paid in person
- Turnaround of up to 4 weeks

Overseas applicants:

- Fee of Rs.1000
- Bank Draft or cheque to account no: 0074041413, payable at Taprobane Branch, Bank of Ceylon, Colombo 01, Sri Lanka
- Turnaround of up to 4 weeks

#### **Information Source**

Information for applicants (Sri Lankan and non-Sri Lankan) who are applying via the High Commission of Sri Lanka to the UK:

[http://www.srilankahighcommission.co.uk/index.php?option=com\\_content&view=article&id=67&Itemid=82](http://www.srilankahighcommission.co.uk/index.php?option=com_content&view=article&id=67&Itemid=82)

#### **Contact Details**

Sri Lanka Police Service  
Police HQ  
Colombo-01  
Sri Lanka  
e-mail address [clear@police.lk](mailto:clear@police.lk)

Tel: (+94) 0112 421 111  
Fax: (+94) 011-2439186  
Website: <http://www.police.lk> (English)

## *Swaziland*

### Police Clearance – Persons

#### **Where?**

The service is currently unavailable online  
Documents should be submitted to:  
Criminal Records Bureau, Royal Swaziland Police Service.

#### **What must the applicant supply?**

For Citizens, bring the following:

- A set of fingerprints obtained at the nearest Police Station
- Copy of ID

For Non-Citizens, bring the following:

- A set of fingerprints at the nearest Police Station.
- Copy of first five pages of a passport
- Copy of residence permit
- A letter stating reasons for requesting police clearance

NB: Do not fax but courier the above documents

#### **What are the costs / turnaround times?**

- Currently the service is E35.00

#### **Contact Details**

Criminal Records Bureau  
Forensic Science Services  
P.O Box 49  
Mbabane  
E-mail: [rsppro@realnet.co.sz](mailto:rsppro@realnet.co.sz)

#### **Information Source**

The Royal Swaziland Police Service website: [http://police.gov.sz/dedi337.nur4.host-h.net/index.php?option=com\\_content&view=article&catid=98%3Aarsp&id=1021%3Acriminal-clearance-clearance&Itemid=449](http://police.gov.sz/dedi337.nur4.host-h.net/index.php?option=com_content&view=article&catid=98%3Aarsp&id=1021%3Acriminal-clearance-clearance&Itemid=449)

## Sweden

Extract from Criminal Records Registry / Utdrag ur Belastningsregistret

### Who can apply?

- Resident/non-resident Swedes, as well as foreign citizens and non-citizens can apply.
- Third party representatives cannot apply.
- Prospective UK employers cannot apply.

### Where?

- Local applicants must apply to their local police station or via post, fax or e-mail to the National Police Board (RPS) in Kiruna.
- Overseas applicants must apply to via post, fax or e-mail to the RPS.
- Embassies will not accept applications.

### What must the applicant supply?

- Must specify the need for Registry Extract for purposes in another country
- RPS 447.3b (obtainable online or at local police station)
- Full name
- 10 digit social security number
- Place/country of birth
- Permanent address, home and work telephone numbers
- E-mail address and fax number
- Delivery address

E-mailed applications must contain scanned copies of birth certificate/passport or other documents containing social security number and place of birth.

### What are the costs / turnaround times?

- Fee and return postage which amounts to SEK 180. Separate charge for postage applies and depends on the destination.
- The turn-around for the forms is around 2 weeks, but the RPS (Swedish National Police Board) advise applicants that the process will only begin once payment has been received.

### Information Source

For application form and instructions: <http://polisen.se/en/Languages/Service/Police-Record-Extracts/>  
<http://polisen.se/Service/Belastningsregistret-begar-utdrag/>

### Contact Details

Address for submitting request forms for record excerpts:

E-mail: [registerutdrag@polisen.se](mailto:registerutdrag@polisen.se) (only for submission of forms)

Telephone hours: Monday to Friday 08.00 – 16.30

Telephone: +46 (0)10-56 33 502

Fax: +46 (0)10-56 35 333

E-mail: [mrbr@polisen.se](mailto:mrbr@polisen.se) Note! Questions are answered at this address.

If your questions relate to excerpts for foreign purposes:

Telephone hours: Monday to Friday 08.00 – 16.30

Telephone: +46 (0)10-56 33 501

Fax: +46 (0)10-56 35 334

E-mail: [utlandsutdrag@polisen.se](mailto:utlandsutdrag@polisen.se)

## Switzerland

Criminal Records Excerpt  
Special Excerpt (specifically for activities involving regular contact with minors)

### Who can apply?

- Any Swiss citizen can apply.
- Third party representatives can apply.
- Prospective employers cannot apply, but can arrange to have the Extract sent directly to them.

### Where?

- Local applicants can apply online to the Swiss Criminal Records Register, or in person at their local post office.
- Overseas applicants are advised to apply online, and notarise document at Swiss Federal Chancellery before passing onto prospective employer.
- Instructions and online order forms: [https://www.e-service.admin.ch/crex/cms/content/bestellen/sonderauszug\\_en](https://www.e-service.admin.ch/crex/cms/content/bestellen/sonderauszug_en)

### What must the applicant supply?

Online applicants:

- Completed online application form
- An official identity document
- Special Excerpt: A written and signed employer's confirmation (organisation). This form can be generated online: <https://www.e-service.admin.ch/crex/app/wizard/navigate.do?jsessionid=c6ed83306c3e9aa48907d8b7fdfe>

Note if the excerpt from criminal records is required by a foreign authority / foreign consulate, an attestation by the Federal Chancellery is usually necessary. We will provide the attestation for an additional charge of CHF 20.

Digitally signed electronic criminal records extracts cannot be authenticated.

The application form must be printed and sent with the accompanying documents to the Swiss Criminal Records Register in Bern.

Applicants in person:

- Complete form on electronic system
- Proof of identity (passport or ID card)
- Posting address (if third party, requires written consent)

### What are the costs / turnaround times?

CHF 20.00.

### Information Source

Useful website - <https://www.bj.admin.ch/bj/en/home/publiservice/service/strafregister.html>

### Contact Details

Email: [info@bj.admin.ch](mailto:info@bj.admin.ch)

All documents must be sent to:

Schweizerisches Strafregister  
Dienst für Auszüge an Privatpersonen  
Bundesrain 20  
CH-3003 Berne  
Switzerland  
Tel: (+41) 31 325 01 98

## *Syria*

Police records in Syria are maintained by the Ministry of Interior, Criminal Security Department. Separate records are maintained by each jurisdiction. Some jurisdictions are computerized, but there is no central computerized database. Individuals can request copies of their police records from their respective jurisdictions of residence or previous residence.



## Taiwan

### Police Criminal Record Certificate

#### Who can apply?

- Taiwanese nationals and foreign nationals can apply.
- Third party representatives can apply.
- Prospective employers cannot apply.

#### Where?

- Local applicants can apply online  
<http://english.police.gov.taipei/ct.asp?xItem=1350829&ctNode=15874&mp=108002> via post or in person at the Foreign Affairs Division, Taipei City Police Department.
- Overseas applicants can apply via post or in person at the Foreign Affairs Division, Taipei City Police Department.

#### What must the applicant supply?

- completed application form
- Proof of identity:

#### R.O.C. citizens:

- an original R.O.C. ID

#### Citizens of China, Hong Kong & Macau:

- an original Exit & Entry Permit for the Taiwan Area of the Republic of China or a Permanent Resident Certificate

#### Foreign nationals:

- an original passport or Alien Resident Certificate
- Original ID will be returned after verification. An original or copy of the passport photo page is needed for a PCRC with an English name on it.

#### What are the costs / turnaround times?

##### Local fee:

- Fee of NT\$100 per application
- Turnaround of 3-5 days.

##### Overseas fee:

- US\$ 7 (applicants in Hong Kong & Macau: US\$6.00)
- Turnaround of 2-4 weeks.

#### Information Source

Application instructions Taipei e-services: [http://www.e-services.taipei.gov.tw/hypage.cgi?HYPAGE=form.htm&s\\_uid=157005](http://www.e-services.taipei.gov.tw/hypage.cgi?HYPAGE=form.htm&s_uid=157005)

Application form can be downloaded here:

<http://www.npa.gov.tw/NPAGip/wSite/Ip?ctNode=11728&CtUnit=1924&BaseDSD=7&mp=1> (English)

Online application and further information:

[http://www.e-services.taipei.gov.tw/hypage.cgi?HYPAGE=form.htm&s\\_uid=157005#](http://www.e-services.taipei.gov.tw/hypage.cgi?HYPAGE=form.htm&s_uid=157005#)

#### Contact Details

Foreign Affairs Division

Taipei Municipal Police Department

No. 96, Yen Ping South Road

Taipei, Taiwan

Tel: (+886) 2 2381 7494 / (+886) 2 2375 2105

## *Tajikistan*

Certificate of Good Conduct

### **Who can apply?**

- Individuals who have worked or lived in Tajikistan.

### **Where?**

- Applicants can apply via Tajikistan's embassies abroad. The embassy gathers all the documentation and sends them to the Ministry of Foreign Affairs for further guidance.

### **What must the applicant supply?**

Non-Tajik citizens should provide the following:

- A signed letter stating purpose of request (i.e. pre-employment screening)
- Legal copy of his/her passport
- Tajikistan Work permit (if applicable)
- Tajikistan Identification card
- Evidence of residence registration
- Copy of his/her visa

For Tajik citizens:

- Legal copy of his/her passport
- Residence registration

### **What are the costs / turnaround times?**

- The embassy charges £50 for the certificate regardless of citizenship of the applicant. The turnaround time is from 6 to 8 weeks.

### **Contact details:**

Embassy of the Republic of Tajikistan  
26-28 Hammersmith Grove W6 7BA

Tel: 020 834 1003

Fax: 020 834 1100

Email: [info@tajembassy.org.uk](mailto:info@tajembassy.org.uk)

Website: [www.tajembassy.org.uk](http://www.tajembassy.org.uk)

## *Tanzania*

CIS recommends you contact your local Tanzanian Embassy for information first.

To obtain a Police Clearance Certificate you need to apply in writing to:

Officer In-charge  
Forensic Bureau  
Criminal Investigation Department Headquarters  
Ministry of Home Affairs  
P.O. Box 9094  
DAR ES SALAAM TANZANIA

Information from the Tanzanian Embassy in the US: [http://tanzaniaembassy-us.org/?page\\_id=2308](http://tanzaniaembassy-us.org/?page_id=2308)

Tel : +255 22 2110006 / +255 713 482428/ +255 713 216144

Fax : +255 22 2112174

Website : <http://www.policeforce.go.tz>

## Thailand

### Police Clearance Certificate

#### Who can apply?

- Non/Citizens and nonresidents can apply.
- Third party representatives can apply.
- Prospective UK employers can apply, with subject's written consent.

#### Where?

- Local applicants must apply in person to the Police Clearance Services Centre.
- Overseas applicants are advised to apply via post to the Police Clearance Services Centre.

#### What must the applicant supply?

##### Local Thai nationals:

- Photocopy of Thai ID card
- Photocopy of confirmation of address
- Photocopy of Military Service Document/Certificate of Completion (males over 20 years of age only)
- Photocopy of marriage certificate (if applicable)
- Two passport sized photographs
- Three sets of fingerprints (taken at local police station; include seal and signature of officer)
- Self-addressed, stamped envelope

##### Local foreign nationals (currently residing) must also include:

- Original passport and copy
- Document stating applicant is working/resides in Thailand
- Thai work permit (if applicable) and photocopy

##### Overseas Thai nationals:

- Covering note stating application for Police Clearance Certificate
- Photocopy of current passport
- Photocopy of Thai ID card
- Photocopy of confirmation of address
- Photocopy of Military Service Document/Certificate of Completion (males over 20 years of age only)
- Photocopy of marriage certificate (if applicable)
- Two passport sized photographs
- Three sets of fingerprints (taken at local police station; include seal and signature of officer)
- Self-addressed, stamped envelope

##### Overseas foreign nationals (previously residing in Thailand):

- Covering note stating application for Police Clearance Certificate
- Photocopy of current passport
- Photocopy of Thai Work Permit (if applicable)
- Two passport sized photographs
- Three sets of fingerprints (taken at Embassy or Met Police station; include seal and signature of officer)
- Self-addressed, stamped envelope.

**What are the costs / turnaround times?**

- 100 baht
- Turnaround of up to seven days.
- Overseas applicants should contact the Thai police to arrange return of their certificate.

**Contact Details**

Applications from overseas should be sent to:

Police Clearance Service Centre  
Building 24,  
Royal Thai Police Headquarters,  
Rama 1, Pathumwan,  
Bangkok 10330, Thailand

Email: [psc@police.go.th](mailto:psc@police.go.th)

Website: <http://www.pcscenter.sb.police.go.th> (Thai and English)

The Royal Thai Embassy, London:  
Royal Thai Embassy,  
Consular Section  
29-30 Queen's Gate,  
LONDON SW7 5JB

Tel: (+44) 020 758 92 944

What does the certificate look like?

- Certificates are returned in English
- Printed on watermarked Garuda paper, including signature of issuing officer.

## *Tonga*

### **Who can apply?**

- An individual or anyone on their behalf

### **Where?**

- They can apply from the UK through mail or post to Tonga

### **What must the applicant supply?**

- Original or Certified copy of either a) Birth Certificate or b) Passport BioData page
- Original or Certified copy of marriage certificate for married female (where change of name details are required)
- Full set of fingerprints from the nearest police station\*
- E-mail address
- Bank Cheque payable to Tonga Police for TOP\$17.25

\*Fingerprint taking information: <http://content.met.police.uk/Site/fingerprints>

### **What are the costs / turnaround times?**

- Tongans (Immigration purposes: TOP\$5.75)
- Non-Tongans (All purpose: TOP\$17.25)

### **Contact details**

An e-copy of the application form can be obtained from Acting Inspector Halatoa Taufa at:  
[htaufa421@yahoo.com](mailto:htaufa421@yahoo.com)

Ministry of Police  
PO Box 8  
Nuku'alofa  
TONGA

Tel: (676) 22-790

Queries can be directed to the Tonga High Commission at the following address:

Tonga High Commission  
36 Molyneux Street  
London  
W1H 76AB

Tel: 020 7724 5828  
Fax: 020 7723 9074

Monday - Friday 09:00-13:00 & 14:00-17:00

## *Trinidad and Tobago*

Certificates of Good Character - <http://tps.gov.tt/Services/Certificate-of-Character>

### **Who may apply?**

A citizen of Trinidad and Tobago or of any foreign country who previously lived in Trinidad and Tobago may apply for a Certificate of Character.

### **Where?**

Local Residents:

- go to the police station in your district with a valid Trinidad and Tobago identification card, driver's permit or passport (foreigners can use his/her valid passport), your fingerprints will be recorded and you will be issued an official receipt

Overseas Residents:

Foreign residents will be required to:

- have their fingerprints recorded at a Police Station in whatever country they reside
- if the fingerprints are not taken in a Police Station then have fingerprint slip certified by an authorized Notary Public and have the Notary Public's stamp affixed
- supply a copy of their passport showing the applicant's photograph, passport number, date of birth and signature
- send a money order equivalent to fifty TT dollars (TT\$50.00) and the cost of return postage
- send by registered mail the above documents to:

Office of the Senior Superintendent,  
Criminal Investigations Department and Criminal Records Office,  
Police Headquarters,  
Cor. St. Vincent and Sackville Streets,  
Port of Spain,  
Trinidad and Tobago, West Indies.

The application for a Certificate of Good Character from Trinidad and Tobago must be accompanied by a set of fingerprints. To facilitate nationals in obtaining such, the High Commission can provide Letters of Introduction addressed to the relevant Police Station in the United Kingdom. Please contact the Consular Department for further details.

### **What are the costs / turnaround times?**

- An applicant or his/ her representative should return to their district Police Station with their official receipt five (5) working days after the application was made to collect the Certificate of Character.
- It is advisable that he/ she telephone the respective Police Station to ascertain whether the document has been processed.
- a fee of fifty TT dollars (TT\$50.00) is payable for local applicants – please see above for overseas charges.
- The officer of the Snr. Supt. CID/CRO shall cause the completed Certificate of Character to be returned to its origin by Registered Mail within three (3) days of receipt.
- N.B Any further Clarification please call 627-3761

### **Contact Details**

High Commission for the Republic of Trinidad &  
Tobago  
42 Belgrave Square  
LONDON SW1X 8NT  
Tel: +44 (0)207 245 9351  
Email: [tthc@btconnect.com](mailto:tthc@btconnect.com)

#### **Opening Hours**

- 09:00 - 17:00 Monday - Friday
- 09:00 - 14:00 (Passport / Visas)

### *Tunisia*

Certificates are not available to those who do not reside in Tunisia, unless you were born in Tunisia.



## Turkey

Police Clearance Certificate / Adli Sicil Kaydi

### Who can apply?

- Non/Citizens and non-residents can apply.
- Authorised third party representatives (close friends and relatives can apply, with the power of attorney.
- Prospective employers can apply through the Turkish Consulate, with subject's written consent.
- Citizens of the Republic of Turkey who reside abroad and foreigners who reside in Turkey and who are requested to register for a criminal record may fill out and sign a petition for a criminal record registration request and indicate in which foreign language they wish to reply by filing a copy of the proof of identity with the Consular Office . Judicial registries can be prepared in three languages: English, German and French.

### Where?

- From the e-government portal via the Internet: <https://www.turkiye.gov.tr/hizmetler>
- From the Chief Public Prosecutors' Office
- The governorship,
- From consulates abroad

### What must the applicant supply?

Local applicants must supply:

- Signed disclosure form (available at office)
- Indicate purpose of request
- Passport or Turkish Identity Card (Nüfus Cüzdanı)
- Power of attorney/written consent (third party applicants only)

Overseas applicants must supply (according to the Turkish Consulate in London):

- Signed and completed form: <http://www.turkishconsulate.org.uk/tr/trforms/AdliSicil.pdf>
- Letter stating why the document is required
- Copy of passport
- Copy of birth certificate
- Stamped addressed envelope
- £ pound postal order under name of Turkish Consulate General in London Consulate
- Turkish ID card/ citizenship number (T.C. Kimlik Numerasi)

An appointment must be arranged with the Notary Section of the Consulate General online <http://www.turkishconsulate.org.uk/tr/noter/default.asp> (Turkish only)

### What are the costs / turnaround times?

Local applicants:

- Fee of TRY5 (approx. GBP £2.20); payable in cash.
- Instant turnaround at offices.

Overseas applicants:

- Fee of £7 payable by postal order to "Turkish Consulate General"
- For incorporated translation from Turkish, the applicant must include a written request for the service, as well as a photocopy of their Turkish ID card (if applicable), a self-addressed envelope, and an additional postal order for £9
- Turnaround can be up to 6 to 8 weeks

### Contact Details

Ministry of Justice, Department of Judicial Records and Statistics  
Tuna Caddesi, No: 10, 06100 Yenisehir, Ankara, Turkey  
Tel: (+903)12 431 6120  
Fax: (+903)12 435 7156  
Website: <http://www.adli-sicil.gov.tr/>

Overseas applicants form: <http://www.turkishconsulate.org.uk/en/enforms/AdliSicil.pdf> (Turkish and English)

Applications should be sent to:  
Turkish Consulate General  
Rutland Lodge Rutland Gardens  
Knightsbridge  
London SW7 1BW,  
United Kingdom

Tel: (+44) 020 7591 6900  
Fax: (+44) 020 75 91 6911  
Email: [turkcons.london@mfa.gov.tr](mailto:turkcons.london@mfa.gov.tr)  
Website: <http://www.turkishconsulate.org.uk/en>

**Information Source**

[http://www.turkishconsulate.org.uk/en/other\\_services.asp?PageID=2](http://www.turkishconsulate.org.uk/en/other_services.asp?PageID=2) (English)

### *Tuvalu*

With regards to obtaining police clearance for Tuvalu nationals, the forms are not available online. To acquire a Police Report, one should fill the basic information and submit it to the Police Department. The current fee is \$10 for a police report.

Tuvalu Police Force  
Private Mail Bag  
Vaiaiku  
Funafuti

Tel: (+688) 20726  
Facsimile: (+688) 20149  
Email: [police@tuvalu.tv](mailto:police@tuvalu.tv)

## Ukraine

Certificate of Conviction or No Conviction

### Who can apply?

- Ukrainian nationals and residing foreign nationals may apply.
- Authorised third party representatives can apply with written consent and a power of attorney.
- Prospective UK employers cannot apply.

### Where?

- Police certificates are available from the regional militia division (Rayonne Viddilennya) of the region of your residence permit (Propyska). Police certificates may also be obtained by all Ukraine residents at the centralised office in Kyiv at: 10 Bogomoltsya street, Kyiv  
Tel: +38044-256-0333, +38044-256-1625, +38044-256-1460
- Overseas applicants are advised to apply in person through the consular section of the Ukrainian embassy, or alternatively apply in person, at the local DIT office of their last residing address.

### What must the applicant supply?

Local applicants:

- Completed application form (available on site)
- Original passport
- Document presenting power of attorney (third party representatives)

Overseas applicants:

- Completed application form (available on site)
- Original passport
- Document presenting power of attorney (third party representatives)

### What are the costs / turnaround times?

Overseas applicants:

You should provide a notarized authorization (Doruchennya) to a representative to apply to the regional militia office or centralized office on your behalf. If you are a foreign national who is no longer residing in Ukraine, you should inquire about procedures and applicable fees at the nearest Ukrainian embassy or consular office.

- Enquire at Consulate for fee
- Turnaround of up to one month
- No fast-track service available

### Contact Details

Ukrainian Consulate in London:

Consular/Visa Section  
Ground Floor  
78 Kensington Park Road  
London  
W11 2PL

Tel: (+44)0207 243 8923  
Fax: (+44)0207 727 3567  
Website: <http://uk.mfa.gov.ua/en>

The certificate is in Ukrainian only. Translation and Notarisation services are available at the Consulate; enquire within.

## *United Arab Emirates (Abu Dhabi & Dubai)*

### Clearance / Good Conduct Certificates

In General:

There are two options;

- if the individual seeking the certificate has a relative or friend remaining in the UAE, that friend or relative is able to take a copy of the applicant's passport biodata page, Residence Visa, (both sides of) Emirates ID and a passport sized photograph to the Ministry of Interior (MoI). They are able to issue a certificate and will take between 12 – 15 working days.
- If the applicant has no contacts in the UAE, the applicant will need to visit the UAE Embassy; they will then direct them to a local police station or location where hard copy fingerprints (as opposed to electronic scans) will need to be taken. Once completed, the applicant will need to take the fingerprints copy back to the UAE Embassy (as well as the documentation mentioned previously). They will then send them onto the MoI in the UAE to follow the process described previously. If this option is taken, the application process will take longer.
- When applying locally, the expected turnaround is 2-3 working days (in Dubai) and 12-15 working days in the rest of the UAE. Applying locally in the six Emirates excluding Dubai, the cost is 65AED; payment will only be accepted using an „eDirham“ card. In Dubai, the cost is 110AED for expatriates and 60AED for nationals. Cash payments are accepted. The certificate will be in Arabic; to get it translated will be a further 100AED.

## *Abu Dhabi*

To apply for clearance or good conduct certificate you have two ways:

Using the electronic website, you should have an Emirates ID card. To apply:

<https://www.moi.gov.ae/ar/eservices/login.aspx>

The following steps apply if using electronic website:

- Processing your application and notifying your by SMS in case your application was approved or rejected or any other statuses
- After approving your application you can obtain your certificate from the police stations listed below
- Going to fingerprint offices in the police stations listed below
- 
- 

### **What must the applicant supply?**

Citizens and residents inside the UAE:

- Emirates ID card
- Passport photo copy
- An official letter from the agency that requires the certificate
- Photo
- Fees: 50dhs for certification + 15dhs fee for delivery of the certificate by Empost
- Extra fee: 100dhs for accreditation and translation into English

Citizens and residents outside of the UAE:

- Emirates ID card
- Passport photo copy
- UAE residency visa
- An official letter from the agency that requires the certificate
- Photo
- Fingerprints obtained by the police and attested by the UAE Embassy where the applicant lives
- Applicant's Passport (photocopy) with previous visa

- Send the application along with the required documents to the General Directorate of Abu Dhabi Police, P.O. Box 253

#### What are the costs / turnaround times?

For applicants residing within UAE

Good conduct certificate: 50 by e-Dirham or Visa card; 15 by Empost

Good conduct certificate issuance on urgent basis: 100 by e-Dirham or Visa card

For applicants residing outside UAE

Good conduct certificate: 53 AED paid in cash

Translation to English: 100 AED paid in cash

Accreditation by the Ministry of Foreign Affairs: 300 AED paid in cash

Accreditation by the Ministry of Interior: 50 AED paid in cash

Empost: 30 AED paid in cash

#### Contact Details

Information regarding application procedure from the Abu Dhabi eGovernment Gateway:

<https://www.abudhabi.ae/portal/public/en/homepage/work-and-employment-topic/job-search/good-conduct-certificate-from-adp>

Applications should be sent to:

Abu Dhabi Police Headquarters

Tel: 0097124194521

PO 253 Finger Print Department

Website: <http://www.adpolice.gov.ae/en/portal/certificate.aspx>

Abu Dhabi Police

Abu Dhabi

List of police stations to receive good conduct certificate

##### ABU DHABI CITY

Tel No Police Station Name

- 807822520 Khalifa A
- 807535555 Banyass
- 807785753 Musafah
- 807505887 Alshabiya
- 807501280 Almadinah
- 805111111 Al Khalidiya
- 807857323 Al Rahba

##### ALAIN CITY

Tel No Police Station Name

- 835572877 Al jimi
- 835575502 Industrial
- 835577530 Customer service –Alain police directorate

##### WESTERN REGION

Tel No Police Station Name

- 2820835 Treef
- 2825127 Beda Zayed

Working Hours 07:30 - 14:30

Embassy of the United Arab Emirates:

30 Prince's Gate, London SW7 1PT

Tel: 020 7581 1281

Fax: 020 7581 9616

Monday - Friday 09:00 – 16:00

Website: [www.uae-embassy.ae](http://www.uae-embassy.ae)

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Consular Section:  
48 Prince's Gate SW7 2QA

Tel: 020 7581 1281  
Fingerprint taking information:  
<http://content.met.police.uk/Site/fingerprints>

## *Dubai*

### **Who Can Apply?**

- Citizens and residents inside the UAE

### **Where?**

- Dubai Police General Headquarters
- Online: <http://www.dubai.ae/en/Lists/HowToGuide/DispForm.aspx?ID=30> .

### **What must the applicant supply?**

For citizens and residents inside the UAE:

- The applicant's fingerprints are taken
- Valid Emirates ID
- 2 recent photograph size 4 x 6 cm
- Passport copy

For citizens and residents outside of the UAE

- A copy of the applicant's passport.
- A copy of the old passport, provided that the previous residence is fixed in it.
- A card showing the applicant's ten fingerprints on the official form issued by the competent authority – Police – in the country of residence. The card should be attested by the UAE embassy in the resident's country and by the office of the UAE Ministry of Foreign Affairs.
- The authority requiring the certificate should be stated.
- The documents should be submitted by the applicant or one acting on his behalf.

### **What are the costs / turnaround times?**

- Certificate - UAE National AED 100
- Certificate - Resident AED 200
- Certificate - From Outside the Country AED 300
- Knowledge Fee + Innovation Fee AED 20 Obtaining the document takes between 48 and 72 hours.

### **Contact Details**

Dubai Police General Headquarters, near Al Mulla Plaza, Dubai.

From 07:30 - 14:30

Tel: 700040000

Application informatoin: <http://www.dubai.ae/en/Lists/HowToGuide/DispForm.aspx?ID=30>

Contact Information inside UAE

+9714 6096412 OR +9714 6096418

+9714 6096408 OR +9714 6096440

Fax: +9714 2171512

You can contact the call center (24h/7days) by dialing 901

Email: [mail@dubaipolice.gov.ae](mailto:mail@dubaipolice.gov.ae)

Contact Information outside UAE

+9714 6096412 OR +9714 6096418

+9714 6096408 OR +9714 6096440

Fax: +9714 2171512

Po.Box1493,Dubai ,UAE

Email: [mail@dubaipolice.gov.ae](mailto:mail@dubaipolice.gov.ae)



## United Kingdom

- UK Criminal Background Checks are issued by the Disclosure and Barring Service (DBS) [previously the CRB]: <https://www.gov.uk/disclosure-barring-service-check/overview>
- An **enhanced** DBS may only be requested by employers for individuals new to employment. Individuals cannot request their own enhanced check, however, they may request a **basic** disclosure online from Disclosure Scotland (you don't have to be from Scotland or a UK national, but you will need to provide passport details and your home addresses for the last five years): <http://www.disclosurescotland.co.uk/basicdisclosureonline/index.htm>.

### International Child Protection Certificate (ICPC)

- For international teachers seeking a UK Criminal Background Check, we recommend the International This certificate has been developed by the Child Exploitation and Online Protection (CEOP) and ACRO, the UK Criminal Records Office. The ICPC is a criminal records check against police and intelligence databases in the UK that reveals any convictions or reasons as to why someone should not work with children. CEOP will make checks on police intelligence, assess that intelligence and will make a decision on whether or not to issue an ICPC on the basis of that intelligence. Applications for the ICPC can be made online. CIS is registered as a requesting organisation. For information about this certificate and to apply online, please visit the ACRO website: <https://www.acro.police.uk/icpc/>. Please note you will need an email from CIS requesting that you obtain the ICPC in order to complete the application process

### Who can apply?

- UK and foreign nationals, current and former residents

### Where?

- Online: [https://www.acro.police.uk/ICPC\\_Online.aspx](https://www.acro.police.uk/ICPC_Online.aspx)
- By post. Application form including full details is available to download from the ACRO website: [https://www.acro.police.uk/ICPC\\_Apply\\_By\\_Post.aspx](https://www.acro.police.uk/ICPC_Apply_By_Post.aspx)

### What must the applicant supply?

- Proofs of your current address
- Offer of employment, registration or contract from the requesting organisation
- A recent passport style colour photograph
- Copies of your passport(s) / travel document / official photographic identity document
- Copies of any necessary legal documents e.g. Power of Attorney, authorisation document, signed letter of authority etc. (if applicable).
- A valid email address.
- Your address
- Endorser
- UK National Insurance and Driving Licence numbers (if applicable).

### What are the costs /turnaround times?

- £60

- By post, 10 working days

## *United States of America*

### Criminal Record History / FBI Identification Record

#### **Who can apply?**

- Non-Citizens and non-residents can apply (minimum stay of 12 months required)
- Third party representatives cannot apply.
- Prospective UK employers cannot apply.
- Residents of Puerto Rico, Guam, the US Virgin Islands, the Midway Islands and the Federated States of Micronesia have to apply to the FBI CJIS for a copy of their Criminal Record History.

#### **Where?**

- Local and overseas applicants must apply to the FBI CJIS Division. The Federal Bureau of Investigation's (FBI) Criminal Justice Information Services Division (CJIS) is the national focal point for Identity History Summaries (also known as Criminal History Checks). The process in which an individual would request a check is detailed here: <https://www.fbi.gov/services/cjis/identity-history-summary-checks>
- Embassies will not accept applications.

#### **What must the applicant supply?**

Local applicants must supply:

- Completed application form: <https://forms.fbi.gov/identity-history-summary-checks-review>
- Full name
- DOB and POB
- Cover letter
- Original fingerprint card (undertaken at local law enforcement agency or private Fingerprint Agency)  
Fingerprinting is no longer done by local Police Municipals. Instead, it's being handled by Morpho Trak within each state
- Proof of payment

#### **What are the costs / turnaround times?**

- \$18 U.S. dollars made payable to the Treasury of the United States
- processing time is 10-12 weeks

#### **Contact Details**

Mail applications to:

FBI CJIS Division – Record Request

1000 Custer Hollow Road Clarksburg, WV 26306

#### **For CIS Candidates: SecurTest**

CIS have engaged the services of SecurTest to provide a full Criminal Background Check on behalf of CIS Candidates for a fee, should you wish.

This option is primarily for U.S. citizens who may have also worked overseas (International checks are also performed). For citizens of other countries, SecurTest can also provide international background checks. Please click this link for more information about obtaining a SecurTest Background Check: [www.securtest.com/cis](http://www.securtest.com/cis).

**Please note that international screenings are limited to 10 years back in time.** Some US-based commercial screenings have limits that range from 7-10 years. Fingerprint-based screenings for US citizens, however, are unlimited by time-frame.

The packages available are defined as follows:

- Package 1 – USA-Based FBI Criminal Background Screening – only available for US Citizens
- Package 2 – USA-Based FBI Criminal Background Screening And International Screening – only available for US Citizens
- Package 3 - SecurTest International Screening only – available to non-US citizens, does not include USA-Based Screening
- Package 4 – USA-Based Commercial Background check for International Candidates – intended for non-US citizens

## Uruguay

### Certificado de Antecedentes Judiciales

#### Who can apply?

- Nationals and residents can apply.
- Authorised third party representatives can apply with written consent and a power of attorney.
- Prospective UK employers cannot apply.

#### Where?

- Local applicants must apply in person or through their representative to their local Dirección Nacional de Policía Técnica and/or Chief of Police's Office (Jefe de Policía).
- Overseas applicants are advised to apply through the Uruguayan Consulate in London, or alternatively apply in person or through their representative to their local Dirección Nacional de Policía Técnica in their last residing address and/or Chief of Police's Office (Jefe de Policía).

#### What must the applicant supply?

##### Local applicants:

- ID card
- Completed application form (obtained at office)
- Fingerprints (obtained through local police station)
- Fee

##### Overseas applicants:

- Enquire at Consulate
- ID card if they applied for one while in Uruguay, and/or foreign passport used to enter Uruguay.

#### What are the costs / turnaround times?

- Enquire at office

#### Information Source

Information is Spanish is available: <http://www.mrree.gub.uy/frontend/page?1,inicio,ampliacion-tramites,O.es,0,PAG:CONC:121:5:D:certificados-de-antecedentes-judiciales-785:3:PAG;>

#### Contact Details

##### Local applicants:

Dirección Nacional de Policía Técnica  
República Oriental del Uruguay  
Av. San Martín 2676#

Tel: (+598) 209 16 26  
Fax: (+598) 209 70 99  
Email: [politec@adinet.com.uy](mailto:politec@adinet.com.uy)

##### Overseas applicants:

Uruguayan Embassy in London  
2nd Floor, 140 Brompton Road  
London, SW3 1HY

Tel: (+44) 0207 589 88 35  
Fax: (+44) 0207 581 95 85  
Email: [emburuguay@emburuguay.org.uk](mailto:emburuguay@emburuguay.org.uk)

## *Uzbekistan*

### Police Certificate

#### **Who can apply?**

- the applicant can apply for a crime record certificate
- authorised representative with a letter of attorney on behalf of the applicant (representative may be authorised either by the Embassy of Uzbekistan or public notary)

#### **Where?**

- Applicants can apply for the certificate at the Consular Section of the Embassy of Uzbekistan in London (details listed below). Also through the Information Centre of the Ministry of Internal Affairs (MIA) of the Republic of Uzbekistan or MIA departments in the place of residence.

#### **What must the applicants supply?**

Applicants must supply:

- two photocopies of their passport
- two completed application forms
- Both of which are then sent to Uzbekistan for the necessary checks.

#### **What are the costs / turnaround times?**

Local applicants

- The process is free and can be turned around in 7 days (although a 30 day period is the published target)

Overseas applicants

- The certificate costs £48, with a turnaround time of about three months.

Applications can be downloaded from (in Uzbek):

<http://uzbekembassy.org/userfiles/istrebovanie/istreb.pdf>

#### **Contact details**

Embassy of the Republic of Uzbekistan  
41 Holland Park W11 3RP

Monday - Friday 09:00 - 13:00 & 14:30 - 18:30

Tel: 020 7229 7679

Fax: 020 7229 7029

Email: [info@uzbekembassy.org](mailto:info@uzbekembassy.org)

Website: [www.uzbekembassy.org](http://www.uzbekembassy.org)

#### **What does the certificate look like?**

- It is issued in the Russian language.
- It is printed on A1 paper format and contains information about the criminal record of the person who requested the certificate.
- It has a stamp of the Information Centre of the Ministry of Internal Affairs of the Republic of Uzbekistan, date of issue and signature of the head of the Centre.

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### *Vatican City*

Apply as for [Italy](#).

## Venezuela

Police Certificate (Antecedentes Penales)

### Who can apply?

- Applications are accepted in person, or by a close relative third party.
- Applicants can also be made online (in Spanish):  
[http://certificacioninternacional.mijp.gob.ve/paginas/CU\\_login/](http://certificacioninternacional.mijp.gob.ve/paginas/CU_login/)

### What must the applicant supply?

Venezuelans who are physically present in Venezuela:

- a "Cédula de Identidad" (national identity card) or passport

The relative must present:

- authorization containing his/her full name,
- national identification card (Cédula de Identidad)
- complete address
- copy of the applicant's national identification card or valid passport

### What are the costs / turnaround times?

There is no fee for this service

### Contact Details

División de Antecedentes Penales del Ministerio de Interior y Justicia  
Edificio Paris piso 5 La Candelaria  
Caracas  
Venezuela

Embassy of the Bolivarian Republic of Venezuela  
1 Cromwell Road SW7 2HW

Tel: 020 7584 4206 or 020 7581 2776  
Fax: 020 7589 8887  
Email: [info@venezlon.co.uk](mailto:info@venezlon.co.uk)  
Website: [www.embavenez-uk.org](http://www.embavenez-uk.org)

Consular Section:  
56 Grafton Way W1T 5DL

Tel: 020 7387 6727  
Fax: 020 7387 2979

### What does a certificate look like?

Once the Police Certificate (Antecedentes Penales) is obtained, it must be validated by the Ministerio de Relaciones Exteriores (MRE).



## Vietnam

### Justice Record Check

#### Where?

- Requests within Vietnam are made via applications to one of 63 provincial justice departments.
- They must be made in person or through a third party with a valid power of attorney.
- Vietnamese citizens living overseas may request the "Justice Record Check" via an authorized person in Vietnam with a power of attorney.

#### What must the applicant supply?

- Two copies of the applicant's household book
- Two copies of the applicant's national ID card
- A third party must present two copies of the legal power of attorney signed by the applicant and certified by a representative of the Vietnamese Embassy in their current country of residence.
- All original documents should be submitted for verification.

#### What are the costs / turnaround times?

- VND 100,000 when residing in Vietnam and VND 200,000 when residing abroad.
- A translation service is available ranging from between VND 100,000 and VND 200,000 per page.
- The record check takes approximately three weeks to complete

#### Contact Details

Ministry of Justice: <http://www.moj.gov.vn/Pages/home.aspx>

Department of Justice office in an individual's district or official residence – there are 63 in Vietnam.  
The official residence is that registered in the "household registry" (Ho Khau)  
Details are provided here for the Hanoi and Ho Chi Minh offices:

Hanoi  
1B Tran Phu Street,  
Ha Dong District, Hanoi  
Vietnam

Tel: 84-4-3354 6163  
Fax: 84-4-3354 6155

Ho Chi Minh  
142-143 Pasteur Street,  
Ward 6, District 3,  
Ho Chi Minh City,  
Vietnam

Tel: 84-8-3829 0230  
Fax: 84-8-3824 3155

Embassy of the Socialist Republic of Vietnam  
12-14 Victoria Road  
W8 5RD  
United Kingdom

Tel: 020 7937 1912  
Fax: 020 7565 3853  
Email: [vanphong@vietnamembassy.org.uk](mailto:vanphong@vietnamembassy.org.uk)  
Website: [www.vietnamembassy.org.uk](http://www.vietnamembassy.org.uk)

#### What does a certificate look like?

"Justice Record Check" (Phieu Ly Lich Tu Phap)

## Zambia

### Police Clearance Certificate

#### Who can apply?

- Individuals only

#### Where?

- The information must be sent to the inspector general of police in Lusaka

#### What must the applicant supply?

- A set of finger prints, which can be taken from any police station within Zambia and outside the country. The Fingerprints then need to be sent to Zambia Police Headquarters in Lusaka at Fingerprints Department where the screening is done. Upon screening, the fingerprints are then sent to Criminal Records Office (CRO) within Headquarters for name search. The process usually takes a period of five working days upon submission. Thereafter, the police clearance certificate can be collected. Provide details of when the applicant was resident in Zambia
- Prepaid courier envelope with the return address
- Evidence of payment International Money Order

#### What are the costs / turnaround times?

Fees must be paid by International Money Order to The Inspector General of Police, Zambia Police Service:

- Police Clearance Certificate outside Zambia for Zambians is K530.00, while non Zambians outside the country are required to pay K796.00.
- Zambians within Zambia is K56.00, while K530.00 is for non Zambians staying in Zambia. \* Please note the Zambian Police Clearance Certificate is only valid for 90days

### Contact Details

Information regarding procedure available from the Zambian Police:

<http://www.zambiapolice.gov.zm/index.php/services/police-clearance>

Documentation must be send using DHL or any other courier to:

The Inspector General of Police      Tel: (00260211)257470/253161  
Independence Avenue      Fax: (00260211)253543/253537  
P.O Box 50104  
Lusaka  
Zambia  
Att: The Director (C.I.D)

For further information contact the following:

Zambian High Commission in London;      Tel: +44 207 589 6655  
2 Palace Gate, Kensington      Website: <http://zambiahc.org.uk/services/police-clearance-certificate/>  
London W8 5NG

## Zimbabwe

### Who can apply?

- Zimbabwe Nationals and Non Nationals who have or had Residence Permits in Zimbabwe

### What must the applicant supply?

- Fill in the ZRP Form 137 which can be obtained at Zimbabwe Embassy (Zimbabwe House, No. 429 Strand, London, WC2R 0JR) or online at the following Website: <http://www.zimlondon.gov.zw/index.php/consular-services/police-clearance-certificate-requirements>
- Make payment of US\$75 cash on submission through a Third Party in Zimbabwe or by Telegraphic Transfer to this Account:  
Standard Chartered Bank, Highlands Branch, Harare, Zimbabwe  
Account Number – 8700216046400  
Swift Code – SCBLZWHX  
N.B. Applicants are to pay for any Bank charges that may occur.
- Make appointment for fingerprints with Metropolitan Police or any other Police Station which does fingerprints near the place of residence of the applicant.
- Forward completed ZRP 137 form, Proof of Payment and the set of Fingerprints to the Zimbabwe Republic Police in Zimbabwe either through a third party (a relative or a friend in Zimbabwe), or arrange with DHL/FEDEX to transmit the application to Zimbabwe to the following address:  
Zimbabwe Republic Police  
CID Headquarters  
Corner 10th Street and Josiah Chinamano Avenue  
Causeway  
Harare  
Zimbabwe
- Applicants should make arrangements with the same DHL/FEDEX for pre-paid return postage.

### What are the costs / turnaround times?

Fee of ZIM\$400 payable by bank draft to the Zimbabwe Republic Police

### Contact Details

Records are held at, and applications should be made to:

Zimbabwe Republic Police,  
Criminal Investigations Department,  
P.O. Box CY 683,  
Causeway, Harare

Embassy of the Republic of Zimbabwe  
Zimbabwe House  
429 Strand WC2R 0JR

Tel: 020 7836 7755  
Fax: 020 7379 1167  
Telexes 262014/262115  
Email: [Zimlondon@yahoo.co.uk](mailto:Zimlondon@yahoo.co.uk)

Fingerprint taking information:

<http://content.met.police.uk/Site/fingerprints>

### What does a certificate look like?

Zimbabwe Republic Police (ZRP) issues, upon application, a certificate that indicates whether or not a criminal record exists, and particulars of an offence recorded.