

Police Background Check Procedures

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

Members of the Task Force:

- Colin Bell, Executive Director, Council of British International Schools
- Bambi Betts, Executive Director, Academy of International School Heads
- Christine Brown, Regional Education Officer for Europe, U.S. Department of State, Office of Overseas Schools
- Linda Duevel, President-elect, Association for the Advancement of International Education
- Roger Hove, President, International Schools Services
- Jane Larsson, Executive Director, Council of International Schools (Chair)
- Kevin Ruth, Executive Director, ECIS

CIS is taking the leading step of requiring police background check documentation for Educator 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. CIS is continually updating and adding information to this document regarding police background check application procedures worldwide.

*Document compiled by:
CIS Educational Recruitment Services*

Disclaimer: *This information has been collated from governmental websites and law enforcement agencies on an 'as-is', 'as available' basis. 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.*



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B	BAHAMAS BARBADOS BERMUDA BOTSWANA BULGARIA	BAHRAIN BELGIUM BOLIVIA BRAZIL BURKINA FASO	BANGLADESH BELIZE BOSNIA & HERZEGOVINA BRUNEI DARUSSALAM
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Quick links to country specific information within this document:

M	MACEDONIA, REPUBLIC OF MALDIVES MEXICO MOROCCO	MALAYSIA MALTA MOLDOVA MOZAMBIQUE	MALAWI MAURITIUS MONTENEGRO MYANMAR (BURMA)
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V	VATICAN CITY	VENEZUELA	VIETNAM
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ALBANIA:

Certificate of Judicial Status / Dëshmi 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. (Direct applications will not be accepted by the Office of Judicial Status or Albanian Embassies).
- Applicants seeking their CRC should either contact the Ministry of Public Order if they have relatives in Tirana or the Albanian Embassy in London.

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 ALL100 (approx. 70p) payable in cash only.
- Certificate is issued by post with a 1 week turnaround

Application form download (where applicable):

Application forms can be downloaded from the Centre for Office Publications (Qendra e Publikimeve Zyrtare): www.qpz.gov.al (Website in Albanian only)



Contact Details

Completed forms must be submitted to any branch of the Albanian Post Office, either in person or by post.

Embassy of Albania
2nd Floor
24 Buckingham Gate
London
SW1E 6LB

Tel: 020 7828 8897
Fax: 020 7828 8869

Full addresses of offices are not published, but contact details may be found here:
www.postashqiptare.al/kreu.php?fq=mesi&gj=en&kid=16 (Website in Albanian only)



ANGOLA:

Who can apply?

- The Individual must apply for the certificate.

Where?

- The certificate must be applied in the country of origin.

What must the applicant supply?

- The documents required are an Angolan ID card.

What are the costs / turnaround times?

- The cost is 500 AON; the turnaround time is 72 hours.

Contact details

- www.minjus.gov.ao
- 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.

Embassy of the Republic of Angola
22 Dorset Street W1U 6QY

Tel: 020 7299 9850
Fax: 020 7486 9397

TELEX 8813258 EMBAUK G embassy@angola.org.uk
Monday - Friday 09:00 – 12:00 & 13:30 – 16:00
Visa Section Monday - Friday 09:30 – 13:00 (Closed Wednesday)

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?

- Internal Applicants: can apply in person at visit at the police headquarters (address supplied below).
- External applicants will need to write to the headquarters Visit/Write to Headquarters (address supplied below).

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.

Government of Anguilla London Office:

c/o Aequitas Consulting
M4 West Wing
Somerset House
Strand, London
WC2R 1LA

Tel: 020 7759 1141

Email: ukeurep@anguillagovlondon.org



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

Website: www.antigua-barbuda.com



ARGENTINA:

Certificate of Criminal Records

Who can apply?

- Applicants in the UK. They must authorise someone in Argentina to submit the application on their behalf. Once the application has been arranged at the Consulate (see below), the applicant must 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?

- The person in the UK (applicant) must contact the Argentine Consulate in London and request an appointment to apply for the Application of the Argentine Police Record Certificate via e-mail to clond@mrecic.gov.ar

What must the applicant supply?

- Valid and original passport
- Argentine citizens must provide DNI
- Fingerprints (taken at the Consulate)

What are the costs / turnaround times?

- Consulate Fee for Police records - Application form including legalization of signature - (£18.30+ £36.60)

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

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.

For further information, please contact the Argentine Consulate by email to clond@mrecic.gov.ar or call on 0207 318 1340 from 09:30 to 13:00.

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



ARMENIA:

Police Clearance Certificate

Who can apply?

- Individuals can apply for their Police record, or nominate a third party representative (normally 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?

- 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)

*Introduced late 2011

What are the costs / turnaround times?

- Local Application: Fee of AMD5, 000 (approx. GBP£9.00), to be paid at a local bank, with a turnaround of up to 5 working days.
- External Applications: Fee US\$67, €53 or GBP£43 with Ministry of Foreign Affairs; foreign enquiries" turnaround being 10 working days.

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 internal and external 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, where applicant will be notified.

What are the costs / turnaround times?

AFP applications fee schedule:

- \$43.00 - \$145 (around £24 - £80) for a National Police Check depending on who the employer and is 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):

- <http://www.afp.gov.au/what-we-do/police-checks/national-police-checks.aspx>
- <http://www.afp.gov.au/what-we-do/police-checks/national-policechecks.aspx#process>

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
Website: www.afp.gov.au



AUSTRIA:

Who can apply?

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

Where?

- Internally, applicants may apply in person or online.
- Externally, 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 collection 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 in, they must collect certificate in person
- There are fourteen Bureaux for applicants to apply to.

Online:

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

What are the costs / turnaround times?

Embassy applications:

- Fee of £34.60, payable in cash or postal order (Cheques are not accepted)
- Turnaround is several weeks

Online / in person applications:

- Fee of €26.40

When applying in person on request of an employer, the fee is €15.30. This discount is not available online.

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



Contact Details

Local applicants can:

Apply online: <https://apps.egiz.gv.at/strafregister/> 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

External applicants can visit the Austrian consulate general in London:

The Austrian Embassy
18 Belgrave Mews West
London
SW1X 8HU

Tel: 0044 20 7344 3250
Fax: 0044 20 7344 0292
Email: London-ob@bmeia.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 UK through the embassy listed below

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)

What are the costs / turnaround times?

- The cost of applications is £17.
- Turnaround time is less than 40 days

Contact details

Embassy of Azerbaijan
4 Kensington Court
W8 5DL

Tel: 020 79385482



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?

- A fee of \$2.50 US / Bahamian currency plus mailing costs before the certificate can be issued. 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

Contact Details

Download applications forms: http://forms.bahamas.gov.bs/dp_form.asp?fid=299

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

In the UK:

High Commission of the
Commonwealth of The Bahamas
10 Chesterfield Street London W1J
5JL

Tel: +44 (0)20 7408 4488
Fax: +44 (0)20 7499 9937
Email: information@bahamashclondon.net

The High Commission is open Monday through Friday from 09:30 to 17:30, during which time it remains open to the public. Visa hours are between 10:00 and 15:30



BAHRAIN:

Good Conduct Certificate

Who can apply?

- Individuals themselves can only apply.
- 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 the United Kingdom
- 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 £2.

Contact details

Embassy of the Kingdom of Bahrain
30 Belgrave Square SW1X 8QB

Tel: 020 7201 9170

Fax: 020 7201 9183

Website: www.bahrainembassy.co.uk

Email: information@bahrainembassy.co.uk

Monday - Friday 09:00 - 16:00



BANGLADESH:

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.

A prospective UK employer can submit an application for pre-employment screening purposes only via a third party. This includes the following government bodies: Department of Immigration and Passports (Ministry of Home Affairs)-Dhaka Ministry of Foreign Affairs-Dhaka High Commission of Bangladesh-London, UK

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 BDT250 (approximately £2.50). 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.



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

Applications can also be submitted via the High Commission of Bangladesh in the UK. The contact details are:

28 Queens Gate Tel: + (44) 20 7584 0081
London Fax: + (44) 20 7581 7477
SW7 5JA
United Kingdom



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?

- 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?

Fees are: BD\$16 + GBPE6. The certificate can be mailed, or collected. The turnaround time is on average a week (excluding postage).

Application form download (where applicable): <http://www.barbadospolice.gov.bb/media/?page=forms>

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.



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

Website: 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

Website: 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

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.belizepolice.bz/download/police-record-application-form.pdf>

Contact Details

Applications should be sent to:

Criminal Records Office
Police Headquarters
Belmopan, Belize



BERMUDA:

Application Form for Police Criminal Record Check

<http://www.bermudapoliceservice.bm/upload/PDFs/Police%20Record%20Check%20Application%20Form.pdf>

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.
- External applicants must request through the notary public via Policia Nacional Dirección Nacional de Fiscalización y Recaudaciones.

What must the applicant supply?

- A photocopy of their ID
- All the requested personal data

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.

Contact Details

Address:

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.
- External 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)

Contact Details

The contact details of the Bosnian embassy in the UK are:

5-7 Lexham Gardens
London W8 5JJ
United Kingdom

Tel: 020 73730867

Email: embassy@bhembassy.co.uk



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 (see below).

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):

- For applicants from overseas, they 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

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

For more information for applicants in the UK, contact:

Botswana High Commission
6 Stratford Place
London
W1C 1AY

Tel: + (0044) (020) 7499 0031 / (020) 7647
1000
Fax: + (0044) (020) 7495 8595 / (020) 7409
7382



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 (varies regionally): <http://www.jf.jus.br/cjf/servico/certidaonegativa>

What must the applicant supply?

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

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>
- Contact the British Embassy in Brasília at the website <http://ukinbrazil.fco.gov.uk/en>
- Embassy of Brazil, 14/16 Cockspur Street SW1Y 5BL (020 7747 4500) –
- www.brazil.org.uk



BRUNEI DARUSSALAM:

Police Certificate of Good Conduct

Who can apply?

- Individuals;
- Third party representatives may apply on applicant's behalf, but we advise external applicants to consult their nearest Brunei High Commission.

Where?

- Locally, Individuals must send applications to the Police Commissioner.
- Externally, Individuals must send applications to the nearest Brunei High Commission (see below).

What must the applicant supply?

- 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).

Contact Details

Local applicants may consult:

The Commissioner
Royal Brunei Police Force
Gadong Headquarters
Bandar Seri Begawan
Attn: Awg Mohammad Abdullah - Translator

External Applicants may consult:

High Commission of Brunei
Darussalam
19/20 Belgrave Square
London SW1X 8PG
United Kingdom

Tel: 0207 5810521
Fax: 0207 2359717
Email: london.uk@mfa.gov.bn



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 (linked below) to the Central Office of Criminal Records, Ministry of Justice (see below).
- External applicants must consult their local consulate/embassy (see below).

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 Tel: + (0035) 929 237 355
Ministry of Justice Fax: + (0035) 929 881 142
5 Aksakov Street Email: pr@justice.government.bg
1040 Sofia Bulgaria

External applicants must consult:

Bulgarian Embassy in London Tel: 00 44 207 584 9400
186-188 Queen's Gate Email: consul@bulgarianembassy.org.uk
London
SW7 5HL

BURKINA FASO:

Police certificates are not available outside of the country.



CAMBODIA:

Applications must be made in person or by an authorized third party. The Embassy is unable to assist citizens in obtaining a police clearance certificate from Cambodian authorities.

CANADA:

Police Certificate/ Criminal Record 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 Name
- Date of birth
- Gender
- Postal address
- Phone number, fax number or email address
- Reason(s) for application: (Applicants for Employment or Volunteer work must also specify the job title or position sought in the "reason for application" portion of the fingerprint form).
- Processing fee (if applicable)
- Third party consent letter (if applicable)
- Original fingerprint form in the format for external applicants:
- Rolled and flat impressions of all ten fingers taken with black ink
- Full name, date of birth and sex of the applicant
- The name and address of the police agency that took the prints
- The signature of the official taking the fingerprints
- Specify prospective job title in "reason for application" section (see above).

Original fingerprint form in the format for internal applicants:

- Fingerprints taken on form C-216C at local police station or private accredited fingerprinting agency.
- Fee may apply depending on police jurisdiction.

Hand-delivered fingerprint submissions will not be accepted by local RMCP offices.



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 can be excess of 120 days due to volume of requests
- For applications within Canada, electronic submissions for people with no criminal records are processed within a week.

Contact Details

Mail applications:

The Director
Canadian Criminal Real Time Identification Services RCMP, NPS Bldg.
1200 Vanier Parkway Ottawa ON K1A 0R2

Courier applications:

The Director
Canadian Criminal Real Time Identification Services
RCMP, NPS Bldg., Loading Dock #1
1200 Vanier Parkway
Ottawa ON K1A 0R2

Although fingerprint submissions are accepted by courier, civil product results will not be returned by courier. The results are always returned by regular mail.

Website for details and guidance: <http://www.rcmp-grc.gc.ca/cr-cj/fing-empr2-eng.htm>



CAPE VERDE:

Who can apply?

Normally is the applicant himself. However, if he (she) is not in Cape Verde, someone else 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://portoncv.gov.cv/portal/page?_pageid=118,190644&_dad=portal&_schema=PORTAL

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.

The nearest Embassy for Cape Verde:

Embassy of the Republic of Cape Verde
Avenue Jeane 29 1050 Brussels
Tel: 0032 2643 6270
Fax: 0032 2646 3385

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 be 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.

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

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

http://www.rcips.ky/portal/page?_pageid=2425.5616778&_dad=portal&_schema=PORTAL



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.
- Third parties cannot apply.

Where?

- At the Consulate of Chile in London by calling on 020 72222361 to arrange an appointment or in Chile to the nearest "Registro Civil" office.

What must the applicant supply?

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

What are the costs / turnaround times?

- The cost is of £4 and the certificate can be issued on the same day.

Contact Details:

Embassy of Chile
37-41 Old Queen Street SW1H 9JA

Tel: 020 7222 2361

Fax: 020 7222 0861

Email: embachile@embachile.co.uk

Website: <http://chileabroad.gov.cl/reino-unido>



CHINA (PEOPLE'S REPUBLIC OF):

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 directly contact 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 accepted 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 non-citizens 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

What are the costs/turnaround?

- Fee applicable

Contact Details

Further details can be requested via the Chinese Embassy in London;

Embassy of the People's Republic of China
49-51 Portland Place W1B 1JL
Monday - Friday 09:00 - 12:30, 14:00 - 17:00

Tel: 020 7299 4049

Website: www.chinese-embassy.org.uk



COLOMBIA:

Applications can only be made within Colombia. However, individuals have obtained a check by writing to the police force directly.

Colombian Nationals only: <https://antecedentes.policia.gov.co:7005/WebJudicial/antecedentes.xhtml>

What must the applicant supply?

- Passport
- List of dates spent within the country

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

Embassy of Colombia
3 Hans Crescent
London
SW1X 0LN

Tel: 020 7589 9177/5037

Fax: 020 7581 1829

Email: elondres@cancilleria.gov.co

Website: www.colombianembassy.co.uk

Consulate General
3rd Floor
35 Portland Place
London
W1B 1AE

Tel: 020 7637 9893 or 020 7927 7121

Fax: 020 7637 5604

Email: clondres@cancilleria.gov.co

Website: www.colombianconsulate.co.uk

COSTA RICA:

Applications can only be made within 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 to the Ministry of Justice.
- A UK prospective employer can submit a request with the written consent of an individual.

What must the applicant supply?

- Completed application form (found below)
- Photocopy of original passport or identity card

What are the costs / turnaround times?

- Fee of 40 kn (around £5) payable by tax stamp.
- Turnaround of two days on receipt of application

Application form (Croatian only): <http://www.pravosudje.hr/default.asp?gl=200909010000002>

Contact Details

Applications submitted to:

Department of Criminal Records, Zagreb
Savska cesta 41/25
10 000 Zagreb

Website: 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
Linea y D
Vedado, Plaza de la Revolucion
Ciudad de la Habana

Tel: + (537) 832 7716 / 832 6833

External applicants:

Cuban Embassy London
167 High Holborn, London
WC1V 6PA

Tel: 0207 240-2488
Fax: 0207 836-2602
Email: embacuba@cubaldn.com



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.

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.

External applicants:

- An official Receipt for the payment of the amount of €17.09 (approx. GBP £16.00)

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
Evangelou Floraki
1478 Nicosia Cyprus

Tel: 00357 22 8080 80
Fax: 00357 22 8087 14
Website: <http://www.police.gov.cy>
Email: mechristodoulou@police.gov.cy

Postal applications need to be sent to the following address:

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

Applicants living in the UK may obtain an application form from the High Commission of Cyprus. The contact details are:

High Commission of the Republic of
Cyprus
13 St James's Square
London SW1Y 4LB

Tel: 0044 (0)20 73214 100
Fax: 0044 (0)20 7314 165/164
Email: cyprusconsulate@btconnect.com
Website: www.mfa.gov.cy/highcomlondon



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 (detailed below)
- 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 (around £1.50) 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.

Contact Details

- Online applications can be made at: <http://epodateIna.rejtr.justice.cz/webform/>
- 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:

Rejstřík Trestů Praha
Soudní 1
140 66 Praha 4

Tel: 00420 244 006 111
Email: rejstrik@rejtr.justice.cz

The Embassy of the Czech Republic in the
UK:
26 Kensington Palace Gardens W8 4QY

Tel: 020 7243 1115
Fax 020 7727 9654
Email: london@embassy.mzv.cz
Website: www.czechembassy.org.uk
Website: www.mzv.cz/london/en/index.html



DEMOCRATIC REPUBLIC OF CONGO:

Police Criminal Record/ Extrait du Casier Judiciaire

Who can apply?

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

Where?

- Local applicants: Through the Inspector General of the Criminal Police (Police Judiciaire) in Kinshasa (see below).
- External 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 (GBP£12-30) for information and a duplicate request would cost around \$15 (approx. GBP£10.00)

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 must contact:

Congolese (Dem) Embassy
45-47 Great Portland Street
London W1W 7LT
United Kingdom

Tel: (+44) 20 7580 3931
Fax: (+44) 20 7580 8713
Email: info@ambardc-londres.gov.cd
Website: www.ambardc-londres.gov.cd



DENMARK:

Private Penal Certificate/ Privat Straffeattest (UK Employers Only)

Who can apply?

- Individuals may apply directly for disclosure or may provide consent to a third party, including a prospective employer.
- Written consent must be provided if going through third party representatives. It must contain: the type of information required, to whom the information may be provided and for what purpose the information may be used by the designated recipient.

Where?

- Local applicants can apply online (see below).
- External applicants can apply online as well, or contact the Danish National Police (see below).

What must the applicant supply?

- Full name and maiden name (where applicable)
- Place of birth
- Date of birth
- Civil Registration Number/CPR or Personnummer (enclose a copy of passport or photo ID that would contain the CPR)
- Correspondence address to send the certificate to and enclose stamped, self-addressed envelope
- Signature
- State what language you require the certificate to be in (if convictions exist, it will be in Danish only)
- Last Danish address (external applicants only)
- Fee cheque (where applicable)

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 (approx. GBPE20).
- There is no fast track service.

Contact Details

The application form can be found online:

http://www.politi.dk/NR/ronlyres/6AD25FE9-F4BA-40D1-853488F230F57433/0/P366_0606.pdf

(Danish language only)

The application form should be completed electronically in block capitals. Applications must be submitted by post, or fax.

Overseas applications must be sent via e-mail: dataafd@politi.dk



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

Rigspolitiet
Afdeling D
Kriminalregistret
Postboks 93
2650 Hvidovre, Denmark

Royal Danish Embassy
55 Sloane Street
London SW1X 9SR
Tel: 020 7333 0200
Fax: 020 7333 0270
Email: lonamb@um.dk



DOMINICA:

Certificado do No Antecedentes Policiales/ Certificate of no Criminal Record

Who can apply?

- Individuals can apply in person, or through a third party representative, or through mail.

Where?

- At the Criminal Investigations Department (see below - the Dominica High Commission should be contacted to provide further details)

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?

- For local applicants: EC\$20 of stamps (approx. GBP£5.00)
- For external applicants: EC\$50 of stamps (approx. GBP£12.00)

Contact Details

Criminal Investigations Department,
Police Headquarters,
Roseau,
Dominica

Office of the High Commissioner for the Commonwealth of Dominica

1 Collingham Gardens SW5 0HW

Tel: 020 7370 5194

Fax: 020 7373 8743

Email: info@dominicahighcommission.co.uk

Website: www.dominicahighcommission.co.uk

Monday-Friday 09:30 - 17:30



DOMINICAN REPUBLIC:

Who can apply?

- Individuals only.

Where?

- Local applicants must contact the Office of the Prosecutor General (Procuraduria General de la Republica Dominicana) 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

Embassy of the Dominican Republic
139 Inverness Terrace W2 6JF

Tel: 020 7727 7091
Fax: 020 7727 3693
Email: info@dominicanembassy.org.uk
Website: www.dominicanembassy.org.uk

Monday-Friday 10:00-17:00



ECUADOR:

Certificado de Antecedentes Personales

Who can apply?

- Local applicants must apply in person
- Ecuadorian residing outside the country may authorise a relative to obtain on their behalf.

Where?

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

What must the applicant supply?

- Full names (paternal and maternal),
- Cedula (passport) number
- One passport photo

What are the costs/turnaround?

- A fee of \$17.00 (around £11), payable in cash at either location below.
- Certificate usually available within two working days.

Contact Details

Puente Portete Y Avenida Barcelona S/N Guayaquil

OR

The Office of Archivo Central (Police Central Archive)
Ave. Cuenca y Mideros,
Quito

Embassy of Ecuador
Flat 3B 3 Hans Crescent SW1X 0LS
Tel: 020 7584 136 7 / 020 7590 2501 / 020 7590 2507
Fax: 020 7590 2509
Email: eecugranbretania@mrrree.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

Embassy of the Arab Republic of Egypt
26 South Street W1K 1DW
020 7499 3304/2401
Fax: 020 7491 1542
Email: eg.emb_london@mfa.gov.eg
Email: egtamboff@gmail.com

Monday - Friday 09:00 - 17:30



EL SALVADOR:

Applications must be made in person or by an authorized third party.

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

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 national Police Board (Politseiamet)
- UK employers seeking disclosure should contact the police board.

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. For postal applications or emailed, payment should be made by bank transfer.
- 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.

Contact Details

Application form available in English, Estonian and Russian:

www.politsei.ee/files/dokumendid/Karistusreg/karreg_isik.pdf

Applications should be sent to:

Karistusregister
Politseiamet
Pärnu mnt 139
15060 Tallinn Estonia

Tel: 00372 612 3468 / 3366
Fax: 00372 612 3332
Email: karistusregister@pol.ee
Website: www.politsei.ee/?id=214

UK address:
Embassy of the Republic of Estonia
16 Hyde Park Gate
London
SW7 5DG

Tel: 020 7589 3428
Fax: 020 7589 3430
Email: embassy.london@estonia.gov.uk
Website: www.estonia.gov.uk



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:

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

Website: 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.

What must the applicant supply?

- Copy of birth certificate
- Address for certificate to be forwarded to
- Completed application form (as found below)
- Photocopy of photo page of passport
- **Phone number**

What are the costs/turnaround?

- Local applicants (Migration and Employment Purposes): FJ\$61.30 (approx. GBPE21.50) with a 1 day fast track service of FJ\$122.65 (approx. GBPE43.01).
- Overseas applicants (Migration and Employment Purposes): FJ\$102.20 cash/ FJ\$112.20 bank draft (approx. GBPE35.85/ GBPE39.35) with a 1 day fast track service of FJ\$153.30 cash/ FJ\$163.30 bank draft (approx. GBPE53.76 /GBPE57.27).

Contact Details

Application form: <http://www.police.gov.fj/images/stories/fijipoliceclearanceform.pdf>

Guidance:

<http://www.police.gov.fj/pdf/Application%20Forms/Requirements%20to%20Obtain%20Police%20Clearance.pdf>

Applications to be sent to:

Director, Criminal Investigation Department or
the Office-in-Charge
Criminal Records Department
PO Box 239
Police Headquarters
Suva
Fiji

High Commission of the Republic of Fiji
34 Hyde Park Gate SW7 5DN
Tel: 020 7584 3661
Fax: 020 7584 2838
Email: mail@fijihighcommission.org.uk
Website: www.fijihighcommission.org.uk

Monday - Friday 09:30 - 13:00 & 14:00 - 17:00



FINLAND:

Rikostaustaote / Extract on Criminal Background

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.
- This extract is not a full disclosure, but for the purposes of UK employment, if sufficient to review regular contact with children. An individual may not authorise an employer or other third party to request a criminal record extract on his or her behalf. Employers may apply to the Finnish police for a security clearance check, but only if certain conditions are met (see below). A security clearance check requires the consent of the subject.
- UK companies that have a branch office in Finland may also be entitled to apply to the Finnish police for a security clearance check.

Where?

- Applications can be made in person or in writing by post, fax or e-mail (details below).
- The Legal Register Centre accepts free-form written applications for criminal record extracts (see below).
- The Finnish embassy in London does not accept applications for criminal record disclosure.

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
- Separate proof of identity is only required for applications that are delivered in person to the Legal Register Centre. Acceptable forms of identification include a valid passport or driver's licence.

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?

- An Extract on Criminal Background is issued free of charge.
- A fee of €10 (approx GBP £10.00) for a Criminal Record Extract for a Visa Application, 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. 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:
www.oikeus.fi/oikeusrekisterikeskus/12727.htm
Email: oikeusrekisterikeskus@om.fi

Application forms can be downloaded from

<http://www.oikeus.fi/oikeusrekisterikeskus/18619.htm>

Applications for standard or comprehensive security clearance checks are accepted by the Finnish Security Police. Its contact details are:

Finnish Security Police
Ratakatu 12
P.O. Box 151 >
FI-00121 Helsinki
Finland

Tel: + (0035)8 71 878 0131
Fax: + (0035)8 71 878 4850
Website: <http://www.poliisi.fi/poliisi/supo/home.nsf/pages/indexeng>
Email: suojelupoliisi@poliisi.fi

Applications for concise security clearance checks are handled by local police stations. Links to local police stations can be found (in Finnish only) on the Finnish police service website via the link below:

<http://www.poliisi.fi/poliisi/home.nsf/pages/OC8BF3843A3BDD28C2257530002EC9AC?opendocument>

Embassy of Finland
38 Chesham Place
London
SW1X 8HW

Tel: 020 7838 6200
Fax: 020 7235 3680
Email: sanomat.lon@formin.fi



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

Online applications are only available for French nationals, but all the other routes are open to foreign nationals.

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.

Contact Details

Online application: <https://www.cjn.justice.gouv.fr/cjn/b3/eje20c> (French language only)

Postal/fax application form: http://www.vosdroits.justice.gouv.fr/art_pix/Form10071v04.pdf (French language only)

To be sent to:

Casier Judiciaire National
107 rue du Landreau
44317
Nantes

Tel: + (0033) 2 51 89 89 51
Fax: + (0033) 2 51 89 89 17/18
Website: <https://www.cjn.justice.gouv.fr/cjn/b3/eje20>
Email: cjn@justice.gouv.fr

French Embassy
58 Knightsbridge
London
SW1X 7JT

Tel: 020 7073 1000
Fax: 020 7073 1004
Email: consulat.londres-fsIt@diplomatie.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
Website: <http://www.moj.gov.gm/>

The Gambia High Commission:

92 Ledbury Road
W11 2AH

Tel: 020 7229 8066
Fax: 020 7229 9225
Email: gambiahighcomuk@btconnect.com

Monday - Thursday 09:30-17:00, Friday 09:30-13:00



GEORGIA:

Who can apply?

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

Where?

- A person 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.

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 principle´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 amount of translating 1 page (or up to 1 page) of the Georgian document subject to legalization or certification by apostille, is 20 GEL.



Can the form be downloaded, and if so what is the download address for local applicants and overseas applicants?

In accordance with the Georgian legislation, a crime record certificate is the form of strict registration and it is granted a certain number, which is registered at the Ministry of Finance of Georgia. Therefore, it is impossible to download the form of a crime record certificate.

Contact details

The MIA conducts communication with relevant UK bodies through diplomatic channels:

Embassy of Georgia
4 Russell Gardens W14 8EZ
Tel: 020 7348 1941
Fax: 020 7603 6682
Email: embassy@geoemb.plus.com
Website: www.uk.mfa.gov.ge

Consular Section

Tel: 020 7348 1942
Email: consular@geoemb.plus.com

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.



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

Purpose: (reference number - if known -, or first and last names of the applicant)

- Cheques from European countries must be made out in Euros. Cheques from the UK can be made out in sterling.

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

More information is available at:

https://www.bundesjustizamt.de/DE/SharedDocs/Publikationen/BZR/antrag_en.pdf?__blob=publicationFile&v=9

The application for overseas applicants should be sent to:

Bundesamt für Justiz
Bundeszentralregister
Referat IV 2
53094 Bonn

Embassy of the Federal Republic of Germany

23 Belgrave Square
Chesham Place
SW1X 8PZ

Tel: 020 7824 1300
Fax: 020 7824 1435
Email: info@london.diplo.de
Website: www.london.diplo.de

Monday - Thursday 08:30 – 17:00 & Friday 08:30 – 15:30



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.
- Overseas applicants must contact Ghana Police Service Headquarters in Accra, by mail.
- A prospective UK employer may submit an application to the Criminal Record Bureau, but the subject will have to appear in person.

What must the applicant supply?

- Completed application form
- Full set of fingerprints (taken at local police station or Fingerprints Unit if in the UK)
- 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?

- Internal applicant fee: GHC5 (approx. GBP£ 2.60)
- Overseas applicant fee: GBP£ 73.58 payable in cash or cheque.

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:

Ghana High Commission
13 Belgrave Square
London
SW1X 8PN

Tel: 0044 (0)20 7201 5924
Website: <http://www.ghanahighcommissionuk.com>

Or contact the following address:
The Director General
Criminal Investigations Department

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



Criminal Records Bureau
Ghana Police Headquarters
Cantonments (near Ako Adjei interchange)
Box GP0116
Accra, Ghana



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 authorization 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

What must the applicant supply?

- Completed application form
http://www.police.gi/images/publications/forms/Application_for_Good_Conduct_Certificate.pdf

What are the costs / turnaround times?

- £5
- Five day turnaround

Contact Details

Royal Gibraltar Police (as above) or

Gibraltar House
150 Strand, London WC2R 1JA

Tel: 0207 836 0777

Email: info@gibraltar.gov.uk



GREECE:

Penal Record Copy

Who can apply?

- Residents and citizens may apply.
- Third parties are not permitted to apply.

Where?

- Applications can be made online, by post, in person, by phone or if overseas at a Greek Embassy.
- Local applicants may also apply to Citizen Service Centres anywhere in the country, or calling 1502 inside Greece.

What must the applicant supply?

The application form requires the following information:

- Name/Surname
- Parents' names
- Place and date of birth
- ID card number/place of issue
- Passport number/country
- Address
- Telephone number
- Signature

What are the costs / turnaround times?

- There is no charge for this service (in person only).
- The turnaround is ten days inside Greece on receipt of form.
- International applications may have a delay due to postal process.
- No fast track service available.

Contact Details

The Greek Embassy in London contains details of how to apply:

<http://www.greekembassy.org.uk/ConsularAffairs/MajorConsularIssues/PenalRecordCertificate.aspx>

Embassy of Greece
1A Holland Park
W11 3TP
London UK

Tel: + 44 (20) 72293850
Fax: + 44 (20) 72297221

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

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?

- One copy of passport data page
- Two recent passport sized photos- only full face portrait view with hairline and ears showing will be accepted.
- If two certificates are required applicants must provide three passport sized photos.
- Applicants 10 finger prints
- 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.

Contact details

To download the form please find the link attached below:

<http://grenadahclon.co.uk/cmsfiles/REQUEST%20FOR%20POLICE%20CERTIFICATE%20OF%20CHARACTER%20Rev%202012.pdf>

High Commission for Grenada
The Chapel
Archel Road
London
W14 9QH

Tel: 0207 385 4415
Fax: 0207 385 480
Email: office@grenada-highcommission.co.uk
Email: r.hall@grenada-highcommission.co.uk
Website: <http://www.grenadahclon.co.uk>



GUINEA:

Contact Details

UK Dialling Code for Guinea is: **00 224**
Ministry of Justice Conakry
GUINEA Court Kaloum
Tel: 664 23 35 47/622 36 33 36
Court Mafanco
Tel: 664 29 13 03 / 622 53 20 21
Court Dixinn
Tel: 622 18 96 86 / 664 90 34 76

Embassy of the Republic of Guinea
258 Belsize Road NW6 4BT
Tel: 020 7316 1861
Fax: 020 7316 1861
Email: office@ambaguinee-london.co.uk

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 apply in person, through post, agency or at nearest embassy

What must the applicant supply?

When writing to the Police Headquarters, applicants should include the following information in his/her letter:

- Full names, date and year of birth.
- In the event of a name change the applicant is required to submit the relevant deed poll or marriage certificate.
- Previous address in Guyana.
- Three recent passport-sized photographs.
- Passport number, date and country of issue.
- Parents' names and addresses.
- Postal order for two pounds £2.00 made payable to the Commissioner of Police.
- Right thumbprint, taken at select police stations locally (see link below).

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?

- Local applicants: processing fee of GYD\$500.00, where receipt is issued (approx. GBP£1.90) with a turnaround of 5 working days.
- Overseas applicants: when applying by post, a postal order for £2.00 made out to the Commissioner of Police with a turnaround of 5 working days.



Contact Details

For more information see below: <http://guyanapoliceforce.gy/>

Address:

Commissioner of Police
Eve Leary
Georgetown
Guyana

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

High Commission for Guyana
3 Palace Court Bayswater Road
W2 4LP

Tel: 020 7229 7684
Fax: 020 7727 9809
Email: guyanahc1@btconnect.com
Website: www.guyanahc.com

HONDURAS:

Applications must be made in person or by an authorized third party.

HONG KONG:

Certificate of no Criminal Conviction (CNCC)

Who can apply?

- Applicants only.
- Third party representative or potential employers may not apply.

Where?

- In person or via post.

What must the applicant supply?

In person:

- Hong Kong identity card or valid travel document
- Original and photocopy of the letter of reason requiring disclosure

From outside Hong Kong:

- Hong Kong Identity Card or valid travel document
- Original and photocopy of letter requiring disclosure
- Full set of applicant's fingerprints taken and certified by an official police or law enforcement agency

Certification must clearly state:

- Full name and rank of official taking the prints
- Full name of agency with official chop
- Date and place prints were taken



What are the costs / turnaround times?

- Local and overseas fee of HK\$169 (approx. GBP £13.30)
- Payable by cash, Octopus cards or cheques payable to “The Government of the Hong Kong Special Administrative Region”
- For overseas applicants, a bankers’ draft of HK\$169 made payable as above, or a personal cheque in Hong Kong dollars which is issued by any licensed bank in Hong Kong.
- Turnaround time is 4 weeks for both processes.

Contact Details

Local applicants can download 3 different forms (Chinese only):

1. Fingerprint Consent form: http://www.police.gov.hk/ppp_en/08_forms/doc/172b-e.pdf
2. Application Form: http://www.police.gov.hk/ppp_en/08_forms/doc/172a.doc
3. Standard Personal Data Form: http://www.police.gov.hk/ppp_en/08_forms/doc/dcs331-english.doc

Overseas applicants can download 3 different forms (English):

1. Fingerprint Consent form: http://www.police.gov.hk/ppp_en/08_forms/doc/172b-e.pdf
2. Application Form: http://www.police.gov.hk/ppp_en/08_forms/doc/172a.doc
3. Standard Personal Data Form: http://www.police.gov.hk/ppp_en/08_forms/doc/dcs415-e.doc

In person or post applications must be made to:

The Commission of Police (Attn: EO CNCC)
14/F Arsenal House
Police Headquarters
1 Arsenal Street
Wan Chai
Hong Kong

Tel: (+852) 2860 6557

Fax: (+852) 2200 4321

Email: eo-cncc-ib@police.gov.hk

Website: http://www.police.gov.hk/ppp_en/11_useful_info/cert_no_crime.html



HUNGARY:

Certificate of good conduct

Who can apply?

- Residents, non-resident, citizens and non-citizens in person or by post.
- Overseas applicants through nearest Hungarian embassy/consulate.
- Prospective employers cannot submit a request nor can the applicant go through a third party.
- The applicant can however request the certificate to be sent to the employer's address.

Where?

There are 3 routes:

1. Criminal Records Department (CRD)/ Hatósági Erkölcsi Bizonyítvány in Budapest
2. Ministry of Interior/ Belügyminisztérium
3. through the nearest Hungarian embassy/consulate

These authorities do not accept requests in person, by e-mail, fax or telephone. Registered mail only.

What are the costs / turnaround times?

- Fee of HUF 3100 (approx. GBP£ 10.28) for applications inside Hungary
- Payable by postal order, tax stamp or online
- Additional Fast track disclosure fee is HUF 1400 (approx. GBP£ 14.59)
- Fee of £37 to £50 for applications made via the embassy, depending on translation requirement
- Payable by postal order to "Embassy of Hungary". Cash and cheque not accepted.
- Applications filed at the CRD are issued within 5 working days on receipt
- Embassy based applications up to 10 days.
- Fastrack disclosure is available in Hungary: CRD will issue OC within 3 working days. See CRD details below

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

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

Hungarian Embassy details:

35 Eaton Place
London
SW1X 8BY

Tel: 0044 20 7201 3440

Fax: 0044 20 7823 1348

Website: <http://www.mfa.gov.hu/kulkepvisolet/UK/en/mainpage.htm>

Online form can be downloaded at: http://www.nyilvantarto.hu/en/certificate_good_conduct



ICELAND:

Criminal Certificate for Private Use/ Einkavottord

Who can apply?

- Individuals may directly apply.
- Third party representatives may also apply on the individuals 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, 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 1,350 (approx. GBP£8)
- 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
Dalvegi 18
201 Kópavogur
Iceland

Tel: 00354 560 3000
Fax: 00354 560 3090
Website: http://www.syslumenn.is/utanrvk/leyfi_skirteini/sakavottord
(Icelandic)
Email: Kopavogur@syslumenn.is



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
Hverfisgata 6
150 Reykjavík Iceland

Tel: 00354 5301600
Fax: 00354 5301606
Website: <http://www.ríkissaksóknari.is/>
Email: rsak@tmd.is

Icelandic Embassy in London:

2a Hans Street
London
SW1X 0JE

Tel: +44 0207-259-3999
Fax: +44 20 7245 9649
Email: icemb.London@utn.stir.is
Website: <http://www.iceland.is/uk>



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.
- A UK employer may forward a completed application form from the individual to the respective police station/commissioner's office, accompanied with a written consent letter, and a covering letter for purpose from employer.
- Third party accredited agencies or authorised representative may submit application through the same process as above.

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.
- UK applicants may apply through the Indian High Commission in London (see below).

What must the applicant supply?

For local applications:

- Completed application form (available at station)
- Signature on form
- Passport photograph
- Certified copy of individual's passport, driver's license, voter's identification card, PAN card and ration card
- Details of current address and residential history for previous ten years is desirable
- Father's name and date of birth (desirable)
- Proof of payment
- Formal written request of prospective employer on formal headed letter

For overseas applicants at High Commission:

- Completed application form (available at information link provided below)
- Original and photocopy of first four and last two pages of passport
- Fee payment (£15)



What are the costs / turnaround times?

For inside India applications:

- There is no standard fee for applications, as it varies between states.
- For example, in New Delhi a fee of 250 rupees (around £3.60) applies, in Ahemdabad a fee of 10 rupees (around 14p) and in Bangalore a fee of 3000 rupees (around £43) apply.
- In person applications have a turnaround of seven to ten days for collection at the Police station.
- Postal applications have a turnaround of up to 30 days, after which results are sent back to applicant.

For Commission applications:

- Fee of £15 payable in cash

There is no specific fast-track process available, rather down to the discretion of the officials at the Police Station.

Contact Details

To get information on local police stations, local applicants can contact:

Nation Crime Records Bureau: Tel: (91-11) 26105353, 26105353
East Block-7 Fax: (91-11) 26186567, 26197984
R.K. Puram Email: comm@ncrb.nic.in
New Delhi- 110066
India

High Commission of India in UK:

High Commission of India Tel: 020 7836 8484
India House Fax: 020 7836 4331
Aldwych Email: administration@hcilondon.in
London Website: www.hcilondon.in
WC2B 4NA

INDONESIA:

Applications can only be made within Indonesia.

IRAN:

Iran has no criminal record register and conviction information is not available

IRAQ:

Iran has no criminal record register and conviction information is not available



IRELAND, REPUBLIC OF:

Data Access Request

Who can apply?

- 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?

Under the Data Protection Act 1988/2003, all applicants must be made in writing, to include:

- The type of information request (i.e. a request for all criminal record data under the Data Protection Act 1988/2003)
- Full name and any previous names (if applicable)
- Current address
- Date of Birth
- Applicant's signature
- Previous addresses if inside ROI.

What are the costs / turnaround times?

- Fee of €6.35 (GBP£ 5.60) payable by cheque, postal order or bank draft should be made out to „The Accountant, Department of Justice“ Cash and foreign currency not accepted.
- Turnaround of up to 40 days, subject to receipt of complete application and fee.

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>

Applicants must then post to:

Inspector in Charge
Garda Central Vetting Unit
Racecourse Road
Thurles
Co. Tipperary

Tel: (+35) 3 504 273 00
Fax: (+35) 3 504 273 73
Website: <http://www.garda.ie/Controller.aspx?Page=66>

NB - For employers based in Northern Ireland, the contact details of Access Northern Ireland are:

Access Northern Ireland
Brooklyn
65 Knock Road
Belfast BT5 6LE
Northern Ireland
Tel: 02890 259 100)



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 (as below)

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:

- A fee of 32 New Israeli Shekels (around £5)
- Payable at any post office in Israel
- Turnaround of 3 weeks, after which certificate is mailed directly to institution that requires it.

For embassy applications:

- A fee of £6.50 for certificate with apostille
- Turnaround of 4-8 weeks, after 4 of which enquiries are allowed to be made regarding status. Once received at Embassy, certificate will be forwarded to the relevant body.



Contact Details

Application form for inside Israel can be found at:

<http://mfa.gov.il/MFA/ConsularServices/Pages/Requests-for-information-fromthe-Israel-Police.aspx>

Israeli Embassy London:

Embassy of Israel
Consular Department
15A Old Court Place London
W8 4PL

Tel: 0207 957 9500
Email: consul-sec@london.mfa.gov.il
Website: <http://www.embassyofisrael.co.uk/>

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?

- Local applicants must apply in person at local Public Prosecutor's Office) of the court competent for the residing area.
- Overseas applicants must apply through e-mail or registered mail.
- Italian embassies/consulates will not accept applications.

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:

- Fee of €3.10 (around GBPE2.75), cash only.
- A fast-track¹ disclosure is available for €6.20 (around GBPE 5.50).
- Turnaround for fast-track is while-you-wait (for local applications).

Overseas applicants:

- €3.54 (around GBPE 3), and for overseas fast-track, fee of €7.08 (around GBPE 6.60)
- Payable by banker's draft or postal order



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
Email enquiries: segreteria.dgpenale.dag@giustizia.it
Website: http://giustizia.it/giustizia/it/mg_3_3_2.wp

Embassy of Italy
14 Three Kings" Yard Davies Street W1K
4EH

Tel: 020 7312 2200
Fax: 020 7312 2230
Email: ambasciata.londra@esteri.it
Website: www.amblondra.esteri.it



JAMAICA:

Police Record Certificate

Who can apply?

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

Where?

- Local applicants must apply by sending the required documentation to the specified address.
- 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?

- Two recent passport-sized photographs and a copy of your passport notarised at the High Commission, on presentation of your current passport, for a fee of £20.00. You must therefore attend the High Commission in person, the photocopy of your passport will be made and the original returned to you.
- Full set of authenticated fingerprints (obtained from Scotland Yard or your regional police authority)
- For further information on fingerprinting contact Scotland Yard on: New Scotland Yard, 10 Broadway, London, SW1H 0BG telephone number: 0207-230-2099 or via <http://content.met.police.uk/Site/fingerprints>.
- Fingerprints form (provided and conducted by Police)
- Covering letter stating the following:
 - Full Name
 - Date of birth
 - Place of birth
 - Date you left Jamaica and last address in Jamaica
 - Purpose for which police record is required
 - Address to which the applicant wishes the certificate be sent.

*Form can be requested beforehand from consulate; see guidance link below. Fingerprints must be taken at your local police station (contact directly for further guidance).



What are the costs / turnaround times?

- There is a charge of £38. British Postal orders for the amount of £38.00 should be made payable to the Jamaica Constabulary Force.
- Twenty pound initial handover, and additional costing if fingerprints are needed
- Internal applications have a 2 week turnaround period.
- Applications for individuals living outside Jamaica should take between 6-8 weeks. The certificate is returned by standard mail to the recipient.

Contact Details

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

Jamaica Constabulary Force
Records and Identifications Division
34 Duke Street Kingston Jamaica W. I.

Tel: +876 922 3221 / +876 922 0125

Jamaican High Commission
1-2 Prince Consort Road
SW7 2BZ

Tel: 020 7823 9911
Fax: 020 7589 5154
Email: jamhigh@jhcuk.com
Website: <http://www.jhcuk.org>
Website: <http://www.jhcuk.org/citizens/police>

Monday - Thursday 09:00 – 17:00 & Friday 09:00 - 16:00

JAPAN:

Only issues police certificate to national governments. Certificate cannot be opened by individuals:
<http://www.keishicho.metro.tokyo.jp/foreign/apply/tokoue.htm>.



JORDAN:

Certificate of Good Conduct

Who can apply?

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

Where?

- Applicants can apply to their local Jordanian embassy. Information for the Jordan Embassy in the UK is listed below. Applicants can apply by post, provided that they send an empty pre-paid return Special Delivery with your 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 (link below).
- Two recent coloured photographs (photos copied from other photographs are not acceptable, the picture size should be approx. 6x4 cm, only front photograph are accepted), all submitted photos must be signed at the back from the applicant.
- For ladies who wear head cover (Hijab) please makes sure the Hijab colour is different from the photograph background.
- Photo copies of your passport(s)

What are the costs / turnaround times?

- The Good Conduct Certificate fee is £ 4. The turnaround time can take 6-8 weeks, and depends on the approvals of the involved departments in Jordan.

Contact Details

Jordanian Affairs Department/ Consular Office
Embassy of The Hashemite Kingdom of Jordan
6 Upper Phillimore Gardens London W8 7HA

Phone enquire between 10:00 am – 12:30 pm on the following numbers:

Tel: 02079373685

Fax: 02079381097 Ext: 229

Website: <http://www.jordanembassy.org.uk>



KAZAKHSTAN:

Citizens and Residents: request this document by applying directly to the Centre of Justice Statistics at the following address:

Jeltoksan
Street 189,
Almaty, 480099, Kazakhstan

Former residents: apply at Kazakhstani diplomatic missions abroad.

KENYA:

Certificate of Good Conduct

What must the applicant supply?

Application form with biographical details (available online)

- Covering letter to CID Headquarters, Nairobi (Address: CID

Headquarters, Kiambu Road, Muthaiga, Nairobi, Kenya)

- Fingerprints and palm prints recorded on a prescribed form recorded at the applicant's nearest police station bearing an official stamp. (Form C.24 can be downloaded from the website if forms not available at the police station).
- Clear photocopy of the Kenyan 2nd generation identity card (if over 18 yrs.) or a certified copy of the birth certificate (if below 18 yrs.) (PLEASE

NOTE: DIGITAL SCANNED COPIES NOT ACCEPTED)

- A certified copy of passport information (if non-Kenyan), with documentary proof of residence in Kenya for a minimum of three months

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

Contact Details

The Kenya High Commission
45 Portland Place
London W1B 1AS

Tel: 020 7636 2371
Fax: 020 7323 6717
Email: info@kenyahighcom.org.uk

Certificate of Good Conduct: <http://kenyahighcom.org.uk/other-services/>



KOREA, REPUBLIC OF (SOUTH KOREA):

National Police Clearance

Who can apply?

- Residents and non-citizens (must have resided for a minimum of 6 months).
- Overseas applicants must contact nearest embassy/consulate to check if authorised (UK applicants may apply).

Where?

- Local applicants must visit their local police station.
- UK applicants must consult Embassy of the Republic of Korea in London (see below).

What must the applicant supply?

Local applicant:

- Complete application form (provided at local police station) Overseas applicant:
- Completed application form (online, see below)
- 1 affixed passport sized photo
- Copy of passport (photo/bio data page)
- Cover letter* from applicant and prospective employer stating reason and purpose for request.
- *Cover letter must include period of stay in ROK, western name, UK postal address, mobile number and e-mail address.
- Stamped, self-addressed envelope (for return)

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

Local applicants: Consult local police station

KUWAIT:

Applications can only be made within Kuwait.



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.
- Prospective UK employers cannot apply.

Where?

- Information Centre of the Ministry of the Interior (ICMI) through mail, post, fax, e-mail, 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?

- 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

Third party representatives must supply the following:

- Completed application form
- Valid passport (copy for mailed applications)
- Payment of required fee
- Notarised power of attorney from the subject (legalised with apostille for overseas applicants)

What are the costs / turnaround times?

Local applicants:

- Standard request (within 5 working days): LVL 3 (approx. GBPE 4.00)
- Urgent request (within 24 hours): LVL 9 (approx. GBPE 12.00) Consular fees:
- Fee of £19 (£10 standard fee + £3 compulsory English translation fee + £6 compulsory legal apostille fee)
- Enquire at embassy to pay fee.
- Turnaround time is between 6-8 weeks
- May be collected in person with photo ID or received through post.



Local and Overseas applicants must pay fee before submitting application. Enquire at addresses provided.

Contact Details

Consult website for further information and to access form:

<https://www.latvija.lv/LV/PublicServices/Service.aspx?pubcatid=&pubsrvid=U RN: IVIS: 100001: PP- IEM.IC-003> (Latvian only)

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

Applications from the UK may also be addressed in person to the Latvian embassy in London:

The Embassy of the Republic of Latvia
45 Nottingham Place London W1U 5LY

Telephone: (+44) 020 731 200 40
Fax: (+44) 020 731 200 42
Website: <http://www.am.gov.lv/lv/london>
Email: consulate.uk@mfa.gov.lv



LEBANON:

Who can apply?

- Residents and non-residents may apply.
- Applicants and appointed direct family members may apply.
- Third parties and UK employers may not 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

- For applicants living in the United Kingdom, applicants can be submitted in person or by mail to the Lebanese Embassy.

What must the applicant supply?

- All applicants should include a letter signed by themselves requesting the criminal record, stating the last address they lived at in Lebanon. In the covering letter, non-Lebanese Nationals should also mention the period of their stay in the country, and the name and address of the company they worked for.

In addition Lebanese nationals should provide of one of the following:

- Copy of Lebanese identification document
- A copy of the Family Civil Extract
- The Individual Civil Extract
- Lebanese identification card

Non-Lebanese Nationals:

- A copy of their passport

Palestinian Refugees need to provide one of the following documents:

- The Family Registry special for Palestinian Refugees registered in Lebanon
- The Individual Registry special for Palestinian Refugees registered in Lebanon
- Passport

What are the costs / turnaround times?

- There are no fees for the criminal record check in its original Arabic version issued in Lebanon. The turnaround for the application is up to three months if submitted through the Embassy.
- If urgent, the same day if submitted directly in Lebanon (for Lebanese nationals only).
- The Lebanese Embassy in London provides the service of translation and legalisation of the criminal record check for a fee of £15.



What does the police criminal record check include?

- His or her name
- Mother and fathers' names
- Nationality
- Place and date of birth
- If the person has been convicted the date of the judgement will show, the type of crime, and the period of sentence served.
- If he/she is clear „no judgement“ will be displayed.
- Arabic document
- Stamped on the bottom left hand corner signed with a record number in the bottom left hand corner

Contact Details

Lebanon:

Directorate General of the Interior Security Forces in Lebanon
Judicial Department
Beirut
Furn El Chebbak Street

Tel: 01/292880 and 02/292885

United Kingdom:

Embassy of Lebanon
15 Palace Gardens Mews
London
W8 4RA

Tel: 020 77276696

Fax: 020 72431699

For any more information go to www.informs.gov.lb / www.lebaneseembassyuk.org



LESOTHO:

Who can apply?

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

Where?

- Application should be made at the charge office in Maseru

What must the applicant supply?

- Certified copies of fingerprints
- Certified copies of passports
- Letter explaining why the police clearance certificate is needed.

What are the costs / turnaround times?

- The clearance certificate can take up to four months. There is no additional charge aside from the cost of finger prints

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
Website: 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 must the applicant supply?

- Regardless if the applicant lives abroad, all applications must be made in person at the address supplied below.

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 69 19

Fax: (+423) 236 65 39

Website: <http://www.landespolizei.li/>



LITHUANIA, REPUBLIC OF:

Personal History Statement or Consular Certificate

Who can apply?

- Individuals and third party representatives may apply.
- UK employers cannot apply.

Where?

- Local and overseas applicants must apply at the Ministry of Interior (personal history statement will be provided), in person or by proxy.
- Mailed/fax/e-mailed applications will not be accepted.
- Overseas applicants are advised to contact the Lithuanian embassy in London (Consular certificate will be provided), in person or proxy, or by post.
- Alternatively, online application may be done for Personal Certificates only.

What must the applicant supply?

Local and Third party representatives:

- Completed application form
- Personal ID
- Proof of representation (third party only-validated by notary or approved by local embassy)
- Proof of payment

Overseas applicants must supply in person or via post with:

- Completed application form (see link below)
- Copy of passport (post only)
- Proof of fee payment (consult embassy)
- Stamped, self-addressed envelope

What are the costs / turnaround times?

Fees vary accordingly to location of applicant, collection method and urgency of request:

Local (mail):

- Standard - LTL 18.55 (approx. GBP£ 4.80) - 10 working days
- Fast-track - LTL 22.5 (approx. GBP£ 6.75) - 24 hours



Local (collection):

- Standard - LTL 15 (approx. GBP£ 3.90) - up to 4 weeks
- Fast-track - LTL 22.5 (approx. GBP£ 5.80) - enquire at embassy

An individual is entitled to make one application for a Personal History

Statement free of charge, per year. Additional copies may be made at a cost.

Contact Details

Application form(s) are available here:

- Local: <http://www.evaldzia.lt> (e-government portal)
- Overseas: <http://www.vrm.lt/index.php?id=124&lang=2>

Addresses:

IT & Communications department,
Ministry of the Interior of the Republic of
Lithuania
Sventaragio str. 2
LT-01510 Vilnius
Lithuania

Tel: (+370) 5 271 7177
Fax: (+370) 5 271 8921

Republic of Lithuania embassy in London:
Republic of Lithuania Embassy
84 Gloucester Places
London
W1U 6AU

Tel: (+44) 020 7486 64 01
Fax: (+44) 020 7486 64 03
Website: <http://www.lithuanianembassy.co.uk>
Email: amb.uk@urm.lt



LUXEMBOURG:

Bulletin no.3 / Extrait de Casier Judiciaire

Who can apply?

- Applicants in person or by post only.
- Third party representatives or UK employers cannot 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
- 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. GBP£ 1.76) applies
- In person turnaround is immediate
- Turnaround for postal applications is a few days
- There is no fast track service

Contact Details

The Palais de Justice deals with criminal records checks.

Physical address:
Palais de Justice
Parquet General
12, Cote d'Eich
L-1450
Luxembourg

Postal address:
B.P. 15
L-2010
Luxembourg

Tel: (+352) 475 981-1
Fax: (+352) 470 550
Website: http://www.mj_public.lu

Embassy of Luxembourg:

27 Wilton Crescent SW1X 8SD

Tel: 020 7235 6961

Fax: 020 7235 9734

Email: londres.amb@mae.etat.lu

Monday-Friday 09:00-17:00



MACEDONIA, REPUBLIC OF:

Criminal Record Certificate

Who can apply?

- Applicants must apply in person only.
- No third party representatives or prospective employers can apply.

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

Applications can also be made to a Court of the First Instance in Macedonia: www.pravda.gov.mk

The Macedonian Embassy in London accepts applications:

Suites 2.1-2.2 Buckingham Court
Buckingham Gate 75/83
London
SW1E 6PE

Tel: 020 7976 0535 / 0538
Fax: 020 7976 0539



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?

- Local applicants must apply through the Consular Division of the Ministry of Foreign Affairs in Malaysia.
- Overseas applicants must apply through the Malaysian High Commission in London (address supplied below).

What must the applicant supply?

Local and overseas applicants must supply:

- Complete 3 copies of application form
- Two passport sized photographs
- Identity card number
- Passport details
- Personal details
- Purpose of application
- Two photocopies of applicant's passport including the details of bearer, front and back pages for Malaysian citizen and all visa stamp pages for Non-Malaysian
- Two copies of applicant's ID card (Malaysians only)
- Introduction letter from employer (foreigners only and of prospective employer(s) stating requirement of certificate)
- Self-addressed envelope with £2.00 postage (if unable to collect certificate)
- Statutory statement claiming that the applicant does not have any criminal information to disclose*.

*It must be noted that certificates are issued immediately upon receiving the statutory letter and are not checked against the criminal record database up to 30 days. Where employers will be notified of any corrections after 30 days, employers may alternatively encourage applicants to apply to the Central Criminal Registry (CCR) office in Kuala Lumpur for an official letter confirming the applicant does not have a criminal record.



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

Application forms for foreigners and Malaysians:

<http://www.kln.gov.my/web/guest/home/> (English – under e-consular)

Malaysian High Commission, London and details of High Commission application process:

Consular Division	Tel: 020 7235 8033
The High Commission of Malaysia	Fax: (+44) 207 235 5161
45 & 46 Belgrave Square	Email: myconsular@btconnect.com
London	Website: http://www.kln.gov.my/web/guest/home/
SW1X 8QT	

Applicants in Malaysia should apply to:

Consular Division
Ministry of Foreign Affairs Malaysia
Wisma Putra
No. 1 Jalan Wisma Putra
Precinct 2
62602 Putrajaya Selangor

Tel: (+603)-888-740-00

The contact details for the CCR in Malaysia are:

Central Criminal Registry, Bukit Aman.
4th Floor (D2), Royal Malaysian Police Headquarters
PO Box 10248,
50560 Kuala Lumpur, Malaysia

Tel: (+603) 2262 6222



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. Details of the UK embassy are listed below.

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 £50. This can be in the form of cash or postal order. Further information can be obtained from the Malawian authorities listed below.
- The process takes over 4 week, as the application is sent to Malawi Police Service for verification.

Contact Details

Malawi High Commission
36 John Street
London
WC1N 2AT

Tel: +44 020 7421 6010
Fax: +44 020 783 19273
Email: malawihighcommission@btconnect.com

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".

MALDIVES:

All Police Clearance Certificates must be collected by hand from the Police Headquarters in Male'. 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.

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



MALTA:

Certificate of Conduct / Certifikat ta' -Kondotta

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 in London.

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 (around £2.50) 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.

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

Applications can also be submitted via the Maltese High Commission in the UK. The contact details are:

High Commission of Malta
Malta House
36-38 Piccadilly
Mayfair
London, W1J 0DP

Tel: (+44) 020 7292 4800
Fax: (+44) 020 7734 1831
Email: maltahighcommission.london@gov.mt



MAURITIUS:

Certificate of Character

Who can apply?

- Applicants
- 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?

- Applicants should apply to the nearest Embassies, Missions, Consulates abroad

What must the applicant supply?

National applicants have to produce the original and 2 photocopies of their:

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

Foreign applicants have to produce the original and 2 photocopies of their:

- Birth certificate
- Passport (data page with photo and signature and page with date of arrival and date of departure)
- 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.

Contact Details

The Commissioner of Police
Crime Record Office
Line Barracks, Port Louis, Mauritius

Tel: (00230) 208 1212
Fax: (00230) 210 9512

An advance copy of the application may be sent by fax to the address above for timely processing.

Mauritius High Commission
32/33 Elvaston Place
London SW7 5NW

Tel: 020 7 581 0294 (weekdays: 09:30 to 12:00)
Fax: 020 7 225 1135
Email: londonmhc@btinternet.com



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 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. If the applicant is a British national the letter must be issued by the British Embassy in Mexico.
- Passport
- Proof of address. If the document is not in Spanish it must be translated by an official translator
- Valid visa. If the applicant is a foreign national
- 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.

For further details please visit: <http://www.pgr.gob.mx/Servicios/Constancia/antecedentes%20registrales.asp>

Overseas but somebody must apply on their behalf in Mexico:

- Two sets of finger prints taken by the Mexican Consulate *
- Letter issued by the Mexican Consulate. *
- Power of attorney signed before two witnesses, authorising someone to apply on their behalf, this can be downloaded at the following website:
http://consulmex.sre.gob.mx/reinounido/images/stories/pdf/Formato_ca_rta_poder.pdf
- Passport *
- Valid visa. If the applicant is a foreign national *
- Proof of address. If the document is not in Spanish it must be translated by an official translator
- 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.

For further details please visit:

<http://www.pgr.gob.mx/Servicios/Constancia/antecedentes%20registrales.asp>

* This office is able to take the finger prints and to issue a letter addressed to the Attorney General's Office in Mexico, stating that the applicant needs to obtain a Certificate. The embassy will attach to the letter two sets of the applicant's fingerprints, copy of his/her passport, copy of his/her visa and the power of attorney which has to be signed by the applicant and two witnesses (the applicant will need to



bring photocopies of the official identification of the two witnesses). Once the letter has been issued and in order to apply for the Certificate of Criminal Records, the applicant needs to send the letter and the other requirements listed to the person who is going to apply on his/her behalf in Mexico.

* In order to take the finger prints and to issue the letter the applicant must apply in person at the Consular Section of the Embassy of Mexico at:

Mexican Embassy to the United Kingdom,
16 St. George St,
W1S 1FD, London,

Tel: 020 7907 9442

Fax: 020 7495 4035

Email: consulmexuk@sre.gob.mx

Website: <http://consulmex.sre.gob.mx/reinounido/>

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

Mexican Embassy to the United Kingdom,
16 St. George St,
W1S 1FD,
London

Tel: 020 7907 9442

Fax: 020 7495 4035

Email: consulmexuk@sre.gob.mx

<http://consulmex.sre.gob.mx/reinounido/>

<http://www.pgr.gob.mx/Servicios/Constancia/antecedentes%20registrales.asp>

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 must apply in person only to the Department of Information and Operational Records or any territorial police department.
- Overseas applicants must apply through the Moldovan embassy in London.



What must the applicant supply?

The applicant must obtain a hard copy of the disclosure form from the office/embassy and supply:

- Full name
- Date of Birth
- Place of birth
- Registered address
- Last Moldovan address (overseas applicants only)
- Must be collected in person.

What are the costs / turnaround times?

Local applicants:

- Standard: MDL 30 (approx. GBP£ 1.80) with 10 working days turnaround.
- Fast Track: MDL 60 (approx. GBP£ 3.70) with 1 working day turnaround.
- Payment by bank transfer only in Moldovan currency. Authorised banks are Victoriabank and Banca de Economii.

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: <http://www.gov.md/map.php?l=en&idc=526>
(Moldovan and Russian only)

Overseas applicants:

Embassy of the Republic of Moldova
5 Dolphin Square
Edensor Road
London W4 2ST

Tel: (+44) 020 8995 6818
Fax: (+44) 020 8995 6927
Email: mail@moldovanembassy.org.uk



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.
- In rare circumstances, third party applicants may apply. Consult local police station for more information.

What must the applicant supply?

- ID card

What are the costs / turnaround times?

- Fee: €5 (approx. GBP£ 4.00)
- Must be paid to local police station; consult police station for fees, bank details and turnaround time.

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

Embassy of Montenegro
18 Callcott Street W8 7SU

Tel: 020 7727 6007
Fax: 020 7243 9358
Email: UnitedKingdom@mfa.gov.me



MOROCCO:

Not much official information available. It appears a check is only available to Moroccan citizens.

MOZAMBIQUE:

Certificate of Good Conduct

Who can apply?

- Individuals may apply.
- Third parties can apply on behalf of the applicants if they have been given a power of attorney.

Where?

- Applicants must apply in the country of origin (they need to fill the forms available at the Consular Section at the Mozambique High Commission and have finger prints taken). The applicant must then send the application to the relevant authority in Mozambique.

What must the applicant supply?

- Set of finger prints taken at the Mozambique High Commission
- Original valid passport must be presented at the High Commission.

What are the costs / turnaround times?

- The costs for the finger prints at the Consular Section in London is £5.

Contact details

Mozambique High Commission
21 Fitzroy Square
London
W1 6ET

Tel: 020 7383 3800
Website:
www.mozambiquehighcommission.org.uk

The processing body in Mozambique:

Repatrição do Registo Crminal (RCC)
Rua das Flores, 133, 1.º andar
Maputo
Moçambique

Tel: +258 21 307 850

MYANMAR (BURMA):

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 as they take your fingerprints at the time of the application.

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 – 4 months according to information from police, (but it usually takes about six months).

Contact details

Namibian Police Force: <http://www.nampol.gov.na/>

Windhoek Police Station
Cnr of Bahnhof street and Independence Avenue
Tel: +264 61 209 4215 (or any nearest Police Station)

Certificate

Written in English, the form cannot be downloaded. It is available from any police station in Namibia. The following info is on the certificate (A4 size):

- Namibian Police
- Criminal Record Centre
- Namibia Police logo
- Record Number
- Certificate of Conduct (Heading)
- This is to certify that there are no convictions recorded against: [NAME] [DATE of Birth and where] for any crime reported in the Republic of Namibia
- Signed by Inspector-General: Namibian Police
- Date Stamp appears on certificate



NEPAL:

Who can apply?

- Subject only.
- 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 the Royal Nepalese Embassy in London.

What must the applicant supply?

Completed relevant application form with the following:

- Full name
- Father's name
- University/Academic qualifications (if applicable)
- Citizen's number and copy of Citizenship certificate
- Passport number and issue date
- Blood group
- Past/present addresses (when in Nepal and current)
- Nationality
- Fingerprints
- 3 passport-sized photographs
- Character verification form (filled out and notarised at police station/office/embassy).

Certificate must be notarised at the Royal Nepalese Embassy in London.

What are the costs / turnaround times?

- Fee Rs.5.00 (approx. 4p). Turnaround and fees may vary on application.
- The fee for verification of issued certificate: £15 (available at Royal Nepalese Embassy in London). Payment cash only on arrival. Overnight turnaround.

Contact Details

Forms: <http://www.nepalpolice.gov.np/character-verification.html> (Nepalese)

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

Overseas applicants:

Royal Embassy of Nepal
12a Kensington Palace Gardens
London W8 4QU

Tel: (+44) 0207-229-1594
Fax: (+44) 0207 793 8961



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.
- A third party representative (relative, friend) may apply with a letter of consent, address to send certificate to and copy of subject's ID document.
- The employer cannot directly apply, but is advised to fill the form, and then pass it onto the applicant to fill and send.

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:

- Full name
- Date of birth
- Municipality and country of birth
- Address of which to supply certificate to (applicant or employer's address)
- Legible copy of valid passport/ID document
- Proof of payment receipt
- Dates residing in Netherlands (overseas only)

The prospective employer must additionally supply:

- Name of organisation
- Name of representation
- Business address and telephone
- Purpose of application and job description (state "pre-employment screening")



What are the costs / turnaround times?

- €30.05 (approx. GBP£ 27.00), with up to 4 weeks turnaround.
- Payable in person at local Population Affairs Department, or at COVOG if applying directly. Contact COVOG for bank details.
- No Fast track service available.

Contact Details

The form can be downloaded here: <http://www.justis.nl/producten/vog/information-in-english/> (English)

COVOG
Postbus 16115
2500 BC The Hague

Tel: (+70) 370 7234
Website: <http://www.justitie.nl/vog>
Email: frontdesk.justis@minjus.nl

Royal Netherlands Embassy
38 Hyde Park Gate
SW7 5DP
London, United Kingdom

Tel: 020 7590 3200
Email: lon@minbuza.nl
Website: <http://unitedkingdom.nlembassy.org/passports-visas--consular/consularaffairs/criminal-record-checks-in-the-netherlands.html>

Monday-Friday 09:00-17:00

NEW ZEALAND:

Record of Criminal History

Who can apply?

- Individual applicants.
- Prospective UK employers cannot apply.
- Third party representatives can apply (individuals or power of attorney), with the consent of the individuals.

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?

- Local and overseas applicants must apply to the Ministry of Justice via post only.



What must the applicant supply?

- Individuals must fill out a Priv/F1
- Third party representatives must fill out a Priv/F2
- The following must be supplied by both parties:
- Completed relevant application form; printed
- Signature of subject
- Copy of subject's driving licence or passport
- Request a Standard Disclosure Form

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.

Contact Details

- Useful website - <http://www.justice.govt.nz/services/criminal-records>
- Individuals Priv/F1 form: <http://www.justice.govt.nz/services/criminal-records/get-a-copy-of-yourcriminal-record>
- Third Party Priv/F2 form: <http://www.justice.govt.nz/services/criminal-records/forms/request-by-thirdparty.pdf>

The Criminal Records Unit
Ministry of Justice
National Office
PO Box 2750
Wellington

Tel: (+64) 491-888-00
Fax: (+64) 491-889-74



NICARAGUA:

Who can apply?

- Only application by the individuals will be accepted

Where?

- Applications must be sent via email to the Nicaraguan Embassy in London to the official email consulnic.uk@btconnect.com. All applications are processed and confirmed in Nicaragua.

What must the applicant supply?

The applicants must supply all of the following:

- 2 Passport Photographs (Passport Type)
- Letter from the applicant to the General Direction Office of the Police requesting the Criminal record. The letter must contain:
 - Applicants complete name
 - ID Number
 - Civil Status
 - Place where applicant resided in Nicaragua
 - Place of work in Nicaragua
 - Name of the father and mother and others as a reference
 - Copy of the Nicaraguan ID.
 - Copy of the passport
 - Payment of fee: reference number

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

Email: consulnic.uk@btconnect.com

Embassy of Nicaragua
Suite 31 Vicarage House
58-60 Kensington Church Street W8 4DB

Tel: 020 7938 2373
Fax: 020 7937 0952
Email: embaniclondon@btconnect.com
Website: www.cancilleria.gob.ni



NIGERIA:

Police Character Certificate

Who can apply?

- Individuals in person.
- Prospective UK employers may apply.
- 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 in London.

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

Prospective employers:

- Form available at CCR; to be filled on site, stating “pre-employment screening” for reason(s).
- Must provide subject’s copy of bio data page of their international passport and copy of their fingerprints (taken at local police station).

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

Local applicants 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

Overseas applicants can download the form here: http://www.nigeriahc.org.uk/pdf/good_conduct.pdf
(English)

Apply in person or post applications to:

Nigerian High Commission
(Consular and Education Section)
9 Northumberland Avenue
London
WC2N 5BX

Tel: (+44) 020-7550-681-31

Email: immigrationservices@nigeriahc.org.uk



NORWAY:

Criminal Record Certificate / Politiattest

Who can apply?

- Individuals only.
- Prospective employers and third party representatives cannot apply.

Where?

- Local and overseas applicants must apply to their local police station or county police district, in which they are/were residing for the longest period of time.
- Local applicants must apply in person.
- Overseas applicants must apply through post.
- Embassy/Consulate will not accept applications.

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:

- Full name (including previous family names)
- Current address
- Address history for past 5 years
- Date and place of birth
- Social Security number
- Copy of passport bio data page
- 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
- Turnaround of 3-14 days
- No fast track service available
- Only one copy of the certificate will be issued



Contact Details

Local police stations: https://www.politi.no/kontakt_oss/kontakt_ditt_politidistrikt/ (Norwegian only)

Applicants in the UK should apply to the Norwegian Embassy. Until they hold more information about the criminal record certificate you should have the documentation verified by your Embassy before sending it in with your licence application.

Embassy of Norway
25 Belgrave Square
London
SW1X 8QD

Tel: 020 7591 5500
Fax: 020 7245 6993

OMAN:

Certificate of No Conviction

Who can apply?

- Nationals, residents and non-resident expatriates may apply.
- Third party applicant cannot apply.
- Disclosures of criminal records are only issued through official channels when the individual is wanted for a heinous crime, and via a bilateral disclosure agreement.

Where?

- In person at local Royal Oman Police station.

What must the applicant supply?

Omani nationals:

- Completed application form
- Copy of passport or identity card
- Two photographs
- Payment of fee

Resident expatriates:

- Letter from sponsor
- Completed application form
- Copy of passport
- Two photographs (against blue background)
- 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 (approx. GBPE 3.00)

For non-resident expatriates:

- Transfer of USD \$12 (approx. GBPE 8.00)
- Turnaround is up to two weeks.

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/>

Embassy of the Sultanate of Oman
167 Queens Gate
SW7 5HE

Tel: 020 7225 0001
Fax: 020 7589 2505
Monday - Friday 09:00 - 15:30



PAKISTAN:

Police Character Certificate

Who can apply?

- Individuals.
- Third party representatives (close relatives only) can apply, with written consent.
- Prospective employers cannot apply.

Where?

- Local applicants must apply through post or in person at relevant:
- 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 of Pakistan in Manchester or London, 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.

Overseas applicants must consult:

London High Commission
Counsellor (Welfare)
Community Welfare Division
High Commission for Pakistan
34 Lowndes Square
London SW1X 9JN
United Kingdom

Tel: (+44) 020-766-492-46
Fax: (+44) 020-782-314-79
Email: cwd@phclondon.org
Website: http://www.phclondon.org/cwd/cwd_london.asp

Manchester High Commission:
Counsellor (Welfare)
Community Welfare Wing
Consulate General of Pakistan
137 Dickenson Road
Rusholme
Manchester M14 5JB

Tel: (+44) 01612-253-368
Email: welfare.manchester@phclondon.org
Website: http://www.phclondon.org/cwd/cwd_manchester.asp



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 www.xe.com rate 1GBP=3.86PGK) 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
- 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

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.
- Prospective UK employers cannot apply.

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. GBP£ 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. GBP£ 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 GBP£ 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



Overseas applicants may contact the Peruvian Embassy for more information:

Embassy of Peru
52 Sloane Street
SW1X 9SP

Tel: 020 7235 1917/8340/3802
Fax: 020 7235 4463
Email: postmaster@peruembassy-uk.com
Website: www.peruembassy-uk.com

Monday - Friday 09:00 - 17:00

PHILIPPINES:

National Bureau of Investigation Clearance Certificate

Who can apply?

- Subject only.
- Third party representatives and prospective employers cannot apply.

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 must apply through the Philippines embassy in London,
- Filipino nationals can obtain the application form from the embassy, and then posted to the NBI HQ in Manila. Alternatively, they can apply in person at their local NBI office.

What must the applicant supply?

Local applicants:

- Payment of fee prior to obtaining application form
- 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 / turnaround times?

Local applicants:

- PHP115 (approx. GBP£ 2.00) paid on request for form at NBI office.
- Turnaround of 30 minutes, providing no held convictions.

Overseas applicants:

- PHP200 paid by money order or bank draft to the Director, National Bureau of Investigation
- Turnaround of up to 20 days.
- No fast-track system available.
- UK applicants posting to Philippines:
- PHP200 (approx. GBP£ 3.00) as well as notarial fee of £18.00.
- Turnaround of up to 20 days.
- No fast-track system available.

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

The Philippines Embassy, London:
Philippines Embassy
8 Suffolk Street
London SW1 4HG

Tel: (+44)020 7451 1780
Email: embassy@philemb.co.uk



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?

- Polish nationals can apply.
- Third party representatives may apply.
- Prospective employers can apply (application form must be in Polish)

Where?

- Local applicants must apply by post to the National Criminal Register Information Office (KRK).
- E-mailed or faxed applications will not be accepted.
- Overseas applicants are advised to directly apply by post to the National Criminal Register Information Office (KRK). Applicants may also consult their nearest Polish Consulate, but are advised it is an expensive and time consuming process.
- E-mailed or faxed applications will not be accepted.

What must the applicant supply?

Local applicants:

- The full name and mailing address of the applicant (in the case of an employer, this may include the company's stamp)
- 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 as it appears in identification document/last address in Poland



Overseas applicants:

- The full name and mailing address of the applicant (in the case of an employer, this may include the company's stamp)
- 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 as it appears in identification document/last address in Poland
 - Proof of payment
 - Copy of valid ID document

Third party representative:

- Copy of subject's ID document
- Written consent
- Prospective employer:
 - Written consent NOT necessary
 - Legal grounds/reason for application
 - Applicant's signature

The applicant should indicate which type of data they require by striking through one or more of the following categories: criminal files; convict and warrant files; juvenile files. The applicant may specify a particular case about which they require information. If no case is specified, all disclosable information will be reported.

What are the costs / turnaround times?

- Local and overseas applicants:
- PLN50 (GBP£ 11) to be made in person, or by bank transfer in the case of overseas applications.



Contact Details

Local and overseas applicants must post the application form to:

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 / krk@ms.gov.pl

Consular section of the Polish Embassy in London:

Embassy of the Republic of Poland in London
Consular Section
73 New Cavendish Street London W1W 6LS

Tel: (+44) 020 729 139 14 / 020 729 139 00 / 020 729 139 38

Fax: 0207 3232 320

Email: consulate@polishconsulate.co.uk

Website:

http://londyn.msz.gov.pl/en/consular_information/legal_affairs/criminal_record/criminal_record

What does the certificate look like?

- Name and address of applicant
- Subject's personal data
- Details of convictions (if any)
- Serial number
- Verdict and validation date
- File catalogue number



PORTUGAL:

Certificado de Registo Criminal

Who can apply?

- Portuguese nationals may apply.
- Third party representatives may apply (with the subject's written consent)
- Prospective UK employers cannot apply.

Where?

Local applicants must apply in person at the following locations:

- Direcção de Serviços de Identificação Criminal (part of the Ministry of Justice)
- Lojas do Cidadão (citizen shops) in Lisbon, Porto, Funchal, Aveiro,
- Braga, Coimbra, Setúbal and Viseu
- Secretarias judiciais dos Tribunais de comarca das restantes localidades (judicial secretariats of district courts)
- Serviços municipais de municípios que não sejam sede de comarca (specific municipal services of towns)
- Citizen support offices in the Azores
- How to obtain a Portuguese Criminal Record Certificate (Portuguese citizens only) - <http://www.dgaj.mj.pt/sections/files/infosite/criminal-and/>

Overseas applicants must apply in person at the Portuguese Embassy in London.

What must the applicant supply?

Local and Overseas applicants must supply:

- Original copy of national ID card
- Completed application form (provided at location)

Third party applicants must supply:

- Written statement from subject authorising application for certificate
- Original copy of subject's national ID card
- Original copy of third party applicant's national ID card



What are the costs / turnaround times?

Local applicants:

- Fee of €3.50 (approx. GBP£ 3.00)
- Instant turnaround for negative certificates.
- 3 day turnaround for positive certificates.

Overseas applicants:

- Fee of €5.00 (approx. GBP£ 4.50)
- Turnaround time of 2 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) 211 545 100

Portuguese Consulate General in London:

Portuguese Consulate General
Consulate Section
3 Portland Place
London W1N 3AA

Tel: (+44) 020-7291-3770
Fax: (+44) 020 7291-3799
Email: mail@cglon.dgaccp.pt



QATAR:

Certificate of Good Conduct

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>

For more information:

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



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 in London.

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.

Contact Details

Police stations that accept applications: www.politiaromana.ro/site_judetean.htm

Online form: http://politiaromana.ro/directia_cazier_registrul_operatorilor_intracomunitari.htm
(Romanian Only)



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

What does the certificate look like?

Certificates are only issued in Romanian. Translation service is available, enquire at police station.

Certificate contains:

- Full name
- Unique identification number
- Date and place of birth
- Most recent address
- Names of parents
- Details of committed offence, rehabilitation and extradition information (if relevant)
- Certificates are stamped with a round stamp and contain the name of the issuing County Police station and Romania's coat of arms. Each certificate has a unique serial number containing both letters and numbers.
- If there are no convictions on record, the certificate will state: "The applicant is not recorded in the criminal record database."
- Certificate is valid for six months only from the date of issue.



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 Russian embassy in London. Alternatively, they may apply in person or appoint an authorised representative at local branch of DIA office or MIAC.

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.

Overseas applicant:

- Consular fee of GBP £30
- Turnaround of 2-6 months

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)
- Overseas applicants can download the form here: <http://rusemb.org.uk/nocriminal/> (Form must be filled in Russian)

MIAC Head Office in Moscow:
MIAC
Ulitsa Novocheremushkinskaya 67
Moscow 117418
Russia

Tel: (007) 495 332 31 77
Website: www.mvd.ru

Russian Embassy in London:
Embassy of Russian Federation
6/7 Kensington Palace Gardens
London
W8 4QP

Tel: (+44) 020 7229 6412
Email: office@rusemblon.org
Website: www.rusemblon.org

What does the certificate look like?

- Issued in Russian only.
- Notarisation, apostillisation and translation services provided by embassy.
- Black and white A4 landscape document
- Address of issuing body in top right hand corner
- Unique registration number
- Encrypted 14 character
- If criminal record is found:
 - Type of conviction
 - Date and place of conviction (name of court)
 - Period and place of imprisonment
 - Date of discharge



RWANDA:

Criminal Record Certificate

Who can apply?

- All applications must be submitted by the applicant themselves. Third parties cannot apply on behalf of the applicant

Where?

- Applicants can apply in Rwanda otherwise they can apply through the Rwanda High Commission in London/ or their nearest local embassy

What must the applicant supply?

- A letter of request for criminal record clearance certificate should be addressed to the Prosecutor General, National Public Prosecution Authority in Kigali-Rwanda through Rwanda High Commission in London-UK.
- Two current passport photos.
- Duly completed form(attached)
- Proof of payment for £50 into Rwanda High Commission bank account(full details are on website; <http://www.rwandahc.org/consular-and-visa-services/policeclearance-certificate/>)
- Proof of address in the UK/Ireland (copy of utility bill or bank statement)
- Copy of valid passport.
- Proof of immigration legal status in the UK/Ireland for non-UK citizens.

What are the costs / turnaround times?

- The certificate costs £50 and may take up to ten working days.

Contact details

The application form can be downloaded from <http://www.rwandahc.org/consular-and-visa-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



SAUDI ARABIA:

We have been informed that the Saudi Arabian authorities do not issue police certificates or Certificates of Good Conduct.

For further information contact:

Royal Embassy of Saudi Arabia
30 Charles Street
Mayfair
London
W1J 5DZ

Tel: (0)20 7917 3000
Email: ukemb@mofa.gov.sa
Website: www.saudiembassy.org.uk

Consular Office
30-32 Charles Street
Mayfair
London
W1J 5DZ

Tel: +44 (0)20 7917 3000



SENEGAL:

Certificat de bonne vie et moeurs

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 moeurs (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 100 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.

There are no contact details on the website.

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 / info@senegalembassy.co.uk

Website: <http://www.senegalembassy.co.uk/>



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 must attain a power of attorney at the Serbian embassy in London, and then appoint a third party representative (close relative) to enquire on their behalf.
- Serbian embassy does not accept applications for criminal record disclosures.

What must the applicant supply?

Applicants must supply:

- Completed form (obtained at station)
- Full name of subject
- Personal identity number
- Date and place of birth
- 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 RSD 50 (approx. GBP £5.00) payable via bank or post office.
- Turnaround time of 7-10 days for Belgrade born applicants.
- Turnaround time of 15 days for Serbian's born outside Belgrade.
- Turnaround time of up to 3 months for applicants born outside Serbia.
- No fast track service available



Contact Details

The list below contains a list of all police offices in Serbia:

The relevant telephone numbers (where available) are provided below:

Bor	Telephone: 00381 030 422 444
Cacak	Telephone: 00381 032 222 701
Jagodina	Telephone: 00381 035 221 602
Kikinda	Telephone: 00381 0230 23 510
Kragujevac	Telephone: 00381 034 335 013
Kralevo	Telephone: 00381 036 231 777
Krusevac	Not available
Leskovac	Telephone: 00381 016 250 554
Nis	Telephone: 00381 018 511 222
Novi Pazar	Telephone: 00381 020 314 744
Novi Sad	Telephone: 00381 021 488 4000
Pancevo	Telephone: 00381 013 311 780
Pirot	Telephone: 00381 010 332 122
Pozarevac	Telephone: 00381 012 222 199
Prijepole	Telephone: 00381 033 711 946
Prokuple	Telephone: 00381 027 324 499
Sabac	Telephone: 00381 015 326 332
Smederevo	Telephone: 00381 026 224 112
Sombor	Telephone: 00381 025 466 539
Sremska Mitrovoca	Telephone: 00381 022 610 270
Subotoca	Telephone: 00381 024 552 933
Uzice	Telephone: 00381 031 513 688
Valevo	Telephone: 00381 014 294 300
Vrane	Telephone: 00381 017 421 151
Zajechar	Telephone: 00381 019 422 788
Zrenanin	Telephone: 00381 023 64 112

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)



What does the certificate look like?

Issued in Serbian only (translation services available).

Contains:

- Full name
- Personal identity number
- Date and place of birth
- Names of parents
- Blue stamp
- Signature at bottom right hand corner
- Unique reference number at top left-hand corner



SEYCHELLES:

Police Character Certificates or Police Clearance Certificates

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?

Must apply to the London consulate (Address given below):

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 assists 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

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



SINGAPORE:

Certificate of No Criminal Convictions (CNCC)

Please Note: The following message appears on the web-site of the Singaporean Police:

“Police are not obligated to issue Certificate of No Criminal Conviction (CNCC) but have done so as a form of international cooperation since other countries provide similar documents as well. However, this service does not form part of police’s core function. Further, following the recent differentiation approach between citizens and non-citizens in terms of benefits in the healthcare, medical and education sectors, a similar distinction was also drawn with regard to CNCC issuance policy. As such, COCs will only be issued to citizens henceforth. The policy change will affect only a small number and there are alternative mean such as applying for a Statutory Declaration through the Commissioners of Oath or qualified legal practitioners”.

Who can apply?

- Nationals and residents (Singaporean citizens) can apply.
- Third party representatives cannot apply.
- Prospective UK employers cannot apply.

Where?

- Local applicants must apply in person at the CNCC Office.
- Overseas applicants are advised to mail their application to the Head Criminal Records department.
- Singaporean Consulate in London will not accept applications.

What must the applicant supply?

Local applicant must supply:

- Completed application form
- Full set of fingerprint impressions (taken at office)
- Photocopy of valid passport and pages
- Two recent passport-sized photographs
- Photocopy of document from relevant prospective employer stating the requirement for CNCC (must be translated into English)

Overseas applicants must supply:

- Completed application form
- Full set of fingerprint impressions (taken at local police station or Metropolitan Police)
- Photocopy of valid passport and pages
- Two recent passport-sized photographs
- Photocopy of document from relevant prospective employer stating the requirement for CNCC (must be translated into English)
- Fee/bank draft



What are the costs/turnaround?

Local:

- Fee of \$45.00; payable on site, cash/debit card.
- Turnaround of 10 working days.

Overseas:

- Fee of \$50.00; payable by bank draft made payable to Head Criminal Records CID through a Singapore based bank. Includes processing fee and mailing fee.
- Turnaround of 10 working days.

Contact Details

Further information and Application form: <http://www.spf.gov.sg/faqs/doc/cnccform.pdf>

Local applicants must visit in person at:

CNCC Office,
Blk A Police Cantonment Complex,
#02-07/08,

391 New Bridge Road,
Singapore 088762

Opening hours: Monday – Friday 09:00 - 12:00 (Closed on public holidays)

Overseas applications should be posted to:

Head Criminal Records,
CID (CNCC),
391 New Bridge Road,
Blk C Police Cantonment Complex,
Singapore 088762



SLOVAK REPUBLIC:

Extract of the Register of Crimes/ Výpis z Registra Trestov

Who can apply?

- Slovakian nationals and residing foreign nationals can apply.
- Legally authorised representatives with the subject's written consent can apply.
- Prospective UK employers cannot apply.

Where?

- Local applicants must apply in person at their nearest Register of Crime (ROC) located an office of District Prosecutor or a registry office in applicant's local municipal.
- Overseas applicants are advised to apply through the Slovakian embassy in London. Applicants are advised to book an appointment beforehand.

Forms are provided by the offices and embassy, or can be ordered.

What must the applicant supply?

Local citizens must supply:

- Valid ID document (passport or ID card)
- Completed application form (obtained on location)
- Non-citizens 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 or ID document
- Fee (enquire at embassy)
- Stamped, self-addressed envelope or contact number for collection date

Further details can be found at: <http://www.genpro.gov.sk/register-trestov-4781/43421s> (Slovak only)



What are the costs / turnaround times?

Local applicants:

- Fee of €3.00 (approx. GBP £2.60) for enquiries made at ROC or affiliated offices.
- Additional fee of €1.50 (approx. GBP £1.30) for verification purposes.
- District prosecutor's office accepts payment by tax stamps for value of €3.00 which can be purchased at: <http://www.posta.sk/en> (Slovak and English). Fast tract service available (enquire within).
- Municipality offices require additional fee of €1.50 (approx. GBP £1.30) for verification purposes.
- While-you-wait service available at the ROC and offices of district prosecutor; within 24 hours.
- Municipality provides instant turnaround provided no records are found; otherwise up to three days.

Overseas applicants:

- The Slovak embassy in London charges £4.00; payable upon submission of application.

Contact Details

Forms can be ordered locally or abroad at:

Tlačiareň ZVJS Gučmanova 19/670 priečinok 7
920 41 Leopoldov

Fax: (+386) 033/733 02 41

ROC of the General Prosecutor's Office:

Register Trestov Generálnej Prokuratúry Slovenskej Republiky Kvetná 13
PO Box 147
814 23 Bratislava

Slovakian Embassy in London:

25 Kensington Palace Gardens
London
W8 4QY

Tel: (+44) 20 7313 6470

Fax: (+44) 20 7313 6481

Website: <http://www.mzv.sk/londyn>



What does the certificate look like?

The certificate contains the following information:

- Name and current surname of subject
- Permanent address
- Surname at birth
- Date of birth
- Birth number
- Sex
- Town/District/County of birth
- Nationality
- ID Number/Passport number
- Convictions and sentencing court (if applicable)
- "No records have been identified" /Nemá Záznam v Registri Trestov (if applicable)
- Official stamp of the ROC/district prosecutors office/municipality's registry office
- Signature of relevant member of staff
- Certificates are issued in Slovak only.

Translation services for birth certificates and Extract are provided (Fee for each page €19.92/£18.00)
by: http://jaspi.justice.gov.sk/jaspiw1/htm_reg/jaspiw_maxi_regt_fr0.asp?oddiel=pr



SLOVENIA:

Criminal Records Certificate (CRC) / Potrdilo iz Kazenske Evidence

Who can apply?

- Anyone who has resided in Slovenia can apply.
- Third party representatives cannot apply.
- Prospective UK employers cannot 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).
- Telephone requests are not accepted.
- Slovenian Embassy in London will not accept applications.

What must the applicant supply?

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

Application form: http://www.mp.gov.si/si/storitve/potrdila_in_obrazci/ (Slovenian only)

Ministry of Justice:

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

What does the certificate look like?

Certificates are only issued in Slovenian only. The Ministry of Justice or embassy does not provide a translation service, but may recommend private agencies.

Certificates contain the following information:

- Name of applicant
- Date of birth
- Place of birth
- Municipality of birth
- Country of birth
- Citizenship
- Address details
- Citizenship
- Previous surname (where relevant)
- Reason for request
- Date
- Signature of applicant
- Official stamp of Ministry of Justice

Embassy of the Republic of Slovenia
10 Little College Street SW1P 3SH

Tel: 020 7222 5700

Fax: 020 7222 5277

Email: vlo@gov.si

Website: www.london.embassy.si

Consular Section (entrance from Cowley Street)

Tel: 020 7227 9711

Fax: 020 7222 5277

Monday 09:30 - 13:00, Wednesday 09:30 -
13:00, Thursday 10:00 - 13:00, 14:00 - 16:00



SOLOMON ISLANDS:

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. 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?

Only the application form

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.

Contact details

Police Headquarters
PO Box G3
Honiara
Soloman Islands

Tel: (677) 21686 / (677) 23800
Fax: (677) 20616

Certificate

The certificate is entitled "Police Fingerprint Clearance Certificate". The document carries only the applicant's name. No other details are entered onto the certificate. It is written in English.

SOMALIA:

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.
- Prospective UK employers can apply, but with written consent of the subject and through an accredited pre-employment screening agency in South Africa.

Where?

- 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.

What must the applicant supply?

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.

A template can be found at: <http://www.dfa.gov.za/consular/annex23b.doc>, but applicants are advised to create a formal letter.



What are the costs / turnaround times?

- Fee of 59 Rand (approx. £4.20)
- 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.

Contact Details

Applications sent by mail should go to:

The Head of the South African Criminal Record Centre
(For attention: Police Clearance Certificates)
Private Bag X308
PRETORIA
Gauteng
South Africa 0001

Applications sent by courier should go to:

The Head (Attention: Police Clearance Certificates)
Criminal Record Centre
1st Floor Room 14
Botongo Plaza West
271 Schoeman Street
Pretoria
Republic of South Africa

Tel: (+0027)012-393-3928
Fax: (+0027) 012-393-3909

South Africa High Commission in London:
South African High Commission
South Africa House
Trafalgar Square London WC2N 5DP

Tel: (+044) 020-7451-7299
Website: <http://southafricahouseuk.com/>

What does the certificate look like?

Certificates are only valid for 6 months following date of issue Certificates bear a:

- RSA watermark
- A background design of SAPS that appears as a pattern across the paper, not visible on photocopies
- SAPS rubber stamp
- Signature of issuing officer in blue ink
- Name of subject
- Convictions (where applicable)



SPAIN:

Certificate of Convictions/ Certificado de Antecedentes Penales

Who can apply?

- Citizens can apply.
- Third party applicants can apply with notarised written consent.
- Prospective UK employers cannot apply.

Where?

- Local applicants must apply in person at the regional offices of the Ministry of Justice, Civil Registers throughout Spain or the Central Office of Citizen Services
- Overseas applicants are advised to apply via post, through a third party representative with notarised written consent, or in person at the Registro Central de Penados y Rebeldes (Central Register of Convicted Offenders and Fugitives).

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.



Applications to the Spanish Consulate:

Spanish applicants in London can apply directly to the Spanish Consulate. The process is practically identical in requirements to those made directly within Spain. They will be required to complete the 790 form, and make the payment as detailed below via bank transfer.

Certificates to be used outside Spain require legalisation/validation. Enquire at office/embassy for validation process.

Employers are advised that searches and certificates are made per name, and ID number/passport number provided. It is encouraged that any aliases or expired passport numbers are provided in subject's application.

What are the costs / turnaround times?

Local and Overseas applications:

- Fee of €3.54 (around £2.90)
- Payment can be made online (link provided below)
- 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.

Contact Details

Online application:

(Click on "Application for the digital Criminal Records certificate- Online Digital Access")

<https://sede.mjusticia.gob.es/cs/Satellite/Sede/en/1215197884559/SDTramite/1288774398533/Detalle.html#solicitudCert> (English)



List of Regional Offices:

http://www.mjusticia.gob.es/BUSCADIR/ServletControlador?apartado=buscadorGerencias&lang=en_gb (English)

Postal applications to Central Register of Convicted Offenders and Fugitives:
Registro Central de Penados y Rebeldes
Ministerio de Justicia
C/Atocha 13, 28012 Madrid

Or:

Registro de Penados y Rebeldes
Subdireccion General de Penados de Registros
Judiciales
Ministerio de Justicia
C/San Bernardo 45 PB
28015 Madrid

Tel: (+34) 91 390 2037
Fax: (+34) 91 390 2052

Consulate General of Spain in London:
Consulate General of Spain (Consulado General de Espana)
20 Draycott Place
London SW3 2RZ

Tel: (+44) 020 7594 4921
Fax: (+44) 020 7581 7888

For further information:
http://www.mjusticia.gob.es/cs/Satellite/en/1200666550200/Tramite_C/1215326258560/Detalle.html#quien (English)

What does the certificate look like?

The 'Certificado de Antecedentes Penales' contains the following information:

- Full name
- Date of application
- Place of birth
- Date of birth
- Name of parents
- Personal identity number ("Documento Nacional de Identidad" or D.N.I.)
- The Certificate of Convictions lists the criminal history of the subject or the absence thereof. Expired convictions will appear too unless the subject has requested the cancellation of these.



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.
- 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- (approx. £3.00) to be paid in person
- Turnaround of up to 4 weeks.

Overseas applicants:

- Fee of Rs.1000- (approx. £6.00)
- 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.



Contact Details

Application form for local applicants:

<http://www.police.lk/images/formsdownload/clearanceapplication-protected.doc> (English)

Sri Lanka Police Service Tel: (+94) 0112 421 111
Police HQ Fax: (+94) 0112 446 174
Colombo-01 Website: <http://www.police.lk> (English)
Sri Lanka

Further information:

<http://www.police.lk/index.php/component/content/article/36-police-divisions/91application-for-clearance-certificate> (English)

Application form for overseas applicants:

http://www.slhclondon.org/documents/Police_Clearance_Application.pdf (English)

Send to:

High Commission of Sri Lanka Tel: (+44) 020 726 218 41
No.13, Hyde Park Gardens Fax: (+44) 020 726 279 70
London W2 2LU Email: consulardivision@slhc-london.co.uk
United Kingdom

What does the certificate look like?

- Subject's full name
- Nature of offence(s) (if applicable)
- Results of check



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?

Local applicants:

- 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

Overseas applicants:

- 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?

Local applicants:

- Fee and return postage which amounts to either SEK 171 (around £16) for Standard Post and SEK 221 (around £22) for Registered Post (within Sweden).



Overseas applicants:

- Fee and return postage which amounts to either SEK 184 (around £16) for Standard Post and SEK 249 (around £22) for Registered Post (within Europe).

Multiple copies may be requested at nominal extra fee of SEK 160 (around £14). Payment is only accepted by bank transfer, made to the RPS (Swedish National Police Board)'s account.

For payments inside Sweden, applicants should use account number 22 07 90-0. In the case of overseas applicants, the usage of the following details is required:

IBAN number SE64 9500 0099 6034 0220 7900 BIC/SWIFT address:

NDEA SESS,
Nordea Bank AB,
105 71 Stockholm

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.

Contact Details

Useful website - <http://polisen.se/en/Languages/Service/Police-Record-Extracts/>

<http://polisen.se/Service/Belastningsregistret-begar-utdrag/>

Rikspolisstyrelsen
Box 12256
S-102 26
STOCKHOLM

Rikspolisstyrelsen
Kirunaeheten/Utlandsärende
981 81 Kiruna Sweden

Tel: (+46)8 504 451 03
Fax: (+46)8 504 451 11
Email applications: brud.rps@polisen.se

What does the certificate look like?

Extract contains the following information:

- Extract is printed on watermarked security paper and portrays the Swedish National Police Board logo and is signed by a civil servant.
- Swedish legalisation must be done by a notary in Sweden or by the Ministry for Foreign Affairs in Sweden. The details are available on the police website above.
- Published in either: Swedish/English/German/French/Spanish
- The format of the returned certificate is a document that displays only conviction information.



SWITZERLAND:

Criminal Records Extract / Stafregisterauszug

Who can apply?

- Any Swiss citizen can apply.
- Third party representatives can apply.
- Prospective UK 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.

What must the applicant supply?

Online applicants:

- Completed online application form
- Copy of passport
- Receipt of payment (only when paying by deposit slip)
- Posting address (if third party requires written consent)

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?

- Fee of CHF20.00 (approx. £12.20).
- Notarisation fee of CHF 20.00 (approx. £12.20).



Contact Details

Useful website - <https://www.bj.admin.ch/bj/en/home/publiservice/service/strafregister.html>

Online application: https://www.e-service.admin.ch/crex/cms/content/faq/vorgehen_en (English)

Email: 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

Swiss Embassy
16-18 Montague Place
London
W1H 2BQ

Tel: 020 7616 6000

Fax: 020 7724 7001

Email: swissembassy@lon.rep.admin.ch

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 UK employers cannot apply.

Where?

- Local applicants can apply online (link below), 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?

R.O.C citizens:

- Completed application form
- Original and one copy of new ID card or Household Registration (issued within one month)

Overseas Chinese applicants:

- Photocopy of photo page in passport

Hong Kong and Macau citizens:

- Photocopy of Taiwan Region Residence Certificate

Foreign nationals:

- Photocopy of Passport (visa page and photo page)
- Photocopy of Alien Residency Card
- Third party representatives:
- Addition of power of attorney with subject's stamp and signature

Postage address must be provided.

What are the costs / turnaround times?

Local fee:

- Fee of NT\$100 (approx. £2.00) per application
- Turnaround of 3-5 days.

Overseas fee:

- Fee of \$11- includes postage (approx. £7.00)
- Turnaround of 2-4 weeks.



Contact Details

Form: <http://www.npa.gov.tw/NPAGip/wSite/lp?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#

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

Website: www.tajembassy.org.uk



TANZANIA:

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

Tel : +255 22 2110006 / +255 713 482428/ +255 713 216144

Fax : +255 22 2112174

Website : <http://www.policeforce.go.tz>

You also need to submit the following:-

1. A set of finger prints certified by local police authorities.
2. A copy of your passport (all pages with full personal details).
3. The fee of US\$ 25.

For more information - http://tanzaniaembassy-us.org/?page_id=85



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
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

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 & TOBAGO:

Certificates of Good 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 the applicant 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

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 UK employers can apply through the Turkish Consulate, with subject's written consent.

Where?

- Local applicants must apply in person at their local office of director of public prosecutions or the General Directorate of Judicial Records in Ankara.
- Overseas applicants are advised to apply through the Turkish Consulate in London.

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:

- Completed application form (provided below)
- Copy of passport
- Stamped addressed envelope
- Postage fee of GBP £6.00 or postal order made payable to the Turkish 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 £6 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

Local applicants form: <http://www.adlisicil.adalet.gov.tr/en/default.htm>

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/> (Turkish and English)

For further information: http://www.adlisicil.adalet.gov.tr/en/personal_app.html (Turkish only)

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

Website: <http://www.turkishconsulate.org.uk/en>

Further information:

http://www.turkishconsulate.org.uk/en/other_services.asp?PageID=2 (English)

What does the certificate look like?

- Certificates available in Turkish, English, German or French.



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	Tel: (+688) 20726
Private Mail Bag	Facsimile: (+688) 20149
Vaiaku	Email: police@tuvalu.tv
Funafuti	

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 centralized office in Kyiv at: 10 Bogomoltsya street, Kyiv
Tel: +38044-256-0333, +38044-256-1625, +38044-256-1460
Website: <http://www.mvs.gov.ua/mvs/control/mai0n/uk/publish/article/544651>
- Overseas applicants are advised to apply in person through the consular section of the Ukrainian embassy in London, 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

Overseas applicants:

Ukrainian Consulate:

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>

What does the certificate look like?

The Certificate of Conviction contains:

- Landscape A4
- Gold coloured frame
- National coat of arms of Ukraine set into the middle top border
- Unique registration number in top left hand corner
- Official stamp with signature at head of the processing DIT office at bottom right hand corner
- Details of subject
- Full name
- Sex
- Date and Place of Birth
- Type of conviction-spent or unspent (if applicable)
- Legal article of conviction (if applicable)
- Date and place of conviction (if applicable)
- Period and place of imprisonment (if applicable)
- Date of release (if applicable)

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 in the UK; 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 [click here](#)

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
- 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:

- Fingerprints obtained by the police and attested by the UAE Embassy where the applicant lives
- Applicant's Passport (photocopy) with previous visa



What are the costs / turnaround times?

- Arabic language certificate costs 80dhs (50dhs certificate fee + 30 dhs fee for express postage)
- 100dhs extra fee for accreditation and translation to English
- The certificate will be sent by air mail to the applicant

Contact Details

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

For Abu Dhabi; the Home Page for the application process is
<https://es.adpolice.gov.ae/gccr/Application.aspx?Culture=en>

For step by step information; view
<https://es.adpolice.gov.ae/gccr/MainPage.aspx?Culture=en&&PC=ENConditions.aspx&tlt=Conditions%20to%20apply>



Embassy of the United Arab Emirates:
30 Prince's Gate, London SW7 1PT

Tel: 020 7581 1281
Fax: 020 7581 9616
Website: www.uae-embassy.ae

Monday - Friday 09:00 – 16:00

Consular Section:
48 Prince's Gate SW7 2QA

Tel: 020 7581 1281
Fingerprint taking information:
<http://content.met.police.uk/Site/fingerprints>

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

The certificate contains the following:

a picture of the applicant, full name, nationality, passport number, date and place of passport issue, date and place of birth, occupation and who has requested the application.

The certificate is only valid for 3 months from the date of issue.

DUBAI

Who Can Apply?

- Citizens and residents inside the UAE

Where?

- Dubai Police General Headquarters

What must the applicant supply?

For citizens and residents inside the UAE:

- The applicant's fingerprints are taken
- AED 110 for expatriates and AED60 for nationals

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?

- AED 110 for expatriates and AED60 for nationals.
- 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

Website: <http://www.dubai.ae/en/Lists/HowToGuide/DispForm.aspx?ID=30>

For the Dubai Certificate of Good Conduct:

<http://www.uaeembassy.ae/Editor/Appl.%20form%20Dubai%20Police.pdf>

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>.
- Overseas applicants can only complete the paper application form and will need to complete an online request form first and then send an email requesting the paper form: <http://www.disclosurescotland.co.uk/request/index.htm>
- ACPO International Child Protection Certificate (UK) - <http://www.acro.police.uk/icpc/>



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.
- Embassies will not accept applications.

What must the applicant supply?

Local applicants must supply:

- Completed application form (below)
- 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?

- Fee of \$18 (approx. GBP £11.00) a person payable by money order or cashier's cheque made out to the "Treasury of the United States", or by credit/debit card form (see below) not in cash.
- Local turnaround of up to 4 weeks.
- Overseas turnaround of up to 12 weeks.

Contact Details

General application information: <http://www.fbi.gov/about-us/cjis/criminal-history-summary-checks>

Fingerprint service in the UK: <http://content.met.police.uk/Site/fingerprints>



Mail applications to:

FBI CJIS Division – Record Request
1000 Custer Hollow Road Clarksburg, WV 26306

For further information only, you may contact the US Embassy at:

American Embassy
24 Grosvenor Square
London W1A 1AE

Tel: 020 7499 9000

Website: http://london.usembassy.gov/cons_new/acs/scs/criminal_records_checks.html



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)

Overseas applicants:

- Enquire at Consulate

What are the costs / turnaround times?

- Enquire at office

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

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: emburuquay@emburuquay.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

Website: 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.

VATICAN CITY:

Apply as for [Italy](#).



VENEZUELA:

Police Certificate (Antecedentes Penales)

Who can apply?

- Applications are only accepted in person, or by a close relative third party.

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
Website: 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

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
Website: 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 must be obtained from any police station in your area of residence on the official non-criminal fingerprint form. The police officer who has taken the prints should also endorse them with the date taken, his signature and the official stamp.
- 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:

- US \$100.00 from Zambians living abroad
- US \$150.00 from non-Zambians living abroad

* Please note the Zambian Police Clearance Certificate is only valid for 90days

Contact Details

Documentation must be send using DHL or any other courier to:

The Inspector General of Police
Independence Avenue
P.O Box 50104
Lusaka
Zambia
Att: The Director (C.I.D)

Tel: (00260211)257470/253161
Fax: (00260211)253543/253537

For further information contact the following:

Zambian High Commission in
London;
2 Palace Gate, Kensington
London W8 5NG

Tel: +44 207 589 6655

Website: <http://www.zambiahc.org.uk/index.html>
http://www.zambiahc.org.uk/police_clearance_certificates.html



ZIMBABWE:

What must the applicant supply?

Applicant should write a letter containing:

- Full name
- Date and place of birth
- National identification number
- Last Zimbabwean residential and business (workplace) address
- Date and place of entry to Zimbabwe (if applicable)
- Full set of fingerprints (details on obtaining them in the UK below)

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

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.