

Police Certificates

List of countries

The application process for criminal records checks or 'Certificates of Good Character' for someone from overseas varies from country to country.

Where to get police certificates in your country to prove no criminal record?. Here is the list

Afghanistan

The verification of the Police Clearance Certificate is solely the authority of the Criminal Investigation Department of MoI. Applicants living in Kabul initially shall receive the certificate from MoI and in order to send it to a foreign country, it must be referred to MoFA for final attestation.

<http://moi.gov.af/en>

<http://mfa.gov.af/en>

FOR LOCAL REQUESTS

Apply at the nearest office of the Ministry of the Interior by sending a letter of explanation indicating why you are requesting a police certificate. There is no specific form to be completed. The Ministry of the Interior will issue you the police clearance document. Please contact the nearest office of the Ministry of the Interior for further assistance if required.

NON-RESIDENT REQUESTS

You will need to apply to the nearest Afghan Embassy or Consulate and write a letter requesting a police clearance certificate. There is no specific form to be completed. You will be issued a letter from the Afghan Embassy or Consulate, which should be submitted to the foreign office processing your application. Please contact the nearest office of the Afghan Embassy/Consulate for further assistance if required.

Who can apply?

The Embassy of Afghanistan in London carries out criminal record checks for people who have worked or resided in Afghanistan and provides a letter confirming the results.

What must the applicant supply?

To apply for a criminal record check (CRC), the following are required:

- completed and signed application form
- one standard passport size photo - the photo must be recent
- original documents- a Tazkira that has been attested by the Ministry of Foreign Affairs in Kabul or an Afghan passport must be submitted in person
- for foreign nationals, a valid passport and Afghan visa covering the period time spent in Afghanistan
- a valid telephone number and address - the applicant will be contacted on this number upon the completion of the check

What are the costs and turnaround times?

- a fee of £40.00 must be paid by credit or debit card at the counter desk or at the bank by payment slip

After the receipt of an application, the applicant's details are sent to the Ministry of Foreign Affairs. The ministry then forwards the details on to the relevant authorities to carry out the checks. When the ministry receives the results of the checks, they forward the results to the representation in London and the applicant is issued with a letter confirming the results of the checks.

Contact details

- Email: passport@afghanistanembassy.org.uk

The information on this country was last updated on: 15 March 2017.

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, for example a 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 ALL 100 (approximately 70 pence) payable in cash only
- certificate is issued by post with a 1 week turnaround

Application form

Application forms can be downloaded from the [Centre for Office Publications](#) (Qendra e Publikimeve Zyrtare) (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

- Telephone: 020 7828 8897
- Fax: 020 7828 8869

Andorra

Who can apply?

The individual or a 'gestoria' acting on his/her behalf may request the records.

Where?

Tribunal de Corts
Avda. Tarragona 62
Edifici Les Columnes
Ad 500 Andorra la Vella

- Email: tcorts@justicia.ad
- Telephone: (+376) 870 710

What must the applicants supply?

- photocopy of their passport
- names and surnames of the person's parents
- authorisation if the petition is made on behalf of someone else

What are the costs/turnaround times?

By presenting your passport or residence documents and ID, you can obtain a certificate of criminal records. It has a cost of approximately € 5 and it is delivered within 24 hours or the next following working day (if you make a demand on Friday or before a national holiday). It will be delivered in Catalan, the official language of Andorra.

The current cost is 6.01 Euros.

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
- 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

Contact details

SIAC- (Serviço Integrado de Atendimento ao Cidadão Unidade de Serviços Públicos)

Talatona- Luanda Sul,

Via a-2

- Telephone: +244 2222 69 93 01
- Operating hours: Monday to Friday 8am to 3:30pm and on Saturdays from 8am to 1pm

Embassy of the Republic of Angola

22 Dorset Street

W1U 6QY

- Telephone: 020 7299 9850
- Fax: 020 7486 9397

TELEX 8813258 EMBAUK G

- Email: embassy@angola.org.uk
- Operating hours: Monday to Friday - 9am to 12pm and 1:30pm to 4pm
- Visa section operating hours: Monday to Friday - 09.30am-1pm (closed Wednesday)

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?

- applicants in Anguilla: can apply in person at the police headquarters
- applicants in the UK: will need to write to the headquarters

What must the applicant supply?

The applicant must present the following information in person the police headquarters:

- full name (and aliases)
- date of birth
- one 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?

A fee of EC\$50 (approximately £12) payable at the Inland Revenue Department with a turnaround confirmed by an agent on receipt of the application; normally within 24 hours - Monday to Friday, excluding public holidays.

Contact details

Applicants in Anguilla must visit:

Commissioner of Police
Police Headquarters
The Valley
Anguilla, AI 2640

- Telephone: +(126)-4497-2533
- Fax: +(126)-4497-3746

Applicants outside Anguilla must write to the above address.

Further information can be obtained from:

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

- Telephone: 020 7759 1141
- Email: ukeurep@anguillagovlondon.org

Antigua and Barbuda

What must the applicant supply?

Applicants outside Antigua and Barbuda must supply:

- set of fingerprints
- 2 recent passport photographs
- biometric page of passport
- a letter addressed to the Commissioner of Police stating the purpose of the record and address or addresses while living in Antigua and Barbuda

It is recommended that the evidence above is sent by courier and a return package be prepared to have the criminal record returned.

Applicants inside Antigua and Barbuda:

- passport
- thumbprint
- addresses and dates of residence in Antigua and Barbuda
- set of fingerprints (taken on application)

What are the costs / turnaround times?

EC\$25 cash or cheque made payable to the Accountant General – foreign cheques or bank drafts should include an EC\$15.20 bank charge giving a total cost of EC\$40.20.

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

- Telephone: 020 7258 0070
- Fax: 020 7258 7486
- Email: enquiries@antigua-barbuda.com

The information on this country was last updated on: 12 February 2021.

Australia

National Police Check

Who can apply?

Individuals and CrimTrac accredited agencies only.

Where?

This can be applied for [online](#) or an application form downloaded and posted.

What must the applicant supply?

- completed application
- authorised copy of photographic ID (for example, 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 - \$99 AUD 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

Application form

You can make an [application online](#).

Contact details

Applications to be posted to:

Australian Federal Police
Criminal Records
Locked Bag 8550
Canberra city ACT 2601

- Telephone: + (02) 6202 3333

For any further information, please email: AFP-NationalPoliceChecks@converga.com.au

The information on this country was last updated on: 12 July 2016.

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 (for example, marriage certificates)
- a stamped and self-addressed envelope if the applicant wants the certificate posted to them. Otherwise collection in person

In Austria (Police Department in major cities, Mayor's Office in smaller towns):

- if applying to a town hall or to a nearby Federal Police Bureau, applicant must appear in person at least once, for example, if the application is posted in, they must collect certificate in person
- there are 14 Bureaux for applicants to apply to

Online:

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

What are the costs/turnaround?

- a fee of €42 payable in pounds and cash or "postal order"

It should take approximately 5 days to receive the certificate.

Contact details

Local applicants can apply [online](#) or visit the Federal Police Bureau, Vienna:

Bundespolizeidirektion Wasagasse
22 1090 Wien

- Telephone: 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

- Telephone: 0044 20 7344 3250
- Fax: 0044 20 7344 0292
- Email: London-ob@bmeia.gv.at

The information on this country was last updated on: 22 July 2016.

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 the 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

- Telephone: 020 7938 5482

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
- 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, 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 2 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

In the Bahamas:

Royal Bahamas Police Force Headquarters
East Street
P O Box N 458
Nassau, Bahama

(Business hours: Monday to Friday 8am to 5pm).

- Telephone: 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

- Telephone: +44 (0)20 7408 4488
- Fax: +44 (0)20 7499 9937
- E-mail: information@bahamashclondon.net

The High Commission is open Monday through Friday from 9:30am to 5:30pm.

Visa hours are between 10am to 3:30pm.

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 Ramna Dhaka-1207

Tel: +(880) (2) 831 4128

Fax: +(880) (2) 831 8210

Contact details for local police stations can be found [online](#).

Applications can also be submitted via the High Commission of Bangladesh in the UK:

28 Queens Gate

London

SW7 5JA

- Telephone: +(44) 20 7584 0081
- Fax:+(44) 20 7581 7477

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 – this is available [on the website for the Bahrain embassy](#)
- two 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 £42
- stamped and addressed envelope

What are the costs/turnaround times?

The application process takes up to one month and the total cost is £42.

Contact details

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

- Telephone: 020 7201 9170
- Fax: 020 7201 9183

- Email: information@bahrainembassy.co.uk
- Website: www.bahrainembassy.co.uk

The information on this country was last updated on: 15 March 2017

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 + GBP£6. The certificate can be mailed, or collected
- turnaround time is on average a week (excluding postage)

Contact details

[Download application form](#)

The Commissioner of Police
Police Headquarters
Corner of Roebuck Street
Bridgetown, St. Michael,
BARBADOS

- Telephone: +(246) 4307-100

Belarus

Who can apply?

Any individual can apply.

Where?

- applicants can apply at the police station responsible for the area in which they live in Belarus
- applicants in the UK can contact the Embassy of Belarus to facilitate the application

What must the applicant supply?

The applicant must supply a passport and a valid permit to live in Belarus.

What are the costs/turnaround times?

Applications cost approximately 35 EUR for citizens of Belarus and 70 EUR for noncitizens. The turnaround time is around 2 months.

Contact details

Contact details for the Embassy of Belarus, London:

- Email: uk.consul@mfa.gov.by

The information on this country was last updated on: 25 July 2016.

Belgium

Extrait de Casier Judiciare/ 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
- in Belgium, applicants must apply to the local police
- outside Belgium, applicants must apply directly to the Ministry of Justice through a Belgian embassy

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 Ministry of Justice:

French speaking:

Service du Casier Judiciaire Central
Boulevard de waterloo 80
1000 Brussels - Belgium

- Telephone: 0032 2 552 27 48
- Fax: +32 (0)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

- Telephone: 0032 2 552 27 47
- Fax: 0032 2 552 27 82

The information on this country was last updated on: 22 July 2016

Belize

Police Clearance.

Who can apply?

- individuals may apply in person or from abroad
- foreign nationals must have been resident in Belize for 6 months or longer

Where?

- local applicants can obtain certificates from the Belize Police Department Headquarters – Belmopan
- applicants in the UK can contact the Belize High Commission who can facilitate the process
- applicants can have Belize-based family or friends submit an application on their behalf along with a Letter of Authority, signed by the applicant, authorising third party submission and collection of the application

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 time in Belize

What are the costs/turnaround?

- standard applications cost Bzd \$12 (approx. £3.74) for a two-week turnaround
- \$25 BZD for an urgent service (1-2 days)
- 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.

Contact details

[Download application form](#)

Ms. Ramirez, Head of Criminal Records Office:

- Telephone: (501) 207-3206
- Email: cro@policenet.bz

The information on this country was last updated on: 22 July 2016

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 can apply at 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

*Telephone: 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 or consult the Nearest Botswana Mission

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

- Telephone: +(267) 3918601
Plot 22117 Gaborone West Industrial,
Kgomokasitwa Road

- Email: golesetedi@gov.bw

For more information for applicants in the UK, contact:

Botswana High Commission
6 Stratford Place
London
W1C 1AY

- Telephone: +(0044) (020) 7499 0031, (020) 7647 1000
- Fax: +(0044) (020) 7495 8595, (020) 7409 7382

The information on this country was last updated on: 24 August 2016.

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)

What must the applicant supply?

- full name

- Brazilian ID card number
- Brazilian CPF number (Brazilian tax card)
- passport bio-data copy

Contact details

- [Addresses and telephone numbers of the Federal Police \(Policia Federal\)](#)
- [Regional offices](#)

Contact the British Embassy in Brasília:

Embassy of Brazil
14/16 Cockspur Street
London SW1Y 5BL

- Telephone: 020 7747 4500
- Website: www.brazil.org.uk, <http://ukinbrazil.fco.gov.uk/en>

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?

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

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

Bulgaria

Svidetelstvo za Sudimost / Conviction Status Certificate.

Who can apply?

- Bulgarian nationals can apply, prospective employers cannot apply
- a non-national must possess a Unique Personal Identification Number which is obtained when one holds a Bulgarian residence permit
- 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
- given name, father's name, family name and address of the citizen requesting the certificate
- unique Personal Identification Number
- day, month and year of birth
- place of birth
- citizenship status
- the purpose for requesting to obtain the certificate, and the exact job position needs to be mentioned
- an Identification of Names Statement if the three names of the citizen requesting the certificate have been changed after the age of 14 due to marriage, adoption or other, the names given by birth need to be included
- ID card or passport
- original birth certificate or a certified copy of the birth certificate

What are the costs/turnaround?

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

Contact details

Local applicants must consult:

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

- Telephone: +(0035) 929 237 355
- Fax: +(0035) 929 881 142
- Email: pr@justice.government.bg

External applicants must consult:

Bulgarian Embassy in London
186-188 Queen.s Gate
London
SW7 5HL

- Telephone: 00 44 207 584 9400
- Email: consul@bulgarianembassy.org.uk
- Website: www.bulgarianembassy-london.org

The information on this country was last updated on: 05 August 2016.

Cape Verde

Who can apply?

Normally the applicant themselves. 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 online](#) (Portuguese)

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

- Telephone: 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 required. The document is valid for 3 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.

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.

What must the applicant supply?

Applicants resident in Canada:

The Canadian visa office will tell you if you need a Canadian criminal record check while your application is being processed. If the visa office asks you to complete a criminal record check, visit the RCMP website for instructions.

You must provide:

- a full electronic set of fingerprints on form C-216C
- a complete application form
- reason for your request (eg. for immigration)
- your full name
- date of birth
- gender
- mailing address
- phone number (and/or fax number and/or e-mail address)
- applicable fees

Applicants outside Canada:

You must provide:

- a full set of fingerprints that have:
 - 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
 - the signature of the official taking the fingerprints
- a complete application form
- reason for your request (eg. for immigration)
- your full name
- date of birth
- gender
- mailing address
- phone number (and/or fax number and/or e-mail address)
- applicable fees

[Further information is available online.](#)

Contact details

For further enquiries, the High Commission of Canada in London may be able to assist. Please provide your full name, address, telephone number and date of birth, along with a heading in the subject line specifying your query:

- Email: ldn.consular@international.gc.ca, ldn.passport@international.gc.ca
- Website: <http://www.rcmp-grc.gc.ca/cr-cj/fing-empr2-eng.htm>

The information on this country was last updated on: 18 October 2016.

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 3 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

- Telephone: 345-945-4924, 345-645-4924
- [Download an application form and find additional information](#)

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?

Consulate General of Chile:

37-41, Old Queen Street
London
SW1H 9JA

- Telephone 020 72222361 (Exts: 204, 205 or 206)

Or in Chile at the nearest “Servicio de 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

Consulate General of Chile in London:

37-41 Old Queen Street
London
SW1H 9JA

- Telephone: 020 72222361 (Exts. 204, 205 or 206)
- E-mail: Londres@consulado.gob.cl
- Website: Chile.gob.cl/londres/es/

The information on this country was last updated on: 23 March 2017.

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 accept applications

What must the applicant supply?

Local citizens shall provide:

- their original ID card
- permanent Residence Registration (Hukou) and copies

Non-citizens shall provide: - their original ID card - temporary residence card (juzhuzheng) - passport and copies

All applicants shall fill in the application form and provide other relevant documents requested by the local public authorities.

What are the costs/turnaround?

- free in most circumstances, however local public authorities should be contacted regarding the fee
- approximately seven working days for an application

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

- Telephone: 020 7299 4049
- Operating hours: Monday-Friday 09.00-12.30, 14.00-17.00
- Website: www.chinese-embassy.org.uk

The information on this country was last updated on: 11 August 2016.

Columbia

[Colombian nationals can apply online for the certificate.](#)

Foreign nationals who have lived in Colombia must apply by email to the Colombian National Police.

What must the applicant supply?

- copy of their passport
- copy of their visa
- copy of Colombian Foreigner's ID (Cédula de Extranjería)
- list of dates spent within the country
- a signed letter requesting the certificate

Contact details

Colombian National Police Directorate of Criminal Investigation and Interpol

Av. El Dorado No. 75-25
Bogotá D.C.-Colombia

- Telephone: 57 (1) 5159700 ext. 30421
- Email: dijin.oac@policia.gov.co

Colombian Consulate General
Ground& 3rd Floor
35 Portland Place
W1B 1AE

- Telephone: 020 7637 9893 or 020 7927 7121
- Fax: 020 7637 5604
- Email clondres@cancilleria.gov.co

Embassy of Colombia
3 Hans Crescent
London
SW1X 0LN

- Telephone: 020 7589 9177/5037
- Fax: 020 7581 1829
- Email: elondres@cancilleria.gov.co
- Website: www.colombianembassy.co.uk

The information on this country was last updated on: 22 March 2017.

Costa Rica

What must the applicant supply?

Applicants outside Costa Rica must supply a letter, by email to concr-uk@rree.go.cr including:

- applicant's full name
- copy of identity document (ID Card or passport)

- applicant's date of birth
- full name of both of the applicant's parents
- full name, copy of identity document (ID Card or passport) and phone number of the person in Costa Rica who is authorised to collect the document.

The document must be collected by a nominated person in the Judicial Register in San Jose. If you do not have a friend/agent who can do this, the Consulate can discuss options with you.

What are the costs?

There is no cost.

Contact details

Embassy of Costa Rica
23 Woodstock Street
Mayfair
London
W1C 2AS

Phone: (+44/0)20 7629 3111 Email: concr-uk@rree.go.cr

The information on this country was last updated on: 17 July 2020.

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](#) (in Croatian)
- 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

Contact details

Applications submitted to:

Ministarstvo pravosudja
Odjel za kaznenu evidenciju
Ulica grada Vukovara 49
10000 Zagreb
Croatia

Embassy of the Republic of Croatia in the UK:

21 Conway Street
London
W1T 6BN
UK

- Email: croemb.london@mvep.hr
- Telephone: 00 44 20 73872022
- Fax: 00 44 20 73870310

- Consular Section operating hours: Mondays-Thursdays 11.00-14.00, Fridays 10.00-12.00 (except on holidays in Croatia and UK)

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, applicants 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:

Central Office in Havana
Oficina de Registro de Antecedentes Penales
Linea y D
Vedado, Plaza de la Revolucion
Ciudad de la Habana

Telephone: +(537) 832 7716 / 832 6833

External applicants:

Cuban Embassy
167 High Holborn,
London
WC1V 6PA

- Telephone: 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
- two 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
- two 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](#) (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

- Telephone: 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

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

Czech Republic

Excerpt from the Penal Register.

Who can apply?

- individuals may directly reply
- 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 forms](#)

[Czech Point website \(locations of offices\)](#) (in Czech)

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

Rejstrik Trestu Praha
Soudní 1
140 66 Praha 4

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

The Embassy of the Czech Republic in the UK:

26 Kensington Palace Gardens
W8 4QY

- Telephone: 020 7243 1115
- Fax: 020 7727 9654
- Website: http://www.mzv.cz/london/en/visa_and_consular_information/consular_information/extract_from_the_czech_republic_criminal/index.html

Democratic Republic of Congo

Police Criminal Record/ Extrait du Casier Judiciare.

Who can apply?

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

Where?

Local applicants only : Through the Inspector General of the Criminal Police (Police Judiciaire) in Kinshasa (see below).

What must the applicant supply?

- copy of ID
- fingerprints

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
Judiciare Direction de l'Identite Judiciare
14 Avenue Kalemie, Commune de Gombe
Kinshasa, DRC

The information on this country was last updated on: 18 April 2017

Denmark

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
 - for what purpose the information may be used by the designated recipient

Where?

Danish nationals and foreign nationals may contact the Danish National Police at the following address:

National Police ("Rigspolitiet")
Centre for General Law
Polititorvet 14
DK - 1780 Copenhagen V
Denmark

- Telephone: +45 35 21 62 22
- Email: adm-kriminalregister@politi.dk, khr-kr@politi.dk

What must the applicant supply?

The Danish National Police will need:

- a copy of the applicant's passport
- information about his/her last residence in Denmark
- information on whether the certificate is to be issued in English
- information on which address the certificate is to be forwarded to

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. GBP£20)
- there is no fast track service

Contact details

[Further details can be found online](#)

[The application form can be found online](#) (Danish language only)

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,
Kriminalregisteet,
Postboks 93,
2650 Hvidovre

Royal Danish Embassy:

Royal Danish Embassy
55 Sloane Street
London SW1X 9SR

- Telephone: 020 7333 0200
- Fax: 020 7333 0270
- Email: lonamb@um.dk

The information on this country was last updated on: 14 March 2017.

Dominica

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
- two 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
London
SW5 0HW

- Telephone: 020 7370 5194
- Fax: 020 7373 8743
- Email: info@dominicahighcommission.co.uk
- Website: <http://www.dominicahighcommission.co.uk/>
- Operating hours: Monday-Friday 9.30-7.30

The information on this country was last updated on: 10 April 2017.

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)
- two 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.

- Telephone: +(809)-682-2151
- Email: jefatura@policianacional.gov.do

Embassy of the Dominican Republic
139 Inverness Terrace
W2 6JF

- Telephone: 020 7727 7091
- Fax: 020 7727 3693
- Email: info@dominicanembassy.org.uk
- Website: www.dominicanembassy.org.uk
- Operating hours: Monday-Friday 10.00-17.00

Dubai

See United Arab Emirates.

Ecuador

Certificado de Antecedentes Personales.

Who can apply?

- local applicants must apply in person
- Ecuadorians 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 2 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
144 - 146 King's Cross Road - First Floor
London
WC1X 9DU

- Telephone: 020 3503 0660
- Website: <http://londres.consulado.gob.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?

- must attend in person at the Consulate to take fingerprints
- valid passport
- full address in Egypt

- one passport size photo
- forms can be bought and stamp duty paid at post offices in Egypt

What are the costs/turnaround times?

- fees of GBP 14
- this process takes 6 to 8 weeks

Contact details

Egyptian Consulate
No. 2 Lowndes Street
London
SW1X 9ET
United Kingdom

- Telephone: 020 7235 9777
- Fax: 020 7235 5684
- Operating hours: Monday-Friday 09.00-17.30

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

- Telephone: 020 7713 0096
- Fax: 020 7713 0161

Estonia

Notice from the Punishment Register (Karisturegisteri teatis)

Who can apply?

- individuals
- third party applicants

Where?

- applications are accepted by post or email directly to the Punishment Register (Criminal Records Database)
- UK employers seeking disclosure should contact the Punishment Register (Criminal Records Database)

What must the applicant supply?

Completed application form requiring:

- full name
- Estonian personal code or date of birth
- contact details (full postal address, telephone number and email address)

Making a query about someone else requires the forename, surname and personal code of that person or the name and Business Registry code of that person.

Postal applications should be accompanied by a signed and dated copy of the applicant's passport or ID card.

What are the costs/turnaround?

- queries about own data is free-of-charge once a year
- queries about another person or repeat queries about own data are subject to prior payment of the state fee. Payment should be made by bank transfer and the proof of payment should be enclosed to the application
- turnaround of around 2 business days for Limited checks and 10 days for Full checks. This does not include postal time
- there is no fast track service available
- the certificate is in Estonian language
- a consular statement in English can be obtained from the Embassy by post. In order to

obtain it please send your original certificate of good conduct (in Estonian), copy of your passport or ID-card and the state fee paid by Postal Order (cheque from a post office; payable to: Estonian Embassy). [More information](#)

Contact details

[Application form available online.](#)

Applications should be sent to:

Karistusregister
Nimekast nr 1563
Toompuiestee 33A
10402, Tallinn
ESTONIA

- Telephone: +372 663 6359
- Email: paring@karistusregister.ee

Application for a consular statement in English should be sent to:

Embassy of the Republic of Estonia
44 Queen's Gate Terrace
LONDON SW7 5PJ

- Telephone: 020 7838 5388
- Fax: 020 7589 3430
- Email: london@mfa.ee
- Website: <https://london.mfa.ee>

The information on this country was last updated on: 12 August 2016.

Ethiopia

Who can apply?

- individuals may apply
- 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
- their 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
London SW7 1PZ

- Telephone: 020 7589 7212
- Email: info@ethioembassy.org.uk
- Website: www.ethioembassy.org.uk
- Operating hours: Monday-Friday 9.00-17.00

Consular Section:

- Telephone: 020 7838 3897
- Operating hours: Monday-Friday 9.00-16.00

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. GBP£21.50) with a 1 day fast track service of FJ\$122.65 (approx. GBP£43.01)
- overseas applicants (Migration and Employment Purposes): FJ\$102.20 cash/ FJ\$112.20 bank draft (approx. GBP£35.85/ GBP£39.35) with a 1 day fast track service of FJ\$153.30 cash/ FJ\$163.30 bank draft (approx. GBP£53.76 /GBP£57.27)

[Further information on fees](#)

Contact details

[Application form](#)

[Guidance](#)

Applications to be sent to:

The Officer in Charge
Criminal Records Office
P.O. Box 239
Suva,
Fiji Island

High Commission of the Republic of Fiji
34 Hyde Park Gate
London SW7 5DN

- Telephone: 020 7584 3661
- Fax: 020 7584 2838
- Website: www.fijihighcommission.org.uk, <http://www.fijihighcommission.org.uk/index.html>
- Operating hours: Monday-Friday 09.30am-1pm and 2pm-5pm

Consular Section

- Telephone: 020 75843661 ext 5340/5347

Finland

Rikosrekisteriote / Extract from Criminal Records

Who can apply?

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

Where?

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

An application for an Extract from Criminal Records must include the name of the country where the extract is presented and the purpose for which the extract is requested.)

What are the costs/turnaround?

A fee of €12 (approx GBP £10.00) for an extract from Criminal Record

- application is payable by the applicant. An invoice for the fee is released with the extract
- processing time for both types of criminal record extract is approximately one week

Processing time for an extract from criminal records is 4 working days. The Legal Register Centre does not provide a fast-track disclosure service.

Contact details

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

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

- Telephone: +(0035)8 10 36 65662
- Fax: +(0035)8 10 36 65783
- Website: <http://www.oikeusrekisterikeskus.fi/text/en/index/rekisterit/rikosrekisteri.html>

[Download application forms](#)

[Apply for Extract from criminal records](#)

Embassy of Finland
38 Chesham Place
London
SW1X 8HW

- Telephone: 020 7838 6200
- Fax: 020 7235 3680
- Email: sanomat.lon@formin.fi
- Website: www.finemb.org.uk

The information on this country was last updated on: 17 August 2016.

France

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

It is now possible for UK citizens (or anyone else not born in France) to [apply for the criminal records check in France online using this online form](#).

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 3 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 applicant's 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](#) (French language only).

[Postal/fax application form](#) (French language only)

To be sent to:

Casier Judiciaire National
107 rue du Landreau
44317
Nantes

- Telephone: +(0033) 2 51 89 89 51
- Fax: +(0033) 2 51 89 89 17/18
- Website: <https://www.justice.fr/fiche/demande-extrait-casier-judiciaire-bulletin-n3>
- E-mail: cjn@justice.gouv.fr

French Embassy
58 Knightsbridge
London
SW1X 7JT

- Telephone: 020 7073 1000
- Fax: 020 7073 1004
- Email: consulat.londres-fslt@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

- Telephone: +(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

- Telephone: 020 7229 8066
- Fax: 020 7229 9225
- Email: gambiahighcomuk@btconnect.com
- Operating hours: Monday-Thursday 09.30-17.00, Friday 09.30-13.00

Georgia

Who can apply?

- a person can apply for their crime record certificate
- 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:
 - 20 GEL to issue a certificate within 2 working days
 - 40 GEL to issue a certificate within 1 working day
 - 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 8E

- Telephone: 020 7348 1941
- Fax: 020 7603 668
- Email: embassy@geoemb.plus.com
- Website: www.uk.mfa.gov.ge

Consular Section

- Telephone: 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 an applicant lacks the 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.

The application can be made at the German Embassy or Consulate in the country the applicant lives now but in UK. It can also be done independent from the German Embassy as the signature on the form can also be certified by a Notary Public.

Please find all information on the attached information sheet and on [our website](#) and [on the website of the Bundesamt für Justiz](#). ### What are the costs/turnaround times?

The fee for issuing a police clearance certificate is €13, payable in advance to:

- Deutsche Bundesbank Filiale Bonn
- Bank code: 370 000 00
- Account number: 38001005
- Account name: Bundesamt für Justiz BIC/swift MARKDEF1370
- IBAN DE49370000000038001005

Payment can also be made by cheque. Cheques should be made out in Euro and drawn from a German bank. Cheques from the UK can also be made out in pound Sterling. Please contact the legalisation department at the German Embassy for further details and exchange rate.

No certificate can be issued until the fee has been paid or appropriate proof of payment is provided.

Contact details

Local applicants must visit their [local registry office](#).

Overseas applicants can [download an application form](#).

The application for overseas applicants should be sent to:

Federal Central Register of the Federal Office of Justice
Bundesamt für Justiz
-Bundeszentralregister-
Sachgebiet IV21/IR
53094 Bonn
Germany

Embassy of the Federal Republic of Germany
23 Belgrave Square/Chesham Place
London
SW1X 8PZ

- Telephone: 020 7824 1300
- Fax: 020 7824 1435
- Email: info@london.diplo.de
- Website: http://www.london.diplo.de/Vertretung/london/en/07/07_AZ/O_P/Police_clearance_certificate.html
- Operating hours: Monday-Thursday 8.30-17.00 and Friday 8.30-3.30

The information on this country was last updated on: 01 August 2016.

Ghana

Police Clearance Certificate or Criminal Check Report.

Who can apply?

- individual applicants: residents and non-residents, as well as noncitizens
- 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
- overseas applicants can approach the Ghana High Commission in the UK
- a prospective UK employer may submit an application to the Criminal Record Bureau, but the subject will have to appear in person
- overseas applicants must contact their nearest Ghana High Commission to obtain advice

What must the applicant supply?

- completed application form
- full set of fingerprints (taken at local police station or Fingerprints Unit if in the UK)
- three 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)
- last 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: \$200 payable in cash or cheque
- processing time is approximately 2 weeks

Contact details

Ghana High Commission
104 Highgate Hill
London
N6 5HE

- Telephone: 08453 133 399
- Website: <https://www.ghanahighcommission-uk.com>

Or contact the following address:

The Director General
Criminal Investigations Department
Criminal Records Bureau
Ghana Police Headquarters
Cantonments (near Ako Adjei interchange)
Box GP0116
Accra, Ghana

- Telephone: +(233) (021) 761250 / 773906
- Fax: +(233) (021) 776672

The information on this country was last updated on: 23 August 2016.

Gibraltar

Certificate of Good Conduct.

Who can apply?

- individuals
- if the 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?

Royal Gibraltar Police
New Mole House Police Station
Rosia Road, Gibraltar

- Telephone: (350) 200 72500
- Email: info@royalgib.police.gi

What must the applicant supply?

Completed [application form](#)

What are the costs/turnaround times?

- £5
- five day turnaround

Contact details

Royal Gibraltar Police:

Royal Gibraltar Police
New Mole House Police Station
Rosia Road, Gibraltar

or

Gibraltar House,
150 Strand, London
WC2R 1JA

- Telephone: 0207 836 0777
- Email: info@gibraltar.gov.uk

Greece

Since 1st April 2014, Greek Consular authorities no longer accept applications for Penal Records Certificates. Applicants should direct requests personally, or through a representative, to the competent authorities in Greece which are:

- for applicants born in Greece, the First Instance Court of the city of birth
- for applicants born outside of Greece, the Penal Records Department of the Ministry of Justice

For more information contact:

Ministry of Justice
Mesogion Str. 96
Athens 115-26

- Telephone (+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 2 certificates are required applicants must provide three passport sized photos
- ten fingerprints from the applicant
- 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

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

- Telephone 0207 385 4415
- Fax 0207 385 480

E-mail: office@grenada-highcommission.co.uk

The information on this country was last updated on: 17 March 2017.

Guinea

Criminal Record Check.

Contact details

UK Dialling Code for Guinea is: 00 224

Ministry of Justice
Conakry, GUINEA

Court Kaloum:

- Telephone: 664 23 35 47/622 36 33 36

Court Mafanco:

- Telephone: 664 29 13 03/ 622 53 20 21

Court Dixinn:

- Telephone: 622 18 96 86/ 664 90 34 76

Embassy of the Republic of Guinea:

258 Belsize Road
London
NW6 4BT

- Telephone: 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 submit applications to the Commissioner of Police of the Guyana Police Force
- overseas applicants are required to apply directly to the Commissioner of Police in writing

What must the applicant supply?

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

- full name and date of birth
- previous address in Guyana
- three recent passport-size photographs
- copy of Passport Bio-Data Page
- parents' names and addresses
- postal order for two pounds (£2.00) made payable to the Commissioner of Police or for those applicants outside the UK, an International Bank Draft made payable to the Commissioner of Police in the amount of US\$5
- official set of fingerprints taken by the relevant Police Authority

Fingerprints in the UK can be obtained from the Metropolitan Police Fingerprint Bureau.

- Telephone: 020 7230 1212 ext 2099 or 020 7230 2099

When applying in person at the Police Headquarters in Guyana:

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

What are the costs/turnaround times?

- persons applying in Guyana are required to pay a fee of 5 hundred Guyana dollars (G\$500.00)
- persons applying from the UK should send a Postal Order made payable to the Commissioner of Police in the amount of 2 pounds sterling (£2.00)
- persons applying from outside the UK should send an International Bank Draft made payable to the Commissioner of Police in the amount of five US dollars (US\$5.00)
- applications are processed in five working days. Persons applying by post from

overseas should also take into consideration the time required for post to and from Guyana

Contact details

Commissioner of Police
Guyana Police Force
Eve Leary
Georgetown
Guyana

- Telephone: 00 592 226 2487
- Fax: 00 592 226 2740
- Email: info@guyanapoliceforce.gy
- Website: <http://guyanapoliceforce.gy/police>

Persons can also make contact with the High Commission if any guidance or clarification on the requirements is needed.

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

- Telephone: 020 7229 7684
- Fax: 020 7727 9809
- Email: info@guyanahclondon.co.uk
- Website: www.guyanahclondon.co.uk

The information on this country was last updated on: 12 August 2016.

Hong Kong

The authorities in Hong Kong have declared that Certificates of No Convictions (CNCC) can only be obtained for reasons relating to applications for a visa to visit or reside in another country, or for adoption of children. Applications for any other purpose will not

be accepted.

To allow you to obtain a CNCC from to support an application for a UK visa, you will need to submit your completed visa application form as part of the Hong Kong Police process (you will not need a separate letter from the Consulate if you provide this).

[Further details on how to obtain a CNCC from the Hong Kong police](#)

The CNCC will be forwarded directly to the Visa Application Centre in Hong Kong

The process of applying for a CNCC will take four weeks and that you should make your appointment at the visa application centre no earlier than four weeks after the date that you submit your application for a CNCC.

Applicants wishing to making a [priority visa service application](#) will need to apply for the CNCC first. When the CNCC is received at the Visa Application Centre an e-mail will be sent to applicants. Applicants can then submit an application for the priority visa service at that point and either attend the appointment originally booked or choose to make a new earlier appointment.

The Information on this country was last updated on: 23 October 2015.

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:

- central Office for Administrative and Electronic Public Services (Közigazgatási és Elektronikus Közszolgáltatások Központi Hivatala) in person or by post
- online via Web Assistant application
- through the nearest Hungarian embassy/consulate (a prior appointment is requested)

What must the applicant supply?

For the application it is necessary to complete the application form for official certificate of good character in block letters according to the conventions of the Hungarian language and the photocopy of the valid passport is required too. If the application is in person, the valid ID card or passport at the lodging of the application must be presented. [Downloaded the online form.](#)

In Hungary, the application for certificate may be submitted:

- by mail: The application form is available as a complete postal package including cash transfer order and instructions for completing at post offices
- the completed application form must be sent with the original payment order by registered mail to the following address: Közigazgatási és Elektronikus Közszolgáltatások Központi Hivatala (Central Office for Administrative and Electronic Public Services), 1475 Budapest, Pf.: 172
- electronically for customers having Customer Gate login or registration through Web Assistant application available at our website
- in person at the KEKKH Customer Service Centre (1133 Budapest, Visegrádi utca 110–112.) during opening hours from Monday-till Thursday 8am – 4:30pm, Friday 8am – 2pm

At the Consulates, the application for certificate may be submitted:

- in person upon appointment
- by post: signature on the application form should be legalised by an Honorary Consul or a Notary Public. More information about the contact details of the Honorary Consuls and the list of the Notaries Public are on [the website of the consulate](#)

- the signatures and the copies legalised by a Notary Public should be authorized by the Consulate

What are the costs/turnaround times ?

Through the Consulates:

- in Hungarian - £45
- with legalised translation - £78

In Hungary:

- free of charge

The procedure at the Consulates takes about 2 weeks. In Hungary, the Certificate will be issued within 8 days.

In case of submission in person, the issued Certificate can be obtained on the day of the submission of the application, but within maximum 5 days.

Contact details

Central Office for Administrative and Electronic Public Service.

Head office:

- 1094 Budapest, Balázs, Béla utca 35.
- 1476 Budapest, Pf. 281
- Telephone: +36-1-550-1730
- Telephone: +36-1-455-6875
- Email: <kekkh@kekkh@gov.hu>
- Website: www.kekkh.gov.hu

General information on administrative affairs:

- Telephone: 1818
- Telephone (from abroad): +36-1-550-1858

- Email: 1818@1818.hu

Hungarian Embassy details:

35 Eaton Place
London
SW1X 8BY

- Telephone: 0044 20 7201 5218
- Fax: 0044 20 7235 8630
- Website: <http://london.gov.hu/consular-information>

The information on this country was last updated on: 05 August 2016.

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 2 witnesses

What are the costs/turnaround times?

- issued at ISK 1,350 (approximately £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

- Telephone: 00354 560 3000
- Fax: 00354 560 3090
- Website: http://www.syslumenn.is/utanrvk/leyfi_skirteini/sakavottord (Iceland)
- 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](#) . 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

- Telephone: 00354 5301600
- Fax: 00354 5301606
- Website: <http://www.ríkissaksoknari.is/>
- Email: rsak@tmd.is

Icelandic Embassy in London:

2a Hans Street
London
SW1X 0JE

- Telephone: +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:

East Block-7
R.K. Puram
New Delhi- 110066
India

- Telephone: (91-11) 26105353, 26105353
- Fax: (91-11) 26186567, 26197984
- Email: comm@ncrb.nic.in

High Commission of India in UK:

High Commission of India
India House
Aldwych
London
WC2B 4NA

- Telephone: 020 7836 8484
- Fax: 020 7836 4331
- Email: administration@hcilondon.in

- Website: www.hcilondon.in

Indonesia

A Police Clearance Certificate (also known as SKCK) is a certificate which is issued by the national police of Indonesia. The certificate is available to expatriates or local Indonesians who require a confirmation of their criminal status.

<https://kemlu.go.id/portal/en>

Local Requests: (for Indonesian Citizen outside of Indonesia)

Applicants should obtain a Surat Keterangan Catatan Kepolisian (SKCK) from the police authorities of their area of residence. Indonesian residents will need to provide their identity card, family card, birth certificate and a letter from the head of their community and sub-district.

Non-Resident Requests: (for a foreigner that worked in Indonesia)

A Foreign citizen who has lived in Indonesia in the past, should contact his/her country's representative (Embassy or Trade Office – Senior Liaison Officer) to assist with obtaining a police certificate. Proof of your stay in Indonesia will be required.

The Indonesian National Police only issues a Police Clearance Certificate to residents of Indonesia. The applicant of the certificate must submit proof of residency in Indonesia, such as a copy of an Indonesian ID for an Indonesian citizen, or a copy of a Permanent Stay Permit Card or Temporary Stay Permit Card for a foreigner staying in Indonesia. For those visiting Indonesia with a Visit visa, the Police cannot issue a certificate.

<https://kemlu.go.id/portal/en>

Iran

Apply In-Person

1. Applicant can apply at POLICE+10 centre.
2. Please find the details using the link for contact: [contact](#)
3. Go to the office with copy of original and original documents.
4. Please follow as per authorities advice to complete the applying procedure.
5. Applicant should pay for any charges if required as advised.
6. This application will be processed by respective department.
7. The certificate can be collected from the office where applicant applied in person upon notification or issued as per norms.

Note:

- Non citizens must present their Iranian residency card or an Iranian Laisser Passer to one of the Alien Bureau Offices to get a letter of introduction which applicants shall attach with their documents while applying at POLICE+10 centre.

Applicant can also apply at their nearest embassy or consulate in person. Link to locate the embassy or consulate: [Bilateral agencies](#)

Iraq

Applicant can apply to “Criminal Investigation Department in Iraq”.

<http://www.mofa.gov.iq/non-conviction-certificate>

How to obtain a Non Conviction Certificates (Certificates of Good Conduct) :

In order to help the Iraqi citizens living abroad ,or Arabs and foreigners who have already reside in Iraq, obtaining a Non Conviction Certificates , they need to follow these steps : –

- 1 . To apply for getting the certificate to the consul or his nominee , according to the application form (No. 3) .
- 2 – To write down accurately all information in the record of the applicant according to the form number (2).
- 3 . To write down accurately all information in the finger prints form according to form number (5).
- 4 . To put fingers prints of the certificate requester clearly according to the form number (6).
- 5 . To attach a passport photocopy of the certificate requester .
- 6 . To attach four new colored photographs.
- 7 . An amount of (10,000) ten thousand Iraqi dinars to be collected by the Directorate of Criminal Evidences Investigations in Baghdad (letter of the Consular Department No. m . G 01/26/1460 at 03/24/2011) .
- 8 . To send all that has been mentioned in the paragraphs above along with a letter from the embassy to the Directorate of Criminal Evidences Investigations. Then the certificate to be issued and brought back to the mission in the same way it was received.
- 9 . It is necessity to write the name of the certificate requester in a foreign language

according to his passport.

Please note the following: –

- 1 . The form of the certificate to be given for the Iraqis is the same to be given for the Arabs or foreigners who have already staying in Iraq .
- 2 . The certificate issued needs no ratification by the Ministry of Interior.
- 3 . To put the left hand thumb print of the requester in the proper field on the certificate under the supervision of the embassy's competent official.
- 4 . To use black ink instead of the blue when taking fingerprints .

Ireland, Republic of

Who can apply?

- any person who is resident or has resided in the Republic of Ireland
- the individual must directly apply. Third party representatives may be appointed to apply on their behalf.
- Northern Irish (NI) applicants cannot apply through this scheme and must visit [Access Northern Ireland](#) for further information and guidance

What must the applicant supply?

Applicants for police certificates should make an application in writing to the superintendent in charge of the district wherein they reside, or formerly resided, in the Republic of Ireland. Please go to our [station directory](#) to find out who your district superintendent is.

Your application in writing should include the following:

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

You should also include with your application:

- a copy of your passport, driving license or similar for identification purposes
- a stamped, self addressed envelope

What are the costs/turnaround times?

There is no charge for this certificate.

Contact details

Requests can be written free-formed, or via a [downloadable application form](#)

The information on this country was last updated on: 02 March 2017

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, for example, a 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](#)

Israeli Embassy London:

2 Palace Green

London

W8 4QB

- Telephone: 020 7957 9500
- Consular telephone hours: Mon-Thurs 14:30-17:00
- Fax: 0207 957 9555
- Website: <http://embassies.gov.il/london/Pages/default.aspx>
- Email: consul-sec@london.mfa.gov.il

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/Certificato 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 GBP£2.75), cash only
- a fast-track disclosure is available for €6.20 (around GBP£ 5.50)
 - Turnaround for fast-track is while-you-wait (for local applications)

Overseas applicants:

- €3.54 (around GBP£ 3), and for overseas fast-track, fee of €7.08 (around GBP£ 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

- Telephone: +39 06 68807558
- Email: procura.roma@giustizia.it, 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
London
W1K 4EH

- Telephone: 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 and 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 online](#) at:

New Scotland Yard,
10 Broadway,
London,
SW1H 0BG

- Telephone: 0207-230-2099
- 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 Assistant Commissioner of Police in charge of Criminal Investigation Branch
- £20 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.

- Telephone: 020 7823 9911
- Fax: 020 7589 5154
- E-mail: jamhigh@jhcuk.com
- Website: <http://www.jhcuk.org>
- Application forms: <http://www.jhcuk.org/assets/files/forms/Police%20Record%20App%20Form.pdf>
- Criminal Records Checks: <http://www.jhcuk.org/citizens/police>
- Operating hours: Monday-Thursday 9am-5pm and Friday 9am - 4pm

Japan

Police Certificate.

Who can apply?

Any national/non-national over 14 years old with a current/former status of residence other than 'Temporary Visitor' may submit an application. The reason for obtaining the certificate must also amount to a legal requirement in the foreign state.

Where?

- local applicants must apply in person at their local Prefectural Police Office
- overseas applicants are advised to apply at nearest Japanese Consulate

[Information on the process can be found here](#)

Fingerprints must be taken at your local police station (contact directly for further

guidance).

What are the costs/turnaround times?

- free of charge however applicants are required to have their fingerprints taken by the police, a service which incurs a charge
- internal applications have a 2 week turnaround period
- overseas Consulate applications have a 2-3 month turnaround period
- all applicants local and overseas must collect their certificate in person at the relevant institution, with photo ID

Contact details

- local applicants must consult their local Police headquarters within their prefecture

Overseas applicants:

Consulate General of Japan in London
101-104 Piccadilly
London
W1J 7JT

- Telephone: (+44) 020 7465 6565
- Fax: (+44) 020 7491 9328
- Website: http://www.uk.emb-japan.go.jp/itpr_en/index_000078.html

Residents in Scotland, North-East England are advised to contact the [Consulate General of Japan in Edinburgh](#).

The information on this country was last updated on: 07 July 2016.

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 enquires are between 10 am – 12:30 pm on the following numbers:

- Telephone: 0207 937 3685
- Fax: 0207 938 1097
- Website: <http://www.jordanembassy.org.uk>, <http://jordanembassy.org.uk/consulate/certificate-of-good-conduct/>

Kazakhstan

https://egov.kz/cms/en/services/e_004

If you live in Kazakhstan:

You should apply in person at your local Public Service Centre. Police certificates are issued by a regional or the main Department of Special Records of the Committee of Legal Statistics and Special Records, [Office of Prosecutor General in Astana](#) (available in Russian only). You may also give a representative power of attorney to apply on your behalf.

If you live outside of Kazakhstan:

You can apply to the Consular Section of your nearest Embassy of Kazakhstan.

Kenya

Certificate of Police Clearance.

What must the applicant supply?

Non-Kenyan citizens:

- a complete set of rolled fingerprints and palm prints which should be taken by a local police official bearing an official stamp or taken before an Attorney and Certified. NOT photocopy or prints used in previous years
- if the applicant is under 18 years, a certified copy of the birth certificate
- an applicant Letter to the CID
- attach £10.00 Postal order payable to the “Kenya High Commission” or if applying at the Mission you may pay using a debit card
- certified copy of applicant’s passport information page
- provide an aliens certificate (both sides) or any supporting documents from an educational institution or employer to show that they stayed for mother that three to 6 months in Kenya
- a prepaid A4 self addressed registered or express post envelope

Residents outside UK should provide International Registered Envelope.

Kenyan Citizens:

- a complete set of rolled fingerprints and palm prints which should be taken by a local police official bearing an official stamp or taken before an Attorney and certified. NOT photocopy or prints used in previous year
- a certified photocopy of Kenyan 2nd generation Identity Card if the applicant is over 18 years of age
- an applicant Letter to the CID
- a certified copy of the applicant’s passport information page
- attach £10.00 postal order payable to the “Kenya High Commission” or or if applying at the Mission you may pay using a debit card
- a prepaid A4 self addressed registered or express post envelope

Residents outside UK should provide International Registered Envelope.

What are the costs/turnaround times?

Processing takes approx. eight weeks and a £10 postal order or payment by debit card is required.

Contact details

The Kenya High Commission
45 Portland Place
London
W1B 1AS

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

[Certificate of Police Clearance.](#)

The information on this country was last updated on: 14 March 2017.

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](#)
- one 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.

Overseas applicants:

Embassy of Republic of Korea
60 Buckingham Gate
London
SW1E 6AJ

- Telephone: +44 020 7227 5500
- Fax: +44 020 7227 5504
- Email: koreaneminuk@mofat.go.kr
- Website and application form: <http://gbr.mofa.go.kr/english/eu/gbr/visa/national/index.jsp>

Latvia

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

Who can apply?

- residents and non-residents may apply
- third Party representatives may apply on individual's behalf
- 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?

[All information can be found online](#)

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)

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?

[Cost/turnaround information can be found online](#)

Contact details

[Consult the website for further information and to access form](#)

The ICMI handles applications for criminal record disclosure:

The Information Centre of the Ministry of the Interior
Bruninieko Street 72b
Riga LV-1009, Latvia

- Telephone: (+371) 67 208 218 (Chancellery)
- Telephone: (+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:

Grove House
248A Marylebone Road
London
NW1 6JF
United Kingdom

- Telephone: +44 (0) 20 772 59 212
- Website: <http://www.mfa.gov.lv/en/london>

The information on this country was last updated on: 25 August 2016.

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 them 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 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

- Telephone: 01/292880 and 02/292885

UK:

Embassy of Lebanon
15 Palace Gardens Mews
London
W8 4RA

- Telephone: 020 77276696
- Fax: 020 72431699

You can read more information on the [Lebanese Embassy website](#).

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 districts' main charge office

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

- Telephone: 02072355686
- Fax: 020 7235 5023
- Email: lhc@lesotholondon.org.uk
- Website: www.lesotholondon.org.uk

The information on this country was last updated on: 17 March 2017.

Libya

Apply in person at your local police station. Certificates are not available for former residents.

Liechtenstein

Criminal Records Excerpt / Stafregistrauszug.

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 (approximately £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

- Telephone: (+423) 236 69 19
- Fax: (+423) 236 65 39
- Website: <http://www.landespolizei.li/>

Lithuania, Republic of

Consular Certificate on Criminal Records.

Who can apply?

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

Where

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

What must the applicant supply?

If applying in person at the embassy:

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

If applying by post:

- completed application form (full name, address, contact telephone number, purpose of request)
- notary certified copy of passport or identity card
- postal order
- prepaid special delivery self-addressed envelope

Non-nationals should contact the IT & Communications department, Ministry of Interior of the Republic of Lithuania (in Lithuania) through e-mail: ird@vrm.lt. All required information will be provided.

[You can download the online application form](#)

What are the costs/turnaround times?

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

Processing time is between 3-4 weeks.

Contact Details

Lithuanian Embassy, Lithuania House
2 Bessborough Gardens
London
SW1V 2JE

- Telephone: (+44) 020 7592 2840
- Fax: (+44) 020 7592 2864
- Website: <http://uk.mfa.lt/uk/lt>
- Email: amb.uk@urm.lt

IT & Communications department, Ministry of Interior of the Republic of Lithuania

Sventaragio str. 2
LT-01510 Vilnius
Lithuania

- Telephone: +370 (5) 271 7177
- Fax: +370 (5) 271 89 21
- Email: ird@vrm.lt

The information on this country was last updated on: 02 March 2017.

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

- Telephone: (+352) 475 981-1
- Fax: (+352) 470 550
- Website: <http://www.mj.public.lu/>

Embassy of Luxembourg
Wilton Crescent
SW1X 8SD

- Telephone: 020 7235 6961
- Fax: 020 7235 9734
- Email: londres.amb@mae.etat.lu
- Operating hours: Monday-Friday 9am-5pm

Macedonia, Republic of

Criminal Record Certificate.

Who can apply?

Applicants must apply in person only.

Where?

- local applicants can obtain a certificate from the basic court where the applicant is born
- overseas applicants are advised to apply to their nearest Macedonian embassy

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 £18 when submitted through the embassy in London
- on receipt of application, turnaround is 3 months if submitted through the embassy
- the turnaround time for applications submitted in Macedonia is three days

Contact details

Court of First Instance – Skopje I:

- Email: osnoven1s@yahoo.com
- Telephone: +389 2 3292 613

Embassy of the R. of Macedonia in London.

- Email: london@mfa.gov.mk
- Telephone: 020 7976 0535

The information on this country was last updated on: 28 December 2016.

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](#)

Consular Division
The High Commission of Malaysia
45 & 46 Belgrave Square
London
SW1X 8QT

- Telephone: 020 7235 8033
- Fax: (+44) 207 235 5161
- Email: myconsular@btconnect.com
- Website: <http://www.kln.gov.my/web/guest/home/>

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

- Telephone (+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

- Telephone: (+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 .

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 applicants passport

What are the costs/turnaround time?

- 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 weeks, as the application is sent to Malawi Police Service for verification

Contact details

Malawi High Commission
36 John Street
London
WC1N 2AT

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

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

- Telephone: (+356) 2294 2261/2
- Fax: (+356) 2294 2678
- Email: 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

- Telephone: (+44) 020 7292 4800
- Fax: (+44) 020 7734 1831
- Email: maltahighcommission.london@gov.mt
- Website: <http://homeaffairs.gov.mt/en/MHAS-Departments/Malta-Police-Force/Documents/Police%20Conduct%20Certificate%20Requirements.pdf>

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?

- people living in Mauritius should contact the Police Divisional Headquarters where they reside
- applicants living abroad can delegate a friend or relative in Mauritius to make the application to the Commissioner of Police, or can send an application directly to the Commissioner of Police
- applicants in the UK can make their applications through the Mauritius High Commission in London, however this is a slower process

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.

[Applications can be downloaded from the website](#)

Applications can be sent directly to:

The Commissioner of Police
 Crime Records Office
 Line Barracks
 Port-Louis
 Mauritius

What are the costs/turnaround times?

- there is a charge of Mru 100 for applications made in Mauritius
- there is a charge of £9 for applications submitted at the High Commission
- a bank draft payable to the Government of Mauritius should be sent with the application
- it normally takes 2-3 weeks if submitted in Mauritius, or by a relative, and approx. eight weeks when applied through the High Commission

Contact details

The Commissioner of Police
Crime Records Office
Line Barracks
Port-Louis
Mauritius

- Telephone: (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.

For any further information or clarification, the Consular Section of the Mauritius High Commission can be contacted on:

- Telephone: 0207 581 0294
- Email londonconsul@govmu.org
- Operating hours: Monday-Friday between 09.30 and 12pm

The information on this country was last updated on: 15 August 2016.

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 their 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 their 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 photographs. One front and one right profile photo

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. [Download the form here](#)
- 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 sized photographs - one front and one right profile photo

*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 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 (see below).

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

- Telephone: +52 55 5346 0000 Ext. 8428, 8430 y 8427
- Email: aregistrales@pgr.gob.mx

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

- Telephone: 020 7907 9442
- Fax: 020 7495 4035
- Email: consulmexuk@sre.gob.mx
- Website: <http://consulmex.sre.gob.mx/reinounido/>, <http://www.pgr.gob.mx/Paginas/default.aspx>

Moldova

Judicial Record for Individuals and Legal Entities / Casier Judiciare.

Who can apply?

- nationals and overseas may apply
- third party representatives may apply with written consent of subject and a power of attorney, certified by a notary

Where?

- local applicants can apply to the Minister of Interior, Moldova
- overseas applicants can apply through the Moldovan embassy in London

What must the applicant supply?

The applicant must supply a valid ID or passport.

What are the costs/turnaround times?

Local applicants:

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

Overseas applicants:

- approx. £33 GBP at the Embassy of Moldova, London

Contact details

[Information for internal applicants](#)

Overseas applicants:

Embassy of the Republic of Moldova
5 Dolphin Square

Edensor Road
London W4 2ST

- Telephone: (+44) 020 8995 6818
- Fax: (+44) 020 8995 6927
- Email: Londra@mfa.md

The information on this country was last updated on: 22 August 2016.

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

- Telephone: (+382) 202 415 90
- Email: mupravno@cg.yu

Embassy of Montenegro
18 Callcott Street
W8 7SU

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

Mozambique

Police Clearance Certificate / Criminal Record Certificate or Certificado do Registo Criminal.

Who can apply?

The Certificate is issued for persons born in Mozambique or non-Mozambican residents who have resided in Mozambique for one year or more.

Where?

Applicants in Mozambique:

The Certificate is issued by Repartição do Registo Criminal - Central (headquarters) in Maputo (Mozambique capital city). Repartição do Registo Criminal is equivalent to the Office of Criminal Record and is part of the Ministry of Justice, Constitutional and Religious Affairs.

The applicant must apply in person, as fingerprints are required. If the applicant is outside Maputo he/she can submit the application in the local Repartição do Registo Criminal office located in most provincial capitals. In some provinces there is also an online process recently introduced.

Applicants outside Mozambique:

Nationals or former residents who are not living in the country can initiate the process at the nearest Mozambique Embassy, High Commission or Consulate. The applicant must apply in person, as fingerprints and a witnessed signature are required.

At the Embassy the applicant must present a Mozambican ID or foreign passport, fill an application form, have fingerprints taken and his/her signature acknowledged. The application papers must then be submitted at the Office of Criminal Record in Maputo for final procedures and issuing of the Certificate. As mentioned above the submission can be done by a representative.

Applicants may designate a local (Maputo) resident to submit the request at Criminal Records Headquarters (Repartição do Registo Criminal - Central) in Maputo. The designation must bear the signature of two witnesses, and the proxy representative is empowered to collect the certificate from the Office of Criminal Records once available. This may be the preferable procedure for applicant who are outside Maputo however it is important to note that the representative can only intervene after the fingerprints process is concluded at the local Civil Records (Repartição do Registo Criminal) office or Mozambique Embassy, High Commission or Consulate.

What must the applicant supply?

- original valid passport or ID
- completed application form
- set of finger prints taken at the Mozambique High Commission

What are the costs/turnaround times?

The cost at the Office of Criminal Record headquarters is about \$3 (less than 100 MZN) including the charges for the application forms and the cost of initiating the process at the Embassy in London is £5.

Processing time is 1 to 3 working days.

Contact details

Mozambique High Commission
21 Fitzroy Square
London
W1 6ET

- Telephone: 020 7383 3800
- Website: <http://www.mozambiquehighcommission.org.uk/>

The processing body in Mozambique:

Repartição do Registo Criminal - Central (Office of the Criminal Records
Headquarters)
Cnr Rua Dos Flores and Avenida 24 de Julho
Maputo
MOZAMBIQUE

- Telephone: +258 21 307 850

The information on this country was last updated on: 12 August 2016.

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 6 months).

Contact details

Windhoek Police Station

Cnr of Bahnhof street and Independence Avenue

- Telephone: +264 61 209 4215 (or any nearest police station)
- Website: <http://www.nampol.gov.na/>

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

Police Clearance Report.

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](#) must be sent to the following applicable address:

Local applicants:

Police Headquarters
Crime Investigation Department (CID)
Kathmandu

- Telephone: (+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

- Telephone: (+44) 0207-229-1594
- Fax: (+44) 0207 793 8961
- Website: <http://www.nepembassy.org.uk/index.php>

Netherlands

Certificate of Good Conduct/ (VOG) Verklaring Omtrent het Gedrag.

[View information in English on how to apply and the cost involved.](#)

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](#)

COVOG

Postbus 16115

2500 BC The Hague

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

Royal Netherlands Embassy
Hyde Park Gate
SW7 5DP

- Telephone: 020 7590 3200
- Email: lon@minbuza.nl
- Operating hours: Monday-Friday 09.00-17.00
- Website: <http://unitedkingdom.nlembassy.org/passports-visas-consular/consular-services/criminal-record-checks-in-the-netherlands.html>

The information on this country was last updated on: 28 July 2016.

New Zealand

Criminal Conviction Report.

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?

Applicants can [apply for a Criminal Conviction Report on our website](#)

The completed form can be sent to criminalrecord@justice.govt.nz with a scan of a valid photo ID.

What are the costs/turnaround times?

- no charge
- approx. 20 working days in receipt of application

Contact details

All information about the checks can be found [at our website](#).

Criminal Records Unit
Ministry of Justice
SX10161
Wellington

- Telephone: +64 (4) 918 8800 and ask to speak to a Criminal Records Officer
- Email: criminalrecord@justice.govt.nz

The information on this country was last updated on: 14 July 2016.

Nicaragua

Who can apply?

Anyone who has resided in Nicaragua for a minimum of 3 months

Where?

- applications must be sent via email to the Nicaraguan Embassy in London to the official email consulnic.uk@btconnect.com. All applications are processed and confirmed in Nicaragua.
- certificates can also be obtained from the Police Services Office at the police stations in each county of the country.

What must the applicant supply?

The applicant must supply a letter (in Spanish) to the General Direction Office of the Police requesting the criminal record. The letter must contain the applicant following details:

- the complete name as in passport
- ID Number (in the UK, this will be Passport Number)
- civil status (married, single)
- places and dates where you lived, worked and stayed in Nicaragua
- father and mother names
- name of a Nicaraguan citizen that may give reference of you and copy of their National ID
- copy of the Nicaraguan ID (only for Nicaraguan citizens)
- copy of the main page of passport and the page of the entrance and exit Nicaraguan immigration stamps (if possible)
- pay the fee - The fee changes monthly, the charge is the Sterling equivalent of \$20 according to Nicaragua Central Bank. Applicants should call the embassy and ask for the exactly amount in pounds when applying. Only Cash or Postal Order is accepted as payment method.
- two photographs (passport type)

What are the costs/turnaround times?

- the fee changes monthly, the charge is the Stirling equivalent of \$20 according to Nicaragua Central Bank. Applicants should call the embassy and ask for the exactly amount in pounds when applying
- only cash or postal order is accepted as payment method
- the turnaround time is 3 months

Contact details

[Further information](#)

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

- Telephone: 020 7938 2373
- Fax: 020 7937 0952
- Email: embaniclondon@btconnect.com, consulnic.uk@btconnect.com
- Website: <http://www.cancilleria.gob.ni/>

The information on this country was last updated on: 12 August 2016.

Nigeria

Certificate of Good Conduct.

Who can apply?

- individuals in person
- prospective UK employers may apply (with authorisation from the individual)
- third party representatives may apply (with authorisation from the individual)

Where?

- all applications in Nigeria must be made in person at the Central Criminal Registry (CCR) in Lagos. Posts, e-mails and faxes will not be accepted
- applicants in the UK should apply through the Nigerian High Commission in London

What must the applicant supply?

Individuals:

- form available at CCR; to be filled on site
- enquire beforehand from CCR if additional documents are required.
- fingerprints to be obtained on site
- letter of introduction from prospective employing company (if applicable)
- 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)

Applicants in the UK:

- 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
- applicants will be given a letter by the High Commission to enable them to have their fingerprints taken by the Metropolitan Police

What are the costs/turnaround times?

Applicants in Nigeria:

- N1,500 (approx. GBP £5.99). Turnaround time given on application

Applicants in the UK:

- £15 for document and GBP£ 10 processing fee. Turnaround time given on application but faster if applicants can appoint a representative in Nigeria to submit their form directly

Contact details

Applicants in Nigeria can obtain the form from the CCR:

The Registrar of Criminals
The Nigeria Police Force
Attention: Central Criminal Registry
Federal Investigation and Intelligence Bureau
Alagbon Close, Ikoyi, Lagos
Nigeria

Applicants in the UK can [download the form](#).

Apply in person or post applications to:

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

- Telephone: (+44) 020-7550-681-31
- Email: immigrationservices@nigeriahc.org.uk

The information on this country was last updated on: 21 October 2015.

Norway

Criminal Record Certificate / Politiattest.

Who can apply?

A criminal record certificate contains information about a person's entries in the police records. A criminal record certificate is required in many professions and when working

for voluntary organisations. Criminal record certificates are only issued for the purposes described in laws and regulations and only for specific reasons – not on a general basis. [A list of these reasons is available on the Norwegian Police' website.](#)

Where?

You may apply for a criminal record certificate online. To log in you require a valid MinID, BankID, Buypass or Commfides details. This will confirm your identity, and you will not have to submit proof of identification.

[More information and links to the online forms](#)

If you are unable to apply for a criminal record certificate online, you may submit your application by post. If you live abroad, the application must be sent to the Police unit for background checks and police certificates:

Politiets enhet for vandelskontroll og politiattester
Postboks 113
N-9951 Vardø
NORWAY

What must the applicant supply?

The application must include:

- application form
- certified copy of valid passport drivers license or bank card containing your photo and signature Documentation of why you need the criminal record certificate
- signature of parent/legal guardian if you are under the age of 18

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

[Visit our website](#)

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

- Telephone: 020 7591 5500
- Fax: 020 7245 6993

The information on this country was last updated on: 25 July 2016.

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

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 GBP£ 3.00)

For non-resident expatriates:

- transfer of USD \$12 (approx GBP£ 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/howdoi.asp>

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

- Telephone: 020 7225 0001
- Fax: 020 7589 2505
- Operating hours: 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 crossreference 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

- Telephone: (+44) 020-766-492-46
- Fax: (+44) 020-782-314-79
- E-mail: cwd@phclondon.org

- Internet: <http://phclondon.org/main>

Or

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

- Telephone: (+44) 01612-253-368
- E-mail: parepmanchester@phclondon.org
- Website: <http://phclondon.org/consulates/manchester/howtoreachus>

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

- Telephone: +675 325 4188/4472
- Fax: +675 325 5365

National Crime Records Office
Gordons,
PO Box 85,
Konedobu,
National Capital District,
Port Moresby, PNG

- Telephone: +675 322 6144/6160
- Fax: +675 322 6159

Certificate 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)
- two 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

- Telephone: 020 7235 1917/8340/3802
- Fax: 020 7235 4463
- Email postmaster@peruembassy-uk.com
- Website: www.peruembassy-uk.com
- Operating hours: Monday-Friday 9am - 1:30pm and 2:30pm - 5pm

Philippines

National Bureau of Investigation (NBI) Clearance

Who can apply?

Nationals and non-nationals who have a residence permit.

Where?

- local applicants must apply in person at the National Bureau of Investigations (NBI) Clearance Centre in Manila, regional offices and satellite offices (kiosks for renewals only)
- nationals abroad may have their clearance legalised at the Embassy with jurisdiction over their place of usual residence abroad - they then send the application back to a representative in the Philippines who applies on their behalf
- 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?

- full name
- date and place of birth
- sex
- height
- weight
- distinctive features (moles, etc)
- residence address
- fingerprints (individual and partial handprint for NBI Clearance)

Contact details

[Further information and the online form can be found online](#)

- Email: nbiclearance@nbi.gov.ph

The Philippines Embassy, London:

Philippines Embassy
8 Suffolk Street
London SW1 4HG

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

The information on this country was last updated on: 07 July 2016.

Poland

Inquiry about an individual / Zapytanie o udzielenie informacji o osobie Information about an individual / Informacja o osobie z Krajowego Rejestru Karnego.

Who can apply?

- individuals
- third party representatives, if authorized
- prospective employers can apply (application form must be in Polish)

It must be noted that prospective in this cases means the type of requesting entity listed in Polish law as entitled to obtain the information about one's criminal background.

Where?

- local applicants could deliver inquiry to the National Criminal Register(NCR) in person in head office located on Czerniakowska Street number 100 in Warsaw or in one of NCR's Information Points located in courts
- overseas applicants are advised to directly apply by post to the National Criminal Register Information Office

- emailed or faxed applications will not be accepted
- [By dedicated internet platform](#)

Information about a person could be issued via ICT system. In order to apply electronically for a certificate to the National Criminal Register, a safe electronic signature, verified with a qualified certificate is needed.

Please, note that in this case you will obtain a certificate as XML file. The printout of this file is not a document according to the Polish law – [at the webpage such XML document can be visualised](#). An electronic form of payment by means of mechanisms guaranteeing initiation of the procedure of irreversible payment for an application or a request has been provided.

What must the applicant supply?

Local applicants:

- the full name and mailing address of the applicant
- the date of the application
- the following information of the subject:
 - full name
 - father's name
 - mother's married and maiden name
 - date of birth
 - birth place
 - nationality
 - address
 - applicant's signature
 - proof of payment

Overseas applicants:

- the full name and mailing address of the applicant
- the date of the application
- the following information of the subject:
 - full name
 - father's name
 - mother's married and maiden name

- date of birth
- birth place
- nationality
- address
- applicant's signature
- copy of valid ID document
- proof of payment

Third party representative:

- the full name and mailing address of the applicant
- the date of the application
- the following information of the subject:
 - full name
 - father's name
 - mother's married and maiden name
 - date of birth
 - birth place
 - nationality
 - address
 - representative's signature
 - proof of payment

To the form must be attached:

- copy of subject's ID document
- written consent

The third party representative should have a valid and original authorization (power of attorney) signed by subject. This document should also have the original signature of the subject (therefore this document cannot as well be sent by e-mail or fax).

An authorization should state that a representative is entitled to submit a request for the information on subject's criminal record and to obtain a response. An authorization should be written in Polish or in English.

Details on authorization fee are listed below in next "What are the costs" part.

Prospective employer:

- the full name and mailing address of the applicant - 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
 - signature
 - proof of payment

In case of a prospective employer's request it is necessary to indicate in field no.11 in the form a specific regulation or type of subject's work that stipulates the legal necessity of criminal background check.

General rules:

The general rule is that the applicant should indicate which type of data is required.

It is done by striking through one or more of the following categories:

There are 3 different files:

- criminal file
- convict and warrant file
- juvenile file

The applicant may also 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?

Whole procedure takes approximately from 3 days to 3 weeks to obtain the required certificate.

The cost of the certificate using E-KRK <https://ekrk.ms.gov.pl/> is 20.00 PLN (or an equivalent of this fee) paid on built-in payment mechanism.

The cost of the certificate in paper form is 30.00 PLN (or an equivalent of this fee) paid into Ministry of Justice's bank account which is:

NBP O/O Warszawa
PL 77 1010 1010 0400 1922 3100 0000
SWIFT (kod BIC): NBPLPLPW

The bank details for a transfer regarding a certificate are as follow:

Narodowy Bank Polski
Oddział Okręgowy Warszawa
Plac Powstańców Warszawy 4
00-950 Warszawa

The money should be paid to:

Ministerstwo Sprawiedliwości
Al. Ujazdowskie 11
00 – 950 Warszawa

A proof of payment has to be attached to the form.

https://bip.ms.gov.pl/Data/Files/_public/bip/krk/formularz_krk_osoba.pdf

In a transfer's title 'opłata za informację o osobie z KRK - name and surname, date of preparation the form' should be written.

In cases when authorization is needed a fee for an authorization should be paid in

amount of 17,00 PLN to

Urząd Dzielnicy Warszawa - Mokotow
Ul. Rakowiecka 25/27
02-517 Warszawa
18 1030 1508 0000 0005 5002 3113
SWIFT CITIPLPX
IBAN PL

If a representative submits a request in one of the Information Points of the National Criminal Register, a fee should be paid to an appropriate account of local authority.

Contact details

National Criminal Register Information Office
Ministerstwo Sprawiedliwości
Krajowy Rejestr Karny
ul. Czerniakowska 100
00-454 Warsaw
Poland

- Telephone: (+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/>
- E-mail: b-krk@ms.gov.pl or krk@ms.gov.pl

The information on this country was last updated on: 27 September 2016.

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

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
- three 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

- Telephone: (+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

- Telephone: (+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
 - three 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)
 - three 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 2 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

[More information available online](#)

Qatar Embassy in London:

Qatar Embassy
1 South Audley Street
London
W1K 1NB

- Telephone: (+44) 020 7493 2200
- Fax: (+44) 020 7493 2819
- Website: http://www.qatarembassy.info/index.php?option=com_content&view=article&id=101&Itemid=82

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

[List of police stations that accept applications](#)

[Online form](#) (Romanian only)

Central Office in Bucharest:

Criminal Record and Operational Situation Department
3-5 Eforie St, Sector 5
Bucharest

- Telephone: (+402)131 531 89

General Inspectorate of the Romanian Police:

13-15 Stefan cel mare Street
Bucharest

- Telephone: (+402)120 825 25

Romanian Embassy:

Arundel House
4 Palace Green
London
W8 4QD

- Telephone: (+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

Rwanda

Police Clearance 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, PO Box 1328, in Kigali-Rwanda through Rwanda High Commission in London-UK
- two current passport photos
- duly completed form
- proof of payment for £50 into Rwanda High Commission bank account ([full details are on website](#))
- 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 10 working days.

Contact details

[Download application form](#)

Consular Section
Rwanda High Commission
120 -122 Seymour Place
London
W1H 1NR

- Telephone: +44 20 7224 9832
- Website: www.rwandahc.org

Russian Federation

Notice of Conviction or No Conviction /Справка о наличии (отсутствии) судимости.

Who can apply?

Russian nationals and foreign nationals can apply as well as an authorised third party on their behalf with the power of attorney.

How to apply?

- local applications in Russia should be made in person or through an authorised representative with power of attorney at the MIAC (Main Informational and Analytical Centre) of the Ministry of Internal Affairs of Russia (MIA) or through territorial divisions of the MIA
- local applications in Russia can be submitted online via [Public Service Portal of the Russian Federation](#)
- overseas applicants can apply through the Consular Section of the Russian Embassy

What must the applicant supply?

Local applicants:

- fill in online form
- present original valid passport

Overseas applicants:

- fill in online form
- present original valid passport

The Consular Section of the Embassy will contact the applicant when the certificate is ready for collection.

What are the costs/turnaround?

- there is no fee for this service
- usual turnaround is 30 days

Contact details

[Addresses for territorial divisions of the MIA across the country can be found online.](#)

Download application form:

- [local applicants](#) (Russian)
- [overseas applicants](#) (Form must be filled in Russian)

MIAC Head Office in Moscow:

MIAC

Ulitsa Novocheremushkinskaya 67

Moscow 117418

Russia

- Telephone:
 - (007) 495 332 3058
 - (007) 495 332 3035
 - (007) 495 667 0458
 - (007) 495 667 0435
- Website: https://xn--blaew.xn--plai/mvd/structure1/Centri/Glavnij_informacionno_analiticheskij_cen

Consular Section of the Russian Embassy in London:

Consular Section of the Russian Embassy

5 Kensington Palace Gardens

London

W8 4QS

- Telephone: (+44) 0203 668 7474
- Email: info@rusemb.org.uk
- Website: <http://rusemb.org.uk/consular>

The information on this country was last updated on: 06 April 2017.

San Marino

Who can apply for a criminal record certificate and a certificate of pending charges?

Under Article 5 of the Law on Criminal Records dated 13 September 1906, the following persons can apply for a criminal record certificate and a certificate of pending charges:

The judicial authority and every public administration, for reasons of political or administrative electorate, granting or enjoyment of pensions, governmental grants and public charity”

Every private citizen, if on his own behalf, without any explained reason, and if in the name of somebody else, solely to produce it in criminal or civil proceedings, or for reasons of political or administrative electorate or assignment or exercise of public offices”.

Is it possible for third parties holding a proxy to submit the application?

Yes, with the exception of the general criminal record certificate for legal and personal use, all certificates may be applied for by third parties upon presentation of an identity card or other identification document.

The general criminal record certificate for legal and personal use may be applied for exclusively by the interested parties or by an attorney (lawyer or accountant), who will have to explain the application, which is subject to the authorization of the Law Commissioner.

The criminal record certificate may also be applied for by non-residents, but only in relation to corporate documentation

Where shall the application be submitted?

At the Certificates Office desk, at the Single Court, or through the post office in San Marino, which, after identifying the applicant, will transmit the application to the Single Court by fax. Public entities may also submit the application by mail. They shall specify the identity of the interested party.

May citizens who are abroad apply from abroad? What are the modalities?

Citizens abroad may apply to the competent diplomatic and consular authorities, who file an application to the Criminal Records Office of the San Marino Court on headed paper, attaching copy of the applicant's document.

What documents must be submitted to apply?

The identity card or other valid ID documents, such as passport or driving license.

What are the costs?

All certificates are issued with a stamp duty of € 10, apart from exemptions expressly provided for by law (for example, passports, adoptions, militias, rankings, companies, with the exception of incorporation, rehabilitation and naturalization).

Is there an urgency procedure and what are the costs?

The Office issues the certificate on the day following that of the application, apart from exceptions of justified urgency, which must be authorized by the Registrar. The urgent issuance does not entail additional costs.

Contact details

Consulate General of San Marino
162 Sloane St
Belgravia
London
SW1X 9BS

- Telephone: 01268 292443

The information on this country was last updated on: 22 March 2017.

Saudi Arabia

The UK is not currently aware of a process for obtaining criminal record certificates from the Saudi Arabian authorities.

Criminal Record Certificate

Public Security Department - Kingdom of Saudi Arabia

Applicant shall apply for Police Clearance Certificate in person with "Police General Headquarters or Police Quarters in the area of residence".

Application for Criminal Record

The public security department has designed the following rules and regulations, which govern the issue of a criminal record certificate. A public authority, an institution, a citizen or a resident in the kingdom may request the Criminal Record Certificate for the purposes of employment or as a requirement for enrolling in a college or an institute.

The certificate can only be issued to the applicant and must not be issued to someone else.

The following procedures must be followed to obtain a criminal record:

- The applicant must visit the police station closest to his/her residential address and submit to the chief of the Criminal Evidence Division a letter, which must indicate the purposes for which the certificate would be used, from the institution or public authority requesting the criminal record certificate.
- If the applicant is Saudi, he/she must bring his/her original National ID Card and a color photograph, 6x4 cm in size to the police station.

- If the applicant is a registered resident in the kingdom, he/she must bring his/her passport and a color photograph, 6x4 cm in size to the police station.
- The identity-vetting officer will take a set of fingerprints of the applicant.
- The acknowledgment of receipt is proof of application. The receipt will specify the date the applicant can collect the criminal record certificate from the police station.
- The applicant is required to return to the police station on the date specified on the receipt. Upon presenting it, he/she can collect the criminal record certificate. The certificate can only be issued to the applicant.
- If the applicant loses the acknowledgment receipt, a letter must be submitted to the police station regarding the loss. Upon successful identity check, a new acknowledgment receipt is issued. Upon signing the confirmation the criminal record certificate will be released.

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

- Telephone: 020 7938 4048, 020 7937 7237
- Fax: 020 7938 2546
- Email: senegalembassy@hotmail.co.uk, info@senegalembassy.co.uk
- Website: <http://senegal.embassyhomepage.com/>

Serbia

Certificate of Judgement / Uverenje o nekažnjavanju.

Who can apply?

- Serbian nationals and residing foreign nationals may apply.
- third party representatives with the power of attorney can apply - the power of attorney must be attained at a Serbian court or nearest Serbian embassy
- prospective UK employers cannot apply

Where?

- local applicants must apply in person at their local police station of their birth or residence
- overseas applicants can apply through the Consular department of the Embassy of the Republic of Serbia

What must the applicant supply?

Applicants must supply:

- completed form
- 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 £22 GBP for certificate in Serbian, additional fee of £35 GBP for translation into English
- turnaround time varies, but it normally 6-10 weeks

Contact details

The contact details of the relevant department in Belgrade are:

Police Administration
Bulevar Despota Stefana 107
Belgrade
Serbia

- Telephone: (+38) 111 3292622

Consular Section of the Embassy of the Republic of Serbia:

- Telephone: 020.7235.9049
- Email: consular@serbianembassy.org.uk

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

The information on this country was last updated on: 01 September 2016.

Seychelles

Police Character Certificates or Police Clearance.

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 assist in the Seychelles police force in checking records
- contact details: email address, and telephone numbers in case of any queries

What are the costs/turnaround times?

- the process costs £39.00, accepted only by cheque or postal order made payable to 'Seychelles Consulate'
- application takes around 6 weeks to process (this is including a two week period for it to reach the UK) - if there is urgency however it might be possible to provide an electronic copy to the applicant, with a hard copy to follow

Contact details

Seychelles Consulate
111 Baker Street
London W1U 6RR

- Telephone: +44 (0)20 7935 7770
- Fax: +44 (0)20 7486 3272
- Email: consulate@seychelles-gov.net

Singapore

Certificate of No Criminal Convictions (CNCC) / Certificate of Clearance (COC).

All information required can be found at the links below:

<http://www.police.gov.sg/e-services/apply/certificate-of-clearance>

and

http://ifaq.gov.sg/SPF/apps/fcd_faqmain.aspx#TOPIC_10626

Contact details

You can email if you need further clarification: SPF_CID_COC@spf.gov.sg

The information on this country was last updated on: 28 July 2016.

Slovak Republic

Extract of the Register of Crimes/ Výpis z Registra Trestov.

Who can apply?

- Slovakian nationals and foreigners can apply
- legally authorised representatives with the subject's written consent can apply
- prospective UK employers cannot apply

Where?

- applicants can apply in person at Criminal record register of General prosecutor's office of Slovak republic, Kvetná 13, Bratislava, or at any post offices where are IOMO places – it is about 600 places in Slovak republic
- 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.

What must the applicant supply?

Local citizens must supply:

- valid ID document
- completed application form (obtained on location)

Non-citizens residents must additionally supply:

- ID card of relevant country
- valid passport
- birth certificate original plus its official translation in Slovak

Representatives must supply:

- original of notarised written consent (must not be older than 30 days)
- original ID of subject
- original ID of representative
- birth certificate –original plus it's official translation in Slovak
- completed application form (obtained on location)

Overseas applicants:

- completed application form (obtained at embassy)
- valid passport and original birth certificate plus it's official translation in Slovak (if the person is not citizen of Slovak republic)
- ID document – if the person is citizen of Slovak republic
- fee (enquire at embassy)
- stamped, self-addressed envelope or contact number for collection date

[Further details can be found online](#)

What does the certificate look like?

The certificate contains the following information:

- name and current surname of subject
- permanent address
- 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

What are the costs/turnaround times?

Local applicants:

- fee of €4.00 for enquiries made at ROC; €3.90 on post offices
- at ROC you can pay cash, by credit card via machine, with tax stamps for value of €4.00 which can be purchased on every post office
- while-you-wait service available at the ROC directly – for wait; in case person was born before 1981 in can be within 24 hours

Overseas applicants:

The Slovak embassy in London charges a fee, payable upon submission of application.

Contact details

Generálna prokuratúra Slovenskej republiky

Register trestov

Kvetná 13

814 23 Bratislava

- Telephone:
 - +421255425649
 - +421220837129
 - +421220837133
- Website: <https://www.genpro.gov.sk/>

Slovakian Embassy
25 Kensington Palace Gardens
London
W8 4QY

- Telephone: (+44) 20 7313 6470
- Fax: (+44) 20 7313 6481
- Website: <http://www.mzv.sk/londyn>

The information on this country was last updated on: 19 September 2016.

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 email 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

[Download application form](#)

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 2 days
- no fast-track service available
- applications will be posted to address provided within application form

Contact details

[Download application form](#)

Ministry of Justice:

Ministrstvo za pravosodje (Ministry of Justice),
Oddelek za kazensko evidenco in evidenco pravnomočnih sodb in sklepov o prekrških,
Župančičeva 3,
1000 Ljubljana

- Telephone: +386 (01) 369 5342
- Fax: + 386 (01) 369 5625
- Email: ke.mp@gov.si
- Website: <http://www.mp.gov.si/>

Embassy of the Republic of Slovenia:

17 Dartmouth Street
London
SW1H 9BL

- Telephone: +44(0)20 7222 5700
- Email: sloembassy.london@gov.si

Consular Section; - Telephone: 020 7227 9711 - Operating hours: Monday 10.00-13.00, Wednesday 10am-1pm, 2pm-4pm, Thursday 10am-1pm

The information on this country was last updated on: 26 July 2016.

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:

- Fax: +677 20616
- Telephone +677 21686/23800

What must the applicant supply?

Only the application form

What are the costs/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

P O Box G3

Honiara

Soloman Islands

- Telephone: (677) 21686 / (677) 23800
- Fax: (677) 20616

Somalia

Certificate of Good Conduct.

Who can apply?

- any Somali Citizen residing in a foreign country or foreign citizen who has been resident in Somalia
- third Party Representatives may not apply
- prospective UK employers may not apply

Where?

- Somali citizens in the UK should apply at their nearest foreign mission and forward documents with a covering letter to CID Headquarters in Mogadishu
- non-Somali citizens should apply at their nearest foreign mission and forward documents with a covering letter from the official fingerprinting agency or Kenyan mission to CID headquarters in Mogadishu

What must the applicant supply?

Somali Citizens Residing Abroad:

- second generation national identification card and a clear photocopy* (Kenyan passports not accepted)
- fingerprints and palm prints on a prescribed form from the nearest police station in country of stay
- payment receipt/cheque for Kshs 1000 (See Below)
- covering letter

*If not issued with a Somali ID card, the individual must prove that he/she attained the age of 15 years while out side Somalia and is yet to return. They must also provide a letter from our foreign mission, certified copy of birth certificate and passport.

Foreign Citizen:

- certified copy of passport
- documentation to prove residence in Somalia for three months or more
- receipt for payment/cheque of Sshs 10,000 (see below)
- fingerprints and palm prints from the nearest police station in present country of residence, on a prescribed form
- covering letter from the official fingerprinting agency or Kenyan mission

What are the costs/turnaround times?

Somali Citizens:

- Kshs 1000 (Approx GBP £6.40)
- either pay at nearest foreign mission and obtain a receipt, or submit a cheque payable to the Director of Criminal Investigation in Mogadishu, Somalia

Foreign Citizens:

- Sshs 10,000 (Approx GBP £10.20)
- either pay at nearest foreign mission and obtain a receipt, or submit a cheque payable to the Director of Criminal Investigation in Mogadishu, Somalia.

Contact details

No official embassy address at present time.

[Further information available online](#)

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 South African 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 online](#), 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

- Telephone: (+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

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

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:

The fee is subject to change every year. For 2016, it is € 3.70.

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.

The processing time of the application depends on the amount of applications submitted.

Contact details

[Online application](#) (Click on “Application for the digital Criminal Records certificate-Online Digital Access”)

[List of regional offices](#)

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

- Telephone: (+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

- Telephone: (+44) 020 7594 4921
- Fax: (+44) 020 7581 7888

[Further information](#) (English)

The information on this country was last updated on: 02 August 2016.

Sri Lanka

Police Clearance Certificate.

Who can apply?

- resident/non-resident Sri Lankans, 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
- turn around 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](#) (English)

Sri Lanka Police Service
Police HQ
Colombo-01
Sri Lanka

- Telephone: (+94) 0112 421 111
- Fax: (+94) 0112 446 174
- Website: <http://www.police.lk> (English)

[Further information](#) (English)

[Application form for overseas applicants](#) (English)

Send to:

High Commission of Sri Lanka
No.13, Hyde Park Gardens
London W2 2LU
United Kingdom.

- Telephone: (+44) 020 726 218 41
- Fax: (+44) 020 726 279 70
- Email: consulardivision@slhc-london.co.uk

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
- form 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
- email address and fax number
- delivery address

Overseas applicants:

- must specify the need for Registry Extract for purposes in another country
- form 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
- email 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 following details are 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

Further information is available [online](#).

Rikspolisstyrelsen
Box 12256
S-102 26
STOCKHOLM

Rikspolisstyrelsen
Kirunaeheten/Utlandsärende
981 81 Kiruna
Sweden

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

Switzerland

Criminal Records Extract / Strafregisterauszug.

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?

[Apply online](#)

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. £16)
- notarisation fee of CHF 20.00 (approx. £16)

Contact details

[Apply online](#) (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

- Telephone: (+41) 31 325 01 98

Swiss Embassy
16-18 Montague Place
London
W1H 2BQ

- Telephone: 020 7616 6000
- Fax: 020 7724 7001
- Email: swissembassy@lon.rep.admin.ch

The information on this country was last updated on: 25 July 2016.

Taiwan

Police Criminal Record Certificate.

Applications for the documents can be made online, and the details pertaining to the application procedure (including who is eligible to apply, the processing time and the cost of the applications etc.) [can be found on our website](#).

If the applicant is no longer residing in Taiwan, he/she can contact any Foreign Affairs Police Unit accepting applications and arrange for the certificate to be sent by post.

Please see the links below for more information:

[Governing Issuance of Police Criminal Record Certificates](#)

[National Policy Agency, Ministry of Interior](#)

[List of Foreign Affairs Police Units Accepting an Application for a Police Criminal Record Certificate](#)

Contact details

[Online form](#) (English)

[Online application and further information](#)

Foreign Affairs Division
Taipei Municipal Police Department
No. 96, Yen Ping South Road
Taipei, Taiwan

- Telephone: (+886) 2 2381 7494, (+886) 2 2375 2105

The information on this country was last updated on: 28 July 2016.

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 turn around time is from 6 to 8 weeks.

Contact details

Embassy of the Republic of Tajikistan
26-28 Hammersmith Grove W6 7BA

- Telephone: 020 834 1003
- Fax: 020 834 1100
- Email: info@tajembassy.org.uk
- Website: www.tajembassy.org.uk

Thailand

Police Clearance Certificate.

Who can apply?

- non/citizens and non/residents can apply.
- third party representatives can apply.
- prospective UK employers can apply, with subject's written consent.

Where?

. A certificate can be issued by the Royal Police in Bangkok, Thailand. [Further information](#).

What must the applicant supply?

The applicants need to send their application as follows:

- completed application form
- two sets of finger prints
- two passport photos
- a copy of passport
- a letter stating the reason for the Thai Police Clearance Certificate
- a self-addressed envelope with fee included

Post the above to the following address:

Police Clearance Service Centre
Building 24, Royal Thai Police Headquarters
Rama 1,
Pathumwan,
Bangkok 10330

[Further information](#)

What are the costs/turnaround times?

Payment (via Western Union or Bank Transfer) to the following account:

- bank name/branch: UOB Bank / Siam Square Branch
- bank code: 024
- branch code: 772
- swift code: UOVBTHBK
- bank address: 410-410/1 Siam Square Soi 6, Rama I Road, Patumwan, Bangkok
- Thailand account name: The Police Clearance Service Center
- account number: 772-163-299-0
- account type: saving account
- fee: 100 Baht (one hundred baht)

Contact details

Applications from overseas should be sent to:

Police Clearance Service Centre

- 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

- Telephone: (+44) 020 758 92 944

The information on this country was last updated on: 04 August 2016.

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:
 1. Birth Certificate or
 2. 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*
- email address
- bank Cheque payable to Tonga Police for TOP \$17.25

*[Fingerprint taking information](#)

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
P O Box 8
Nuku'alofa
TONGA

- Telephone: (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

- Telephone: 020 7724 5828
- Fax: 020 7723 9074

- Operating hours: 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

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 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 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

- Telephone: +44 (0)207 245 9351
- Operating Hours: 9am. - 5pm. Monday - Friday, 9am. - 2pm (Passport / Visas)
- Email: tthc@btconnect.com

Tunisia

POLICE CERTIFICATE (BULLETIN N°3)

PIÈCES À FOURNIR :

Required Documents

- An application form
- A Tunisian ID card (National ID card or passport)
- Fiscal stamp fee
- Applicants may obtain their criminal records on the following website via electronic payment: b3.interieur.gov.tn

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 £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 (approximately £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](#)

Ministry of Justice, Department of Judicial Records and Statistics

Tuna Caddesi

No:10

06100 Yenisehir

Ankara
Turkey

- Telephone: (+903)12 431 6120
- Fax: (+903)12 435 7156
- Website: <http://www.adli-sicil.gov.tr/> (Turkish and English)

[Further information](#) (Turkish only).

[Overseas applicants form.](#)

Applications should be sent to:

Turkish Consulate General
Rutland Lodge Rutland Gardens
Knightsbridge
London SW7 1BW,
United Kingdom

- Telephone: (+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](#) (English).

Tuvalu

With regards to obtaining police clearance for Tuvalu nationals, the forms are not available online. To acquire a Police Report, applicants should provide basic information and submit it to the Police Department. The current fee is \$10 for a police report.

Tuvalu Police Force
Private Mail Bag
Vaiaku
Funafuti

- Telephone: (+688) 20726
- Fax: (+688) 20149
- Email: police@tuvalu.tv

Ukraine

Certificate of Conviction or No Conviction.

Who can apply?

- Ukrainian nationals and residing foreign nationals may apply.
- authorised third party representatives can apply with written consent and a power of attorney
- prospective UK employers cannot apply

Where?

- Police certificates are available from the regional militia division (Rayonne Viddilennya) of the region of your residence permit (Propyska). Police certificates may also be obtained by all Ukraine residents at the centralized office in Kyiv at:

10 Bogomoltsya Street

Kyiv

- Telephone: +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

- Telephone: (+44)0207 243 8923
- Fax: (+44)0207 727 3567

- Website: <http://uk.mfa.gov.ua/en>

United Arab Emirates (Abu Dhabi and Dubai)

Clearance / Good Conduct Certificates.

In order for an individual to obtain a Police Clearance or Good Conduct Certificate from the UAE, he/she should have a hard copy of their fingerprints taken by the police in the country that they are residing in now. The fingerprint certificate has to then be legalised either by the UK Foreign and Commonwealth Office, the Governors' of the Isle of Man or Jersey or Guernsey, as applicable.

The applicant should then send it to the UAE Embassy to be attested, the fee is £37.50 (postal order made payable to UAE Embassy), the Embassy then furnishes the applicant with an application form which should be filled and signed, then either deliver or post to the UAE Embassy together with the following:

1. Two personal passport size biometric photographs
2. The attested fingerprint certificate
3. Photocopy of the passport bearing the residence permit & copy of the permit
4. Photocopy of the current passport if different
5. Copy of UAE ID card if available
6. Payment of 115DHS in bank notes, which, as an exception, could be sent by post
7. A stamped self-addressed envelope
8. A further fee of £37.50

The UAE Embassy will forward the above to the concerned authorities in the United Arab Emirates who will then conduct the appropriate investigations and issue the certificate (this could take up to twelve weeks). The certificate will then be returned to the UAE Embassy for attestation, after which it will be forwarded to the individual in the stamped self-addressed envelope provided.

Please note that the quickest way to obtain the certificate: if the applicant still has connections in the UAE then, those connections should inquire from the UAE police if they could hand them the application on the applicant's behalf. If they could then applicant could send the whole application to them in the UAE.

Once the Police Clearance certificate is handed to them they have to ensure it is certified by the UAE Ministry for Foreign Affairs before sending it to applicant.

Contact details

Embassy of the United Arab Emirates
30 Princes Gate
London
SW7 1PT

- Telephone: +442075811281
- Fax: +442075819616
- Website: www.uae-embassy.ae/uk

The information on this country was last updated on: 17 March 2017.

Abu Dhabi

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
PO 253 Finger Print Department
Abu Dhabi Police
Abu Dhabi

- Telephone: 0097124194521
- Website: https://www.abudhabi.ae/portal/public/en/departments/department_detail?docName=ADEGP_DF_136372_EN&adf.ctrl-state=g0eqb4cm2_4&_afrLoop=1837336732365216

List of police stations to receive good conduct certificate

Abu Dhabi City:

Police Station Name	Telephone Number
Khalifa A	025088782
Banyass	025088782
Musafah	025506573
Alshabiya	025126005
Almadinah	025129802
Al Khalidiya	026999999
Al Rahba	025065343

Alain City:

Police Station Name	Telephone Number
Al jimi	037 154 055
Industrial	037 156724
Customer service – Alain police directorate	037 155 132

Western Region:

Police Station Name	Telephone Number
Treef	8082036
Beda Zayed	8081985

- Operating Hours: 7:30AM To 2:30PM

For Abu Dhabi - [home page for the application process](#)

Embassy of the United Arab Emirates:

30 Prince's Gate

London

SW7 1PT

- Telephone: 020 7581 1281
- Fax: 020 7581 9616
- Website: www.uae-embassy.ae
- Operating hours: Monday-Friday 09.00-16.00

Consular Section:

48 Prince's Gate

SW7 2QA

- Telephone: 020 7581 1281

[Fingerprint taking information](#)

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 AED 60 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 their 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.

- Operating hours: From 7:30am to 2:30pm
- Telephone: 700040000
- Website: <http://www.dubai.ae/en/Lists/HowToGuide/DispForm.aspx?ID=30>
- [Dubai Certificate of Good Conduct](#)

United States of America

Criminal Record History / FBI Identification Record issued by the FBI or an approved channeller

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

The Federal Bureau of Investigation's (FBI) Criminal Justice Information Services Division (CJIS) is the national focal point for Identity History Summaries (also known as Criminal History Checks).

[The process by which an individual would request a check.](#)

Contact details

[Fingerprint service in the UK](#)

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

American Embassy
24 Grosvenor Square
London W1A 1AE

- Telephone: 020 7499 9000
- Website: http://london.usembassy.gov/cons_new/acs/scs/criminal_records_checks.html

Police certificates for UK visa purposes

For visa purposes, the UK will accept FBI Identification records issued by the FBI or an FBI approved channeller certificate.

Approved FBI channeller certificates are available for US citizens and permanent residents only.

[Information on how to obtain an FBI channeller certificate.](#)

The information on this country was last updated on: 26 September 2016.

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 Direccion Nacional de Policial Technica and/or Chief of Police's Office (Jefe de Policia)
- overseas applicants are advised to apply through the Uruguayan Consulate in London, or alternatively apply in person or through their representative to their local Direccion Nacional de Policial Technica in their last residing address and/or Chief of Police's Office (Jefe de Policia)

What must the applicant supply?

Local applicants:

- ID card (Cédula de Identidad)
- completed application form (obtained at office)
- fingerprints (obtained through local police station)
- fee

Overseas applicants:

- enquire at consulate
- ID card if they applied for one while in Uruguay, and/or foreign passport used to enter Uruguay

What are the costs/turnaround times?

Enquire at office.

Contact details

Local applicants:

Direccion Nacional de Policial Technica
Republica Oriental del Uruguguya
Av. San Martin 2676#

- Telephone: (+598)209 16 26

- Fax: (+598) 209 70 99
- Email: politec@adinet.com.uy
- Web page (Spanish only): <https://tramites.gub.uy/ampliados?id=307>

Overseas applicants:

Uruguayan Embassy in London
4th Floor
150 Brompton Road,
London,
SW3 1HX

- Telephone: (+44) 0207 584 4200
- Email: cdondres@mrree.gub.uy

The information on this country was last updated on: 22 July 2016.

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 turn around time of about 3 months

[Download application](#) (in Uzbek).

Contact details

Embassy of the Republic of Uzbekistan

41 Holland Park W11 3RP

Tel: 020 7229 7679

- Telephone: 020 7229 7679
- Fax: 020 7229 7029
- Email info@uzbekembassy.org
- Website: www.uzbekembassy.org
- Operating hours: Monday-Friday 9am-1pm and 2:30pm- 6:30pm

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

Criminal Record Checks (Antecedentes Penales).

Who can apply?

Nationals and residents of Venezuela.

Applications must be carried out through the website of the [Ministry of People's Power for Interior Relations, Justice and Peace/Ministerio del Poder Popular para Relaciones Interiores, Justicia y Paz](#), through the "Service to Citizenship/Servicio a la Ciudadania" link, clicking on the "Certificates for International Procedures/Certificados para Tramites Internacionales" option.

If the applicant is already registered on the website, he/she must sign in using his/her username and password. If it is the first time of using the site, the applicant must complete the registration form found on the website in order to request criminal record information.

Once the request has been approved, the system will send an email with the guidance on how to print the certificate.

Requests can be made on working days between the hours of 8am and 4:30pm (Venezuelan time).

What are the costs and turnaround times?

The process is free of charge.

The Minister of Interior Relations, Justice and Peace allows 3 days to approve or reject the request.

Once the criminal record check is received, the applicant must make the document legal by attaching an apostille through the Ministry of Popular Power for Foreign Relations.

Contact details:

[Ministry of Popular Power for Interior Relations, Justice and Peace](#)

Embassy of the Bolivarian Republic of Venezuela
1 Cromwell Road
London
SW7 2HW

- Telephone: 0207 584 4206, 0207 581 2776
- Fax: 0207 589 8887
- Email: despacho.londres@mppre.gob.ve Website: <http://reinounido.embajada.gob.ve>

Consular Section:

56 Grafton Way
London
W1T 5DL

- Telephone: 0207 387 6727, 0207 121 5920
- Email: consulado.londres@mppre.gob.ve

The information on this country was last updated on: 31 March 2017.

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

- Telephone: 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

- Telephone: 84-8-3829 0230
- Fax: 84-8-3824 3155

Embassy of the Socialist Republic of Vietnam
12-14 Victoria Road
W8 5RD

- Telephone: 020 7937 1912
- Fax: 020 7565 3853
- Email: vanphong@vietnamembassy.org.uk
- Website: www.vietnamembassy.org.uk

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)

- Telephone: (00260211)257470/253161
- Fax: (00260211)253543/253537

For further information contact the following:

Zambian High Commission
2 Palace Gate
Kensington
London W8 5NG

- Telephone: +44 207 589 6655
- Website: <http://zambia.embassyhomepage.com/>

Zimbabwe

All applicants (Zimbabwe Nationals and Non Nationals who have or had Residence Permits in Zimbabwe) are required to do the following:

- fill in the ZRP Form 137 which can be obtained at Zimbabwe Embassy (Zimbabwe House, No. 429 Strand, London, WC2R 0JR) or [online](#)
- make payment of US\$75 cash on submission through a Third Party in Zimbabwe or by Telegraphic Transfer to this Account:
 - Standard Chartered Bank, Highlands Branch, Harare, Zimbabwe
 - account number – 8700216046400
 - swift code – SCBLZWHX

N.B. Applicants are to pay for any Bank charges that may occur.

- make appointment for fingerprints with Metropolitan Police or any other Police Station

which does fingerprints near the place of residence of the applicant

- forward completed ZRP 137 form, proof of payment and the set of fingerprints to the Zimbabwe Republic Police in Zimbabwe either through a third party (a relative or a friend in Zimbabwe), or arrange with DHL/FEDEX to transmit the application to Zimbabwe to the following address:

Zimbabwe Republic Police

CID Headquarters

Corner 10th Street and Josiah Chinamano Avenue

Causeway

Harare

Zimbabwe

- applicants should make arrangements with the same DHL/FEDEX for pre-paid return postage

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

- Telephone: 020 7836 7755
- Fax: 020 7379 1167
- Telexes: 262014/262115
- Email: consularzimlondon@yahoo.co.uk [Fingerprint taking information](#)

Source: [Home Office](#)