Application processes for obtaining overseas criminality information to provide to employers in the United Kingdom or to meet the requirements of the United Kingdom Immigration Rules to provide an overseas criminal record certificate in support of a visa application

Countries G-P

Amended: March 2017

Disclaimer:

Please note that where not listed below, further information on criminal records processes overseas may be found by contacting foreign Embassies or High Commissions. Contact details can be found via the GOV.UK website, https://www.gov.uk/government/publications/foreign-embassies-in-the-uk
Gambia

Police Clearance Certificate

Who can apply?

- Gambian residents only.
- No third party representatives.

Where?

Contact Ministry of Justice for instructions (see below).

What must the applicant supply?

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

What are the costs / turnaround times?

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

Contact Details

Local and Overseas residents must contact:

Ministry of Justice
Marine Parade
Banjul
Gambia, The

Tel:  +(220) 422 5352
Fax:  +(220) 422 9908
Email: info@moj.gov.gm

Website:  http://www.moj.gov.gm/

The Gambia High Commission:
92 Ledbury Road W11 2AH

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

Monday-Thursday 09.30-17.00, Friday 09.30-13.00
Who can apply?

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

Where?

- A person can apply to any territorial unit of the LEPL - Service Agency of the Ministry of Internal Affairs of Georgia (hereinafter: MIA Service Agency) for a crime record certificate within the territory of Georgia.

What must the applicant supply?

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

- an application concerning the receipt of crime record certificate; a copy of his/her identity card. In case of applying for a certificate by an agent, he/she shall additionally supply: a copy of a principle’s identity card; and a power of attorney or its certified copy by the notary.

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

What are the costs / turnaround times?

- A crime record certificate shall be issued free of charge within 5 days upon supplying an application, and is valid for the following 15 days.
- In case of fast-track service, the Georgian legislation envisages the following fees:
  - 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 8EZ
Tel: 020 7348 1941
Fax: 020 7603 6682
embassy@geoemb.plus.com
www.uk.mfa.gov.ge

Consular Section
Tel: 020 7348 1942
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?

v5.0 17/03/17
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:

https://www.bundesjustizamt.de/EN/Topics/citizen_services/BZR/BZR_node.html

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 DE4937000000038001005

- 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. Details can be found here: [http://www.meldeaemter.de/einwohnermeldeamt.html](http://www.meldeaemter.de/einwohnermeldeamt.html) (German only)

Overseas applicants can download the form here: [https://www.bundesjustizamt.de/DE/SharedDocs/Publikationen/BZR/antrag_en.pdf?__blob=publicationFile&v=9](https://www.bundesjustizamt.de/DE/SharedDocs/Publikationen/BZR/antrag_en.pdf?__blob=publicationFile&v=9)

More information is available at: [https://www.bundesjustizamt.de/DE/SharedDocs/Publikationen/BZR/antrag_en.pdf?__blob=publicationFile&v=9](https://www.bundesjustizamt.de/DE/SharedDocs/Publikationen/BZR/antrag_en.pdf?__blob=publicationFile&v=9)

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

Tel: 020 7824 1300  
Fax: 020 7824 1435

Monday-Thursday 8.30-17.00 & Friday 8.30-15.30

Email: info@london.diplo.de  
The information on this country was last updated on: 01 August 2016

Ghana

Police Clearance Certificate or Criminal Check Report

Who can apply?

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

Where?

- Local applicants must visit Ghana Police Service Headquarters in Accra, or their local police station in person.
- 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)
- 3 recent passport sized photographs (signed at back)
- Certified copy of passport

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

- Name, Sex, DOB and POB
- Name of applicant’s parents (even deceased)
- 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 approx. two weeks.

Contact Details

Ghana High Commission
104 Highgate Hill
London N6 5HE

Tel: 08453 133 399

Internet: 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

Tel: +(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 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

Tel: (350) 200 72500 or by email on info@royalgib.police.gi

What must the applicant supply?
What are the costs / turnaround times?

- £5
- Five day turnaround

Contact Details

Royal Gibraltar Police (as above)

or

Gibraltar House, 
150 Strand, London 
WC2R 1JA 
Tel: 0207 836 0777
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

Tel: (+30) 210 776 7300

Grenada

Police Certificate of Character

Who can apply?
• Resident and citizens may apply

Where?

• Individuals can apply using post, or email
• Oversees applications and local applications should all be sent to the Grenada address

What must the applicant supply?

• One copy of passport data page
• Two recent passport sized photos - only full face portrait view with hairline and ears showing will be accepted.
• If two certificates are required applicants must provide three passport sized photos.
• Applicants 10 finger prints
• All documents to be submitted together by Federal express – incisive 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

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

Tel: 0207 385 4415
Fax: 0207 385 480t

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**  
Tel: 664 23 35 47/622 36 33 36 ;

**Court Mafanco**  
Tel: 664 29 13 03/ 622 53 20 21

**Court Dixinn**  
Tel: 622 18 96 86/ 664 90 34 76

Embassy of the Republic of Guinea  
258 Belsize Road NW6 4BT

Tel: 020 7316 1861  
Fax: 020 7316 1861  
[office@ambaguinee-london.co.uk](mailto:office@ambaguinee-london.co.uk)

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

Contact Details

Commissioner of Police
Guyana Police Force
Eve Leary
Georgetown
Guyana

Tel: 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
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 can be found at this link: http://www.police.gov.hk/ppp_en/11_useful_info/cert_no_crime.html#oversea

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

Please note that 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.

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. The online form can be downloaded from: http://www.nyilvantarto.hu/en/certificate_good_conduct

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 8:00 – 16:30, Friday 8:00 – 14:00

At the Consulates:

- 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 (http://london.gov.hu/consular-information).
• 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 - GBP 45. With legalised translation - GBP 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 Services

Head office
1094 Budapest, Balázs, Béla utca 35.
1476 Budapest, Pf. 281

Tel: +36-1-550-1730
Tel: +36-1-455-6875
Email: kekkh@kekkh@gov.hu
Website: www.kekkh.gov.hu

General information on Administrative affairs

Phone: 1818
From abroad: +36-1-550-1858
Email: 1818@1818.hu

Hungarian Embassy details:

35 Eaton Place
London
SW1X 8BY

Tel: 0044 20 7201 5218
Fax: 0044 20 7235 8630
Website: http://london.gov.hu/consular-information
Iceland

Criminal Certificate for Private Use/ Einkavottord

Who can apply?

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

Where?

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

What must the applicant supply?

Local applicant in person:

- Valid Photo ID
- Fee payment
- Self-addressed, stamped envelope
- Overseas applicants:
- Details of their last Icelandic address
- State what language they wish certificate to be in

Third Party representatives:

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

What are the costs / turnaround times?

- Issued at ISK 1,350 (approx. GBP£8)
- Payable by cash, debit/credit card or bank transfer (contact nearest Office or embassy for more details).
- Turnaround time dependent on pre-paid services requested (1st class, 2nd class or courier).
Office of the District Magistrate in Kópavogur:

Sýslumadurinn í Kópavogi
Dalvegi 18
201 Kópavogur
Iceland

Tel: 00354 560 3000
Fax: 00354 560 3090
Internet: http://www.syslumenn.is/utanrvk/leyfi_skirteini/sakavottord
(Icelandic)
E-mail: Kopavogur@syslumenn.is

Applications may also be made at a district magistrate office elsewhere in the country.

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

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

Rikissaksoknari
Hverfisgata 6
150 Reykjavik
Iceland

Tel: 00354 5301600
Fax: 00354 5301606
Internet: http://www.rikissaksoknari.is/
E-mail: rsak@tmd.is

Icelandic Embassy in London:

2a Hans Street
London
SW1X 0JE

Tel: +44 0207-259-3999
Fax: +44 20 7245 9649

Email: icemb.London@utn.stir.is
Website: http://www.iceland.is/uk

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India

Local Police Report/ Police Clearance Certificate

17 v5.0 17/03/17
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

Tel: (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

Tel: 020 7836 8484
Fax: 020 7836 4331
Email: administration@hcilondon.in
Webpage: www.hcilondon.in

Indonesia

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

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

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

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

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**Iraq**

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

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

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**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: [http://www.dojni.gov.uk/accessni](http://www.dojni.gov.uk/accessni) for further information and guidance.

**What must the applicant supply?**

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

**Your application in writing should include the following:**

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

**You should also include with your application:**

- A copy of your passport, driving license or similar for identification purposes
- A stamped, self addressed envelope
What are the costs / turnaround times?

There is no charge for this certificate.

Contact Details

Requests can be written free-formed, or via an application form downloadable here: http://www.garda.ie/Controller.aspx?Page=1548&Lang=1

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

Israil

Certificate attesting existence/non-existence of a Criminal Record

Who can apply?

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

Where?

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

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

What must the applicant supply?

In Israel, applications made at any police station:
- Completed application form (available at link below)
- ID card or passport (for non Israelis)
- Photocopy of data-page of passport
- Payment (as below)

Applications made to an embassy:
- Completed application form
- Photocopy of applicant's passport
- Full details of requesting authority
- Name of contact person

What are the costs / turnaround times?

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

For embassy applications:

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

Contact Details

Application form for inside Israel can be found at:

http://mfa.gov.il/MFA/ConsularServices/Pages/Requests-for-information-from-the-Israel-Police.aspx

Israeli Embassy London:

Address:
2 Palace Green
London
W8 4QB
Tel: 020 7957 9500
(Consular telephone hours: Mon-Thurs 14:30-17:00)
Fax: 0207 957 9555

http://embassies.gov.il/london/Pages/default.aspx

Telephone: 0207 957 9500 (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/Certificando 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 Guidiziale della Procura della Republica
Piazzale Clodio
00110 Rome
Italy

Tel: +39 06 68807558
Email: procura.roma@giustizia.it
e-mail enquiries: segreteria.dgpenale.dag@giustizia.it

For more information visit:

http://giustizia.it/giustizia/it/mg_3_3_2.wp

Embassy of Italy
Jamaica

Police Record Certificate

Who can apply?

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

Where?

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

What must the applicant supply?

- Two recent passport-sized photographs and a copy of your passport notarised at the High Commission, on presentation of your current passport, for a fee of £20.00. You must therefore attend the High Commission in person, the photocopy of your passport will be made and the original returned to you.
- Full set of authenticated fingerprints (obtained from Scotland Yard or your regional police authority)
- For further information on fingerprinting contact Scotland Yard on: New Scotland Yard, 10 Broadway, London, SW1H 0BG telephone number: 0207-230-2099 or via http://content.met.police.uk/Site/fingerprints
- Fingerprints form (provided and conducted by Police)
- Covering letter stating the following:
  - Full Name
  - Date of birth
  - Place of birth
  - Date you left Jamaica and last address in Jamaica
  - Purpose for which police record is required
  - Address to which the applicant wishes the certificate be sent.
*Form can be requested beforehand from consulate; see guidance link below. Fingerprint 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.
- Twenty pound initial handover, and additional costing if fingerprints are needed
- Internal applications have a 2 week turnaround period.
- Applications for individuals living outside Jamaica should take between 6-8 weeks. The certificate is returned by standard mail to the recipient.

**Contact Details**

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

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

Tel: +876 922 3221 and +876 922 0125

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

Tel: 020 7823 9911  
Fax: 020 7589 5154

E-mail: jamhigh@jhcuk.com  
Website: [http://www.jhcuk.org](http://www.jhcuk.org)

Application forms:  
[http://www.jhcuk.org/assets/files/forms/Polic...20Form.pdf](http://www.jhcuk.org/assets/files/forms/Polic...20Form.pdf)


Monday-Thursday 09.00-17.00 & Friday 09.00-16.00
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: [http://www.uk.emb-japan.go.jp/itpr_en/index_000078.html](http://www.uk.emb-japan.go.jp/itpr_en/index_000078.html)

*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

Tel:  (+44) 020 7465 6565  
Fax:  (+44) 020 7491 9328  
Residents in Scotland, North-East England are advised to contact the Consulate General of Japan in Edinburgh: http://www.edinburgh.uk.emb-japan.go.jp/itprtop_en/index.html

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:

Tel: 0207 937 3685
Fax: 0207 938 1097

http://www.jordanembassy.org.uk
http://jordanembassy.org.uk/consulate/certificate-of-good-conduct/

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**Kazakhstan**

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

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

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**Kenya**

Certificate of Police Clearance

**What must the applicant supply?**

**Non-Kenyan Citizens:**

1. 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.
2. If the applicant is under 18 years, a certified copy of the birth certificate
3. An applicant Letter to the CID
4. Attach £10.00 Postal order payable to the "Kenya High Commission" or if applying at the Mission you may pay using a debit card.
5. Certified copy of applicant’s passport information page
6. 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 six months in Kenya.
7. A prepaid A4 self addressed registered or express post envelope.

Residents outside UK should provide International Registered Envelope.

**Kenyan Citizens:**

1. 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
2. A Certified photocopy of Kenyan 2nd Generation Identity Card if the applicant is over 18 years of age.
3. An applicant Letter to the CID
4. A Certified copy of the applicant's passport information page
5. 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.
6. 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
Tel: 020 7636 2371
Fax: 020 7323 6717
E-mail: info@kenyahighcom.org.uk

Certificate of Police Clearance:

http://kenyahighcom.org.uk/forms-and-downloads/

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

What are the costs / turnaround times?
- Fee may be applicable; enquire at local police station/embassy.
- Embassy turnaround is 6-8 weeks
- Local police station turnaround varies, enquire at station.

Contact Details
Local applicants: Consult local police station
Overseas applicants:
Embassy of Republic of Korea
60 Buckingham Gate
London
SW1E 6AJ
Tel: +44 020 7227 5500
Fax: +44 020 7227 5504
E-mail: 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 sodāmibu

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 at the following website:  

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?

All information can be found at the following website:  

Contact Details

Consult 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
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

Tel: +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

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**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
Tel: 01/292880 and 02/292885

UK:

Embassy of Lebanon
15 Palace Gardens Mews
London
W8 4RA

Tel: 020 77276696
Fax: 020 72431699

For any more information go to
www.lebaneseembassyuk.org

Lesotho

Who can apply?

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

Where?

- Application should be made at the districts’ main charge offices

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 fingerprints

Contact Details
Libya

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

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

Liechtenstein

Criminal Records Excerpt / Stafregisterauszug

Who can apply?

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

Where?

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

What must the applicant supply?

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

What are the costs / turnaround times?

- Fee costs CHF 9 (approx. £7.00)
- To be paid in cash/debit card upon application
- Turnaround instant
Applications must be submitted in person to the Strafregisteramt (Criminal Register Office) at the Fürstliches Landgericht (Princely Court):

Spaniagasse 1
9490 Vaduz
Liechtenstein

Tel: (+423) 236 69 19
Fax: (+423) 236 65 39
Internet: 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.

An online form may be downloaded at the link: http://uk.mfa.lt/uk/lt/konsulines-pazymos-del-teistumo-ar-neteistumo-seimines-padeties-praradus-vairuotojo-pazymejima

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
Tel: (+44) 020 7592 2840, Fax: (+44) 020 7592 2864
Internet: http://uk.mfa.lt/uk/lt
E-mail: amb.uk@urm.lt

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

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. £1.76) applies
- In person turnaround is immediate
- Turnaround for postal applications is a few days
- There is no fast track service

Contact Details

The Palais de Justice deals with criminal records checks.

Physical address:

Palais de Justice
Parquet General
12, Cote d’Eich
L-1450
Luxembourg

Postal address:

B.P. 15
L-2010
Luxembourg

Tel: (+352) 475 981-1
Fax: (+352) 470 550
Internet: http://www.mj.public.lu

Embassy of Luxembourg
Wilton Crescent SW1X 8SD

Tel: 020 7235 6961
Fax: 020 7235 9734

E-mail: londres.amb@mae.etat.lu

Monday-Friday 09.00-17.00

Macedonia, Republic of
Criminal Record Certificate

Who can apply?

- Applicants must apply in person only.

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 of 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 GBP 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
E-mail: 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
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


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

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

Tel: 020 7235 8033
Fax: (+44) 207 235 5161
Email: myconsular@btconnect.com

Applicants in Malaysia should apply to:

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

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

The contact details for the CCR in Malaysia are:

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

Tel: (+603) 2262 6222
Malawi

Who can apply?

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

Where?

- Applicants can apply through any Malawi High Commission or embassy. Details of the UK embassy are listed below.

What must the applicant supply?

All applicants must supply the following:

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

What are the costs / turnaround times?

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

Contact Details:

Malawi High Commission
36 John Street
London
WC1N 2AT

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

Malta

Certificate of Conduct / Certifikat ta’-Kondotta
Who can apply?

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

Where?

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

What must the applicant supply?

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

What are the costs / turnaround times?

- A fee of around €3 (around £2.50) for in-person applications, an additional fee may be charged for postage when applying through the High Commission or Embassy.
- The fee is payable in cash or personal cheque. There is no facility for online payments.
- The turn-around is up to 3 weeks for in-person applications, and must be collected in person/by nominated individual
- For international applications, which are returned by registered post, the turnaround may be longer than 3 weeks.

Contact Details

Malta Police General Headquarters
Floriana
CMR 02
Malta

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

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

High Commission of Malta
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 or 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: www.police.govmu.org

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 Record Office
Line Barracks
Port Louis
Mauritius

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

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

For any further information or clarification, the Consular Section of the Mauritius High Commission can be contacted on:
Tel: 0207 581 0294 (week days between 0930 and 1200 hours)
E-mail: londonconsul@govmu.org

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 his behalf can apply only by appointment in Mexico City or PRG offices in each state of Mexico.
- If the applicant cannot attend in person in Mexico they must contact the Consular Section of the Embassy of Mexico in their country.

What must the applicant supply?

Local:

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

Overseas but somebody must apply on their behalf in Mexico:

- Two sets of finger prints taken by the Mexican Consulate *
- Letter issue by the Mexican Consulate. *
- Power of attorney signed before two witnesses, authorising someone to apply on their behalf, this can be downloaded at the following website: [http://consulmex.sre.gob.mx/reinounido/images/stories/pdf/Formato_carta_poder.pdf](http://consulmex.sre.gob.mx/reinounido/images/stories/pdf/Formato_carta_poder.pdf)
- Passport *
- Valid visa. If the applicant is a foreign national *
- Proof of address. If the document is not in Spanish it must be translated by an official translator
- Birth certificate. If the document is not in Spanish it must be translated by an official translator
- Two passport size photograph. One front and one right profile photo.

* This office is able to take the finger prints and to issue a letter addressed to the Attorney General's Office in Mexico, stating that the applicant needs to obtain a Certificate. The embassy will attach to the letter two sets of the
applicant’s fingerprints, copy of his/her passport, copy of his/her visa and the power of attorney which has to be signed by the applicant and two witnesses (the applicant will need to bring photocopies of the official identification of the two witnesses). Once the letter has been issued and in order to apply for the Certificate of Criminal Records, the applicant needs to send the letter and the other requirements listed to the person who is going to apply on his/her behalf in Mexico.

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

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

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

020 7907 9442 / fax 020 7495 4035,
consulmexuk@sre.gob.mx

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

Internal applicants:

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

Overseas applicants:

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

Tel: (+44) 020 8995 6818
Fax: (+44) 020 8995 6927
E-mail: 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

Tel: (+382) 202 415 90
E-mail: mupravno@cg.yu

Embassy of Montenegro
18 Callcott Street W8 7SU

Tel: 020 7727 6007
Fax: 020 7243 9358

E-mail: UnitedKingdom@mfa.gov.me

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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 procedures 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:
The processing body in Mozambique:

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

Tel: +258 21 307 850

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

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**Namibia**

**Who can apply?**

Only the individual can apply for the certificate of good conduct. Fingerprint are taken at the time of applying.

**Where?**

Applications can only be made in Namibia as they take your fingerprints at the time of the application.

**What must the applicant supply?**

Copy of ID, passport or birth certificate

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

Cost is N$50.00 (+£3.33) and turnaround time is 3 – 4 months according to information from police, (but it usually takes about six months).

**Contact details**


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

Certificate

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

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

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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

Tel: (+977) 014-412-783 or (+977) 014-412-602
Fax: (+977) 014-415-594

Overseas applicants:

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

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

http://www.nepembassy.org.uk/index.php

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

You can find information in English on how to apply and the cost involved at: https://www.justis.nl/producten/vog/certificate-of-conduct/.

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  
Tel: (+70) 370 7234  
Internet: http://www.justitie.nl/vog  
E-mail: frontdesk.justis@minjus.nl

Royal Netherlands Embassy  
Hyde Park Gate SW7 5DP  
Tel: 020 7590 3200 Email: lon@minbuza.nl  
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?
Applications can apply for a Criminal Conviction Report on our website here:

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:
http://www.justice.govt.nz/criminal-records/

Criminal Records Unit
Ministry of Justice
SX10161
Wellington

Tel: +64 (4) 918 8800 and ask to speak to a Criminal Records Officer.

E–mail: criminalrecord@justice.govt.nz

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.
- 2 Photographs (Passport Type)

What are the costs / turnaround times?

- The fee changes monthly, the charge is the Stirling equivalent of $20 according to Nicaragua Central 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: [http://www.policia.gob.ni/?p=176](http://www.policia.gob.ni/?p=176)

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

Tel: 020 7938 2373
Fax: 020 7937 0952
[embaniclondon@btconnect.com](mailto:embaniclondon@btconnect.com)
[www.cancilleria.gob.ni](http://www.cancilleria.gob.ni)
[consulnic.uk@btconnect.com](mailto:consulnic.uk@btconnect.com)

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:**
- ₦1,500 (approx. GBP £5.99). Turnaround time given on application.

**Applicants in the UK:**
• GBP£ 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 here:  
http://www.nigeriahc.org.uk/pdf/good_conduct.pdf (English)

Apply in person or post applications to:

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

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

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

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**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: www.politiet.no.

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

For more information and links to the online forms, please see https://www.politi.no/tjenester/politiattest/Tema_1858.xhtml

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

https://www.politi.no/tjenester/politiattest/

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

Embassy of Norway
25 Belgrave Square
London
SW1X 8QD

Tel: 020 7591 5500
Fax: 020 7245 6993

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

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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)
- Fingerprint (taken at station)
- Payment of fee

For non resident expatriates:

- Letter from applicant containing their name and postal address
- Two photographs
- Copy of passport including Omani residence stamp page
- Receipt for transfer of fees

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

For Omanis and resident expatriates:

- Omani Rial 3.000 (approx 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


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

Tel: 020 7225 0001
Fax: 020 7589 2505
Monday-Friday 09.00-15.30
Police Character Certificate

Who can apply?

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

Where?

Local applicants must apply through post or in person at relevant:

- City: Local city police officer/ local police station
- Town: Local district office of Senior Superintendent of Police (SSP)
- FATA areas: Local FATA agency

- Overseas applicants are advised to apply through the High Commission of Pakistan in Manchester or London, through post or in person.

What must the applicant supply?

Applicants must supply:

- Full name
- Full names of both parents/husband’s name
- Date and place of birth
- Permanent current address (UK or Pakistan)
- All previous/temporary addresses in Pakistan
- Pakistani Computerised National Identity Card (CNIC)/ National Identity card for Overseas Pakistani’s (NICOP)/ Pakistan Origin Card (POC)
- Reasons for application with any supporting documentary evidence
- Photocopies of passport or NID (enquire beforehand)
- Fingerprints may be required at some police stations (enquire beforehand)

Third party representatives must supply:

- A photocopy of applicant’s British passport/foreign Visa page
- A photocopy of third party representative’s National Identity Card(NID)
- A letter in named in their behalf from subject, naming and granting the third party relative to obtain the certificate on their behalf
- An affidavit on judicial stamp paper from the third party relative, stating that they will receive the clearance certificate on subject’s behalf

What are the costs / turnaround times?

Local applicants:
• Rs.20 fee for Affidavit judicial stamp. Payable at station/office with an instant turnaround.

Overseas applicants:

• Fee may be applicable; contact local consulate.
• Turnaround is 4-7 months (dependent on clerk’s willingness to cross-reference and due to manual checking system)
• No fast track system in place.

Contact Details

Local applicants must consult their local Police station or SPCRO.

Overseas applicants must consult:

London High Commission
Counsellor (Welfare)
Community Welfare Division
High Commission for Pakistan
34 Lowndes Square
London SW1X 9JN
United Kingdom
Tel: (+44) 020-766-492-46
Fax: (+44) 020-782-314-79
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
Tel: (+44) 01612-253-368
E-mail: parepmanchester@phclondon.org
Internet: 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 fingerprint
- 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 \( \text{www.xe.com} \) rate 1GBP=3.86PGK) payable only in cash at the Papua New Guinea Treasury Office.
- Payee must get a payment receipt to submit with the other application documents

Contact details

Local:

Police National Forensic Science Centre
Varahe Street,
Gordons,
PO Box 85,
Konedobu,
National Capital District,
Port Moresby, PNG

Tel: +675 325 4188/4472
Fax: +675 325 5365

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

It is available in the three official Papua New Guinea languages
- English
- Tok Pisin
- Hiri Motu

Peru

Certificado de Antecedentes Policiales

Who can apply?
- Residents/non-residents and nationals may apply.
- Third party representatives (close relatives only) may apply, with a power of attorney.
- Prospective UK employers cannot apply.

Where?
- Local applicants must consult their local police station.
- Overseas applicants must appoint a third party relative to apply on their behalf. The subject must first go to a Peruvian Consulate, to sign a power of attorney, authorising their representative to obtain the records on their behalf and then have the power of attorney certified by the Peruvian Ministry of Foreign Affairs, before the representative can request the court records.

What must the applicant supply?
- Notarised photocopy of ID (DNI)/ Passport
- Letter from Consular Directorate stating subject’s reason for application and subject’s time and place of residence while in Peru.
- Fingerprints of subject and official’s signature (local and overseas applicants must enquire at local police station to obtain form)
- 2 colour passport sized photos
- Fee payment receipt

What are the costs / turnaround times?

Local applicant:
- Overall fee: PEN80.8 (approx. GBP£ 18)
  (General free PEN7.10/ fee for scanned photo PEN5/notarisation fee at Peruvian Ministry of Foreign Affairs PEN45.18/Miscellaneous fees)
• Turnover is usually 3 days.

Overseas applicant:

• A family member in Peru must pay PEN56 (approx. GBP£ 13) in the Banco de la Nación Branch located within the “Registro de Condensas” (Av. Abancay, 5th Block), account no. 000-281743.
• Document then needs to be legalised at Peruvian Consulate in London, at a fee of GBP£ 20.70.

Contact Details

Local applicants must consult their local police station, or:

Policia de Investigaciones del Peru.
Division de Identificacion,
Av. Aramburu No. 550,
Lima 34,
Lima

Overseas applicants may contact the Peruvian Embassy for more information:

Embassy of Peru
52 Sloane Street SW1X 9SP
Tel: 020 7235 1917/8340/3802
Fax: 020 7235 4463
postmaster@peruembassy-uk.com
www.peruembassy-uk.com

Monday-Friday 9:00 - 13:30 14:30 - 17:00

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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 at: http://www.gov.ph/services/nbi-clearance/

Email: nbiclearance@nbi.gov.ph

The Philippines Embassy, London:

Philippines Embassy
8 Suffolk Street
London SW1 4HG

Tel: (+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 obtained 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.
- E-mailed or faxed applications will not be accepted.
- By dedicated internet platform https://ekrk.ms.gov.pl/

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 https://ekrk.ms.gov.pl 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
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

Tel: (+48) 223 976 200 (Central office)
(+48) 223 976 213 (EU information)
Fax: (+48) 223 976 205
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.
• 3 day turnaround for positive certificates.

Overseas applicants:

• Fee of €5.00 (approx. GBP£ 4.50)
• Turnaround time of 2 days (plus postage time).

Contact Details
National body contact details:

Direcção de Serviços de Identificação Criminal
Avenida D. Jão II,
No.1.08.01 D/E, Pisos 0,9-14
199097 Lisboa

Tel:  (+351) 217 906 200
Fax:  (+351) 211 545 100

Portuguese Consulate General in London:

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

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