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 A-F

Amended: July 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
Abu Dhabi (see United Arab Emirates)

Afghanistan

Who can apply?

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

What must the applicant supply?

To apply for a CRC, the following are required:

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

What are the costs and turnaround times?

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

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

Contact details

Email: passport@afghanistanembassy.org.uk

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

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Albania

Certificate of Judicial Status / Deshmi Penaliteti

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

Where?

• Applications are only accepted inside Albania; overseas applications will not be accepted.
• Applications should be made to a branch of the Albanian Post Office. (Direct applications will not be accepted by the Office of Judicial Status or Albanian Embassies).
• Applicants seeking their CRC should either contact the Ministry of Public Order if they have relatives in Tirana or the Albanian Embassy in London.

What must the applicant supply?

The application form must include:

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

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

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

What are the costs / turnaround times?

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

Application form

• Application forms can be downloaded from the Centre for Office Publications (Qendra e Publikimeye Zyrtare): http://www.qbz.gov.al/ (Website in Albanian only)

Contact Details

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

Who can apply?

- The individual or a ‘gestoria’ acting on his/her behalf may request the records

Where?

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

tcorts@justicia.ad

Tel: (+376) 870 710

What must the applicants supply?

- Photocopy of their passport
- Names and Surnames of the person´s parents
- Authorisation if the petition is made on behalf of someone else.

What are the costs/turnaround times?

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

The current cost is 6.01 Euros.

The information on this country was last updated on: 27 March 2017

Angola

Who can apply?
The Individual must apply for the certificate.

Where?

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

What must the applicant supply?

- The documents required are an Angolan ID card.

What are the costs / turnaround times?

- The cost is 500 AON; the turnaround time is 72 hours.
- The document is written in Portuguese. The translation cost varies between 30 to 40 USD. It is an official document provided by the Ministry of Justice.

Contact details

- www.minjus.gov.ao

SIAC- (Serviço Integrado de Atendimento ao Cidadão Unidade de Servicos Públicos)
Talatona- Luanda Sul,
Via a-2
Telefone +244 2222 69 93 01

Open Monday – Friday from 8:00 to 15:30 and on Saturdays from 8:00 to 13:00.

Embassy of the Republic of Angola
22 Dorset Street W1U 6QY
Tel: 020 7299 9850
Fax: 020 7486 9397
TELEX 8813258 EMBAUK G
embassy@angola.org.uk
Monday-Friday 09.00-12.00 & 13.30-16.00
Visa Section Monday-Friday 09.30-13.00 (Closed Wednesday)

Anguilla

Police Certificate

Who can apply?

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

Where can the applicant apply?

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

What must the applicant supply?

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

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

What are the costs / turnaround times?

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

Contact Details

**Applicants in Anguilla** must visit:
Commissioner of Police,
Police Headquarters,
The Valley,
Anguilla, AI 2640
Tel:  +(126)-4497-2533
Fax:  +(126)-4497-3746

**Applicants outside Anguilla** must write to the above address.

Further information can be obtained from:
Government of Anguilla London Office:
c/o Aequitas Consulting
M4 West Wing
Somerset House
Strand, London
WC2R 1LA
Tel:  020 7759 1141
Antigua and Barbuda

What must the applicant supply?

Applicants outside Antigua and Barbuda must supply:

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

Applicants inside Antigua and Barbuda:

- Passport
- Thumbprint
- Addresses and dates of residence in Barbados
- Set of fingerprints (taken on application)

What are the costs / turnaround times?

- EC $10 plus postage and bank charges for currency

Contact Details

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

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

Tel: 020 7258 0070
Fax: 020 7258 7486

enquiries@antigua-barbuda.com

www.antigua-barbuda.com

Argentina

Certificate of Criminal Records

Who can apply?

Applicants in the UK:
Criminal record certificates cannot be obtained direct from the UK but have to be made by a nominated representative in Argentina. However, applicants must first have their application certified at the Argentine Consulate (see below) and then send the application and authorisation, issued by the Consulate, to their nominated representative by post along with supporting documents identified by the Consulate at the time of application.

The nominated representative or agent must go to the “Registro Nacional de Reincidencia” or any of the offices within the provinces, and submit the Application and Authorisation issued by the Consulate.

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

**Applicants in Argentina:**

Can make their application direct to the “Registro Nacional de Reincidencia” or a regional office (see below)

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

**What must the applicant supply?**

- Valid and original passport
- Application forms
- Argentine citizens must provide DNI
- Completed authorisation (dated and signed at the Consulate)
- Fingerprints (taken at the Consulate)

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

- The cost of an application is approximately £67 but it varies each month according to the exchange rate.
- All consular fees must be paid by debit card.

**Contact Details**

“Registro Nacional de Reincidencia”
Headquarters (Tucaman 1353 Ciudad Autonoma de Buenos Aires)
Open Mon-Fri - 08.00 to 16.00
Tel: +0054 (0) 11 4374-5611/12/13
E-mail: inforeinci@jus.gov.ar
Or any of the offices within the provinces.
Armenia
Police Clearance Certificate

Who can apply?

- Individual may submit an application personally or nominate his/her parent, brother, sister, spouse and child or authorized representative
- In case of an authorized representative, he/she should submit the original power of attorney, which is approved according to the international treaties or legislation of the Republic of Armenia.

Where?

An applicant may submit the necessary documents to the Ministry of Foreign Affairs or to the Armenian Embassy or Consulate General in person, by post (only the applicant has the right to apply by post, and his/her parent, brother, sister, spouse and child or authorized representative have to submit the application personally) or online (only the scanned copies of the documents must be submitted).

What must the applicant supply?

The following documents must be submitted to the Embassy:

- An application form (available on the spot);
- A Passport (identification card) and its photocopy (while applying by post- only its photocopy);
- The state fee payment receipt.
- If an applicant instructs a third person to receive the certificate, the copy of passport (identity card) of a third person is required.
- If an application is submitted by the applicant’s parent, brother, sister, spouse, child or an authorized representative will have to submit the list of documents, which is available by the following link: http://uk.mfa.am/en/clearance/
- The certificate is issued in Armenian and a foreign language (English, German, Spanish, Russian, French) per applicant’s request.

What are the costs/turnaround times?
The state fee for applications submitted to the Ministry of Foreign Affairs: The state fee of AMD 5,000 to be paid through any commercial bank, national electronic payment system or on the spot - through instant payment system (through a terminal). RA government treasury account is 900005163515. The certificate will be issued in 5 working days.

The State fee for applications submitted to the Embassy: The state fee of AMD 25,000 ($52, €47, £38) to be paid online through the website of the Armenian Embassy (for applications submitted at the Armenian Embassy in UK - http://uk.mfa.am/en/fees/). The certificate will be issued in 5 working days.

Contact details

In Armenia:

Consular Department
Ministry of Foreign Affairs
Government House 2
Vazgen Sargsyan 3
Yerevan
0010
Republic of Armenia

For more information please send an email or call by (+37460) 620-508, (+37460) 620-544, (+37410) 544041 508 of 544 telephone numbers every weekday between 2-4pm or visit the website http://mfa.am/en/clearance/

In the United Kingdom:

Embassy of the Republic of Armenia
25a Cheniston Gardens
London
W8 6TG

For more information please send an e-mail to armconsularuk@mfa.am or call by 02079385435 telephone number every weekday between 3-4pm or visit the website http://uk.mfa.am/en/clearance/

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

Australia

National Police Check

Who can apply?

- Individuals and CrimTrac accredited agencies only.
Where?


What must the applicant supply?*

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

*Rare cases may require fingerprints, where applicant will be notified.

What are the costs / turnaround times?

AFP applications fee schedule:

- $43.00 - $99 AUD for a National Police Check depending on who the employer is and whether fingerprints are supplied with or taken upon the application.
- Turnaround for direct applications to AFP is around 15 days (inside Australia) on receipt of posted forms. International postage timings will vary.

Application form


Contact Details

Applications to be posted to:

Australian Federal Police,
Criminal Records
Locked Bag 8550
CANBERRA CITY ACT 2601
Tel:  + (02) 6202 3333

For any further information, please email:

AFP-NationalPoliceChecks@converga.com.au

Website: www.afp.gov.au

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

Austria

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

Where?

• Internally, applicants may apply in person or online.
• Externally, applicants may apply through the Austrian Embassy/Consulate.

What must the applicant supply?

Embassy applications:

• Completed application form (Antrag auf Austellung einer Strafregisterbescheinigung)
• Passport
• Birth certificate
• If relevant, previous names (e.g. marriage certificates)
• A stamped and self-addressed envelope if the applicant wants the certificate posted to them. Otherwise collection in person.

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

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

Online:

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

What are the costs/turnaround?

Fee of €42 payable in pounds and cash or "postal order" (fee for July: £34.00)

It should take approximately 5 days to receive the certificate.

Contact Details

Local applicants can apply online at https://apps.egiz.gv.at/strafregister/ or visit the Federal Police Bureau, Vienna:

Bundespolizeidirektion
Wasagasse 22
1090 Wien
Tel: 0043 313 10 0
Fax: 0043 313 044 9244

12 v5.0 17/03/17
Email: bpdw.strafregisteramt@polizei.gv.at

External applicants can visit the Austrian consulate general in London:

The Austrian Embassy
18 Belgrave Mews West
London
SW1X 8HU
Tel: 0044 20 7344 3250
Fax: 0044 20 7344 0292

Website: https://www.bmeia.gv.at/en/embassy/london/practical-advice/consular-services/police-clearance-certificate.html

Email: London-ob@bmeia.gv.at

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

Azerbaijan

Police clearance certificate

Who can apply?

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

Where?

- Applicants can apply by person or post both in Azerbaijan and in the UK through the embassy listed below

What must the applicant supply?

The applicant must supply the following:

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

What are the costs / turnaround times?

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

Contact details
Bahamas

Police Character Certificate

Who can apply?

- Bahamian / non-Bahamian applicants can apply

Where?

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

What must the applicant supply?

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

What are the costs / turnaround times?

- A fee of $2.50 US / Bahamian currency plus mailing costs before the certificate can be issued. Cheques and international money orders must be made payable to the Bahamas Public Treasury.
- A Bahamian character certificate will be ready to collect the day after application, except in the Summer months when it will take two working days
- Non-Bahamian applicant character certificates take 14 working days to process: unless otherwise specified as in the case of an applicant who has permanent residence and is in possession of a recently expired certificate

Contact Details

Bangladesh

Who can apply?

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

Where?

- Applicants (both Bangladeshi nationals and foreign nationals) domiciled in countries outside Bangladesh may apply in person at either:
  - The High Commission,
  - The Embassy of Bangladesh,

Or contact:

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

A prospective UK employer can submit an application for pre-employment screening purposes only via a third party. This includes the following government bodies:

Department of Immigration and Passports (Ministry of Home Affairs)-Dhaka

Ministry of Foreign Affairs-Dhaka High Commission of Bangladesh-London, UK

What must the applicant supply?

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

What are the costs / turnaround times?

- The processing fee for a Police Clearance Certificate is BDT250 (approximately £2.50). There is no online payment facility. Payment can only be made by cash to the Central Bank of Bangladesh.
- In cases where a government authority is a prospective employer, there is no charge for a Police Clearance Certificate. This is a separate and unrelated request to a PCC for a prospective UK employer.
- Under the guidelines of the one stop service, a Police Clearance Certificate will be issued within seven days. This is relevant to all applications for travel and pre-employment screening purposes. There is no added fee for this service.
- There is no specific time-frame for applications that fall outside of the one stop service.
- There is no fast-track system in place for the disclosure of priority cases.

Contact Details

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

36 Shahid Cap. Monsur Ali Sarani
Ramna
Dhaka-1207

Tel: +(880) (2) 831 4128
Fax:  +(880) (2) 831 8210

Contact details for local police stations can be found online: www.police.gov.bd

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

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

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Bahrain

Good Conduct Certificate

Who can apply?

- Individuals themselves can only apply.
- Employers or third parties cannot apply for the certificate.

Where?

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

What must applicants supply?

- Applicants must supply a signed and completed police clearance application form – this is available at www.bahrainembassy.co.uk
- 2 passport sized photographs with blue backgrounds
- Photocopy of passport (old and new) and photocopy of Bahraini residence permit
- A signed letter stating applicant’s reason for requesting police clearance, the amount of time spent in Bahrain and applicants address and telephone number in the United Kingdom
- A fee of £42
- Stamped and addressed envelope

What are the costs / turnaround times?

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

Contact details

Embassy of the Kingdom of Bahrain
Barbados

Police Certificate of Character

Who can apply?

- Individuals
- Third party representative with written consent.

Where?

Police HQ based in Bridgetown (address below)

What must the applicant supply?

- Name (include aliases; female applicants must include maiden name)
- Purpose of request
- Passport Details
- Date and place of birth
- Addresses and dates of residence in Barbados (Most recent)
- Set of fingerprints (taken on application)
- Photographic ID
- Application Fees
- Stamped and self-addressed envelope (if wish to be mailed)

What are the costs / turnaround times?

- Fees are: BD$16 + GBP£6. The certificate can be mailed, or collected.
- The turnaround time is on average a week (excluding postage).

Application form download (where applicable):

http://www.barbadospolice.gov.bb/media/?page=forms

Contact Details
Belarus

Who can apply?

- Any individual can apply.

Where?

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

What must the applicant supply?

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

What are the costs / turnaround times?

Applications cost approximately 35 EUR for citizens of Belarus and 70 EUR for non-citizens. The turnaround time is around two months.

Contact Details

Contact details for the Embassy of Belarus, London:

Email: uk.consul@mfa.gov.by

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

Belgium

Extrait de Casier Judiciaire/ Uittreksel uit het Strafregister

Who can apply?

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

Where?

- Applications can be made by post, fax, and email or in person.
- In Belgium, applicants must apply to the local police.
- Outside Belgium, applicants must apply directly to the Ministry of Justice through a Belgian embassy.

What must the applicant supply?

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

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

In person:

- ID card

For third parties:

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

What are the costs / turnaround times?

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

Contact Details

Contact details for the Ministry of Justice:

French speaking:

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

Tel: 0032 2 552 27 48
Fax: +32 (0)2.552.27.82
Email: cjc-csr@just.fgov.be
Belize

Police Clearance

Who can apply?

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

Where?

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

What must the applicant supply?

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

What are the costs/turnaround?
Standard applications cost Bzd $12 (approx. £3.74) for a two-week turnaround
$25 BZD for an urgent service (1-2 days)
International applications must include the money for return postage (i.e. standard return post to the UK is Bzd $0.75/ GBP £0.23) as well as fee stated above.

Application form download (where applicable):

Form can be found on the following website: http://www.police.gov.bz/index.php?option=com_phocadownload&view=category&id=7&Itemid=313

Contact Details

Contact Info:
Ms. Ramirez
Head of Criminal Records Office
Tel: (501) 207-3206
Email: cro@policenet.bz

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

Bolivia

Certificado de Antecedentes

Who can apply?

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

Where?

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

What must the applicant supply?

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

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

Contact Details

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

Bosnia & Herzegovina

Certificate of non-conviction/ Uvjerenje o nekaznjavanju

Who can apply?

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

Where?

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

What must the applicant supply?

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

What are the costs / turnaround times?

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

5-7 Lexham Gardens
London W8 5JJ

Tel: 020 73730867
E-mail: embassy@bhembassy.co.uk

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**Botswana**

Police Clearance Certificate

**Who can apply?**

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

**Where?**

- Locally: Submit in person to the Criminal Records Bureau, Botswana Police Services.
- Externally: Mail to Criminal Records Bureau or consult the Nearest Botswana Mission

**What must the applicant supply?**

Local applicants:

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

Foreign nationals (living in Botswana):

- A copy of their residency permit is required.

Foreign nationals (living outside Botswana):

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

**What are the costs/turnaround?**

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

Contact Details

Deputy Director – Criminal Records Bureau  Forensic Science Services  Private Bag 0400  Gaborone  Tel: +(267) 3918601  
Plot 22117 Gaborone West Industrial, Kgomokasitwa Road  
E-mail: golesetedi@gov.bw

For more information for applicants in the UK, contact:

Botswana High Commission  
6 Stratford Place, London W1C 1AY  
Tel: +(0044) (020) 7499 0031 OR (020) 7647 1000  
Fax: +(0044) (020) 7495 8595 OR (020) 7409 7382

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

Brazil

Atestados de Bons Antecedentes

Who can apply?

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

Where?

• Locally: in person to the office of the Justice Federal and Policia Federal in the state/city of residence for the previous ten years.  
• Online (varies regionally): http://www.jf.jus.br/cjf/servico/certidao-negative

What must the applicant supply?

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

Contact Details  

• For addresses or telephone numbers of the Federal Police (Policia Federal) access website: http://www.dpf.gov.br/institucional/pf-pelo-brasil/
- Regional offices: [http://www.jf.jus.br/cjf/servico/certidao-negativa](http://www.jf.jus.br/cjf/servico/certidao-negativa)
- Contact the British Embassy in Brasília at the website [http://ukinbrazil.fco.gov.uk/en](http://ukinbrazil.fco.gov.uk/en)

Embassy of Brazil  
14/16 Cockspur Street  
London SW1Y 5BL  
Tel: 020 7747 4500  
www.brazil.org.uk

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**Brunei Darussalam**

Police Certificate of Good Conduct

**Who can apply?**

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

**Where?**

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

**What must the applicant supply?**

- Photocopy of his/her current passport
- Photocopy of his/her Brunei identity card, if available
- Evidence of individual's work permit (where applicable)
- Evidence of the duration of the applicant's residency in Brunei

**What are the costs/turnaround?**

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

**Contact Details**

Local applicants may consult:

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

External Applicants may consult:

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

Tel: 0207 5810521
Fax: 0207 2359717

Email: london.uk@mfa.gov.bn

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Bulgaria

Svidetelstvo za Sudimost / Conviction Status Certificate

Who can apply?

- Bulgarian nationals can apply, prospective employers cannot apply.
- A non-national must possess a Unique Personal Identification Number which is obtained when one holds a Bulgarian residence permit.
- Third party applications are accepted, on production of completed third party application form, certificate of inheritor or with a power of attorney.

Consult your nearest Bulgarian embassy for more information.

Where?

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

What must the applicant supply?

- Completed application form
- Given name, father’s name, family name and address of the citizen requesting the certificate
- Unique Personal Identification Number
- Day, month and year of birth
- Place of birth
- Citizenship status
- The purpose for requesting to obtain the certificate, and the exact job position needs to be mentioned;
• An Identification of Names Statement if the three names of the citizen requesting the certificate have been changed after the age of 14 due to marriage, adoption or other, the names given by birth need to be included.
• ID card or passport
• Original birth certificate or a certified copy of the birth certificate

What are the costs/turnaround?

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

Contact Details

Local applicants must consult:

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

Tel: +(0035) 929 237 355
Fax: +(0035) 929 881 142

Email: pr@justice.government.bg

External applicants must consult:

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

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

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

Cape Verde

Who can apply?

• Normally the applicant themselves. However, if he (she) is not in Cape Verde,
someone else can apply, presenting a copy of the applicant’s passport (It takes 48 hours to be issued).

Where?

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

What must the applicant supply?

- A copy of their passport.

What are the costs / turnaround times?

- 350 escudos, which corresponds to about 3 Euros.

Contact details

Details can be found on the following website:

https://portoncv.gov.cv/portal/page?_pageid=118,190644&_dad=portal&_schema=PORTAL (Portuguese)

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

The nearest Embassy for Cape Verde:

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

Certificate

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

Canada

Police Certificate/ Criminal Record Check

Who can apply?
• Individuals in and outside Canada.
• Individuals may authorise the results of criminal record verification to be forwarded to a third party upon receipt of written consent*.

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

**Applicants resident in Canada:**

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

You must bring:

• A full electronic set of fingerprints on form C-216C
• A complete application form
• Reason for your request (eg. For immigration)
• Your full name
• Date of birth
• Sex
• Mailing address
• Phone number (and/or fax number and/or e-mail address)
• Applicable fees

**Applicants outside Canada:**

You must bring:

• A full set of fingerprints that have:
  o rolled and flat impressions of all ten fingers taken with black ink
  o full name, date of birth and sex of the applicant
  o the name and address of the police agency
  o the signature of the official taking the fingerprints
• A complete application form
• Reason for your request (eg. For immigration)
• Your full name
• Date of birth
• Sex
• Mailing address
• Phone number (and/or fax number and/or e-mail address)
• Applicable fees


**Contact Details**

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v5.0 17/03/17
For further enquiries, the High Commission of Canada in London may be able to assist. Please provide your full name, address, telephone number and date of birth, along with a heading in the subject line specifying your query:

ldn.consular@international.gc.ca
ldn.passport@international.gc.ca

Website for details and guidance:


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

Cayman Islands

Police Clearance Certificates

Who can apply?

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

What must the applicant supply?

Residents:

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

Overseas Applicants:

- Copy of passport (page with picture, passport number, name etc). Please note that each page must be notarised and original documents submitted.
- Copy of the most current work permit stamped in the passport whilst working in the Cayman Islands (if the passport that the work permit was stamped in
has been cancelled, the applicant will need to send a copy of the cancelled passport along with a copy of the new passport).

- A completed application form (must be notarised)
- Copy of the applicants entry and exit stamp for the Cayman Islands (date they arrived in the Cayman Islands and the date they departed will be affixed to the police clearance).

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

What are the costs / turnaround times?

Residents:

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

Overseas Applicants:

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

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

Contact Details

Write to:

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

Location:

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

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

v5.0 17/03/17
Application forms can be downloaded from this website which also contains additional information:

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

Chile

Certificado de Antecedentes

Who can apply?

- Only the individual can apply.
- All Chilean citizens and foreigners who have lived in Chile and are holders of a Chilean Identity Card.
- Third parties cannot apply.

Where?

- Consulate General of Chile, 37-41, Old Queen Street, London SW1H 9JA, telephone 020 72222361 (Exts: 204, 205 or 206). By appointment or in Chile to the nearest "Servicio de Registro Civil" office.

What must the applicant supply?

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

What are the costs / turnaround times?

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

Contact Details:

Consulate General of Chile in London
37-41 Old Queen Street
London
SW1H 9JA
Tel.: 020 72222361 (Exts. 204, 205 or 206)
E-mail: Londres@consulado.gob.cl
Web: Chile.gob.cl/londres/es/
China (People’s Republic of)

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

Who can apply?

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

Where?

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

What must the applicant supply?

Local citizens shall provide:
- Their original ID Card
- Permanent Residence Registration (Hukou) and copies

Non-citizens shall provide:
- Their original ID Card
- Temporary Residence card (juzhuzheng)
- passport and copies

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

What are the costs/turnaround?

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

Contact Details:
Further details can be requested via the Chinese Embassy in London:

Embassy of the People's Republic of China  
49-51 Portland Place W1B 1JL  
Tel: 020 7299 4049  
Monday-Friday 09.00-12.30, 14.00-17.00  

www.chinese-embassy.org.uk

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

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**Columbia**

**Colombian nationals** can apply online for the certificate at:  
https://tramitesmre.cancilleria.gov.co/tramites/enlinea/solicitudAntecedentes.xhtml

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

What must the applicant supply?

- Copy of the Passport  
- Copy of the visa  
- Copy of the Colombian Foreigner’s i.d. (Cédula de Extranjería)  
- List of dates spent within the country  
- A signed letter requesting the certificate

Contact details:

Colombian National Police  
Directorate of Criminal Investigation and Interpol  
Tel:57 (1) 5159700 ext. 30421  
Av. El Dorado No. 75-25  
Bogotá D.C.-Colombia  
dijin.oac@policia.gov.co

Colombian Consulate General  
Ground& 3rd Floor  
35 Portland Place  
W1B 1AE  
Tel: 020 7637 9893 or 020 7927 7121  
Fax: 020 7637 5604  
clondres@cancilleria.gov.co

Embassy of Colombia  
3 Hans Crescent  
London
Croatia

Potvrda o Nekaznjavanju/ Certificate of no convictions

Who can apply?

- Individuals
- Third party representatives.

Where?

- Applications accepted in person, by mail or by a third party representative to the Ministry of Justice.
- A UK prospective employer can submit a request with the written consent of an individual.

What must the applicant supply?

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

What are the costs / turnaround times?

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

Contact Details

Applications submitted to:

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

Embassy details

Embassy of the Republic of Croatia in the UK
21 Conway Street, London W1T 6BN, UK
Cuba

Certificado de Antecedentes/ Police Clearance Certificate

Who can apply?

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

Where?

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

What must the applicant supply?

- Proof of Identity

What are the costs / turnaround times?

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

Contact Details

Local applicants:

Central Office:
Central Office in Havana
Cyprus, Republic of

Police Clearance Certificate

Who can apply?

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

Where?

- Police headquarters in Nicosia
- Republic of Cyprus overseas mission.

What must the applicant supply?

Local applicants:

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

External applicants/citizens of foreign nationality:

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

What are the costs/turnaround?

Local applicants

• fee applicable, please enquire.

External applicants:

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

Contact Details

Application available online:
http://www.police.gov.cy/police/police.nsf/All/9D5F063F1BCD709BC22578A900272470?OpenDocument  (English)

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

Cyprus Police – Crime Registry Office
Evangelou Floraki
1478 Nicosia
Cyprus

Tel: 00357 22 8080 80
Fax: 00357 22 8087 14

Internet: http://www.police.gov.cy
E-mail: mechristodoulou@police.gov.cy

Postal applications need to be sent to the following address:

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

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

Excerpt from the Penal Register

Who can apply?

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

Where?

- Regional branches of the Criminal Records Office (CRO) accept applications for excerpts; overseas applications accepted at embassy of Czech Republic.
- Online application (detailed below)
- Applications for an Excerpt can be filed in person at the CRO or regional offices. An individual can obtain an application form (SEVT 17 157 0) at the relevant office.

What must the applicant supply?

Online Applications:

- An electronic signature certificate

Criminal Records Office/Regional Office applications:

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

Czech Point applications:

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

What are the costs / turnaround times?

- Fee of CZK 50 (around £1.50) for applications inside the Czech Republic, payable by tax stamp obtainable at the CRO or branch office.
- For online applications fee is payable by online transfer.
- Turnaround for applications filed at the CRO is immediate.
- Applications filed at regional offices take 3 weeks, and are returned by post to the applicant.
- There is no fast-track system for disclosure.

Contact Details

Online applications forms can be found at:

http://www.mzv.cz/public/ef/74/bf/191899_14922_Zadost_o_vypis_z_rejstriku_trestu_CR.pdf

Czech Point website (locations of offices):


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

Rejstrik Trestu Praha
Soudní 1
140 66 Praha 4

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

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

Tel: 020 7243 1115
Fax 020 7727 9654

http://www.mzv.cz/london/en/visa_and_consular_information/consular_information/extract_from_the_czech_republic_criminal/index.html

Democratic Republic of Congo

Police Criminal Record/ Extrait du Casier Judiciaire

Who can apply?

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

Where?

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

What must the applicant supply?

• Copy of ID
• Fingerprints

What are the costs/turnaround?

• Fee of between $20 to $50 (GBP£12-30) for information and a duplicate request would cost around $15 (approx. GBP£10.00)

Contact Details

Local applicants must consult:

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

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

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Denmark

Who can apply?

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

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

National Police (“Rigspolitiet”)
Centre for General Law
Polititorvet 14
DK - 1780 Copenhagen V
Denmark
What must the applicant supply?

The Danish National Police will need:
- A copy of the applicant’s passport
- Information about his/her last residence in Denmark
- Information on whether the certificate is to be issued in English
- Information on which address the certificate is to be forwarded to

What are the costs/turnaround?

- Free of charge when applying in person and turnaround is instant.
- Free of charge when applying by post, aside from postage.
- Turnaround by post to the UK is around a week.
- Authentication fee: DKK 175.00 (approx. GBP£20).
- There is no fast track service.

Contact Details

Further details can be found online: http://storbritannien.um.dk/en/travel-and-residence/other-consular-matters/copy-of-your-criminal-record

The application form can be found online:

https://www.politi.dk/NR/rdonlyres/6AD25FE9-F4BA-40D1-8534-88F230F57433/0/P366_0606.pdf (Danish language only)

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

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

RigsPolitiet,
Alfdeling D,
Kriminalregistret,
Posboks 93,
2650 Hvidovre,
Royal Danish Embassy:

Royal Danish Embassy
55 Sloane Street
London SW1X 9SR

Tel: 020 7333 0200
Fax: 020 7333 0270
E-mail: ionamb@um.dk
Dominica

Certificate of no Criminal Record

Who can apply?

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

Where?

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

What must the applicant supply?

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

What are the costs/turnaround?

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

Contact Details

Criminal Investigations Department,
Police Headquarters,
Roseau,
Dominica

Office of the High Commissioner for the Commonwealth of Dominica
1 Collingham Gardens
London SW5 0HW

Tel: 020 7370 5194
Fax: 020 7373 8743

info@dominicahighcommission.co.uk
Dominican Republic

Who can apply?

- Individuals only.

Where?

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

What must the applicant supply?

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

What are the costs/turnaround?

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

Contact Details

Palacio De La Policia Nacional
Av. Leopoldo Navarro #402,
Santo Domingo, R.D.

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

Embassy of the Dominican Republic
139 Inverness Terrace W2 6JF

Tel:  020 7727 7091
Fax:  020 7727 3693

info@dominicanembassy.org.uk
www.dominicanembassy.org.uk
Dubai (See United Arab Emirates)

**Ecuador**

Certificado de Antecedentes Persones

**Who can apply?**

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

**Where?**

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

**What must the applicant supply?**

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

**What are the costs/turnaround?**

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

**Contact Details**

Puente Portete Y Avenida Barcelona S/N
Guayaquil

Or

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

Embassy of Ecuador
144 - 146 King’s Cross Road - First Floor
London WC1X 9DU
Tel: 020 3503 0660
Egypt

Criminal Status Record. (Saheefat al Hala al Gina’iyya)

Who can apply?

Residents:

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

Non-residents:

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

What must the applicant supply?

- Must attend in person at the Consulate to take fingerprints.
- Valid passport
- Full address in Egypt
- 1 passport size photo
- Forms can be bought and stamp duty paid at post offices in Egypt.

What are the costs / turnaround times?

- Fees of GBP 14
- This process takes 6 to 8 weeks

Contact Details

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

Tel: 020 7235 9777
Fax: 020 7235 5684

Monday-Friday 09.00-17.30

Eritrea
Who can apply?

- Individuals only.

Where?

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

What must the applicant supply?

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

What are the costs/turnaround?

- Eritrean nationals are required to pay a tax of 2% of earnings overseas in return for provision of the Police certificate.
- Service charge to the police of Nfas 50 for completing the application
- Charge of Nfas 59 where fingerprints are taken in the UK and checked by the Consular office.

Contact Details

Eritrean Embassy in London
96 White Lion Street
London
N1 9PF

Tel: 020 7713 0096
Fax: 020 7713 0161

Estonia

Notice from the Punishment Register (Karisturegisteri teatis)

Who can apply?

- Individuals
• third party applicants.

Where?

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

What must the applicant supply?

Completed application form requiring:

• Full name
• Estonian personal code or date of birth
• Contact details (full postal address, telephone number and email address)
• Making a query about someone else requires the forename, surname and personal code of that person or the name and Business Registry code of that person.
• Postal applications should be accompanied by a signed and dated copy of the applicant’s passport or ID card

What are the costs/turnaround?

• Queries about own data is free-of-charge once a year.
• Queries about another person or repeat queries about own data are subject to prior payment of the state fee. Payment should be made by bank transfer and the proof of payment should be enclosed to the application.
• Turnaround of around 2 business days for Limited checks and 10 days for Full checks. This does not include postal time.
• There is no fast track service available.
• The certificate is in Estonian language.
• A consular statement in English can be obtained from the Embassy by post. In order to obtain it please send your original certificate of good conduct (in Estonian), copy of your passport or ID-card and the state fee paid by Postal Order (cheque from a post office; payable to: Estonian Embassy) http://london.vm.ee/consular_section/police_clearance_certificate_.

Contact Details


Applications should be sent to:

Karistusregister
Nimekast nr 1563
Toompuiestee 33A
10402, Tallinn
Application for a consular statement in English should be sent to:

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

Tel: 020 7838 5388
Fax: 020 7589 3430
Email: london@mfa.ee
Website: http://london.vm.ee/

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

Ethiopia

Who can apply?

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

Where can applicants apply?

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

What documents must the applicants supply?

The applicants must supply the following:

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

What are the costs and the turnaround times?

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

Contact details:

For more information contact:
Fiji

Police Clearance Certificate

Who can apply?

- Individuals only.

Where?

- Applicants must provide a letter from their employer’s office requesting the penal clearance. After this process they must consult their local Fijian embassy.

What must the applicant supply?

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

What are the costs/turnaround?

- Local applicants (Migration and Employment Purposes): FJ$61.30 (approx. GBP£21.50) with a 1 day fast track service of FJ$122.65 (approx. GBP£43.01).
• Overseas applicants (Migration and Employment Purposes): FJ$102.20 cash/ FJ$112.20 bank draft (approx. GBP£35.85/ GBP£39.35) with a 1 day fast track service of FJ$153.30 cash/ FJ$163.30 bank draft (approx. GBP£53.76 /GBP£57.27).

Further info on fees can be found at http://www.police.gov.fj/index.php/psc-circular-memo/psc-circular-memo-2010

Contact Details

Application form:

Guidance:

Applications to be sent to:

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

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

Tel: 020 7584 3661
Fax: 020 7584 2838

www.fijihighcommission.org.uk
http://www.fijihighcommission.org.uk/index.html

Monday-Friday 09.30-13.00 & 14.00-17.00

Consular Section

Tel: 020 75843661 ext 5340/5347

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Finland

Rikosrekisteriote / Extract from Criminal Records

Who can apply?
• All individuals are entitled to inspect their criminal record under freedom of information legislation. However, written information issued in this context is not intended to be shared with third parties.

• Extract is a full disclosure and an individual may authorize an employer or other third party to request an extract from criminal records on his or her behalf. Employer may apply to the Finnish security intelligence service for a security clearance check, but only if certain conditions are met (see below). A security clearance check requires the consent of the subject.

• UK companies that have a branch office in Finland may also be entitled to apply to the Finnish security intelligence service for a security clearance check.

Where?

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

What must the applicant supply?

A free-form letter containing the following information:

• Full Name (and any previous names)
• Finnish ID Code
• Date and Place of Birth
• Full address details and contact telephone number
• Language certificate is to be issued in

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

What are the costs/turnaround?

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

• Application is payable by the applicant. An invoice for the fee is released with the extract.
• Processing time for both types of criminal record extract is approximately one week.

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

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

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

Tel: +(0035)8 10 36 65662
Fax: +(0035)8 10 36 65783

Application forms can be downloaded from:

[http://www.suomi.fi/suomifi/english/search/index.jsp?content=4&q=Legal+Register+Centre&formsCheckbox=forms](http://www.suomi.fi/suomifi/english/search/index.jsp?content=4&q=Legal+Register+Centre&formsCheckbox=forms)

Extract from criminal records can be applied from:


Embassy of Finland
38 Chesham Place
London
SW1X 8HW

Tel: 020 7838 6200
Fax: 020 7235 3680
E-mail: sanomat.lon@formin.fi
Website: [www.finemb.org.uk](http://www.finemb.org.uk)

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

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France

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

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


Who can apply?

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

Where?

There are five possible application routes:

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

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

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

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

What must the applicant supply?

Online applications require (for French nationals only):

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

Postal applications require:

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

Fax applications require:

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

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

What are the costs/turnaround?

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

Contact Details

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

Postal/fax application form: https://www.formulaires.modernisation.gouv.fr/qf/showFormulaireSignaletiqueConsulter.do?numCerfa=10071  (French language only)

To be sent to:

Casier Judiciaire National
107 rue du Landreau
44317
Nantes

Tel:  +(0033) 2 51 89 89 51
Fax:  +(0033) 2 51 89 89 17/18

Internet: https://www.cjn.justice.gouv.fr/cjn/b3/eje20

E-mail: cjn@justice.gouv.fr

French Embassy
58 Knightsbridge
London
SW1X 7JT
Tel:  020 7073 1000
Fax:  020 7073 1004
E-mail: consulat.londres-fslt@diplomatie.fr

The information on this country was last updated on: 08 February 2017