



Home Office

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 Q-Z

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>

Qatar

Certificate of Good Conduct

Who can apply?

- Qatari nationals and former residents may apply.
- Third party representatives cannot apply.
- Prospective UK employers cannot apply.

Where?

- Local applicants must apply in person at the Criminal Evidence and Information Department.
- Overseas applicants may apply in person or through mail at the Criminal Evidence and Information Department.

What must the applicant supply?

Local applicants:

- Letter requesting the issuance of a Good Conduct/ Police Clearance Certificate from the State of Qatar. It should include:
 - Purpose for request
 - First date of arrival of the person in Qatar and the last date of departure.
 - Original passport and a complete photocopy of all pages of the passport (including copies of all pages, regardless of entries).
 - Original Qatari ID and photocopy.
 - 3 passport-size photographs
 - Set of Fingerprints (taken at office)
 - Letter of non-objection from sponsor/prospective employer

Overseas applicants:

- Letter requesting the issuance of a Good Conduct /Police Clearance Certificate from the State of Qatar. It should include:
 - Purpose in requesting the Certificate,
 - First date of arrival of the person in Qatar and the last date of departure
 - A complete photocopy of all pages of the passport (include copies of all pages, regardless of entries).

- set of fingerprints (taken at local police station; consult embassy for further details)
- 3 passport-size photographs.
- A self-addressed return envelope large enough to hold an A4 size document.
- Letter of non-objection from former sponsor/employer

What are the costs / turnaround times?

Local applicant in person:

- Fee of QR10 (approx. GBP £2.00) to be paid in cash at the office.
- Turnaround of up to two weeks.

Overseas applicant by mail:

- Fee of QR10 (approx. GBP £2.00) to be paid by cheque.
- Turnaround is about two weeks and will be mailed to the applicant.

Contact Details

Local applicants in person:

Criminal Evidence and Information Department
Ministry of Interior
P.O. Box 23004
Doha
State of Qatar

Overseas applicants mailing address:

Criminal Evidence and Information Department
Ministry of Interior
P.O. Box 23004
Doha
State of Qatar

For more information:

http://www.moi.gov.qa/site/english/departments/CEID/resources/2010/08/25_18316.pdf

Qatar Embassy in London:

Qatar Embassy
1 South Audley Street
London
W1K 1NB

Tel: (+44) 020 7493 2200

Fax: (+44) 020 7493 2819

Website:

http://www.qatarembassy.info/index.php?option=com_content&view=article&id=101&Itemid=82

Romania

Certificat de Cazier Judiciar

Who can apply?

- Romanian nationals can apply.
- Third party representatives can apply with a notarised written consent or power of attorney.
- Prospective UK employers cannot apply.

Where?

- Local applicants must apply in person at their local county police station.
- Overseas applicants are advised to consult the Romanian embassy in London.

What must the applicant supply?

- Local and overseas applicants must supply a completed application form. Obtainable at link below; local police station or embassy.
- Applicants must provide photographic ID when collecting from police station/embassy.

What are the costs / turnaround times?

Local applications:

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- Fee of RON 1 (approx. 0.20p) payable by tax stamp available at Post Offices
- Turnaround of 10-30 days.

Fast-track service:

- Fee of ROM 5 (approx. GBP £1.00) called 'emergency tax', paid at local State Treasury Unit (Tax Office)
- Turnaround of 1-3 days.

Contact Details

Police stations that accept applications:

www.politiaromana.ro/site_judetean.htm

Online form:

http://politiaromana.ro/directia_cazier_registrul_operatorilor_intracomunitari.htm

(Romanian Only)

Central Office in Bucharest:

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

Tel: (+402)131 531 89

General Inspectorate of the Romanian Police:

13-15 Stefan cel mare Street
Bucharest

Tel: (+402)120 825 25

Romanian Embassy

Arundel House

4 Palace Green

London

W8 4QD

Tel: (+44)207 937 9666

Fax: (+44)207 937 8069

Email: roemb@roemb.co.uk

What does the certificate look like?

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

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

Police Clearance Certificate

Who can apply?

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

Where?

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

What must the applicant supply?

- A letter of request for criminal record clearance certificate should be addressed to the Prosecutor General, National Public Prosecution Authority, PO Box 1328, in Kigali-Rwanda through Rwanda High Commission in London-UK.
- Two current passport photos.

- Duly completed form (attached)
- Proof of payment for £50 into Rwanda High Commission bank account(full details are on website; [http://www.rwandahc.org/visa-and-consular-services/police-clearance-certificate/Proof of address in the UK/Ireland](http://www.rwandahc.org/visa-and-consular-services/police-clearance-certificate/Proof%20of%20address%20in%20the%20UK/Ireland) (copy of utility bill or bank statement)
- Copy of valid passport.
- Proof of immigration legal status in the UK/Ireland for non-UK citizens.

What are the costs / turnaround times?

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

Contact details

The application form can be downloaded from <http://www.rwandahc.org/visa-and-consular-services/police-clearance-certificate/>

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

Switch Board: +44 20 7224 9832

www.rwandahc.org

Russian Federation

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

Who can apply?

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

How to apply?

- Local applications in Russia should be made in person or through an authorised representative with power of attorney at the MIAC (Main Informational and Analytical Centre) of the Ministry of Internal Affairs of Russia (MIA) or through territorial divisions of the MIA.

- Local applications in Russia can be submitted online via Public Service Portal of the Russian Federation: <https://www.gosuslugi.ru>
- Overseas applicants can apply through the Consular Section of the Russian Embassy.

What must the applicant supply?

Local applicants:

- Fill in online form
- Present original valid passport

Overseas applicants:

- Fill in online form
- Present original valid passport

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

What are the costs/turnaround?

- There is no fee for this service.
- Usual turnaround is 30 days.

Contact Details

Addresses for territorial divisions of the MIA across the country can be found here:
http://en.myd.ru/structure/territorial_divisions

Local applicants can download the form here:
<http://rusemb.org.uk/data/files/Zayavl-COC.doc> (Russian)

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

MIAC Head Office in Moscow:

MIAC
Ulitsa Novocheremushkinskaya 67
Moscow 117418

Russia

Tel: (007) 495 332 3058
(007) 495 332 3035
(007) 495 667 0458
(007) 495 667 0435

Website: https://xn--blaew.xn--plai/mvd/structure1/Centri/Glavnij_informacionno_analiticheskij_cen

Consular Section of the Russian Embassy in London:

Consular Section of the Russian Embassy
5 Kensington Palace Gardens
London
W8 4QS

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

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

San Marino

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

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

- "The judicial authority and every public administration, for reasons of political or administrative electorate, granting or enjoyment of pensions, governmental grants and public charity"
- "Every private citizen, if on his own behalf, without any explained reason, and if in the name of somebody else, solely to produce it in criminal or civil proceedings, or for reasons of political or administrative electorate or assignment or exercise of public offices".

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

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

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

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

3. Where shall the application be submitted?

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

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

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

5. What documents must be submitted to apply?

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

6. What are the costs?

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

7. Is there an urgency procedure and what are the costs?

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

Contact details

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

Tel: 01268 292443

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

Saudi Arabia

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

Senegal

Certificat de bonne vie et moeurs

Who can apply?

The local authorities are able to provide criminal records information to:

- Senegalese nationals resident in Senegal or abroad;
- foreigners resident in Senegal or who have resided in Senegal in the past.

The equivalent of a certificate of good conduct is a Certificat de bonne vie et moeurs (it is issued at any police station in Senegal upon presentation of the criminal record certificate first). The criminal record certificate is called Extrait de casier judiciaire (and is issued by the Tribunal - see where to apply further down). Individuals themselves can apply or get someone else to apply on their behalf.

Where?

- Senegalese nationals must apply in their country of origin and in the town where they were born e.g. a Senegalese born in Thiès can only apply in Thiès.
- Foreigners who need a criminal record certificate can only apply in the town in Senegal where they are or were resident.
- Senegalese nationals cannot apply for those local certificates overseas. The certificates are issued in Senegal only.

What must the applicant supply?

Documents to supply to apply for a extrait de casier judiciaire (criminals records certificate):

- If the Applicant is in Senegal, he must provide the original of a birth certificate (dated less than 3 months) and the original of his identity card.
- If the Applicant resides abroad, he must provide a photocopy of his identity card (certified by the police as being a genuine copy of the original) and the original of a birth certificate.
- The same documents must be given to the person who will be applying on his behalf if he cannot apply himself.
- The same documents are required for foreigners (those who do not have identity cards must provide their passports e.g. British Nationals).
- Senegalese Nationals apply for their Criminal records certificate at the TRIBUNAL REGIONAL of their town of birth and Foreigners apply at the COURS D'APPEL de Dakar.
- There are no contact e-mail addresses. If the Applicant resides in Senegal, he can go straight to the office, no need to send a correspondence. If he resides abroad, he can send a letter. However to ensure a response it is best to send someone with the documents required to apply on his behalf and send back the certificate).

What are the costs / turnaround times?

- The cost of obtaining a criminal records certificate is two stamps of CFA 100 each
- Turnaround time for the application is at least 1 week to give time to the tribunal to investigate and find out what is on the persons records, complete the forms and have it signed by the Procureur de la Republique and the Greffier en chief .

Contact details

There is no form to download. The blank certificate is kept at the tribunal, and completed by them after their investigations, stamped and signed before being handed over to the Applicant or the person who is applying on his behalf.

There are no contact details on the website.

The certificate is a form containing the applicant's details and dates when he has been jailed, if any. Please find attached blank copies of the forms. The document is written in French only. Those who want a translation must find their own translator (translation fees are different from a translator to another between 5000 and 11.000 CFA

The information contained in the certificate is valid only 3 months

Embassy of the Republic of Senegal
39 Marloes Road W8 6LA
Tel: 020 7938 4048/020 7937 7237
Fax: 020 7938 2546

senegalembassy@hotmail.co.uk or info@senegalembassy.co.uk
<http://senegal.embassyhomepage.com/>_____

Serbia

Certificate of Judgement / Uverenje o nekažnjavanju

Who can apply?

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

Where?

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

What must the applicant supply?

Applicants must supply:

- Completed form
- Full name of subject
- Personal identity number
- Date and place of birth
- Names of parents
- Residence(s)
- Signature

Overseas applicants must also supply:

- Reason for request from prospective employer (“pre-employment screening”)

What are the costs/turnaround?

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

Contact Details

The contact details of the relevant department in Belgrade are:

Police Administration
Bulevar Despota Stefana 107
Belgrade
Serbia

Tel: (+38) 111 3292622

Consular Section of the Embassy of the Republic of Serbia.

T: 020.7235.9049

E: consular@serbianembassy.org.uk

What does the certificate look like?

Issued in Serbian only (translation services available). Contains:

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

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

Seychelles

Police Character Certificates or Police Clearance Certificates

Who can apply?

- Nationals and residents can apply
- Third parties cannot apply on behalf of the individual with exception of local government for school applications, social services and the UK police services – where exceptions are permitted documentation will be returned to the perspective employee.

Where?

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

What must the applicant supply?

Supporting documentation is not usually necessary, however on occasion a proof of address might be requested.

There is no official form for the Seychelles process, you must instead provide:

- Full name, nationality and date of birth of the applicant
- Date of arrival and departure in Seychelles
- Home address in Seychelles
- If employed in Seychelles, the name and address of the employer
- Home address of the applicant in the UK for return of the PCC in due course

- Any other information that might assist in the Seychelles police force in checking records.
- Contact details: email address, and telephone numbers in case of any queries.

What are the costs / turnaround times?

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

Contact details:

Seychelles Consulate
111 Baker Street
London W1U 6RR

Tel: +44 (0)20 7935 7770

Fax: +44 (0)20 7486 3272

E-mail: consulate@seychelles-gov.net

Singapore

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

All information required can be found at:

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

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

Contact Details

Further clarification can be sought by e-mailing: SPF_CID_COC@spf.gov.sg

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

Slovak Republic

Extract of the Register of Crimes/ Výpis z Registra Trestov

Who can apply?

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

Where?

- Applicants can apply in person at Criminal record register of General prosecutor's office of Slovak republic, Kvetná 13, Bratislava, or at any post offices where are IOMO places – it is about 600 places in Slovak republic
- Overseas applicants are advised to apply through the Slovakian embassy in London. Applicants are advised to book an appointment beforehand.

Forms are provided by the offices and embassy.

What must the applicant supply?

Local citizens must supply:

- Valid ID document

Completed application form (obtained on location)

Non-citizens residents must additionally supply:

- ID card of relevant country
- Valid passport
- Birth Certificate original plus its official translation in Slovak
- Representatives must supply:
 - Original of notarised written consent (must not be older than 30 days)
 - Original ID of subject
 - Original ID of representative
- Birth Certificate –original plus its official translation in Slovak
- Completed application form (obtained on location)

Overseas applicants:

- Completed application form (obtained at embassy)
- Valid passport and original birth certificate plus its official translation in Slovak (if the person is not citizen of Slovak republic)
- ID document – if the person is citizen of Slovak republic
- Fee (enquire at embassy)
- Stamped, self-addressed envelope or contact number for collection date

Further details can be found at: <https://www.genpro.gov.sk/register-trestov-12ad.html>

What does the certificate look like?

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

What are the costs / turnaround times?

Local applicants:

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

Overseas applicants:

- The Slovak embassy in London charges £ (we do not know the exact fee – you have to ask on embassy); payable upon submission of application.

Contact Details

Generálna prokuratúra Slovenskej republiky
Register trestov
Kvetná 13
814 23 Bratislava
<https://www.genpro.gov.sk/>
Tel: +421255425649
+421220837129
+421220837133

Slovakian Embassy
25 Kensington Palace Gardens
London
W8 4QY

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

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

Slovenia

Criminal Records Certificate (CRC) / Potrdilo iz Kazenske Evidence

Who can apply?

- Anyone who has resided in Slovenia can apply.
- Third party representatives cannot apply.
- Prospective UK employers cannot apply.

Where?

- Local and overseas applicants must apply directly in person, online, post, fax or e-mail at the Department for Criminal Records and Educational Measures (DCREM) in the Ministry of Justice (*Ministrstvo za Pravosodje*).

- Telephone requests are not accepted.
- Slovenian Embassy in London will not accept applications.

Application form:

http://www.mp.gov.si/fileadmin/mp.gov.si/pageuploads/mp.gov.si/PDF/obrazci/130715_Z_AHT_ZA_PODATKE_IZ_KAZENSKO_EVIDENCE_FIZICNIH_OSEB.pdf

What must the applicant supply?

Applicants must supply within the application form with:

- ID number
- Full name (and previous)
- Date of birth
- Place/municipality/country of birth
- Current address
- Citizenship
- Letter from prospective employer stating purpose of request (i.e. pre-employment screening)
- Sending address
- Signature

What are the costs / turnaround times?

- No fee for service; postal fee may apply
- Turnaround time of up to two days.
- No fast-track service available.
- Applications will be posted to address provided within application form.

Contact Details

Application form:

<http://www.mp.gov.si/en>

Ministry of Justice:

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

1000 Ljubljana

Tel: +386 (01) 369 5342

Fax: + 386 (01) 369 5625

Email: ke.mp@gov.si

Website: <http://www.mp.gov.si/>

Embassy of the Republic of Slovenia:

17 Dartmouth Street

London

SW1H 9BL

Tel: +44(0)20 7222 5700

Email: sloembassy.london@gov.si

Consular Section

Tel: 020 7227 9711

Monday 10.00-13.00, Wednesday 10.00-13.00, 14.00-16.00, Thursday 10.00 -13.00

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

Solomon Islands

Who can apply?

Anyone who has resided in Solomon Islands can apply

Where?

The applicant must contact the Royal Solomon Islands Police Force to obtain the application form. Applications are accepted from overseas. The form is not currently available on line but can be faxed to the applicant. The fax number is +677 20616 (Telephone +677 21686/23800)

What must the applicant supply?

Only the application form

What are the costs and turnaround times?

Cost is \$90 SBD. Payment is done through the Ministry of Finance, Treasury Division. There is currently no facility to make electronic payments. Applicants are advised that family members or friends should arrange payment locally and then provide the receipt to the Police who will connect the payment and the application form.

Contact details

Police Headquarters
P O Box G3
Honiara
Soloman Islands
Tel: (677) 21686 / (677) 23800
Fax: (677) 20616

Somalia

Certificate of Good Conduct

Who can apply?

- Any Somali Citizen residing in a foreign country or foreign citizen who has been resident in Somalia
- Third Party Representatives may not apply
- Prospective UK employers may not apply

Where?

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

What must the applicant supply?

Somali Citizens Residing Abroad:

- Second generation national identification card and a clear photocopy* (Kenyan passports not accepted)
- Finger prints and Palm prints on a prescribed form from the nearest police station in country of stay
- Payment receipt/cheque for Kshs 1000 (See Below)
- Covering Letter

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

Foreign Citizen:

- Certified copy of passport
- Documentation to prove residence in Somalia for three months or more
- Receipt for payment/cheque of Sshs 10,000 (See below)
- Finger prints and Palm prints from the nearest police station in present country of residence, on a prescribed form
- Covering letter from the official fingerprinting agency or Kenyan mission

What are the costs / turnaround times?

Somali Citizens

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

Foreign Citizens

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

Contact Details

No official embassy address at present time

For further information, please see: <http://www.police.somaligov.net/gpage.html>

South Africa

Police Clearance Certificate

Who can apply?

- Anybody who has resided in South Africa can apply.
- Third Party representatives can apply.
- Prospective UK employers can apply, but with written consent of the subject and through an accredited pre-employment screening agency in South Africa.

Where?

- Local applicants must apply at their local Criminal Records Centre.
- Overseas applicants must directly apply to their local/previous Criminal Records Centre.
- South African High Commission is unable to accept applications, but willing to assist subjects with their application.

What must the applicant supply?

The applicant must supply:

- A formal letter bearing the following information:
- Surname
- Maiden name (if applicable, also specify in which surname the certificate should to be issued)
- Given names
- Date of birth
- Place of birth
- South African ID number (if applicable)
- Last residential address in South Africa
- Last SA business / employer's address
- Telephone number of the above
- Date
- Signature

- Mailing address in the country of application
- Zip/Postal Code
- Telephone number
- Full set of fingerprint impressions (taken at local police station)
- Copy of travel document (passport)
- Proof of payment
- Self-address envelope if applicant wishes certificate to be returned by post.

If the applicant is sending their request by courier, it must be pre-paid for collection and return to sender once they are ready.

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

What are the costs / turnaround times?

- Fee of 59 Rand (approx. £4.20)
- Payable by either a South African bank guaranteed cheque, banker's draft, money order, or electronic payment into the South African Police Service account made payable to the South African Police Service.
- Account details for transfer payments:
- ABSA cheque account number: 4054522787
- Swift code: ABSA ZAJJ
- Branch code: 632005
- Account name: South Africa Police Service
- Turnaround is six to eight weeks from receipt of application.
- No fast-track service available.

Contact Details

Applications sent by mail should go to:

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

Applications sent by courier should go to:

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

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

South Africa High Commission in London:

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

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

Spain

Certificate of Convictions/ Certificado de Antecedentes Penales

Who can apply?

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

Where?

- Local applicants must apply in person at the regional offices of the Ministry of Justice, Civil Registers throughout Spain or the Central Office of Citizen Services

- Overseas applicants are advised to apply via post, through a third party representative with notarised written consent, or in person at the *Registro Central de Penados y Rebeldes* (Central Register of Convicted Offenders and Fugitives).

Alternatively, consult the Spanish Consulate for further information.

Applicants with digital ID can apply online.

What must the applicant supply?

Local and overseas applicants must supply:

- Completed 790 form (obtained at office/online).
- Original valid National Identification Card (DNI)/ original valid Residency Card, passport (with valid visa)/ EU identification document.
- Fee receipt.

Third party representatives:

- Completed 790 form (obtained at office/online).
- Subject's original or certified copy of valid National Identification Card (DNI)/ original valid Residency Card, passport (with valid visa)/ EU identification document.
- Representative's original or certified copy of valid National Identification Card (DNI)/ original valid Residency Card, passport (with valid visa)/ EU identification document.
- Original or certified photocopy of notarised document granting representative powers to obtain certificate on subject's behalf.
- Fee receipt.

Applications to the Spanish Consulate:

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

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

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

What are the costs / turnaround times?

Local and Overseas applications:

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

BANK:BBVA: ACCOUNT NUMBER: 0182-2370-42-0208000060

ACCOUNT HOLDER: Ministerio de Justified - Cuenta Restringida Recaudación Tasas Extranjero (Ministry of Justice - Foreign Fee Collection Blocked Account)

NIF (TAX IDENTITY NUMBER) OF THE ACCOUNT HOLDER:
S-2813610-I

IBAN or International Bank Account number: IBAN ES62 0182 2370 4202 0800 0060
Bank Identification Code (BIC) of BBVA: BBVAESMMXXX

Payment can be made in person. Having completed the F790 form, the applicant must take it to any bank, savings bank or credit co-operative that collaborates in tax collection to make the payment.

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

Contact Details

Online application:

(Click on "Application for the digital Criminal Records certificate- Online Digital Access")
<https://sede.mjusticia.gob.es/cs/Satellite/Sede/en/1215197884559/SDTramite/1288774398533/Detalle.html#solicitudCert> (English)

List of Regional Offices:

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

Postal applications to Central Register of Convicted Offenders and Fugitives:

Registro Central de Penados y Rebeldes
Ministerio de Justicia
C/Atocha 13, 28012 Madrid

Or:

Registro de Penados y Rebeldes
Subdireccion General de Penados de Registros Judiciales
Ministerio de Justicia
C/San Bernardo 45 PB
28015 Madrid
Tel: (+34) 91 390 2037
Fax: (+34) 91 390 2052

Consulate General of Spain in London:

Consulate General of Spain (Consulado General de Espana)
20 Draycott Place
London SW3 2RZ
Tel: (+44) 020 7594 4921
Fax: (+44) 020 7581 7888

For further information:

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

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

Sri Lanka

Police Clearance Certificate

Who can apply?

- Resident/non-resident Sri Lankan's, as well as foreign citizens and non-citizens can apply.
- Third party representatives and prospective UK employers can apply.
- Written consent is not required, but purpose must be stated.

Where?

- Local applicants must apply in person to the Criminal Records Division in Colombo, or to the Officer in charge at their local police station in their residential area.
- Overseas applicants are advised to apply to the Sri Lankan High Commission.

What must the applicant supply?

All applicants must supply:

- Complete application form (obtained at office/police station counter/police website)
- National Identity Card number
- Passport number
- Communication Address
- Preferred mode of collection (post or in person)
- Purpose of request (i.e. Pre-employment Screening)

What are the costs / turnaround times?

Local applicants:

- Fee of Rs.500- (approx. £3.00) to be paid in person
- Turn around of up to 4 weeks.

Overseas applicants:

- Fee of Rs.1000- (approx £6.00)
- Bank Draft or cheque to account no: 0074041413, payable at Taprobane Branch, Bank of Ceylon, Colombo 01, Sri Lanka.
- Turnaround of up to 4 weeks.

Contact Details

Application form for local applicants:

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

Sri Lanka Police Service
Police HQ
Colombo-01
30

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Sri Lanka

Tel: (+94) 0112 421 111

Fax: (+94) 0112 446 174

Website: <http://www.police.lk> (English)

Further information:

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

Application form for overseas applicants:

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

Send to:

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

Tel: (+44) 020 726 218 41

Fax: (+44) 020 726 279 70

Email: consulardivision@slhc-london.co.uk

What does the certificate look like?

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

Sweden

Extract from Criminal Records Registry / Utdrag ur Belastningsregistret

Who can apply?

- Resident/non-resident Swedes, as well as foreign citizens and non-citizens can apply.
- Third party representatives cannot apply.
- Prospective UK employers cannot apply.

Where?

- Local applicants must apply to their local police station or via post, fax or e-mail to the National Police Board (RPS) in Kiruna.
- Overseas applicants must apply to via post, fax or e-mail to the RPS.
- Embassies will not accept applications.

What must the applicant supply?

Local applicants:

- Must specify the need for *Registry Extract for purposes in another country* -Form RPS 447.3b (obtainable online or at local police station)
- Full name
- 10 digit social security number
- Place/country of birth
- Permanent address, home and work telephone numbers
- E-mail address and fax number
- Delivery address

Overseas applicants:

- Must specify the need for *Registry Extract for purposes in another country* -Form RPS 447.3b (obtainable online or at local police station)
- Full name
- 10 digit social security number
- Place/country of birth
- Permanent address, home and work telephone numbers
- E-mail address and fax number
- Delivery address

E-mailed applications must contain scanned copies of birth certificate/passport or other documents containing social security number and place of birth.

What are the costs / turnaround times?

Local applicants:

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

Overseas applicants:

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

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

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

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

NDEA SESS,
Nordea Bank AB,
105 71 Stockholm

The turn-around for the forms is around 2 weeks, but the RPS (Swedish National Police Board) advise applicants that the process will only begin once payment has been received.

Contact Details

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

Rikspolisstyrelsen
Box 12256
S-102 26
STOCKHOLM

Rikspolisstyrelsen
Kirunaäheten/Utlandsärende
981 81 Kiruna
Sweden

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

Switzerland

Criminal Records Extract / Stafregisterauszug

Who can apply?

- Any Swiss citizen can apply.
- Third party representatives can apply.
- Prospective UK employers cannot apply, but can arrange to have the Extract sent directly to them.

Where?

- Local applicants can apply online to the Swiss Criminal Records Register, or in person at their local post office.
- Overseas applicants are advised to apply online, and notarise document at Swiss Federal Chancellery before passing onto prospective employer.

What must the applicant supply?

Federal Office of Justice, Switzerland:

https://www.e-service.admin.ch/crex/cms/content/strafregister/strafregister_en

Online applicants:

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

The application form must be printed and sent with the accompanying documents to the Swiss Criminal Records Register in Bern.

Applicants in person:

- Complete form on electronic system
- Proof of identity (passport or ID card)
- Posting address (if third party, requires written consent)

What are the costs / turnaround times?

- Fee of CHF20.00 (approx. £16)
- Notarisation fee of CHF 20.00 (approx. £16)

Contact Details

Online application:

https://www.e-service.admin.ch/crex/cms/content/strafregister/strafregister_en (English)

E-mail: info@bj.admin.ch

All documents must be sent to:

Schweizerisches Strafregister
Dienst für Auszüge an Privatpersonen
Bundesrain 20
CH-3003 Berne
Switzerland
Tel: (+41) 31 325 01 98

Swiss Embassy
16-18 Montague Place
London
W1H 2BQ
Tel: 020 7616 6000
Fax: 020 7724 7001
E-mail: swissembassy@lon.rep.admin.ch

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

Taiwan

Police Criminal Record Certificate

Applications for the documents can be made online, and the details pertaining to the application procedure (including who is eligible to apply, the processing time and the cost

of the applications etc.) can be found on the following website:

https://eli.npa.gov.tw/E7WebO/E701/E701A01A_01.jsp

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

Please see the links below for more information:

Governing Issuance of Police Criminal Record Certificates:

<http://law.moj.gov.tw/Eng/LawClass/LawAll.aspx?PCode=D0080088>

National Policy Agency, Ministry of Interior:

<https://www.npa.gov.tw/NPAGip/wSite/mp?mp=4>

List of Foreign Affairs Police Units Accepting an Application for a Police Criminal Record Certificate:

<https://www.npa.gov.tw/NPAGip/wSite/np?ctNode=11725>

Contact Details

Form:

<http://www.npa.gov.tw/NPAGip/wSite/lp?ctNode=11728&CtUnit=1924&BaseDSD=7&mp=1> (English)

Online application and further information:

http://www.e-services.taipei.gov.tw/hypage.cgi?HYPAGE=form.htm&s_uid=157005#

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

Tel: (+886) 2 2381 7494
(+886) 2 2375 2105

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

Tajikistan

Certificate of Good Conduct

Who can apply?

- Individuals who have worked or lived in Tajikistan.

Where?

- Applicants can apply via Tajikistan's embassies abroad. The embassy gathers all the documentation and sends them to the Ministry of Foreign Affairs for further guidance.

What must the applicant supply?

Non Tajik citizens should provide the following:

- A signed letter stating purpose of request (i.e. pre-employment screening)
- Legal copy of his/her passport
- Tajikistan Work permit (if applicable)
- Tajikistan Identification card
- Evidence of residence registration

Copy of his/her visa

For Tajik citizens :

- Legal copy of his/her passport
- Residence registration

What are the costs / turnaround times?

- The embassy charges £50 for the certificate regardless of citizenship of the applicant. The turn around time is from 6 to 8 weeks.

Contact details:

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

Tel: 020 834 1003
Fax: 020 834 1100
info@tajembassy.org.uk
www.tajembassy.org.uk

Thailand

Police Clearance Certificate

Who can apply?

- Non/Citizens and non/residents can apply.
- Third party representatives can apply.
- Prospective UK employers can apply, with subject's written consent.

Where?

A certificate can be issued by the Royal Police in Bangkok, Thailand - information can be found here: <http://www.thaiembassyuk.org.uk/?q=node/150>.

What must the applicant supply?

The applicants need to send their application as follows:

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

Post the above to the following address:

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

Further information can be found at: <http://www.thaiembassyuk.org.uk/?q=node/562>

What are the costs / turnaround times?

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

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Bank Name/Branch: UOB Bank / Siam Square Branch
Bank Code: 024
Branch Code: 772
Swift Code: UOVBTBHK
Bank Address: 410-410/1 Siam Square Soi 6, Rama I Road, Patumwan, Bangkok
Thailand Account Name: The Police Clearance Service Center
Account Number: 772-163-299-0
Account Type: Saving Account

Fee: 100 Baht (one hundred baht)

Contact Details

Applications from overseas should be sent to:

Police Clearance Service Centre

E-mail: psc@police.go.th

Website: <http://www.pcscenter.sb.police.go.th> (Thai and English)

The Royal Thai Embassy, London:

Royal Thai Embassy,
Consular Section
29-30 Queen's Gate,
LONDON
SW7 5JB

Tel: (+44) 020 758 92 944

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

Tonga

Who can apply?

- An individual or anyone on their behalf

Where?

- They can apply from the UK through mail or post to Tonga

What must the applicant supply?

- Original or Certified copy of either a) Birth Certificate or b) Passport BioData page
- Original or Certified copy of marriage certificate for married female (where change of name details are required)
- Full set of fingerprints from the nearest police station*
- E-mail address
- Bank Cheque payable to Tonga Police for TOP\$17.25

*Fingerprint taking information:

<http://content.met.police.uk/Site/fingerprints>

What are the costs / turnaround times?

- Tongans (Immigration purposes: TOP\$5.75)
- Non Tongans (All purpose: TOP\$17.25)

Contact details

An e-copy of the application form can be obtained from Acting Inspector Halatoa Taufa at: htaufa421@yahoo.com

Ministry of Police
P O Box 8
Nuku'alofa
TONGA
Tel: (676) 22-790

Queries can be directed to the Tonga High Commission at the following address:

Tonga High Commission
36 Molyneux Street
London
W1H 76AB

Tel: 020 7724 5828

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Fax: 020 7723 9074

Monday-Friday 09.00-13.00 & 14.00-17.00

Trinidad & Tobago

Certificates of Good Character

Who may apply?

A citizen of Trinidad and Tobago or of any foreign country who previously lived in Trinidad and Tobago may apply for a Certificate of Character.

Where

Local Residents:

- go to the police station in your district with a valid Trinidad and Tobago identification card, driver's permit or passport (foreigners can use his/her valid passport)
- your fingerprints will be recorded
- the applicant will be issued an official receipt

Overseas Residents:

Foreign residents will be required to:

- have their fingerprints recorded at a Police Station in whatever country they reside
- if the fingerprints are not taken in a Police Station then have fingerprint slip certified by an authorized Notary Public and have the Notary Public's stamp affixed
- supply a copy of their passport showing the applicant's photograph, passport number, date of birth and signature
- send a money order equivalent to fifty TT dollars (TT\$50.00) and the cost of return postage
- send by registered mail the above documents to:

Office of the Senior Superintendent,
Criminal Investigations Department and Criminal Records Office,
Police Headquarters,

Cor. St. Vincent and Sackville Streets,
Port of Spain,
Trinidad and Tobago,
West Indies.

The application for a Certificate of Good Character from Trinidad and Tobago must be accompanied by a set of fingerprints. To facilitate nationals in obtaining such, the High Commission can provide Letters of Introduction addressed to the relevant Police Station in the United Kingdom. Please contact the Consular Department for further details.

What are the costs / turnaround times?

- An applicant or his/ her representative should return to their district Police Station with their official receipt five (5) working days after the application was made to collect the Certificate of Character.
- It is advisable that he/ she telephone the respective Police Station to ascertain whether the document has been processed.
- a fee of fifty TT dollars (TT\$50.00) is payable for local applicants – please see above for overseas charges
- The officer of the Snr. Supt. CID/CRO shall cause the completed Certificate of Character to be returned to its origin by Registered Mail within three (3) days of receipt.
- N.B Any further Clarification please call 627-3761

Contact Details

High Commission for the Republic of Trinidad & Tobago
42 Belgrave Square
LONDON SW1X 8NT
Tel: +44 (0)207 245 9351

Opening Hours

9.00 am. - 5.00 pm. Monday - Friday
9.00 am. - 2.00 pm (Passport / Visas)

E-Mail: tthc@btconnect.com

Tunisia

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

Turkey

Police Clearance Certificate / Adli Sicil Kaydi

Who can apply?

- Non/Citizens and non/residents can apply.
- Authorised third party representatives (close friends and relatives can apply, with the power of attorney.
- Prospective UK employers can apply through the Turkish Consulate, with subject's written consent.

Where?

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

What must the applicant supply?

Local applicants must supply:

- Signed disclosure form (available at office)
- Indicate purpose of request
- Passport or Turkish Identity Card (Nüfus Cüzdanı)
- Power of attorney/written consent (third party applicants only)

Overseas applicants must supply:

- Completed application form (provided below)
- Copy of passport

- Stamped addressed envelope
- Postage fee of GBP £6.00 or postal order made payable to the Turkish Consulate
- Turkish ID card/ citizenship number (T.C. Kimlik Numerasi)

An appointment must be arranged with the Notary Section of the Consulate General online <http://www.turkishconsulate.org.uk/tr/noter/default.asp> (Turkish only)

What are the costs / turnaround times?

Local applicants:

- Fee of TRY5 (approx. GBP £2.20); payable in cash.
- Instant turnaround at offices.

Overseas applicants:

- Fee of £6 payable by postal order to “Turkish Consulate General”
- For incorporated translation from Turkish, the applicant must include a written request for the service, as well as a photocopy of their Turkish ID card (if applicable), a self-addressed envelope, and an additional postal order for £9
- Turnaround can be up to 6 to 8 weeks

Contact Details

Local applicants form:

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

Ministry of Justice, Department of Judicial Records and Statistics

Tuna Caddesi

No:10

06100 Yenisehir

Ankara

Turkey

Tel: (+903)12 431 6120

Fax: (+903)12 435 7156

Website: <http://www.adli-sicil.gov.tr/> (Turkish and English)

For further information:

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

Overseas applicants form:

<http://www.turkishconsulate.org.uk/en/enforms/AdliSicil.pdf> (Turkish and English)

Applications should be sent to:

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

Tel: (+44) 020 7591 6900

Fax: (+44) 020 75 91 6911

E-Mail: turkcons.london@mfa.gov.tr

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

Further information:

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

Tuvalu:

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

Tuvalu Police Force
Private Mail Bag
Vaiaku
Funafuti

Tel: (+688) 20726

Fax: (+688) 20149

email: police@tuvalu.tv

Ukraine:

Certificate of Conviction or No Conviction

Who can apply?

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

Where?

- Police certificates are available from the regional militia division (Rayonne Viddilennya) of the region of your residence permit (Propyska). Police certificates may also be obtained by all Ukraine residents at the centralized office in Kyiv at: 10 Bogomoltsya street, Kyiv

Tel: +38044-256-0333, +38044-256-1625, +38044-256-1460,

Website: <http://www.mvs.gov.ua/mvs/control/mai0n/uk/publish/article/544651>

- Overseas applicants are advised to apply in person through the consular section of the Ukrainian embassy in London, or alternatively apply in person, at the local DIT office of their last residing address.

What must the applicant supply?

Local applicants:

- Completed application form (available on site)
- Original passport
- Document presenting power of attorney (third party representatives)

Overseas applicants:

- Completed application form (available on site)
- Original passport
- Document presenting power of attorney (third party representatives)

What are the costs / turnaround times?

Overseas applicants:

You should provide a notarized authorization (Doruchennya) to a representative to apply to the regional militia office or centralized office on your behalf. If you are a foreign national who is no longer residing in Ukraine, you should inquire about procedures and applicable fees at the nearest Ukrainian embassy or consular office.

Enquire at Consulate for fee

- Turnaround of up to one month
- No fast-track service available

Contact Details

Overseas applicants:

Ukrainian Consulate
Consular/Visa Section
Ground Floor
78 Kensington Park Road
London
W11 2PL

Tel: (+44)0207 243 8923

Fax: (+44)0207 727 3567

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

United Arab Emirates (Abu Dhabi and Dubai)

Clearance / Good Conduct Certificates

In order for an individual to obtain a Police Clearance or Good Conduct Certificate from the UAE, he/she should have a hard copy of their fingerprints taken by the police in the

country that they are residing in now. The fingerprint certificate has to then be legalised either by the UK Foreign & Commonwealth Office, the Governors' of the Isle of Man or Jersey or Guernsey, as applicable.

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

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

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

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

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

Contact Details

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

Tel: +442075811281
Fax: +442075819616

Web: www.uae-embassy.ae/uk

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

Abu Dhabi

What must the applicant supply?

Citizens and residents inside the UAE:

- Emirates ID card
- Passport photo copy
- An official letter from the agency that requires the certificate
- Fees: 50dhs for certification + 15dhs fee for delivery of the certificate by Empost
- Extra fee: 100dhs for accreditation and translation into English

Citizens and residents outside of the UAE:

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

What are the costs / turnaround times?

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

Contact Details

Applications should be sent to:

Abu Dhabi Police Headquarters
PO 253 Finger Print Department
Abu Dhabi Police
Abu Dhabi

For further enquiries please call: 0097124194521

[or use this link.](#)

List of police stations to receive good conduct certificate

ABU DHABI CITY

Tel No	Police Station Name
025088782	Khalifa A
025131177	Banyass
025506573	Musafah
025126005	Alshabiya
025129802	Almadinah
026999999	Al Khalidiya
025065343	Al Rahba

ALAIN CITY

Tel No	Police Station Name
037154055	Al jimi
037156724	Industrial
037155132	Customer service –Alain police directorate

WESTERN REGION

Tel No	Police Station Name
8082036	Treef
8081985	Beda Zayed

Working Hours 7:30AM To 2:30PM

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

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

Tel: 020 7581 1281
Fax: 020 7581 9616

www.uae-embassy.ae

Monday-Friday 09.00-16.00
Consular Section:
48 Prince's Gate SW7 2QA

Tel: 020 7581 1281

Fingerprint taking information:

<http://content.met.police.uk/Site/fingerprints>

Dubai

Who Can Apply?

- Citizens and residents inside the UAE

Where?

- Dubai Police General Headquarters

What must the applicant supply?

For citizens and residents inside the UAE:

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

For citizens and residents outside of the UAE

- A copy of the applicant's passport.
- A copy of the old passport, provided that the previous residence is fixed in it.
- A card showing the applicant's ten fingerprints on the official form issued by the competent authority – Police – in the country of residence. The card should be

attested by the UAE embassy in the resident's country and by the office of the UAE Ministry of Foreign Affairs.

- The authority requiring the certificate should be stated.
- The documents should be submitted by the applicant or one acting on his behalf.

What are the costs / turnaround times?

- AED 110 for expatriates and AED60 for nationals.
- Obtaining the document takes between 48 and 72 hours.

Contact Details

Dubai Police General Headquarters
near Al Mulla Plaza
Dubai.

From 7.30 am to 2.30 pm

Tel: 700040000

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

For the Dubai Certificate of Good Conduct:

<http://www.uae-embassy.ae/Editor/Apl.%20form%20Dubai%20Police.pdf>

United States of America

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

Who can apply?

- Non/Citizens and non/residents can apply (minimum stay of 12 months required)
- Third party representatives cannot apply.
- Prospective UK employers cannot apply.
- Residents of Puerto Rico, Guam, the US Virgin Islands, the Midway Islands and the Federated States of Micronesia have to apply to the FBI CJIS for a copy of their Criminal Record History.

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

The process in which an individual would request a check:

<https://www.fbi.gov/services/cjis/identity-history-summary-checks>

Contact Details

Fingerprint service in the UK:

<http://content.met.police.uk/Site/fingerprints>

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

American Embassy

24 Grosvenor Square

London W1A 1AE

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

Tel: 020 7499 9000

Police certificates for UK visa purposes

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

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

For information on how to obtain an FBI channeller certificate go to:

<https://www.fbi.gov/about-us/cjis/identity-history-summary-checks/fbi-approved-channelers>

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

Uruguay

Certificado de Antecedentes Judiciales

Who can apply?

- Nationals and residents can apply.
- Authorised third party representatives can apply with written consent and a power of attorney.
- Prospective UK employers cannot apply.

Where?

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

What must the applicant supply?

Local applicants:

- ID card (Cédula de Identidad)
- Completed application form (obtained at office)
- Fingerprints (obtained through local police station)
- Fee

Overseas applicants:

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

What are the costs / turnaround times?

- Enquire at office.

Contact Details

Local applicants:

Direccion Nacional de Policial Technica
Republica Oriental del Uruguguya

Av. San Martin 2676#

Tel: (+598)209 16 26

Fax: (+598) 209 70 99

E-mail: politec@adinet.com.uy

Guadalupe 1513

Web page (Spanish only):

<https://tramites.gub.uy/ampliados?id=307>

<http://www.mrree.gub.uy/frontend/page?1,inicio,ampliacion-tramites,O,es,0,PAG;CONC;121;5;D;certificados-de-antecedentes-judiciales-785;3;PAG;>

Overseas applicants:

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

Tel: (+44) 0207 584 4200

Email: cdondres@mrree.gub.uy

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

Uzbekistan

Police Certificate

Who can apply?

- the applicant can apply for a crime record certificate

- authorised representative with a letter of attorney on behalf of the applicant (representative may be authorised either by the Embassy of Uzbekistan or public notary)

Where?

- Applicants can apply for the certificate at the Consular Section of the Embassy of Uzbekistan in London (details listed below). Also through the Information Centre of the Ministry of Internal Affairs (MIA) of the Republic of Uzbekistan or MIA departments in the place of residence.

What must the applicants supply?

Applicants must supply:

- two photocopies of their passport
- two completed application forms
- Both of which are then sent to Uzbekistan for the necessary checks.

What are the costs / turnaround times?

Local applicants

- The process is free and can be turned around in 7 days (although a 30 day period is the published target)

Overseas applicants

- The certificate costs £48, with a turn around time of about three months.

Applications can be downloaded from (in Uzbek):

<http://uzbekembassy.org/userfiles/istrebovanie/istreb.pdf>

Contact details

Embassy of the Republic of Uzbekistan
41 Holland Park W11 3RP

Tel: 020 7229 7679

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v5.0 17/03/15

Fax: 020 7229 7029

info@uzbekembassy.org

www.uzbekembassy.org

Monday-Friday 09.00-13.00 & 14.30-18.30

What does the certificate look like?

- It is issued in the Russian language.
 - It is printed on A1 paper format and contains information about the criminal record of the person who requested the certificate.
 - It has a stamp of the Information Centre of the Ministry of Internal Affairs of the Republic of Uzbekistan, date of issue and signature of the head of the Centre.
-

Vatican City

Apply as for Italy.

Venezuela

Criminal Record Checks (Antecedentes Penales)

Who can apply?

Nationals and residents of Venezuela

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

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

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

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

What are the costs and turnaround times?

The process is free of charge.

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

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

Contact details:

Ministry of Popular Power for Interior Relations, Justice and Peace:
<http://www.mpprij.gob.ve>

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

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

Consular Section:

56 Grafton Way
London
W1T 5DL
Tell: 0207 387 6727 or 0207 121 5920
Email: consulado.londres@mppre.gob.ve

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

Vietnam

Justice Record Check

Where?

- Requests within Vietnam are made via applications to one of 63 provincial justice departments.
- They must be made in person or through a third party with a valid power of attorney.
- Vietnamese citizens living overseas may request the "Justice Record Check" via an authorized person in Vietnam with a power of attorney.

What must the applicant supply?

- Two copies of the applicant's household book
- Two copies of the applicant's national ID card
- A third party must present two copies of the legal power of attorney signed by the applicant and certified by a representative of the Vietnamese Embassy in their current country of residence.
- All original documents should be submitted for verification.

What are the costs / turnaround times?

- VND 100,000 when residing in Vietnam and VND 200,000 when residing abroad.
- A translation service is available ranging from between VND 100,000 and VND 200,000 per page.
- The record check takes approximately three weeks to complete

Contact Details/Relevant Address and Phone Numbers:

Department of Justice office in an individual's district or official residence – there are 63 in Vietnam.

The official residence is that registered in the "household registry" (Ho Khau)

Details are provided here for the Hanoi and Ho Chi Minh offices;

Hanoi
1B Tran Phu Street,
Ha Dong District,
Hanoi

Vietnam

Tel: 84-4-3354 6163

Fax: 84-4-3354 6155

Ho Chi Minh
142-143 Pasteur Street,
Ward 6,
District 3,
Ho Chi Minh City,
Vietnam

Tel: 84-8-3829 0230

Fax: 84-8-3824 3155

Embassy of the Socialist Republic of Vietnam

12-14 Victoria Road W8 5RD

Tel: 020 7937 1912

Fax: 020 7565 3853

vanphong@vietnamembassy.org.uk

www.vietnamembassy.org.uk

Zambia

Police Clearance Certificate

Who can apply?

- Individuals only.

Where?

- The information must be sent to the inspector general of police in Lusaka.

What must the applicant supply?

- A set of finger prints must be obtained from any police station in your area of residence on the official non-criminal fingerprint form. The police officer who has

taken the prints should also endorse them with the date taken, his signature and the official stamp.

- Provide details of when the applicant was resident in Zambia
- Prepaid courier envelope with the return address
- Evidence of payment International Money Order

What are the costs / turnaround times?

Fees must be paid by International Money Order to The Inspector General of Police, Zambia Police Service :

US \$100.00 from Zambians living abroad

US \$150.00 from non Zambians living abroad

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

Contact Details

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

The Inspector General of Police

Independence Avenue

P.O Box 50104

Lusaka

Zambia

Att: The Director (C.I.D)

Tel: (00260211)257470/253161

Fax: (00260211)253543/253537

For further information contact the following:

Zambian High Commission

2 Palace Gate

Kensington

London W8 5NG

Tel: +44 207 589 6655

<http://zambia.embassyhomepage.com/>

Zimbabwe

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

- Fill in the ZRP Form 137 which can be obtained at Zimbabwe Embassy (Zimbabwe House, No. 429 Strand, London, WC2R 0JR) or online at the following Website: <http://www.zimlondon.gov.zw/>
- Make payment of US\$75 cash on submission through a Third Party in Zimbabwe or by Telegraphic Transfer to this Account:

Standard Chartered Bank, Highlands Branch, Harare, Zimbabwe
Account Number – 8700216046400
Swift Code – SCBLZWHX
N.B. Applicants are to pay for any Bank charges that may occur.

- Make appointment for fingerprints with Metropolitan Police or any other Police Station which does fingerprints near the place of residence of the applicant.
- Forward completed ZRP 137 form, Proof of Payment and the set of Fingerprints to the Zimbabwe Republic Police in Zimbabwe either through a third party (a relative or a friend in Zimbabwe), or arrange with DHL/FEDEX to transmit the application to Zimbabwe to the following address:

Zimbabwe Republic Police
CID Headquarters
Corner 10th Street and Josiah Chinamano Avenue
Causeway
Harare
Zimbabwe

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

Contact Details/

Records are held at, and applications should be made to:

Zimbabwe Republic Police,
Criminal Investigations Department,

P.O. Box CY 683,
Causeway, Harare

Embassy of the Republic of Zimbabwe
Zimbabwe House
429 Strand WC2R 0JR
Tel: 020 7836 7755
Fax: 020 7379 1167
Telexes: 262014/262115
consularzimlondon@yahoo.co.uk

Fingerprint taking information:

<http://content.met.police.uk/Site/fingerprints>

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