



# 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 A-F

Amended: October 2015

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)**

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### **Afghanistan**

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

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

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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.

Embassy of Albania  
2nd Floor  
24 Buckingham Gate  
London  
SW1E 6LB  
Tel: 020 7828 8897  
Fax: 020 7828 8869

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## **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](mailto: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?

The current cost is 6.01 Euros.

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### **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](http://www.minjus.gov.ao)

SIAC- (Serviço Integrado de Atendimento ao Cidadão Unidade de Serviços 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](mailto:embassy@angola.org.uk)  
Monday-Friday 09.00-12.00 & 13.30-16.00  
Visa Section Monday-Friday 09.30-13.00 (Closed Wednesday)

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## **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

[ukeurep@anguillagovlondon.org](mailto:ukeurep@anguillagovlondon.org)

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### **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](mailto:enquiries@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 Escribanos) 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)

#### Where?

**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](mailto:clond@mrecic.gov.ar)

#### What must the applicant supply?

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

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

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

### Contact Details

“Registro Nacional de Reincidencia”

Headquarters (Tucuman 1353 Ciudad Autonoma de Buenos Aires)

Open Mon-Fri - 08.00 to 16.00

Tel: +0054 (0) 11 4374-5611/12/13

E-mail: [infoeinci@jus.gov.ar](mailto:infoeinci@jus.gov.ar)

Or any of the offices within the provinces.

For further information, please contact the Argentine Consulate by email to [clond@mrecic.gov.ar](mailto:clond@mrecic.gov.ar) or call on 0207 318 1340 from 9.30 to 1pm.

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

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

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## **Armenia**

Police Clearance Certificate

### Who can apply?

- Individuals can apply for their Police record, or nominate a third party representative (normally relative) with power of attorney to do so.

### Where?

- Applications must be made in person at the Migration Section of the Consular Department\* in the Ministry of Foreign Affairs of the Republic of Armenia or through an Armenian Embassy or Consulate General.

\*(Such requests are addressed to the State Information Centre of the Ministry of Internal Affairs of the Russian Federation or appropriate counterpart organisation in the respective country)

### What must the applicant supply?

- Original Passport / Original Military Registration Book/ Armenian ID Card\* (to be returned after application checks)
- Photocopy of Passport bio data page/Military Registration book/Armenian ID Card\*
- Fee(s)
- Second language certificate is to be printed in (English / French / Russian /



Spanish / German)

\*Introduced late 2011

What are the costs / turnaround times?

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

Contact Details

Local and external applications contact:

Migration Section of the Consular Department  
of the Ministry of Foreign Affairs of the Republic of Armenia,  
Republic Square,  
Governmental 2nd building,  
Yerevan 0010,  
Armenia  
Tel: + ( 3741) 544-041 ext.302

<http://www.mfa.am/en/by-countries/gb/>

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**Australia**

National Police Certificate

Who can apply?

- Individuals and CrimTrac accredited agencies only.

Where?

- All internal and external applications must be directly posted to the Australian Federal Police (AFP) at the address listed below.
- Applications through CrimTrac accredited agencies are subject to different processes, depending on the agency chosen by the applicant.

What must the applicant supply?\*

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

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

## What are the costs / turnaround times?

AFP applications fee schedule:

- \$43.00 - \$145 (around £24 - £80) for a National Police Check depending on who the employer and is whether fingerprints are supplied with or taken upon the application.
- Turnaround for direct applications to AFP is around 15 days (inside Australia) on receipt of posted forms. International postage timings will vary.
- CrimTrac applications: Individual brokers will disclose their fee on application.

## Application form

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

## Contact Details

Applications to be posted to:

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

Email inquiry: [vetting@afp.gov.au](mailto:vetting@afp.gov.au)

Website: [www.afp.gov.au](http://www.afp.gov.au)

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## **Austria**

### Who can apply?

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

### Where?

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

### What must the applicant supply?

Embassy applications:

- Completed application form (Antrag auf Ausstellung einer

Strafregisterbescheinigung)

- Passport
- Birth certificate
- If relevant, previous names (e.g. marriage certificates)
- A stamped and self-addressed envelope if the applicant wants the certificate posted to them. Otherwise collection in person.

In Austria:

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

Online:

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

What are the costs/turnaround?

Embassy applications:

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

Online / in person applications:

- Fee of €26.40
- When applying in person on request of an employer, the fee is €15.30. This discount is not available online.
- In person, turnaround can be immediate. Online turnaround may be up to 2 weeks.

Contact Details

Local applicants can:

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

Visit: Federal Police Bureau, Vienna:

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

Email: [bpdw.strafregisteramt@polizei.gv.at](mailto:bpdw.strafregisteramt@polizei.gv.at)

External applicants can visit the Austrian consulate general in London:

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

Email: [London-ob@bmeia.gv.at](mailto:London-ob@bmeia.gv.at)

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## **Azerbaijan**

Police clearance certificate

### Who can apply?

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

### Where?

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

### What must the applicant supply?

The applicant must supply the following:

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

### What are the costs / turnaround times?

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

### Contact details

Embassy of Azerbaijan  
4 Kensington Court  
W8 5DL

Tel: 020 7938 5482

## **Bahamas**

### Police Character Certificate

#### Who can apply?

- Bahamian / non-Bahamian applicants can apply

#### Where?

- Local applicants should download an application form and submit to Police HQ (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

Download applications forms: [http://forms.bahamas.gov.bs/dp\\_form.asp?fid=299](http://forms.bahamas.gov.bs/dp_form.asp?fid=299)

In the Bahamas:

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

(Business hours  
Monday through Friday 8:00 a.m. to 5:00 p.m).

Tel: 242-322-4444  
Fax: 242-328-2688

E-Mail: [Info@rbpf.org](mailto:Info@rbpf.org)

In the UK:

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

Tel: +44 (0)20 7408 4488  
Fax: +44 (0)20 7499 9937

E-mail: [information@bahamashclondon.net](mailto:information@bahamashclondon.net)

The High Commission is open Monday through Friday from 9:30 a.m. to 5:30 p.m., during which time it remains open to the public. Visa hours are between 10:00a.m. and 3:30 p.m.

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## **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](http://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  
15

v4.0 23/10/15

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
- 4 passport sized photographs with blue backgrounds
- Photocopy of passport (old and new) and photocopy of Bahraini residence permit.
- A signed letter stating applicant's reason for requesting police clearance, the amount of time spent in Bahrain and applicants address and telephone number in the United Kingdom
- A fee of £2
- Stamped and addressed envelope for reply

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

- The application process takes up to one month and the total cost is £2.

#### Contact details

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

Tel: 020 7201 9170  
Fax: 020 7201 9183

[www.bahrainembassy.co.uk](http://www.bahrainembassy.co.uk)

[information@bahrainembassy.co.uk](mailto:information@bahrainembassy.co.uk)



Monday-Friday 09.00 -16.00

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## **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

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

Tel: +(246) 4307-100

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## **Belgium**

Extrait de Casier Judiciaire/ Uittreksel uit het Strafregister

### Who can apply?

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

### Where?

- Applications can be made by post, fax, and email or in person.

### What must the applicant supply?

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

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

In person:

- ID card

For third parties:

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

### What are the costs / turnaround times?

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

### Contact Details

Contact details for the Casier Judiciaire Central/Dienst Centraal Strafregister:

French speaking:

SPF Justice  
DG Organisation judiciaire

Casier Judiciaire Central  
115 boulevard de Waterloo  
1000 Bruxelles

Flemish speaking:

FOD Justitie  
DG Rechterlijke Organisatie  
Dienst Centraal Strafregister  
Waterloolaan 115  
1000 Brussel

Tel: 0032 2 552 27 47

Fax: 0032 2 552 27 82

Email: [cjc-csr@just.fgov.be](mailto:cjc-csr@just.fgov.be)

Web: [www.just.fgov.be/index\\_fr.htm](http://www.just.fgov.be/index_fr.htm)

Tel: 0032 2 552 27 48

Fax: 0032 2 552 27 82

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## **Belize**

Police Clearance

### Who can apply?

- Individuals may apply in person or from abroad.
- Foreign nationals must have been resident in Belize for between 4-6 months.

### Where?

- Local applicants can apply online; external can contact the Criminal Record Office in Belmopan (see below)

### What must the applicant supply?

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

### What are the costs/turnaround?

- Standard applications cost Bzd \$12 (approx. £3.74)
- Turnaround is 2 to 3 weeks
- Same day applications cost Bzd \$25
- Express Service turnaround is same-day; applications must be made before 10am on Monday, Tuesday or Thursday to be accepted.
- International applications must include the money for return postage (i.e. standard return post to the UK is Bzd \$0.75/ GBP £0.23) as well as fee stated above.

### Application form download (where applicable):

Form can be found on the following website:

<http://www.police.gov.bz/index.php/downloads/application-forms>

### Contact Details

Applications should be sent to:

Criminal Records Office  
Police Headquarters  
Belmopan, Belize

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## **Bolivia**

Certificado de Antecedentes

### Who can apply?

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

### Where?

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

### What must the applicant supply?

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

### What are the costs / turnaround times?

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

### Contact Details

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

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### **Bosnia & Herzegovina**

Certificate of non-conviction/ Uvjerenje o nekaznjavanju

#### Who can apply?

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

#### Where?

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

#### What must the applicant supply?

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

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

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

## Contact Details

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

5-7 Lexham Gardens  
London W8 5JJ

Tel: 020 73730867

E-mail: [embassy@bhembassy.co.uk](mailto: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 (see below) or consult the Botswana High Commission (see below).

#### What must the applicant supply?

##### Local applicants:

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

##### Foreign nationals (living in Botswana):

- A copy of their residency permit is required.

##### Foreign nationals (living outside Botswana):

- For applicants from overseas, they need to arrange to have their fingerprints taken by a local police force and sent with a covering letter explaining the reason for applying for the Police Clearance Certificate to the Botswana Police Service in Gabarone, 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](mailto: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

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### 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.if.jus.br/cjf/servico/certidao-negativa>
- Contact the British Embassy in Brasília at the website <http://ukinbrazil.fco.gov.uk/en>

Embassy of Brazil  
14/16 Cockspur Street  
London SW1Y 5BL  
Tel: 020 7747 4500

[www.brazil.org.uk](http://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](mailto:london.uk@mfa.gov.bn)

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## **Bulgaria**

Svidetelstvo za Sudimost / Conviction Status Certificate

### Who can apply?

- Individuals must apply, prospective employers cannot apply.
- Third party applications are accepted, on production of completed third party application form, certificate of inheritor or with a power of attorney.

Consult your nearest Bulgarian embassy for more information.

### Where?

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

### What must the applicant supply?

- Completed application form
- ID card or passport
- Original birth certificate
- Receipt of fee payment
- In cases of name alterations, an Identification of Names Statement.

### What are the costs/turnaround?

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

### Contact Details

Local applicants must consult:

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

Tel: +(0035) 929 237 355

Fax: +(0035) 929 881 142

Email: [pr@justice.government.bg](mailto: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](mailto:consul@bulgarianembassy.org.uk)

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### 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=P.ORTAL](https://portoncv.gov.cv/portal/page?_pageid=118,190644&_dad=portal&_schema=P.ORTAL) (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.

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## **Canada**

Police Certificate/ Criminal Record Check

### Who can apply?

- Individuals in and outside Canada.
- Individuals may authorise the results of criminal record verification to be forwarded to a third party upon receipt of written consent\*.

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

### Where?

- Criminal Real Time Identification Services (RMCP), Canadian Government Police Authority (see below).
- Third Party agencies (e.g. truecheck.ca or mybackcheck.com) will not be accepted.

What must the applicant supply?

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

Original fingerprint form in the format for internal applicants:

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

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

What are the costs/turnaround?

- Processing fee is \$25 CAN or the US equivalent per request.
- Payable to the "Receiver General for Canada" by certified cheque or money order.
- Payments by credit card are not accepted.
- Turnaround can be excess of 120 days due to volume of requests
- For applications within Canada, electronic submissions for people with no criminal records are processed within a week.

Contact Details

Mail applications:

The Director

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

Courier applications:

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

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

Website for details and guidance:

<http://www.rcmp-grc.gc.ca/cr-cj/fing-empr2-eng.htm>

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## **Cayman Islands**

Police Clearance Certificates

### Who can apply?

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

What must the applicant supply?

Residents:

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

#### Overseas Applicants:

- Copy of passport (page with picture, passport number, name etc). Please note that each page must be notarised and original documents submitted.
- Copy of the most current work permit stamped in the passport whilst working in the Cayman Islands (if the passport that the work permit was stamped in has been cancelled, the applicant will need to send a copy of the cancelled passport along with a copy of the new passport).
- A completed application form (must be notarised)
- Copy of the applicants entry and exit stamp for the Cayman Islands (date they arrived in the Cayman Islands and the date they departed will be affixed to the police clearance).

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

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

##### Residents:

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

##### Overseas Applicants:

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

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

#### Contact Details

##### Write to:

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

##### Location:

Criminal Records Office  
Royal Cayman Islands Police Service  
Windjammer Plaza

Walkers Road  
George Town  
Grand Cayman  
CAYMAN ISLANDS

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

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

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

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## **Chile**

Certificado de Antecedentes

### Who can apply?

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

### Where?

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

### What must the applicant supply?

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

### What are the costs / turnaround times?

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

### Contact Details:

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

Tel: 020 7222 2361  
Fax: 020 7222 0861

[embachile@embachile.co.uk](mailto:embachile@embachile.co.uk)

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

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## **China (People's Republic of)**

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

### Who can apply?

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

### Where?

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

### What must the applicant supply?

Local citizens must provide their local Police Security Bureau or police station with:

- Original ID Card
- Original Permanent Residence Registration (Hukou)
- Original File Card (Cun tang ka)
- Authorisation Letter (if through a third party)

The police station may request a statement from the potential employer of the applicant.

Local non-citizens must provide their local Police Security Bureau or police station with:

- Copy of passport with Chinese visa (new and old)
- Temporary Residence card (ju liu zheng)
- Authorisation Letter from work unit/school/university



What are the costs/turnaround?

- Fee applicable

Contact Details:

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

Embassy of the People's Republic of China  
49-51 Portland Place W1B 1JL

Tel: 020 7299 4049  
Monday-Friday 09.00-12.30, 14.00-17.00

[www.chinese-embassy.org.uk](http://www.chinese-embassy.org.uk)

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**Columbia**

What must the applicant supply?

- Passport
- List of dates spent within the country

Contact details:

Head of the Identification Group of the Security Administrative Department  
(DAS)

Carrera 28 No. 17 A 00

Bogota D.C.

Colombia

Tel: 091 4088000, extn: 1100 and 1110

Embassy of Colombia

3 Hans Crescent

London

SW1X 0LN

Tel: 020 7589 9177/5037

Fax: 020 7581 1829

[elondres@cancilleria.gov.co](mailto:elondres@cancilleria.gov.co)

[www.colombianembassy.co.uk](http://www.colombianembassy.co.uk)

Consulate General

3rd Floor

35 Portland Place

London

W1B 1AE

Tel: 020 7637 9893 or 020 7927 7121

Fax: 020 7637 5604

[clondres@cancilleria.gov.co](mailto:clondres@cancilleria.gov.co)

<http://londres.consulado.gov.co/>

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## **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

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21 Conway Street, London W1T 6BN, UK

[croemb.london@mvep.hr](mailto:croemb.london@mvep.hr)

Tel: 00 44 20 73872022

Fax: 00 44 20 73870310

Consular Section opening hours:  
(except on holidays in Croatia and UK):

Mondays-Thursdays 11.00-14.00

Fridays 10.00-12.00

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## **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:

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

Tel: +(537) 832 7716 / 832 6833

External applicants:

Cuban Embassy  
167 High Holborn,  
London, WC1V 6PA

Tel: 0207 240-2488

Fax: 0207 836-2602

Email: [embacuba@cubaldn.com](mailto:embacuba@cubaldn.com)

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## **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](mailto:mechristodoulou@police.gov.cy)

Postal applications need to be sent to the following address:

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

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

High Commission of the Republic of Cyprus  
13 St James's Square  
London SW1Y 4LB (Internet: [www.mfa.gov.cy/highcomlondon](http://www.mfa.gov.cy/highcomlondon) )

Tel: 0044 (0)20 73214 100

Fax: 0044 (0)20 7314 165/164

E-mail: [cyprusconsulate@btconnect.com](mailto:cyprusconsulate@btconnect.com)

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## **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](http://www.mzv.cz/public/ef/74/bf/191899_14922_Zadost_o_vypis_z_rejstriku_trestu_CR.pdf)

Czech Point website (locations of offices):

<http://www.czechpoint.cz/web/index.php> (in Czech)

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

### **Democratic Republic of Congo**

Police Criminal Record/ Extrait du Casier Judiciare

#### Who can apply?

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

### Where?

- Local applicants: Through the Inspector General of the Criminal Police (Police Judiciaire) in Kinshasa (see below).
- External applicants: must contact their nearest DRC embassy/consulate (see below).

### What must the applicant supply?

- Copy of ID
- Fingerprints (external applicants only; consult embassy for more information)

### What are the costs/turnaround?

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

### Contact Details

Local applicants must consult:

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

External applicants must contact:

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

Tel: (+44) 20 7580 3931

Fax: (+44) 20 7580 8713

Email: [info@ambardc-londres.gouv.cd](mailto:info@ambardc-londres.gouv.cd)

Website [www.ambardc-londres.gouv.cd](http://www.ambardc-londres.gouv.cd)

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## **Denmark**

Private Penal Certificate/ Privat Straffeattest (UK Employers Only)

### Who can apply?



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

### Where?

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

### What must the applicant supply?

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

### What are the costs/turnaround?

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

### Contact Details

The application form can be found online:

[https://www.politi.dk/NR/rdonlyres/6AD25FE9-F4BA-40D1-8534-88F230F57433/0/P366\\_0606.pdf](https://www.politi.dk/NR/rdonlyres/6AD25FE9-F4BA-40D1-8534-88F230F57433/0/P366_0606.pdf) (Danish language only)

The application form should be completed electronically in block capitals.

Applications must be submitted by post, or fax.

Overseas applications must be sent via e-mail: [dataafd@politi.dk](mailto:dataafd@politi.dk)

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

Rigspolitiet,  
Afdeling D,  
Kriminalregisteet,  
Postboks 93,  
2650 Hvidovre,  
Denmark

Royal Danish Embassy  
55 Sloane Street  
London SW1X 9SR

Tel: 020 7333 0200  
Fax: 020 7333 0270  
E-mail: [lonamb@um.dk](mailto:lonamb@um.dk)

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## **Dominica**

Certificado do No Antecedentes Policiales/ Certificate of no Criminal Record

### Who can apply?

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

### Where?

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

### What must the applicant supply?

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

### What are the costs/turnaround?

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

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

### Contact Details

Criminal Investigations Department,  
Police Headquarters,  
Roseau,  
Dominica

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

Tel: 020 7370 5194

Fax: 020 7373 8743

[info@dominicahighcommission.co.uk](mailto:info@dominicahighcommission.co.uk)

[www.dominicahighcommission.co.uk](http://www.dominicahighcommission.co.uk)

Monday-Friday 09.30-17.30

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### **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](mailto: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](mailto:info@dominicanembassy.org.uk)  
[www.dominicanembassy.org.uk](http://www.dominicanembassy.org.uk)

Monday-Friday 10.00-17.00

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## **Dubai (See United Arab Emirates)**

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### **Ecuador**

Certificado de Antecedentes Personales

#### Who can apply?

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

#### Where?

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

#### What must the applicant supply?

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

#### What are the costs/turnaround?

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

<http://londres.consulado.gob.ec/>

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## **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

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### 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

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## **Estonia**

Notice from the Punishment Register (Karisturegisteri teatis)

### Who can apply?

- Individuals
- third party applicants.

### Where?

- Applications are accepted by post or email directly to the national Police Board (Politseiamet)
- UK employers seeking disclosure should contact the police board.

### What must the applicant supply?

Completed application form requiring:

- Purpose for disclosure
- Full name
- Social security number
- Date and place of birth
- Passport number (or ID card number)
- Residential address in Estonia
- Contact details (full postal address, telephone number and email address)
- Postal applications should be accompanied by a signed and dated copy of the applicant's passport or ID card

### What are the costs/turnaround?

- There is no fee for a notice from the punishment register. For postal applications or emailed, payment should be made by bank transfer.
- Turnaround of around 2 days for Limited checks and 10 days for Full checks. This does not include postal time.
- There is no fast track service available.
- The certificate is in Estonian language and for personal applications it will be issued for free.

- A consular statement in English from the Embassy by post can also be obtained. In order to do so please send the original certificate of good conduct (in Estonian), a copy of your passport or ID-card and the state fee of £15 which has to be paid by Postal Order (cheque from a post office; payable to: Estonian Embassy).

### Contact Details

Application form available:

[http://london.vm.ee/information\\_for\\_estonian\\_nationals/aid-1783](http://london.vm.ee/information_for_estonian_nationals/aid-1783)

Applications should be sent to:

Karistusregister  
Politseiamet  
Pärnu mnt 139  
15060 Tallinn  
Estonia

Tel: 00372 612 3468 / 3366

Fax: 00372 612 3332

Email: [karistusregister@pol.ee](mailto:karistusregister@pol.ee)

UK address:

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

Tel: 020 7589 3428

Fax: 020 7589 3430

E-mail: [london@mfa.ee](mailto:london@mfa.ee)

Website: <http://london.vm.ee/embassy>

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### **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:

Embassy of the Federal Democratic Republic of Ethiopia  
17 Princes Gate  
London SW7 1PZ

Tel: 020 7589 7212

[info@ethioembassy.org.uk](mailto:info@ethioembassy.org.uk)

[www.ethioembassy.org.uk](http://www.ethioembassy.org.uk)

Monday-Friday 9.00-17.00

Consular Section

Tel: 020 7838 3897

Monday-Friday 9.00-16.00

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**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:

<http://www.police.gov.fj/index.php/psc-circular-memo/police-clearance-form>

Guidance:

<http://www.police.gov.fj/index.php/psc-circular-memo/psc-circular-memo-2011>

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)  
<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**

Rikostaustaote / Extract on Criminal Background

### Who can apply?

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

### Where?

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

### What must the applicant supply?

- A free-form letter containing the following information:
  - Full Name (and any previous names)
  - Finnish ID Code
  - Date and Place of Birth

- Full address details and contact telephone number
- Language certificate is to be issued in
- Separate proof of identity is only required for applications that are delivered in person to the Legal Register Centre. Acceptable forms of identification include a valid passport or driver's licence.

An application for an Extract on Criminal Background must include the name of the employer or authority, and details of the office or duty, for whom/which the extract is requested.

#### What are the costs/turnaround?

- An Extract on Criminal Background is issued free of charge.
- A fee of €10 (approx GBP £10.00) for a Criminal Record Extract for a Visa
- Application, payable by the applicant. An invoice for the fee is released with the extract.
- Processing time for both types of criminal record extract is approximately one week. The Legal Register Centre does not provide a fast-track disclosure service.

#### Contact Details

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

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

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

Internet: <http://www.oikeusrekisterikeskus.fi/text/en/index/rekisterit/rikosrekisteri.html>

Application forms can be downloaded from  
<http://www.suomi.fi/suomifi/english/search/index.jsp?content=4&q=Legal+Register+Centre&formsCheckbox=forms>

Embassy of Finland  
38 Chesham Place  
London  
SW1X 8HW

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

## France

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

### Who can apply?

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

### Where?

There are five possible application routes:

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

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

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

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

### What must the applicant supply?

Online applications require (for French nationals only):

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

Postal applications require:

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

Fax applications require:

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

Personal applications require:

- The 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/gf/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](mailto: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](mailto:consulat.londres-fslt@diplomatie.fr)