



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 G-P

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>

Gambia

Police Clearance Certificate

Who can apply?

- Gambian residents only.
- No third party representatives.

Where?

Contact Ministry of Justice for instructions (see below).

What must the applicant supply?

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

What are the costs / turnaround times?

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

Contact Details

Local and Overseas residents must contact:

Ministry of Justice
Marine Parade
Banjul
Gambia, The

Tel: +(220) 422 5352

Fax: +(220) 422 9908

Email: info@moj.gov.gm

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

The Gambia High Commission:
92 Ledbury Road W11 2AH

Tel: 020 7229 8066

Fax: 020 7229 9225

gambiahighcomuk@btconnect.com

Monday-Thursday 09.30-17.00, Friday 09.30-13.00

Georgia

Who can apply?

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

Where?

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

What must the applicant supply?

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

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

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

What are the costs / turnaround times?

- A crime record certificate shall be issued free of charge within 5 days upon supplying an application, and is valid for the following 15 days.
- In case of fast-track service, the Georgian legislation envisages the following fees:
 - 20 GEL to issue a certificate within 2 working days;
 - 40 GEL to issue a certificate within 1 working day;
 - 80 GEL to issue a certificate within 3 working hours.

What language is the document written in, and what is the cost of translation?

- A crime record certificate shall be issued in Georgian, the state language. The amount of translating 1 page (or up to 1 page) of the Georgian document subject to legalization or certification by apostille, is 20 GEL.

Can the form be downloaded, and if so what is the download address for local applicants and overseas applicants?

- In accordance with the Georgian legislation, a crime record certificate is the form of strict registration and it is granted a certain number, which is registered at the Ministry of Finance of Georgia. Therefore, it is impossible to download the form of a crime record certificate.

Contact details

The MIA conducts communication with relevant UK bodies through diplomatic channels:

Embassy of Georgia
4 Russell Gardens W14 8EZ
Tel: 020 7348 1941
Fax: 020 7603 6682

embassy@geoemb.plus.com

www.uk.mfa.gov.ge

Consular Section

Tel: 020 7348 1942

consular@geoemb.plus.com

What does the certificate look like, and what information does it contain?

- The original (Georgian) version of the crime record certificate shall include the indication to the LEPL Service Agency of the Ministry of Internal Affairs of Georgia, its address, indication to the registration number, date of issuance, the content, and signature of the authorized person.
- In accordance with the “Rules on the Registration of Mortgage, on Issuing a Notification concerning the Previous Conviction and Legal Status of a Motor Vehicle by the LEPL Service Agency of the Ministry of Internal Affairs of Georgia”, a crime record certificate is a document issued by the MIA Service Agency and it contains the information regarding the previous conviction of a natural person, and whether the person is wanted.

Germany

Police Good Conduct Certificate/ Führungszeugnis

Who can apply?

- Only applicants must apply and in person.
- If an applicant lacks the legal capacity to do so, a representative with legal statute may apply on their behalf (Contact Federal Office of Justice in Bonn for further details).
- Prospective employers may not apply, but can contact the German Federal Office of Justice to verify the authenticity of the document (see below).

Where?

- Local applicants must apply in person at their local registry office within the district of which they are registered.
- Overseas applicants must apply in writing to the Federal Office of Justice in Bonn (see below).

What must the applicant supply?

Local applicants:

- Applications must be made to local registry office (örtliche Meldebehörde or Bürgerbüro)
- Proof of identity (passport or ID card/personalausweis) confirmed with applicant's signature
- Indication of purpose of request
- The address details of the organisation which requested the criminal record disclosure (is applicable)
- Overseas applicants:
- Proof of identity (passport or ID card/personalausweis) confirmed with applicant's signature
- Indication of purpose of request
- The address details of the organisation which requested the criminal record disclosure (is applicable)
- Applicant's signature requires official certification by a German embassy/consulate, a foreign authority or notary.

Overseas Applicant must send the application package to Federal Office of Justice in Bonn through. Applicants are advised to send package as recorded delivery.

Third party representatives require written authorisation from applicant.

What are the costs / turnaround times?

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

Deutsche Bundesbank Filiale Bonn

Bank code: 370 000 00, Account number: 38001005
Account name: Bundesamt für Justiz
BIC/swift MARKDEF1370, IBAN DE49370000000038001005

- Payment can also be made by cheque. Cheques should be made out in Euro and drawn from a German bank. Cheques from the UK can also be made out in pound Sterling. Please contact the legalisation department at the German Embassy for further details and exchange rate.
- No certificate can be issued until the fee has been paid or appropriate proof of payment is provided.

Contact Details

Local applicants must visit their local registry office. Details can be found here: <http://www.meldeamter.de/einwohnermeldeamt.html> (German only)

Overseas applicants can download the form here:

https://www.bundesjustizamt.de/DE/SharedDocs/Publikationen/BZR/antrag_e_n.pdf?__blob=publicationFile&v=9

More information is available at:

https://www.bundesjustizamt.de/DE/SharedDocs/Publikationen/BZR/antrag_e_n.pdf?__blob=publicationFile&v=9

The application for overseas applicants should be sent to :

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

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

Tel: 020 7824 1300

Fax: 020 7824 1435

Monday-Thursday 8.30-17.00 & Friday 8.30-15.30

info@london.diplo.de

http://www.london.diplo.de/Vertretung/london/en/07/07_A-Z/O_P/Police_clearance_certificate.html

Ghana

Police Clearance Certificate or Criminal Check Report

Who can apply?

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

Where?

- Local applicants must visit Ghana Police Service Headquarters in Accra, or their local police station in person. Foreigners must visit the Ghana Police Service HQ.
- Overseas applicants must contact Ghana Police Service Headquarters in Accra, by mail.
- A prospective UK employer may submit an application to the Criminal Record Bureau, but the subject will have to appear in person.

What must the applicant supply?

- Completed application form
- Full set of fingerprints (taken at local police station or Fingerprints Unit if in the UK)
- 3 recent passport sized photographs (signed at back)
- Certified copy of passport

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

- Name, Sex, DOB and POB
- Name of applicant's parents (even deceased)
- Late school(s) attended, entry and completion dates (state if illiterate)

*Certificate will be issued to the applicant only, not their representative.

What are the costs / turnaround times?

- Internal applicant fee: GHC5 (approx. GBP£ 2.60)
- Overseas applicant fee: GBP£ 73.58 payable in cash or cheque.

Contact Details

- Local applicants must visit their local police station and complete the form inside the station.
- Overseas applicants must contact their nearest Ghana High Commission to obtain advice:

Ghana High Commission
104 Highgate Hill
London N6 5HE

Tel: 08453 133 399

Internet: <http://www.ghanahighcommissionuk.com>

Or contact the following address:

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

Tel: +(233) (021) 761250 / 773906

Fax: +(233) (021) 776672

Gibraltar

Certificate of Good Conduct

Who can apply?

- Individuals
- If Certificate is to be collected by a person other than the applicant a letter of authorization and a passport copy is required. No Adverse Certificates will be issued to non-applicants.

Where?

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

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

What must the applicant supply?

- Completed application form
http://www.police.gi/1/images/Forms/subject_access_request_form.pdf

What are the costs / turnaround times?

- £5
- Five day turnaround

Contact Details

Royal Gibraltar Police (as above)

or

Gibraltar House,
150 Strand, London
WC2R 1JA

Tel: 0207 836 0777
info@gibraltar.gov.uk

Greece

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

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

For more information contact:

Ministry of Justice
Mesogion Str. 96
Athens 115-26

Tel: (+30) 210 776 7300

Grenada

Police Certificate of Character

Who can apply?

- Resident and citizens may apply

Where?

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

What must the applicant supply?

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

What are the costs / turnaround times?

- Cost: Applications from Commonwealth Countries (EC\$25.00) or equivalent + EC\$10.00 processing fee . This should be transferred through an International Money Order –made payable to the Commissioner of Police.

Contact details

Address:

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

Tel: 0207 385 4415

Fax: 0207 385 480t

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

E-mail: r.hall@grenada-highcommishttp://www.grenadahclon.co.uk
[sion.co.uk](http://www.grenadahclon.co.uk)

Guinea

Criminal Record Check

Contact Details

UK Dialling Code for Guinea is: **00 224**

Ministry of Justice
Conakry, GUINEA

Court Kaloum

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

Court Mafanco

Tel: 664 29 13 03/ 622 53 20 21

Court Dixinn

Tel: 622 18 96 86/ 664 90 34 76

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

Tel: 020 7316 1861

Fax: 020 7316 1861

office@ambaguinee-london.co.uk

Guyana

Certificate of Character

Who can apply?

- Current and past Guyanese residents.
- Agencies or prospective employers seeking a background check on an individual can write to the Commissioner of Police of the Guyana Police Force.

Where?

- Individuals can apply in person, through post, agency or at nearest embassy

What must the applicant supply?

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

- Full names, date and year of birth.
- In the event of a name change the applicant is required to submit the relevant deed poll or marriage certificate.
- Previous address in Guyana.
- Three recent passport-sized photographs.
- Passport number, date and country of issue.
- Parents' names and addresses.
- Postal order for two pounds £2.00 made payable to the Commissioner of Police.
- Right thumbprint, taken at select police stations locally (see link below).

When applying in person at the Police Headquarters in Guyana:

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

What are the costs / turnaround times?

- Local applicants: processing fee of GYD\$500.00, where receipt is issued (approx. GBP£1.90) with a turnaround of 5 working days.
- Overseas applicants: when applying by post, a postal order for £2.00 made out to the Commissioner of Police with a turnaround of 5 working days.

Contact Details

For more information see below:

<http://guyanapoliceforce.gy/>

Address:

Commissioner of Police
Eve Leary
Georgetown
Guyana

Tel: (+592) 226 2487

Fax: (+592) 226 2740

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

Tel: 020 7229 7684

Fax: 020 7727 9809

info@guyanahclondon.co.uk

<http://www.guyanahclondon.co.uk/>

Hong Kong

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

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

Further details on how to obtain a CNCC from the Hong Kong police can be found at this link:

http://www.police.gov.hk/ppp_en/11_useful_info/cert_no_crime.html#oversea

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

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

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

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

Hungary

Certificate of good conduct

Who can apply?

- Residents, non-resident, citizens and non-citizens in person or by post.
- Overseas applicants through nearest Hungarian embassy/consulate.
- Prospective employers cannot submit a request nor can the applicant go through a third party.
- The applicant can however request the certificate to be sent to the employer's address.

Where?

There are 3 routes:

- Criminal Records Department (CRD)/ *Hatósági Erkölcsi Bizonyítvány* in Budapest
- Ministry of Interior/ *Belügyminisztérium*
- Through the nearest Hungarian embassy/consulate

These authorities do not accept requests in person, by e-mail, fax or telephone. Registered mail only.

What are the costs / turnaround times ?

- Fee of HUF 3100 (approx. GBP£ 10.28) for applications inside Hungary
- Payable by postal order, tax stamp or online
- Additional Fast track disclosure fee is HUF 1400 (approx. GBP£ 14.59)
- Fee of £37 to £50 for applications made via the embassy, depending on translation requirement
- Payable by postal order to “Embassy of Hungary”. Cash and cheque not accepted.
- Applications filed at the CRD are issued within 5 working days on receipt
- Embassy based applications up to 10 days.
- Fastrack disclosure is available in Hungary: CRD will issue OC within 3 working days. See CRD details below

Contact Details

Applications via CRD or Ministry of the Interior:

1094 Balázs Béla utca 35.,
Budapest

Tel: 0036 1 455-6700

Fax.: 0036 1 455-6875

E-mail: nyilvantarto.hivatal@mail.ahiv.hu

Internet: <http://www.nyilvantarto.hu/kekhh/kozos/index.php>

Hungarian Embassy details:

35 Eaton Place
London
SW1X 8BY

Tel: 0044 20 7201 3440

Fax: 0044 20 7823 1348

Web: <http://www.mfa.gov.hu/kulkepviselet/UK/en/mainpage.htm>

Online form can be downloaded at:

http://www.nyilvantarto.hu/en/certificate_good_conduct

Iceland

Criminal Certificate for Private Use/ Einkavottord

Who can apply?

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

Where?

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

What must the applicant supply?

Local applicant in person:

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

Third Party representatives:

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

What are the costs / turnaround times?

- Issued at ISK 1,350 (approx. GBP£8)
- Payable by cash, debit/credit card or bank transfer (contact nearest Office or embassy for more details).

- Turnaround time dependent on pre-paid services requested (1st class, 2nd class or courier).

Contact Details

Office of the District Magistrate in Kópavogur:

Sýslumadurinn í Kópavogi
Dalvegi 18
201 Kópavogur
Iceland

Tel: 00354 560 3000

Fax: 00354 560 3090

Internet: http://www.syslumenn.is/utanrvk/leyfi_skirteini/sakavottord
(Icelandic)

E-mail: Kopavogur@syslumenn.is

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

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

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

Ríkissaksoknari
Hverfisgata 6
150 Reykjavík
Iceland

Tel: 00354 5301600

Fax: 00354 5301606

Internet: <http://www.ríkissaksoknari.is/>

E-mail: rsak@tmd.is

Icelandic Embassy in London:

2a Hans Street
London
SW1X 0JE

Tel: +44 0207-259-3999

Fax: +44 20 7245 9649

Email: icemb.London@utn.stir.is

Website: <http://www.iceland.is/uk>

India

Local Police Report/ Police Clearance Certificate

Who can apply?

- Resident/non-resident Indians, including non-citizens (given their presence in India over a significant period of time).
- Individual may directly apply.
- A UK employer may forward a completed application form from the individual to the respective police station/commissioner's office, accompanied with a written consent letter, and a covering letter for purpose from employer.
- Third party accredited agencies or authorised representative may submit application through the same process as above.

Where?

- Individuals must apply in person directly to an Indian Police Service (local police service in applicant's local jurisdiction) or via local regional passport office.
- UK applicants may apply through the Indian High Commission in London (see below).

What must the applicant supply?

For local applications:

- Completed application form (available at station)
- Signature on form
- Passport photograph
- Certified copy of individual's passport, driver's license, voter's identification card, PAN card and ration card
- Details of current address and residential history for previous ten years is desirable
- Father's name and date of birth (desirable)
- Proof of payment
- Formal written request of prospective employer on formal headed letter

For overseas applicants at High Commission:

- Completed application form (available at information link provided below)
- Original and photocopy of first four and last two pages of passport
- Fee payment (£15)

What are the costs / turnaround times?

For inside India applications:

- There is no standard fee for applications, as it varies between states.
- For example, in New Delhi a fee of 250 rupees (around £3.60) applies, in Ahemdabad a fee of 10 rupees (around 14p) and in Bangalore a fee of 3000 rupees (around £43) apply.
- In person applications have a turnaround of seven to ten days for collection at the Police Station.
- Postal applications have a turnaround of up to 30 days, after which results are sent back to applicant.

For Commission applications:

- Fee of £15 payable in cash

There is no specific fast-track process available, rather down to the discretion of the officials at the Police Station.

Contact Details

To get information on local police stations, local applicants can contact:

Nation Crime Records Bureau:
East Block-7
R.K. Puram
New Delhi- 110066
India

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

High Commission of India in UK:

High Commission of India
India House
Aldwych
London
WC2B 4NA

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

Indonesia

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

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

Iran

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

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

Iraq

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

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

Ireland, Republic of

Data Access Request

Who can apply?

- The individual must directly apply. Third party representatives may be appointed to apply on their behalf.
- Northern Irish (NI) applicants cannot apply through this scheme and must visit Access Northern Ireland: <http://www.dojni.gov.uk/accessni> for further information and guidance.

What must the applicant supply?

Under the Data Protection Act 1988/2003, all applicants must be made in writing, to include:

- The type of information request (i.e. a request for all criminal record data under the Data Protection Act 1988/2003)
- Full name and any previous names (if applicable)
- Current address
- Date of Birth
- Applicant's signature

- Previous addresses if inside ROI.

What are the costs / turnaround times?

- Fee of €6.35 (GBP£ 5.60) payable by cheque, postal order or bank draft should be made out to 'The Accountant, Department of Justice' Cash and foreign currency not accepted.
- Turnaround of up to 40 days, subject to receipt of complete application and fee.

Contact Details

Requests can be written free-formed, or via an application form downloadable here:

<http://www.garda.ie/Controller.aspx?Page=1548&Lang=1>

Applicants must then post to:

Inspector in Charge

Garda Central Vetting Unit
Racecourse Road
Thurles
Co. Tipperary

Tel: (+35) 3 504 273 00

Fax: (+35) 3 504 273 73

Internet: <http://www.garda.ie/Controller.aspx?Page=66>

(NB - For employers based in Northern Ireland, the contact details of Access Northern Ireland are:

Access Northern Ireland
Brooklyn
65 Knock Road
Belfast BT5 6LE
Northern Ireland
Tel: 02890 259 100)

Israel

Certificate attesting existence/non-existence of a Criminal Record

Who can apply?

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

Where?

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

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

What must the applicant supply?

In Israel, applications made at any police station:

- Completed application form (available at link below)
- ID card or passport (for non Israelis)
- Photocopy of data-page of passport
- Payment (as below)

Applications made to an embassy:

- Completed application form
- Photocopy of applicant's passport
- Full details of requesting authority
- Name of contact person

What are the costs / turnaround times?

For applications in Israel:

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

For embassy applications:

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

Contact Details

Application form for inside Israel can be found at:

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

Israeli Embassy London:

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

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

Telephone: 0207 957 9500 (Email: consul-sec@london.mfa.gov.il)

Italy

Certificato Penale (Penal Certificate) or “Certificato dei Carichi Pendenti”
(Certificate of Pending Procedures)

Who can apply?

- Residents/non-residents and non-citizens may apply directly.
- Third party representatives may apply on individual’s behalf, providing written consent.

Where?

- Local applicants must apply in person at local Public Prosecutor’s Office) of the court competent for the residing area.
- Overseas applicants must apply through e-mail or registered mail.
- Italian embassies/consulates will not accept applications.

What must the applicant supply?

- Completed application form
- State requirement for a Penal Certificate/Certificado Penale
- Photo ID (when picking up certificate)
- Overseas applicants must also enclose:
 - Proof of identity (ID card, passport, birth certificate)
 - Stamped, self-addressed envelope
 - Stipulated fee
- Third party representatives must also enclose:
 - Copy of Photographic ID of self, and applicant being represented

What are the costs / turnaround times?

Local applicants:

- Fee of €3.10 (around GBP£2.75), cash only.

- A fast-track¹ disclosure is available for €6.20 (around GBP£ 5.50).
- Turnaround for fast-track is while-you-wait (for local applications).

Overseas applicants:

- €3.54 (around GBP£ 3), and for overseas fast-track, fee of €7.08 (around GBP£ 6.60)
- Payable by banker's draft or postal order

Contact Details

Overseas applicants should send their forms to:

Ufficio del Casellario Giudiziale della Procura della Repubblica
Piazzale Clodio
00100 Rome
Italy

Tel: +39 06 68807558

Email: procura.roma@giustizia.it

e-mail enquiries: segreteria.dgpenale.dag@giustizia.it

For more information visit:

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

Embassy of Italy
14 Three Kings' Yard
Davies Street
London W1K 4EH

Tel: 020 7312 2200

Fax: 020 7312 2230

ambasciata.londra@esteri.it

www.amblondra.esteri.it

Jamaica

Police Record Certificate

Who can apply?

- Residents/Non-residents
 - Citizens and non-citizens.
-

- Third party applicants are not welcomed.

Where?

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

What must the applicant supply?

- Two recent passport-sized photographs and a copy of your passport notarised at the High Commission, on presentation of your current passport, for a fee of £20.00. You must therefore attend the High Commission in person, the photocopy of your passport will be made and the original returned to you.
- Full set of authenticated fingerprints (obtained from Scotland Yard or your regional police authority)
- For further information on fingerprinting contact Scotland Yard on: New Scotland Yard, 10 Broadway, London, SW1H 0BG telephone number: 0207-230-2099.or via <http://content.met.police.uk/Site/fingerprints>
- Fingerprints form (provided and conducted by Police)
- Covering letter stating the following:
 - Full Name
 - Date of birth
 - Place of birth
 - Date you left Jamaica and last address in Jamaica
 - Purpose for which police record is required
 - Address to which the applicant wishes the certificate be sent.

*Form can be requested beforehand from consulate; see guidance link below. Fingerprints must be taken at your local police station (contact directly for further guidance).

What are the costs / turnaround times?

- There is a charge of £38. British Postal orders for the amount of £38.00 should be made payable to the Assistant Commissioner of Police in charge of Criminal Investigation Branch.
- Twenty pound initial handover, and additional costing if fingerprints are needed
- Internal applications have a 2 week turnaround period.
- Applications for individuals living outside Jamaica should take between 6-8 weeks. The certificate is returned by standard mail to the recipient.

Contact Details

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

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

Tel: +876 922 3221 and +876 922 0125

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

Tel: 020 7823 9911
Fax: 020 7589 5154

E-mail: jamhigh@jhcuk.com
Website: <http://www.jhcuk.org>

Application forms:

<http://www.jhcuk.org/assets/files/forms/Police%20Record%20App%20Form.pdf>

Criminal Records Checks: <http://www.jhcuk.org/citizens/police>

Monday-Thursday 09.00-17.00 & Friday 09.00-16.00

Japan

Police Certificate

Who can apply?

- Residents/Non-residents and non-citizens.
- Third party applicants will not be accepted.

Where?

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

What must the applicant supply?

Local applicants:

- Family register/Alien residency card/Official Seal
- Application form (provided by Police)
- Fingerprints form (provided and conducted by Police)

Overseas applicants:

- Valid passport
- Application form (provided by Consulate)
- Fingerprints form* (provided by Consulate)
- May require letter from prospective employer stating reason and purpose for request

*Form can be requested beforehand from consulate; see guidance link below. Fingerprints must be taken at your local police station (contact directly for further guidance).

What are the costs / turnaround times?

- Free of charge
- Internal applications have a 2 week turnaround period.
- Overseas Consulate applications have a 2-3 month turnaround period.
- All applicants local and overseas must collect their certificate in person at the relevant institution, with photo ID.

Contact Details

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

Overseas applicants:

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

Tel: (+44) 020 7465 6565

Fax: (+44) 020 7491 9328

Website: http://www.uk.emb-japan.go.jp/en/visa/police_cert.html

Residents in Scotland, North-East England are advised to contact the Consulate General of Japan in Edinburgh:

<http://www.edinburgh.uk.emb-japan.go.jp/consularmenu.htm>

Jordan

Certificate of Good Conduct

Who can apply?

- Individuals only.
- Third party applicants will not be accepted.

Where?

- Applicants can apply to their local Jordanian embassy. Information for the Jordan Embassy in the UK is listed below. Applicants can apply by post, provided that they send an empty pre-paid return Special Delivery with your address on it, in order for the embassy to return the certificate back once they have received it from relevant authorities in Jordan.

What must the applicant supply?

- A completed signed application form (link below).
- Two recent coloured photographs (photos copied from other photographs are not acceptable, the picture size should be approx 6x4 cm, only front photograph are accepted), all submitted photos must be signed at the back from the applicant.
- For ladies who wear head cover (Hijab) please makes sure the Hijab colour is different from the photograph background.
- Photo copies of your passport(s)

What are the costs / turnaround times?

- The Good Conduct Certificate fee is £4. The turnaround time can take 6-8 weeks, and depends on the approvals of the involved departments in Jordan.

Contact Details

Jordanian Affairs Department/ Consular Office
Embassy of The Hashemite Kingdom of Jordan
6 Upper Phillimore Gardens
London W8 7HA

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

Tel: 0207 937 3685
Fax: 0207 938 1097

<http://www.jordanembassy.org.uk>

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

Kazakhstan

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

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

Kenya

Certificate of Police Clearance

What must the applicant supply?

Non Kenyan Citizens:

- A completed set of rolled fingerprints which should be taken by a local police official bearing an official stamp or taken before an Attorney and certified, NOT photocopy or prints used in previous years.
- If the applicant is under 18 years, a certified copy of the birth certificate.
- An application letter.
- A bank cheque for US\$25 made payable to the Director of Criminal Investigation Department (the Bank cheque or International Money Order can be made via any US bank).
- Certified copy of applicant's passport information page.
- Non Kenyan citizens should provide an aliens certificate (both sides) or any supporting document from an educational institution or employer to show that they stayed for more than 3 to six months in Kenya.
- A Prepaid self addressed registered or express post envelope (residents outside Australia should include AU\$15 for International Registered Envelope) for the return of your documents.
- Note: Processing takes 3 months.

Kenyan Citizens

- A completed set of rolled fingerprints which should be taken by a local police official bearing an official stamp or taken before an Attorney and certified, NOT photocopy or prints used in previous years.
- A certified photocopy of Kenyan 2nd generation identity card if the applicant is over 18 years of age.
- Bank Cheque or money order, for the value of US\$25 made payable to the Director of the Criminal Investigation Department (the Bank cheque or International Money Order can be made via any US bank).
- If the applicant wishes to send prints direct to the Director of CID, they must also include return postage for the return of documents.
- A letter of application.
- Certified copy of the applicant's passport information page.
- A Prepaid self addressed registered or express post envelope (residents outside Australia should include AU\$15 for International Registered Envelope) for the return of your documents.
- Note: Processing takes 3 months.

What are the costs / turnaround times?

As above

Contact Details

The Kenya High Commission
 45 Portland Place
 London W1B 1AS
 Tel: 020 7636 2371
 Fax: 020 7323 6717
 E-mail: info@kenyahighcom.org.uk

Certificate of Police Clearance:

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

Korea, Republic of (South Korea)

National Police Clearance

Who can apply?

- Residents and non-citizens (must have resided for a minimum of 6 months).
- Overseas applicants must contact nearest embassy/consulate to check if authorised (UK applicants may apply).

Where?

- Local applicants must visit their local police station.
- UK applicants must consult Embassy of the Republic of Korea in London (see below).

What must the applicant supply?

Local applicant:

- Complete application form (provided at local police station)

Overseas applicant:

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

What are the costs / turnaround times?

- Fee may be applicable; enquire at local police station/embassy.
- Embassy turnaround is 6-8 weeks
- Local police station turnaround varies, enquire at station.

Contact Details

Local applicants: Consult local police station

Overseas applicants:

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

Tel: +44 020 7227 5500

Fax: +44 020 7227 5504

E-mail: koreaneminuk@mofat.go.kr

Website and application form:

<http://gbr.mofa.go.kr/english/eu/gbr/visa/national/index.jsp>

Latvia

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

Individuals who are applying to work with children in the UK, and who have completed an application through the Disclosure and Barring Service for an enhanced criminal record certificate after 1 October 2015, may have their record in Latvia checked by the DBS as part of a pilot project. However, employers and registered bodies must ensure that “Latvia” is clearly inserted in the nationality field (a26) of the DBS application form.

Who can apply?

- Residents and non-residents may apply.
- Third Party representatives may apply on individual’s behalf.
- Prospective UK employers cannot apply.

Where?

- Information Centre of the Ministry of the Interior (ICMI) through mail, post, fax, e-mail, online or in person.
- Overseas applicant may apply through mail, e-mail, post or fax to ICMI, but are advised to apply through their nearest Latvian embassy, in person.

What must the applicant supply?

- Local and overseas applicants* must supply:
- Full name (including previous, where applicable)
- Social security number
- Place of residence
- Contact telephone number
- Purpose of request, country and institution to which certificate is to be issued to.
- Turnaround time (standard or urgent)
- Language of results (English, Russian or Latvian; fee may be applicable)
- Copy of biometric data (passport) page (applicants appearing in person must have original copy with them)
- Receipt showing payment of required fee (must be paid before submitting application)

*An online form may be downloaded at the link provided below

Third party representatives must supply the following:

- Completed application form
- Valid passport (copy for mailed applications)
- Payment of required fee
- Notarised power of attorney from the subject (legalised with apostille for overseas applicants)

What are the costs / turnaround times?

Local applicants:

- Standard request (within 5 working days): LVL 3 (approx. GBP£ 4.00)
- Urgent request (within 24 hours): LVL 9 (approx. GBP£ 12.00)

Consular fees:

- Fee of £19 (£10 standard fee + £3 compulsory English translation fee + £6 compulsory legal apostille fee)
- Enquire at embassy to pay fee.
- Turnaround time is between 6-8 weeks
- May be collected in person with photo ID or received through post.

Local and Overseas applicants must pay fee before submitting application. Enquire at addresses provided.

Contact Details

Consult website for further information and to access form:

<http://www.ic.iem.gov.lv/en/node/367>

The ICMI handles applications for criminal record disclosure:

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

Tel: (+371) 67 208 218 (Chancellery)
Tel: (+371) 67 208 255 (Chief of the Centre)
Fax: (+371) 67 208 219
Internet: <http://www.ic.iem.gov.lv>
E-mail: kanceleja@ic.iem.gov.lv

Applications from the UK may also be addressed in person to the Latvian embassy in London:

The Embassy of the Republic of Latvia
45 Nottingham Place
London W1U 5LY

Tel: (+44) 020 731 200 40
Fax: (+44) 020 731 200 42
Internet: <http://www.am.gov.lv/lv/london>
E-mail: consulate.uk@mfa.gov.lv

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

Lebanon

Who can apply?

- Residents and non residents may apply.
- Applicants and appointed direct family members may apply.
- Third parties and UK employers may not apply .

Where?

Local

- Lebanese citizens living abroad can request that a direct relative (spouse, sibling or parent and or/child over the age of 18) submit on their behalf to the Directorate General of Interior Security Forces in the Judicial Department.

Overseas

- For applicants living in the United Kingdom, applicants can be submitted in person or by mail to the Lebanese Embassy.

What must the applicant supply?

- All applicants should include a letter signed by them requesting the criminal record, stating the last address they lived at in Lebanon. In the covering letter, non-Lebanese Nationals should also mention the period of their stay in the country, and the name and address of the company they worked for.

In addition Lebanese nationals should provide one of the following:

- Copy of Lebanese identification document
- A copy of the Family Civil Extract
- The Individual Civil Extract
- Lebanese identification card

Non-Lebanese Nationals:

- A copy of their passport

Palestinian Refugees need to provide one of the following documents:

- The Family Registry special for Palestinian Refugees registered in Lebanon
- The Individual Registry special for Palestinian Refugees registered in Lebanon
- Passport

What are the costs / turnaround times?

- There are no fees for the criminal record check in its original Arabic version issued in Lebanon. The turnaround for the application is up to three months if submitted through the Embassy.
- If urgent, the same day if submitted directly in Lebanon (for Lebanese nationals only).
- The Lebanese Embassy in London provides the service of translation and legalisation of the criminal record check for a fee of £15.

What does the police criminal record check include?

- His or her name
- Mother and fathers' names
- Nationality
- Place and date of birth
- If the person has been convicted the date of the judgement will show, the type of crime, and the period of sentence served.
- If he/she is clear 'no judgement' will be displayed.
- Arabic document
- Stamped on the bottom left hand corner signed with a record number in the bottom left hand corner

Contact Details:

Lebanon:

Directorate General of the Interior Security Forces in Lebanon
Judicial Department
Beirut
Furn El Chebbak Street
Tel: 01/292880 and 02/292885

UK:

Embassy of Lebanon

15 Palace Gardens Mews
London
W8 4RA

Tel: 020 77276696
Fax: 020 72431699

For any more information go to
www.lebaneseembassyuk.org

Lesotho

Who can apply?

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

Where?

- Application should be made at the charge office in Maseru

What must the applicant supply?

- Certified copies of fingerprints
- Certified copies of passports
- Letter explaining why the police clearance certificate is needed.

What are the costs / turnaround times?

- The clearance certificate can take up to four months. There is no additional charge aside from the cost of finger prints

Contact Details

High Commission of the Kingdom of Lesotho,
7 Chesham Place Belgravia SW1X 8HN

Tel: 02072355686
Fax 020 7235 5023

lhc@lesotholondon.org.uk
www.lesotholondon.org.uk

Monday-Friday 09.00-16.00

Police clearance certificates are processed through Lesotho Mounted Police Service. There is no website.

Libya

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

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

Liechtenstein

Criminal Records Excerpt / Stafregisterauszug

Who can apply?

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

Where?

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

What must the applicant supply?

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

What are the costs / turnaround times?

- Fee costs CHF 9 (approx. £7.00)
- To be paid in cash/debit card upon application
- Turnaround instant

Contact Details

Applications must be submitted in person to the *Stafregisteramt* (Criminal Register Office) at the *Fürstliches Landgericht* (Princely Court):

Spaniagasse 1
9490 Vaduz

Liechtenstein

Tel: (+423) 236 69 19
Fax: (+423) 236 65 39
Internet: <http://www.landespolizei.li/>

Lithuania, Republic of

Personal History Statement or Consular Certificate

Who can apply?

- Individuals and third party representatives may apply.
- UK employers cannot apply.

Where?

- Local and overseas applicants must apply at the Ministry of Interior (personal history statement will be provided), in person or by proxy. Mailed/fax/e-mailed applications will not be accepted.
- Overseas applicants are advised to contact the Lithuanian embassy in London (Consular certificate will be provided), in person or proxy, or by post.
- Alternatively, online application may be done for Personal Certificates only.

What must the applicant supply?

Local and Third party representatives:

- Completed application form
- Personal ID
- Proof of representation (third party only-validated by notary or approved by local embassy)
- Proof of payment

Overseas applicants must supply in person or via post with:

- Completed application form (see link below)
- Copy of passport (post only)
- Proof of fee payment (consult embassy)
- Stamped, self-addressed envelope

What are the costs / turnaround times?

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

Local (mail):

- Standard LTL 18.55 (approx. GBP£ 4.80)- 10 working days
- Fast-track LTL 22.5 (approx GBP£ 6.75)- 24 hours

Local (collection):

- Standard LTL 15 (approx. GBP£ 3.90)- up to 4 weeks
- Fast-track LTL 22.5 (approx GBP£ 5.80)- enquire at embassy

An individual is entitled to make one application for a Personal History Statement free of charge, per year. Additional copies may be made at a cost.

Contact Details

Application form(s) are available here:

Local: <http://www.evaldzia.lt> (e-government portal)

Overseas: <http://www.vrm.lt/index.php?id=124&lang=2>

Addresses:

IT & Communications department,
Ministry of the Interior of the Republic of Lithuania
Sventaragio str. 2
LT-01510 Vilnius
Lithuania

Tel: (+370) 5 271 7177

Fax: (+370) 5 271 8921

Republic of Lithuania Embassy
84 Gloucester Places
London
W1U 6AU

Tel: (+44) 020 7486 64 01

Fax: (+44) 020 7486 64 03

Internet: <http://www.lithuanianembassy.co.uk>

E-mail: amb.uk@urm.lt

Luxembourg

Bulletin no.3 / Extrait de Casier Judiciaire

Who can apply?

- Applicants in person or by post only.
- Third party representatives or UK employers cannot apply.

Where?

- In person, or by post to the Palais de Justice (PdJ) at the Ministry of Justice (see below).
- Applications cannot be made at Luxembourg embassies.

What must the applicant supply?

- In person, they must present their passport or Luxembourg national ID card
- For postal applications, applicants should write a letter requesting the Bulletin no.3 Extrait and a copy of the national ID card

What are the costs / turnaround times?

- Free of charge if the individual has no disclosable record
- If there is a record, a fee of €2 (approx. GBP£ 1.76) applies
- In person turnaround is immediate
- Turnaround for postal applications is a few days
- There is no fast track service

Contact Details

The Palais de Justice deals with criminal records checks.

Physical address:

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

Postal address:

B.P. 15
L-2010
Luxembourg

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

Embassy of Luxembourg
Wilton Crescent SW1X 8SD

Tel: 020 7235 6961
Fax: 020 7235 9734

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

Monday-Friday 09.00-17.00

Macedonia, Republic of

Criminal Record Certificate

Who can apply?

- Applicants must apply in person only.
- No third party representatives or prospective employers can apply.

Where?

- Local applicants must apply in person to their local office of the Ministry of Internal Affairs (MoIA) in their resident municipality.
- Overseas applicants are advised to apply to their nearest Macedonian embassy, which will then pass it onto the MoIA on their behalf.

What must the applicant supply?

Local and overseas applicants must supply:

- Full name (and previous names)
- Full names of applicant's parents
- DOB and POB
- Applicant's residential address
- Applicant's ID card number and issuing authority
- Purpose of application (e.g. employment in foreign country)

Third party representatives must supply:

- Copy of subject's ID (passport or ID card)
- Copy of own identity document
- A written, notarised power of attorney

What are the costs / turnaround times?

- For a Criminal Records Certificate, the fee is MKD200 (around £2.90)
- On receipt of application, turnaround is 10 days plus postal time. Certificates must be collected in person.

Contact Details

Applications can be made in person at:

Ministry of Internal Affairs
Dimče Mirčev St bb

Tel: (+31)17 222
Fax: (+31)12 468
Email: kontakt@moi.gov.mk

Applications can also be made to a Court of the First Instance in Macedonia:
www.pravda.gov.mk

The Macedonian Embassy in London accepts applications:

Suites 2.1-2.2 Buckingham Court
Buckingham Gate 75/83
London
SW1E 6PE

Tel: 020 7976 0535 / 0538
Fax: 020 7976 0539

Malaysia

Certificate of Good Conduct

Who can apply?

- Citizens and residents (12 months residency minimum) may apply.
- Applicants only; employers or third party representatives may not apply.

Where?

- Local applicants must apply through the Consular Division of the Ministry of Foreign Affairs in Malaysia.
- Overseas applicants must apply through the Malaysian High Commission in London (address supplied below).

What must the applicant supply?

Local and overseas applicants must supply:

- Complete 3 copies of application form
- Two passport sized photographs
- Identity card number
- Passport details
- Personal details

- Purpose of application
- Two photocopies of applicant's passport including the details of bearer, front and back pages for Malaysian citizen and all visa stamp pages for Non-Malaysian
- Two copies of applicant's ID card (Malaysians only)
- Introduction letter from employer (foreigners only and of prospective employer(s) stating requirement of certificate)
- Self addressed envelope with £2.00 postage (if unable to collect certificate)
- Statutory statement claiming that the applicant does not have any criminal information to disclose*.

*It must be noted that certificates are issued immediately upon receiving the statutory letter and are not checked against the criminal record database up to 30 days. Where employers will be notified of any corrections after 30 days, employers may alternatively encourage applicants to apply to the Central Criminal Registry (CCR) office in Kuala Lumpur for an official letter confirming the applicant does not have a criminal record.

What are the costs / turnaround times?

- Fee of 20 MYR (approx. £4.15) in cash or by postal order made out to "Akauntan Negara", Malaysia ("State Accountant")
- Commission fee of £4.
- Turnaround time given upon application.

Contact Details

Application forms for foreigners and Malaysians:

<http://www.kln.gov.my/web/guest/home/> (English – under e-consular:
<https://ekonsular.kln.gov.my/en/>)

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

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

Tel: 020 7235 8033

Fax: (+44) 207 235 5161

Email: myconsular@btconnect.com

Webpage: <http://www.kln.gov.my/web/guest/home/>

Applicants in Malaysia should apply to:

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

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

The contact details for the CCR in Malaysia are:

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

Tel: (+603) 2262 6222

Malawi

Who can apply?

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

Where?

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

What must the applicant supply?

All applicants must supply the following:

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

What are the costs / turnaround times?

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

Contact Details:

Malawi High Commission
36 John Street
London
WC1N 2AT

Tel: +44 020 7421 6010

Fax: +44 020 783 19273

Email: malawihighcommission@btconnect.com

Malta

Certificate of Conduct / Certifikat ta'-Kondotta

Who can apply?

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

Where?

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

What must the applicant supply?

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

What are the costs / turnaround times?

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

Contact Details

Malta Police General Headquarters
Floriana
CMR 02
Malta

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

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

High Commission of Malta
Malta House
36-38 Piccadilly
Mayfair
London
W1J 0DP

Tel: (+44) 020 7292 4800
Fax: (+44) 020 7734 1831
E-mail: maltahighcommission.london@gov.mt

<http://homeaffairs.gov.mt/en/MHAS-Departments/Malta-Police-Force/Documents/Police%20Conduct%20Certificate%20Requirements.pdf>

Mauritius

Certificate of Character

Who can apply?

- Applicants

- Any relative / friend authorised to act on the applicant's behalf in Mauritius by a letter of authorisation addressed to the Commissioner of Police

Where?

- Applicants should apply to the nearest Embassies, Missions, Consulates abroad

What must the applicant supply?

National applicants have to produce the original and 2 photocopies of their:

- Birth certificate;
- National Identity card;
- Marriage Certificates / divorce papers // new marriage certificate / death certificate of spouse (where applicable).
- All relevant documents relating to change of name (where applicable)

Foreign applicants have to produce the original and 2 photocopies of their:

- Birth certificate
- Passport (data page with photo and signature and page with date of arrival and date of departure
- Marriage Certificates / divorce papers // new marriage certificate / death certificate of spouse (where applicable).
- All relevant documents relating to change of name (where applicable)

Where original documents cannot be provided with the application, certified copies of the originals may be forwarded.

What are the costs / turnaround times?

- There is a charge of £3 for applications made in Mauritius
- There is a charge of £15 (including postage of documents) for overseas applicants
- A bank draft payable to the Government of Mauritius should be sent with the application.

Contact Details:

The Commissioner of Police
 Crime Record Office
 Line Barracks
 Port Louis
 Mauritius

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

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

Mauritius High Commission
32/33 Elvaston Place
London
SW7 5NW

Tel: 020 7 581 0294 (weekdays: 09.30 to 12.00)
Fax: 020 7 225 1135
e-mail: londonmhc@btinternet.com

Mexico

Records Certificate/ Certificado de datos registrales

Who can apply?

- Nationals and Overseas may apply
- Applicants or somebody on their behalf can make applications

Where?

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

What must the applicant supply?

Local:

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

Overseas but somebody must apply on their behalf in Mexico:

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

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

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

What are the costs / turnaround times?

- The fee for the certificate is \$130 MXN (Mexican pesos)
- The PGR takes 10 working days to issue

Contact Details.

Dirección General de Control de Procesos Penales Federales
Av. Insurgentes Sur No. 235, 4º piso, entre Colima y Tabasco,
Colonia Roma Norte,
Delegación Cuauhtémoc,
C.P. 06700, México, D.F

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

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

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

<http://consulmex.sre.gob.mx/reinounido/>
<http://www.pgr.gob.mx/Paginas/default.aspx>

Moldova

Judicial Record for Individuals and Legal Entities / Casier Judiciare

Who can apply?

- Nationals and overseas may apply.
- Third party representatives may apply with written consent of subject and a power of attorney, certified by a notary.

Where?

- Local applicants must apply in person only to the Department of Information and Operational Records or any territorial police department.
- Overseas applicants must apply through the Moldovan embassy in London.

What must the applicant supply?

The applicant must obtain a hard copy of the disclosure form from the office/embassy and supply:

- Full name
- Date of Birth
- Place of birth
- Registered address
- Last Moldovan address (overseas applicants only)
- Must be collected in person.

What are the costs / turnaround times?

Local applicants:

- Standard: MDL 30 (approx. GBP£ 1.80) with 10 working days turnaround.
- Fast Track: MDL 60 (approx. GBP£ 3.70) with 1 working day turnaround.

- Payment by bank transfer only in Moldovan currency. Authorised banks are *Victoriabank* and *Banca de Economii*.

Overseas applicants:

- Consult the Moldovan embassy for fees and turnaround time.

Contact Details

Internal applicants:

Ministry of Internal Affairs
Department of Information and Operational Records
3 Iacob Hincu St.
Chisinau
Moldova

Tel: (+373) 22 255 155
Fax: (+373) 22 224 546
Internet: <http://www.mai.gov.md>
(Moldovan and Russian only)
Overseas applicants:

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

Tel: (+44) 020 8995 6818
Fax: (+44) 020 8995 6927
E-mail: mail@moldovanembassy.org.uk

Montenegro

Certificate of Criminal Records

Who can apply?

- Individuals must apply directly in person only.
- Third party representatives not favoured.
- Embassy/Consulate will not accept applications.

Where?

- Individuals must apply to their local municipal's police station.
- In rare circumstances, third party applicants may apply. Consult local police station for more information.

What must the applicant supply?

- ID card

What are the costs / turnaround times?

- Fee: €5 (approx. GBP£ 4.00)
- Must be paid to local police station; consult police station for fees, bank details and turnaround time.

Contact Details

For more information, consult local municipal police station or:

Ministry of Interior Affairs and Public Administration
Bulevar Svetog Petra Cetinjskog 22
Podgorica

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

Embassy of Montenegro
18 Callcott Street W8 7SU

Tel: 020 7727 6007
Fax: 020 7243 9358

E-mail: UnitedKingdom@mfa.gov.me

Mozambique

Certificate of Good Conduct

Who can apply?

- Individuals may apply.
- Third parties can apply on behalf of the applicants if they have been given a power of attorney.

Where?

- Applicants must apply in the country of origin (they need to fill the forms available at the Consular Section at the Mozambique High Commission and have finger prints taken). The applicant must then send the application to the relevant authority in Mozambique.

What must the applicant supply?

- Set of finger prints taken at the Mozambique High Commission
- Original valid passport must be presented at the High Commission.

What are the costs / turnaround times?

- The costs for finger prints at the Consular Section in London is £5.

Contact details:

Mozambique High Commission
21 Fitzroy Square
London
W1 6ET

Tel: 020 7383 3800

www.mozambiquehighcommission.org.uk

The processing body in Mozambique:

Repatição do Registo Crminal (RCC)
Rua das Flores, 133, 1°. andar
Maputo
Moçambique

Tel: +258 21 307 850

Namibia

Who can apply?

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

Where?

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

What must the applicant supply?

Copy of ID, passport or birth certificate

What are the costs / turnaround times?

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

Contact details

Namibian Police Force: <http://www.nampol.gov.na/>

Windhoek Police Station

Cnr of Bahnhof street and Independence Avenue

Tel: +264 61 209 4215 (or any nearest Police Station)

Certificate

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

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

Nepal

Police Clearance Report

Who can apply?

- Subject only.
- Refugees may apply.
- Third party representatives and prospective employers cannot apply.
- Next of kin may apply in special circumstances (contact police HQ).

Where?

- Local applicants must apply in person either at the Maharajgunj Police or the Deputy Inspector General's office in Ratnapark (designated by Police HQ in Kathmandu).
- Overseas applicants are advised to contact the Royal Nepalese Embassy in London.

What must the applicant supply?

- Completed relevant application form with the following:
- Full name
- Father's name
- University/Academic qualifications (if applicable)
- Citizen's number and copy of Citizenship certificate
- Passport number and issue date
- Blood group
- Past/present addresses (when in Nepal and current)
- Nationality
- Fingerprints
- 3 passport-sized photographs
- Character verification form (filled out and notarised at police station/office/embassy).

Certificate must be notarised at the Royal Nepalese Embassy in London.

What are the costs / turnaround times?

- Fee Rs.5.00 (approx. 4p). Turnaround and fees may vary on application.
- The fee for verification of issued certificate: £15 (available at Royal Nepalese Embassy in London). Payment cash only on arrival. Overnight turnaround.

Contact Details

Forms:

<http://cid.nepalpolice.gov.np/2014-12-31-05-45-47/police-clearance-report.html>

Forms must be sent to the following applicable address:

Local applicants:

Police Headquarters
Crime Investigation Department (CID)
Kathmandu

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

Fax: (+977) 014-415-594

Overseas applicants:

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

Tel: (+44) 0207-229-1594

Fax: (+44) 0207 793 8961

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

Netherlands

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

Individuals who are applying to work with children in the UK, and who have completed an application through the Disclosure and Barring Service (DBS) for an enhanced criminal record certificate after 1 October 2015, may have their record checked in the Netherlands by the DBS as part of a pilot project. However, employers and registered bodies must ensure that “Netherlands” is clearly inserted in the nationality field (a26) and ensure that the town of birth (a16) field is correctly completed in the DBS application form.

Who can apply?

- The application must be filled by both the applicant and prospective employer.
- A third party representative (relative, friend) may apply with a letter of consent, address to send certificate to and copy of subject’s ID document.
- The employer cannot directly apply, but is advised to fill the form, and then pass it onto the applicant to fill and send.

Where?

- Local applicants must apply through the local Population Affairs Department.
- Overseas applicants who (a) left before 1 October 1994 must apply directly to the Central Office of Registry for Certificate of Good Conduct (COGVOG).
- Overseas applicants who (b) left after 1 October 1994 must apply through the local Population Affairs Department at their previous municipality.
- Embassy/Consulate will not receive applications.

What must the applicant supply?

Applicant must supply:

- Full name
- Date of birth
- Municipality and country of birth
- Address of which to supply certificate to (applicant or employer's address)
- Legible copy of valid passport/ID document
- Proof of payment receipt
- Dates residing in Netherlands (overseas only)

The prospective employer must additionally supply:

- Name of organisation
- Name of representation
- Business address and telephone
- Purpose of application and job description (state "pre-employment screening")

What are the costs / turnaround times?

- €30.05 (approx. GBP£ 27.00), with up to 4 weeks turnaround.
- Payable in person at local Population Affairs Department, or at COVOG if applying directly. Contact COVOG for bank details.
- No Fast track service available.

Contact Details

The form can be downloaded here:

<http://www.government.nl/government/documents-and-publications/directives/2012/03/08/services-directive-certificates-of-good-conduct.html>

COVOG
Postbus 16115
2500 BC The Hague

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

Royal Netherlands Embassy
Hyde Park Gate SW7 5DP

Tel: 020 7590 3200
lon@minbuza.nl

<http://unitedkingdom.nlembassy.org/passports-visas--consular/consular-services/criminal-record-checks-in-the-netherlands.html>

Monday-Friday 09.00-17.00

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

New Zealand:

Record of Criminal History

Who can apply?

- Individual applicants.
- Prospective UK employers cannot apply.
- Third party representatives can apply (individuals or power of attorney), with the consent of the individuals.

Third party representatives must:

- Have known applicant for more than 12 months
- Be aged over 18
- Have a daytime telephone number
- Not be a relative
- Not live at the same address
- Be contactable during business hours

Where?

- Local and overseas applicants must apply to the Ministry of Justice via post only.

What must the applicant supply?

- Individuals must fill out a Priv/F1
- Third party representatives must fill out a Priv/F2
- The following must be supplied by both parties:
 - Completed relevant application form; printed
 - Signature of subject
 - Copy of subject's driving licence or passport
 - Request a Standard Disclosure Form

What are the costs / turnaround times?

- No charge

- 20 working days in receipt of application
- Results are obtained in hard copy through post, or PDF format via e-mail. Collection cannot be made in person or online.

Contact Details

<http://www.justice.govt.nz/services/criminal-records>

Criminal Records Unit
Ministry of Justice
SX10161
Wellington

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

E-mail: criminalrecord@justice.govt.nz

Nicaragua

Who can apply?

- Only application by the individuals will be accepted

Where?

- Applications must be sent via email to the Nicaraguan Embassy in London to the official email consulnic.uk@btconnect.com. All applications are processed and confirmed in Nicaragua.

What must the applicant supply?

The applicants must supply all of the following:

- 2 Passport Photographs (Passport Type)
- Letter from the applicant to the General Direction Office of the Police requesting the Criminal record. The letter must contain:
 - Applicants complete name
 - ID Number
 - Civil Status
 - Place where applicant resided in Nicaragua
 - Place of work in Nicaragua
 - Name of the father and mother and others as a reference
- Copy of the Nicaraguan ID.
- Copy of the passport

- Payment of fee: reference number

What are the costs / turnaround times?

- The fee changes monthly, the charge is the Stirling equivalent of \$20 according to Nicaragua Central. Applicants should call the embassy and ask for the exactly amount in pounds when applying.
- The turnaround time is 3 months

Contact Details

consulnic.uk@btconnect.com

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

Tel: 020 7938 2373

Fax: 020 7937 0952

embaniclondon@btconnect.com / www.cancilleria.gob.ni

Nigeria

Certificate of Good Conduct

Who can apply?

- Individuals in person.
- Prospective UK employers may apply (with authorisation from the individual).
- Third party representatives may apply (with authorisation from the individual).

Where?

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

What must the applicant supply?

Individuals:

- Form available at CCR; to be filled on site.
- Enquire beforehand from CCR if additional documents are required.

- Fingerprints to be obtained on site.
- Letter of introduction from prospective employing company (if applicable)
- Valid international Passport

Prospective employers:

- Form available at CCR; to be filled on site, stating “pre-employment screening” for reason(s).
- Must provide subject’s copy of bio data page of their international passport and copy of their fingerprints (taken at local police station).

Applicants in the UK:

- 3 copies of Nigerian passport
- 3 copies of page showing current visa (Non UK residents only)
- 3 passport sized photographs
- 3 copies of completed form (obtainable at embassy)
- Payment of fees
- Applicants will be given a letter by the High Commission to enable them to have their fingerprints taken by the Metropolitan Police

What are the costs / turnaround times?

Applicants in Nigeria:

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

Applicants in the UK:

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

Contact Details

Applicants in Nigeria can obtain the form from the CCR.

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

Applicants in the UK can download the form here:
http://www.nigeriahc.org.uk/pdf/good_conduct.pdf (English)

Apply in person or post applications to:

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

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

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

Norway

Criminal Record Certificate / Politiattest

Who can apply?

- Individuals only.
- Prospective employers and third party representatives cannot apply.

Where?

- Local and overseas applicants must apply to their local police station or county police district, in which they are/were residing for the longest period of time.
- Local applicants must apply in person.
- Overseas applicants must apply through post.
- Embassy/Consulate will not accept applications.

What must the applicant supply?

Choice of (must state in application):

- Standard/Ordinary Certificate (relating to fines and convictions)
- Limited Certificate (relating to offences against children and vulnerable adults)

Applicants must supply:

- Full name (including previous family names)
- Current address
- Address history for past 5 years
- Date and place of birth
- Social Security number
- Copy of passport bio data page

- Occupation title
- Place of work and contact number
- Purpose for certificate (state “pre-employment screening”)
- Signature
- Overseas applicants should state when and how long they resided in Norway on an accompanying document

What are the costs / turnaround times?

- Free of charge
- Turnaround of 3-14 days
- No fast track service available
- Only one copy of the certificate will be issued

Contact Details

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

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

Embassy of Norway
25 Belgrave Square
London
SW1X 8QD

Tel: 020 7591 5500
Fax: 020 7245 6993

Oman

Certificate of No Conviction

Who can apply?

- Nationals, residents and non-resident expatriates may apply.
- Third party applicant cannot apply.
- Disclosures of criminal records are only issued through official channels when the individual is wanted for a heinous crime, and via a bilateral disclosure agreement.

Where?

- In person at local Royal Oman Police station.

What must the applicant supply?

Omani nationals:

- Completed application form
- Copy of passport or identity card
- Two photographs
- Payment of fee

Resident expatriates:

- Letter from sponsor
- Completed application form
- Copy of passport
- Two photographs (against blue background)
- Fingerprints (taken at station)
- Payment of fee

For non resident expatriates:

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

What are the costs / turnaround times?

For Omanis and resident expatriates:

- Omani Rial 3.000 (approx GBP£ 3.00)

For non-resident expatriates:

- Transfer of USD \$12 (approx GBP£ 8.00)
- Turnaround is up to two weeks.

Contact Details

Applications sent to:

Director of Criminal Evidence
Directorate General of Inquiries and Criminal Investigations
Royal Oman Police
P.O. Box 446 Muscat
113 Sultanate of Oman

Website: <http://www.rop.gov.om/english/howdoi.asp>

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

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

Pakistan

Police Character Certificate

Who can apply?

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

Where?

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

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

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

What must the applicant supply?

Applicants must supply:

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

Third party representatives must supply:

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

What are the costs / turnaround times?

Local applicants:

- Rs.20 fee for Affidavit judicial stamp. Payable at station/office with an instant turnaround.

Overseas applicants:

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

Contact Details

Local applicants must consult their local Police station or SPCRO.

Overseas applicants must consult:

London High Commission
Counsellor (Welfare)
Community Welfare Division
High Commission for Pakistan
34 Lowndes Square
London SW1X 9JN
United Kingdom

Tel: (+44) 020-766-492-46

Fax: (+44) 020-782-314-79

E-mail: cwd@phclondon.org

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

Or

Manchester High Commission:
Counsellor (Welfare)
Community Welfare Wing
Consulate General of Pakistan

137 Dickenson Road
Rusholme
Manchester M14 5JB

Tel: (+44) 01612-253-368

E-mail: parepmanchester@phclondon.org

Internet: <http://phclondon.org/consulates/manchester/howtoeachus>

Papua New Guinea

Who can apply?

- Anyone can apply.

Where?

- Locally at any police station to obtain the form which then, once completed and fee paid, needs to be submitted to either the Police National Forensic Science Centre or the National Criminal Records Office.
- Overseas applicants can fax the blank form over and also submit the completed one with proof of fee payment.

What must the applicant supply?

It is the same information for both local and overseas:

- Full set of finger prints
- Full copy of their current Papua New Guinea Passport
- Receipt for fee payment for the request

What are the costs / turnaround times?

- Cost is 10 Kina (approximately £2.60 www.xe.com rate 1GBP=3.86PGK) payable only in cash at the Papua New Guinea Treasury Office.
- Payee must get a payment receipt to submit with the other application documents

Contact details

Local:

Police National Forensic Science Centre
Vahahe Street,
Gordons,

PO Box 85,
Konedobu,
National Capital District,
Port Moresby, PNG

Tel: +675 325 4188/4472

Fax: +675 325 5365

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

Tel: +675 322 6144/6160

Fax: +675 322 6159

Certificate

It is available in the three official Papua New Guinea languages

- English
 - Tok Pisin
 - Hiri Motu
-

Peru

Certificado de Antecedentes Policiales

Who can apply?

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

Where?

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

What must the applicant supply?

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

What are the costs / turnaround times?

Local applicant:

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

Overseas applicant:

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

Contact Details

Local applicants must consult their local police station, or:

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

Overseas applicants may contact the Peruvian Embassy for more information:

Embassy of Peru
52 Sloane Street SW1X 9SP

Tel: 020 7235 1917/8340/3802
Fax: 020 7235 4463

postmaster@peruembassy-uk.com
www.peruembassy-uk.com

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

Philippines

National Bureau of Investigation Clearance Certificate

Who can apply?

- Subject only.
- Third party representatives and prospective employers cannot apply.

Where?

- Local applicants must apply in person at the National Bureau of Investigations (NBI) Clearance Centre in Manila, regional offices and satellite offices (kiosks for renewals only).
- Overseas applicants must apply through the Philippines embassy in London,
- Filipino nationals can obtain the application form from the embassy, and then posted to the NBI HQ in Manila. Alternatively, they can apply in person at their local NBI office.

What must the applicant supply?

Local applicants:

- Payment of fee prior to obtaining application form
- Bring valid photo ID
- Complete application at NBI office, present to attendant
- Proceed to verification booth, verify name against register
- Photographed after verification and assigned a photograph number
- Fingerprints are then taken and printed on fingerprint card
- Register and a barcode is attached to application form
- Certificate is printed, dried and sealed.

Overseas applicants:

- Completed application form and Fingerprint card (both available at embassy)
- For married women, the order of writing of their name should be: Maiden Surname / Husband's Surname / First or Given Name / Maternal Surname
- Rolled impression of fingerprints and signature of assisting official (seek advice from embassy)
- 1 Standard passport-sized photograph (2x2 taken against a white background)
- Payment of fee

What are the costs / turnaround times?

Local applicants:

- PHP115 (approx. GBP£ 2.00) paid on request for form at NBI office.
- Turnaround of 30 minutes, providing no held convictions.

Overseas applicants:

- PHP200 paid by money order or bank draft to the Director, National Bureau of Investigation
- Turnaround of up to 20 days.
- No fast-track system available.
- UK applicants posting to Philippines:
 - PHP200 (approx. GBP£ 3.00) as well as notarial fee of £18.00.
 - Turnaround of up to 20 days.
 - No fast-track system available.

Contact Details

Applications should be sent to:

National Bureau of Investigation
NBI Building
Taft Avenue, Ermita
Manila,
Philippines 1000

Tel: (+523) 8231 to 38

Fax: (+523) 7414

The Philippines Embassy, London:

Philippines Embassy
8 Suffolk Street
London SW1 4HG

Tel: (+44)020 7451 1780

Email: embassy@philemb.co.uk

Poland

Inquiry about an individual / Zapytanie o Udzielenie Informacji o Osobie
Information about an individual / Inforacja o osobie z Krajowego Rejestru
Karnego

Who can apply?

- Polish nationals can apply.
- Third party representatives may apply.
- Prospective employers can apply (application form must be in Polish)

Where?

- Local applicants must apply by post to the National Criminal Register Information Office (KRK).
- E-mailed or faxed applications will not be accepted.
- Overseas applicants are advised to directly apply by post to the National Criminal Register Information Office (KRK). Applicants may also consult their nearest Polish Consulate, but are advised it is an expensive and time consuming process.
- E-mailed or faxed applications will not be accepted.

What must the applicant supply?

Local applicants:

- The full name and mailing address of the applicant (in the case of an employer, this may include the company's stamp)
- The date of the application
- The following information of the subject:
 - Full name
 - Father's name
 - Mother's married and maiden name
 - Date of birth
 - Birth place
 - Nationality
 - Address as it appears in identification document/last address in Poland

Overseas applicants:

- The full name and mailing address of the applicant (in the case of an employer, this may include the company's stamp)
- The date of the application
- The following information of the subject:
 - Full name
 - Father's name
 - Mother's married and maiden name
 - Date of birth
 - Birth place
 - Nationality
 - Address as it appears in identification document/last address in Poland
 - Proof of payment

- Copy of valid ID document

Third party representative:

- Copy of subject's ID document
- Written consent
- Prospective employer:
- Written consent NOT necessary
- Legal grounds/reason for application
- Applicant's signature

The applicant should indicate which type of data they require by striking through one or more of the following categories: criminal files; convict and warrant files; juvenile files. The applicant may specify a particular case about which they require information. If no case is specified, all disclosable information will be reported.

What are the costs / turnaround times?

- A filled in form should be sent with a copy of a Polish ID or a Polish passport in a stamped addressed envelope to the Consular Section together with the consular fee of 49 GBP.
- Please enclose a paid envelope with your address on it or include an additional payment of 6,50 GBP for special delivery.
- The total payment will then amount to 55,50 GBP.
- The payment can be made by cheque or postal order made payable to *the Embassy of the Republic of Poland* or in cash at the cashier's desk at the Consular Section's office.
- It takes approximately 8 weeks to obtain the required certificate.

Contact Details

Local and overseas applicants must post the application form to:

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

Tel: (+48) 223 976 200 (Central office)
 (+48) 223 976 213 (EU information)

Fax: (+48) 223 976 205

Internet: <http://ms.gov.pl/en/national-registers/national-criminal-register/>

E-mail: b-krk@ms.gov.pl
krk@ms.gov.pl

Consular section of the Polish Embassy in London:

Embassy of the Republic of Poland in London
Consular Section
73 New Cavendish Street
London W1W 6LS

Tel: (+44) 020 729 139 14
020 729 139 00
020 729 139 38

Fax: 0207 3232 320

Internet:

http://londyn.msz.gov.pl/en/consular_information/legal_affairs/criminal_record/criminal_record

E-mail: consulate@polishconsulate.co.uk

What does the certificate look like?

- Name and address of applicant
- Subject's personal data
- Details of convictions (if any)
- Serial number
- Verdict and validation date
- File catalogue number

Portugal

Certificado de Registo Criminal

Who can apply?

- Portuguese nationals may apply.
- Third party representatives may apply (with the subject's written consent)
- Prospective UK employers cannot apply.

Where?

Local applicants must apply in person at the following locations:

- Direcção de Serviços de Identificação Criminal (part of the Ministry of Justice)
- *Lojas do Cidadão* (citizen shops) in Lisbon, Porto, Funchal, Aveiro, Braga, Coimbra, Setúbal and Viseu
- Secretarias judiciais dos Tribunais de comarca das restantes localidades (judicial secretariats of district courts)

- Serviços municipais de municípios que não sejam sede de comarca (specific municipal services of towns)
- Citizen support offices in the Azores

Overseas applicants must apply in person at the Portuguese Embassy in London.

What must the applicant supply?

Local and Overseas applicants must supply:

- Original copy of national ID card
- Completed application form (provided at location)

Third party applicants must supply:

- Written statement from subject authorising application for certificate
- Original copy of subject's national ID card
- Original copy of third party applicant's national ID card

What are the costs / turnaround times?

Local applicants:

- Fee of €3.50 (approx. GBP£ 3.00)
- Instant turnaround for negative certificates.
- 3 day turnaround for positive certificates.

Overseas applicants:

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

Contact Details

National body contact details:

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

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

Portuguese Consulate General in London:

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

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