



Home Office

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

Countries Q-Z

Amended 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>

Qatar

Certificate of Good Conduct

Who can apply?

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

Where?

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

What must the applicant supply?

Local applicants:

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

Overseas applicants:

- Letter requesting the issuance of a Good Conduct /Police Clearance Certificate from the State of Qatar. It should include:
 - Purpose in requesting the Certificate,
 - First date of arrival of the person in Qatar and the last date of departure
 - A complete photocopy of all pages of the passport (include copies of all pages, regardless of entries).
 - set of fingerprints (taken at local police station; consult embassy for further details)
 - 3 passport-size photographs.

- A self-addressed return envelope large enough to hold an A4 size document.
- Letter of non-objection from former sponsor/employer

What are the costs / turnaround times?

Local applicant in person:

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

Overseas applicant by mail:

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

Contact Details

Local applicants in person:

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

Overseas applicants mailing address:

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

For more information:

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

Qatar Embassy in London:

Qatar Embassy
1 South Audley Street
London

W1K 1NB

Tel: (+44) 020 7493 2200

Fax: (+44) 020 7493 2819

Website:

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

Romania

Certificat de Cazier Judiciar

Who can apply?

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

Where?

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

What must the applicant supply?

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

What are the costs / turnaround times?

Local applications:

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

Fast-track service:

5

v4.0 23/10/15

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

Contact Details

Police stations that accept applications:

www.politiaromana.ro/site_judetean.htm

Online form:

http://politiaromana.ro/directia_cazier_registrul_operatorilor_intracomunitari.htm

(Romanian Only)

Central Office in Bucharest:

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

Tel: (+402)131 531 89

General Inspectorate of the Romanian Police:
13-15 Stefan cel mare Street
Bucharest

Tel: (+402)120 825 25

Romanian Embassy
Arundel House
4 Palace Green
London
W8 4QD

Tel: (+44)207 937 9666

Fax: (+44)207 937 8069

Email: roemb@roemb.co.uk

What does the certificate look like?

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

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

Police Clearance Certificate

Who can apply?

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

Where?

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

What must the applicant supply?

- A letter of request for criminal record clearance certificate should be addressed to the Prosecutor General, National Public Prosecution Authority, PO Box 1328, in Kigali-Rwanda through Rwanda High Commission in London-UK.
- Two current passport photos.
- Duly completed form (attached)
- Proof of payment for £50 into Rwanda High Commission bank account(full details are on website; [http://www.rwandahc.org/visa-and-consular-services/police-clearance-certificate/Proof of address in the UK/Ireland](http://www.rwandahc.org/visa-and-consular-services/police-clearance-certificate/Proof%20of%20address%20in%20the%20UK/Ireland) (copy of utility bill or bank statement)
- Copy of valid passport.
- Proof of immigration legal status in the UK/Ireland for non-UK citizens.

What are the costs / turnaround times?

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

Contact details

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

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

Switch Board: +44 20 7224 9832

www.rwandahc.org

Russian Federation

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

Who can apply?

- Russian nationals and resident foreign nationals can apply.
- Authorised third party representative may apply, with the power of attorney.
- Prospective UK employers cannot apply

Where?

- Local applications must be made in person at the MIAC (Main Information Analysis Centre) within the Ministry of Affairs, or through regional Directorate of Internal Affairs office (DIA).
- Overseas applicants are advised to apply through the Russian embassy in London. Alternatively, they may apply in person or appoint an authorised representative at local branch of DIA office or MIAC.

What must the applicant supply?

Local applicants:

- Fill in online form
- Present original passport

Overseas applicants:

- Fill in online form
- Name
- Date and place of birth
- Address of Russian residence
- Reason for request
- Original passport

The embassy will contact the applicant when the certificate is ready to be collected.
Authorised third party representative must present document reflecting power of attorney.

What are the costs/turnaround?

Local applicants:

- Enquire at office.

Overseas applicant:

- Consular fee of GBP £30
- Turnaround of 1 month

Contact Details

Addresses for DIA offices across the country can be found here:
<http://www.mvd.ru/contacts/>

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

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

MIAC Head Office in Moscow:

MIAC
Ulitsa Novocheremushkinskaya 67
Moscow 117418
Russia

Tel: (007) 495 332 31 77

Website: www.mvd.ru

Russian Embassy in London:

Embassy of Russian Federation
6/7 Kensington Palace Gardens
London
W8 4QP

Tel: (+44) 020 7229 6412

E-mail: office@rusemb.org

Website: <http://rusemb.org.uk/index>

Saudi Arabia

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

Senegal

Certificat de bonne vie et moeurs

Who can apply?

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

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

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

Where?

- Senegalese nationals must apply in their country of origin and in the town where they were born e.g. a Senegalese born in Thiès can only apply in Thiès.

- Foreigners who need a criminal record certificate can only apply in the town in Senegal where they are or were resident.
- Senegalese nationals cannot apply for those local certificates overseas. The certificates are issued in Senegal only.

What must the applicant supply?

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

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

What are the costs / turnaround times?

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

Contact details

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

There are no contact details on the website.

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

The information contained in the certificate is valid only 3 months

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

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

Serbia

Certificate of Judgement / Uverenje o nekažnjavanju

Who can apply?

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

Where?

- Local applicants must apply in person at their local police station of their birth or residence.
- Overseas applicants must attain a power of attorney at the Serbian Embassy in London, and then appoint a third party representative (close relative) to enquire on their behalf.
- The Serbian Embassy does not accept applications for criminal record disclosures.

What must the applicant supply?

Applicants must supply:

- Completed form (obtained at station)

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

Overseas applicants must also supply:

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

What are the costs/turnaround?

- Fee of RSD 50 (approx GBP £5.00) payable via bank or post office.
- Turnaround time of 7-10 days for Belgrade born applicants.
- Turnaround time of 15 days for Serbian’s born outside Belgrade.
- Turnaround time of up to 3 months for applicants born outside Serbia.
- No fast track service available

Contact Details

The list below contains a list of all police offices in Serbia:

The relevant telephone numbers (where available) are provided below:

Bor	Telephone: 00381 030 422 444
Valevo	Telephone: 00381 014 294 300
Vrane	Telephone: 00381 017 421 151
Zajechar	Telephone: 00381 019 422 788
Zrenanin	Telephone: 00381 023 64 112
Jagodina	Telephone: 00381 035 221 602
Kikinda	Telephone: 00381 0230 23 510
Kragujevac	Telephone: 00381 034 335 013
Kralevo	Telephone: 00381 036 231 777
Krusevac	not available
Leskovac	Telephone: 00381 016 250 554
Nis	Telephone: 00381 018 511 222
Novi Pazar	Telephone: 00381 020 314 744
Novi Sad	Telephone: 00381 021 488 4000
Pancevo	Telephone: 00381 013 311 780
Pirot	Telephone: 00381 010 332 122
Pozarevac	Telephone: 00381 012 222 199
Prijepole	Telephone: 00381 033 711 946
Prokuple	Telephone: 00381 027 324 499

Sombor	Telephone: 00381 025 466 539
Smederevo	Telephone: 00381 026 224 112
Sremska Mitrovoca	Telephone: 00381 022 610 270
Subotoca	Telephone: 00381 024 552 933
Uzice	Telephone: 00381 031 513 688
Cacak	Telephone: 00381 032 222 701
Sabac	Telephone: 00381 015 326 332

The contact details of the relevant department in Belgrade are:

Police Administration
Bulevar Despota Stefana 107
Belgrade
Serbia

Tel: (+38) 111 3292622

What does the certificate look like?

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

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

Seychelles

Police Character Certificates or Police Clearance Certificates

Who can apply?

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

Where?

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

What must the applicant supply?

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

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

- Full name, nationality and date of birth of the applicant
- Date of arrival and departure in Seychelles
- Home address in Seychelles
- If employed in Seychelles, the name and address of the employer
- Home address of the applicant in the UK for return of the PCC in due course
- Any other information that might assist in the Seychelles police force in checking records.
- Contact details: email address, and telephone numbers in case of any queries.

What are the costs / turnaround times?

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

Contact details:

Seychelles Consulate
111 Baker Street
London W1U 6RR

Tel: +44 (0)20 7935 7770

Fax: +44 (0)20 7486 3272

E-mail: consulate@seychelles-gov.net

Singapore

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

Please Note: The following message appears on the web-site of the Singaporean Police:

“All Singaporeans are eligible to apply. Non-Singapore Citizens who wish to apply can submit the appeal form together with the application form and relevant documents for consideration on a case by case basis. Applicants may wish to note that there are alternative means to a COC such as a Statutory Declaration through the Commissioner of Oath or a qualified practitioner”.

Who can apply?

- Only Singaporean citizens can apply but non Singaporeans can submit an appeal form (see above).
- Third party representatives cannot apply.
- Prospective UK employers cannot apply.

Where?

- Local applicants must apply in person at the CNCC Office.
- Overseas applicants are advised to mail their application to the Head Criminal Records department.
- Singaporean Consulate in London will not accept applications.

What must the applicant supply?

Local applicant must supply:

- Completed application form
- Full set of fingerprint impressions (taken at office)
- Photocopy of valid passport and pages
- Two recent passport-sized photographs
- Photocopy of document from relevant prospective employer stating the requirement for CNCC (must be translated into English)

Overseas applicants must supply:

- Completed application form
- Full set of fingerprint impressions (taken at local police station or Metropolitan Police)
- Photocopy of valid passport and pages
- Two recent passport-sized photographs
- Photocopy of document from relevant prospective employer stating the requirement for CNCC (must be translated into English)
- Fee/bank draft

What are the costs/turnaround?

Local:

- Fee of \$55.00; payable on site, cash/debit card.
- Turnaround of 10 working days / 15 working days for appeal cases.

Overseas:

- Fee of \$55.00 plus an additional \$5 for overseas applications; Payment can be made by cash, NETS and credit cards (VISA/MASTERCARD), bank draft or personal cheque at the COC counter. Only bank drafts and personal cheque denominated in Singapore Dollars will be accepted.
- For applications by post, payment can be made with a bank draft made payable to 'Head Criminal Records CID' through a financial institution with a subsidiary bank based in Singapore for clearance.
- Payments received are non-refundable once the application is accepted
- Turnaround of 10 working days / 15 working days for appeal cases

Contact Details

Further information and Application forms:

http://www.police.gov.sg/epc/cert_issued.htm

Local applicants must e-mail to SPF_CID_COC@spf.gov.sg

Overseas applications should be posted to:

Head Criminal Records,
CID (CNCC),
391 New Bridge Road,
Blk D Police Cantonment Complex,
Singapore 088762

Slovak Republic

Extract of the Register of Crimes/ Výpis z Registra Trestov

Who can apply?

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

Where?

- Local applicants must apply in person at their nearest Register of Crime (ROC) located an office of District Prosecutor or a registry office in applicant's local municipal.
- Overseas applicants are advised to apply through the Slovakian embassy in London. Applicants are advised to book an appointment beforehand.

Forms are provided by the offices and embassy, or can be ordered.

What must the applicant supply?

Local citizens must supply:

- Valid ID document (passport or ID card)
- Completed application form (obtained on location)

Non-citizens residents must additionally supply:

- ID card of relevant country
- Valid passport
- Birth Certificate (translated into Slovak)
- Representatives must supply:
- Photocopy and original of notarised written consent (must not be older than 30 days)
- Original ID of subject
- Original ID of representative
- Birth Certificate of subject (translated in Slovak if necessary)
- Completed application form (obtained on location)

Overseas applicants:

- Completed application form (obtained at embassy)
- Valid passport or ID document
- Fee (enquire at embassy)
- Stamped, self-addressed envelope or contact number for collection date

Further details can be found at:

<http://www.genpro.gov.sk/register-trestov-4781/43421s>

What are the costs / turnaround times?

Local applicants:

- Fee of €3.00 (approx. GBP £2.60) for enquiries made at ROC or affiliated offices. Additional fee of €1.50 (approx. GBP £1.30) for verification purposes.
- District prosecutor's office accepts payment by tax stamps for value of €3.00 which can be purchased at: <http://www.posta.sk/en> (Slovak and English). Fast tract service available (enquire within).
- Municipality offices require additional fee of €1.50 (approx. GBP £1.30) for verification purposes.
- While-you-wait service available at the ROC and offices of district prosecutor; within 24 hours.
- Municipality provides instant turnaround provided no records are found; otherwise up to three days.

Overseas applicants:

- The Slovak embassy in London charges £4.00; payable upon submission of application.

Contact Details

Forms can be ordered locally or abroad at:

Tlačiareň ZVJS
Gucmanova 19/670
priečinok 7
920 41 Leopoldov

Fax: (+386) 033/733 02 41

ROC of the General Prosecutor's Office:

Register Trestov Generálnej Prokuratúry Slovenskej Republiky

Kvetná 13
PO Box 147
814 23 Bratislava

Slovakian Embassy
25 Kensington Palace Gardens
London
W8 4QY

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

What does the certificate look like?

The certificate contains the following information:

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

Slovenia

Criminal Records Certificate (CRC) / Potrdilo iz Kazenske Evidence

Who can apply?

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

Where?

- Local and overseas applicants must apply directly in person, online, post, fax or e-mail at the Department for Criminal Records and Educational Measures (DCREM) in the Ministry of Justice (*Ministrstvo za Pravosodje*).
- Telephone requests are not accepted.
- Slovenian Embassy in London will not accept applications.

What must the applicant supply?

Applicants must supply within the application form with:

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

What are the costs / turnaround times?

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

Contact Details

Application form:

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

Ministry of Justice:

Ministry of Justice

Oddelek za Kazensko Evidenco in Evidenco Vzgojnih Ukrepov

Župančičeva 3
1000 Ljubljana
Slovenia

Tel: (+386) 136 952 00
Fax: (+386) 136 957 83
E-mailed applications: mp.gp@gov.si

Embassy of the Republic of Slovenia
10 Little College Street SW1P 3SH

Tel: 020 7222 5700
Fax: 020 7222 5277
vlo@gov.si
www.london.embassy.si

Consular Section (entrance from Cowley Street)

Tel: 020 7227 9711
Fax: 020 7222 5277

Monday 09.30-13.00, Wednesday 09.30-13.00, Thursday 10.00 -13.00, 14.00-16.00

Solomon Islands

Who can apply?

Anyone who has resided in Solomon Islands can apply

Where?

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

What must the applicant supply?

Only the application form

What are the costs and turnaround times?

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

Contact details

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

Somalia

Certificate of Good Conduct

Who can apply?

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

Where?

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

What must the applicant supply?

Somali Citizens Residing Abroad:

- Second generation national identification card and a clear photocopy* (Kenyan passports not accepted)

- Finger prints and Palm prints on a prescribed form from the nearest police station in country of stay
- Payment receipt/cheque for Kshs 1000 (See Below)
- Covering Letter

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

Foreign Citizen:

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

What are the costs / turnaround times?

Somali Citizens

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

Foreign Citizens

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

Contact Details

No official embassy address at present time

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

South Africa

Police Clearance Certificate

Who can apply?

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

Where?

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

What must the applicant supply?

The applicant must supply:

- A formal letter bearing the following information:
- Surname
- Maiden name (if applicable, also specify in which surname the certificate should to be issued)
- Given names
- Date of birth
- Place of birth
- South African ID number (if applicable)
- Last residential address in South Africa
- Last SA business / employer's address
- Telephone number of the above
- Date
- Signature
- Mailing address in the country of application
- Zip/Postal Code
- Telephone number
- Full set of fingerprint impressions (taken at local police station)
- Copy of travel document (passport)
- Proof of payment

- Self-address envelope if applicant wishes certificate to be returned by post.

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

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

What are the costs / turnaround times?

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

Contact Details

Applications sent by mail should go to:

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

Applications sent by courier should go to:

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

Tel: (+0027) 012-393-3928

Fax: (+0027) 012-393-3909

South Africa High Commission in London:

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

Tel: (+044) 020-7451-7299

Website: <http://southafricahouseuk.com/>

Spain

Certificate of Convictions/ Certificado de Antecedentes Penales

Who can apply?

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

Where?

- Local applicants must apply in person at the regional offices of the Ministry of Justice, Civil Registers throughout Spain or the Central Office of Citizen Services
- Overseas applicants are advised to apply via post, through a third party representative with notarised written consent, or in person at the *Registro Central de Penados y Rebeldes* (Central Register of Convicted Offenders and Fugitives).

Alternatively, consult the Spanish Consulate for further information.

Applicants with digital ID can apply online.

What must the applicant supply?

Local and overseas applicants must supply:

- Completed 790 form (obtained at office/online).

- Original valid National Identification Card (DNI)/ original valid Residency Card, passport (with valid visa)/ EU identification document.
- Fee receipt.

Third party representatives:

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

Applications to the Spanish Consulate:

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

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

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

What are the costs / turnaround times?

Local and Overseas applications:

- Fee of €3.54 (around £2.90)
- Payment can be made online (link provided below)
- Payment can be made by paying at any Spanish financial entity that collaborates with the Tax Agency that has a branch in the country where the certificate is being applied for.
- Direct bank transfer to the blocked account of the Ministry of Justice:

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

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

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

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

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

Applications made in person or by a nominated third party have a standard turnaround of about 3 days. In any other case, the issuing body has 10 days to turn the application around.

Contact Details

Online application:

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

List of Regional Offices:

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

Postal applications to Central Register of Convicted Offenders and Fugitives:

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

Or:

Registro de Penados y Rebeldes
Subdireccion General de Penados de Registros Judiciales
Ministerio de Justicia
C/San Bernardo 45 PB

28015 Madrid

Tel: (+34) 91 390 2037

Fax: (+34) 91 390 2052

Consulate General of Spain in London:

Consulate General of Spain (Consulado General de Espana)

20 Draycott Place

London SW3 2RZ

Tel: (+44) 020 7594 4921

Fax: (+44) 020 7581 7888

For further information:

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

Sri Lanka

Police Clearance Certificate

Who can apply?

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

Where?

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

What must the applicant supply?

All applicants must supply:

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

What are the costs / turnaround times?

Local applicants:

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

Overseas applicants:

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

Contact Details

Application form for local applicants:

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

Sri Lanka Police Service
Police HQ
Colombo-01
Sri Lanka

Tel: (+94) 0112 421 111

Fax: (+94) 0112 446 174

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

Further information:

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

Application form for overseas applicants:

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

Send to:

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

Tel: (+44) 020 726 218 41

Fax: (+44) 020 726 279 70

Email: consulardivision@slhc-london.co.uk

What does the certificate look like?

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

Sweden

Extract from Criminal Records Registry / Utdrag ur Belastningsregistret

Who can apply?

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

Where?

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

What must the applicant supply?

Local applicants:

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

Overseas applicants:

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

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

What are the costs / turnaround times?

Local applicants:

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

Overseas applicants:

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

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

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

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

NDEA SESS,
Nordea Bank AB,
105 71 Stockholm

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

Contact Details

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

Rikspolisstyrelsen
Box 12256
S-102 26
STOCKHOLM

Rikspolisstyrelsen
Kirunaeheten/Utlandsärende
981 81 Kiruna
Sweden

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

Switzerland

Criminal Records Extract / Stafregisterauszug

Who can apply?

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

Where?

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

What must the applicant supply?

Online applicants:

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

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

Applicants in person:

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

What are the costs / turnaround times?

- Fee of CHF20.00 (approx. £12.20).
- Notarisation fee of CHF 20.00 (approx. £12.20).

Contact Details

Online application:

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

E-mail: info@bj.admin.ch

All documents must be sent to:

Schweizerisches Strafregister
Dienst für Auszüge an Privatpersonen
Bundesrain 20
CH-3003 Berne
Switzerland

Tel: (+41) 31 325 01 98

Swiss Embassy
16-18 Montague Place
London
W1H 2BQ

Tel: 020 7616 6000

Fax: 020 7724 7001

E-mail: swissembassy@lon.rep.admin.ch

Taiwan

Police Criminal Record Certificate

Who can apply?

- Taiwanese nationals and foreign nationals can apply.
- Third party representatives can apply.
- Prospective UK employers cannot apply.

Where?

- Local applicants can apply online (link below), via post or in person at the Foreign Affairs Division, Taipei City Police Department.
- Overseas applicants can apply via post or in person at the Foreign Affairs Division, Taipei City Police Department.

What must the applicant supply?

R.O.C citizens:

- Completed application form
- Original and one copy of new ID card or Household Registration (issued within one month)

Overseas Chinese applicants:

- Photocopy of photo page in passport

Hong Kong and Macau citizens:

- Photocopy of Taiwan Region Residence Certificate

Foreign nationals:

- Photocopy of Passport (visa page and photo page)
- Photocopy of Alien Residency Card
- Third party representatives:
- Addition of power of attorney with subject's stamp and signature

Postage address must be provided.

What are the costs / turnaround times?

Local fee:

- Fee of NT\$100 (approx. £2.00)per application
- Turnaround of 3-5 days.

Overseas fee:

- Fee of \$11- includes postage (approx. £7.00)
- Turnaround of 2-4 weeks.

Contact Details

Form:

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

Online application and further information:

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

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

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

Tajikistan

Certificate of Good Conduct

Who can apply?

- Individuals who have worked or lived in Tajikistan.

Where?

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

What must the applicant supply?

Non Tajik citizens should provide the following:

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

Copy of his/her visa

For Tajik citizens :

- Legal copy of his/her passport
- Residence registration

What are the costs / turnaround times?

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

Contact details:

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

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

Thailand

Police Clearance Certificate

Who can apply?

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

Where?

- Local applicants must apply in person to the Police Clearance Services Centre.
- Overseas applicants are advised to apply via post to the Police Clearance Services Centre.

What must the applicant supply?

Local Thai nationals:

- Photocopy of Thai ID card
- Photocopy of confirmation of address
- Photocopy of Military Service Document/Certificate of Completion (males over 20 years of age only)
- Photocopy of marriage certificate (if applicable)
- Two passport sized photographs
- Three sets of fingerprints (taken at local police station; include seal and signature of officer)
- Self-addressed, stamped envelope

Local foreign nationals (currently residing) must also include:

- Original passport and copy
- Document stating applicant is working/resides in Thailand
- Thai work permit (if applicable) and photocopy

Overseas Thai nationals:

- Covering note stating application for Police Clearance Certificate
- Photocopy of current passport
- Photocopy of Thai ID card
- Photocopy of confirmation of address
- Photocopy of Military Service Document/Certificate of Completion (males over 20 years of age only)
- Photocopy of marriage certificate (if applicable)
- Two passport sized photographs
- Three sets of fingerprints (taken at local police station; include seal and signature of officer)
- Self-addressed, stamped envelope

Overseas foreign nationals (previously residing in Thailand):

- Covering note stating application for Police Clearance Certificate
- Photocopy of current passport
- Photocopy of Thai Work Permit (if applicable)
- Two passport sized photographs
- Three sets of fingerprints (taken at Embassy or Met Police station; include seal and signature of officer)
- Self-addressed, stamped envelope.

What are the costs / turnaround times?

- 100 baht (Approx £1.80)
- Turnaround of up to seven days.
- Overseas applicants should contact the Thai police to arrange return of their certificate.

Contact Details

Applications from overseas should be sent to:

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

Thailand

E-mail: psc@police.go.th

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

The Royal Thai Embassy, London:

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

Tel: (+44) 020 758 92 944

Tonga

Who can apply?

- An individual or anyone on their behalf

Where?

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

What must the applicant supply?

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

*Fingerprint taking information:

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

What are the costs / turnaround times?

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

Contact details

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

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

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

Tonga High Commission
36 Molyneux Street
London
W1H 76AB

Tel: 020 7724 5828
Fax: 020 7723 9074

Monday-Friday 09.00-13.00 & 14.00-17.00

Trinidad & Tobago

Certificates of Good Character

Who may apply?

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

Where

Local Residents:

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

Overseas Residents:

Foreign residents will be required to:

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

Office of the Senior Superintendent,
Criminal Investigations Department and Criminal Records Office,
Police Headquarters,
Cor. St. Vincent and Sackville Streets,
Port of Spain,
Trinidad and Tobago,
West Indies.

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

What are the costs / turnaround times?

- An applicant or his/ her representative should return to their district Police Station with their official receipt five (5) working days after the application was made to collect the Certificate of Character.
- It is advisable that he/ she telephone the respective Police Station to ascertain whether the document has been processed.
- a fee of fifty TT dollars (TT\$50.00) is payable for local applicants – please see above for overseas charges

- The officer of the Snr. Supt. CID/CRO shall cause the completed Certificate of Character to be returned to its origin by Registered Mail within three (3) days of receipt.
- N.B Any further Clarification please call 627-3761

Contact Details

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

Opening Hours

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

E-Mail: tthc@btconnect.com

Tunisia

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

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

Turkey

Police Clearance Certificate / Adli Sicil Kaydi

Who can apply?

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

Where?

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

What must the applicant supply?

Local applicants must supply:

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

Overseas applicants must supply:

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

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

What are the costs / turnaround times?

Local applicants:

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

Overseas applicants:

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

Contact Details

Local applicants form:

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

Ministry of Justice, Department of Judicial Records and Statistics

Tuna Caddesi

No:10

06100 Yenisehir

Ankara

Turkey

Tel: (+903)12 431 6120

Fax: (+903)12 435 7156

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

For further information:

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

Overseas applicants form:

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

Applications should be sent to:

Turkish Consulate General

Rutland Lodge Rutland Gardens

Knightsbridge

London SW7 1BW,

United Kingdom

Tel: (+44) 020 7591 6900

Fax: (+44) 020 75 91 6911

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

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

Further information:

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

Tuvalu:

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

Tuvalu Police Force
Private Mail Bag
Vaiaku
Funafuti

Tel: (+688) 20726
Fax: (+688) 20149
email: police@tuvalu.tv

Ukraine:

Certificate of Conviction or No Conviction

Who can apply?

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

Where?

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

Tel: +38044-256-0333, +38044-256-1625, +38044-256-1460,
Website: <http://www.mvs.gov.ua/mvs/control/mai0n/uk/publish/article/544651>

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

What must the applicant supply?

Local applicants:

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

Overseas applicants:

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

What are the costs / turnaround times?

Overseas applicants:

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

Enquire at Consulate for fee

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

Contact Details

Overseas applicants:

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

Tel: (+44)0207 243 8923

Fax: (+44)0207 727 3567

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

United Arab Emirates (Abu Dhabi and Dubai)

Clearance / Good Conduct Certificates

In General:

There are two options;

- If the individual seeking the certificate has a relative or friend remaining in the UAE, that friend or relative is able to take a copy of the applicant's passport biodata page, Residence Visa, (*both sides of*) Emirates ID and a passport sized photograph to the Ministry of Interior (Mol). They are able to issue a certificate and will take between 12 – 15 working days.
- If the applicant has no contacts in the UAE, the applicant will need to visit the UAE Embassy in the UK; they will then direct them to a local police station or location where hard copy fingerprints (as opposed to electronic scans) will need to be taken. Once completed, the applicant will need to take the fingerprints copy back to the UAE Embassy (*as well as the documentation mentioned previously*). They will then send them onto the Mol in the UAE to follow the process described previously. If this option is taken, the application process will take longer.

When applying locally, the expected turnaround is 2-3 working days (in Dubai) and 12-15 working days in the rest of the UAE. Applying locally in the six Emirates excluding Dubai, the cost is 65AED; payment will only be accepted using an 'e-Dirham' card. In Dubai, the cost is 110AED for expatriates and 60AED for nationals. Cash payments are accepted. The certificate will be in Arabic; to get it translated will be a further 100AED.

Abu Dhabi

What must the applicant supply?

Citizens and residents inside the UAE:

- Emirates ID card

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

Citizens and residents outside of the UAE:

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

What are the costs / turnaround times?

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

Contact Details

Applications should be sent to:

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

For further enquiries please call: 0097124194521

[or use this link.](#)

List of police stations to receive good conduct certificate

ABU DHABI CITY

Tel No	Police Station Name
025088782	Khalifa A
025131177	Banyass
025506573	Musafah
025126005	Alshabiya
025129802	Almadinah

026999999	Al Khalidiya
025065343	Al Rahba

ALAIN CITY

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

WESTERN REGION

Tel No	Police Station Name
8082036	Treef
8081985	Beda Zayed

Working Hours 7:30AM To 2:30PM

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

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

Tel: 020 7581 1281
 Fax: 020 7581 9616

www.uae-embassy.ae

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

Tel: 020 7581 1281

Fingerprint taking information:

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

Dubai

Who Can Apply?

- Citizens and residents inside the UAE

Where?

- Dubai Police General Headquarters

What must the applicant supply?

For citizens and residents inside the UAE:

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

For citizens and residents outside of the UAE

- A copy of the applicant's passport.
- A copy of the old passport, provided that the previous residence is fixed in it.
- A card showing the applicant's ten fingerprints on the official form issued by the competent authority – Police – in the country of residence. The card should be attested by the UAE embassy in the resident's country and by the office of the UAE Ministry of Foreign Affairs.
- The authority requiring the certificate should be stated.
- The documents should be submitted by the applicant or one acting on his behalf.

What are the costs / turnaround times?

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

Contact Details

Dubai Police General Headquarters
near Al Mulla Plaza
Dubai.

From 7.30 am to 2.30 pm

Tel: 700040000

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

For the Dubai Certificate of Good Conduct:

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

United States of America

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

Who can apply?

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

Where?

- Local and overseas applicants must apply to the FBI CJIS Division.
- Approved FBI channellers (US citizens and permanent residents only)
- Embassies **will not** accept applications.

What must the applicant supply?

Local applicants must supply:

- Completed application form (below)
- Full name
- DOB and POB
- Cover letter
- Original fingerprint card (undertaken at local law enforcement agency or private Fingerprint Agency)
- Proof of payment

What are the costs / turnaround times?

- Fee of \$18 (approx. GBP £11.00) a person payable by money order or cashier's cheque made out to the "Treasury of the United States", or by credit/debit card form (see below) not in cash.
- Local turnaround of up to 4 weeks.
- Overseas turnaround of up to 12 weeks.

Contact Details

General application information:

<http://www.fbi.gov/about-us/cjis/criminal-history-summary-checks>

Fingerprint service in the UK:

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

FBI channellers:

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

Mail applications to:

FBI CJIS Division – Record Request
1000 Custer Hollow Road
Clarksburg, WV 26306

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

American Embassy
24 Grosvenor Square
London W1A 1AE
http://london.usembassy.gov/cons_new/acs/scs/criminal_records_checks.html
Tel: 020 7499 9000

Police certificates for UK visa purposes

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

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

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

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

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

Uruguay

Certificado de Antecedentes Judiciales

Who can apply?

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

Where?

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

What must the applicant supply?

Local applicants:

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

Overseas applicants:

- Enquire at Consulate

What are the costs / turnaround times?

- Enquire at office.

Contact Details

Local applicants:

Dirección Nacional de Policial Técnica
República Oriental del Uruguay
Av. San Martín 2676#

Tel: (+598)209 16 26
Fax: (+598) 209 70 99
E-mail: politec@adinet.com.uy

Overseas applicants:

Uruguayan Embassy in London
2nd Floor
140 Brompton Road,
London,
SW3 1HY

Tel: (+44) 0207 589 88 35
Fax: (+44) 0207 581 95 85
Email: emburuguay@emburuguay.org.uk

Uzbekistan

Police Certificate

Who can apply?

- the applicant can apply for a crime record certificate
- authorised representative with a letter of attorney on behalf of the applicant (representative may be authorised either by the Embassy of Uzbekistan or public notary)

Where?

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

What must the applicants supply?

Applicants must supply:

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

What are the costs / turnaround times?

Local applicants

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

Overseas applicants

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

Applications can be downloaded from (in Uzbek):

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

Contact details

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

Tel: 020 7229 7679

Fax: 020 7229 7029

info@uzbekembassy.org

www.uzbekembassy.org

Monday-Friday 09.00-13.00 & 14.30-18.30

What does the certificate look like?

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

Vatican City

Apply as for Italy.

Venezuela

Police Certificate (Antecedentes Penales)

Who can apply?

- Applications are only accepted in person, or by a close relative third party.

What must the applicant supply?

Venezuelans who are physically present in Venezuela:

- a 'Cedula de Identidad' (national identity card) or passport

The relative must present:

- authorization containing his/her full name,
- national identification card (cedula de identidad)
- complete address
- copy of the applicant's national identification card or valid passport

What are the costs / turnaround times?

There is no fee for this service. Once the Police Certificate (Antecedentes Penales) is obtained, **it must be validated** by the Ministerio de Relaciones Exteriores (MRE).

Contact Details:

Division de Antecedentes Penales del Ministerio de Interior y Justicia
Edificio Paris
piso 5
La Candelaria
Caracas
Venezuela

Embassy of the Bolivarian Republic of Venezuela
1 Cromwell Road SW7 2HW
Tel: 020 7584 4206
or 020 7581 2776
Fax: 020 7589 8887
info@venezlon.co.uk
www.embavenez-uk.org

Consular Section:
56 Grafton Way W1T 5DL
Tel: 020 7387 6727
Fax: 020 7387 2979

Vietnam

Justice Record Check

Where?

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

What must the applicant supply?

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

What are the costs / turnaround times?

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

Contact Details/Relevant Address and Phone Numbers:

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

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

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

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

Tel: 84-4-3354 6163
Fax: 84-4-3354 6155

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

Tel: 84-8-3829 0230
Fax: 84-8-3824 3155

Embassy of the Socialist Republic of Vietnam
12-14 Victoria Road W8 5RD
Tel: 020 7937 1912
Fax: 020 7565 3853
vanphong@vietnamembassy.org.uk
www.vietnamembassy.org.uk

Zambia

Police Clearance Certificate

Who can apply?

- Individuals only.

Where?

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

What must the applicant supply?

- A set of finger prints must be obtained from any police station in your area of residence on the official non-criminal fingerprint form. The police officer who has taken the prints should also endorse them with the date taken, his signature and the official stamp.
- Provide details of when the applicant was resident in Zambia
- Prepaid courier envelope with the return address
- Evidence of payment International Money Order

What are the costs / turnaround times?

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

US \$100.00 from Zambians living abroad

US \$150.00 from non Zambians living abroad

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

Contact Details

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

The Inspector General of Police
Independence Avenue
P.O Box 50104
Lusaka
Zambia
Att: The Director (C.I.D)

Tel: (00260211)257470/253161

Fax: (00260211)253543/253537

For further information contact the following:

Zambian High Commission
2 Palace Gate
Kensington
London W8 5NG

Tel: +44 207 589 6655
<http://zambia.embassyhomepage.com/>

Zimbabwe

What must the applicant supply?

Applicant should write a letter containing:

- Full name
- Date and place of birth
- National identification number
- Last Zimbabwean residential and business (workplace) address
- Date and place of entry to Zimbabwe (if applicable)
- Full set of fingerprints (details on obtaining them in the UK below)

What are the costs / turnaround times?

Fee of ZIM\$400 payable by bank draft to the Zimbabwe Republic Police

Contact Details/

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

Zimbabwe Republic Police,
Criminal Investigations Department,
P.O. Box CY 683,
Causeway, Harare

Embassy of the Republic of Zimbabwe
Zimbabwe House
429 Strand WC2R 0JR
Tel: 020 7836 7755
Fax: 020 7379 1167
Telexes: 262014/262115

Zimlondon@yahoo.co.uk

Fingerprint taking information:

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