



Home Office

Application processes for foreign national criminality information

Countries A-F

Last amended: 2-12-13

Disclaimer:

Please note that where not listed below, further information on criminal records processes overseas may be found by contacting foreign Embassies or High Commissions. Contact details can be found via the GOV.UK website, <https://www.gov.uk/government/publications/foreign-embassies-in-the-uk>

Abu Dhabi (see United Arab Emirates)

Albania:

Certificate of Judicial Status / Dëshmi Penaliteti

Who can apply?

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

Where?

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

What must the applicant supply?

The application form must include:

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

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

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

What are the costs / turnaround times?

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

Application form download (where applicable):

- Application forms can be downloaded from the Centre for Office Publications (*Qendra e Publikimeye Zyrtare*): www.qpz.gov.al (Website in Albanian only)

Contact Details

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

Embassy of Albania
2nd Floor
24 Buckingham Gate
London
SW1E 6LB

Tel: 020 7828 8897
Fax: 020 7828 8869

Full addresses of offices are not published, but contact details may be found here:
www.postashqiptare.al/kreu.php?fq=mesi&gj=en&kid=16
(Website in Albanian only)

Angola:

Who can apply?

- The Individual must apply for the certificate.

Where?

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

What must the applicant supply?

- The documents required are an Angolan ID card.

What are the costs / turnaround times?

- The cost is 500 AON; the turnaround time is 72 hours.

Contact details

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

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

Embassy of the Republic of Angola

22 Dorset Street W1U 6QY

020 7299 9850

Fax 020 7486 9397

TELEX 8813258 EMBAUK G

embassy@angola.org.uk

Monday-Friday 09.00-12.00 & 13.30-16.00

Visa Section Monday-Friday 09.30-13.00 (Closed Wednesday)

Certificate

The document is written in Portuguese. The translation cost varies between 30 to 40 USD. It is an official document provided by the Ministry of Justice. The document contains personal information.

Anguilla:

Police Certificate

Who can apply?

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

Where can the applicant apply?

- Internal Applicants: can apply in person at visit at the police headquarters
- (address supplied below).
- External applicants will need to write to the headquarters Visit/Write to Headquarters (address supplied below).

What must the applicant supply?

The applicant must present the following information in person the Police Headquarters:

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

What are the costs / turnaround times?

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

Contact Details

Internal applicants must visit:

Commissioner of Police,
Police Headquarters,
The Valley,
Anguilla, AI 2640

Telephone number: +(126)-4497-2533

Fax: +(126)-4497-3746

External applicants may visit or write to the above address.

Government of Anguilla London Office:

c/o Aequitas Consulting
M4 West Wing
Somerset House
Strand, London
WC2R 1LA

020 7759 1141 / ukeurep@anguillagovlondon.org

Antigua and Barbuda:

What must the applicant supply?

Overseas applicants must supply:

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

Local applicants:

- Passport
- thumbprint
- addresses and dates of residence in Barbados
- set of fingerprints (taken on application)

What are the costs / turnaround times?

- EC \$10 plus postage and bank charges for currency

Contact Details

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

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

020 7258 0070

Fax 020 7258 7486

enquiries@antigua-barbuda.com

www.antigua-barbuda.com

Argentina

Certificate of Criminal Records

Who can apply?

- Applicants in the UK. They must authorise someone in Argentina to submit the application on their behalf. Once the application has been arranged at the Consulate (see below), the applicant must send the Application and Authorisation, issued by the Consulate, to their nominated representative by post along with supporting documents identified by the Consulate at the time of application.

Where?

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

What must the applicant supply?

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

What are the costs / turnaround times?

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

Contact Details

- The nominated representative or agent must go to:

“Registro Nacional de Reincidencia”
Headquarters (Tucuman 1353 Ciudad Autonoma de Buenos Aires)
Open Mon-Fri - 08.00 to 16.00
Tel: +0054 (0) 11 4374-5611/12/13
E-mail: infoeinci@jus.gov.ar

Or any of the offices within the provinces, and submit the Application and Authorisation issued by the Consulate

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

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

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

Armenia:

Police Clearance Certificate

Who can apply?

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

Where?

- Applications must be made in person at the Migration Section of the Consular Department* in the Ministry of Foreign Affairs of the Republic of Armenia or through an Armenian Embassy or Consulate General.
- Such requests are addressed to the State Information Centre of the Ministry of Internal Affairs of the Russian Federation or appropriate counterpart organisation in the respective country

What must the applicant supply?

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

*Introduced late 2011

What are the costs / turnaround times?

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

Contact Details

Local and external applications contact:

Migration Section of the Consular Department
of the Ministry of Foreign Affairs of the Republic of Armenia,
Republic Square,
Governmental 2nd building,
Yerevan 0010,
Armenia

Telephone :+(3741) 544-041 ext.302

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

Australia:

National Police Certificate

Who can apply?

- Individuals and CrimTrac accredited agencies only.

Where?

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

What must the applicant supply?*

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

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

What are the costs / turnaround times?

AFP applications fee schedule:

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

Application form download (where applicable):

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

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

Contact Details

Applications to be posted to:

Australian Federal Police,
Criminal Records
Locked Bag 8550
CANBERRA CITY ACT 2601

Telephone: +(02) 6202 3333
Email inquiry: vetting@afp.gov.au
Website: www.afp.gov.au

Austria:

Who can apply?

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

Where?

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

What must the applicant supply?

Embassy applications:

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

In Austria:

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

Online:

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

What are the costs/turnaround?

Embassy applications:

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

Online / in person applications:

- Fee of €26.40

When applying in person on request of an employer, the fee is €15.30. This discount is not available online.

In person, turnaround can be immediate. Online turnaround may be up to 2 weeks.

Contact Details

Local applicants can:

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

Visit: Federal Police Bureau, Vienna:

Bundespolizeidirektion
Wasagasse 22
1090 Wien

Telephone: 0043 313 10 0
Fax: 0043 313 044 9244
Email: bpdw.strafregisteramt@polizei.gv.at

External applicants can visit the Austrian consulate general in London:

The Austrian Embassy
18 Belgrave Mews West
London
SW1X 8HU

Telephone: 0044 20 7344 3250
Fax: 0044 20 7344 0292
Email: London-ob@bmeia.gv.at

Azerbaijan:

Police clearance certificate

Who can apply?

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

Where?

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

What must the applicant supply?

The applicant must supply the following:

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

What are the costs / turnaround times?

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

Contact details

Embassy of Azerbaijan
4 Kensington Court
W8 5DL

Telephone: 020 79385482

Bahamas

Police Character Certificate

Who can apply?

- Bahamian / non-Bahamian applicants can apply

Where?

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

What must the applicant supply?

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

What are the costs / turnaround times?

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

Contact Details

Download applications forms: http://forms.bahamas.gov.bs/dp_form.asp?fid=299

In the Bahamas:

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

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

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

E-Mail: Info@rbpf.org

In the UK:

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

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

E-mail: information@bahamashclondon.net

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

Bangladesh:

Who can apply?

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

Where?

Applicants (both Bangladeshi nationals and foreign nationals) domiciled in countries outside Bangladesh may apply in person at either:

- The High Commission,
- The Embassy of Bangladesh,

Or contact:

- Dhaka Metropolitan Police headquarters,
- The Ministry of Foreign Affairs in Dhaka.

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

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

Department of Immigration and Passports (Ministry of Home Affairs)-Dhaka
 Ministry of Foreign Affairs-Dhaka High Commission of Bangladesh-London, UK

What must the applicant supply?

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

What are the costs / turnaround times?

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

Contact Details

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

36 Shahid Cap. Monsur Ali Sarani
 Ramna
 Dhaka-1207

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

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

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

28 Queens Gate
London
SW7 5JA

Telephone: +(44) 20 7584 0081
Fax: +(44) 20 7581 7477

Bahrain:

Good Conduct Certificate

Who can apply?

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

Where?

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

What must applicants supply?

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

What are the costs / turnaround times?

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

Contact details

Embassy of the Kingdom of Bahrain

30 Belgrave Square SW1X 8QB

Tel: 020 7201 9170

Fax: 020 7201 9183

www.bahrainembassy.co.uk

information@bahrainembassy.co.uk

Monday-Friday 09.00 -16.00

Barbados:

Police Certificate of Character

Who can apply?

Individuals

Third party representative with written consent.

Where?

Police HQ based in Bridgetown (address below)

What must the applicant supply?

Name (include aliases; female applicants must include maiden name)

Purpose of request

Passport Details

Date and place of birth

Addresses and dates of residence in Barbados (Most recent)

Set of fingerprints (taken on application)

Photographic ID

Application Fees

Stamped and self-addressed envelope (if wish to be mailed)

What are the costs / turnaround times?

Fees are: BD\$16 + GBP£6. The certificate can be mailed, or collected.

The turnaround time is on average a week (excluding postage).

Application form download (where applicable):

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

Contact Details

The Commissioner of Police

Police Headquarters

Corner of Roebuck Street
Bridgetown, St. Michael,
BARBADOS

Telephone: +(246) 4307-100

Belgium

Extrait de Casier Judiciaire/ Uittrekseluit het Strafregister

Who can apply?

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

Where?

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

What must the applicant supply?

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

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

In person:

- ID card

For third parties

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

What are the costs / turnaround times?

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

Contact Details

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

French speaking:	Flemish speaking:
SPF Justice DG Organisation judiciaire Casier Judiciaire Central 115 boulevard de Waterloo 1000 Bruxelles	FOD Justitie DG Rechterlijke Organisatie Dienst Centraal Strafregister Waterloolaan 115 1000 Brussel
Telephone: 0032 2 552 27 47 Fax: 0032 2 552 27 82 Email: cjc-csr@just.fgov.be Web: www.just.fgov.be/index_fr.htm	Telephone: 0032 2 552 27 48 Fax: 0032 2 552 27 82 Email: cjc-csr@just.fgov.be Web: www.just.fgov.be/index_nl.htm

Belize

Police Clearance

Who can apply?

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

Where?

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

What must the applicant supply?

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

What are the costs/turnaround?

- Standard applications cost Bzd \$12 (approx. £3.74)
- Turnaround is 2 to 3 weeks
- Same day applications cost Bzd \$25
- Express Service turnaround is same-day; applications must be made before 10am on Monday, Tuesday or Thursday to be accepted.

- International applications must include the money for return postage (i.e. standard return post to the UK is Bzd \$0.75/ GBP £0.23) as well as fee stated above.

Application form download (where applicable):

<http://www.belizepolice.bz/download/police-record-application-form.pdf>

Contact Details

Applications should be sent to:

Criminal Records Office
Police Headquarters
Belmopan, Belize

Bolivia:

Certificado de Antecedentes

Who can apply?

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

Where?

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

What must the applicant supply?

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

What are the costs / turnaround times?

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

Contact Details

Address:

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

Bosnia & Herzegovina:

Certificate of non-conviction/ Uvjerenje o nekaznjavanju

Who can apply?

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

Where?

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

What must the applicant supply?

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

What are the costs / turnaround times?

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

Contact Details

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

5-7 Lexham Gardens
London W8 5JJ
UK

Telephone: 020 73730867

E-mail: embassy@bhembassy.co.uk

Botswana:

Police Clearance Certificate

Who can apply?

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

Where?

- Locally: Submit in person to the Criminal Records Bureau, Botswana Police Services.
- Externally: Mail to Criminal Records Bureau (see below) or consult the Botswana High Commission (see below).

What must the applicant supply?

Local applicants:

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

Foreign nationals (living in Botswana):

- A copy of their residency permit is required.

Foreign nationals (living outside Botswana):

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

What are the costs/turnaround?

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

Contact Details

Deputy Director – Criminal Records Bureau
Forensic Science Services

Private Bag 0400
Gaborone

Tel: +(267) 3918601

Plot 22117 Gaborone West Industrial, Kgomokasitwa Road

E-mail: golesetedi@gov.bw

For more information for applicants in the UK, contact:

Botswana High Commission
6 Stratford Place
London
W1C 1AY

Telephone: +(0044) (020) 7499 0031 OR (020) 7647 1000

Fax: +(0044) (020) 7495 8595 OR (020) 7409 7382

Brazil:

Atestados de Bons Antecedentes

Who can apply?

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

Where?

- Locally: in person to the office of the Justice Federal and Policia Federal in the state/city of residence for the previous ten years.
- Online (varies regionally): <http://www.if.jus.br/cif/servico/certidao-negativa>

What must the applicant supply?

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

Contact Details

- For addresses or telephone numbers of the Federal Police (Policia Federal) access website: <http://www.dpf.gov.br/institucional/pf-pelo-brasil/>
 - Regional offices: <http://www.if.jus.br/cif/servico/certidao-negativa>
 - Contact the British Embassy in Brasilia at the website <http://ukinbrazil.fco.gov.uk/en>
 - Embassy of Brazil, 14/16 Cockspur Street SW1Y 5BL (020 7747 4500) –
 - www.brazil.org.uk
-

Brunei Darussalam:

Police Certificate of Good Conduct

Who can apply?

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

Where?

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

What must the applicant supply?

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

What are the costs/turnaround?

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

Contact Details

Local applicants may consult:

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

External Applicants may consult:

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

Telephone: 0207 5810521
Fax: 0207 2359717
Email: london.uk@mfa.gov.bn

Bulgaria:

Svidetelstvo za Sudimost / Conviction Status Certificate

Who can apply?

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

Consult your nearest Bulgarian embassy for more information.

Where?

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

What must the applicant supply?

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

What are the costs/turnaround?

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

Contact Details

Local applicants must consult:

Central Office of Criminal Records

Ministry of Justice
5 Aksakov Street
1040 Sofia
Bulgaria

Telephone: +(0035) 929 237 355
Fax: +(0035) 929 881 142
Email: pr@justice.government.bg

External applicants must consult:

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

Telephone: 00 44 207 584 9400
Email: consul@bulgarianembassy.org.uk

Cape Verde

Who can apply?

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

Where?

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

What must the applicant supply?

A copy of their passport.

What are the costs / turnaround times?

350 escudos, which corresponds to about 3 Euros.

Contact details

Details can be found on the following website:

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

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

The nearest Embassy for Cape Verde:

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

Certificate

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

Canada:

Police Certificate/ Criminal Record Check

Who can apply?

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

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

Where?

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

What must the applicant supply?

- Full Name
- Date of birth
- Gender
- Postal address

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

Original fingerprint form in the format for internal applicants:

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

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

What are the costs/turnaround?

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

Contact Details

Mail applications:

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

Courier applications:

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

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

Website for details and guidance:

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

Cayman Islands:

Police Clearance Certificates

Who can apply?

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

What must the applicant supply?

Residents:

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

Overseas Applicants:

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

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

What are the costs / turnaround times?

Residents:

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

Overseas Applicants:

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

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

Contact Details

Write to:

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

Location:

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

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

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

http://www.rcips.ky/portal/page?_pageid=2425,5616778&_dad=portal&_schema=PORTAL

Chile:

Certificado de Antecedentes

Who can apply?

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

Where?

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

What must the applicant supply?

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

What are the costs / turnaround times?

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

Contact Details:

Embassy of Chile
37-41 Old Queen Street SW1H 9JA
020 7222 2361
Fax 020 7222 0861

embachile@embachile.co.uk
<http://chileabroad.gov.cl/reino-unido>

China (People’s Republic of):

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

Who can apply?

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

Where?

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

What must the applicant supply?

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

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

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

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

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

What are the costs/turnaround?

- Fee applicable

Contact Details

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

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

020 7299 4049
Monday-Friday 09.00-12.30, 14.00-17.00
www.chinese-embassy.org.uk

Columbia:

What must the applicant supply?

- Passport
- List of dates spent within the country

Contact details:

Head of the Identification Group of the Security Administrative Department
(DAS)
Carrera 28 No. 17 A 00
Bogota D.C.
Colombia

Tel: 091 4088000, extn: 1100 and 1110
Embassy of Colombia
3 Hans Crescent
London
SW1X 0LN

020 7589 9177/5037
Fax 020 7581 1829
elondres@cancilleria.gov.co
www.colombianembassy.co.uk

Consulate General

3rd Floor
35 Portland Place
London
W1B 1AE

020 7637 9893 or 020 7927 7121
Fax 020 7637 5604

clondres@cancilleria.gov.co
www.colombianconsulate.co.uk

Croatia:

Potvrda o Nekaznjavanju/ Certificate of no convictions

Who can apply?

- Individuals
- Third party representatives.

Where?

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

What must the applicant supply?

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

What are the costs / turnaround times?

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

Application form download (where applicable):

Application form (Croatian only):

<http://www.pravosudje.hr/default.asp?gl=200909010000002>

Contact Details

Applications submitted to:

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

Webpage: www.pravosudje.hr

Cuba:

Certificado de Antecedentes/ Police Clearance Certificate

Who can apply?

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

Where?

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

What must the applicant supply?

- Proof of Identity

What are the costs / turnaround times?

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

Contact Details

Local applicants:

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

Telephone: +(537) 832 7716 / 832 6833

External applicants:

Cuban Embassy London
167 High Holborn,
London
WC1V 6PA

Telephone: 0207 240-2488

Fax: 0207 836-2602

Email: embacuba@cubaldn.com

Cyprus, Republic of:

Police Clearance Certificate

Who can apply?

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

Where?

- Police headquarters in Nicosia Republic of Cyprus overseas mission.

What must the applicant supply?

Local applicants:

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

External applicants/citizens of foreign nationality:

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

What are the costs/turnaround?

Local applicants

- fee applicable, please enquire.

External applicants:

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

Contact Details

Application available online:

<http://www.police.gov.cy/police/police.nsf/All/9D5F063F1BCD709BC22578A900272470?OpenDocument> (English)

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

Cyprus Police – Crime Registry Office
 Evangelou Floraki
 1478 Nicosia
 Cyprus

Telephone: 00357 22 8080 80

Fax: 00357 22 8087 14
Internet: <http://www.police.gov.cy>
E-mail: mechristodoulou@police.gov.cy

Postal applications need to be sent to the following address:

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

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

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

Telephone: 0044 (0)20 73214 100
Fax: 0044 (0)20 7314 165/164
E-mail: cyprusconsulate@btconnect.com

Czech Republic:

Excerpt from the Penal Register

Who can apply?

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

Where?

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

What must the applicant supply?

Online Applications:

- An electronic signature certificate

Criminal Records Office/Regional Office applications:

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

Czech Point applications:

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

What are the costs / turnaround times?

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

Contact Details

Online applications can be made at:

<http://epodatelna.rejtr.justice.cz/webform/>

Czech Point website (locations of offices):

<http://www.czechpoint.cz/web/index.php>

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

Rejstřík Trestů Praha
Soudní 1
140 66 Praha 4

Telephone: 00420 244 006 111

Email: rejstrik@rejtr.justice.cz

The Embassy of the Czech Republic in the UK:

26 Kensington Palace Gardens W8 4QY

020 7243 1115

Fax 020 7727 9654

london@embassy.mzv.cz

www.czechembassy.org.uk

Telephone: 0044 20 7243 1115

Fax: 0044 20 7727 9654

Web: www.mzv.cz/london/en/index.html

Democratic Republic of Congo:

Police Criminal Record/ Extrait du Casier Judiciare

Who can apply?

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

Where?

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

What must the applicant supply?

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

What are the costs/turnaround?

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

Contact Details

Local applicants must consult:

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

External applicants must contact:

Congolese (Dem) Embassy

45-47 Great Portland Street
London W1W 7LT
United Kingdom

Telephone: (+44) 20 7580 3931
Fax: (+44) 20 7580 8713
Email: info@ambardc-londres.gov.cd
Website: www.ambardc-londres.gov.cd

Denmark:

Private Penal Certificate/ Privat Straffeattest (UK Employers Only)

Who can apply?

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

Where?

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

What must the applicant supply?

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

What are the costs/turnaround?

- Free of charge when applying in person and turnaround is instant.
- Free of charge when applying by post, aside from postage.

- Turnaround by post to the UK is around a week.
- Authentication fee: DKK 175.00 (approx. GBP£20).
- There is no fast track service.

Contact Details

The application form can be found online:

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

The application form should be completed electronically in block capitals. Applications must be submitted by post, or fax.

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

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

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

Royal Danish Embassy

55 Sloane Street
London SW1X 9SR

Tel: 020 7333 0200

Fax: 020 7333 0270

E-mail: lonamb@um.dk

Dominica:

Certificado do No Antecedentes Policiales/ Certificate of no Criminal Record

Who can apply?

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

Where?

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

What must the applicant supply?

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

What are the costs/turnaround?

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

Contact Details

Criminal Investigations Department,
Police Headquarters,
Roseau,
Dominica

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

020 7370 5194
Fax 020 7373 8743

info@dominicahighcommission.co.uk

www.dominicahighcommission.co.uk

Monday-Friday 09.30-17.30

Dominican Republic:

Who can apply?

- Individuals only.

Where?

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

What must the applicant supply?

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

What are the costs/turnaround?

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

Contact Details

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

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

Embassy of the Dominican Republic

139 Inverness Terrace W2 6JF

020 7727 7091

Fax 020 7727 3693

info@dominicanembassy.org.uk

www.dominicanembassy.org.uk

Monday-Friday 10.00-17.00

Dubai (See United Arab Emirates)

Ecuador:

Certificado de Antecedentes Personales

Who can apply?

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

Where?

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

What must the applicant supply?

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

What are the costs/turnaround?

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

Contact Details

Puente Portete Y Avenida Barcelona S/N
Guayaquil

OR

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

Embassy of Ecuador
Flat 3B 3 Hans Crescent SW1X 0LS
020 7584 136 7 / 020 7590 2501 / 020 7590 2507
Fax 020 7590 2509

eecugranbretania@mmrree.gov.ec

Egypt:

„Criminal Status Record“ (Saheefat al Hala al Gina'iyya).

Who can apply?

Residents:

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

Non-residents:

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

What must the applicant supply?

- fingerprints from local police, ID and a photo:
<http://content.met.police.uk/Site/fingerprints>
- Forms can be bought and stamp duty paid at post offices in Egypt.

What are the costs / turnaround times?

- Fee: three Egyptian pounds for standard and six Egyptian pounds for urgent.
- Processing time is approximately 24 hours for urgent requests and 3 – 4 days for standard requests.

Contact Details

Embassy of the Arab Republic of Egypt
26 South Street W1K 1DW
020 7499 3304/2401
Fax 020 7491 1542

eg.emb_london@mfa.gov.eg
egtamboff@gmail.com

Monday-Friday 09.00-17.30

Eritrea:

Who can apply?

- Individuals only.

Where?

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

What must the applicant supply?

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

What are the costs/turnaround?

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

Contact Details

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

Telephone: 020 7713 0096

Fax: 020 7713 0161

Estonia:

Notice from the Punishment Register (Karisturegisteri teatis)

Who can apply?

- Individuals
- third party applicants.

Where?

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

What must the applicant supply?

Completed application form requiring:

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

What are the costs/turnaround?

- There is no fee for a notice from the punishment register. For postal applications or emailed, payment should be made by bank transfer.

- Turnaround of around 2 days for Limited checks and 10 days for Full checks. This does not include postal time.
- There is no fast track service available.

Contact Details

Application form available in English, Estonian and Russian:
www.politsei.ee/files/dokumendid/Karistusreg/karreg_isik.pdf

Applications should be sent to:

Karistusregister
Politseiamet
Pärnu mnt 139
15060 Tallinn
Estonia

Telephone: 00372 612 3468 / 3366

Fax: 00372 612 3332

Webpage: www.politsei.ee/?id=214 is it suppose to be the same

Email: karistusregister@pol.ee

UK address:

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

Tel: 020 7589 3428

Fax: 020 7589 3430

E-mail: embassy.london@estonia.gov.uk

Website: www.estonia.gov.uk

Ethiopia:

Who can apply?

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

Where can applicants apply?

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

What documents must the applicants supply?

The applicants must supply the following:

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

What are the costs and the turnaround times?

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

Contact details:

For more information contact:

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

020 7589 7212

info@ethioembassy.org.uk

www.ethioembassy.org.uk

Monday-Friday 9.00-17.00

Consular Section

020 7838 3895

Monday-Friday 9.00-16.00

Fiji:

Police Clearance Certificate

Who can apply?

- Individuals only.

Where?

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

What must the applicant supply?

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

What are the costs/turnaround?

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

Contact Details

Application form:

<http://www.police.gov.fj/images/stories/fijipoliceclearanceform.pdf>

Guidance:

<http://www.police.gov.fj/pdf/Application%20Forms/Requirements%20to%20Obtain%20Police%20Clearance.pdf>

Applications to be sent to:

Director, Criminal Investigation Department
or the Office-in-Charge,
Criminal Records Department,
PO Box 239,
Police Headquarters,
Suva,
Fiji

High Commission of the Republic of Fiji
34 Hyde Park Gate SW7 5DN
020 7584 3661
Fax 020 7584 2838

mail@fijihighcommission.org.uk
www.fijihighcommission.org.uk

Monday-Friday 09.30-13.00 & 14.00-17.00

Consular Section

020 75843661 ext 5340/5347

Finland:

Rikostaustaote / Extract on Criminal Background

Who can apply?

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

Where?

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

What must the applicant supply?

- A free-form letter containing the following information:
- Full Name (and any previous names)
- Finnish ID Code
- Date and Place of Birth
- Full address details and contact telephone number
- Language certificate is to be issued in
- Separate proof of identity is only required for applications that are delivered in person to the Legal Register Centre. Acceptable forms of identification include a valid passport or driver's licence.

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

What are the costs/turnaround?

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

Contact Details

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

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

Telephone: +(0035)8 10 36 65662
Fax: +(0035)8 10 36 65783
Internet: www.oikeus.fi/oikeusrekisterikeskus/12727.htm
E-mail: oikeusrekisterikeskus@om.fi

Application forms can be downloaded from
<http://www.oikeus.fi/oikeusrekisterikeskus/18619.htm>

Applications for standard or comprehensive security clearance checks are accepted by the Finnish Security Police. Its contact details are:

Finnish Security Police
Ratakatu 12
P.O. Box 151
FI-00121 Helsinki
Finland

Telephone: +(0035)8 71 878 0131
Fax: +(0035)8 71 878 4850
Internet: <http://www.poliisi.fi/poliisi/supo/home.nsf/pages/indexeng>
E-mail: suojelupoliisi@poliisi.fi

Applications for concise security clearance checks are handled by local police stations. Links to local police stations can be found (in Finnish only) on the Finnish police service website via the link below:
<http://www.poliisi.fi/poliisi/home.nsf/pages/0C8BF3843A3BDD28C2257530002EC9AC?opendocument>

Embassy of Finland
38 Chesham Place
London
SW1X 8HW

Tel: 020 7838 6200
Fax: 020 7235 3680
E-mail: sanomat.lon@formin.fi
France:

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

Who can apply?

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

Where?

There are five possible application routes:

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

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

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

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

What must the applicant supply?

Online applications require (for French nationals only):

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

Postal applications require:

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

Fax applications require:

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

Personal applications require:

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

What are the costs/turnaround?

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

Contact Details

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

Postal/fax application form: http://www.vos-droits.justice.gouv.fr/art_pix/Form10071v04.pdf (French language only)

To be sent to:

Casier Judiciaire National
107 rue du Landreau
44317
Nantes

Telephone: +(0033) 2 51 89 89 51
Fax: +(0033) 2 51 89 89 17/18
Internet: <https://www.cjn.justice.gouv.fr/cjn/b3/eje20>
E-mail: [cjin@justice.gouv.fr](mailto:cjn@justice.gouv.fr)

French Embassy
58 Knightsbridge
London
SW1X 7JT

Tel: 020 7073 1000
Fax: 020 7073 1004
E-mail: consulat.londres-fslt@diplomatie.fr