Everyone who wishes to enter Australia is required to be of good character. In order for the Australian Government to determine whether you are of good character, you may be asked to provide a police certificate. Unless otherwise advised by the Department of Immigration and Citizenship (the department), police certificates are not required for persons under the age of 16 years.

This form explains how to obtain a police certificate. Please check the list of countries and areas below. If you have lived in any one of them for a total of one year or more in the last 10 years, you must get a police certificate from the authorities in that country.

Police certificates are often only available to current residents or to citizens. Where these restrictions apply, it will be indicated under the relevant country. For some countries, different procedures are shown for residents and non-residents.

Note: The term ‘residents’ under each country listing refers to applicants who are currently residing in that particular country. The term DIAC refers to the Department of Immigration and Citizenship. Form 80 is ‘Personal Particulars for Character Assessment’ and is available from the department or the website: www.immi.gov.au

Details shown are subject to change without notice by the authorities of the relevant country, and the Australian government can take no responsibility for their accuracy. All details concerning you that are provided to the Australian government by a foreign government or law enforcement authority will be treated as confidential. For further details, see information form 993i, Safeguarding your personal information. This form is available on the department’s website www.immi.gov.au/allforms/

COUNTRIES WHERE POLICE CERTIFICATES MUST BE OBTAINED BY VISA APPLICANTS

AFRICA AND MIDDLE EAST
Algeria, Angola, Bahrain, Botswana, Burkina Faso, Burundi, Cameroon, Cape Verde, Comoros, Congo, Djibouti, Egypt, Equatorial Guinea, Eritrea, Ethiopia, Gabon, Ghana, Guinea, Guinea-Bissau, Iran, Israel, Ivory Coast, Jordan, Kenya, Kuwait, Lebanon, Lesotho, Liberia, Libya, Madagascar, Malawi, Mali, Mauritius, Morocco, Mozambique, Namibia, Nigeria, Oman, Qatar, Reunion, Rwanda, Saudi Arabia, Senegal, Seychelles, Sierra Leone, South Africa, Swaziland, Syria, Tanzania, Togo, Tunisia, Uganda, United Arab Emirates, Yemen, Zambia, Zimbabwe.

SOUTH AMERICA AND CARIBBEAN
Anguilla, Antigua & Barbuda, Argentina, Bahamas, Barbados, Belize, Bermuda, Bolivia, Brazil, Cayman Islands, Chile (Republic of), Colombia, Costa Rica, Cuba, Dominica, Dominican Republic, Ecuador, El Salvador, French Guyana, Grenada, Guadeloupe, Guatemala, Guyana, Haiti, Honduras, Jamaica, Martinique, Mayotte, Mexico, Montserrat, Netherlands Antilles, Nicaragua, Panama, Paraguay, Peru, Puerto Rico, St Kitts & Nevis, St Lucia, St Vincent & The Grenadines, Suriname, Trinidad & Tobago, Turks & Caicos, Uruguay, Venezuela, Virgin Islands (British).

EUROPE AND NORTH AMERICA
Albania, Andorra, Armenia, Austria, Azerbaijan, Belarus, Belgium, Bosnia-Herzegovina, Bulgaria, Canada, Croatia, Cyprus (Republic of), Cyprus (Turkish occupied areas), Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Italy, Kosovo, Latvia, Liechtenstein, Lithuania, Luxembourg, Macedonia (Former Yugoslav Republic of), Malta, Mexico, Moldova, Monaco, Montenegro (Republic of), Netherlands (The), Norway, Poland, Portugal, Romania, Russian Federation, San Marino, Serbia (Republic of), Slovak Republic, Slovenia, Spain, Sweden, Switzerland, Turkey, Ukraine, United Kingdom, United States of America, Vatican City.

CENTRAL ASIA
Tajikistan, Turkmenistan, Uzbekistan, Kyrgyzstan and Kazakhstan.

ASIA/PACIFIC
Afghanistan, Australia, Bangladesh, Brunei Darussalam, Burma (Myanmar), Cambodia, China (People’s Republic of, The Hong Kong Special Administrative Region and Macau), East Timor, Fiji, French Polynesia, Guam, India, Indonesia, Japan, Kiribati, Korea (Republic of), Laos, Malaysia, Maldives, Marshall Islands (Republic of), Micronesia (Federated States of), Myanmar, Nauru, Nepal, New Caledonia, New Zealand, Pakistan, Papua New Guinea, Philippines, Samoa (US), Samoa (Western), Singapore, Solomon Islands, Sri Lanka, Taiwan, Thailand, Tonga, Tuvalu, Vanuatu, Vietnam, Wallis & Futuna.

If a country is not listed, please contact the nearest departmental office for further information.
AFGHANISTAN
Relevant document
‘Certificate’
Apply Residents should apply with the Interior Ministry, Government of Afghanistan and then the certificate has to be attested to by the Ministry of Foreign Affairs.
Apply Non-residents to their nearest Afghan consulate/embassy. The applicant may be asked to complete a few prescribed forms and pay the processing fee.
Fee payable.
Form apply in writing enclosing a letter of introduction from the department.

ALBANIA
Relevant document
‘Certificate of the Judicial status’ (Vertetim i Gjendjes Gjyqesore)
Residents and non-residents
Apply Judicial Status Office Rr. Abdi Toptani, prane Torre Drini, Tirana, Albania).
Provide application with a copy of an ID document (birth certificate, family certificate or ID card)
At local post office in Albania in person or through any relative or friend.
Fee payable 420 Lek.
Form available at any post office. The completed form must be signed by the applicant.

ALGERIA
Resident and Non-resident citizens
Relevant document
‘Judicial Certificate’ (Certificat du Casier Judiciaire)
Apply Court, Ministry of Justice or the Tribunal Office Department in the place of residence in Algeria.
Algerian non-residents
It is recommended the applicant sends authorisation or a Power of Attorney to a relative in Algeria to obtain the certificate on their behalf. If this is possible apply through the Algerian embassy in their country of residence.
Non Algerian non-residents – the applicant’s embassy should communicate with the Algerian embassy in their country of residence, requesting the penal certificate. Alternatively the applicant could send a letter including a 30 Dinar stamp purchased from Algeria.
To The Ministry of Justice, Citizenship Authority, El Ebyar, Algeria, requesting the police clearance.
Provide ID, Birth certificate and 30 Dinar stamp.

ANDORRA
Relevant document
‘Penal Certificate’ (Certificado Penales)
Apply in person or by mail to Tribunal de Corts Avenue Tarragona 62 Edifici Les Columnes Andorre La Vella Principauté D’Andorre.
Provide copy of identity card, passport or residence card.
Fee payable 6.01 Euros (cash).
Website www.justicia.ad
Processing time penal certificates are issued the same day the application is received. This refers to name checks only.
Note An authorisation may be given in writing to a third party.

ANGOLA
Relevant document
‘Criminal Record’
Apply Residents in person.
At Department of Justice.
Phone 244 22233 8375
Provide I.D. Book.
Fee payable.

ANGUILLA
Apply Residents in person
At Police Headquarters The Valley, Anguilla
Phone 264 497 2333.
Provide full name and alias(es), date of birth, place(s) of residence(s), purpose of the request and passport details.
Fee payable.
Apply Non-residents by mail
To The Commissioner of Police PO Box 60 Parliamentary Drive The Valley, Anguilla.
Provide full name and alias(es), date of birth, place(s) of residence(s) in Anguilla, purpose of the request, a full set of fingerprints taken by a recognised police authority, passport details
and a stamped self-addressed envelope (if the applicant wishes the police clearance to be mailed).

Fee payable.

Note Certificates may need to be released directly to the Australian office or post.

Non-residents The applicant must have resided in Anguilla for at least six months to be able to obtain a police certificate.

ANTIGUA and BARBUDA
Apply Residents and Non-residents
At Criminal Records Office
   Police Headquarters
   American Road
   St Johns, Antigua.
Phone 268 462 0125 (local calls)
       268 462 2095 (overseas calls)

Residents
Provide Valid passport.

Non-residents
Provide a copy of birth certificate, a list of places and dates of residence in Antigua and Barbuda, two passport-type photos, and a full set of fingerprints taken by a recognised police authority.

Fee payable.

NOTE: Certificates may need to be released directly to the Australian office or post.

ARGENTINA
Relevant document ‘Certificado de Antecedentes Penales’
Apply Residents in person to the Registro Nacional de Reincidencia Tucuman 1353, Capital Federal – Buenos Aires or Registro Provincial de las Personas.
Website www.dnhrec.jus.gov.ar
Provide Document of National Identity (DNI).
Apply Non-residents in person at the Argentine Consulate or provide form 80 (including DNI number) with Original Consent form (signed and witnessed) to the processing office.
Provide DNI number must be included on form 80 and the consent form must be signed and witnessed
Fee payable.

Form form 80 is available from the department or the website: www.immi.gov.au

Note clearances issued by any other authority will not be accepted.

ARMENIA
Relevant document ‘Police certificates’ (certificate of existence/absence of criminal record).
Apply Residents in person to Consular Administration of Ministry for Foreign Affairs
At Government House
   2 Republic Square
   Yerevan 375010
Phone (3741) 523531. Fax 151042
Non-residents through relatives in Armenia or to nearest Armenian Embassy or Consulate in India, Syria or Beirut.
Provide passport (copy not acceptable)
Fee payable.

Form on application.

AUSTRALIA
Relevant document ‘National Police Check’
Applicants who are required to provide an Australian penal clearance certificate must complete the National Police Check Application Form which is available from the Australian Federal Police website.
Apply by mail to
   AFP Criminal Records
At Locked Bag 8550
   CANBERRA CITY ACT 2601
Fee For details of the charges payable, see above website

Note Code 33 must be used when completing this form. Fingerprints are not required.

AUSTRIA
Relevant document ‘Certificate of the Penal Registry’ (Strafregisterbescheinigung)
Apply Residents Bundespolizeikommissariat or Bezirkshauptmanschaft
At the police station or the local government office at the applicant’s last registered residential address.
Apply Non-residents in person at the nearest Austrian Embassy or Consulate.
Provide passport or Austrian ID with photograph.
Fee payable.

Form from local police station/local government office,
Website http://www.help.gv.at
**Processed time** approximately 1 – 14 days.

**AZERBAIJAN**

**Relevant document**

‘Police certificate’

**Apply Residents** Administration of Operational Statistic Information of Ministry of Interior.

**At** 7 Gusi Gadjieva Street Baku 370005

**Phone** (99412) 986396, 909285

**Non-residents** through relatives in Azerbaijan, or by mail as above, or to Moscow, or to the nearest Consulate of the Azerbaijan Republic.

**Provide** passport or ‘query’ with indication of name, patronymic, surname, maiden name, date, and place of birth, purpose of stay in Azerbaijan.

**Form** standard ‘query’ or free form of ‘query’.

**BAHAMAS**

**Relevant Document**

‘Police Character Certificate’

**Apply Residents and non residents** in person or

**At** Officer in Charge, Criminal Records Office

East Street North

PO Box N-458

Nassau, Bahamas

Tel: 242 322 4444

**Provide Bahamian applicants** must be in possession of a passport, driver’s license or voter’s cards to apply.

**Non-Bahamian** applicants must be in possession of a valid passport.

**Online overseas applicants** must forward a set of fingerprints and copies of the first four pages of valid passport.

**Fee** payable (plus mailing costs).

**Note:** Applicants who require fingerprint checks should apply in person at the Criminal Records Office, Thompson Boulevard, so that their fingerprint can be scanned on the application, and the certificate can be ready on the pick-up date. A passport, driver’s license or voter’s card must be submitted for identification before fingerprints are checked.

Applicants who applied for their certificates at a particular station will need to collect them from the same station where they applied except where a fingerprint check is required. In this case, the certificate will be collected from the Criminal Records Office, Thompson Boulevard.

A person collecting character certificates on behalf of an applicant must present a valid identification (passport, driver’s license or voter’s card) for the applicant as well as their own valid identification before the certificate can be issued.

**BAHRAIN**

**Relevant document**

‘Good Conduct Certificate’

**Apply Residents** in person or by mail to the Ministry of Interior

Public Security

General Directorate of CID

**Non-residents** in person to any Bahraini Embassy.

**Provide Residents** copy of passport with two non-glossy photographs, a copy of current and previous Bahrain resident permits, a letter from the applicant’s current employer indicating they have no objection to the applicant’s departure, CID will schedule an interview during which the applicant will be fingerprinted.

**Non-residents** copy of current and all previous passports that contain Bahrain residence permits, copy of latest Bahrain resident permit, three non-glossy passport size photos with a blue background. Copy of CBR card or CBR number.

**Form** to be completed and signed by the applicant at the embassy.

**Fee** payable.

**Processing time** approximately two weeks or longer.

The penal clearance is valid for three months from the date of issue.

**BANGLADESH**

**Relevant document**

‘Police Clearance Certificate’

**Apply Resident citizens** contact local police Station.

**Resident non-citizens** contact the Ministry of Foreign Affairs (MFA) in Dhaka.

**Non-resident citizens** contact the local police station in Bangladesh via a relative or friend or via the nearest Bangladeshi mission.

**Non-resident non-citizens** write to the MFA or approach the nearest Bangladeshi mission, which will forward request to MFA Dhaka.

**Provide Resident citizens, resident non-citizens and non-resident citizens** on application, authorities will advise what information/documents should be provided, if any.

**Non-resident non-citizens** a photograph
plus full personal details including addresses in Bangladesh.

BARBADOS

Relevant Document

‘Police Certificate of Character’

Apply Residents

At In person
Certificate of Character office
Royal Barbados Police Force
Corner of Roebuck Street
Bridgetown, St. Michael.

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

Provide full name and alias(es), date of birth, place(s) of residence(s), purpose of the request and passport details, date(s) of arrival to/Departure from Barbados (for non-nationals), period of time spent outside Barbados, if the period is six months or longer (for nationals).

2. Female applicants must include all maiden name(s), surname(s) carried in previous marriage(s).


Apply Non-residents

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

Provide full name and alias(es), place(s) of residence(s) in Barbados, purpose of the request, a full set of fingerprints taken by a recognised police authority, passport details, date(s) of arrival to/Departure from Barbados (for non-nationals), period of time spent outside Barbados, if the period is six months or longer (for nationals) and a stamped, self-addressed envelope (if the applicant wishes the police clearance to be mailed).

(Females must include all names: maiden names, surnames carried in previous marriages), date of birth, address while in Barbados, dates of arrival in and departure from Barbados (for non-nationals). Period of time spent outside of Barbados, if the period is six months or longer (for nationals).


Fee payable.

BELARUS

Relevant document

‘Police certificate’

Apply Residents

in person to Central Information and Analytical Administration of the Ministry of Interior.

At Minsk or any regional city

Non-residents in person or by post to nearest Belarus Embassy in country of residence, or via relatives in Belarus, or

By post to Ministry of Interior

Gorodskoy val, 2 Minsk

Provide passport original or certified copy, application

Phone 222 2665

BELGIUM

Relevant document

‘Extract from Judicial Record’ (Extrait du Casier Judiciaire [French], ‘Uittreksel uit het Strafregister’ [Flemish])

Certificate can be issued in Dutch, German or French and will be sent by post only.

Apply In person (residents only), by post, fax or email

To Federal Public Service Justice
Service du Casier judiciaire central
Boulevard de Waterloo 80
1000 Brussels – Belgium

e-mail cjc-csr@just.fgov.be or info@just.fgov.be
Fax +32 (0)2.552.27.82
Phone +32(0)2.552.27.47 (French)
+32(0)2.522.27.48 (Dutch, English)

Opening hours: 9-11.30 14 -15.30 Mon-Friday.

Provide (i) If applying in person: a passport or Belgian ID card.

(ii) If applying by mail from Belgium: a signed letter providing full name (with pre-marital name if applicable), date and place of birth, address in Belgium and the reason for the request and scanned copy of the applicant’s passport

(iii) If applying by mail from outside Belgium: a letter signed by each applicant giving full
names in capital letters, all given names, date and place of birth, nationality and reason for request, a scanned copy of passport or identity document.

Fee nil.

Processing time: ‘while you wait’ if applying in person and approximately two working days if being posted.

BELIZE
Apply Immigration Office
At Barrack Road
Belize City
Provide: full name (including former name(s) if applicable), date and place of birth, passport number, period of residence in Belize, a set of fingerprints and three photographs.

Fee payable.

BERMUDA
Relevant document
‘Police Criminal Record Check’
Apply Residents and non-residents in person
At any Bermuda Police Service Station or Police Headquarters
10 Headquarters Hill
Prospect Devonshire, DV 02
BERMUDA
Hamilton
HMCX Bermuda
Fax 441 299 4459
By email at vetting@bps.bm
By post to Bermuda Police Headquarters
Administration Department
PO Box HM 530
Hamilton, HM CX
BERMUDA
Provide full name and alias(es) and previous name(s), date of birth, previous address(es) in Bermuda and current address, and a written request from Australian office or post for the police certificate.

Fee payable.

BOSNIA-HERZEGOVINA
Relevant Document
‘Certificate of non-conviction’ (Uvjerenje o nekaznjavanju)
Apply Residents Ministry of Internal Affairs (MUP) at place of residence or place of birth, and Municipal court at place of residence (Opcinski sud/Osnovni sud).

Non-residents Ministry of Internal Affairs (MUP) at place of last residence or place of birth; in person or authority may be given to a relative, friend or lawyer in Bosnia to act on applicant’s behalf, and Municipal court (Opcinski sud/Osnovni sud) at place of last residence: in person or authority may be given to a relative, friend or lawyer in Bosnia to act on applicant’s behalf.

Provide ID card, birth certificate or citizenship certificate.

Fee payable

Form application form, requiring applicant’s full details, obtainable at police station or court

Processing time approximately 1 – 14 days.

The penal clearance is valid for six months.

BOTSWANA
Apply Criminal Records Bureau
At Private Bag 0400
Piot 22117
Gabarone
BOTSWANA
Provide full name, date and place of birth, dates of residence in Botswana. New set of fingerprints, a letter explaining the request, certified copies of the applicant’s work/residence permit in Botswana, certified copies of passports showing entry and exit into and out of Botswana. If the applicant is outside of Botswana, these documents have to be sent to the
BRAZIL

Relevant document – Residents and Non-residents must provide two different types of penal certificate ('Atestado de Antecedentes Criminais')

Apply Residents in person to the office of the
- Justice Federal and
- Polícia Federal

in the state/city of residence for the previous ten years.

Non-residents (or applicants who are unable to apply in person) can give power of attorney (Procuração) to a relative/friend to obtain the document on their behalf. The power of attorney needs to specify the reason for the request and be accompanied by a certified copy of the applicant’s National ID card.

Fee nil.

Provide certified copies of National ID card (both sides), Brazilian tax card (CPF) and passport biodata page to the departmental processing office. The original penal clearance must also be professionally translated.

BULGARIA

Relevant document ‘Conviction Status Certificate’ (Svidetelstvo za Sudimost)

Apply Resident citizens in person at the Regional Court where they are registered (under the jurisdiction of the Ministry of Justice)

Non-resident citizens may apply at the Bulgarian embassy responsible for their country of residence. An applicant may also authorize a representative in Bulgaria, with a power of attorney or a certificate of inheritor, to apply for and receive a Police Clearance Certificate on their behalf.

Provide identity document, birth certificate, power of attorney and/or certificate of inheritors, when a certificate is requested for another person, and in case of alteration of names – also identity of names statement.

Fee BGL10.00 (Bulgarian Leva), deposited in DSK Bank EAD, Sofia, to the Ministry of Justice’s account No. 3000173700, BIN 6301301084, Bank Code 66196611.

Processing time: approximately 1 – 2 days. Penal clearance is valid for 6 months.


Phone: +359 2 92 37 355

Note The acceptance of documents required for issue of conviction status certificates takes place every working day from 9.30am to 11.00am and from 2.00pm to 3.00pm.

BURKINA FASO

Relevant document ‘Casier Judiciaire’

Apply Greffier en Chef du Tribunal de Grande Instance
01 BP 526
Ouagadougou 01
Province du Kadiogo
Burkina Faso.

Phone +226 50 32 42 17

Provide birth certificate, revenue stamp of 200 Francs, registration fee of 125 Francs.

Note Police clearances cannot be obtained
By non-residents. Police certificates issued within Burkina Faso are only valid for a period of three months.

BURMA (MYANMAR)
Relevant document
‘Police Clearance’
Recommendation free of criminal offence.
Apply in person to the local township police office
Provide: proof of identity (resident: NRC, resident non-citizen passport).
Fee payable.

BURUNDI
Relevant document
‘Extract of Police Record’
Apply Resident and non-resident citizens
Commissariat General de le Police Judiciare
At Police HQ.
BP417 Bujumbura
Burundi
Note While applications by post will be accepted, it is preferred that non-resident citizens have a Burundi resident apply in person at Police HQ Bujumbura on their behalf.
Provide a letter of introduction and explanation of why the Police Certificate is required, two passport photographs, certified copy of ID card, and a certified copy of passport if not living in Burundi.
Fee BIF 1000.
For further information contact +257 2222 5783.

CAMBODIA
Apply Residents residing in Phnom Penh and non-citizens
At Ministry of Justice
Sothearas Bldg
Phnom Penh
Apply Residents residing outside of Phnom Penh
At Chief of Police of local police authority.
Fee payable.

CAMEROON
Apply In person to your council.
If the applicant was not born in Douala, they should obtain a chief’s letter from the place of their birth or country of origin. If the applicant has been convicted of an offence, they must obtain a special certificate called ‘Non-Conviction Certificate’ which costs 1,200 Francs in Yaounde.
At Provisional Court where the person resides; in Yaounde at Court of Justice; or at the Cameroon Embassy or High Commission of the country of the resident.
Non Residents – are required to register their presence and their departure to obtain a stamp in their passport from the Commissioner of Police in the town where they reside. This stamp will only be placed in the passport once a check has been run with the local court and a clear record returned.
Provide: document of identity, passport, forms obtained on application.
Fee payable 2500 Cameroon Francs.

CANADA
Relevant document
‘Police Certificate for Visa.’
Purposes (for residents with no prior record), or Certified Criminal Record Verification (for residents with prior record or non-residents with or without prior record).
Apply Residents with no prior record in person
At Local police or provincial police station.
Apply Residents with prior record and Non-Residents
By mail
At The Director
Canadian Criminal Real Time Identification Services
RCMP, NPS Bldg
1200 Vanier Parkway
Ottawa, ON K1A 0R2
By courier
At The Director
Canadian Criminal Real Time Identification Services
RCMP, NPS Bldg, Loading Dock #1
1200 Vanier Parkway
Ottawa, ON K1A 0R2
Provide For detailed information and application instructions, refer to website: www.rcmp-grc.gc.ca Click on Criminal Record Check
Fee may be payable.
Note Police records checks or police certificates issued by third parties (such as truecheck.ca or mybackcheck.com, etc) are NOT acceptable. Only checks and certificates issued by a Canadian Government police authority are acceptable.) Hand-delivered
fingerprint submissions will **NOT** be accepted by local RCMP offices.

**CAPE VERDE ISLANDS**
Apply to Ministry of Justice.
At Praia.

**CAYMAN ISLANDS**
Apply **Residents** in person
At local police authority.
Non-residents by mail
At Fingerprint Bureau
Royal Cayman Islands
Central Police Station
PO Box 909
George Town, Grand Cayman
CAYMAN ISLANDS, WEST INDIES

Provide: full set of fingerprints taken by a recognised police authority, full name, date and place of birth, citizenship(s) held, dates and places of residence in the Cayman Islands and passport details.
Fee payable.

**CHILE**
Apply using form 80
At the departmental office/post processing the application
Provide proof of identity.
Form form 80 from the department or at www.immi.gov.au

**CHINA, PEOPLE’S REPUBLIC OF**
Relevant document ‘Notary Certificate of No Criminal Convictions’
Apply applicants (or authorised person) must apply in person at the Notary Public Office in the province/city/district of previous residence in China. Obtain the “No Criminal Convictions Certificate” from the local police station and provide this to the Notary Public Office to apply for the ‘Notary Certificate of No Criminal Convictions’. Applications by mail will not be accepted.
Provide Citizens original ID card, original Permanent Residence Registration (hukou) booklet, original ‘No Criminal Convictions’ certificate (wu fan zui zheng ming) from the local Police Station and authorisation letter (if applying via a third party). To obtain the ‘No Criminal Convictions’ certificate from the local Police Station, applicants must apply with the following documents: original ID card, original file card (cun tang ka), and the authorisation letter (if applying via a third party). The police station may request a statement from the applicant’s employer or in the case of unemployment, a letter from the residential committee or personal dossier department to the same effect).
Non-citizens original passport (or copy of passport, original Temporary Residence Card (ju liu zheng) or Temporary Residence Permit, original Police Clearance certificate (wu fan zui ji lu zheng ming) from the local Police Station, or in some areas, the Public Security Bureau, and authorisation letter (if applying via a third party cable). To obtain the Police Clearance certificate from the Local Police Station or PSB, non-citizens must provide the following documents: original passport(s) (or copy of passport(s) – including both the current passport and any old passports in which the Chinese visa was attached, a letter from the work unit or university/school where the non-citizen worked or studied while in China, and an authorisation letter (if applying via a third party). The PSB will only issue Police Clearance certificates to applicants with Z (Work), X (Student) and J1 (Journalist) visa classes. Holders of other classes of visa will need to enquire directly with the PSB for local procedures to obtain police clearance certificates
Note Application procedures may differ slightly between different provinces, districts or cities. Applicants are encouraged to confirm the procedure directly with the local PSB and/or Public Notary Office. Obtain a notarised translation of the certificate. Provide both the original and notarised translation of the “No Criminal Convictions Certificate” to the office processing the application.
Fee payable.

**HONG KONG**
(SPECIAL ADMINISTRATIVE REGION)
Relevant document ‘Certificate of No Criminal Conviction’ (CNCC)
Apply Hong Kong (SAR) Police Identification Bureau.
Residents in person to the CNCC Office.
Non-residents by mail to The Commissioner of Police (Att: OIC CNCC).
At 14/F, Arsenal House
Police Headquarters
1 Arsenal Street, Wan Chai
Hong Kong
Phone (852) 2860 6557 (local) 
or (852) 2860 6558 (overseas) 
Fax (852) 2200 4321 
Provide passport or Hong Kong ID card, original and photocopy of the referral letter from the DIAC office processing the application. Fingerprinting for Residents are taken at interview. Non-residents must obtain and send fingerprints certified (name, rank, full name of agency and date) by the police agency of the country of residence. Applicants must firstly lodge their visa application. A letter of referral from the DIAC office requesting the clearance must be issued before a clearance can be applied for and this referral letter must be submitted when applying to the Hong Kong authorities.

Fee payable.

Form Residents obtain at a pre-arranged interview with the HKP or can be downloaded from the following website www.info.gov.hk/police.

Email for further information eo-cncc-ib@police.gov.hk

Non-residents obtain form from the web address above.

MACAU

Relevant document ‘Certificate of Criminal Record’

Apply Residents over 16 to:
Avenida da Praia Grande
No. 804 Edf China Plaza 1
Andar Macau
Non-residents over 16 to:
Avenida da Praia Grande
No. 804 Edf China Plaza 1
Andar Macau
or by mail - PO Box 1089 Macau SAR
(if outside Macau)

Provide: Residents Macau Resident Identity Card (BIR)
Non-residents present proof of residence in Macau (residence permit, Identity permit of non-resident worker and valid travel documents)
Form Information is available on the following website
Website www.gov.mo
Fee payable.

COLOMBIA

Citizens and Non-citizens over 18 residing in Colombia

Relevant document ‘Certificado Judicial’

Apply in person at the regional centres of Departamento Administrativo de Seguridad (DAS) – appointment required, refer to
Website www.das.gov.co

Provide 2 photos, original of Cedula de Ciudadania (citizens only), passport, photocopy of passport ID page
Fee Nil

Citizens and former citizens outside Columbia

Relevant document ‘Certificado Judicial Consular’

Apply at the nearest Columbian consulate.
Provide a signed application with a photo and fingerprints. Fingerprinting can be taken by the Colombian consulate.
Fee payable $US25.00 if applying through the Colombian Consulate (appointment necessary)
Processing time approximately two months.
Website applicants can obtain further information from www.das.gov.co

COMOROS

Residents

Relevant document ‘National Police Check’

Apply In person
At the Master of Justice
Non-residents apply in person at Master of Justice, nearest Comore Embassy in country of residence
Provide birth certificate, passport and motivational letter.
Fee payable.

CONGO(Democratic Republic Of)

Relevant document ‘Police Criminal Record’ issued by Direction generale de la Police Judiciare Direction de l’Identite Judiciare
14 Avenue Kalemie, Commune de Gombe
Kinshasa DRC

Apply Residents in person
Non-residents – Apply at the nearest Democratic Republic of Congo (DRC) Embassy.
At Municipality of their area, Department of Home Affairs or nearest Congo Embassy in the country of residence
Provide Copy of Identity Document and fingerprints (if applying from outside of DRC).
Fee payable.
COOK ISLANDS

**Relevant Document**
Cook Islands Police Consent To Disclosure Of Information

**Apply**
Cook Islands Police
PO Box 101
Avarua, Rarotonga
COOK ISLANDS

**Email**
june.brown@police.gov.ck

**Provide**
Application with scanned copy of passport

**Fee**
$NZ30.00 payable as a bank draft cheque which should be posted to above postal address.

COSTA RICA

**Apply**
Residents in person to
Suprema Corte de Justicia (Supreme Court)
At
Registro Judicial
300 mts sur de la Asamblea Legislativa
Edificio OIJ 3° Piso
Corte Suprema de Justicia
San José.

**Phone**
(506) 295 3460

**Provide**
proof of identity and/or present passport and complete names of both parents.

**Fee**
payable.

**Non-residents** apply in person to the nearest Costa Rican embassy or consulate

**Provide**
proof of identity and present passport

**Fee**
payable.

CROATIA

**Relevant document**
‘Certificate of No Convictions’ (Potvrda o Nekaznjavanju)

**Apply**
For any prior conviction
Ministry of Justice (Ministarstvo Pravosudja)
Department for Penal Law, Criminal Records Section (Uprava za kazneno pravo, Odjel za kaznenu evidenciju)
Savska 41/25 (‘Zagrepcanka’)
10000 Zagreb.

For any current legal proceedings/charges Municipal Court at the place of residence (Opčinski Sud)

**Residents** directly at the above address in person or by mail

**Non-residents** in person or by mail
At nearest Croatian Embassy/Consulate

**Provide**
original or certified copy of ID card (Osobna Iskanzica), or passport (Putovnica)

**Fee**
payable

**Form**
application forms are available online at www.pravosudje.hr

**Processing time:** while you wait if applying in person, otherwise a few days as clearance is sent by post.

CUBA

**Relevant document**
Police clearance ‘Certificado de Antecedentes’

**Apply**
Residents in person to
Ministerio de Justicia Prado y Carcel

**Provide**
proof of identity

**Non-residents** through Cuban Consular Offices or Consultoria Juridica Internacional or through giving a relative or friend in Cuba written authority

**Provide:** evidence of legal stay (temporary or definitive) and proof of identity

**Fee**
payable.

CYPRUS, REPUBLIC OF

**Relevant document**
‘Police Clearance’

**Apply**
Residents in person at the local police station

**Non-residents** by mail

**Provide**
For citizens of the Republic of Cyprus full name, full names of parents, date and place of birth, passport number and place of issue, Republic of Cyprus ID card number, current and permanent address, reason for request, two current passport size photos which have been certified by an authorised person.

For citizens of a foreign country full name, full names of parents, date and place of birth, passport number and place of issue as well as the A.R.C number of the “Alien Book” OR the “Temporary Residence” slip OR the “M.P” number stamped in the passport, current and permanent address, reason for request, two current passport size photos which have been certified by an authorised person. The applicant will need a letter from the department advising that a Police Clearance Certificate is required from the Republic of Cyprus Police authorities.

**Form**
“Criminal Record Application” is available online at: www.police.gov.cy

**Fee**
payable (please confirm fee with the Republic of Cyprus Police Authorities).
**CYPRUS**
(TURKISH OCCUPIED AREAS)

Relevant document
‘Police Clearance’ (form P.19)

Apply  
Residents in person to the local police station  
Non-Residents in person at an overseas representative office of the “Turkish Republic of Northern Cyprus” OR at a Republic of Turkey overseas mission.

Provide full name, full names of parents, date and place of birth, passport number and place of issue, ID card number, current and permanent addresses, occupation, army number, two recent passport size photos attested by a certifying officer (muktar), reason for request. The applicant will need a letter from the department advising that a Police Clearance Certificate is required from the “Turkish Republic of Northern Cyprus” Police authorities

Fee payable.

Form available from the local police office OR from a Republic of Turkey overseas mission.

**CZECH REPUBLIC**

Relevant document
‘Police Clearance Certificate’ (Zadost o vypis z rejstriku trestu)

Apply  
Residents applications for an excerpt from the Penal Register can be filed with a local authority, a municipal authority, a city authority, a district authority or the local authority in the capital city of Prague, or in territorially segmented statutory cities by the city office or the city section office which keeps the register, or at the Penal Register in Prague 4, Soudní 1 (Pražského povstání metro station on the “C” line), at the branch office of the Penal Register in Brno, Husova 15 (building of Regional Court Brno), at the branch office of the Penal Register in Ostrava, Sokolská třída 16 (building B of Regional Court Ostrava), at the branch office of the Penal Register in Plzeň, Stehlikova 3/1148 (building of District Court Plzeň - sever) and at the branch office of the Penal Register in Karlovy Vary, Moskevská 17 (building of District Court Karlovy Vary).

Note Authority may be given to another person to act on the applicant’s behalf.

Apply  
Non-residents nearest Czech diplomatic mission, in person or authority may be given to another person to act on the applicant’s behalf

Provide Residents Czech ID or birth certificate accompanied by a Czech translation.

Non-residents passport or original birth certificate accompanied by a Czech translation.

Fee payable.

Website: [http://portal.justice.cz](http://portal.justice.cz)

Processing time one day to three weeks.

**DENMARK**

Relevant document
‘Crime Certificate’ (Straffeattest)

Apply  
Residents at the local Police Station.

Non-residents and non-citizens by mail, fax or email to the Commissioner of Police in Denmark.

At Rigspolitiet  
Center fro Almen Jura  
Kriminalregisteret  
Polititovert 14  
1789 Copenhagen W  
Denmark  
Tel: +45 35 21 62 16  
Fax: +45 35 21 02 20  
Email adm-kriminalregister@politi.dk

Provide written and signed request together with copy of passport, information on last registered address in Denmark and a return address. An English copy can be requested.

Website: [www.politi.dk](http://www.politi.dk)

Fee The certificate is free of charge

Processing time ‘while you wait’ if applying in person, otherwise several working days if the certificate is posted.

**DJIBOUTI**

Apply  
Police certificates are issued by the Tribunal de Djibouti.

At Ministere de l’Interieur  
BCN – Interpol Djibouti  
B.P. 4239  
Djibouti

Provide Residents completed application form, required fee and National ID card

Foreign nationals or non-residents completed application form, required fee, Passport/National ID card and Proof of legal residence in Djibouti.

**DOMINICA**

Relevant document
‘Certificate of No Criminal Record’ (Certificado de No Antecedentes Policiales)
Apply Residents and non-residents in person or through a representative acting on the applicant’s behalf, or by mail.

To Criminal Investigations Department
Police Headquarters
Reseau, Dominica
Phone 767 448 2222

Provide residents and non-residents - passport, all previous names used, current and previous places of residence, two photographs. Non-residents must also provide a full set of fingerprints taken by a recognised police authority and a self addressed and stamped envelope.

Note Certificates may need to be released directly to the Australian office or post.

Fee payable.

DOMINICAN REPUBLIC
Apply Residents in person
At Procuraduria General de la Republica Dominicana
Centro de Atencion al Ciudadano
Av Maximo Gomez #21, Esq Bolivar
Santo Domingo, Dominican Republic
Phone 809 533 3522 (ext3028)
email: info@procuraduria.gov.do
Website: www.procuraduria.gov.do

Non-residents
At The Office of the Prosecutor General (Procuraduria General de la Republica Dominicana) for instructions.

Provide residents and non-residents - a photocopy of both sides of the applicant’s Dominican National Identification Card (cedula), valid passport and one passport-size photograph.

Foreign residents and former residents should provide a resident card and a copy of their passport.

Fee payable.

EAST TIMOR
Relevant document
‘Certificado De Registro Criminal’ (Criminal Registry Certificate)
At Office of Civil Registrations
Direcao Nacional dos Registos e do Notariado
Registo Criminal (Criminal Registry)
Ministerio da Justica (Ministry of Justice)
Dili, East Timor

Provide one passport size photo; ‘Declaro do Domicilio’ signed by Chief of Village or Sub District Administrator; Passport and National Timor Leste ID card (for citizens), and a letter from employer/mission.

Forms available from Office of Civil Registrations.
Fee Nil.

Note Applicants must apply in person or provide a proxy, ‘procuracao’, for a third party to attend in person on the applicant’s behalf.

ECUADOR
Relevant document
‘Certificado de Antecedentes Personales’
Citizens and non-citizens (over 18 years of age) residing in Ecuador
Apply in person through Policia Nacional del Ecuador Direccion Nacional de la Policia Nacional
At Jefaturas y Subjefaturas Provinciales de la Policia Judicial.

Provide Cedula de Identidad (ID) or passport, a passport size photo.

Fee payable.

Citizens (over 18 years of age) not residing in Ecuador
Apply through the nearest Ecuadorian Consulate.
At Agregaduria de Policia (if available in the Consulate)

Provide Cedula de Identidad (ID), passport
Note Ecuadorians residing outside Ecuador can authorise a relative to obtain the certificate. They need to provide their ID (cedula) as proof of relationship. This form may be issued at a cost of US$17.00 payable at Puente Portete Y Avenida Barcelona S/N, in Guayaquil, or at the Office of Archivo Central (Police central archive) located at Ave. Cuenca and Mideros St. in Quito. No certificates are obtainable for foreigners who reside in or have resided in Ecuador.

EGYPT
Relevant document
‘Certificate of Criminal Status’
Apply Residents Ministry of Interior
At the local Police Station which will forward the request to the Department of Criminal Investigations, Cairo.

Non-residents in person at the Egyptian Embassy or Consulate

Provide fingerprints from local police, ID and a photo
 Fee payable. Three Egyptian pounds for standard and six Egyptian pounds for urgent.

Form can be bought and stamp duty paid at post
offices in Egypt
Processing time approximately 24 hours for urgent requests and 3 – 4 days for standard requests.

EL SALVADOR
Relevant document
‘Good Conduct Certificate’ (Solvencia de la Policía)
Apply in person to the Director General of National Police.
At Cuartel Central San Salvador.
Provide Residents identity card (cedula), fingerprints taken at the local police station, four identical passport-size, full-face photographs and one of a side profile.
Provide non-residents original documents (Salvadoran birth certificate, cedula and passport), photographs to the nearest Salvadoran embassy or consulate, where fingerprints will be taken. Documents can then be forwarded by the applicant to a Salvadoran resident.
Fee payable.
Note non-residents should give a power of attorney to a Salvadoran resident.

EQUATORIAL GUINEA
Residents and non-residents
Relevant document
‘Police Certificate’ issued by the Ministry of Justice.
Non-residents – must contact their mission in Equatorial Guinea to obtain a police certificate. If the country of origin has a reciprocal agreement with Equatorial Guinea, then a police certificate can be issued, if they do not a police certificate will not be issued.
Apply in person.
At Director General De Seguridad Nacional Avenida De La Independencia Malabo.
Provide: Residence Permit and passport ID photo.
Fee Nil.

ERITREA
Apply Residents
Eritrean Police Headquarters
Police Laboratory
PO Box 1223
Asmara, Eritrea
Contact +2911 127799
Non-residents nearest Eritrean mission must provide a power of attorney for an individual resident in Eritrea to apply for the certificate on their behalf.

Provided: full set of fingerprints, certified copy of passport or ID, passport photos.
Fee payable.
Note Police certificates will not be issued to Eritrean citizens who cannot provide evidence that they have paid a state imposed tax which is placed on all Eritrean citizens, regardless of country of residence.

ESTONIA
Relevant document
Resident citizens ‘Criminal Record Check’
Apply Residents and non-residents in person, by mail or e-mail.
In person
At Any service office of the Citizenship and Migration Bureau of the Prefectures of the Police and Border Guard Board all over Estonia.
Note the former customer service at address Pärnu mnt 139, Tallinn, is closed for clients wishing to call in person.
By mail
At Criminal Record Registry (Karistusregister)
Police and Border Guard Board (Politsei –ja Piirivalveamet)
Pärnu mnt 139
15060 TALLINN
ESTONIA
By e-mail: a digitally signed application has to be sent to karistusregister@politsei.ee
Phone +372 612 3468
E-mail karistusregister@politsei.ee
Website: http://www.politsei.ee
Form: available on-line:
http://www.politsei.ee/en/teenused/karistusregister/
Provide application form, copy of passport/ID card (signed and dated)
Fee free of charge once per year; otherwise: a State fee of 50.- (fifty) kroons applies. For payment details see website.
Processing time approximately 2-10 working days
Fee payable (see website).

ETHIOPIA
Relevant document
‘Police certificate’
Apply Citizens and non-citizens residing in Ethiopia for 6 months or longer
Ethopian Federal Commission Forensic
Investigation Department
PO Box 199
Addis Ababa
Ethiopia
Phone 251-115-512744
Provide: Citizens residing in Ethiopia – two passport size photos, copies of any passport, national identity cards and correspondence from the office requesting the clearance papers.
Citizens not residing in Ethiopia – original fingerprints document from the police authority in resident country, copies of relevant passport pages and correspondence from the office requesting the clearance papers.

Processing time residents approximately one week and non-residents approximately four weeks or more.

FIJI
Relevant document
‘Police Clearance Certificate’
Apply Residents in person
At Central Police Station
Joske Street, Suva
Non-residents by mail
To Commissioner of Police
GPO Box 239, Suva, Fiji
Provide A letter from the departmental office/post processing the application requesting the penal clearance; a passport sized photo; original or certified copy of Birth Certificate.
and/or certified copy of passport bio data page
Residents applicants who have lodged at the Australian High Commission can obtain form “A” at that office. Clients who have lodged an application at another DIAC office should contact the Central Police Station – Suva.
Fee payable.
Form Applicants who have lodged at the Australian High Commission obtain form “A” at that office. Clients who have lodged an application at another DIAC office should contact the Central Police Station – Suva.

FRANCE
Relevant document
‘Extract from Police records’ (Extrait du Casier Judiciaire Bulletin nº 3)
Apply Residents and Non-Residents in person or by mail to
French Criminal records Office
Casier Judiciaire National
At 107 rue du Landreau
44317 Nantes Cedex 3
(Note: French citizens born in France or in the territories may apply directly at www.cjn.justice.gouv.fr/qn/b3/eje20)
Provide completed application form, photocopy of passport or ID card if not born in France.
Note Individuals born in Overseas Territories or in a Territorial Unit should go to the Clerk’s Office at the Court of First Instance, in the place where they were born.
Fee Nil.
Processing time approximately two weeks unless requested via internet or minitel when it is approximately two days.

FRENCH GUYANA
Relevant document
‘Extrait du Casier Judiciaire’ (Police Record Check)
Non-French citizens and French citizens born outside French Guyana
Apply Casier Judiciaire National
At 107 rue du Landreau
44079 Nantes Cedex 01
France
Provide proof of identity or residence status in country (photocopy of passport or identity card and ‘Carte de Sejour’).

**Form** ‘Request for a bulletin no 3’ (Demande de B3, Extrait du casier judiciaire).

**Fee** Nil

**French citizens born in French Guyana**

**Relevant document**
‘Extrait du Casier Judiciaire’ or ‘Request for a bulletin no 3’ (Demande de B3) – Police Record Check

**Apply** in person
**At** Tribunal de Grande Instance de Cayenne
Avenue General de Gaulle
97300 Cayenne

**By mail** National Criminal Records
44317 Nantes cedex 3

**By Fax** 02 51 89 89 18

Provide identification and passport.

**Form** Available on line at [https://www.cjn.justice.gouv.fr/cjn/b3/eje20c](https://www.cjn.justice.gouv.fr/cjn/b3/eje20c)

**Fee** Nil.

**Note** Do not attach an envelope or stamp for reply. If the applicant was born outside France, even if they are French, they must enclose proof of identity (photocopy of an official document containing preference descent).

Reminder: If born in Mayotte, New Caledonia, French Polynesia or Wallis and Futuna, the applicant must submit your request in the Court of First Instance to your place of their birth.

**Processing time:** approximately two weeks.

**FRENCH POLYNESIA**

**Relevant document**
‘Extract from Police records’ (Extrait du Casier Judiciaire)

**Non-French citizens and French citizens born outside French Polynesia**

**Apply** by mail to
Casier Judiciaire National
107 rue du Landreau
or through the internet at the website - [www.cjn.justice.gouv.fr](http://www.cjn.justice.gouv.fr)

**At** 44079 Nantes Cedex 01
France

Provide proof of identity or residence status in country (photocopy of passport or identity card and ‘Carte de Sejour’).

**French citizens born in French Polynesia**

**Apply** in person or by mail to
Court of First Instance

**At** Criminal Records Department
French Polynesia
Court of First Instance
B.P. 4633
98713 Papeete TAHITI

**Phone:** 00 689 41 55 00

**Fax:** 00 689 45 40 12

**Fee** payable.

**Form** ‘Request for a bulletin no 3’ (Demande de B3/Extrait du casier Judiciaire).

**FUTUNA ISLAND**
(See WALLIS & FUTUNA ISLANDS)

**GAMBIA**

**Apply** Ministry of Justice
**At** Banjul

Provide Local residents - fingerprints, which can be taken at the local police station. **Overseas requests:** provide fingerprints.

**Fee** payable.

**GABON**

**Relevant document**
‘Extrait de Casier Judiciaire’

**Apply** Residents in person
**At** any Judicial Court in their place of birth or nearest Gabon Embassy in the country of residence

**Gabonese residents in Libreville or residents abroad** can obtain their police certificates through the Tribunal de Premiere Instance in the provincial capital city in their area of residence.

**Gabonese residents in the interior parts of the country** can obtain their police certificates from Tribunal de Premiere Instance in their place of birth.

**Foreign born Gabonese citizens and foreign nationals, who currently or previously had resided in Gabon**, can only obtain police certificates from the Gabonese Ministry of Justice in Libreville.

Provide birth certificate, passport.

**Fee** Nil.

**GEORGIA**

**Apply** Residents Information Centre of Ministry of Interior
**At** 10 General Gia Gulua Street
Tbilisi 380014
Phone (995 32) 996233
Fax (995 32) 931617

Non-residents to nearest Consulate of Georgia.

Provide request letter from DIAC.

GERMANY

Relevant document

Residents and non-residents the ‘Police Good Conduct Certificate’ (Polizeiliches Führungszeugnis)

Apply Residents in person to the local registration office (Bürgeramt/Buergerbuero) with personal ID card or passport.

At town/city of residence

Fee payable (currently EUR 13)

German citizens or former residents outside Germany

Apply nearest German Embassy/Consulate or directly by mail (not fax) to Bundesamt für Justiz

Sachgebiet IV 21/IR

53094 Bonn, Germany

Provide full personal details and signature officially witnessed by a German diplomatic or consular mission, foreign government agency or a Notary Public. Alternatively, enclose an officially certified copy of passport or ID card containing personal details. This copy is to be signed by the person making the application prior to certification.

Note: The certificate will be issued in German only

Fee payable (currently EUR 13)

Website www.bundesjustizamt.de

Processing time: approximately one week or more (includes postal service time).

GHANA

Relevant document

‘Police clearance certificate’

Apply Residents in person.

Non-residents by mail to Commissioner of Police

Ghana Police Service (Headquarters)

Criminal Investigation Department

At PO Box 505

Accra, Ghana

Provide a certified set of the applicant’s fingerprints taken by a recognised police department in resident country, three passport sized photos, completed application form, certified copy of passport. A refugee can apply for a Ghana police certificate. The applicant must provide the UNHCR identification with or in lieu of a passport.

Fee payable.

Penal clearance is valid for six months from date of issue.

GREECE

Relevant document

‘Penal Certificate for General Use’

Apply Residents of Greece (including non-Greek citizens) in person at any KEP (Client Service Centre) or by phone to KEP on 1502

Non-citizens living in Athens can also apply in person at the Ministry of Justice.

96 Mesogion Street

Athens, 11527

Provide Identity Card for Greek citizens or passport/resident permit for foreigners.

Apply Non-residents in person at a Greek Embassy/Consulate.

Provide Identity Card or passport.

Processing time approximately two weeks through KEP, foreigners residing in Greece can obtain the document from the Ministry of Justice within one working day.

GRENADA

Apply Residents and non-residents in person, through a representative acting on the applicant’s behalf or by mail.

At Criminal Records Office

Police Headquarters

St Georges, GRENADA

Phone 473 440 2823

Provide Residents two passport-sized photographs

Non-residents two passport-sized photographs, full set of fingerprints taken by a recognised police authority, details of periods of residency, previous addresses and a stamped self addressed envelope if the applicant wants the police clearance to be mailed.

Fee payable.

Note Certificates may need to be released directly to the Australian office or post.

GUADELOUPE

Relevant document

‘Extrait de casier judiciare’

Apply Residents French citizens born in Guadaloupe may request the certificate.
At Tribunal de Grande Instance de Basse-Terre
Boulevard Felix et Boe
97109 Basse Terre
OR
Tribunal de Grande Instance de Pointe-Pitre
Place Gourbeyre
97110 Pointe-a-Pitre
Non-residents non-French citizens and French citizens born outside Guadaloupe should apply by mail requesting a Bulletin no. 3
At Casier Judiciaire National
107 rue de Landreau
F-44079 Nantes Cedex 1
France
Website www.cjn.justice.gouv.fr
Fee payable.

GUAM
Relevant document
‘Court Record Clearance’
Apply Residents to the Local Police authority.
Non-residents Superior Court of Guam Records Division
At 120 W O’Brien Drive
Hagatna 96 910
Provide name, date of birth, social security number.
Fee payable.

GUATEMALA
Relevant document
(1) ‘Police Clearance’, (‘Antecedentes Policiacos’) available from National Police, and
(2) Penal clearance ‘Antecedentes Penales’ (indicating whether judicial process is underway or outstanding) from Supreme Court).
Apply (1) Secretaria de la Policía Nacional
(2) Corte Suprema de Justicia, in person
Certificates may be issued to a third party in possession of written authorisation from the applicant.
At (1) Guatemala City, or Regional Headquarters (Jefatura Nacional) National Police (Policia Nacional), in capital of relevant province
(2) National Supreme Court, Guatemala City.
Provide: (1) national ID card (cedula de vecindad) or passport, 2 sheets of stamped legal paper (papel sellado)
(2) national ID or passport.
Fee payable.

GUINEA
Apply Guinean citizens resident in Guinea should apply to their local police station.
There are no established procedures for non-citizens to obtain a police certificate from Guinea.

GUINEA - BISSAU
Apply Ministry of Justice.
At Bissau.

GUYANA
Apply Residents in person to Police Headquarters.
At Eve Leary Kingston
Georgetown (Clearance Office)
Provide right thumbprint and three photographs (taken at the time of application).
Fee payable.

HAITI
Relevant document
‘Casier Judiciaire’
Apply Residents
At The local Greffe des Tribunaux de premiere Instance.
Provide copy of birth certificate, original and a copy of identity card or National Identification Card and one passport sized photograph.
Apply Non-residents
At the local Greffe des Tribunaux de Premiere Instance of former residence in Haiti.
Fee payable.

HONDURAS
Residents – ‘Certificate of Good Conduct’ (Certificado de Buena Conducta).
Apply in person to the National Bureau of Investigations (Direccion Nacional de Investigaciones).
At Tegucigalpa
Provide passport residence book (carnet de residencia), certificates from Honduran ‘Ministerio de Gobernacion y Inmigracion’.
Non-citizen married to a Honduran marriage certificate, birth certificates of Honduran children, letters of employment/study, one . photo 7.5 x 9 cm, fingerprints taken.
Fee payable.
HUNGARY

Relevant document
‘Police Penal Certificate’
(Hatósági Erkölcsi Bizonyítvány)

Apply Residents in person, by post or email

In person
At Kozigazgatasi es Elektronikus
Kozszolgaltatások Kozponti Hivatala - KEKKH
(Central Office for Administrative and
Electronic Public Service):
KEKKH Client service office
Vaskapu u. 30/a,
1097 Budapest
Phone +36 1 273 4800 (if calling from outside
Hungary: +36 1 452 3622)
Fax +36 1 455 6875,
email nyilvantarto.hivatal@mail.ahiv.hu
Website www.nyilvantarto.hu

By mail
To Kozigazgatasi es Elektronikus
Kozszolgaltatások Kozponti Hivatala
(KEKKH), Pf 172,
1475 Budapest, Hungary

Non-residents
At the nearest Hungarian foreign
mission/embassy

Provide Application form, ID number, full names
(current and previous), date and place of birth,
mother’s maiden name, permanent address.

Form available at any post office or electronically at
above website.

Fee payable 3100 HUF, for urgent processing
4400HUF

Processing time approximately five working days
from receipt of application.

ICELAND

Relevant document
‘Crime Certificate’ (Sakavottord)

Apply Residents and non-residents in person
at the nearest office of
The District Commissioner of Kópavogur,
Iceland (Sýslumaðurinn í Kópavogi).

Provide ID card or passport.
Form available at any police station.

Note anyone can apply on behalf of the applicant–
they would need to present a letter of authorisation
and their ID, as well as a copy of the applicant’s ID.

Non-residents can also send a written request for a
Crime Certificate by email or post to:
Prosecutor General
(Sakaskra Rikisins)
At Hverfisgata 6, IS – 150 Reykjavik, Iceland
Email rsak@tdm.is
Phone +354 530 1600
Email kopavogur@syslumenn.is.
Phone +354 560 3000 (8.30-11.00 Mo-Fri)
Processing time ‘while you wait’ if applying in person,
otherwise approximately five working days (take into
account additional time needed by postal service).
Fee (currently) – ISK 2.000.

INDIA

Relevant document
‘Police Clearance Certificate’

Apply Citizens Regional Passport Office in person.
Resident non-citizens in person at the Ministry of
Home Affairs of their stat.e
Non-residents (citizens) nearest Indian High
Commission or Consulate or Embassy in country of
residence.

Non-residents (other national) in writing with
relevant information concerning the stay period
(address/time spent) along with personal particulars
and reason for requiring the Police Clearance
Certificate to: Foreigners Division, Ministry of Home
Affairs, Jaisalmer House, Mansingh Road, New Delhi.

Non-residents can also obtain a Police Clearance
Certificate from Senior Superintendent of Police (SSP)
if there is no FRRO office in their location
At Foreigners Division
Ministry of Home Affairs
Jaisalmer House
26 Mansingh Road (opposite Taj Mansingh
Hotel) New Delhi – 110 001

Phone 91-011-23389517 / 23385741

At Foreigner Regional Registration Office
East Block VIII
Level II
R.K. Puram, Sector-1
New Delhi – 110 022

Phone 91-011-26711443

Form depends on the office conducting the
check/producing the certificate.
**INDONESIA**

**Relevant document**
‘Good Conduct Certificate’
Surat Keterangan Catatan Kepolisian (SKCK)

**Citizen residents** (and citizen non residents if they maintain their Kartu Tanda Penduduk, citizen non-residents without KTP follow procedures for non-citizens).

**Apply** Local District OR Police Headquarters (Mabes POLRI)

**Non-citizens** Badan Intelijen Keamanan
Mabes Polri
Building D, Room 1013
At Jin Trunojoyo No 3
Kebayoran BaruJakarta Selatan
12110

**Phone** 021 7218270 or 7398181

**Provide** Citizen residents (and citizen non residents if they maintain their Kartu Tanda Penduduk), a recommendation letter from the sub-district police officer, resident identification card (KTP), birth certificate, family card, photocopy of passport (including bio-data), two colour photos 4cm x 6cm and for persons still studying, a permission letter from their parents.

**Non-citizens resident** in Indonesia four months or longer – letter of application, photocopy of passport (including biodata page and page(s) containing the Indonesian visa and arrival/departure stamps), photocopy of Indonesian residence permit – Karta Izin Tinggal Terbatas (KITAS), photocopy of Indonesian police registration certificate – Surat Keterangan Lapor Diri (SKLD), reference letter from company where person worked (optional) and two colour photos (4 cm X 6 cm).

**Fee** payable.

**Non-residents** to Iranian Embassy in country of residence (Embassy will forward request to Iranian MFA for PR&AD), or to Interpol in country of residence (that agency will forward request to Interpol Tehran).

**Provide** two photographs and ID card issued by the General Department of Civil Status and Census registration. Personal details and fingerprints for Interpol.

**IRELAND**

**Relevant document**
‘Police Certificate of Character’

**Apply** Residents in person
At local Garda station at place of residence.

Garda Headquarters can provide contact details for local Garda stations.

**Apply** Non-residents by mail.
At Write to Superintendent in charge of district covering the area of the applicant’s principal place of former residence in Ireland.

**Website** [www.garda.ie](http://www.garda.ie)

**ISRAEL**


**Apply** Residents any police station.

**Non-residents** nearest Israeli diplomatic/consular mission, in person.

**Provide** Citizens provide identity card or passport
**Form** an application form must be completed by the applicant at the police station/Israeli diplomatic/consular mission.

**Note** Police Certificates will be provided directly to the Australian Embassy in Tel Aviv for forwarding to the relevant departmental processing office in Australia. Police certificates received at the Australian Embassy in Tel Aviv will be forwarded to the relevant processing office in Australia on request from the processing office in Australia. Police certificates will not be provided directly to applicants.

**PALESTINIANS RESIDENT IN SELF GOVERNMENT RULE AREAS**

**Relevant document**
‘Police certificate’

**Apply** Director of Police
Gaza (for Gaza Strip)
Jericho (for West Bank)

At Central Police Stations in major cities.
Provide Residents ID or passport and two passport size photos.

Non-residents (via relatives/friends/contacts) two photos, copy of travel documents, list of work/home addresses and Power of Attorney giving the relatives/friends/contacts authority to apply for the certificate.

Non-resident non-citizens (via friends/contacts two passport size photos certified, copy of travel documents, list of work/home addresses and Power of Attorney giving the relatives/friends/authority to apply for the certificate.

Fee payable.

Form letter of application.

ITALY

Relevant document

(1) ‘General Penal Certificate’ (Certificato Generale del Casellario Giudiziale)
(2) ‘Solicitor General’s Certificate of Pending Charges’ (Certificato dei Carichi Pendenti della Procura)

Apply (1) Criminal records office (Procura della Repubblica of the place of residence or in the Rome Central Office of the Casellario giudiziale - English language information service is available in Rome only)
(2) Solicitor General’s office (Procura della Repubblica in the place of residence in the last five years). Both certificates can be obtained in person, or through an authorised friend, relative or services agency in Italy, or through the nearest Italian diplomatic/consular authority.

At place of residence for (2) and place of residence or Central Rome office for both (1) and (2). For all information visit the official Ministry of Justice’s Website www.giustizia.it

Provide identity documents and a statement authorising any third party to apply for the certificate.

Fee payable with ‘marca da bollo’ (ad hoc stamps)

Note local information may differ, please visit the official website to verify and determine application checklists for all local offices in Italy.

IVORY COAST (COTE D'IVOIRE)

Apply Residents at their local police station

Non-residents in a country in which there is a Cote d'Ivoire embassy or consulate can approach the embassy or consulate who will issue them a police certificate.

Note The embassy or consulate can only issue the certificate if the applicant is resident in that country
Non-residents in a county with no Cote d'Ivoire embassy or consulate will be unable to obtain a police certificate.

JAMAICA

Apply Residents in person

At Ministry of National Security
Mutual Life Building – North Tower
2 Oxford Road
Kingston 5 JAMAICA

Applicants will be issued a receipt, which they must then bring to:
The Criminal Records Office
Police Certificate Section
34 Duke Street
Kingston JAMAICA

Note: Applicants may be required to submit fingerprints. If so, follow these instructions
1. Go to the police station closest to where they currently reside.
2. Bring a valid passport.
3. Request that fingerprints be taken on the prescribed Jamaican Police form.
4. Advise the police officer that the fingerprints are required for immigration purposes.
5. The police officer will affix the Police Station’s stamp and seal to the form on which the fingerprints are taken and return it to the applicant.

Non-residents by mail, in person (including a representative acting on behalf of the applicant).

At Jamaica Constabulary Force
Criminal Investigations Branch
Criminal Records Office
34 Duke Street
Kingston JAMAICA

Phone 876 922 3221 or 876 922 0125

Provide full name and alias(es), date of birth, valid passport, three identical passport-sized photographs (notarised), address(es) where
the applicant has resided in Jamaican and name and address of Australian office or post to which the certificate should be sent.

**Note** Certificates may need to be released directly to the Australian office or post.

**Fee** payable.

**JAPAN**

**Relevant document**

‘Police Clearance Certificate’ (Tokou Shoumei)

**Apply** Residents Tokyo Public Safety Division, Metropolitan Police Department

At 2-1-1, Kasumigaseki Chiyoda-Ku Tokyo

**Other cities**

At each prefectoral Police Office.

**Non-residents** in person at Japanese Embassy or Consulate.

**Provide** Family register (Japanese citizens) or passport and alien registration card (for non Japanese citizens), residential certificate, official seal, letter from the visa processing office, fingerprints (taken where the applicant applies for the Police Clearance Certificate). Applicants should lodge their visa application first, then obtain a letter of authority from DIAC in order to apply for the certificate.

**Applicants residing in Australia** who want a police clearance from Japan need to lodge their application then obtain a letter of authority from DIAC for the clearance. The letter can then be used to obtain the police clearance.

**Fee** payable at some prefectures in Japan.

**Form** obtained when applying.

Website [www.keishicho.metro.tokyo.jp](http://www.keishicho.metro.tokyo.jp)

**JORDAN**

**Relevant document**

‘Penal Clearance/Non-Conviction Certificate’

**Apply** In Jordan in person (applicant should apply in person to get the Non-Conviction Certificate from Ministry of Justice. No one can apply on behalf of the applicant).

**Provide** full name, date of birth, place of birth, parents’ names, fingerprints.

**Citizens** identity documents (ID, passport).

**Non-Citizens** identity documents (ID, passport) and Resident Permit.

**Fee** payable.

**Form** obtained on application.

**KAZAKHSTAN**

**Apply** Residents to Centre of Legal Statistic and Information General Public Prosecutor’s office.

At any regional city.

**Non-residents** to (nearest) Consulate of Kazakhstan.

The applicant must provide evidence that they have lived in Kazakhstan and a full explanation of reasons for living in Kazakhstan. The applicant must also provide address of registration, names of organisations where they have worked or studied and their maiden name (if changed).

**Fee** payable.

**KENYA**

**Relevant document**

‘Kenya Certificate of Good Conduct’

**Apply** Director of Criminal Investigations Department

At PO Box 30036 Nairobi Kenya

**Provide** Non-residents full set of fingerprints taken at any police station in the current country of residence. Kenyan citizens must provide their National ID card and non-citizens must provide evidence of their legal residence in the country and their passport.

Applicants who resided in Kenya as a refugee can only obtain the document upon presentation of their UNHCR Mandate letter.

**Fee** payable 1000 Kenyan Shillings.

For mail applications please provide an international money order for 1000Ksh or equivalent made payable to the Director of Criminal Investigation Department.

**KIRIBATI**

**Relevant document**

‘Police Clearance Certificate(CB Form 16)’

**Apply** using form 80.

At the DIAC office/post processing the application.

**Form** form 80 from a DIAC office or on the website [www.immi.gov.au](http://www.immi.gov.au)

**KOREA, REPUBLIC OF (SOUTH KOREA)**
Residents
- Criminal History and Investigation History Information Record (CHIHIR).

Non-residents – Criminal Records Certificate (CRC).

Apply Residents (both Korean citizens and non-citizens) apply for Criminal History and Investigation History Information Record (CHIHIR).

At The nearest police station

Non-residents (both Korean citizens and non-citizens) apply for Criminal History and Investigation History Information Record (CHIHIR).

At the nearest Korean Embassy or consulate.

Provide Passport and one passport size photograph. registration card (residents); copy of passport (non-residents).

Note When the CHIR is submitted to DIAC it should be accompanied by an official English translation.

KOSOVO
Relevant document
‘Police Certificate’

Apply Residents In person at local police station.

Form available at any police station in Kosovo.

Provide application form and ID.

Fee payable.

KUWAIT
Relevant document
‘Criminal Status Certificate’

Apply Residents in person to Ministry of Interior At Department of Criminal Evidence Kuwait.

Non-residents to nearest Kuwait Embassy. A further option is to provide power of attorney to a relative or former employer’s Public Relations Officer to lodge an application on the applicant’s behalf with the Kuwaiti Ministry of Interior, General Department of Criminal Evidence in Kuwait.

Provide Residents letter from DIAC that the applicant requires the penal clearance for immigration purposes, or provide a copy of the application form, original passport or civil identity card and one copy, two passport sized photos. Fingerprints to be taken by the police at the time of application.

Non-residents documentation required must be confirmed with local authorities.

Processing time approximately two weeks or more.

Penal clearance is valid for three months from date of issue.

KYRGYZSTAN
Relevant document
‘Police certificate’

Apply Residents in person or by mail to

Information Centre
Ministry of Interior

At Frunze Street 469
Bishkek 720011

Phone (+996312) 667054, 662450, 662331

Non-residents as above or to nearest Kyrgyzstan Consulate (Consulate nearest Australia is Kuala Lumpur Malaysia).

Phone (00603) 21632012
Fax (00603) 21632024

Provide written request with full name, nationality, passport No, period of stay, purpose and address in Kyrgyzstan, as well as passport or copy.

Fee payable.

LAOS
Relevant document
‘Penal Certificate’

Apply in person or by family/friends

Form Collect from the People’s Supreme Court: KM3 Tha deua Road, Sisattanak District, Vientiane

At Applicants to take the completed form to their Village Office with two passport sized photographs.

Citizens take the Lao Family Book and ask the village chief to sign and stamp the form. Lodge the completed form at the People’s Supreme Court.

Non-citizens the Village Office needs to be aware of the applicant’s residence. If the applicant has not already informed the village chief, they may be required to have their address certified. Without the Village Office being aware of the applicant’s presence (current or past) in their village, the penal certificate cannot be issued. The applicant needs to take their Lao ID card and passport and ask the village chief to sign and stamp the form. Lodge the completed form at the People’s Supreme Court.

Fee Payable.

Note The penal certificate is usually issued within a week.

LATVIA
Relevant document
‘Criminal History Check’

Apply Resident citizens in person, by post or fax.
In person to Ministry of Interior Information Centre
Bruninieku Street 72b
LV 1009 Riga

**Opening hours**
Monday, Wednesday, Friday 09.00 - 11.00 and 13:00 to 16:00; Tuesday and Thursday 10:00 to 13:00 and 14:00 – 18:00.

**Phone** +371 67208219, +371 67208218
**Fax** +371 67208219

**Provide** ‘request form’ and original passport as proof of identity when submitting in person and receiving the certificate.

**Form ‘request form’** available on-line:

**Fee** payable; details on
Website: [http://www.ic.iem.gov.lv/?q=en/node/426](http://www.ic.iem.gov.lv/?q=en/node/426) and click on ‘pricelist.

**Apply** Non-residents as above or at the nearest Latvian Embassy/Consulate.
Website: [www.ic.iem.gov.lv](http://www.ic.iem.gov.lv)

**Note** Applications may be lodged in person, by an individual on the applicant’s behalf or by fax, however the Certificate can only be received in person upon production of a notary’s letter of attorney. The certificate can be requested in Latvian, Russian and English.

**Processing time** approximately five working days, urgent requests may be processed in a day.

**Note** Foreign citizens can receive the certificate on (non)convictions in any diplomatic representation of the Republic of Latvia. Additional information on diplomatic representations can be found in the web page of the Ministry of Foreign Affairs of the Republic of Latvia.


**LEBANON**

**Relevant document**
‘Non-Conviction Certificate’

**Apply** Residents in person
At Beirut Fum El Chehbak Police Station (Beirut)
Tripoli El Tal Police Station (North Lebanon)
Zahle Zahle Police Station, Serail (Bekaa)
Nabatieh Nabatieh Police Station, Serail (South Lebanon)
Saida Sahet Saida Police Station, Serail (South Lebanon)

Or in person at any Liban Post office in Lebanon

**Fee** there is a charge levied. In addition to standard charge Liban Post impose an additional service fee.

**Apply** Non-residents to nearest Embassy of Lebanon/Consulate General.

**Provide** residents and non-residents are required to provide their ID or their passport.

**Processing time** Residents on the spot, Non-residents approximately 15 days.

**LESOTHO**

**Apply** Commissioner of Police
(Attention: Criminal Records Bureau)
Police Headquarters
At Maseru

**Provide** personal details of residence and employment in Lesotho, and photographs. Fingerprint may subsequently be requested.

**Fee** payable.

**LIBERIA**

Non-residents can seek assistance from their local Liberian Embassy or Consulate in obtaining a police certificate.

**Provide** Certified copy of passport bio-data page, certified copy of evidence of legal residence in Liberia, fingerprints taken at a local police station in the current country of residence (this will need to include information relating to the applicant’s personal details as well as a passport sized photograph) and required fee (payable at the Liberian Embassy/Consulate). The Liberian Embassy or Consulate will then forward the request to the relevant government authority in Liberia.

**LIBYA**

**Relevant document**
‘Anthropometrical Record’

**Residents**
**Apply** in person to Police Station
At Citizens area of residence
Non-citizens Police headquarters, Tripoli

Provide completed application form and birth certificate or passport, two Dinars and military status certificate if applicable.

**Non residents** – applicants must submit the passport they used to enter Libya (regardless of its age), plus a copy of their fingerprints and three passport sized photos to the Libyan embassy in their country of residence.

**Processing time** approximately one week.
**LIECHTENSTEIN**

**Relevant document**
Criminal Record Excerpt (Gesuch um Strafregisterauszug)

**Apply** in person (no appointment necessary) or by post.

**At** Fürstlich Liechtensteinisches Landgericht
Spaniergasse 1
LIE - 9490 Vaduz
Liechtenstein

**Phone** 00423 236 69 19
**Fax** 00 423 236 65 39
**Website** www.gerichte.li

**Opening hours:** Monday to Friday 9-12 and 14-16; on Wednesdays 14 -18 hrs.

**Provide:** Photo ID if applying in person; If applying in writing: written request for Criminal Record Excerpt (note: the signature on the written request MUST be officially certified) and a copy of passport/ID card.

**Fee** payable (currently CHF 9).

**Note** The Criminal Records Excerpt is produced in German and handed directly to the applicant regardless of whether or not it contains any conviction information.

**Processing time** 'while you wait' if applying in person, otherwise up to one week (take into account additional time needed by postal service).

**Website:** [www.gerichte.li](http://www.gerichte.li)

**LITHUANIA**

**Relevant document**
Resident citizens – Criminal Record Check

**Apply** resident citizens in person, by post or on-line

**to** Lietuvos Respublikos vidaus reikalų ministerijos priimamaji Vilniuje Sventaragio g. 2; (Ministry of Interior).

**By mail** Informatikos ir Rysiu Departamentas prie Lietuvos Respublikos vidaus reikalų ministrijos Sventaragio g. 2 Vilnius, LT- 01510

(Information Technology and Communications Department under the Ministry of the Interior of the Republic of Lithuania) Sventaragio Str.2; LT-01510 Vilnius

**Website**
https://www.ird.lt/etpus
http://www.evaldzia.lt
http://www.epaslaugos.lt

**Non-residents** at the nearest Lithuanian Embassy/Consulate

**Provide** application form, proof of identity

**Form available on-line**

**Fee:** 15,00 Lt for processing within 10 working days; 22,50 Lt for processing within one working day

**Phone** (8 5) 271 8655, (8 5) 271 7257
**Fax** (8 5) 2718302
Laima Gatelyte, tel. (8 5) 271 7256 - laima.gatelyte@vrm.lt
Rita Vilmiene tel. (8 5) 2717256 rita.vilemiene@vrm.lt

**Processing time** approximately 1-10 working days.

**LUXEMBOURG**

**Relevant document**
‘Penal Certificate’ (Bulletin No. 3 [Extrait du Casier Judiciaire])

**Apply** in person or by mail.

**To** Cité Judiciaire
Batiment BC
L-2080 Luxembourg

**Phone** 0035 475981 346
**Email** info@mj.public.lu

**Provide** Copy of ID, proof of nationality. Foreigners – ID card and passport.

**Fee** Nil.

**Website**
http://www.mj.public.lu/services_citoyens/casier_judiciaire/index.html

**MACEDONIA, FORMER YUGOSLAV REPUBLIC OF**

**Relevant document**
‘Certificate’ (Uverenie)

**Apply** Residents of Prilep in person to the Municipal Court

**At** place of residence

**Apply** All other residents at applicant’s local Police Station

**Non-residents** Macedonian diplomatic missions or family may apply on the applicant’s behalf.

**Provide** ID card or passport.

**Fee** payable.

**Form** obtained on application.

Time to obtain a penal clearance is approximately one week. The penal clearance is valid for six months.

**MADAGASCAR**

**Relevant document**
‘Police Certificate’

**Apply** Residents in person.

**At** Judicial court in their area.

**Provide** Valid passport.
Non-residents Police Certificate issued to non-residents who stayed in the country for 10 years and more.

Provide Valid passport and residence permit Form obtained on application.
Fee payable.

MALAWI
Residents and Non-residents
Apply In person
At National Police Headquarters
Lilongwe MALAWI
Attention Superintendent Chiumbudzo
National Police Headquarters
Private Bag 305
Capital City
Lilongwe 3
MALAWI
Phone 265 179 6333
Fax 265 179 797979
Provide certified copy of passport, set of fingerprints taken and certified at local police station and covering letter requesting police clearance certificate.
Fee US$20.00.

MALAYSIA
Relevant document
‘Certificate of Good Conduct’
Apply Residents Consular Division,
Ministry of Foreign Affairs,
Malaysia
At Wisma Putra
No 1, Jalan Wisma Putra
Precinct 2
62602 Putrajaya
Malaysia
Phone (603) 88874000
Provide two copies of Certificate of Good Conduct form; two passport sized photos; two photocopies of Identification Card; two photocopies of passport (non-citizens must photocopy all pages); a stamped, self-addressed envelope; an introduction letter from employer (non-citizens only) and a signed statutory declaration attested by a Commissioner for Oaths (for Malaysians).

Apply Non-residents apply at the Malaysian Embassy or High Commission in their country of residence.

Provide two copies of Certificate of Good Conduct form; two passport size photos; two photocopies of Identification Card; two photocopies of passport (non-citizens must photocopy all pages); a stamped, self-addressed envelope; an introduction letter from employer (non-citizens only) and a signed statutory declaration attested by a Commissioner for Oaths (for Malaysians).


MALDIVES
Relevant document
‘Police Clearance Certificate’
Apply Bureau of Criminal Records
Maldives Police Service
At Shaheed Hussain Adam Building
Boduthakuraufanu Magu
Male, Republic of Maldives
Or submitted to records@police.gov.mv

Provide Residents to provide an authenticated copy of passport, recent passport sized photograph (applicants are requested to submit a photo with a white background), an authenticated copy of national identity card and a letter from the Department of Registration or Driving License.

Non-residents (work permit holders and dependants) to provide an authenticated copy of passport and work permit card (if a dependant, a copy of dependant’s card is required along with the original visa holder’s passport copy), recent passport sized photograph (applicants are requested to submit a photo with a white background), a letter from their employer on original letterhead and original stamp stating the employment period in Maldives.

Phone + 960 3322112 (Ext. 3733)

Note If applicants require Police Certificate to be posted directly to them, they are requested to submit a stamped self-addressed envelope with the application. If the certificate is to be collected by a person on behalf of the applicant, the name of the person should be mentioned in the fourth section of the application form. Incomplete applications may delay the processing of Police Certificates.

MALI
Non-residents can apply to through a close family member still resident in Mali:
To M Baba TRAORA
Greffier en chef a la cour d’appel de Bamako
Or are advised to contact their nearest embassy or consulate as they cannot obtain a police certificate directly from Mali.

Citizens can obtain a Casier Judiciaire from the court of the city where the applicant was born.

MALTA

Relevant document
‘Conduct Certificate/Certifikat Ta’Kondotta (Form A)

Apply Residents in person
At Police General Headquarters,
Floriana CMR 02
Malta

Phone +356 2294 2667 or +356 2294 2668
Fax +356 2124 2223
Email cmru.police@gov.mt

Apply Non-residents by mail or email
To C.M.R.U – Malta Police Force
Police General Headquarters,
Floriana CMR 02
Malta

Email Joseph.C.Debono@gov.mt

Provide the applicant will need to provide a written request including personal details and mother’s and father’s full name; valid passport or, if the certificate is required for Malta or any European country, provide ID card ONLY.

If applying from outside Malta provide a copy of valid passport biodata page, and evidence of fee payment (see below).

Note A certificate may be collected by anyone on behalf of an applicant who lives outside Malta. The applicant should give a letter of authorisation and a copy of their passport to that person, who will also need to provide their ID.

Fee EURO2.33 either as cash, money order or cheque made payable to the Commissioner of Police. Processing time ‘while you wait’ if applying in person, otherwise approximately one week (take into account additional time needed by postal service)

MAURITIUS

Relevant document
Residents – ‘Certificate of Morality’ (Certificat de Moralité)

Apply in person at Police Headquarters of the districts (regions) listed below. No applications will be accepted at the Office of the Director of Public Prosecutions (DPP) as from 22 March 2010.

At
1/ Port Louis (South) Line Barracks
2/ Port Louis (North) Abercrombie
3/ Piton District Headquarters
4/ Rose Hill District Head Quarters
5/ Curepipe District Headquarters
6/ Rose Belle District Headquarters
7/ Flacq District Headquarters
8/ Rodrigues (Port Mathurian) District

Headquarters Monday to Friday 9.00am – 4.00pm and Saturday 9.00am – Noon.

Provide civil status certificates and identity cards (the original and two copies of each) as well any document confirming the applicant’s address.

non-resident - birth certificate, ID Card, marriage certificate and fingerprints.

Fee payable.

MAYOTTE

Non-French citizens and French citizens born outside Mayotte
Relevant document
‘Extract from Police Records’ (Extrait du Casier Judiciaire)
Apply by mail to
Casier Judiciare National
At 107 rue du Landreau
44079 Nantes Cedex 01
France
Provide identification.
Forms ‘Request for a bulletin No 3’ (Demande de B3)
French citizens born on Mayotte
Apply in person or by mail to
Tribunal de Premiere Instance de Mamoudzou,
At B.P. 106
97600 Mayotte
Provide identification.
Form ‘Request for a Bulletin no 3’ (Demande de B3)

MEXICO
Relevant document
‘Certificate of Non-Criminal Record (Certificado de No Antecedentes Penales)
Apply Mexican citizens resident in Mexico and Non-Mexican citizens in person or by power of attorney.
At Secretaría de Seguridad Pública
Dirección General de Prevención y Readaptación Social
Atención Oficialia de Partes
Coordinación de Archivo Nacional de Sentenciados
Londres No. 102 Col. Juárez
Delegación Cuauhtémoc
Cp 06600 México D.F.
Working hours 10:00 to 15:00 Monday to Friday.
Mexican citizens outside Mexico to:
Secretaría de Seguridad Pública Dirección General de Prevención y Readaptación Social
Atención Oficialia de Partes Coordination de Archivo Nacional de Sentenciados
Londres No. 102 Col. Juárez
Delegación Cuauhtémoc
Cp 06600 México D.F.
Working hours 10:00am - 3.00 pm Monday to Friday
Provide letter signed by the applicant, specifying and detailing where they have been living after they turned 18. Copy of birth certificate and any of the following documents: voter card – IFE, passport, military discharge papers. Copy of any proof of address, for example: telephone or electricity bill.
Who can request and collect the Police check?
The applicant or, if not in Mexico City any family member or friend can request the Police check with the written authorisation (original) of the applicant. This authorisation does not have to be notarised.
Provide full personal details, official ID (passport, Birth certificate, Mexican voter’s card, Mexican Military Service Certificate), three full front view and three full right profile pictures, a full set of fingerprints, obtained at the local police station.
Note The certificate will be issued in Spanish only.
Fee payable.

MICRONESIA, FEDERATED STATES
Relevant document
‘Police Clearance’
Apply in person or by mail to
Chief of Police
At Pohnpei State
Kolonia
Provide full name, date of birth, present and previous addresses, social security number.
Non-citizens passport and entry permit number
Fee payable.
Form obtained from checking officer at Police Station.

MOLDOVA
Relevant document
‘Police certificate’
Apply Residents, non-residents in person or by mail (resident relatives of non-residents can apply on their behalf) to Administration of Information
Ministry of Interior
At Shtefan Chel Mare Ave 75
Chisinau 2012
Phone (103732) 255517, 255852
Fax (103732) 226639
Provide passport or certified copy, proxy for a relative, full name, patronymic surname, maiden name, date and place of birth, reason certificate required and language of wording.
Fee payable.

MONACO
Relevant document
‘Extract from Police Records’ (Extrait du Casier Judiciaire)
Apply **Nationals, residents and non-residents**
Applicants should contact the Au Greffe du Palais de Justice prior to lodging a request in person or by mail to Greffe Generale.

**At** Palais de Justice
5, Rue Colonel Bellando de Castro
MC 98000 Monaco

**Phone** (+377) 98 98 88 11
**Fax** +377 98 98 47 10

Provide **Residents** photocopy of ID card.
**Resident non-citizens** photocopy of both sides of residence card.
**Non-residents** written request should indicate dates of residence.

**Fee** Eur 1.36.

Website [www.gouv.mc](http://www.gouv.mc)

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**MONTENEGRO, REPUBLIC OF**

**Relevant document**
‘Certificate’ (Uverenje)

**Apply** **Residents** Ministry of Internal Affairs (police station)
**Non-residents** Montenegro Embassy, in person

**At** place of residence.
**Form** obtained at time of application.
**Fee** payable.

**Processing time** approximately one week. The penal clearance is valid for six months.

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**MOROCCO**

**Relevant document**
‘Police Clearance (Fiches Anthropometriques)

**Apply** **Citizens** at Monsieur le President du Tribunal de Premier Instant at place of birth.
**Non-citizens** apply to Service Centrale, Casier Judicale, Rabat or at the nearest Moroccan Embassy.

**Residents** if born in Morocco, apply in person or through a Power of Attorney at Court at place of birth.
**If born outside Morocco**, apply to Ministry of Justice, Directorate of Criminal Affairs.

**Non residents** apply through Moroccan embassy or consulate (in person or by phone).

**At** Unit 2/11 West Street
North Sydney

**Phone** (02) 9922 4999
**Provide** National ID Card, photocopy of passport, birth certificate and a 10 Dirham stamp.
Non-citizens must provide details of their period of stay, place of work and residence while in Morocco.

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**MYANMAR (BURMA)**
(See BURMA)

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**MOZAMBIQUE**

**Residents and Non-residents**

**Apply** In person

**At** DIAC office Maputo

**Provide** full name (including former name(s) if applicable), date and place of birth, passport number, period of residence in Mozambique, a set of fingerprints and three photographs.

**Fee** payable

**Processing time** 3 - 5 working days

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**NAMIBIA**

**Relevant document**
‘Police Clearance’

**Residents and Non-residents**

**Apply** By mail to Inspector General of Police, or applicant can also submit the request with the documents to the nearest Namibian Embassy

**At** Private Bag 12024
Ausspanplatz
Windhoek 9000 or send the Physical Address
Cnr Jan Jonker & Lazarat Strett
Windhoek 9000

**Phone** 061-220296/7/8

**Provide** certified copy of ID or passport, request letter and applicant must be fingerprinted at nearest police station. Fingerprints must be taken by a police officer.

**Fee** payable.

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**NAURU**

**Relevant document**
National Police certificate

Apply
to Commissioner of Police
At
Data Office
Nauru Police Force
Civic Centre
Aiwo District Republic of Nauru

Provide applicant’s full name (including any previous names they were known by), date of birth, sex, current mailing address and addresses of former places of residence, contact details, copy of passport and/or any document that shows applicant’s date of birth and full name.

Fee AUD20 is payable in cash to the Revenue office at Government offices, Yaren District.

Nepal

Apply Citizens in person or in writing
To Verification Section
Crime Investigation Department
Police Headquarters
Naxal Kathmandu

Resident non-citizens can request their embassy to write
To Interpol Section
Police Headquarters
Naxal

Phone +977-1-4412602 or 4420538 on their behalf

Non-residents by next of kin to the Verification Section, with a copy of passport and page with departure stamp from Nepal or apply to nearest Nepalese overseas mission – the mission forwards correspondence to Police Headquarters, Kathmandu.

Forms from Police Headquarters Department, Naxal

Provide copy of citizenship certificate, passport and three passport size photos

Netherlands

Apply Lieutenant-Governor of the Island of Curacao
At Netherlands Antilles

Provide full name, date and place of birth, nationality, profession, name of last employer in Netherlands Antilles, dates of arrival and departure from Netherlands Antilles.

Fee payable.

Netherlands, the

Relevant document
’Certificate of Good Conduct’
Verklaring Omtrent het Gedrag (VOG)

Apply Residents in person
At The Population Affairs Department (Burgerzaken/Publiekszaken) of the municipality where the applicant is registered.

Non-residents
At Ministerie van Justitie
Dienst Justis
Afdeling COVOG
Postbus 16115
2500 BC Den Haag

Provide application form (downloadable from website) and valid ID document (such as a passport).

Note The application form for the VOG contains a Section (B.2) that needs to be completed by the organisation that is asking the applicant to provide the certificate. (In cases where this is not possible, an official letter or brochure which states the applicant has to apply for a ‘Certificate of Good Conduct’ will do as well). Before submitting the application form to the municipality or COVOG, the applicant should therefore send the form to the nearest Australian Embassy/visa office for completion. Please include a stamped and self-addressed envelope for the return of the application.

Fee currently EUR 30.05 (If applying directly to COVOG, the fee should be paid into account number 19.23.27.984. Account holder Ministerie van Justitie/Dienst Justis/COVOG), in The Hague, stating the name of the applicant. For money transfers from abroad, the IBAN code is NL80 RABO 0192327984 and the BIC (SWIFT) code is RABONL2U, Rabobank International, Utrecht.

Processing time approximately 2-4 weeks.

Website
http://www.rijksoverheid.nl/onderwerpen/verklaring-omtrent-het-gedrag

Contact: COVOG (Central Body Certificate of Good Conduct)
Phone +31 (0)70 - 370 7234
E-mail frontdesk.justis@minjustis.nl

New Caledonia

Non-French citizens and French citizens born outside New Caledonia

Relevant document – ‘Extract from Police records’
Apply by mail to Casier Judiciaire National or through the internet at the website www.cjn.justice.gouv.fr
At 107 rue du Landreau
44079 Nantes Cedex 01 - FRANCE
Provide identification.
Form ‘Request for a bulletin No 3’ (Demande de B3).

French citizens born in New Caledonia
Apply in person or by mail to Tribunal Civil
At B.P. F4
Noumea Cedex
Provide identification.
Form Request for a bulletin No 3 (Demande de B3).

NEW ZEALAND
Apply Privacy Unit
Ministry of Justice
National Office
PO Box 2750
Wellington
Provide applications must be made using form F1 and the request must be for a Full Record of Convictions (the Full Record of Convictions box on form F1 must be ticked).
Forms can be obtained from either:
Website www.Ministry of Justice
The Ministry of Justice at the above address
Phone +64 4 9188800
Fax + 64 4 9188974

NICARAGUA
Relevant document
‘Certificate of Good Conduct’
Apply in person to Central Police Archives Territorial section of local police in area of applicant’s residence
Provide identification and fingerprints.
Fee payable.

NIGERIA
Relevant document
‘Police Character Certificate’
Apply in person or by mail to:
The Public Relations Officer
Zone 7 Police Command Headquarters
Wuse
Abuja, Nigeria.
Provide Residents application and fingerprint form
(including full set of fingerprints) obtainable from local police station, and four passport photographs.
Non-residents a covering letter formally requesting a Nigerian Police Clearance or alternatively a copy of DIAC’s letter addressed to the applicant requesting that a police clearance from Nigeria be provided, four passport size photographs, a copy of passport (bio-page and entry and departure stamps from Nigeria, and Nigerian visas or evidence of lawful stay if not a Nigerian national), and full set of fingerprints taken by the police in country of current residence.
Fee Western Union bank draft for the amount of USD10.00 made payable to Police Command Headquarters.

NORWAY
Relevant document
‘Transcript from Police Records’ (Politiattest)
Apply residents and non-residents in person or by mail to the local police station or complete an electronic request form on the internet at www.politi.no
Provide purpose of applying for the transcript, a copy of birth certificate, personal ID number, date of birth, driver’s licence, bank card, passport or other ID papers.
Fee payable.

OMAN
Relevant document
‘Police Clearance Certificate’
Apply Residents Royal Oman Police at place of Residence.
Non-residents applicants who wish to obtain a police clearance from the Sultanate of Oman should fulfil the following requirements and post to the Consulate-General of the Sultanate of Oman in Melbourne or the nearest Omani Embassy.
Provide Residents a letter from the applicant’s sponsor, two passport size photos, a copy of the applicant’s passport including the pages containing the residence visa, and the application from to be completed. Fingerprints will be taken.
Processing time approximately two weeks or more.

PAKISTAN
Relevant document
‘Police certificate’

(Extrait du Casier Judiciaire)
Apply in person or by mail
Citizens and resident non-citizens
District Superintendent of Police.
Non-citizen non-residents nearest Pakistan mission
At according to place of (former) residence
Provide Citizens ID card
Resident non-citizens residence permit.
Non-resident non-citizens details of addresses and periods of residence.
Form obtained at local police station. If not available, a letter may be accepted.

PANAMA
Residents apply by post
To Policia Tecnica Judicial (PTJ)
Edificio 424, Corregimiento De Ancon
Ciudad De Panama, Republica De Panama.
Apartado Postal 1299, Panama 1,
Republica De Panama
Non-residents who have a relative (up to fourth degree) living in Panama should arrange power of attorney for that person to request and obtain the certificate on their behalf from the address above. A Certificate of Good Conduct cannot be obtained by mail.
Provide full name, nationality, sex, date of birth, reason for requesting certificate and (for non-citizens) date of entry into Panama.
Fee payable.

PAPUA NEW GUINEA
Relevant document
‘Police Character Check Form’ or ‘Overseas Character Check Form’
Apply Residents apply directly to:
Police Headquarters
Konedobu, Port Moresby
Non-Residents apply to:
National Criminal Records Office
Royal Papua New Guinea Constabulary
At PO Box 85 Konedobu NCD
Port Moresby PNG
Fee payable
Form Police Character Check form and Overseas Character Check form available from either Police Headquarters, the National Criminal Records Office or the Australian High Commission, Port Moresby. Instructions are included on the form.

PARAGUAY

Relevant document
‘Certificado de Antecedentes’
Apply Residents in person to the Departamento de Identificaciones
Av. Boggiani y Ri 2, Ytororo,
Villa Aurelia, Asuncion
Provide ID-cedula
Fee payable
Apply Non-residents Complete Form 80 (including ID number) to the DIAC processing office.
Provide must provide completed Form 80 (including ID number) to DIAC processing office.
Form Form 80 available from DIAC or Website: www.immi.gov.au

PERU
Relevant document
‘Certificado de Antecedentes Policiales’
Apply Residents in person providing current documentation – see www.pnp.gob.pe
Non-residents can authorise a friend/relative in Peru to present all the necessary documentation. The friend/relative must coordinate the provision of documentation and forms with the applicant who must have information stamped and legalised by the Peruvian Consulate in their country of residence. If the applicant does not have any relatives or friends in Peru they can request a penal clearance through the Peruvian Consulate in their country of residence.
At Sede Central de la División Central de Identificación Policial de la Dirección de Criminalística PNP Avenida Aramburú 550, Surquillo, Lima
Phone 222 7364 for the Dependencia Policial PNP in provincial areas.
Fee payable.

PHILIPPINES, THE
Relevant document
‘NBI Clearance’
Apply National Bureau of Investigations (NBI).
Residents in person.
Non-residents by mail or through Philippine Consulate. For a complete list of NBI Regional/District/Satellite Offices, visit the website www.nbi.gov.ph
Form available from NBI offices and Philippine Consulates.
Provide **Residents** the completed application form, fingerprints and a photograph must be taken to the nearest office of the NBI. **Non-residents** return completed application and fingerprints to the NBI with the fee plus return postage (stamped self addressed envelope or money). The application should show the certificate is required for entry to Australia.

**Fee** payable.

**At** Main office address:
NBI Building, Taft Avenue, Ermita,
Manila, Philippines 1000

**Phone** Trunkline: 523-8231 to 38
**Fax** 526-1216, 523-7414

**POLAND**

**Relevant document**
‘Zapytanie o Karalnosc – Zapytanie o udzielenie Informacji o Osobie’ (Request for information about a Person).

**Apply** **Residents and non-residents** in person or by mail to Ministry of Justice
**At** ul.Czerniakowska 100, 00-454 Warszawa
Biura Informacyjne Krajowego Rejestru Karnego (KRK) and Punkty Informacyjne Krajowego Rejestru Karnego

**Provide** completed application form only – no further documents required.

**Fee** 50 PLN.

**Form** "Zapytanie o udzielenie Informacji o Osobie" can be obtained directly from the KRK, Polish Ministry of Justice or from the Australian Embassy Warsaw along with a covering letter

**Website** [www.ms.gov.pl](http://www.ms.gov.pl)

**PORTUGAL**

**Relevant document**
Criminal Record Certificate (certificado do registo criminal).

**Apply** **Residents** in person to General Department for Justice Administration (Direcção Geralda Administração da Justiça – DGAJ). Other offices of the DGAJ at Coimbra and Porto, in judicial courts or municipal chambers for those in rural localities.

**Non-residents** by mail to Department for Criminal Identification Services (Direcção Serviços de Identificação Criminal)

**At** Avenida 5 de Outubro, 125
1069-044 Lisboa
Portugal

**Phone** 351 21 790 6200
**Fax** 351 21 790 6460

**Provide** **Residents and Non-residents** Identification card and passport.

**Email** lojadocidadao@lojadocidadao.pt
**Website** [www.lojadocidadao.pt](http://www.lojadocidadao.pt)

**QATAR**

**Relevant document**
Residents – ‘Police Clearance Certificate’

**Apply** in person or by mail to
Ministry of Interior
Public Security General Administration
Criminal Evidence Information Department

**At** PO Box 6797, Doha

**Relevant document**
Non-residents – ‘Certificate of Good Conduct’

**Apply** in person.
**At** any Qatari Embassy.

**Provide** **Residents** four passport size photos, copy of applicant’s current passport, copy of last held resident visa and a copy of a police clearance certificate from home country of nationality.

**Fee** payable.

Processing time approximately 12 weeks or more. Penal clearance is valid for six months from date of issue.

**REUNION**

**Apply** by mail to
Casier Judiciaire National

**At** 107 rue du Landreau
44079 Nantes Cedex 01
France
Provide proof of identity or resident status in country (photocopy of passport or identity card and ‘Carte de Sejour’).

Form ‘Request for a Bulletin no 3’ (Demande de B3).

ROMANIA
Relevant document
‘Certificate of Police Clearance’ (Certificat de Cazier Judiciar)

Apply in person or, if non-resident, through an authorised person to the Ministry of Interior,
At General Inspector of Police
Convictions Register,
at place of birth or residence

Fee payable.

Form obtainable on application.
Processing time approximately 10 – 30 days. If the application is the result of an emergency (which should be clearly stated), approximately three days.
The penal clearance is valid for six months.

RUSSIAN FEDERATION
Relevant document
‘Police certificate’

Apply Residents to main Information Centre for Ministry of Interior
Novocheryomushinskaya Street 67
Moscow
Phone (095) 3323058, 3323029,

Non-residents may approach nearest Russian Mission, or Ministry of Foreign Affairs in their home country, or Overseas Mission in their own country (who will then approach Russian MFA). If in Australia, apply to the Russian Consulate in Sydney, phone 02 93261188, 02 93261866, or Embassy in Canberra 02 62959474). For Georgian nationals in Georgia, apply to the Ministry of Justice In Georgia.

Provide passport, application, non-residents also any evidence of residence in Russian Federation, the applicable visa and reason for stay.

Fee payable.

SAMOA (US)
Apply by mail or fax to
Department of Public Safety
Government of American Samoa
PO Box 1086
Pago Pago
American Samoa  96799  USA

Phone 684 633 1111
Fax 684 633 7296

Provide full Name, passport number, birth certificate, sex and place of birth.

Fee payment should be in US$ in cash or by money order. The certificate will be issued in the form of an abstract from the police record, and will be sent to the applicant.

Website www.American Samoa Government

SAMOA
Apply Police, Prisons and Fire Services.
At Criminal Registration Office
PO Box 53
Apia

Form to be collected from the Australian Embassy Apia.

Provide certified copy of birth certificate and one passport size photograph.

Fee payable.

SAN MARINO
Apply as for ITALY

SAUDI ARABIA
Relevant document
Current Residents – ‘No Previous Conviction Certificate’
Apply in person to Police General Headquarters or Police Quarters in the area of residence in Saudi Arabia.

Provide Iqama (current and previous Saudi resident permits), copy of the applicant’s current passport plus two passport size photos, letter from Australian Embassy Riyadh, fingerprints (can be taken by local police).

Forms instructions on how to seek a supporting letter from the Australian Embassy Riyadh are provided directly to the applicant by their case officer. A fee is payable to the Australian Embassy Riyadh. (Department of Foreign Affairs and Trade)

Fee payable.

Processing time approximately two weeks or more.

Non-resident Saudi citizens

Apply By post
To Royal Embassy of Saudi Arabia
38 Guilfoyle Street
Yarralumla ACT 2600

Website http://www.mofa.gov.sa

Provide fully completed Police Clearance Application Form to the embassy. Original fingerprint from state police in Australia or police in New Zealand or Fiji. The applicant will also need to supply two recent passport size photographs and a copy of their passport which shows photo and residency permit pages during their stay in Saudi Arabia. They will also need a letter of release from their sponsor in Saudi Arabia, and any other document they think has relevance to their request or which may assist in its processing.

Processing time Approximate time for receipt is six months. Penal clearances are posted by the embassy in Canberra immediately upon receipt from authorities in Saudi Arabia.

SENEGAL

Apply Ministry of Justice.
At Dakar.
Fee payable.

SERBIA, REPUBLIC OF

Relevant document Certificate (Uverenje)

Apply Residents Ministry of Internal Affairs (police station).
Non-residents Serbian Embassy, in person
At place of residence
Form obtained at time of application.
Fee payable.

Note Processing time approximately one week. The penal clearance is valid for six months.

SEYCHELLES

Relevant document Police clearance certificate

Apply by mail to Commissioner of Police
At Seychelles Police
Police Headquarters
PO Box 46
Republic of Seychelles

Provide identity card with the application.
Fee payable.

SIERRA LEONE

Apply Residents can obtain a police certificate from the Criminal Investigation Headquarters in Freetown.
Non-residents can either contact relatives or friends in Sierra Leone to assist in obtaining the certificate or approach the nearest Sierra Leone embassy or consulate abroad.

Provide fingerprints including the whole hand taken from a police station in the country of residence, a written request outlining the reason for obtaining the police certificate, certified copy of passport bio-data page, certified copy of passport pages showing legal status and visa in Sierra Leone and required fee.
Fee payable.

SINGAPORE

Relevant document ‘Certificate of Clearance ‘(COC)

Apply CNCC Office
At Criminal Investigations Department
Block D,
#02-01A Police Cantonment Complex
391 New Bridge Road
Singapore 088762

Phone (65) 64358275/7 (direct lines).

Provide two recent passport photos, current and past international passports/travel documents showing immigration endorsements (to allow computation of period stayed in Singapore).
Citizens Singapore NRIC, valid exit permit/exemption certificate issued by CMPB, MINDEF for male Singaporeans liable for National Service. Processing time approximately 2-3 weeks. Forms available from. Residents payment using NETS, Cashcard, Credit Cards - Visa or Mastercard only. Fee payable (see www.spf-cert for details) Non-citizens must apply for a COC from the Singaporean Police Force. When applying the application must be accompanied by the request letter that is provided by DIAC. Fee payable.

SLOVAK REPUBLIC
Relevant Document
Police certificate (Vypis z registra trestov)
Apply Residents Public Prosecutor’s office (Register trestov GP SR).
Non-residents nearest Slovak diplomatic mission in person or by mail.
At Kvetna 13, 814 23 Bratislava
Provide Residents Slovak ID or birth certificate
Non-residents passport or original birth certificate accompanied by a Slovak translation
Fee EUR3 + EUR 1.50
Form available directly at Register trestov GP SR or at local prosecutor’s office in town of residence
Processing time approximately 1-3 days if lodged in Slovak Republic
Website http://www.genpro.gov.sk/ (in Slovak)
Processing time approximately 1 – 3 days if lodged in Slovak Republic

SLOVENIA
Relevant document
‘Certificate of No Convictions’ (Potrdilo o nekaznovanju)
Apply in person, by mail or fax to the Ministry of Justice
At Zupanciceva 3
1000 Ljubljana
Phone (386) 1 3695200
Provide document/certificate of identity and reason for request.
Fee nil.
Processing time approximately three days.
Form available at Ministry of Justice or Website www.mp.gov.si (Slovenian)

SOLOMON ISLANDS
Relevant document
‘Police Clearance Certificate’
Apply Central Police Station
Att: Forensic Officer
At PO Box G3 Honiara
Provide: fingerprints.
Fee payable at the Ministry of Finance and Treasury. Receipt to be handed in at the Central Police Station for processing of Police Clearance Certificate.
Form ‘Police consent form and fingerprint form available from the Police Forensic officer at the Central Police Station.

SOUTH AFRICA
Apply Residents and Non-residents by post, courier service, or by hand to Criminal Records Centre, (Kriminele Rekord Sentrum)
At SAPS CRC (for attn: Sub-Section Police Clearance Certificates)
Sanlam Plaza West Building
271 Schoeman Street
4th Floor Room 421
Pretoria 0002 or to
Private Bag X308
Pretoria 0001
Note applicants in Australia may also seek assistance from South African High Commission.
Provide passport photos, full set of fingerprints, name, surname, date and place of birth, identity number must be recorded on fingerprint form. Fingerprint form cannot be faxed. Applicant must be fingerprinted at nearest police station. Identity document required as proof of identity. Receipt of payment must accompany application. Non residents provide South African residence dates and addresses.
Fee payable.

SPAIN
Relevant document
‘Certificado de Antecedentes Penales’
Residents use form ‘Modelo 790’
Apply in person to the Ministerio de Justicia or Ministerio del Interior, in most provincial capitals in Spain.
Non-residents use form 80.
Apply at the DIAC office/post processing the Application.
Website: www.mju.es or www.mir.es
Provide: National Identity Document (DNI) or passport.
Fee 3.50 Euros
Form form 80 available from DIAC or
Website www.immi.gov.au
Processing time ‘on the spot’ if applying in person in Spain. Via DIAC or Madrid approximately three weeks.

SRI LANKA
Relevant document
Police Clearance Certificate
Apply Residents – in person or by mail
    Police Headquarters, Colombo – 01,
    Sri Lanka
Non-residents – submit form to Sri Lanka embassy/high commission in country of residence.
Form available from Sri Lanka Police.
Website www.police.lk
Fee payable – see Sri Lanka Police website.
Notes Provide Police Clearance Certificate to the departmental office/post processing the application.

ST KITTS AND NEVIS
Apply Residents and non-residents by mail or in person (including a representative acting on behalf of the applicant).
At Criminal Records Office
    Police Headquarters
    Royal St Kitts & Nevis Police Force
    PO Box 189
    Basseterre, ST KITTS
Phone 869 465 2241
Provide Residents and non-residents valid photo identification, any change of name document(s) and address(es) in St Kitts and Nevis.
Non-residents a set of fingerprints taken by a recognised police authority and a certified photograph.
Fee payable.
Notes Certificates may need to be released directly to the Australian office or post.

ST LUCIA
Relevant Document
Certificate of Character
Apply Residents in person
At Criminal Records Office
    Police Headquarters
Phone 758 456 3744
Apply Non residents by mail at the address above.
Provide Residents completed application form to be purchased from address above, two recent passport-sized photos and a valid photo identification such as a National Identification Card, driver’s licence or passport.
Non-residents completed application form, a set of fingerprints taken by a recognised local police authority in current country of residence, residency details, two passport-sized photos and additional funds to cover postal expenses if certificate is to be mailed.
Note Certificates may need to be released directly to the Australian office or post.
Fee payable.

ST VINCENT & THE GRENADINES
Apply Residents in person
At Criminal Records Office
    Police Headquarters
    Kingstown, St Vincent
    Tel: 784 456 1810
Apply non-residents by mail or in person (including a representative acting on behalf of the applicant).
At Immigration Department
    Police Records Department
    Police Headquarters
    Kingstown
    Saint Vincent and the Grenadines
    Phone 784 457 2111
    Fax 784 456 2816
    Email: commpol@vincysurf.com
Provide Residents valid photo identification and two recent passport-sized photographs. Non-residents completed form, two recent passport-sized photographs, full name and date of birth (including any other name(s) the applicant may have been known by), a set of fingerprints taken by a recognised police authority in current country of residence, and certified copies of the first three double pages of the applicant’s passport (if holding a Vincentian passport), or certified copies of entire passport showing dates of residency in St Vincent & the Grenadines (if a foreign national).
Note Certificates may need to be released directly to the Australian office or post.
Fee payable.

SURINAME
Apply District Governor of Paramaribo
At Klaina Combeweg Paramaribo
Provide birth certificate and two photographs.
Fee payable.

SWAZILAND
Apply Commissioner of Police
At PO Box 49 Mbabane
Provide full personal details and a set of fingerprints certified by local police.

SWEDEN
Relevant document
‘Extract from the Criminal Records Registry’ for purposes in another country (utdrag ur, belastningsregistret)
Apply by mail, fax or scanned copy by email
To RIKPOUSSTYRELSEN Utlandsutdrag/Brud 981 81 Kiruna SWEDEN
Website www.polisen.se
Phone +0046 (0)8504 45 103
Fax +0046 (0)8504 45 111
9:00am - 2:30 pm Monday - Friday
Provide: application form RPS442, certified copy of passport or birth certificate showing full name, date and place of birth and personal identification number.
Fee Payable. Instructions in application form.
Form Residents available from website.
Non-Residents available in the following languages: Swedish, English, German and Spanish. (The language must be specified when requesting the form).
Website http://www.polisen.se/en/Service/Registerutdra/
Email brud.rps@polisen.se
Note It is important that the applicant states their Swedish ID number if they have one. If a Swedish ID number is not provided, the extract will be stamped "Identity uncertain, complete Swedish ID number missing".
Processing time approximately two weeks.

SWITZERLAND
Relevant document
‘Extract from Swiss Police Records’ (Gesuch um Auszug aus dem schweizerischen Strafregister/Demande d’extrait du Casier Judiciaire Suisse/Domanda d’estratto del Casellario Giudiziale Svizzero)
Note The extract is available in two forms – on paper, signed by hand and delivered by post, or as a digitally signed electronic document (PFDF), delivered electronically.
Apply Residents and non-residents on line, by mail or email. Three options available:
1/ on paper with handwritten signature by post
2/ with SuisseID electronically, or
3/ with digital signature by email (smartcard for electronic signature required).
Detailed information (also in English) is available on website.
Website www.strafregister.admin.ch
Provide application form, confirmation of identity (such as passport or ID card).
Form download from website.
Fee payable (currently CHF 20).

SYRIA
Relevant document
Residents ‘Extract of Judicial Record’
Apply in person to Ministry of Interior,
At Interior Services Forces Directorate of Criminal Security Department Criminal Records Branch Judicial Records Division
Non-residents – Ministry of Foreign Affairs.
Provide identification – ID card, passport or alien’s card of residence, proof of civil status.
Fee payable.

TAIWAN
Relevant document
Police Criminal Record Certificate
Apply at the Foreign Affairs Division of any city or provincial police headquarters. These include (but are not limited to):
Taipei
96 Yen Ping South Road, Taipei
Phone (02) 23817494
Kaohsiung
260 Chung Cheng 4th Road, Kaohsiung
Provide application form and supporting documentation. Visit the Taipei City Police website (see address below) for current instructions on the supporting documentation required.

Form available from the relevant city or provincial police headquarters, or from the Taipei City Police website.

Fee payable.

Website: [www.Taipei City Police](http://www.Taipei City Police)

Apply Non-residents without a friend/agent in Taiwan to apply on their behalf can apply

By mail to

Foreign Affairs Division
Taipei City Police Department
(Police Criminal Record Certificate)
96 Yanping South Road,
Jhongjheng District, Taipei City 100, Taiwan

To apply by mail, the applicant should provide the following:

1. a written statement explaining purpose of the application. The applicant's signature on the statement must be the same as the signature on their passport
2. a copy of your passport bio-data page
3. the application form (downloaded from the Taipei City Police website listed above)
4. a self-addressed return envelope (pre-paid postage not required), and
5. US$11 in cash.

**TAJIKISTAN**

**Relevant document**

‘Police certificate’ (record of convictions)

**Apply** Residents and non-residents in person or by mail (resident relatives of non-residents can apply on their behalf) to:

Information Administration of
Ministry of Interior
At Rudaki Street 42
Dushanbe

Provide written statement with the reason for request, passport or copy, all personal details, place of residence in Tadjikistan.

**TANZANIA**

**Apply** Chief Forensic Bureau
At Criminal Investigations Department
PO Box 9094
Dar es Salaam
Tanzania

Provide Residents a certified copy of the bio-data page from the applicant’s passport.

Non-residents a certified copy of the bio-data page from the applicant’s passport and certified fingerprints from a local police station in their country of residence.

Processing time residents approximately seven days.

Non-residents approximately one month or longer.

Important Please note police records for Zanzibar are maintained separately for Zanzibar and mainland Tanzania.

For applicants resident in Zanzibar

Apply Officer in charge
At Identification Bureau, Fingerprint Section
Police Force
PO Box 237
Zanzibar, Tanzania

Provide as above.

**THAILAND**

**Apply** Police Clearance Service Centre
At 1st Floor (Building 24)
Royal Thai Police Headquarters
Rama 1
Pathumwan, Bangkok 10330

Provide Resident citizens passport, Thai ID card, household registration, evidence of name change, marriage certificate or divorce certificate (if available), evidence of military service (such as Sor Dor 9, Sor Dor 8 or Sor Dor 48.), and a written request from the embassy of the country the applicant intends to travel to.

In the case of minor, the parents or the guardian must be present to give consent.

In the case of travelling to work, the agreement from the applicant's employer must be provided.

Resident non-citizens passport, and a copy, document(s) certifying that the applicant is working, used to work or residing in Thailand, Thai work permit, if available.

Non-resident citizens copy of passport, copy of Thai ID card and house registration, copy of evidence of name change (if available), copy of marriage or divorce certificate (if available), copy of military service (such as Sor Dor 9, Sor Dor 8 or Sor Dor 48.), two photographs (1 or 2 inch size), two full sets of fingerprints (fingerprints must be taken at local police station or Thai Consulate or Thai Embassy in the
country of residence). All copies required to be certified.
If the applicant requires the certificate to be returned via post, please include a self addressed envelope enclosed with the postage fee (equivalent to five international postage vouchers which can be purchased at a local office).

Non-resident non-citizens
- copy of passport, document(s) certifying that applicant is working, used to work or is residing in Thailand, a copy of Thai work permit (if available), two photographs (1 or 2 inch size), two full sets of fingerprints (fingerprints must be taken at local police station or Thai Consulate or Thai Embassy in country of residence), a self addressed envelope enclosed with the postage fee (equivalent to five international postage vouchers which can be purchased at the local office).

Note
- The Police Clearance Service Centre open:
  Monday to Friday from 08:00–16:30 hours (no lunch break) (closed on public holidays)
  Phone +66 (0)2205-2168-9
  Fax +66 (0)22051295, (0)22052165
  Internet: www.pcscentre.sb.police.go.th
  E-mail: pcsc@police.go.th
  Fee nil.
  Processing time approximately seven working days.

TOGO
- Apply Ministry of Justice
  At Lome
  TOGO

TONGA
- Apply in person or by mail to Officer-In-Charge of Criminal Record (OIC)
  At Central Police Station
  PO Box 8
  Nuku’alofa TONGA
- Provide proof of identity or residence status in the country (certified copy of birth certificate and/or passport).
  Form Residents obtainable from the Australian High Commission, Nuku’alofa.
  Non-residents must write directly to the Officer-In-Charge of Criminal Record to request a certificate.
  Fee payable.

TRINIDAD & TOBAGO
- Relevant document Certificate of Character
- Apply Residents in person
  At the police station in the applicant’s district
- Provide valid Trinidad and Tobago identification card or passport. Foreign nationals can use their valid passports. A set of fingerprints will be taken at the time of the visit to the police station.
- Apply Non-residents by mail or in person (including a representative acting on behalf of the applicant).
  At Office of the Senior Superintendent
  Criminal Investigations Department and
  Criminal Records Office
  Police Headquarters
  Cnr St Vincent and Sackville Streets
  Port of Spain, Trinidad
  Phone 868 627 4140
- Provide a set of fingerprints taken by a recognised police authority in the applicant’s current country of residence, a copy of passport showing the applicant’s photograph, passport number, date of birth and signature and additional funds to cover postal expenses if certificate is to be mailed.
  Fee payable.

TUNISIA
- Relevant document
  Extract from Judicial Certificate (Certificat du Casier Judiciaire)
- Apply Residents in person
  At Direction de la Police Technique et Scientifique at the General Authority of National Security, Ministry of Interior and Local Development
  Non-resident If Tunisian, the applicant may apply through a Tunisian mission in their country of residence (no set time frame), if not Tunisian, it is recommended the applicant returns to Tunisia to apply for the certificate.
  Provide National Identification Card.
  Processing time approximately two weeks if applying in Tunisia, no timeframe available if applying from outside Tunisia.
- TURKEY
  Relevant document
  Resident citizens and resident non-citizens – ‘Criminal Record’ (Sabika Kaydi)
Apply in person to the Public Prosecutor's Office in each city.

Residents of Ankara
At Ankara Cumhuriyet Bas Saviciligi Zemin Kat, Sihhiye – Ankara

Provide identity card (name, surname, mother’s name, father’s name, date and place of birth and registration details).

Fee payable.

Relevant document

Non-residents currently residing in Turkey
Criminal Record in Foreign Languages
Apply In person to the General Directory of Criminal Records and Statistics
At Adli Sicil ve Istatistik Genel Mudurlugu Tuna Caddesi, No 10 Ankara

Provide identity card (name, surname, mother’s name, father’s name, date and place of birth and registration details).

Fee payable.

Relevant document

Non-residents currently residing outside of Turkey
‘Criminal Record’ (Sabika Kaydi)
Apply Turkish Overseas Mission.

Provide identity card (name, surname, mother’s name, father’s name, date and place of birth and registration details).

Fee payable.

Relevant document

TURKMENISTAN
Relevant document
‘Police certificate’
Apply Residents Ministry of Interior or local police departments.
Non-residents through proxy to above or to nearest Turkmenistan Consulate.
At country of residence or Moscow consulate (Consulate nearest Australia is India)

Provide passport or copy, name,(including patronymic name), maiden name, date and place of birth, place of registration.

TURKS & CAICOS ISLAND
Apply Residents
At at the local police station

Non-residents
At Police Headquarters

Church Folly Road
Grand Turk, Turks & Caicos Island BWI
Tel: 649 946 2371
Fax: 649 946 2099

Provide application form, a copy of the biodata page of the applicant’s passport, passport page showing any Turks and Caicos immigration stamps (including entry stamps as evidence the applicant was living the Turks and Caicos) and copy of any immigration status they had at the time of residence (work permit, resident status or citizenship).

Fee payable.

TUVALU
Relevant document
‘Police Clearance Report’
Apply in person or by mail to Office of the Commissioner of Police,
At Funafuti

Provide full name, citizenship, date of birth and address in Tuvalu where the applicant lives or has lived.

Fee payable.

UGANDA
Relevant document
Certificate of Good Conduct
Apply Head of National Bureau of Interpol Uganda Plot 12, Mabua Road Kampala
At PO Box 2973 Kampala, Uganda

Provide if by mail, include two passport size photos, copy of applicant details from passport, fingerprints from police in country of residence, and required fee.

Fee payable.

Note applicants resident in Uganda as refugees are required to present evidence of their refugee registration and legal residence in the country, including how long they have been resident in the country, where they previously resided, copies of police certificates from previous countries of residence and a copy of their refugee identity card. For further information email genpol7@utonline.co.ug

UKRAINE
Apply Residents to local police departments or Administration of Operational Information, Ministry of Interior
At 34T Shevchenko Avenue
Kiev 01030, or Administration Departments in any regional centre

Non-residents to nearest Ukrainian Consulate in country of residence. In Australia, Embassy of Ukraine, Canberra.
Phone 02 6230 5789
Fax 02 6230 7298

UNITED ARAB EMIRATES

Relevant document
‘Criminal Clearance Certificate’ which can be obtained from the Directorate General for Criminal Security, Ministry of Interior, Abu Dhabi only
Dubai residents only – ‘Certificate of Good Conduct’

Apply Residents in person
To
Dubai
Ministry of Interior
Criminal Investigation Affairs
Dubai Police General Headquarters
PO Box 2533
Abu Dhabi

Ministry of Interior
General Police Directorate
Criminal Investigation Section
Sharjah
Sharjah Police
Ministry of Interior

Non-residents at any UAE Embassy

Provide Residents and non-residents 2 passport size photos, passport and a copy of their passport.
The form will need to be completed by the applicant in person. Fingerprints will be taken.

Fee payable.

Note Residents of Abu Dhabi, Ajman, Fujairah Ras Al Khaimah, Sharjah and Umm Al Quwain will need to check requirements with their local police department.

Dubai residents only, with a six month minimum residency can lodge their request
At Good Conduct Certificate Section
Dubai GHQ

Email mail@dubaipolice.ae

This can only be used by current or former residents of Dubai. Please note that this applies to Dubai only and not the entire UAE (Dubai is one of seven separate Emirates that make up the UAE).
Processing time approximately two weeks or longer.
Penal clearance is valid for three months from date of issue.

UNITED KINGDOM

Police certificates are issued by The Association of Chief Police Officers (ACPO) and cover applicants who have lived or currently reside in England, Wales, Scotland, the Channel Islands (Guernsey & Jersey), the Isle of Man and Northern Ireland.

Relevant document
ACPO Police Certificate.

Apply Application forms and guidance on how to apply for the police certificates for residents and non-residents can be located online at www.acpo.police.uk otherwise contact ACPO directly:
Phone 0845 601 3999
Email acro.policecertificates@acro.pnn.police.uk
Forms obtainable online or by contacting ACPO.
Fee payable.

Website www.acpo.police.uk

For residents in the Falkland Islands

Relevant document
‘Royal Falkland Islands Police – Personnel Vetting’

For residents in Gibraltar

Relevant document
‘Royal Gibraltar Police – No Conviction certificate’

Apply Residents in person or by mail to the local police station in the jurisdiction in which the applicant resides, if you have lived in another jurisdiction, you should apply to the local police station at the last place you resided in that jurisdiction.

Non-residents apply by mail to the local police station at the last place in the jurisdiction in which you last resided.

Forms obtainable on application.
Fee payable.

UNITED STATES OF AMERICA

Non-residents

Relevant document
Criminal History Record Check

Apply Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS) Division
SCU Mod D-2
1000 Custer Hollow Road
Clarksburg, West Virginia, 26306

Provide a set of both rolled/inked and plain fingerprint impressions placed on a standard paper fingerprint card, satisfactory proof of identity, consisting of full name, date and place of birth, postal address for return of results.
Non-residents will need to make arrangements for the return postage of results. Fee payable.

Phone 1304 625 5590 – general enquiries.
Form if a blank fingerprint card cannot be obtained from the local police authority, further information and blank FBI fingerprint forms are available at Website www.fbi.gov

Residents
Residents of the USA will need to provide both a Criminal History Record Check (following the procedures above) and also obtain a local police clearance document from each city, state or county of residence in the past 12 months. The type of clearance issued depends on individual state procedures.
Relevant document Clearance Letter/s
Apply in person or by mail to city, county or state police department, depending on the procedure used in that state.

URUGUAY
Relevant document ‘Certificado de Antecedentes Judiciales’, legalised by Ministerio de Relaciones Exteriores, Depto de documentación Consular
Apply Residents in person
To Dirección Nacional de Policia Ténica Guadalupe 1513, esq. Av San Martin, Montevideo or Shopping Tres Cruces, local 31, Montevideo
Provide ID-cedula
Fee payable.
Apply Non-residents Completed Form 80
At (including ID number) to the DIAC office.
Provide applicants must also provide a completed Form 80 (including ID number) to the DIAC office.
Form Form 80 available from the department or Website www.immi.gov.au

UZBEKISTAN
Relevant document ‘Police certificate’ (data of existence or absence of conviction)
Apply Residents in person or by mail to:
At Central Department of Ministry of Interior
Radjabi Street 1 Tashkent 700000

Phone (99871) 2333882
Non-residents by proxy to above, or to nearest Uzbekistan mission (nearest mission to Australia is Embassy in Indonesia, Phone (6221) 5222581/5222635
Fax (62-61) 5222582
Provide written request should be posted at Menara Rajawali, 17th Floor, Mega Kuningan Lot 5.1, Jakarta Selatan 12950, addressed to the Ambassador outlining the purpose of the request, and dates/purpose/place of residence in Uzbekistan.
Forms non-applicable.
Fee payable.

VANUATU
Apply Commissioner of Police
At PO Box 226 Port Vila
Provide full personal details (full names, including any changes of name, date and place of birth), copy of passport biodata page.
Non-residents should include in the letter the full address of the office where the application to enter or stay in Australia was lodged, as police will send details direct to the processing office. Provide a copy of the passport biodata page.
Fee payable.

VATICAN CITY
Apply as for ITALY

VENEZUELA
Relevant document ‘Certificado de Antecedentes Penales’
Apply Residents request penal clearance certificate by writing a letter directed to the Viceministro de Seguridad Juridica del Ministerio del Interior y Justicia indicating the date and reason for the request, attaching a photocopy of their Identity Card. The request can be made by the individual person but must be made in the name of the Australian Embassy due to the fact that these certificates must be issued only to public authorities.
Non-residents must appoint a relative or friend to act on their behalf.
At Viceministro de Seguridad Juridica del Ministerio del Interior y Justicia
Fee payable.
Website www.gobiernoenlinea.ve/misc-view/index.pag
VIETNAM

Relevant document
Judicial Curriculum Vitae

Apply Vietnamese citizens/residents –
in person at the Service of Justice office in the applicant’s local province or the province in which they most recently resided.

Form all applicants must complete a standard application form (Đơn yêu cầu cấp phiếu lịch tư pháp) provided by the Service of Justice free of charge. The application must be completed fully, clearly and accurately. The applicant must submit a copy of their Vietnamese National Identity Card and a copy of their Household Registration Book with their application. If they are not residing in Vietnam, they must also provide a Power of Attorney that is certified by a Vietnamese diplomatic mission in their country of residence.

Non-Vietnamese citizens complete a standard application form (provided by the Service of Justice free of charge). Application must be completed fully, clearly and accurately. The applicant must submit a copy of their passport and a copy of their permanent/temporary Vietnamese Residence Identity Card with their application. If they are not residing in Vietnam, they must provide a Power of Attorney that is certified by the appropriate authorities of their home country and must be verified/stamped by Vietnamese Consular Officials in accordance with the Vietnamese law and regulations.

non-Vietnamese citizens complete a standard application form (provided by the Service of Justice free of charge). Application must be completed fully, clearly and accurately. The applicant must submit a copy of their passport and a copy of their permanent/temporary Vietnamese Residence Identity Card with their application. If they are not residing in Vietnam, they must provide a Power of Attorney that is certified by the appropriate authorities of their home country and must be verified/stamped by Vietnamese Consular Officials in accordance with the Vietnamese law and regulations.

WALLIS & FUTUNA ISLANDS

Non-French citizens and French citizens born outside Wallis and Futuna Islands

Relevant document
‘Extract from Police records’ (Extrait du Casier Judiciaire)

Apply by mail or online
To 20 Casier Judiciaire National
107 rue du Landreau
44079 Nantes Cedex 01 - FRANCE

Website www.cjn.justice.gouv.fr

Provide: proof of identity or resident status in Wallis (photocopy of passport or identity card and ‘Carte de Sejour’). Form – ‘Request for a bulletin No 3’ (Demande de B3).

French citizens born on Wallis and Futuna Islands

Apply in person or by mail
To Greffier en chef de la cour
B.P. 12
Mata Utu
98600 Uve

Provide identification
Form ‘Demande de B3’ (request for a bulletin No 3).

YEMEN

Relevant document
‘Criminal Status Sheet’ or ‘Character Report’

Apply Residents in person
At Ministry of Interior General Directorate of Criminal Investigations Sana’a

Provide a letter from DIAC stating that the penal clearance is required for immigration purposes, two photographs with a white background, a copy of the applicant’s passport and Yemen resident visa.

Fee payable.

Processing time approximately seven days.

Penal clearance is valid for six months from date of issue.
Non-residents no established procedures exist for former residents of Yemen to obtain a penal clearance.

ZAMBIA
Relevant document
‘Police Clearance Certificate’
Apply in person or by mail
To Zambia Police Headquarters
Office of the Inspector-General,
At PO Box 50104
Lusaka
Provide identification.
Non-residents a standard fingerprinting form of an overseas country must be used and signed by the police officer taking fingerprints. An application must accompany the form stating that a ‘Police Clearance Certificate’ is needed.

ZIMBABWE
Apply Residents Criminal Records Office
At CID Headquarters
PO Box CY 683
Causeway Harare
Zimbabwe
Non-residents
At nearest Zimbabwean Embassy or Consulate,
or to PO Box 8125
Causeway Harare
Provide full name, date and place of birth, any previous names, and dates and addresses of residence in Zimbabwe.
Fee payable.