



## Character Requirements Penal Clearance Certificates

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](http://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/](http://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 Edefici Les Columnes  
Andorre La Vieille  
Principaute D'Andorre.

**Provide** copy of identity card, passport or residence card.

**Fee** payable 6.01 Euros (cash).

**Website** [www.justicia.ad](http://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  
Tel: 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.dnrec.jus.gov.ar](http://www.dnrec.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](http://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.

<http://www.afp.gov.au/~media/afp/pdf/n/national-police-check-application-form.ashx>

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**

Bundespolizei-kommissariat or Bezirkshauptmannschaft

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>

Processing time approximately 1 – 14 days.

## AZERBAIJAN

### Relevant document

'Police certificate'

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

At 7 Gusi Gadjeva 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.

Fee Payable (plus mailing costs)

## 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  
Bridgetown Division  
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) .

3. Application form is available at

<http://www.foreign.gov.bb/Userfiles/File/App%20for%20Certificate%20of%20Character.pdf>

Apply **Non-residents** by mail

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).

Application form is available at

<http://www.foreign.gov.bb/Userfiles/File/App%20for%20Certificate%20of%20Character.pdf>

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

Form Application form is available at  
<http://www.bermudapoliceservice.bm/upload/PDFs/Application%20for%20Police%20Criminal%20Record%20Check.pdf>

Fee payable.

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

## BOLIVIA

### Relevant document

## Certificado de Antecedentes

Apply **Residents** in person to Policia Nacional Dirección Nacional de Fiscalización y Recaudaciones  
**Non-residents** must appoint a Notary Public or a friend or relative living in Bolivia with power of attorney to request a penal clearance certificate on their behalf at

Policia Nacional Dirección Nacional de Fiscalización y Recaudaciones.

At the nearest Policia Tecnica Judicial.

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

nearest Botswana High Commission to forwarded to the Botswana Police.

## 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
- Policia 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.

## BRUNEI DARUSSALAM

### Relevant document

'Police Certificate of Good Conduct'

Apply **Residents** in person to:

Director of Criminal Investigation Department  
Commissioner of Police,  
Police Headquarters Gadong,  
Bandar Seri Begawan,  
Negara Brunei Darussalam BE 1710

Phone 673 245 9500 ext 324

Apply **Non-residents** can ask a representative in Brunei Darussalam to obtain a clearance on their behalf. If this is not possible, the applicant should approach the Brunei Darussalam mission in their country of residence to apply.

Website [www.mfa.gov.bn](http://www.mfa.gov.bn)

Provide a letter stating full name, date of birth, address, purpose of application, period of stay in Brunei, details of employment in Brunei (if applicable), and a copy of current passport and a copy of identity card stating the colour (if still available)

Fee payable.

## 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.

Form: available on website Bulgarian Ministry of Justice

<http://www.mjeli.government.bg/Direkcii/apps.aspx?cc=en&id=central>

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**

Commisariat 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

Sothearos Bld

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](http://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](http://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. Fingerprints 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](http://www.info.gov.hk/police) .

Email for further information

[eo-cncc-ib@police.gov.hk](mailto: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](http://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](http://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 Colombian consulate.

Provide a signed application with a photo and fingerprints. Fingerprints 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](http://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](mailto: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 (Opcinski 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](http://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 Ministerio de Justicia

At 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

To Police Headquarters in Nicosia, Cyprus OR at a Republic of Cyprus overseas mission

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](http://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 vypsí 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, Stehlíkova 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

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

Fee payable.

Website : <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](mailto: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](mailto:info@procuraduria.gov.do)

Website: [www.procuraduria.gov.do](http://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-sized 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 18years 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.

Provide: 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.

Website <http://www.politsei.ee/en/kontakt/index.dot>

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](mailto:karistusregister@politsei.ee)

Phone +372 612 3468

E-mail [karistusregister@politsei.ee](mailto: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**

Ethiopian 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.

## FINLAND

### Relevant document

'Extract from Criminal Records' (Rikosrekisteriote)

Apply by mail, fax or email to

Legal Register Centre  
At PO Box 157  
13101 Hameenlinna

Phone +358 (0) 10 36 65 662

Fax +358 (0) 10 36 65 783

e-mail [oikeusrekisterikeskus@om.fi](mailto:oikeusrekisterikeskus@om.fi)

Website [www.oikeus.fi/oikeusrekisterikeskus](http://www.oikeus.fi/oikeusrekisterikeskus) and [http://www.suomi.fi/suomifi/english/eservices\\_and\\_for\\_ms/forms/ork\\_ork02/index.html](http://www.suomi.fi/suomifi/english/eservices_and_for_ms/forms/ork_ork02/index.html)

Provide reason for check, for which country and language of extract, Finnish security code (henkilotunnus), full name (including maiden/previously used names) date and place (city and country) of birth, citizenship, signature and return mailing address.

Applications can be lodged by mail, fax or e-mail.

Forms can be downloaded from website in English.

Fee payable (currently EUR 60.60) Extract costs EUR 10.00.

Processing time approximately 1-2 working days.

## FRANCE

### Relevant document

'Extract from Police records' (Extrait du Casier Judiciaire Bulletin n° 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](http://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>

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 Onstance de Libreville.

**Gabonese residents in the interior parts of the country** can obtain their police certificates from

Tribunal de Premiere Instance in the provincial capital city in their area of residence.

**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/Bürgerbüro) 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](http://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 judiciaire'

Apply **Residents** French citizens born in Guadeloupe 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 Guadeloupe 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](http://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 Supreme 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  
Kozszolgaltatasok 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](mailto:nyilvantarto.hivatal@mail.ahiv.hu)

Website [www.nyilvantarto.hu](http://www.nyilvantarto.hu)

By mail

To Kozigazgatasi es Elektronikus  
Kozszolgaltatasok Kozponti Hivatala  
(KEKKH), Pf 172,  
1475 Budapest, Hungary

By email [www.nyilvantarto.hivatal](http://www.nyilvantarto.hivatal) home page through  
client service portal

### 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 Ríkisins)

At Hverfisgata 6, IS – 150 Reykjavik, Iceland

Email [rsak@tmd.is](mailto:rsak@tmd.is)

Phone +354 530 1600

Email [kopavogur@syslumenn.is](mailto: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 state

**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 Jln Trunojoyo No 3

Kebayoran Baru Jakarta 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 Laporan Diri (SKLD), reference letter from company where person worked (optional) and two colour photos (4 cm X 6 cm).

Fee payable.

Form obtained from the police office.

**Tourists** are not normally registered with police and cannot obtain clearance.

**Refugees** Apply through UNHCR Jakarta.

## IRAN

### Relevant document

'Penal Certificate'

Apply **Residents** in person to nearest "Police+10" station or Criminal records Division of the Public and Revolutionary Prosecutor's Office,

At Dadsary-e Omunmi va Enghelab-e

Tehran/Edarey-e-Kol-e-Sejel-e-Keyfari va

Af-e-Bakhshoudegi

**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.

Fee payable.

## 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

**Relevant document** – 'Certificate Attesting Existence/Non-Existence of a Criminal Record' (Teudat Hameidah Al Rishoum/Header Rishoum Pili).

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](http://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 prefectural 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.

Processing time same day.

**Non-residents** Applicants can obtain a Non-Conviction Certificate from outside Jordan through any Jordanian Embassy abroad by providing the documents described above. This process could take up to 2 months.

## 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 DIACoffice/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)

## Relevant Document

Residents - Criminal History and Investigation History Information Record (CHHIR).

Non-residents – Criminal Records Certificate (CRC).

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

At The nearest police station

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

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:

Website: [www.ic.iem.gov.lv/files/pieprasijums\\_sr.pdf](http://www.ic.iem.gov.lv/files/pieprasijums_sr.pdf)

Fee payable; details on

Website: <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.

Website: [www.mfa.gov.lv/en/ministry/mission](http://www.mfa.gov.lv/en/ministry/mission)

## LEBANON

### Relevant document

'Non-Conviction Certificate'

Apply **Residents** in person

At Beirut Furn El Chebbak 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. Fingerprints 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

#### Residents

'Anthropometrical Record'

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](http://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](mailto:laima.gatelyte@vrm.lt)

Rita Vilmiene tel. (8 5) 2717256 [rita.vilemiene@vrm.lt](mailto: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 Cite Judiciaire

Batiment BC

L-2080 Luxembourg

Phone 0035 475981 346

Email [info@mj.public.lu](mailto: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](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),

**Website**

[www.kln.gov.my/files/sijilkelakuanbaikformalaysians.pdf](http://www.kln.gov.my/files/sijilkelakuanbaikformalaysians.pdf)

## MALDIVES

### Relevant document

'Police Clearance Certificate'

**Apply** Bureau of Criminal Records  
Maldives Police Service

**At** Shaheed Hussain Adam Building  
Boduthakurufaanu Magu  
Male, Republic of Maldives

**Or** submitted to [records@police.gov.mv](mailto: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

Quartier Banankabougou.

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 Judiciare 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](mailto: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](mailto: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)

## MARSHALL ISLANDS

### Relevant document

'Police certificate'

Apply Police Commissioner

At Department of Public Safety  
PO Box 1222  
Majuro  
Marshall Islands MH 96960

Phone (692) 625 4049

Fax (692) 625 5134

## MARTINIQUE

### Relevant document

'Extrait de Casier Judiciare'

Apply **Residents** French citizens born in Martinique may request the certificate

At Tribunal de Grande de Fort de France  
B.P. 633  
97200 Fort de France  
MARTINIQUE

**Non-residents** Non-French citizens and French citizens born outside Guadeloupe should apply by mail requesting a Bulletin no. 3

At Casier Judiciare National  
107 rue de Landreau  
F-44079 Nantes Cedex 1  
France

Website [www.cjn.justice.gouv.fr](http://www.cjn.justice.gouv.fr)

Fee payable.

## MAURITIUS

### Relevant document

**Residents** – 'Certificate of Morality' (Certificat de Moralit'e)

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 Judiciaire 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 Coordinación 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)

**MONTSEERRAT**

Apply **Residents and non-residents**

At Criminal Investigation Department  
Police Headquarters  
PO Box 177  
Plymouth Montserrat

Phone 664 491 2555

Provide all names used (current and previous), passport information, four passport-sized photographs.

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

Fee payable.

**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.

**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.

**MYANMAR (BURMA)**

(See BURMA)

**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

**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

Attention Fingerprints Office

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.

**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 ANTILLES

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@minijus.nl](mailto:frontdesk.justis@minijus.nl)

#### NEW CALEDONIA

**Non-French citizens and French citizens born outside New Caledonia**

**Relevant document** – 'Extract from Police records'

(Extrait du Casier Judiciaire)

Apply by mail to Casier Judiciaire National or through the internet at the website

[www.cjn.justice.gouv.fr](http://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](http://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](http://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 form to be completed. Fingerprints will be taken.  
Processing time approximately two weeks or more.

#### PAKISTAN

##### Relevant document

'Police certificate'

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](http://www.immi.gov.au)

## PERU

**Relevant document**

'Certificado de Antecedentes Policiales'

Apply **Residents** in person providing current documentation – see [www.pnp.gob.pe](http://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](http://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 Geral da 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](mailto:lojadocidadao@lojadocidadao.pt)

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

Fee payable.

## PUERTO RICO

### Relevant Document

Certificado de Antecedentes Penales

Apply **Residents** and **non-residents** to

Ave F.D.Roosevelt 601

Cuartel General

San Juan PR 00936-8166

Requests may be submitted in person, via mail or email.

Phone +1 (787) 793-1234

Fax +1 (787) 781-0080

Form Applications and instructions are available on

Website [www.policia.gobierno.pr](http://www.policia.gobierno.pr)

Fee payable.

## 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.

## RWANDA

### Relevant document

Police Certificate

Apply **Residents** Police Department in local district OR  
Department of Police  
Ministry of Local Government

PO Box 3445

Kigali, Rwanda

**Non-residents** Ministry of Justice letter signed by nearest Rwandese Embassy representative enclosing a power of attorney for a Rwanda citizen to collect. **Non-resident/non-citizen** apply by letter from Ministry of Justice signed in the Rwandese Embassy in residence country.

Phone 250 85406

Provide certificate of identity, two passport photos, identification card, passport.

**Non-residents/non-citizens** should also provide service or residence visa and work permit.

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](http://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**

**At** Serbian Embassy, in person  
**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](http://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](http://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](http://www.mju.es) or [www.mir.es](http://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](http://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](http://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

Bridge Street  
Castries St Lucia

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](mailto: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, belastnings registret)

Apply by mail, fax or scanned copy by email  
To RIKPOUSSTYRELSEN  
Utlandsutdrag/Brud  
981 81 Kiruna  
SWEDEN

Website [www.polisen.se](http://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](mailto: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](http://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

Phone (07) 2120800

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](http://www.pcscentre.sb.police.go.th)

**E-mail:** [pcsc@police.go.th](mailto: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

**Website**

<http://www.ttps.gov.tt/Services/CertificateofCharacter/abid/77/Default.aspx>

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 Savciligi  
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.

#### 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](mailto: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](mailto: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](http://www.acpo.police.uk) otherwise contact ACPO directly:

Phone 0845 601 3999

Email [acro.policecertificates@acro.pnn.police.uk](mailto:acro.policecertificates@acro.pnn.police.uk)

Forms obtainable online or by contacting ACPO.

Fee payable.

Website [www.acpo.police.uk](http://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](http://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 Policía Técnica  
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](http://www.immi.gov.au)

## UZBEKISTAN

### Relevant document

'Police certificate' (data of existence or absence of conviction)

Apply **Residents** in person or by mail to:

Central Department of Ministry of Interior

At 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, 17<sup>th</sup> 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](http://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 lý 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.

## VIRGIN ISLANDS (BRITISH)

Apply **Residents** in person

At Royal Virgin Islands Police Force  
Administration Unit  
Main Road Town Police Station  
Tortola, BVI  
Tel: 284-494-3822

OR

Main Valley Police Station (for residents of Virgin Gorda).

Apply **Non-residents** by mail or in person (including a representative acting on their behalf).

At Police headquarters  
Road Town  
Tortola, BVI

Phone 284 494 3822

Provide **Residents** completed application form, valid passport and one passport-sized photograph.

**Non-residents** completed application form, certified copies of the first five pages of their passport, a set of fingerprints taken by a recognised police authority and a stamped self-addressed envelope (if they wish the police clearance to be mailed). Application form available at

Website <http://www.rvipolice.com/services/>

Fee payable.

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

## 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](http://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.

