



Aboriginal and Torres Strait
Islander Health Practice
Chinese Medicine
Chiropractic
Dental
Medical
Medical Radiation Practice
Nursing and Midwifery
Occupational Therapy
Optometry
Osteopathy
Pharmacy
Physiotherapy
Podiatry
Psychology

Australian Health Practitioner Regulation Agency

Public Consultation Paper

June 2012

Public consultation paper on international criminal history checks

Please provide feedback by email to criminalhistoryconsult@ahpra.gov.au by close of business on 17 August 2012.

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Summary

This consultation paper seeks feedback on options for refining international criminal history checks used by the Australian Health Practitioner Regulation Agency (AHPRA) in assessing applications for registration for the 14 health professions regulated under the *Health Practitioner Regulation National Law Act* (National Law) as in force in each state and territory.

You may wish to provide general comments; and/or comments on the issues associated with the different options, the option that you consider is the best available, and the reasons why.

Please provide feedback by email to criminalhistoryconsult@ahpra.gov.au by close of business on 17 August 2012.

Background

The National Registration and Accreditation Scheme (National Scheme) established 14 National Boards under the National Law. The 14 National Boards are:

- Aboriginal and Torres Strait Islander Health Practice Board of Australia (Aboriginal and Torres Strait Islander Health Practitioners will be regulated under the National Law from 1 July 2012)
- Chinese Medicine Board of Australia (Chinese Medicine Practitioners will be regulated under the National Law from 1 July 2012)
- Chiropractic Board of Australia
- Dental Board of Australia
- Medical Board of Australia
- Nursing and Midwifery Board of Australia
- Medical Radiation Practice Board of Australia (Medical Radiation Practitioners will be regulated under the National Law from 1 July 2012)
- Occupational Therapy Board of Australia (Occupational Therapists will be regulated under the National Law from 1 July 2012)
- Optometry Board of Australia
- Osteopathy Board of Australia
- Pharmacy Board of Australia
- Physiotherapy Board of Australia
- Podiatry Board of Australia and
- Psychology Board of Australia.

AHPRA works in partnership with each of the National Boards to implement the requirements of the National Scheme, which has maintaining public safety at its heart.

Further information is available at www.ahpra.gov.au.

Relevant sections of the National Law

Section 4 of the National Law provides that a body exercising functions under the Law, such as a National Board or AHPRA, must exercise its functions having regard to the objectives and guiding principles of the national registration and accreditation scheme.

The objectives of the national registration and accreditation scheme are –

- (a) *to provide for the protection of the public by ensuring that only health practitioners who are suitably trained and qualified to practise in a competent and ethical manner are registered; and*

- (b) *to facilitate workforce mobility across Australia by reducing the administrative burden for health practitioners wishing to move between participating jurisdictions or to practise in more than one participating jurisdiction; and*
- (c) *to facilitate the provision of high quality education and training of health practitioners; and*
- (d) *to facilitate the rigorous and responsive assessment of overseas-trained health practitioners; and*
- (e) *to facilitate access to services provided by health practitioners in accordance with the public interest; and*
- (f) *to enable the continuous development of a flexible, responsive and sustainable Australian health workforce and to enable innovation in the education of, and service delivery by, health practitioners.*

Section 79 of the National Law provides that:

1. *before deciding an application for registration, a National Board must check the applicant's criminal history.*
2. *For the purposes of checking an applicant's criminal history, a National Board may obtain a written report about the criminal history of the applicant from any of the following—*
 - (a) *CrimTrac;*
 - (b) *a police commissioner;*
 - (c) *an entity in a jurisdiction outside Australia that has access to records about the criminal history of persons in that jurisdiction.*

The National Law defines 'criminal history' as:

- (a) *every conviction of the person for an offence, in a participating jurisdiction or elsewhere, and whether before or after the commencement of this Law;*
- (b) *every plea of guilty or finding of guilt by a court of the person for an offence, in a participating jurisdiction or elsewhere, and whether before or after the commencement of this Law and whether or not a conviction is recorded for the offence;*
- (c) *every charge made against the person for an offence, in a participating jurisdiction or elsewhere, and whether before or after the commencement of this Law.*

As a result, section 79 of the National Law requires that the Board consider criminal history from jurisdictions outside of Australia. The current approach to checking criminal histories involves:

1. seeking an Australian criminal history through CrimTrac and
2. requiring the applicant to sign a declaration on the registration application form disclosing their criminal history in all countries including Australia. In the case of a declaration that the applicant has no criminal history outside Australia, no further evidence, audit or authentication is currently required, nor sought. Where a criminal history is disclosed, further investigations are made and the criminal history is assessed according to the relevant Board's Criminal History Registration Standard.

To balance the requirements for public protection with the need for responsive and timely application and assessment processes for health practitioners seeking registration in Australia, National Boards and AHPRA have been considering possible options to refine the mechanisms for international criminal history checks.

This paper explores the issues associated with these options and seeks feedback on the best approach.

Extent of the issue

Of the 52,445 initial criminal history screens conducted by CrimTrac on behalf of AHPRA in the first year of the National Scheme (primarily for those applying for initial registration), 2,992 (6%) had some form of disclosable court outcome within Australia.

The definition of a 'disclosable court outcome' is set by each state and territory and is not consistent. In some states it includes a traffic offence, in others the definition is more narrow.

Of the cohort of applicants who were found to have a disclosable court outcome, only 449 (15% of the cohort) were assessed as having court outcomes with the potential to affect registration. After consideration by a National Board, 40 (9%) of the 449 assessed as having the potential to affect registration, led to action on applications, as explained in the [2010/11 AHPRA and National Boards Annual Report](#), which also has more detail on criminal history screening. The Annual Report is published under the 'Legislation and Publications' tab of the AHPRA website.

With the assumption that a similar return rate would be experienced for the 5,000 – 10,000 international applicants for registration received per year (the assumption will be tested against overseas Police Certificate¹ results when available), it would be expected that 300 - 600 (or 6% of international applicants) would return a positive criminal history.

Generalising from the evidence collected in the first year of the National Scheme, it is projected that 15% (45 - 90) of these international applicants with a positive criminal history would be assessed as having the potential to affect registration, because the nature of the offence(s) may affect the practitioner's suitability to practise the profession. This estimate is likely to be at the high end, as AHPRA would not receive criminal histories which have been extinguished by any rehabilitation of offender legislation in source countries. If similar to Australia, this would limit criminal history to convictions recorded in the 10 years preceding the date of application and would exclude charges.

Source countries and availability of Criminal Clearance Certificates (CCC)

A sample of the top five source countries for international applicants is provided below. This sample was drawn from Queensland registrations during May 2011. The availability of CCC and any limitations are also detailed in the table below.

<i>Profession</i>	<i>Source Country</i>	<i>Certificate Available</i>	<i>Limitations</i>
Medical	United Kingdom	Yes	Nil
	Sri Lanka	Yes	Nil
	Iran	Yes	Nil
	South Africa	Yes	Nil
	India	Yes	Nil
Nursing	India	Yes	Nil
	Philippines	Yes	Nil
	United Kingdom	Yes	Nil
	Romania	Yes	Nil
	Sweden	Yes	Nil
Practitioners from other regulated health professions	India	Yes	Nil
	South Africa	Yes	Nil
	Canada	Yes	Nil
	USA	Yes	Nil
	China	Yes	Applicants (or authorised person) must apply in person.

Attachment 1 lists the countries from which the Department of Immigration and Citizenship (DIAC) reasonably expects visa applicants to obtain CCCs. This document provides information on where and how

¹ A Police Certificate documents an individual's police record

the applicant may obtain the CCC in each country. It also advises any restrictions to obtaining a CCC, such as that a person must have resided in Anguilla for over six months to be eligible to have a police clearance certificate issued. Some countries (such as Burma/Myanmar) require physical presentation in person to obtain a clearance certificate. Accordingly, the rules to apply in some instances will be quite complex and will vary between countries.

There are also complex policy requirements relating to issues such as:

- the periods for which criminal clearance certificates would be required. For example, this may be for:
 - each jurisdiction in which registration has been held within the last five or ten years to align with current Certificate of Registration Status requirements, or
 - each jurisdiction of residence since age 18
- requests for exemptions on the basis of fear of persecution
- the period of validity for a previously issued CCC, and
- whether certified copies of CCCs will be accepted.

Costs related to requiring CCC with application

For some applicants, depending on individual circumstance, obtaining CCCs may be an onerous requirement. It may be particularly onerous for International Medical Graduates, because the majority of these practitioners have practised in two or more countries and would need to obtain CCCs from each of these countries. Requiring CCCs with an application would also add to the time required to prepare and submit an application.

There would also be an additional assessment cost for AHPRA associated with the determination of jurisdictions for which a CCC should be provided. The applicant's curriculum vitae and/or registration history would need to be assessed and cross referenced to ensure CCCs were provided for each relevant jurisdiction. This will inevitably add time to assessment processing.

AHPRA has already experienced the impact of this kind of additional assessment requirement in relation to the implementation of the Certificates of Registration Status (CORS) requirement. When a practitioner has practised in other jurisdictions, a Certificate of Registration Status is required from those jurisdictions. This involves the need to confirm jurisdictions for which CORS are required (in support of any given application). Aligning the timing and jurisdictional requirements for both CORS and CCCs would mean the same assessment process could be applied to both evidentiary requirements. However, the number of incomplete applications (and associated cost) is also likely to rise if the applicant is required to supply CCCs with their application.

It should be noted that CORS are provided directly to AHPRA from the international regulation authority. This is a common practice of information exchange/sharing between like regulatory authorities. It is more common, however, for law enforcement bodies to provide criminal history information/clearance only to the subject of the check. AHPRA would therefore be relying on the applicant to forward the criminal clearance certificate with their application documentation.

Visa assessment as criminal history clearance

Many international applicants are required to obtain a form of criminal clearance for immigration purposes, however this is not a requirement of all visa classes.

The base requirement applied by immigration across all visa classes is assessment against the 'character requirement'. Section 501 of the *Migration Act 1958 (Cth)* contains a character test to ensure that visa applicants, visa holders, relevant non-citizen sponsors, and non-applicant family members are of acceptable character.

The test puts the onus on the person to show that they are of good character. As part of the character test, the immigration case officer may require the applicant to provide CCCs from relevant jurisdictions. The period applied by DIAC is any jurisdiction of residence for 12 months or more, within the previous ten years.

As DIAC has discretion on whether to require CCCs during the immigration process, accepting proof of visa as proof of acceptable criminal clearance evidence is not necessarily a robust approach. For example, DIAC has advised that for the 457 visa class (used by the majority of internationally qualified applicants) a declaration that an applicant has no criminal history is sufficient to meet the character requirement under the Migration Act.

Criminal history checking by international regulatory authorities

AHPRA has made inquiries with overseas regulatory authorities to determine if AHPRA could rely on the Certificate of Registration Status (CORS) as evidence of criminal history status, where the overseas authority has an equivalent criminal history screening process.

The responses to date have demonstrated very little consistency in approaches to criminal record checking across international regulatory authorities. Accordingly, a Certificate of Good Standing/Certificate of Registration Status only provides evidence of an applicant’s previous professional conduct and cannot be relied on in relation to an applicant’s criminal history.

Onus to conduct the criminal history check and provide a certificate – applicant or AHPRA?

While overseas regulatory authorities may provide guidance to assist applicants obtain an appropriate criminal clearance document, those consulted to date do not take responsibility for conducting the check, nor facilitating a (third party) check through agency-agency liaison with international law enforcement bodies.

Liaison relationships do exist, and are effective for purposes such as authentication of documentation, however, a large percentage of jurisdictions will only deal with and provide a CCC directly to the practitioner. Some jurisdictions have stringent requirements which allow third party checks in specific circumstances, but a number of others will not provide a checking service, or any information, to third parties under any circumstances. Accordingly, it is not possible for AHPRA to obtain the CCC and applicants would need to have this responsibility.

Possible options

The options and issues are complex. The scope and content of criminal history documentation is likely to vary across countries. In addition, different approaches to the criminal law and varying political environments may mean that it may be difficult to determine the accuracy of an international criminal history, or the weight to be assigned to a particular offence.

Listed below are a number of options on how to process international criminal history checks for internationally qualified practitioners applying for registration, and their associated risks and benefits. These options have been developed taking into account the requirements of the National Law, including the objectives and guiding principles, and the risks associated with practitioners who have an international criminal history.

Option 1: Applicant declaration only

This option requires the applicant declaration only - no additional evidence of criminal history is required, sought or obtained from jurisdictions outside Australia (this is the current approach).

<i>Benefits of Option 1</i>	<i>Risks</i>
A false declaration on application may be deemed provision of false or misleading information and can be actioned under Part 8 of the National Law including the cancellation of registration	Declarations/statements made on application are not statutory declarations, as such there are lesser penalties or remedies available for provision of false information
No difficulties in communicating with overseas jurisdictions, either by the applicant or by AHPRA, meaning that assessment processes are not delayed	To investigate/pursue action under Part 8 for all instances of false information would be resource intensive

<i>Benefits of Option 1 (continued)</i>	<i>Risks</i>
No additional cost or resource implications (unless pursuing Part 8 action/s)	Minimal consequence or deterrence for not declaring overseas criminal history
	Unlikely that AHPRA would easily gain evidence/proof of false declarations

Option 2: Applicant provides criminal history clearance evidence with application

This option requires the internationally qualified applicant to:

- provide evidence of criminal history clearance, or
- provide/facilitate provision of criminal history information from jurisdictions outside Australia.

<i>Benefits of Option 2</i>	<i>Risks</i>
Applications will be incomplete until applicants provide all the necessary information	Delays for applicants communicating with overseas jurisdictions to gain the required information
No additional cost for the National Scheme and minimal resource implications	The National Law is not binding on overseas jurisdictions (spent convictions and release of information)
Provides additional assurance to verify declaration from applicant	Potential for the submission of fraudulent documents – specialist knowledge and resources are required to assess the evidence
	Limitations (time and location) as to scope of information applicant must provide
	Relies on the honesty of applicants and carries risks similar to those detailed under option one
	May add significant time to and burden of preparation of applications (by applicant)

Option 3: AHPRA obtains clearance/information from jurisdictions outside Australia when processing application

This option places the onus on AHPRA to obtain criminal history clearance or evidence from jurisdictions outside Australia for internationally qualified applicants.

<i>Benefits of Option 3</i>	<i>Risks</i>
Increased the veracity of criminal history information obtained directly from overseas authorities	Significant increase in resources required to manage applications
Reduces risk of fraudulent documents	The National Law is not binding on overseas jurisdictions in relation to spent convictions and release of information
Provides additional assurance to verify declaration from applicant	Poor or no liaison relationship with some jurisdictions, which may result in extended delays or failure to gain the necessary documentation
	Likely to lead to significant time delays in assessing applications for registration, beyond AHPRA's control

Option 4: Applicant makes declaration and AHPRA undertakes random sample audit

This option requires internationally qualified applicants to make declarations on their registration applications, and AHPRA to undertake random audits, with clear and publicised deterrent consequences.

<i>Benefits of Option 4</i>	<i>Risks</i>
No delays at the time of assessing applications	Need to determine from what time period/locality criminal history information will be required/sought, such as for the last 10 years to be consistent with some Boards' requirements for Certificates of Registration Status (as is the case for the Medical Board of Australia for limited registration)
Less resource implications compared with option three	Additional resources required to undertake audit process
Reduces risk of fraudulent declarations from applicant	Effectiveness of audit process will depend on the liaison relationships AHPRA establishes with organisations issuing Criminal Clearance Certificates (CCC) and subject matter expertise within AHPRA about CCC contacts in different countries, which would need to be developed
Provides additional assurance to verify applicants' declarations	The National Law is not binding on overseas jurisdictions in relation to spent convictions and release of information

The options – where to from here?

Option 1 is to maintain the status quo. In light of the above information, Option 3 may not be viable.

Therefore, the two most likely options to manage international criminal history checking are:

- Option 2 - requires all internationally qualified applicants to provide criminal clearance certificates with their application, or
- Option 4 - relies on applicant declarations supported by a well publicised and targeted audit to assure compliance.

Option 2 is likely to be more expensive and time consuming for both applicants and AHPRA. It may significantly add to the time required to become registered. This may be difficult to justify in light of the very small numbers likely to have an international criminal history. However, there is an argument that requiring CCCs with applications is in itself a deterrent for those who have a criminal history.

Option 4 uses the mechanism of a targeted audit to assure compliance with the declaration approach and recognises the minimal risk of registering an applicant with a significant criminal history. It also recognises that requiring CCCs with applications cannot extinguish the risk of registering an applicant with a criminal history given rehabilitation of offenders legislation in source countries. It is likely to be less expensive and time-consuming than option one.

Work will be required to implement whichever option National Boards ultimately decide to adopt, including making necessary administrative changes and establishing a communication strategy for international applicants. The communication strategy will include:

- clarification of requirements for applicants with dual nationality
- the relationship between criminal history checking and each Board's criminal history registration standard, which the Board will apply where a practitioner has a criminal history, and
- the scope of international criminal history checks, and coverage of international tribunals such as war crimes tribunals.

Your feedback

The National Boards and AHPRA are seeking general comments and/or comments on the issues associated with the different options, the option that you consider is the best available, and the reasons why.

Please provide feedback by email to criminalhistoryconsult@ahpra.gov.au by close of business 17 August 2012.

The Boards generally publish submissions on their websites to encourage discussion and inform the community and stakeholders. Please let us know if you do not want us to publish your submission, or want us to treat all or part of it as confidential.

We will not place on our website, or make available to the public, submissions that contain offensive or defamatory comments or which are outside the scope of reference. Before publication, we may remove personally-identifying information from submissions, including contact details.

The views expressed in submissions are those of the individuals or organisations who submit them and their publication does not imply any acceptance of, or agreement with, these views by the Boards or AHPRA.

The Boards also accept submissions made in confidence. These submissions will not be published on the website or elsewhere. Submissions may be confidential because they include personal experiences or other sensitive information. Any request for access to a confidential submission will be determined in accordance with the *Freedom of Information Act 1982* (Cth) which has provisions designed to protect personal information and information given in confidence.

Attachment 1

Department of Immigration and Citizenship requirements

(separate PDF attachment)

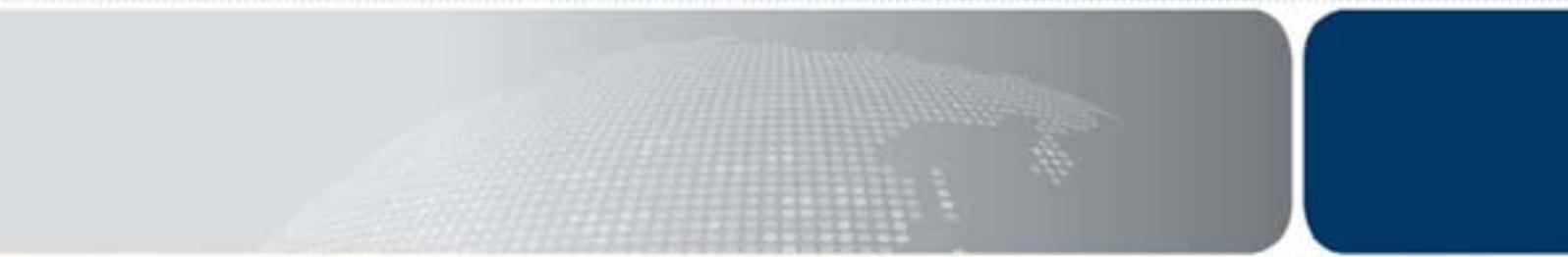


Australian Government
Department of Immigration
and Citizenship

Character Requirements

How to obtain police certificates

April 2012



Character Requirements

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 (DIAC), police certificates are not required for people under the age of 16 years.

Some Citizenship applicants are also required to obtain overseas police certificates. You can obtain further information about whether you will need to provide an overseas police certificate from your citizenship application form or from www.citizenship.gov.au/

This document explains how to obtain a police certificate. Please check the list of countries 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.

If you have spent a cumulative total of 12 months or more in the last 10 years working for the same employer on a merchant ship, cruise ship, private yacht or oil rig, you should request a police certificate from the relevant authority in the country under whose flag the ship sails or country of ownership of the rig.

Police certificates are often only available to current residents or to citizens. Where these restrictions apply, it will be indicated under the relevant country.

Note: The term 'residents' under each country listing refers to applicants who are currently living in that particular country, whether they are citizens or non-citizens. 'Form 80' referred to in this document is the 'Personal Particulars for Character Assessment' form and is available from the department or the website: www.immi.gov.au

Details shown are subject to change without notice by the authorities of the particular country, and the Australian Government can take no responsibility for the accuracy of the information. If the country has a website listed, it is recommended you check it for up to date information on procedures.

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, *Safe guarding your personal information*. This is available on the department's website www.immi.gov.au/allforms/

Military certificates

If you are a current member of a military force and have spent more than 12 months serving in a country other than your country of citizenship, you will need to provide a letter from the relevant military organisation attesting to your character. This is generally a letter from your commanding officer stating that you have not been convicted of any criminal offence during your time in the military.

Police certificates are still required for every country in which you have served for the periods set out above. This includes where you have been stationed at a military base in a foreign country.

If a country is not listed in this guide, please contact your nearest DIAC office for further information.

Countries from which you may need to provide a police certificate

AFRICA

Algeria, Angola
Benin, Botswana, Burkina Faso, Burundi
Cameroon, Cape Verde, Comoros
Congo (Republic of), Congo (Democratic Republic of)
Djibouti
Equatorial Guinea, Eritrea, Ethiopia
Gabon, Gambia, Ghana, Guinea, Guinea-Bissau
Ivory Coast
Kenya
Lesotho, Liberia
Madagascar, Malawi, Mali, Mauritius, Mayotte
Morocco, Mozambique
Namibia, Niger, Nigeria
Reunion, Rwanda
Senegal, Seychelles, Sierra Leone, South Africa, Swaziland
Tanzania, Togo, Tunisia
Uganda
Zambia, Zimbabwe.

ASIA - PACIFIC

Australia
Bangladesh, Brunei Darussalam, Burma (Myanmar)
Cambodia, China (People's Republic of), Cook Islands
East Timor (Timor Leste)
Fiji, French Polynesia
Guam
Hong Kong
India, Indonesia
Japan
Kiribati, Korea (Republic of)
Laos
Macau, Malaysia, Maldives, Marshall Islands (Republic of), Micronesia, Mongolia
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 and Futuna.

CENTRAL AMERICA, SOUTH AMERICA AND THE CARIBBEAN

Anguilla, Antigua and Barbuda, Argentina
Bahamas, Barbados, Belize, Bermuda, Bolivia, Brazil
Cayman Islands, Chile, Colombia, Costa Rica, Cuba, Curacao
Dominica, Dominican Republic
Ecuador, El Salvador
French Guyana
Grenada, Guadeloupe, Guatemala, Guyana
Haiti, Honduras
Jamaica
Martinique, Montserrat
Nicaragua

Panama, Paraguay, Peru, Puerto Rico
St Kitts & Nevis, St Lucia, St Vincent and The Grenadines, Suriname
Trinidad and Tobago, Turks & Caicos Islands
Uruguay
Venezuela, Virgin Islands (British).

CENTRAL ASIA

Kazakhstan, Kyrgyzstan
Tajikistan, Turkmenistan
Uzbekistan.

EUROPE

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

MIDDLE EAST

Bahrain
Egypt
Iran
Israel
Jordan
Kuwait
Lebanon
Oman
Palestinian Authority – West Bank and Gaza Strip
Qatar
Saudi Arabia
Syria
United Arab Emirates
Yemen.

NORTH AMERICA

Canada
Mexico
United States of America.

How to obtain a police certificate

ALBANIA

Relevant document: 'Certificate of the Judicial status' (Vertetim i Gjendjes Gjyqesore).

Residents and non-residents

Apply to:

Judicial Status Office
Abdi Toptani, Prane Torre
Drini, Tirana, ALBANIA

Application to include: completed application form (signed by you), and a copy of an ID document (birth certificate, family certificate or ID card).

The application form is available from local post offices in Albania (or through any relative or friend if you are not in Albania).

Fee: 420 Lek.

ALGERIA

Relevant document: 'Judicial Certificate' (Certificat du Casier Judiciaire).

Resident citizens

Apply to the Court, Ministry of Justice or the Tribunal Office Department in Algeria.

Non-resident citizens

Send an authorisation or a Power of Attorney to a relative in Algeria to obtain the certificate on your behalf. If this is not possible, apply through the Algerian embassy in your country of residence.

Resident non-citizens

Contact your embassy in, or accredited to, Algeria. The embassy will then write to the Ministry of Justice on your behalf.

Non-resident non-citizens

Ask for the certificate through the Algerian embassy in your country of residence which will forward the request to the Ministry of Justice.

Alternatively the certificate can be requested by sending a letter to:

The Ministry of Justice
Citizenship Authority
El Ebyar
ALGERIA

Application to include: application form, passport birth certificate and 30 Dinar stamp and evidence of your legal status at the time you lived in Algeria.

ANDORRA

Relevant document: 'Penal Certificate' (Certificado Penales).

Apply in person or by mail (or by giving an authorisation to a third party) to:

Tribunal de Corts
Avenue Tarragona 62 Edefici Les Columnes Andorre La Vieille
PRINCIPAUTE D'ANDORRE

Application to include: a copy of an identity card, passport or residence card.

Fee: 6.01 Euros (cash).

Processing time: certificates are issued the same day the application is received (for name checks).

www.justicia.ad

ANGOLA

Relevant document: 'Criminal Record' Certidao de Registo Criminal'.

Residents

Apply in person or write to:

The Department of Justice
Sector de Identificacao Criminal
Rua Rainha Ginga
Predio No. 49
Premieiro Andar
Luanda
ANGOLA

Phone: 244 22233 8375

Application to include: ID book.

Fee: payable.

ANGUILLA

Residents

Apply in person to:

Police Headquarters
The Valley, ANGUILLA

Phone: 264 497 2333

Application to include: full name and alias(es), date of birth, place(s) residence(s), purpose of the request and passport details.

Non-residents

Apply by mail to:

The Commissioner of Police
PO Box 60
Parliamentary Drive
The Valley, ANGUILLA

Application to include: 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 you wish the police certificate to be mailed).

Fee: payable.

Note: Applicants must have lived in Anguilla for at least six months.

Certificates may be sent directly to DIAC.

ANTIGUA AND BARBUDA

Residents and non-residents

Apply in person or by mail to:

Criminal Records Office
Police Headquarters
American Road
St Johns, ANTIGUA

Phone: 68 462 0125 (local calls)

Application to include

Residents – a valid passport.

Non-residents - a copy of your 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 be sent directly to DIAC.

ARGENTINA

Relevant document: ‘Certificado de Antecedentes Penales’.

Residents

Apply in person to:

Registro Nacional de Reincidencia
Tucuman 1353
Capital Federal – Buenos Aires, or
Registro Provincial de las Personas, or at
Sede Piedras at Piedras 115 - Buenos Aires

Application to include: Document of National Identity (DNI).

For further information, contact infodnr@dnrec.jus.gov.ar

Non-residents

Apply in person to the nearest Argentine Consulate.

Further information can be obtained at: inforeinci@jus.gov.ar or

Application to include: an original consent form (signed and witnessed).

Fee: payable.

Note: The certificate *must* be issued by the Federal Ministry of Justice and Human Rights. Certificates issued by any other authority will not be accepted.

www.dnrec.jus.gov.ar/ and www.dnrec.jus.gov.ar/Desde_Exterior.aspx

ARMENIA

Relevant document: ‘Police certificate’ (certificate of existence/absence of criminal record).

Residents

Apply in person to:

Consular section
Administration of Ministry for Foreign Affairs
Government House
2 Republic Square
Yerevan 375010

Phone: (3741) 523531

Fax: 151042

Non-residents

Apply through relatives in Armenia or to the nearest Armenian embassy or consulate in India, Syria or Beirut.

Application to include: passport (a copy is not acceptable).

Fee: payable.

AUSTRALIA

Relevant document: 'National Police Check'.

Residents and non-residents

Complete the *National Police Check Application Form* available from the Australian Federal Police at:

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

Send completed form by mail to:

AFP Criminal Records
Locked Bag 8550
Canberra City
ACT 2601

Fee: payable - see website. **Processing time:** approximately two weeks.

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

A standard / partial disclosure is not acceptable. The AFP national police check is the only acceptable check for immigration purposes.

AUSTRIA

Relevant document: 'Certificate of the Penal Registry' (Strafregisterbescheinigung).

Residents

Apply at Bundespolizeikommissariat or Bezirkshauptmannschaft (the police station or the local government office) at your last registered residential address.

Non-residents

Apply in person at the nearest Austrian embassy or consulate.

Application to include: application form, passport or Austrian ID with photograph.

The application form is available from local police station/local government office or at:

<http://www.help.gv.at>

Fee: payable.

Processing time: approximately 1 – 14 days.

AZERBAIJAN

Relevant document: 'Police certificate'.

Residents

Apply in person at:

Administration of Operational Statistic Information of Ministry of Interior
7 Gusi Gadjieva Street
Baku 370005

Phone: (99412) 5909217, 5909324

You can also authorise someone to apply on your behalf (power of attorney is required).

Non-residents

Apply at the nearest overseas mission of the Azerbaijan Republic or through an authorised person in Azerbaijan (power of attorney certified by an Azerbaijan overseas mission is required).

Application to include: your passport and 'query' form with full name, maiden name, date and place of birth, and the purpose of your stay in Azerbaijan.

The application form is a free form of 'query' (note: Azerbaijan overseas missions may have standard 'query' form).

BAHAMAS

Relevant Document: 'Police Character Certificate'.

Residents and non-residents

Apply in person or by mail to:

Officer in Charge, Criminal Records Office
East Street North
PO Box N-458
Nassau, BAHAMAS

Phone: 242 322 4444

Apply online at: <https://forms.bahamas.gov.bs/rbpf/request.asp/>

Application to include

Citizens - a passport, driver's license or voter's card to apply.

Resident non-citizens - a valid passport.

Online overseas applicants - a set of fingerprints and copies of the first four pages of your passport.

Fee: payable (plus mailing costs).

Note: if you require fingerprint checks, you will need to apply in person at the Criminal Records Office, Thompson Boulevard, so that your fingerprints 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.

You will need to collect your certificate from the same station at which you applied for it. The exception is where a fingerprint check is required. In this case, the certificate will be collected from the Criminal Records Office, Thompson Boulevard. If someone is collecting the certificate on behalf on your behalf, they must present a valid identification for both themselves and you before the certificate can be issued. (This can include passport, driver's license or voter's card).

BAHRAIN

Relevant document: 'Good Conduct Certificate'.

Residents

Apply in person or by mail to:

Ministry of Interior
Public Security
General Directorate of CID
BAHRAIN

Application to include: a copy of your passport with two non-glossy photographs, a copy of your current and previous Bahrain resident permits, a letter from your current employer indicating they have no objection to your departure. CID will schedule an interview during which you will be fingerprinted.

Non-residents

Apply in person to any Bahraini embassy.

Application to include: a copy of your 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., and a copy of your CPR card or CPR number.

The application form is to be completed and signed by you at the embassy.

You will also need to provide a set of fingerprints taken by local police in your country of residence.

Fee: payable.

Processing time: approximately two weeks, but may be longer.

BANGLADESH

Relevant document: 'Police Clearance Certificate'.

Resident citizens

Contact your 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 through a relative or friend or the nearest Bangladeshi embassy or consulate.

Non-resident non-citizens

Write to the MFA or approach your nearest Bangladeshi mission, which will forward the request to MFA in Dhaka.

Application to include

Resident citizens, resident non-citizens and non-resident citizens –authorities will advise what information/ which documents should be provided when you apply.

Non-resident non-citizens - provide a photograph plus full personal details including your addresses when living in Bangladesh.

BARBADOS

Relevant Document: 'Police Certificate of Character'.

Residents

Apply in person to:

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

Apply by mail to:

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

Non-residents

Apply by mail to the address above, or ask a relative or friend in Barbados to submit a written request on your behalf to the Central Police Station.

Application to include: application form, including full name and alias(es), date of birth, place(s) of residence, purpose of the request and passport details, date(s) of arrival in/departure from Barbados (for non-nationals) and a full set of fingerprints taken by a recognised police authority.

The application should also include any periods of time spent outside Barbados, if the period is six months or longer (for nationals).

A stamped, self-addressed envelope should be included (if you wish the police clearance to be mailed).

You must also provide Female applicants must include maiden names and surname(s) from previous marriage(s).

The 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'.

Residents

Apply in person to Central Information and Analytical Administration of the Ministry of Interior in Minsk or any regional city.

Non-residents

Apply in person or by mail to the nearest Belarus embassy in your country of residence, or through relatives in Belarus, or by mail to:

Ministry of Interior
Gorodskoy val, 2 Minsk, BELARUS

Application to include: passport original (or certified copy).

<http://guvd.gov.by/analitic/>

BELGIUM

Relevant document: 'Extract from Judicial Record'.

Extrait du casier judiciaire [French]
Uittreksel uit het Strafregerister [Flemish])

Apply in person, by post, fax or email to:

Federal Public Service Justice
Service du Casier Judiciaire Central
Boulevard de Waterloo 80
1000 Brussels
BELGIUM

email: cjc-csr@just.fgov.be or info@just.fgov.be

Phone: +32(0)2.552.27.47 (French) +32(0)2.522.27.48 (Dutch, English) Fax: +32 (0)2.552.27.82

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

Application to include

If applying in person- a passport or Belgian ID card.

If applying by mail from Belgium - a signed letter providing your 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 your passport.

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, and a scanned copy of passport or identity document.

Processing time is 'while you wait' if applying in person and approximately two working days if the certificate is being mailed to you.

Note: the certificate can be issued in Dutch, German or French and will be sent by post only.

BELIZE

Apply in person or through a lawyer with power of attorney to:

Immigration Office
Barrack Road
Belize City

Application to include: 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.

BENIN

Relevant Document: 'Extrait de casier judiciaire'.

Residents and non-residents

Apply in person to the Tribunal Court where you were born or live. You can also ask a family member or the company you worked for to apply for the certificate on your behalf.

Application to include: birth certificate or document of identity.

Fee: payable.

BERMUDA

Relevant document: 'Police Criminal Record Check'.

Residents

Apply in person at any Bermuda Police Service Station or at:

Police Headquarters
10 Headquarters Hill
Prospect Devonshire, DV 02
Hamilton HMCX
BERMUDA

(or apply by mail, fax or email to addresses below).

Non-residents

Apply:

- by fax: 441 299 4459
- by email to: vetting@bps.bm
- by mail to:

Bermuda Police Headquarters
Administration Department
PO Box HM 530
Hamilton, HM CX
BERMUDA

Application to include: application form and a written request from the DIAC office for the certificate. The form should include any aliases and previous name(s) and previous addresses in Bermuda.

The application form is available at:

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

Fee: payable.

Note: the certificate may be sent directly to DIAC.

BOLIVIA

Relevant document: 'Certificado de Antecedentes'.

Residents

Apply in person to Policia Nacional, Dirección Nacional de Fiscalización y Recaudaciones.

Non-residents

You will need to appoint a Notary Public or a friend or relative living in Bolivia with power of attorney to request a penal clearance certificate on your behalf from:

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).

Citizens – resident and non-resident

Apply to the Ministry of Internal Affairs (MUP) at your place of residence or place of birth or to the Municipal court at place of last residence (Opcinski sud/Osnovni sud).

Non-residents

You can authorize a representative in Bosnia-Herzegovina to apply on your behalf.

Application to include: application form, ID card, birth certificate or citizenship certificate. You can obtain the application form at a police station or court.

Fee: payable.

Processing time is approximately 1 – 14 days.

The penal clearance is valid for six months.

Note: Bosnian authorities do not issue certificates to non-citizens, regardless of their period of stay in Bosnia.

BOTSWANA

Residents

Apply in person at your local police station.

Non-residents

Apply in writing to:

Criminal Investigations Department
Botswana Police Force
PO Box 1082
Gaborone
BOTSWANA

Application to include: full name, date and place of birth, dates and places of residence in Botswana, a new set of fingerprints, a letter explaining the request, certified copies of your work/residence permit in Botswana, certified copies of your passport/s showing entry and exit into and out of Botswana.

Alternatively you can send these documents to your nearest Botswana High Commission to forward to the Botswana police.

BRAZIL

Relevant document: 'Atestado de Antecedentes Criminais' (Certificate of Criminal Record).

Residents

If you are a **citizen**, you need to provide two different types of police certificates:

- a police check issued by the Federal Justice Ministry (Justica Federal)
- a police check issued by the State Justice department (*Justica Estadual, Tribunal de Justica, Secretaria de Seguranca Publica*)

For the police check issued by the **Federal Justice Ministry**, contact the local justice department for instructions, or see <http://www.jf.jus.br/cjf>

For the police check issued by the **State Justice Department**, contact the state authority directly, using the local directory for assistance. You may be able to apply for this certificate on line (depending on the issuing state), otherwise it can only be applied for in person.

If you are a **non-citizen**, you will need to provide the Federal Justice Ministry certificate. Non-citizens will not be able to obtain a clearance from the State Justice department.

Non-residents

If you are not living in Brazil, or are unable to apply in person for a Federal Justice clearance, you will need to give power of attorney (Procuração) to a relative or friend to obtain the Federal Justice certificate on your behalf. The power of attorney needs to specify the reason for the request and be accompanied by a certified copy of your National ID and CPF card and passport bio-data page.

State Justice department checks cannot be obtained by non-residents.

Online applications

Federal Justice checks are available on-line. State Justice checks may be available on-line but this will depend on the issuing state.

Application to include: certified copies of your National ID card (both sides), Brazilian tax card (CPF) and passport bio data page.

The original police certificate must also be professionally translated into English.

Fee: nil.

BRUNEI DARUSSALAM

Relevant document: 'Police Certificate of Good Conduct'.

Residents

Apply 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

Non-residents

Ask a representative in Brunei Darussalam to obtain a certificate on your behalf. If this is not possible, you can ask for the certificate through the Brunei Darussalam embassy or consulate in your country of residence.

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

Fee: payable.

www.mfa.gov.bn

BULGARIA

Relevant document: 'Conviction Status Certificate' (Svidetelstvo za Sudimost).

Resident citizens

Apply in person at the Regional Court where you are registered (under the jurisdiction of the Ministry of Justice).

Non-resident citizens

Apply at the Bulgarian embassy or consulate in your country of residence. You may also authorize a representative in Bulgaria, with a power of attorney or a certificate of inheritor, to apply for and receive the certificate on your behalf.

Application to include: application form, identity document, birth certificate, power of attorney and/or certificate of inheritors when a certificate is requested on your behalf, and legal proof of name change, if applicable.

The application form is available on the Bulgarian Ministry of Justice web site:

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

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 is 1 – 2 days.

The certificate is valid for six months.

Note: the acceptance of documents required for issuing the certificates takes place every working day from 9.30am to 11.00am and from 2.00pm to 3.00pm.

BURKINO FASO

Relevant document: 'Casier Judiciaire'.

Residents

Apply to:

Greffier en Chef du Tribunal de Grande Instance
01 BP 526
Ouagadougou 01
Province du Kadiogo
BURKINA FASO

Phone: +226 50 32 42 17

Application to include: birth certificate or residence certificate, revenue stamp of 200 Francs, registration fee of 125 Francs.

Certificates are only valid for three months.

Note: certificates cannot be obtained by non-residents.

BURMA (Myanmar)

Relevant document: 'Police Clearance' - 'Recommendation free of criminal offence'.

Residents

Apply in person to your local township police office.

Application to include: proof of identity.

Fee: payable.

BURUNDI

Relevant document: 'Extract of Police Record'.

Resident and non-resident citizens

Apply to:

Commisariat General de le Police Judiciare
Police HQ.
BP417 Bujumbura
BURUNDI

For further information, contact +257 2222 5783.

Application to include: a letter of introduction and explanation of why the Police Certificate is required, two passport photographs, a certified copy of your ID card, and a certified copy of your passport if you are not living in Burundi.

Fee: BIF 1000.

Note: while applications by post will be accepted, if you are a non-resident citizen it is preferable to have a Burundi resident apply in person at Police HQ Bujumbura on your behalf.

CAMBODIA

Relevant document: 'Police Certificate or Certificate of Behaviour'.

Residents residing in Phnom Penh and non-citizens

Apply to:

Ministry of Justice
Sothearos Boulevard
Phnom Penh

Residents residing outside of Phnom Penh

Apply to Chief of Police of local police authority.

Fee: for normal service: 20 working days from the date of submitting the application. The fee for a Cambodian citizen is about USD2.50 (10,000 riel) and for non-Cambodians the fee is about USD62.50 (250,000 riel).

Fast service: it takes 12 working days from the date of submitting the application. The fee for a Cambodian is about USD10.00 (40,000 riel) and for a non-Cambodian the fee is about USD125.00 (500,000 riel).

CAMEROON

Citizens

Apply in person to your council. If you were not born in Douala, you should obtain a chief's letter from the place of your birth. If you have been convicted of an offence, you must obtain a special certificate called 'Non-Conviction Certificate' which costs 1,200 Francs in Yaounde.

Non-residents

You are required to register your presence and your departure to obtain a stamp in your passport from the Commissioner of Police in the town where you lived.

This stamp will only be placed in the passport once a check has been run with the local court and a clear record returned.

Application to include: document of identity / passport. Forms are obtained on application.

Fee: payable 2500 Cameroon Francs.

CANADA

Relevant document: Certified Criminal Record Check (based on name and fingerprints) issued by the Royal Canadian Mounted Police (RCMP).

For detailed information and instructions on how to apply, go to the RCMP website and click on 'Criminal Record Check'.

Note: the RCMP certificate is the only acceptable form of the Canadian clearance for DIAC purposes. Police records checks or police certificates issued by third parties will not be accepted.

Electronic fingerprinting: for applicants in Canada, an electronic fingerprinting service is available that can reduce the wait time for a criminal record check from weeks to days. Many police jurisdictions and RCMP-accredited fingerprinting companies have the technology for this service.

A list of these police jurisdictions and companies is available on the RCMP website.

www.rcmp-grc.gc.ca

CAPE VERDE ISLANDS

Apply with your national identity card to the Ministry of Justice, Praia.

CAYMAN ISLANDS

Residents

Apply in person to your local police authority.

Non-residents

Apply by mail to:

Fingerprint Bureau, Royal Cayman Islands
Central Police Station
PO Box 909
George Town, Grand Cayman
CAYMAN ISLANDS
WEST INDIES

Application to include: 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 to the DIAC office processing the application.

Application to include: proof of identity and Form 80

Form 80 is available from the DIAC office or at: www.immi.gov.au

CHINA, PEOPLE'S REPUBLIC OF

Relevant document: 'Notary Certificate of No Criminal Convictions'.

You (or an authorised person) must apply in person at the Notary Public Office in the province/city/district of your previous residence in China.

You must first obtain the 'No Criminal Convictions Certificate' from your 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.

Application to include

Citizens

Provide the following documents to the Notary Public Office: 'No Criminal Convictions' certificate from your local police station original, your ID card, original Permanent Residence Registration (hukou) booklet, and an authorisation letter (if applying through a third party).

To obtain the 'No Criminal Convictions' certificate from your local police station, you must apply with the following documents: original ID card, original file card, and the authorisation letter (if applying through a third party).

The police station may request a statement from your employer or, in the case of no employment, a letter from the residential committee.

Non-citizens

Provide the following documents to the Notary Public Office: original passport (or copy of passport, original Temporary Residence Card or Temporary Residence Permit, original Police Clearance certificate from your local police station, or in some areas, the Public Security Bureau, and an authorisation letter (if applying via a third party cable).

To obtain the Police Clearance certificate from the Local Police Station or Public Security Bureau (PSB), you must provide the following documents:

- your 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 you worked or studied while in China, and
- an authorisation letter (if applying through 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 to the PSB for local procedures to obtain police clearance certificates.

Fee: payable.

Note: application procedures may differ slightly between different provinces, districts or cities. You are encouraged to confirm the procedure directly with the local PSB and/or Public Notary Office.

You should obtain a notarised translation of the certificate and provide both the original and notarised translation of the 'No Criminal Convictions Certificate' to the DIAC office processing the application.

COLOMBIA

Relevant document: 'Certificado Judicial'.

Citizens

Apply online at:

<http://antecedentes.policia.gov.co:7003/WebJudicial/>

Instructions:

1. Tick 'ACEPTO'
2. Click 'ENVIAR'
3. Type in your Colombian identity number (COLOMBIAN ID). This can be different from your passport number)
4. Click 'BUSCAR'
5. Find the certificate (third screen below).

The certificate will say either 'No registra antecedentes' which means no criminal records or 'Registra antecedentes', which means a criminal record.

Resident non-citizens

For instructions on how to apply for a certificate, go to www.cancilleria.gov.co

(This is the website for the Colombian Ministry of Foreign Affairs).

Non-resident non-citizens

Contact the nearest Colombian embassy or consulate for instructions on how to apply for a certificate.

In Australia, if you live in the ACT, NT, SA, TAS, VIC or WA, contact the Colombian Embassy in Canberra. If you live in QLD or NSW, contact the Colombian Consulate in Sydney.

COMOROS

Relevant document: 'National Police Check'.

Residents

Apply in person to the Master of Justice.

Non-residents

Apply in person to the Master of Justice, at the Comore embassy in your country of residence.

Application to include: birth certificate, passport and motivational (cover) letter.

Fee: payable.

CONGO (Democratic Republic of)

Relevant document: 'Police Criminal Record' – Extrait du Casier Judiciare.

Residents

Apply in person to:

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

Non-residents

Apply at the nearest Democratic Republic of Congo (DRC) embassy in your country of residence.

Application to include: copy of your identity document and fingerprints (if applying outside the DRC).

Fee: payable.

CONGO (Republic of)

Relevant document: 'Casier Judiciare'.

Apply in writing to:

The Clerk of the Court (Greffier du Tribunal)
Tribunal de Premiere Instance
Brazzaville
REPUBLIC OF CONGO

COOK ISLANDS

Relevant Document: 'Cook Islands Police Consent to Disclosure of Information'.

Apply in writing to:

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

Application to include: a scanned copy of your passport.

Fee: \$NZ30.00 payable as a bank draft cheque which should be posted to the address above.

COSTA RICA

Residents

Apply in person to:

Suprema Corte de Justicia (Supreme Court)
Registro Judicial
300 mts sur de la Asamblea Legislativa
Edificio OIJ 3° Piso
Corte Suprema de Justicia
San José.

Phone: (506) 295 3460

Application to include: proof of identity and/or passport and complete names of both parents.

Non-residents

Apply in person to your nearest Costa Rican embassy or consulate.

Application to include: proof of identity and present passport.

Fee: payable.

CROATIA

Relevant document: 'Certificate of No Convictions' (Potvrda o Nekaznjavanju).

Residents

Apply to:

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

Non-residents

Apply in person or by mail to the nearest Croatian embassy or consulate.

Application to include: application form, original or certified copy of ID card (Osobna Iskancica), or passport (Putovnica).

Application forms are available at: www.pravosudje.hr

Fee: payable

Processing time: 'while you wait' if applying in person, or a few days if the certificate is to be posted.

Note: The certificate will cover prior convictions. If you have any current legal proceedings or charges, you will need to apply to the Municipal Court at your place of residence (Opcinski Sud).

CUBA

Relevant document: Police clearance 'Certificado de Antecedentes'.

Residents

Apply to Ministerio de Justicia Prado y Carcel.

Application to include: proof of identity.

Non-residents

Apply through Cuban Consular Offices or Consultoria Juridica Internacional or by giving a relative or friend in Cuba written authority to apply for the certificate.

Application to include: evidence of legal stay (temporary or definitive) and proof of identity.

Fee: payable.

CURACAO

Relevant document: 'Letter of Good Conduct'.

Citizens and non-citizens (over 18 years if age) living in Curacao

Apply in person to:

Immigration Office Curacao
Ministerie van Justitie
Mortiersweg #5
CURACAO

Application to include: completed application form and copy of identity document or passport and proof of the reason for application, such as a letter from DIAC requesting the 'letter of good conduct'.

Fee: payable.

Note: the letter will be provided in Dutch, unless you request a copy in either English or Spanish.

CYPRUS, REPUBLIC OF

Relevant document: 'Police Clearance'.

Residents

Apply in person at your local police station.

Non-residents

Apply by mail to Police Headquarters in Nicosia, Cyprus or at a Republic of Cyprus overseas mission.

Application to include

Citizens

- application form with full name, full names of parents and 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.

Non-citizens

As above and also:

- a copy of your passport (and, if possible, the passport you held while living in Cyprus)
- a copy of your permit of stay in Cyprus, passport number and place of issue as well as the A.R.C number of the 'Alien Book' or
- the 'Temporary Residence' slip or
- 'M.P' number stamped in the passport.

You will need a letter from DIAC advising that a Police Clearance Certificate is required from the Republic of Cyprus Police authorities.

Fee: currently 17.09 Euros. However, you will need to confirm this with the Republic of Cyprus Police Authorities

The fee can be paid at a Cyprus Embassy, which issues receipt F18, or by sending a cheque (the payee is the Chief of Police), or bank wire (credit) transfer to the Central Bank of Cyprus (the beneficiary is the Chief of Police) (SWIFT CODE CBCYCY2NFBU, Government General Account, account number CY 16001000010000000006001010 only in euro).

You will need to include the receipt for the fee with your application form.

'Criminal Record Application' is available at: www.police.gov.cy

CYPRUS (TURKISH OCCUPIED AREAS)

Relevant document: Police Clearance (Form P.19).

Residents

Apply in person at your local police station.

Non-residents

Apply in person at an overseas representative office of the 'Turkish Republic of Northern Cyprus', or at a Republic of Turkey overseas mission.

Application to include: (citizens and non-citizens) - application form with 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), and the reason for the request.

You will need a letter from DIAC requesting that a police certificate be issued by the 'Turkish Republic of Northern Cyprus' police authorities.

The application form is available from the local police office or from a Republic of Turkey overseas mission.

Fee: payable.

CZECH REPUBLIC

Relevant Document: 'Police Clearance Certificate' (Zadost o vypis z rejstriku trestu).

Residents

Applications for an excerpt from the Penal Register can be filed with any of the following:

- a local authority, a municipal authority, a city authority, a district authority
- the local authority in Prague, or in territorially segmented statutory cities by the city office or the city section office which keeps the register
- 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)
- at the branch office of the Penal Register in Karlovy Vary, Moskevská 17 (building of District Court Karlovy Vary).

You can also give authority to another person to act on your behalf.

Application to include: application form, and Czech ID or birth certificate.

Non-residents

Apply in person to the nearest Czech embassy, or you can give authority to another person to act on your behalf.

Application to include: passport or original birth certificate together with a Czech translation.

Fee: payable.

Processing time is from one day to three weeks.

Complete information (in Czech and English) and application forms are available at:

<http://portal.justice.cz/Justice2/Soud/soud.aspx?o=203&j=213&k=2027>

DENMARK

Relevant document: 'Crime Certificate' (Straffeattest).

Residents

Apply at the local police station.

Non-residents and non-citizens

Apply by mail, fax or email:

Commissioner of Police in Denmark
Rigspolitiet
Center for Almen Jura
Kriminalregisteret, Politivoert 14
1789 Copenhagen W
DENMARK

Tel: +45 35 21 62 16

Fax: +45 35 21 02 20

email: adm-kriminalregister@politi.dk

Application to include: written and signed request together with a copy of your passport, your last registered address in Denmark and a return address. An English copy can be requested.

Fee: no fee.

Processing time is 'while you wait', or several working days if the certificate is posted.

www.politi.dk

DJIBOUTI

Police certificates are issued by the Tribunal de Djibouti.

Residents and non-residents

Apply to:

Ministere de l'Interieur
BCN – Interpol Djibouti
B.P. 4239
DJIBOUTI

Application to include

Residents - required fee and National ID card.

Foreign nationals or non-residents – the 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).

Residents and non-residents

Apply in person or through a representative acting on your behalf, or by mail to:

Criminal Investigations Department
Police Headquarters
Reseau
DOMINICA
Phone: 767 448 2222

Application to include

Residents and non-residents - passport, all previous names used, current and previous places of residence, and 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.

Fee: payable.

Note: certificates may be sent directly to DIAC.

DOMINICAN REPUBLIC

Relevant document: 'Certificate of No Judicial Records' (Certificado de No Antecedentes Judiciales).

Residents

Apply in person to:

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

Non-residents

Apply to the office above for instructions on how to obtain a certificate.

Application to include

Residents and non-residents - a photocopy of both sides of your Dominican National Identification Card (cedula), valid passport and one passport-sized photograph.

Foreign residents and former residents - a resident card and a copy of your passport.

Fee: payable.

www.procuraduria.gov.do

EAST TIMOR (TIMOR LESTE)

Relevant document: 'Certificado De Registro Criminal' (Criminal Registry Certificate).

Apply to:

Office of Civil Registrations
Direcao Nacional dos Registos e do Notariado
Registo Criminal (Criminal Registry)
Ministerio da Justica (Ministry of Justice)
Dili
EAST TIMOR

Application to include: one passport size photo; 'Declaro do Domicilio' signed by the Chief of Village or Sub District Administrator passport and National Timor Leste ID card (for citizens), and a letter from your employer or embassy.

Forms are available from the Office of Civil Registrations.

Fee: there is no fee for the certificate.

Note: you must apply in person or provide a proxy, 'procuracao', for a third party to attend in person on your behalf.

ECUADOR

Relevant document: 'Certificado de Antecedentes Personales'(CAP) or 'Record Policial'.

Citizens (over 18years of age) living in Ecuador

Apply in person to:

Policia Nacional del Ecuador Direccion Nacional de la Policia Nacional
Jefaturas y Subjefaturas Provinciales de la Policia Judicial.

Application to include: Cedula de Identidad (ID) or passport, a passport size photo.

Citizens (over 18 years of age) not living in Ecuador

Apply to the nearest Ecuadorian consulate (Agregaduria de Policia if available in the consulate).

Application to include: Cedula de Identidad (ID), passport.

Fee: payable.

Note: if you live outside Ecuador, you can authorise a relative to obtain the certificate on your behalf. You need to provide a Poder Notarial form and your 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 Av Amazonas y Vicente Ramon Roca Quito.

Certificates are not available for foreigners who live in or have lived in Ecuador.

EGYPT

Relevant document: 'Criminal Status Record' (Saheefat al Hala al Gina'iyya).

Residents

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

Non-residents

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

Application to include: fingerprints from local police, ID and a photo.

Forms can be bought and stamp duty paid at post offices in Egypt.

Fee: Three Egyptian pounds for standard and six Egyptian pounds for urgent.

Processing time is approximately 24 hours for urgent requests and 3 – 4 days for standard requests.

EL SALVADOR

Relevant document: 'Good Conduct Certificate' (Solvencia de la Policía).

Residents

Apply in person to the Director General of National Police, Cuartel Central San Salvador.

Application to include: identity card (cedula), fingerprints taken at the local police station, four identical passport size, and full-face photographs and one of a side profile.

Non-residents

You will need to apply through the nearest Salvadoran consulate or embassy and give power of attorney to a Salvadoran resident.

Application to include: original documents (Salvadoran birth certificate, cedula and passport).

Provide photographs to the nearest Salvadoran embassy or consulate, where fingerprints will be taken. Documents can then be forwarded by you to a Salvadoran resident.

Fee: payable.

EQUATORIAL GUINEA

Relevant document: 'Police Certificate' issued by the Ministry of Justice (Certificado de Antecedentes Penales)

Residents

Apply in person to the Director General De Seguridad Nacional, Avenida De La Independencia Malabo.

Non-residents

Contact the embassy of Equatorial Guinea in your country of residence to obtain a certificate.

If your country of citizenship has a reciprocal agreement with Equatorial Guinea, a police certificate can be issued, if it doesn't, a certificate cannot be provided.

Application to include: Residence Permit and passport ID photo.

Fee: Nil.

ERITREA

Residents

Apply to:

Eritrean Police Headquarters
Police Laboratory
PO Box 1223
Asmara
ERITREA

Phone: +2911 127799

Non-residents

You will need to nominate a representative with power of attorney to make your application in Eritrea. Certificates may then be collected at the nearest Eritrean embassy.

Application to include: full set of fingerprints, certified copy of passport or ID, and 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: 'Criminal Record Check'.

Residents and non-residents

Apply by **mail** to:

Nimekast nr 1563
Toompuiestee 33a
10402 TALLINN
ESTONIA

Phone: +372 6636361

Apply by **email** to paring@karistusregister.ee

Application to include: signed and dated application form, including first name and surname, ID-code or birth date and your residential address (or e-mail address).

An application form is available at: <http://www.rik.ee/karistusregister>

Fee: Free of charge once a year; otherwise a state fee of 3,19 euros applies. When inquiring about another person a state fee of 3,19 euros applies.

Processing time is 2 to 5 working days.

For further information, send an email to info@karistusregister.ee

ETHIOPIA

Relevant document: 'Police certificate'.

Citizens and non-citizens living in Ethiopia for six months or longer

Apply to:

Ethiopian Federal Commission
Forensic Investigation Department
PO Box 199
Addis Ababa
ETHIOPIA

Phone: 251-115-512744

Application to include: two passport size photos and a copy of your passport and national identity card.

Citizens and non-citizens not living in Ethiopia

Apply to the address above. You may also ask a representative to submit the request in person on your behalf by presenting proof of legal representation and the documents listed below.

Application to include: original fingerprints document from the police authority in your country of residence and copies of relevant passport pages.

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

FIJI

Relevant document: 'Police Clearance Certificate'.

Residents

Apply in person to the Central Police Station, Joske Street, Suva.

Non-residents

Apply by mail to:

Commissioner of Police
GPO Box 239
Suva
FIJI

Application to include: Form A – which can be downloaded from the website below or obtained from the Australian Visa Application Centres in Suva and Lautoka; a letter from the DIAC office requesting the 'Police Clearance Certificate', a passport sized photo, original or certified copy of your birth certificate, and/or a certified copy of your passport bio data page.

Fee: payable (see website).

Note: Applicants who have lodged at another DIAC office can download Form A from the website.

www.fiji.embassy.gov.au/

FINLAND

Relevant document: 'Extract from Criminal Records' (Rikosrekisteriote).

Apply by mail, fax or email to:

Legal Register Centre
PO Box 157
13101 Hameenlinna
FINLAND

Phone: +358 (0) 10 36 65 662 Fax: +358 (0) 10 36 65 783

email: oikeusrekisterikeskus@om.fi

Application to include: the reason for check, the country requiring the check and the preferred 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.

The application form can be downloaded from the website in English.

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

Processing time is approximately one to two working days.

www.oikeus.fi/oikeusrekisterikeskus

FRANCE

Relevant document: 'Extract from Police records' (Extrait du Casier Judiciaire Bulletin n° 3).

Residents and Non-Residents

Apply in person or by mail:

French Criminal records Office
Casier Judiciaire National
107 rue du Landreau
44317 Nantes Cedex 3
FRANCE

French citizens born in France or in the territories may apply directly at:

www.cjn.justice.gouv.fr/qn/b3/eje20.

Application to include: completed application form, photocopy of passport or ID card if you were not born in France.

Further information including application forms is at: www.cjn.justice.gouv.fr

Processing time is approximately two weeks unless requested online or through minitel when it is approximately two days. There is no fee for the certificate.

Note: if you were born in Overseas Territories or in a Territorial Unit, you should go to the Clerk's Office at the Court of First Instance, in the place where you were born.

FRENCH GUYANA

Relevant document: 'Extrait du Casier Judiciaire' (Police Record Check).

French citizens born in French Guyana

Apply in person at:

Tribunal de Grande Instance de
Cayenne
Avenue General de Gaulle
97300 Cayenne

Apply by mail to:

National Criminal Records
44317 Nantes Cedex 3
FRANCE

Apply by fax to: 02 51 89 89 18

Application to include: application form, identification and passport.

Non-French citizens and French citizens born outside French Guyana

Apply to:

Casier Judiciaire National
107 Rue du Landreau
44079 Nantes Cedex 01
FRANCE

Application to include: proof of identity or residence status in country (photocopy of passport or identity card and 'Carte de Sejour').

The application form: 'Request for a bulletin no 3' (Demande de B3, Extrait du casier judiciaire) is available at: <https://www.cjn.justice.gouv.fr/cjn/b3/eje20c>

Fee: nil.

Processing time is approximately two weeks.

Casier Judiciaire National du lundi au vendredi de 8h 30 à 17h (opening hours for the Casier Judiciaire National are Monday to Friday, 8.30am to 5.00pm).

Note:

- do not attach an envelope or stamp for reply. Par télécopie, 02 51 89 89 18.
- if you were born outside France, even if you are French, you must enclose proof of identity (photocopy of an official document containing preference descent).
- Rappel: si vous êtes né à Mayotte, en Nouvelle Calédonie, en Polynésie Française ou à Wallis et Futuna, vous devez adresser votre demande [au greffe du tribunal de première instance](#) de votre lieu de naissance.
- Reminder: if you were born in Mayotte, New Caledonia, French Polynesia or Wallis and Futuna, you must submit the request [to the Court of First Instance](#) in the place of your birth.

FRENCH POLYNESIA

Relevant document: 'Extract from Police records' (Extrait du Casier Judiciaire).

French citizens born in French Polynesia

Apply in person or by mail to:

Court of First Instance, 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

Non-French citizens and French citizens born outside French Polynesia

Apply by mail to:

Casier Judiciaire National
107 Rue du Landreau
44079 Nantes Cedex 01
FRANCE

Or apply online at: www.cjn.justice.gouv.fr

Application to include: application form, proof of identity or residence status in country (photocopy of passport or identity card and 'Carte de Séjour').

The application form: 'Request for a bulletin no 3' (Demande de B3/Extrait du casier Judiciaire) is available online.

Fee: payable.

GAMBIA

Apply to the Ministry of Justice, Banjul.

Application to include: fingerprints (for local residents, these can be taken at your local police station).

Fee: payable.

GABON

Relevant document: 'Extrait de Casier Judiciaire'.

Ciitizens

Apply in person to any Judicial Court in your place of birth or the nearest Gabon Embassy in your country of residence.

Gabonese residents in Libreville or residents abroad

Apply through the Tribunal de premiere Instance de Libreville.

Gabonese residents in interior parts of the country

Apply through the Tribunal de Premiere Instance in the provincial capital city in your area of residence.

Foreign born Gabonese citizens and foreign nationals, who currently or previously have lived in Gabon

You can only obtain police certificates from the Gabonese Ministry of Justice in Libreville.

Application to include: birth certificate and passport.

Fee: Nil.

GEORGIA

Residents

Apply to:

Information Centre of Ministry of Interior
10 General Gia Gulua Street
Tbilisi 380014

Phone: (995 32) 996233

Fax: (995 32) 931617

Non-residents

Apply to the nearest Consulate of Georgia in your country of residence.

If you live outside Tbilisi or outside Georgia you can apply by proxy (for example, through a relative in Tbilisi) or with a written request stating the type of record required and the purpose for which it is being sought.

GERMANY

Relevant document: 'Police Good Conduct Certificate' (Polizeiliches Führungszeugnis).

Residents

Apply in person to the local registration office (Buergeramnt/Buergerbuero) in your town or city of residence.

German citizens or former residents outside Germany

Apply to your nearest German embassy/consulate or directly by mail or fax (not email) to:

Bundesamt für Justiz
Sachgebiet IV 21/IR
53094 Bonn, GERMANY

Phone: +49 (0)228 99 410 - 40

Fax: +49 (0)228 99 410 – 5050

Application to include: full personal details and your 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 your personal details. (You must sign this copy before certification).

The application form is at: www.bundesjustizamt.de

It is available in English at:

http://www.bundesjustizamt.de/cln_108/nn_257944/SharedDocs/Publikationen/BZR/antrag_en_pdf_templateId=raw,property=publicationFile.pdf/antrag_en_pdf.pdf

Fee: payable (currently EUR 13).

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

Note: the certificate will be issued in German only.

GHANA

Relevant document: 'Police clearance certificate'.

Residents

Apply in person or by mail to:

Commissioner of Police
Ghana Police Service (Headquarters)
Criminal Investigation Department
PO Box 505
Accra
GHANA

Non-residents

If you no longer live in Ghana, you will need to have a friend or relative in Ghana apply for the certificate on your behalf.

Application to include: a certified set of your fingerprints taken by a recognised police department in your country of residence, three passport sized photos, completed application form, and a certified copy of your passport.

Fee: payable.

The certificate is valid for six months from date of issue.

Note: a refugee can apply for a Ghana police certificate. They must provide the UNHCR identification with, or in lieu of, a passport.

GREECE

Relevant document: 'Penal Certificate for General Use'.

Residents of Greece (including non- Greek citizens)

Apply in person at any KEP (Client Service Centre) or by phone to KEP on 1502.

Non-citizens living in Athens

Apply in person to:

Ministry of Justice
96 Mesogion Street
Athens, 11527

Application to include:

Greek citizens - Identity Card.
Resident non-citizens - passport/resident permit.

Non-residents

Apply in person at a Greek embassy or consulate.

Application to include: Identity Card or passport.

Processing time is approximately two weeks through KEP. Foreigners living in Greece can obtain the document from the Ministry of Justice within one working day.

GRENADA

Residents and non-residents

Apply in person, through a representative acting on your behalf or by mail to:

Criminal Records Office
Police Headquarters
St Georges
GRENADA
Phone: 473 440 2823

Application to include

Residents - two passport-sized photographs.

Non-residents - two passport-sized photographs, a full set of fingerprints taken by a recognised police authority, details of periods of residency and previous addresses.

Also include a stamped self addressed envelope if you want the police certificate to be mailed.

Fee: payable.

Note: certificates may be sent directly to DIAC.

GUADELOUPE

Relevant document: 'Extrait de casier judiciaire'.

Residents and French citizens born in Guadeloupe

Apply to:

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

Apply by mail requesting a Bulletin no. 3 to:

Casier Judiciaire National
107 rue de Landreau
F-44079 Nantes Cedex 1
FRANCE

Fee: payable.

www.cjn.justice.gouv.fr

GUAM

Relevant document: 'Court Record Clearance'.

Residents

Apply to the local police authority.

Non-residents

Apply to:

Superior Court of Guam
Records Division
120 W O'Brien Drive
Hagatna 96 910

Application to include: name, date of birth, social security number.

Fee: payable.

GUATEMALA

Relevant documents:

- (1) 'Police Clearance', ('Antecedentes Policiacos') available from National Police, and
- (2) Penal clearance 'Antecedentes Penales' from Supreme Court (indicating whether a judicial process is underway or outstanding).

Residents

Apply in person to:

For document (1) to:

Secretaria de la Policía Nacional, Guatemala City

Or

Regional Headquarters (Jefatura Nacional)

National Police (Policia Nacional), in the capital of the province in which you live.

For document (2) to:

Corte Supreme de Justicia National Supreme Court, Guatemala City.

Application to include:

For document (1): national ID card (cedula de vecindad) or passport, and two sheets of stamped legal paper (papel sellado)

For document (2): national ID or passport.

Non-residents

If you are no longer living in Guatemala you cannot obtain a certificate. However, certificates may be issued to a third party who has written authorisation from you.

Fee: payable.

GUINEA

Relevant document: 'Extrait du Casier Judiciaire (Bulletin No. 3)'.

Guinean citizens resident in Guinea

Apply at your local police station.

Non-resident citizens

Contact the Embassy of Guinea for information on how to obtain a certificate.

Note: there are no established procedures for non-citizens to obtain a police certificate from Guinea.

GUINEA-BISSAU

Relevant document: 'Registo Criminal'.

Apply to:

Departamento de Registo Criminal

Ministerio de Seguranca Nacional e Ordem Publica

C.P. 13 BISSAU

GUYANA

Residents

Apply in person to Police Headquarters, Eve Leary Kingston, Georgetown (Clearance Office).

Application to include: right thumbprint and three photographs (taken at the time of application).

Non-residents

Contact a Guyana High Commission or embassy or apply to the address above.

Fee: payable.

HAITI

Relevant document: 'Casier Judiciaire'.

Residents

Apply to the local Greffe des Tribunaux de Premiere Instance.

Application to include: copy of your birth certificate, original and a copy of identity card or National Identification Card and one passport sized photograph.

Non-residents

Apply to the local Greffe des Tribunaux de Premiere Instance of your former residence in Haiti.

Fee: payable.

HONDURAS

Relevant document: 'Certificate of Good Conduct' (Certificado de Buena Conducta).

Residents

Apply in person to the National Bureau of Investigations (Direccion Nacional de Investigaciones), Tegucigalpa.

Application to include: passport residence book (carnet de Residencia), certificates from Honduran 'Ministerio de Gobernacion y Inmigracion'.

Non-citizen married to a Honduran

Apply in person to the National Bureau of Investigations (Direccion Nacional de Investigaciones), Tegucigalpa.

Application to include: marriage certificate, birth certificates of Honduran children, letters of employment/study, one photo 7.5 x 9 cm, fingerprints taken.

Fee: payable.

HONG KONG (Special Administrative Region – SAR)

Relevant document: 'Certificate of No Criminal Conviction' (CNCC) Obtained from the Hong Kong (SAR) Police Identification Bureau.

Residents

Apply in person to the CNCC Office.

Non-residents

Apply by mail to:

The Commissioner of Police
(Att: OIC CNCC).

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

Application to include: application form, passport or Hong Kong ID card, and the original and photocopy of the referral letter from the DIAC office processing the application (see below).

Fingerprints for residents are taken at interview.

If you are a non-resident, you must obtain and send fingerprints certified by the police agency in your country of residence. This must include the name and rank of the certifying officer, the full name of the agency, and the certifying date.

Letter of referral

You must firstly lodge your visa application and then obtain a letter of referral requesting the certificate from the DIAC office. This letter must be submitted when applying to the Hong Kong authorities.

Application form: residents can obtain the form at a pre-arranged interview with the Hong Kong Police or it can be downloaded at: www.info.gov.hk/police

Non-residents can obtain the form at: www.info.gov.hk/police

For further information, email: eo-cncc-ib@police.gov.hk

Fee: HK\$185

HUNGARY

Relevant document: 'Police Penal Certificate' (Hatósági Erkölcsi Bizonyítvány).

Residents

Apply 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

Apply by mail to:

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

Apply to nyilvantarto.hivatal@mail.ahiv.hu or through the client service portal on the web page below.

Phone: +36 1 273 4800 (if calling from outside Hungary: +36 1 452 3622) Fax: +36 1 455 6875

Non-residents

Apply at the nearest Hungarian embassy or consulate.

Application to include: application form, ID number, full names (current and previous), date and place of birth, mother's maiden name, and your permanent address.

The application form is available at any post office and on the website.

Processing time is approximately five working days from the date the application is received.

Fee: payable 3100 HUF: for urgent processing 4400HUF

www.nyilvantarto.hu/

ICELAND

Relevant document: 'Crime Certificate' (Sakavottord).

Residents

Apply in person to the nearest office of the District Commissioner of Kópavogur Iceland (Sýslumaðurinn í Kópavogi)

Application to include: application form (available at any police station), ID card or passport.

Non-residents

Apply by mail to:

Prosecutor General
(Sakaskra Ríkisins)
Hverfisgata 6, IS – 150
Reykjavik, ICELAND

Phone: +354 560 3000 (8.30-11.00 Mo-Fri)

Apply by email to: rsak@tmd.is or kopavogur@syslumenn.is

Application to include: application form, ID card or passport.

Processing time is '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.

Note: you can nominate someone to apply on your behalf. They will need to present a letter of your authorisation and their ID, as well as a copy of your ID.

www.logreglan.is

INDIA

Relevant document: 'Police Clearance Certificate'.

Citizens

Apply in person to the Regional Passport Office.

Resident non-citizens

Apply in person to the Ministry of Home Affairs of your state of residence in India.

Non-resident citizens

Apply to the nearest Indian High Commission, consulate or embassy in your country of residence.

Non-resident non-citizens

If you are applying in Australia see: http://www.hcindia-au.org/consular_passport_visa_oci.html

If you are in another country, apply in writing to the nearest Indian High Commission or embassy in your country of residence.

The application must include the length of your stay in India, your address in India, your personal particulars and the reason for requiring the certificate.

INDONESIA

Relevant document: 'Good Conduct Certificate' Surat Keterangan Catatan Kepolisian (SKCK).

Citizen residents (and citizen non-residents with a Kartu Tanda Penduduk (KTP))

Apply to the Local District or to Police Headquarters (Mabes POLRI).

Application to include:

- a recommendation letter from your sub-district police officer
- your resident identification card (KTP), birth certificate and family card
- a photocopy of your passport (including bio-data)
- two colour photos 4cm x 6cm
- if you are still studying, a permission letter from your parents.

Citizen non-residents without a KTP and non-citizens

Apply to:

Badan Intelijen Keamanan
Mabes Polri
Building D, Room 1013
Jln Trunojoyo No 3
Kebayoran Baru, Jakarta Selatan
12110, INDONESIA
Phone: 021 7218270 or 7398181

Application to include:

- a letter of application
- a photocopy of your passport (including bio data page and page(s) containing the Indonesian visa and arrival/departure stamps)
- a photocopy of your Indonesian residence permit – Karta Izin Tinggal Terbatas (KITAS)
- a photocopy of your Indonesian police registration certificate – Surat Keterangan Laporan Diri (SKLD)
- a reference letter from the company where you worked (optional)
- two colour photos (4 cm X 6 cm).

The application form can be obtained from a police office.

Fee: payable.

Note: tourists are not normally registered with police and cannot obtain a clearance.

Refugees will need to apply for a certificate through UNHCR Jakarta.

IRAN

Relevant document: 'Penal Certificate'.

Residents

Apply in person to the nearest 'Police+10' station or to:

The Criminal records Division of the Public and Revolutionary Prosecutor's Office
Dadsary-e Omunmi va Enghelab-e Tehran/Edarey-e-Kol-e-Sejel-e-Keyfari
va Af-e-Bakhshoudegi

Non-residents

Apply to the Iranian embassy in the your country of residence (the embassy will forward the request to the Iranian Ministry of Foreign Affairs, or to Interpol who will forward the request to Interpol Tehran).

Application to include: two photographs and ID card issued by the General Department of Civil Status and Census registration, personal details and fingerprints for Interpol.

Fee: payable.

<http://epolice.ir/>

IRELAND

Relevant document: 'Police Certificate of Character'.

Residents

Apply in person to the local Garda station at your place of residence.

Non-residents

Apply by mail to the Superintendent in charge of the district covering the area of your principal place of former residence in Ireland.

www.garda.ie

ISRAEL

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

Residents

Apply at any police station.

Non-residents

Apply in person to the nearest Israeli embassy or consulate.

Application to include: application form and your identity card or passport. The application form must be completed at the police station or the Israeli embassy or consulate.

Note: Police Certificates will be provided directly to the Australian Embassy in Tel Aviv who will then forward them to the relevant processing office in Australia. Certificates will not be sent to applicants.

ITALY

Relevant documents:

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

Apply to:

Criminal records office (Procura della Repubblica) of the place of residence or in the Rome Central Office of the Casellario giudiziale – for both (1) and (2).

Solicitor General's office (Procura della Repubblica in your place of residence in the last five years) for (2) only.

Both certificates can be obtained in person, or through an authorised friend, relative or services agency in Italy, or through the nearest Italian consulate.

An English language information service is available in Rome only.

Application to include: identity documents and, if necessary, a statement authorising a third party to apply for the certificate on your behalf.

Fee: payable with 'marca da bollo' (revenue stamps).

Note: local information may differ. Please visit the Ministry of Justice website to verify and determine application checklists for all local offices in Italy.

www.giustizia.it/

IVORY COAST (COTE D'IVOIRE)

Residents

Apply at the local police station.

Non-residents

Apply to the Cote d'Ivoire embassy or consulate in your country of residence.

Note: the embassy or consulate can only issue the certificate if you are resident in that country. Non-residents in a country with no Cote d'Ivoire embassy or consulate will be unable to obtain a certificate.

JAMAICA

Residents

Apply in person at:

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

You will be issued a receipt, which you must then bring to:

The Criminal Records Office
Police Certificate Section
34 Duke Street
Kingston, JAMAICA

Note: you may be required to submit fingerprints. If so, you will need to:

- go to the police station closest to where you currently live

- bring a valid passport
- request that fingerprints be taken on the prescribed Jamaican Police form, and
- advise the police officer that the fingerprints are required for immigration purposes.

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 you.

Non-residents

Apply by mail or in person (including a representative acting on your behalf) at:

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

Phone: 876 922 3221 or 876 922 0125

Application to include: full name and alias(es), date of birth, valid passport, three identical passport-sized photographs (notarised), address(es) where you have lived in Jamaica and name and the address of the DIAC office the certificate should be sent to.

Fee: payable.

Note: certificates may be sent directly to DIAC.

JAPAN

Relevant document: 'Police Clearance Certificate' (Tokou Shoumei).

Residents

Apply to:

Tokyo Public Safety Division,
Metropolitan Police Department
2-1-1, Kasumigaseki
Chiyoda-Ku
Tokyo

For other cities, apply to the prefecture Police Office.

Non-residents

Apply in person to your nearest Japanese embassy or consulate.

You will need to lodge your visa application with DIAC first, and then obtain a letter of authority from DIAC to apply for the certificate.

Application to include: Family register (for Japanese citizens) or passport and alien registration card (for non Japanese citizens), residential certificate, official seal, the letter from the DIAC visa processing office, and fingerprints (taken at the office or embassy or consulate where you applied for the certificate).

Fee: payable at some prefectures in Japan.

<http://www.keishicho.metro.tokyo.jp/>

JORDAN

Relevant document: 'Penal Clearance/Non-Conviction Certificate'.

Residents

Apply in person to the Ministry of Justice. No one can apply on your behalf.

Non-residents

Apply to any Jordanian embassy abroad.

Application to include: your full name, date of birth, place of birth, your parents' names, your fingerprints and identity documents (ID, passport). If you are a non-citizen or non-resident, you will need to also provide a copy of your Resident Permit.

Processing time is same day if in person or otherwise up to three months.

Fee: payable.

KAZAKHSTAN

Residents

Apply to the Centre of Legal Statistic and Information General Public Prosecutor's office at any regional city.

Non-residents

Apply to the nearest consulate of Kazakhstan.

Application to include: evidence you have lived in Kazakhstan and a full explanation of the reasons for living in Kazakhstan. You must also provide address of registration, names of organisations where you have worked or studied and your maiden name (if your name has changed).

Fee: payable.

KENYA

Relevant document: 'Kenya Certificate of Good Conduct'.

Apply to:
Director of Criminal Investigations Department
PO Box 30036
Nairobi, KENYA

Application to include

Residents –your National ID card. Non-citizens must provide a passport and evidence of legal residence in Kenya.

Non-residents –a full set of fingerprints taken at any police station in the country you live in.

Fee: 1000 Kenyan Shillings (Ksh). If applying from outside Kenya, please provide an international money order for 1000Ksh or equivalent made payable to the Director of Criminal Investigation Department.

Note: if you lived in Kenya as a refugee, you can obtain a certificate on presentation of your UNHCR Mandate letter.

KIRIBATI

Relevant document: 'Police Clearance Certificate (CB Form 16)'.

Apply using form 80 to the DIAC office processing the application.

Form 80 is available from the DIAC office or at: www.immi.gov.au

KOREA, REPUBLIC OF (SOUTH KOREA)

Relevant Documents:

Residents - Criminal History and Investigation History Information Record (CHIHIR).
Non-residents - Criminal Records Certificate (CRC).

Residents (Korean citizens and non-citizens)

Apply at the nearest police station.

Non-residents (Korean citizens and non-citizens)

Apply at the nearest Korean Embassy or consulate.

Application to include: passport and one passport size photograph, registration card (residents) or copy of passport (non-residents).

Note: when the certificate is submitted to DIAC it should be accompanied by an official English translation.

KOSOVO

Relevant Documents:

You will need to provide two documents:

- a 'Certificate of No Convictions' (Vertetim) from the Ministry of Internal Affairs (Ministria e Puneve te Brendshme).
- A certificate from the Municipal Court (Gjykata Komunale) in your place of residence.

Residents

Apply in person to the local police station or send an email to: info@kosovopolice.com

A close family member in Kosovo can also apply on your behalf.

Application to include: the application form and ID. The application form is available at any police station in Kosovo.

If you apply by email, attach a scanned copy of your passport and indicate the period of stay in Kosovo.

Non-residents

Close family members in Kosovo or a representative certified by the court or notary can apply on your behalf. The representative must present a birth, marriage or family composition certificate issued by UNMIK (United Nations Mission in Kosovo).

Fee: payable.

KUWAIT

Relevant document: 'Criminal Status Certificate'.

Residents

Apply in person at the Ministry of Interior, Department of Criminal Evidence.

Non-residents

Apply to the nearest Kuwaiti embassy. An alternative is to provide power of attorney to a relative or to your former employer's Public Relations Officer to lodge an application on your behalf with the Ministry of Interior in Kuwait.

Application to include

Residents - a letter from DIAC stating you require the certificate for immigration purposes (or provide a copy of the application form), original passport or civil identity card and one copy, and two passport sized photos. Fingerprints will be taken by the police at the time of application.

Non-residents – you will need to confirm the documentation required with the Kuwait embassy.

Processing time is at least two weeks. A penal clearance is valid for three months from date of issue.

KYRGYZSTAN

Relevant document: 'Police certificate'.

Residents

Apply in person or by mail to:

Information Centre
Ministry of Interior
Frunze Street 469
Bishkek 720011, KYRGYZSTAN
Phone: (+996312) 667054, 662450, 662331

Non-residents

Apply as above or to the nearest Kyrgyzstan consulate (the consulate nearest Australia is in Kuala Lumpur, Malaysia).

Phone: (00603) 21632012
Fax: (00603) 21632024

Application to include: written request with full name, nationality, passport number, period of stay, purpose and address in Kyrgyzstan, as well as your passport or a copy of your passport.

Fee: payable.

LAOS

Relevant document: 'Penal Certificate'.

Citizens

Apply in person or family or friends can apply on your behalf.

Obtain an application form from the People's Supreme Court: KM3 Tha deua Road, Sisattanak District, Vientiane

Take the completed form to the Village Office with two passport sized photographs. Also 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 your residence. If you have not already informed the village chief, you may be required to have your address certified. Without the Village Office being aware of your presence (current or past) in their village, the police certificate cannot be issued. You need to take your 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.

Processing time - the certificate is usually issued within a week.

Fee: payable.

LATVIA

Relevant document: 'Certificate of (non) conviction'.

Resident citizens

Apply in person, by post or fax to:

Ministry of Interior Information Centre
Bruninieku Street 72b
LV 1009 Riga
LATVIA

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

Application to include: request form and original passport as proof of identity when submitting in person and receiving the certificate.

The request form is available at <http://www.ic.iem.gov.lv/?q=en/node/426>

Fee: payable. Details are on the website.

Non-residents (citizen and non-citizen)

Apply as above or to the nearest Latvian embassy or consulate in your country of residence.

For locations see <http://www.mfa.gov.lv/en/ministry/mission/>

Processing time is approximately five working days; urgent requests may be processed in a day.

Note: applications may be lodged in person, by an individual on your behalf or by fax. However, the certificate can only be received in person on production of a notary's letter of attorney. The certificate can be requested in Latvian, Russian and English.

www.ic.iem.gov.lv

LEBANON

Relevant document: 'Non-Conviction Certificate'.

Residents

Apply in person to any Libyan post office in Lebanon or 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)

Non-residents

Apply at your nearest Embassy of Lebanon/Consulate General.

Application to include: ID or passport.

Processing time for residents is while you wait. For non-residents, it is approximately 15 days.

Fee: there is a charge levied. In addition to the standard charge, LibanPost (the Lebanese postal service) imposes an additional service fee.

LESOTHO

Residents and non-residents

Apply to the Commissioner of Police, Police Headquarters, Maseru, Lesotho.

Application to include: full name and date of birth, details of residence and employment in Lesotho. Fingerprints may subsequently be requested but will only be accepted if provided by Lesotho police.

Fee: payable.

LIBERIA

Residents

Apply in person to the Ministry of Justice in Monrovia.

Non-residents

You will need to contact the Liberian embassy or consulate in your country of residence.

In Australia, the address is:

Liberian Consulate General
550 Swan Street
Richmond
Victoria 3121
AUSTRALIA

Phone 03 9428 8681

Application to include: a certified copy of your passport bio data page, a certified copy of evidence of your legal residence in Liberia, fingerprints and the required fee (payable at the Liberian embassy or consulate).

Fingerprints can be taken at a local police station in your current country of residence (and will need to be accompanied by your personal details as well as a passport sized photograph).

The Liberian embassy or consulate will then forward the request to the relevant government authority in Liberia.

LIECHTENSTEIN

Relevant document: 'Criminal Record Excerpt' (Gesuch um Strafregisterauszug).

Apply in person (no appointment necessary) or by post to:

Fürstlich Liechtensteinisches Landgericht
Spaniergasse 1
LIE - 9490 Vaduz
LIECHTENSTEIN

Phone: 00423 236 69 19, Fax: 00 423 236 65 39

Opening hours: Monday to Friday 9am - 12pm and 2pm - 4pm; on Wednesdays 2pm – 6pm.

Application to include: photo ID if applying in person.

If applying in writing, include a written request for the Criminal Record Excerpt and a copy of your passport/ID card. The signature on the written request **MUST** be officially certified.

Fee: payable (currently CHF 9).

Processing time is 'while you wait' if applying in person, otherwise up to one week (take into account additional time needed for posting the certificate).

Note: the Criminal Records Excerpt is provided in German and handed directly to you regardless of whether or not it contains any conviction information.

www.gerichte.li

LITHUANIA

Relevant document: 'Criminal Record Check'.

Resident citizens

Apply in person to:

Lietuvos Respublikos vidaus reikalų ministerijos priimamaji Vilniuje Sventaragio
g. 2 (Ministry of Internal Affairs)

Apply by mail to:

Informatikos ir Rysiu Departamentas prie
Lietuvos Respublikos Vidaus Reikalų Ministrijos
Sventaragio g. 2 Vilnius, LT- 01510
LITHUANIA

Phone: (8 5) 271 8655, (8 5) 271 7257 Fax: (85) 2718302

You can also apply online to:

Laima Gatelyte, laima.gatelyte@vrm.lt Rita Vilmiene, rita.vilemiene@vrm.lt

Non-residents

Apply at your nearest Lithuanian embassy/consulate.

Application to include: application form (available online and proof of identity).

Processing time is approximately 1-10 working days.

Fee: 15,00 Lt for processing within 10 working days; 22.50 Lt for processing within one working day.

<https://www.ird.lt/etpus>

<http://www.evaldzia.lt>

<http://www.epaslaugos.lt>

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

Application to include: a copy of your ID and proof of nationality. Non-citizens should provide an ID card and passport.

Fee: Nil.

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

MACAU

Relevant document: 'Certificate of Criminal Record'.

Residents and non-residents over 16

Apply to:

Avenida da Praia Grande

No. 804 Edf China Plaza 1

Andar MACAU

If outside Macau, apply by mail to:

PO Box 1089

Macau SAR

Application to include

Residents - Macau Resident Identity Card (BIR)

Non-residents - proof of residence in Macau (residence permit, Identity permit of non-resident worker and valid travel documents).

The application form is available online.

Fee: payable.

www.gov.mo

MACEDONIA, FORMER YUGOSLAV REPUBLIC OF

Relevant document: 'Certificate' (Uverenie).

Residents of Prilep

Apply in person to the Municipal Court at your place of residence.

All other residents

Apply at your local police station.

Non-residents

Apply at any Macedonian diplomatic mission, or a family member may apply on your behalf.

Application to include: Application form, ID card or passport. The application form is available from the police station or the diplomatic mission.

Time to obtain a certificate is approximately one week and the certificate is valid for six months.

Fee: payable.

MADAGASCAR

Relevant document: 'Bulletin de casier judiciaire'.

Citizens

Apply in person to the judicial court in the province of your birth.

Resident non-citizens

Any person, regardless of nationality, presently or formally resident in Madagascar may obtain judicial records by applying to Le Procureur Général, Près de la Cour d'Appel at Antananarivo or to the provincial Tribunal.

Application to include: valid passport or a notarised copy of the passport.

Fee: 2,000 FMG.

MALAWI

Residents and non-residents

Apply in person to:
National Police Headquarters
Lilongwe

Apply by mail to:
Attention Superintendent Chiumbudzo
National Police Headquarters
Private Bag 305
Capital City, Lilongwe 3
MALAWI

Phone: 265 179 6333 Fax: 265 179 797979

Application to include: a certified copy of your passport, a set of fingerprints taken and certified at your local police station and a covering letter requesting the police certificate.

Fee: US\$20.00.

MALAYSIA

Relevant document: 'Police Good Conduct Certificate' (PCG).

Residents and non-residents can request the PGC online (through the website below).

- Residents can go to the consular office to lodge the documents listed below.
- Non-residents can obtain details on where to lodge documents from the website.

Application to include: a letter from the DIAC office stating you need a PGC Certificate, two copies of your Certificate of Good Conduct form, two passport sized photos, two copies of your Identification Card, two copies of your passport (non-citizens must photocopy all pages), and a stamped self-addressed envelope.

If you are a non-citizen, you must also supply an introduction letter from your employer and evidence of proof of stay in Malaysia.

Processing time is approximately six weeks.

Consular office address

Consular Division
Ministry of Foreign Affairs Malaysia
Wisma Putra
No 1, Jalan Wisma Putra
Precinct 2
62602 Putrajaya
MALAYSIA
Phone: (603) 88874000

Note: if you are a non-resident, you will only be able to obtain a Certificate of Good Conduct if you have lived in Malaysia legally for 12 consecutive months.

Processing time is approximately six weeks.

www.kln.gov.my/files/sijilkelakuanbaikformalaysians.pdf

MALDIVES

Relevant document: 'Police Clearance Certificate'.

Apply to:

Bureau of Criminal Records
Maldives Police Service
Shaheed Hussain Adam Building
Boduthakurufaanu Magu
Male
REPUBLIC OF MALDIVES

Or send an email to: records@police.gov.mv

Application to include

Residents - an authenticated copy of your passport, a recent passport sized photograph (a photo with a white background), an authenticated copy of national identity card and a letter from the Department of Registration or your driving license.

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

Phone: + 960 3322112 (Ext. 3733)

Note: if you need the certificate to be posted to you, include a stamped self-addressed envelope with the application. If the certificate is to be collected on your behalf, the name of the person should be mentioned in the fourth section of the application form. Incomplete applications may delay the processing of the certificate.

www.police.gov.mv

MALI

Relevant document: 'Casier Judiciare'.

Citizens

Apply in person to the Tribunal or the Prefecture at the place of your birth.

Application to include: birth certificate and Mali Identity card.

Non-residents

Apply 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.

If you cannot obtain the certificate directly from Mali, contact your nearest Mali embassy or consulate.

MALTA

Relevant document: 'Conduct Certificate/Certifikat Ta'Kondotta'.

Residents

Apply in person to:

Police General Headquarters
Floriana CMR 02, MALTA
Phone: +356 2294 2667 or +356 2294 2668 Fax: +356 2124 2223
email: cmru.police@gov.mt

Non-residents

Apply by mail to:

C.M.R.U – Malta Police Force
Police General Headquarters,
Floriana CMR 02
Phone: +356 21 22 4001
MALTA
email: cmru.police@gov.mt

Application to include: a written request including personal details and your mother's and father's full name, and a valid passport or ID card.

If you are applying from outside Malta provide a copy of a valid passport bio data page, and evidence of fee payment.

Fee: EURO2.33 either as cash, money order or cheque made payable to the Commissioner of Police.

Processing time is 'while you wait' if you are applying in person, otherwise approximately one week (take into account additional time needed for posting the certificate).

Note: a certificate may be collected on your behalf if you live outside Malta. You will need to give a letter of authorisation and a copy of your passport to that person (and they will need to provide ID).

MARSHALL ISLANDS

Relevant document: 'Police certificate'.

Apply to:

Police Commissioner
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'.

Residents

French citizens born in Martinique may request the certificate from:

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

Apply by mail requesting a Bulletin no. 3 to:

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

Fee: payable.

www.cjn.justice.gouv.fr

MAURITIUS

Relevant document: 'Certificate of Morality' (Certificat de Moralite).

Residents

Apply in person at Police Headquarters of the districts (regions) at:

- Port Louis (South) Line Barracks
- Port Louis (North) Abercrombie
- Piton District Headquarters
- Rose Hill District Head Quarters
- Curepipe District Headquarters
- Rose Belle District Headquarters
- Flacq District Headquarters

Rodrigues (Port Mathurian) District Headquarters Monday to Friday 9.00am – 4.00pm and Saturday.
9.00am – noon.

Application to include: civil status certificates and identity cards (the original and two copies of each) as well any document confirming your address.

Non-residents

Apply by writing to:

Commissioner of Police
Police Headquarters
Line Barracks
Port Louis
MAURITIUS

Application to include: your birth certificate, ID card, marriage certificate and fingerprints, residence card (if available), a letter signed by you and indicating your period of residence in Mauritius and a copy of your identity card, driver's licence or passport.

Fee: payable.

Note: the certificate will be mailed to you if you are in Australia.

MAYOTTE

Relevant document: 'Extract from Police Records' (Extrait du Casier Judiciaire).

Non-French citizens and French citizens born outside Mayotte

Apply by mail to:

Casier Judiciaire National
107 Rue du Landreau
44079 Nantes Cedex 01
FRANCE

French citizens born on Mayotte

Apply in person or by mail to:

Tribunal de Premiere Instance de Mamoudzou
B.P. 106
97600, MAYOTTE

Application to include: identification and form 'Request for a bulletin No 3' (Demande de B3).

MEXICO

Relevant document: 'Certificate of Non-Criminal Record' (Certificado de No Antecedentes Penales).

Residents

Apply in person or by power of attorney to:

Secretaría de Seguridad Pública
Dirección General de Prevención y
Readaptación Social
Atención Oficialia de Partes
Coordinación de Archivo Nacional de Sentenciados
Xola 324 Colonia Del Valle
Delegacion Benito Juarez, 03100
Mexico, Distrito Federal

Working hours 10:00am - 3.00 pm Monday to Friday.

Mexican citizens outside Mexico

Apply 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.

Application to include: a letter signed by you, specifying and detailing where you have been living since you turned 18. Also provide a copy of your birth certificate and any of the following documents: voter card – IFE, passport, and/or military discharge papers.

Also provide proof of your current address (for example, a telephone or electricity bill). You will need to provide a set of fingerprints taken at your local police station and three full front view and three full right profile pictures.

Who can request and collect the police check?

If you are not in Mexico City, any family member or friend can request the police check with written authorisation (original) from you. This authorisation does not have to be notarised.

Processing time is approximately 30 working days.

Note: the certificate will be issued in Spanish only.

MICRONESIA, FEDERATED STATES

Relevant document: 'Police Clearance'.

Apply in person or by mail to:

Chief of Police
Pohnpei State, Kolonia
MICRONESIA

Application to include

Citizens – application form with your full name, date of birth, present and previous addresses and your social security number.

Non-citizens – application form, your passport and entry permit number.

The application form can be obtained from the checking officer at the police station.

Fee: payable.

MOLDOVA

Relevant document: 'Police certificate'.

Residents

Apply in person or by mail to:

Department of Information and Operational Statistics
Ministry of Interior
3A Yakov Khyнку St
Chisinau
MOLDOVA

Phone: (+37322) 255517

Non-residents

You should submit your application to the consular section of the nearest embassy of the Republic of Moldova. (The nearest embassies to Australia are in China and Turkey).

You may also authorize a relative living in Moldova, through a notarized Power of Attorney letter, to submit an application on your behalf.

Application to include: a copy of your passport, power of attorney for a relative (if applicable), full name, date and place of birth, the reason the certificate is required, and language of wording (Russian or Romanian).

Fee: payable.

Note: for enquiries, please send an email to the Department of Information and Operational Statistics of Moldova dieo@mai.gov.md

MONACO

Relevant document: 'Extract from Police Records' (Extrait du Casier Judiciaire).

Nationals, residents and non-residents

Contact the Au Greffe du Palais de Justice before lodging your request in person or by mail to:

Greffe Generale
Palais de Justice
5, Rue Colonel Bellando de Castro
MC 98000 MONACO

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

Application to include

Residents - a photocopy of your ID card.

Resident non-citizens - a photocopy of both sides of your residence card.

Non-residents – a photocopy of your passport and dates of residence in Monaco.

Processing time is approximately 24 hours, if applying in person.

Fee: Eur 1.36.

www.gouv.mc

MONGOLIA

Citizens (resident and non-resident)

Apply to:

General Police Office
Department of Information and Investigation
Chingeltei District, Sambuu District 18
Ulaanbaatar, MONGOLIA
Phone: 976 70114635

Application to include: your National ID card with payment receipt. If you are a non-resident citizen, include your dates of residence.

Resident non-citizens

Certificates can only be issued to non-Mongolian citizens who are living permanently in Mongolia.

The General Police office will contact the Government Implementing Agency, (Mongolian Immigration Agency), to ensure the residential permission. You should present your passport and follow procedures as for Mongolian citizens.

Application to include: a photocopy of both sides of your residence card.

Fee: MNT 1000.

MONTserrat

Residents and non-residents

Apply to:

Criminal Investigation Department
Police Headquarters
PO Box 177
Plymouth, MONTserrat
Phone: 664 491 2555

Application to include: all names used (current and previous), passport information and four passport-sized photographs.

Fee: payable.

Note: certificates may be sent directly to DIAC.

MONTenegro, REPUBLIC OF

Relevant document: 'Certificate of no conviction' ((Uverenje o nekaznjavanju).

Residents

Apply at your local police station.

Application to include: your identification card (*licna karta*) and applicable fees.

Non-residents

There are three ways to obtain a certificate:

- apply in person at the Montenegro Embassy in your country of residence (an application form will be provided), or

- give a notarized statement, translated into Serbian and verified by the embassy of Montenegro, to a relative or a friend who can obtain the certificate for you. They will need to submit this notarized statement to the police station where you last lived in Montenegro, along with a certified copy of your identification card and applicable fees, or
- the certificate can be collected from the Inspector for Foreigners of the local Police Station where you last lived in Montenegro.

Fee: payable.

Processing time is approximately one week. The certificate is valid for six months.

MOROCCO

Relevant document: 'Police Clearance' (Fiches Anthropométriques).

Citizens

Apply to the Monsieur le President du Tribunal de Premier Instant at your place of birth.

Non-citizens

Apply to the Service Centrale, Casier Judiciale, Rabat or at your nearest Moroccan embassy.

Residents if born in Morocco

Apply in person or through a Power of Attorney at Court at your place of birth.

Residents born outside Morocco

Apply to the Ministry of Justice, Directorate of Criminal Affairs.

Non-residents

Apply to the Moroccan embassy or consulate in your country of residence (in person or by phone).

In Australia this is at:

Unit 2/11 West Street
North Sydney

Phone: (02) 9922 4999

Application to include: National ID card, a photocopy of your passport, your birth certificate and a 10 Dirham stamp. If you are a non-citizen, you must provide details of your period of stay, place of work and residence while in Morocco.

MOZAMBIQUE

Residents

Apply in person to:

Criminal Records Headquarters
Cnr Rua Dos Flores and Avenida 24 de Julho
Maputo

OR to

Civil Records Office located in most provincial cities.

Application to include: full name (including former name(s) if applicable), date and place of birth, passport number, period of residence in Mozambique and three photographs. Fingerprints will be taken when you submit your request.

Non-residents

You may designate a local resident to submit your request at Criminal Records headquarters in Maputo. The designation must bear the signature of two witnesses and the proxy representative, who will be able to collect the certificate from the Criminal Records Headquarters.

Application to include: as above. Fingerprints are not required for non-residents.

Fee: payable. Processing time is approximately 3 - 5 working days.

NAMIBIA

Relevant document: 'Police Clearance'.

Residents

Apply by mail to:

Inspector General of Police
Private Bag 12024
Ausspanplatz
Windhoek 9000

OR

Attention: Fingerprints Office
Cnr Jan Jonker & Lazarat Strett
Windhoek 9000, NAMIBIA
Phone: 061-220296/7/8

Non-residents

Apply to the Namibian embassy in your country of residence.

Application to include: certified copy of ID or passport, request letter and a set of your fingerprints taken and certified at a police station.

Fee: payable.

NAURU

Relevant document: 'National Police certificate'.

Apply in person or by mail to:

Commissioner of Police
Data Office
Nauru Police Force
Civic Centre
Aiwo District
REPUBLIC OF NAURU

Application to include: your full name (including any previous names you were known by), date of birth, current mailing address and addresses of former places of residence, contact details, copy of passport and/or any document that shows your date of birth and full name.

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

NEPAL

Citizens

Apply in person or by mail to:

Verification Section
Crime Investigation Department
Police Headquarters
Naxal Kathmandu
NEPAL

Resident non-citizens

You will need to ask for the certificate through your embassy. The request is then sent to:

Interpol Section
Police Headquarters
Naxal Kathmandu
NEPAL

Phone: +977-1-4412602 or 4420538

Non-resident citizens

Apply through relatives to the Verification section, with a copy of your passport and the page with the departure stamp from Nepal or apply to your nearest Nepalese overseas mission who will forward correspondence to Police Headquarters in Kathmandu.

Application to include: application form, a copy of your citizenship certificate, passport and three passport size photos.

Application forms are obtainable from Police Headquarters Department, Naxal.

<http://nepalpolice.gov.np/en/component/content/article/21.html>.

NETHERLANDS

Relevant document: 'Certificate of Good Conduct' Verklaring Omtrent het Gedrag (VOG).

Residents

Apply in person to the Population Affairs Department (Burgerzaken/Publiekszaken) of the municipality where you are registered.

Non-residents

Apply to:

Ministerie van Justitie
Dienst Justis
Afdeling COVOG
Postbus 16115
2500 BC Den Haag
THE NETHERLANDS

Or contact COVOG (Central Body Certificate of Good Conduct) directly.

Phone: +31 (0)70 - 370 7234

Application to include: application form (available on the website) and a valid ID document (such as a passport).

Phone: +31 (0)70 - 370 7234

email: frontdesk.justis@minjus.nl

Fee: currently EUR 30.05 (If applying directly to COVOG). The fee should be paid into account number 56.99.90.971. Account holder Ministerie van Justitie/Dienst Justis/COVOG), in The Hague, stating your name.

For money transfers from abroad, the details are as follows:

Account number: 56.99.90.971
IBAN-code NL47RBOS0569990971
BIC-code (swift code) RBOSNL2A
The Royal Bank of Scotland
Gustav Mahlerlaan 10
1082 PP AMSTERDAM

Processing time is approximately two to four weeks.

Note: the application form for the VOG contains a Section (B.2) that needs to be completed by the organisation that is asking you to provide the certificate. (In cases where this is not possible, an official letter or brochure which states you have to apply for a 'Certificate of Good Conduct' will do as well).

Before submitting the application form to the municipality or COVOG, you should therefore send the form to the nearest Australian Embassy or DIAC office for completion. Please include a stamped and self-addressed envelope for the return of the application.

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

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, at:
107 rue du Landreau
44079 Nantes Cedex 01
FRANCE

OR

Online at www.cjn.justice.gouv.fr

Application to include: identification and request 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
B.P. F4
Noumea Cedex

Application to include: identification and the request form.

NEW ZEALAND

Relevant document: 'Police Clearance'.

Apply to:

Privacy Unit
Ministry of Justice
National Office
PO Box 2750
Wellington
NEW ZEALAND

Phone: +64 4 9188800

Fax: + 64 4 9188974

Application to include: 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 at www.Ministry of Justice or from the Ministry of Justice at the above address.

Note: you will first obtain a full NZ Ministry of Justice police clearance. If there are any sentences of imprisonment, you will be required to complete a 'Consent to Disclosure of Information' form and form 80 (available from DIAC).

NICARAGUA

Relevant document: 'Certificado de Conducta' (Certificate of Good Conduct).

Apply in person to Central Police Archives Territorial section of your local police station.

Application to include: identification and fingerprints.

Fee: payable.

NIGER

Relevant document: 'Extrait du casier judiciaire'.

Residents (citizens)

Send an application for an *Extrait du casier judiciaire* to the Court of Appeal, at:

Cour d'Appel
BP 231
Niamey
NIGER

Non-residents and non-citizens

Send an application to the Senior Registrar of the Court of Appeal, at the address above.

Application to include: extract of your birth certificate, your Identity card, a document listing your mother's name, or a passport or national identity card, if you live in a country that is a member of the West African Economic and Monetary Union, and the required fees.

If you live outside Niger

Your application must include a copy of your identity document certified by an embassy or consulate of Niger. You may submit the application yourself or you may designate someone you know or someone with notarized authorization to submit it for you.

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

Application to include

Residents – application form, fingerprint form (including a full set of fingerprints), and four passport photographs.

You can obtain the application form from your local police station.

Non-residents - provide a covering letter formally requesting a Police Character Certificate or alternatively a copy of DIAC's letter addressed to you requesting that a certificate from Nigeria be provided.

Also provide four passport size photographs, a copy of passport (bio data page and entry and departure stamps from Nigeria, and Nigerian visas or evidence of lawful stay if you are not a Nigerian national), and full set of fingerprints taken by the police in your 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).

Residents and non-residents

Apply in person or by mail to the local police station or complete an electronic request form at www.politi.no

Application to include: 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'.

Residents

Apply to the Royal Oman Police at your place of residence.

Non-residents

Apply to the Consulate-General of the Sultanate of Oman in Melbourne (if you are in Australia), or to the nearest Omani embassy in your country of residence.

Application to include: the application form, a letter from your sponsor, two passport size photos, a copy of your passport including the pages containing your residence visa. Fingerprints will be taken.

Processing time is two weeks or more.

PAKISTAN

Relevant document: 'Police certificate'.

Citizens and non-citizens living in Pakistan

Apply in person or by mail to the District Superintendent of Police at your place of residence or former residence.

Non-residents

Apply to the nearest Pakistan mission in your country of residence.

Application to include:

Citizens – application form and citizen's ID card.

Resident non-citizens – application form and Residence permit.

Non-resident non-citizens – application form and details of addresses and periods of residence in Pakistan.

The application form can be obtained at local police station. If it is not available, a letter may be accepted.

Note: Applicants without formal residence permits will be unable to obtain a police certificate.

PALESTINIAN AUTHORITY – WEST BANK AND GAZA STRIP

Relevant document: 'Certificate of No Criminal record' (قب اوسلا نم ولخ قدهاش) issued by the Ministry of Interior in Ramallah and signed by the Deputy Minister of Interior (currently Mr Hassan Alawwi).

Gaza (for Gaza Strip)

Residents of the Gaza Strip should apply for the certificate either through a friend/relative in the West Bank (they must give the friend/relative a Power of Attorney - Wakala (قلاكو), or, or through one of the service offices (تامدخ بتاكم) in the Gaza Strip.

West Bank Residents

Residents of the West Bank should apply directly at the branch of the Ministry of Interior nearest to them.

Non-residents

If applicants are overseas, they should apply at the Palestinian embassy or consulate or representative office nearest to them.

Application to include: ID, Passport and two passport size photos.

The certificates are given directly to the applicants for forwarding to the departmental case officer or relevant post

PANAMA

Relevant document: 'Record Policivo'.

Residents

Apply by mail 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

Apply through a relative (up to fourth degree) living in Panama. Arrange power of attorney for that person to request and obtain the certificate on your behalf from the address above.

The certificate cannot be sent by mail. It has to be collected by you or someone acting on your behalf.

Application to include: full name, nationality, gender, date of birth, reason for requesting certificate and, (for non-citizens), your date of entry into Panama.

Fee: payable.

PAPUA NEW GUINEA

Relevant document: 'Police Character Check Form' or 'Overseas Character Check Form'.

Residents

Apply at the Police Headquarters, Konedobu, Port Moresby.

Non-Residents

Apply by mail to:

National Criminal Records Office
Royal Papua New Guinea Constabulary
PO Box 85 Konedobu NCD
Port Moresby, PNG

The application form is available from Police Headquarters, National Criminal Records Office. Instructions on how to apply are included on the form.

Fee: payable.

PARAGUAY

Relevant document: 'Certificado de Antecedentes'.

Residents

Apply in person to:

The Departamento de Identificaciones
Av. Boggiani y Ri 2, Ytororo
Villa Aurelia
Asuncion, PARAGUAY

Application to include: ID – cedula.

Non-residents

Apply to the DIAC office processing your application.

Application to include: a completed Form 80 (including ID number). Form 80 is available from DIAC or from www.immi.gov.au

Fee: payable.

PERU

Relevant document: 'Certificado de Antecedentes Policiales'.

Residents

Apply in person providing documentation to:

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.

For documentation see www.pnp.gob.pe

Non-residents

You can authorise a friend or relative in Peru to apply on your behalf with the necessary forms and documentation. You must have the information you are providing stamped and legalised by the Peruvian Consulate in your country of residence.

If you do not have any relatives or friends in Peru you can request a certificate through the Peruvian consulate in your country of residence.

Fee: payable.

PHILIPPINES, THE

Relevant document: 'NBI Clearance'.

Residents

Apply in person at your local National Bureau of Investigations (NBI).

Main office address:

NBI Building, Taft Avenue, Ermita,
Manila
PHILIPPINES 1000

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

See www.nbi.gov.ph for a complete list of NBI Regional/District/Satellite Offices.

Application to include: the completed application form, fingerprints and a photograph.

The application form is available from NBI offices and Philippine consulates.

Non-residents

Apply by mail or through the Philippine consulate in your country of residence.

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.

POLAND

Relevant document: 'Zapytanie o Karalnosc – Zapytanie o udzielenie Informacji o Osobie' (Request for information about a Person).

Residents and non-residents

Apply in person or by mail to:

Ministry of Justice
ul.Czerniakowska 100, 00-454 Warszawa
Biura Informacyjne Krajowego Rejestru
Karnego (KRK) and Punkty Informacyjne

Krajowego Rejestru Karnego
POLAND

Application to include: full name, date and place of birth, current residential address and occupation details.

- At point 12, you must request a check in boxes 1 and 3.
- If you are under 16 years of age, you must check box 2.
- At point 13, you must indicate 'full range'.

The application 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.

Fee: 50 PLN.

Note: in question 12, checking boxes 1 and 3 ensures you can be checked against all records and registers (1 - penal register, 3 - pending charges).

Box 2 is for the (rare) situation when an applicant under 16 years of age is asked to provide a police clearance and is checked against juvenile law.

www.ms.gov.pl

PORTUGAL

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

Residents

Apply in person to General Department for Justice Administration (Direcção Geral da Administração da Justiça – DGAJ).

OR

Apply to other offices of the DGAJ at Coimbra and Porto, in judicial courts or municipal chambers if you live in a rural locality.

Non-residents

Apply by mail to:

Department for Criminal Identification Services (Direcção Serviços de Identificação Criminal)

Avenida 5 de Outubro, 125

1069-044 Lisboa

PORTUGAL

Phone: 351 21 790 6200

Fax: 351 21 790 6460

Application to include: Identification card or passport.

For enquiries, send an email to lojadocidadao@lojadocidadao.pt

Fee: payable.

www.lojadocidadao.pt

PUERTO RICO

Relevant Document: 'Certificado de Antecedentes Penales'.

Residents and non-residents

Apply in person or by mail to the Puerto Rico Police Department:

Ave F.D.Roosevelt 601

Cuartel General

San Juan PR 00936-8166

PUERTO RICO

Apply online at www.policia.gobierno.pr

Phone: +1 (787) 793-1234

Fax: +1 (787) 781-0080

The application form and instructions are available on the website.

Fee: payable.

QATAR

Relevant documents:

'Police Clearance Certificate' (for residents)

'Certificate of Good Conduct' (for non-residents).

Residents

Apply to:

Ministry of Interior

Director of Criminal Evidence and Information Department

P.O. Box 23004

Doha, State of Qatar

Telephone: 974-450-8666

Location: Waab area

Website: www.moi.gov.qa

Non-residents

Apply in person to any Qatari Embassy.

Application to include: four passport size photos, copy of your current passport, copy of last held resident visa and a copy of a police clearance certificate from your country of citizenship.

Processing time is at least 12 weeks.

The certificate is valid for six months from date of issue.

Fee: payable.

REUNION

Apply by mail to:

Casier Judiciaire National

107 rue du Landreau

44079 Nantes Cedex 01

FRANCE

Application to include: application form, proof of identity or resident status in country, photocopy of passport or identity card and 'Carte de Sejour'.

The application form is 'Request for a Bulletin no 3' (Demande de B3).

See FRANCE entry for instructions on how to apply.

ROMANIA

Relevant document: 'Certificat de Cazier Judiciar' (Certificate of Police Clearance).

Residents and non-residents

If you are a resident, apply in person.

If you are a non-resident, apply through an authorised person to the Ministry of Interior, General Inspector of Police Convictions Register, at your place of birth or residence.

Application to include: ID document and evidence the processing fee has been paid. Forms and further instructions are available at: http://politiaromana.ro/acte_necesare.htm

Resident non-citizens

You should apply in person to the county police inspectorate in your county or precinct in your area of residence.

Non-resident non-citizens

You will need to submit an application to the nearest Romanian embassy. (See a complete listing at www.mae.ro) or apply through the Inspectoratul General al Politiei in Romania.

Police certificates may also be obtained by giving notarized power of attorney to a representative in Romania to apply on your behalf

A request form is obtainable on application.

Processing time is between 10 and 30 days. If the application is the result of an emergency (which should be clearly stated), processing time is approximately three days.

The certificate is valid for six months.

Fee: payable.

RUSSIAN FEDERATION

Relevant document: 'Police certificate'.

Residents

Apply at:

Main Information Centre for Ministry of Interior
Novocheryomushinskaya Street 67
MOSCOW

Phone: (095) 3323058, 3323029

Non-residents

Apply to the nearest Russian embassy or consulate, or Ministry of Foreign Affairs department, or overseas mission in your own country (who will then approach Russian MFA).

If you are living in Australia, apply to the Russian Consulate in Sydney, phone 02 93261188, 02 93261866, or the Russian embassy in Canberra 02 62959474).

Application to include: an application form and your passport. Non-residents will also need to provide evidence of residence in the Russian Federation, the applicable visa and reason for stay.

Fee: payable.

<http://www.mvd.ru/mvd/structure/unit/information/>

RWANDA

Relevant document: 'Extrait du Casier Judiciaire'.

Residents

Apply at the police department in your local district,

OR

by mail to:

Department of Police
Ministry of Local Government
PO Box 3445
Kigali
RWANDA

Phone: 250 85406

Non-residents

Write a letter requesting the certificate to the Parquet Général du Rwanda and have it signed by the nearest Rwandan Embassy representative. Also enclose a power of attorney for a Rwandan citizen to collect the certificate on your behalf.

Application to include: certificate of identity, two passport photos, identification card, passport.

If you are a non-residents or non-citizens, you should also provide your 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

Application to include: your 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 you.

SAMOA

Apply by mail to:

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

Application to include: a certified copy of your birth certificate and one passport size photograph.

The police certificate can be collected from the Australian Embassy in Apia.

Fee: payable.

SAN MARINO

Apply as for ITALY.

SAUDI ARABIA

Relevant document: 'No Previous Conviction Certificate'.

Residents (citizens and non-citizens)

Apply in person to Police General Headquarters or to Police Quarters in your area of residence in Saudi Arabia.

Application to include: Saudi Identity Card, a copy of your current passport plus two passport size photos, a letter from the Australian Embassy Riyadh, and fingerprints (which can be taken by local police).

Processing time is approximately two weeks or more for citizens and six months for non-citizens.

Fee: payable.

Obtaining the letter from DIAC

If you have lodged a migration application, the DIAC processing office will provide you with a letter that requests health and character checks. You will need to present a copy of this letter to the DIAC office in Riyadh along with a copy of current passport and valid Iqama. The DIAC office in Riyadh will then issue a letter addressed to the Saudi Authorities to assist you in obtaining a police clearance.

You take this letter with the other documents required and lodge your application for a police clearance at the Ministry of Foreign Affairs who will authenticate the letter. Letter will then need to be taken to Police Headquarters and fingerprints samples taken.

If you have evidence that a migration application is lodged through the standard departmental letter to proceed to health and character checks, (issued by their case officer), then no fee is payable for the letter from DIAC Riyadh.

Saudi citizens living in Australia

Go the Saudi website for details on how to apply for a certificate or contact the Saudi embassy in Canberra.

<http://portal.mofa.gov.sa/Detail.asp?InSectionID=5180&InNewsItemID=53746>

Non-Saudi citizens

Currently non-Saudi citizens are unable to obtain a police certificate from Saudi Arabia. However, you will need to provide a copy of your final exit document, and, if you were employed while in Saudi Arabia, a letter from your previous employer.

SENEGAL

Residents

Apply in person to the tribunal representing the region in which you currently live.

Application to include: certified copy of identity card.

Non-residents

Apply by mail to the Ministry of Justice, Dakar.

Fee: payable.

SERBIA, REPUBLIC OF

Relevant document: 'Certificate' (Uverenje).

Residents

Apply to the Ministry of Internal Affairs (police station).

Non-residents

Apply in person to the Serbian embassy in your country of residence.

An application form can be obtained at time of application.

Fee: payable.

Processing time is approximately one week. The certificate is valid for six months.

SEYCHELLES

Relevant document: 'Character Certificate'.

Residents

Apply in person to:

Commissioner of Police
Police Headquarters
Seychelles Police

Victoria
Mahe
REPUBLIC OF SEYCHELLES
Phone: (248) 288 000

Non-residents

A family member can apply on your behalf with a written authorisation from you to:

PO Box 46
REPUBLIC OF SEYCHELLES

Application to include: identity card, passport and your birth certificate.

Fee: SCR 200 Processing time is approximately three working days.

SIERRA LEONE

Residents

Apply to the Criminal Investigation Headquarters in Freetown.

Non-residents

Either contact relatives or friends in Sierra Leone to assist in obtaining the certificate or contact the nearest Sierra Leone embassy or consulate.

Application to include: fingerprints (include the whole hand) taken from a police station in your country of residence, a written request outlining the reason for requiring the certificate, a certified copy of your passport bio data page, a certified copy of passport pages showing legal status and visa in Sierra Leone and the required fee.

Fee: payable.

SINGAPORE

Relevant document: 'Certificate of Clearance '(COC).

Citizens

Apply by mail to:

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

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

Application to include: application form, two recent passport photos, current and past international passports/travel documents showing immigration endorsements (to allow computation of period stayed in Singapore). Also include Citizens Singapore NRIC, valid exit permit/exemption certificate issued by CMPB, and MINDEF for male Singaporeans liable for National Service.

The application form is available from above address.

Non-citizens

You must apply for a COC from the Singaporean Police Force.

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

When applying, the application must be accompanied by a request letter from DIAC.

Fee: payable - see www.spf.gov.sg/epc/cert_issued.htm

Residents - payment: using NETS, Cashcard, Credit Cards - Visa or Mastercard only.

Processing time is approximately two to three weeks.

SLOVAK REPUBLIC

Relevant Document: 'Police Certificate' (Vypis z registra trestov).

The application form is also available at Register trestov GP SR or at your local prosecutor's office.

Residents

Apply in person or through an authorised representative to the Public Prosecutor's office (Register Trestov GP SR). See website for location of public prosecution offices.

Application to include: application form, Slovak ID or birth certificate. If you are a foreign national, you must also present your original passport and a certified translation of your birth certificate.

Application instructions can be found at www.genpro.gov.sk (in Slovak).

Non-residents

Apply to the nearest Slovak diplomatic mission in person, or by mail to:

Kvetna 13
814 23 Bratislava
SLOVAK REPUBLIC

Application to include: application form, original passport and a certified translation of your birth certificate.

Fee: EUR3 + EUR 1.50

Processing time is approximately one to three days if your application is lodged in the Slovak Republic.

SLOVENIA

Relevant document: 'Certificate of No Convictions' (Potrdilo o nekaznovanju).

Residents

Apply in person, by mail or fax to:

Ministry of Justice
Zupanciceva 3
1000 Ljubljana
SLOVENIA
Phone: (386) 1 3695200

Non-residents

Apply at your nearest Slovenian embassy or consulate.

Application to include: document/certificate of identity and the reason for the request.

The application form and instructions are available from the Ministry of Justice or on their website.

Fee: nil.

Processing time is approximately three days.

www.mp.gov.si

SOLOMON ISLANDS

Relevant document: 'Police Clearance Certificate'.

Apply to:

Central Police Station
Att: Forensic Officer
PO Box G3
Honiara
SOLOMON ISLANDS

Application to include: completed application form and fingerprints.

The Police consent form and fingerprint form is available from the Police Forensic officer at the Central Police Station.

Fee: payable at the Ministry of Finance and Treasury. The receipt for the fee must be handed in at the Central Police Station for the Police Clearance Certificate to be processed.

SOUTH AFRICA

Residents and non-residents

Apply by mail, courier service, or by hand to:

Criminal Records Centre, (Kriminele Rekord Sentrum) SAPS CRC
(for attn: Sub-Section Police Clearance Certificates)
Bothongo Plaza West Building
271 Schoeman Street
1st Floor Room 14
Pretoria 0002
SOUTH AFRICA

or to

Private Bag X308
Pretoria 0001
SOUTH AFRICA

Applicants in Australia may also seek assistance from the South African High Commission.

Application to include: passport photos, full set of fingerprints, name, surname, date and place of birth. Your Identity Number must be recorded on the fingerprint form. The fingerprint form cannot be faxed. You must be fingerprinted at your nearest police station. An identity document is required as proof of identity. Receipt of payment must accompany application. Non-residents must provide South African residence dates and addresses.

Fee: payable.

Note: checks undertaken by Global Intelligence are not accepted.

SPAIN

Relevant document: 'Certificado de Antecedentes Penales'.

Residents

Apply in person to:

Ministerio de Justicia or Ministerio del Interior, in most provincial capitals in Spain.

Form: use 'Modelo 790'

Processing time is 'on the spot' if applying in person.

Non-residents

Apply to the DIAC office processing the application.

Application to include: Form 80 and National Identity Document (DNI) or passport. Form 80 is available from DIAC or on the website: www.immi.gov.au

Fee: 3.50 Euros

Processing time is approximately three weeks.

www.mju.es/

SRI LANKA

Relevant document: 'Police Clearance Certificate'.

Residents

Apply in person or by mail to:
Police Headquarters, Colombo – 01
SRI LANKA

An application form is available from the Sri Lanka police or is on their website.

Non-residents

Submit the application form to the Sri Lankan High Commission or embassy in your country of residence.

Fee: payable – see website.

Note: you will need to provide the police certificate to the DIAC office processing the application.

www.police.lk

ST KITTS AND NEVIS

Residents

Apply by mail or in person (including a representative acting on behalf of you) to:
Criminal Records Office
Police Headquarters
Royal St Kitts & Nevis Police Force
PO Box 189
Basseterre
ST KITTS
Phone: 869 465 2241

Application to include: valid photo identification, any change-of-name documents, addresses in St. Kitts and applicable fees.

Non-residents

Apply in person or by mail or someone can apply on your behalf at the address above.

Application to include: any change of name documents, previous addresses in St Kitts and Nevis, a set of fingerprints taken by a recognised police authority, a certified photograph and applicable fees.

Note: certificates may be sent directly to DIAC.

ST LUCIA

Relevant Document: 'Certificate of Character'.

Residents and non-residents

Apply in person or by mail to:
Criminal Records Office
Police Headquarters
Bridge Street
Castries, ST LUCIA
Phone: 758 456 3744

Application to include:

Residents - a completed application form (purchased from address above), two recent passport-sized photos, and valid photo identification such as a National Identification Card, driver's licence or passport.

Non-residents - a completed application form, a set of fingerprints taken by a recognised police authority in your current country of residence, residency details, two passport-sized photos and additional funds to cover postal expenses if the certificate is to be mailed.

Fee: payable.

Note: certificates may be sent directly to DIAC.

ST MARTIN

See France or the Netherlands.

ST VINCENT AND THE GRENADINES

Residents

Apply in person to:

Criminal Records Office
Police Headquarters
Kingstown, St Vincent
Phone: 784 456 1810

Application to include: valid photo identification and two recent passport-sized photographs.

Non-residents

Apply by mail or in person (including a representative acting on your behalf) to:

Immigration Department
Police Records Department
Police Headquarters
Kingstown
SAINT VINCENT AND THE GRENADINES
Phone: 784 457 2111 Fax: 784 456 2816
email: commopol@vincysurf.com

Application to include: a completed application form (with full name and date of birth, including any other name(s) you may have been known by), two recent passport-sized photographs, and a set of fingerprints taken by a recognised police authority in your current country of residence.

You will also need to provide certified copies of the first three double pages of your passport (if holding a Vincentian passport), or certified copies of the entire passport showing dates of residency in St Vincent & the Grenadines (if you are a foreign national).

Fee: payable.

Note: certificates may be sent directly to DIAC.

SURINAME

Relevant document: 'Certificate of Good Conduct' (Bewijs van Goedge drag).

Residents

Apply to:

District Governor of Paramaribo
Klaina Combeweg
Paramaribo

Application to include: your birth certificate and two photographs.

Fee: payable.

Non-residents

Apply at your nearest Surinamese embassy or consulate.

SWAZILAND

Residents and non- residents

Apply in person to:

Commissioner of Police
National Police Headquarters
Mbabane

Apply by mail to:

Attention of Swazi Fingerprint Bureau
Royal Swazi Police
P.O Box 49
Mbabane, SWAZILAND
Phone: 268 404 2501

Application to include: document of identity, a certified copy of your passport, a set of fingerprints taken and certified at your local police station, and a covering letter requesting the certificate.

Processing time is approximately three working days.

Fee: R50

SWEDEN

Relevant document: 'Extract from the Criminal Records Registry' for purposes in another country' (utdrag ur, belastnings registret).

Apply by mail, fax or with a scanned copy by email to:

RIKSPOLISSTYRELSEN
Utlandsutdrag/Brud
981 81 Kiruna
SWEDEN

Phone: +0046 (0)8504 45 103 Fax: +0046 (0)8504 45 111

Open: 9:00am - 2:30 pm Monday - Friday

email: brud.rps@polisen.se

Application to include: application form RPS442, and a certified copy of your passport or birth certificate showing full name, date and place of birth and personal identification number.

The application form is available on the website in Swedish, English, German and Spanish. (You will need to specify the language you want the certificate in).

Fee: payable. Instructions are in the application form.

Processing time is approximately two weeks.

Note: It is important that you state your Swedish ID number if you have one. If a Swedish ID number is not provided, the extract will be stamped 'Identity uncertain, complete Swedish ID number missing'.

www.polisen.se

SWITZERLAND

Relevant document: 'Extract from Swiss Police Records' (Gesuch um Auszug as dem schweizerischen Strafregister/Demande d'extrait du Casier Judiciaire Suisse/Domanda d'estratto del Casellario Giudiziale Svizzero).

Residents and non-residents

You can apply online or by mail. There are three options available:

- by mail with a handwritten signature
- online with Suisse ID electronically, or
- by email with a digital signature (smartcard for electronic signature required).

Application to include: application form and confirmation of identity (such as passport or ID card).

The application form is available on the website, (which also contains detailed information in a number of languages, including English).

Fee: payable (currently CHF 20).

Note: the extract is available in two forms – on paper, signed by hand and delivered by post, or as a digitally signed electronic document (PDF), delivered electronically.

www.strafregister.admin.ch

SYRIA

Relevant document: 'Extract of Judicial Record'.

Residents

Apply in person to:

Ministry of Interior at
Interior Services Forces
Directorate of Criminal Security Department
Criminal Records Branch
Judicial Records Division

Non-residents

Apply (in writing) to the Ministry of Foreign Affairs.

Application to include: identification – ID card, passport or alien's card of residence, proof of civil status.

Fee: payable.

TAIWAN

Relevant document: 'Police Criminal Record Certificate'.

Residents

Apply at the Foreign Affairs Division of any city or provincial police headquarters.

In Taipei the address is:

96 Yen Ping South Road, Taipei
Phone: (02) 23817494

In Kaohsiung the address is:

260 Chung Cheng 4th Road, Kaohsiung
Phone: (07) 2120800

Application to include: application form and supporting documentation (see website for details).

The application form is available from the relevant city or provincial police headquarters, or from the website.

Fee: payable.

Non-residents

If you do not have a friend or agent in Taiwan to apply on your behalf, you can apply for the certificate by mail to:

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

Application to include: an application form (available on the website), a written statement explaining the purpose of the application, a copy of your passport bio data page, and a self-addressed return envelope (pre-paid postage not required).

Fee: US\$11 in cash.

Note: your signature on the statement must be the same as the signature on your passport.

www.Taipei City Police

TAJKISTAN

Relevant document: 'Police certificate' (record of convictions).

Residents and non-residents

Apply in person or by mail to:

Information Administration
Ministry of Interior
Rudaki Street 42
Dushanbe
TAJKISTAN

Application to include: a written statement with the reason for your request, your passport or a copy of your passport, all personal details, and place of residence in Tajikistan.

Note: relatives in Tajikistan can apply for the certificate on your behalf.

TANZANIA

Residents and non-residents

Apply to:

Chief Forensic Bureau
Criminal Investigations Department
PO Box 9094
Dar es Salaam
TANZANIA

Application to include

Residents - a certified copy of the bio data page from your passport.

Non-residents - a certified copy of the bio data page from your passport and certified fingerprints from a police station in your country of residence.

Processing time for residents is approximately seven days. For non-residents, it is approximately one month or longer.

For applicants living in Zanzibar

Police records for Zanzibar are maintained separately for Zanzibar and mainland Tanzania.

Apply to:

Officer in charge
Identification Bureau, Fingerprint Section
Police Force
PO Box 237
Zanzibar
TANZANIA

Application to include: a certified copy of the bio data page from your passport.

THAILAND

Residents and non-residents

Apply in person or by mail to:

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

The Police Clearance Service Centre is 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

email: pcsc@police.go.th

Application to include

1. 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 you intend to travel to.

If you are travelling to work in Australia, the agreement from your employer must be provided.

2. Resident non-citizens

Passport and a copy, document(s) certifying that you are working, used to work or are living in Thailand, and a Thai work permit (if available).

3. Non-resident citizens

A copy of your passport, a 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), and two full sets of fingerprints.

Fingerprints must be taken at local police station or Thai consulate or Thai embassy in your country of residence). All copies must be certified.

If you need the certificate to be sent by post, please include a self addressed envelope with the postage fee (equivalent to five international postage vouchers which can be purchased at a local office).

4. Non-resident non-citizens

Provide a copy of your passport, document(s) certifying you are working, used to work or are living in Thailand, a copy of your 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 your country of residence).

You will also need to enclose a self addressed envelope with the postage fee (equivalent to five international postage vouchers which can be purchased at the local office).

www.pcscenter.sb.police.go.th

Fee: there is no processing fee.

Processing time is approximately seven working days.

TOGO

Relevant documents:

'Extrait du casier judiciaire' (for citizens).
'Attestation de Non Condamnation' (for non-citizens).

Citizens

Apply to the Ministry of Justice, Lome, TOGO

Non-citizens

Apply to the Ministry of Justice, Lome, TOGO.
Address your request to the 'Cour d'appel de Lomé'.

Fee: payable

TONGA

Residents

Apply in person or by mail to Officer-In-Charge of Criminal Record (OIC) at:
Central Police Station
PO Box 8
Nuku'alofa,
TONGA

Application to include: proof of identity or residence status in Tonga (such as a certified copy of your birth certificate and/or passport).

You can obtain the application form from the Australian High Commission in Nuku'alofa.

Non-residents

Apply by mail to the Officer-In-Charge of Criminal Record to request a certificate.

Fee: payable.

TRINIDAD AND TOBAGO

Relevant document: 'Certificate of Character'.

Residents

Apply in person at the police station in your district or residence.

Application to include: a valid Trinidad and Tobago identification card or passport. Foreign nationals can use their valid passport.

A set of fingerprints will be taken at the time of the visit to the police station.

Fee: payable.

Non-residents

Apply by mail have a representative apply on your behalf 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

Application to include: a set of fingerprints taken by a recognised police authority in your current country of residence, a copy of your passport page showing your photograph, passport number, and your date of birth and signature.

You will need to provide additional funds to cover postal expenses if the certificate is to be mailed to you.

Fee: payable.

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

TUNISIA

Relevant document: 'Extract from Judicial Certificate' (Certificat du Casier Judiciaire).

Residents

Apply in person at:

Direction de la Police Technique et Scientifique
General Authority of National Security,
Ministry of Interior and Local Development

Non-resident citizens

Apply through the Tunisian embassy or consulate in your country of residence.

Application to include: National Identification Card.

Processing time is approximately two weeks if applying in Tunisia.

There is no timeframe available if applying from outside Tunisia.

Note: if you are not a Tunisian citizen, you cannot obtain a certificate unless you return to Tunisia.

TURKEY

Citizens

Relevant document: 'Archived Penal Clearance' (Arsivli Sabika Kaydi).

Apply in person to the Public Prosecutor's Office in your city of residence.

Residents of Ankara

Apply at:

Ankara Cumhuriyet Bas
Savciligi
Zemin Kat,
Sihhiye – Ankara

Resident non-citizens

Relevant document: '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

Non-residents

Relevant document: 'Criminal Record' (Sabika Kaydi).

Apply at your nearest Turkish embassy or consulate.

Application to include: (for all applicants) 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'.

Residents

Apply to the Ministry of Interior or to your local police department.

Non-residents

Apply through proxy to the Ministry of Interior or to the nearest Turkmenistan consulate in your country of residence (or to the Turkmenistan consulate in Moscow).

Note: the nearest consulate to Australia is in India.

Application to include: (for residents and non-residents) your passport or a copy, name (including patronymic name), maiden name, date and place of birth, and place of registration.

TURKS AND CAICOS ISLANDS

Residents

Apply at your local police station.

Non-residents

Apply at:

Police Headquarters
Church Folly Road
Grand Turk, Turks & Caicos Island BWI

Tel: 649 946 2371 Fax: 649 946 2099

Application to include: application form, a copy of the bio data page of your passport, passport pages showing any Turks and Caicos immigration stamps (including entry stamps as evidence you were living the Turks and Caicos) and a copy of any immigration status you had at the time of residence (work permit, resident status or citizenship).

Fee: payable.

TUVALU

Relevant document: 'Police Clearance Report'.

Residents and non-residents

Apply in person or by mail to:

Office of the Commissioner of Police
Funafuti
TUVALU

Application to include: full name, citizenship, date of birth and address in Tuvalu where you live or have lived.

Fee: payable.

UGANDA

Relevant document: 'Certificate of Good Conduct'.

Residents

You can apply in person or by mail.

Apply in person at:

Plot 12, Mabua Road
Kampala Uganda
256 (414) 500 698 or 772 345 161 or 716 345 161

Apply by mail to:

Head of National Bureau of Interpol Uganda
PO Box 34203
Kampala, UGANDA

You will need to do the following:

- pay the required fee at the nominated bank, and provide the documents listed below.
- go to CID Headquarters to have fingerprints taken. CID will then conduct a manual criminal record check and send the results to Interpol.
- collect the results from Interpol and pay the second fee charge.

Non-residents

Family or friends living in Uganda can apply on your behalf.

You will need to provide all of the documents listed below and pay the required fee through your family or friends or through a bank cheque. You will then need to courier or post the application to Interpol (and include a prepaid, self-addressed return courier voucher).

Documents

- a certified copy of your Identity document – foreign nationals are required to provide their passport bio-data page
- fingerprints - If you are living outside Uganda, you need to provide certified original fingerprints taken at a police station in your current place of residence
- two passport size photos (in colour)
- a letter of introduction – explaining why the police certificate is being requested
- certified copies of visa/permits showing the period of legal residence in Uganda
- a letter from your employer if you are a foreign nationals who lived in Uganda. The letter should advise who you are, what type of work you did, and where you lived in Uganda.
- application fee
- if you have spent only a short period of time in Uganda you will need to provide a police certificate from your home country or country of current residence.

Fees

- Ugs48 000 payable to a nominated bank.
- Ugs3 000 payable to Interpol when the police certificate is collected.

If you are applying from outside Uganda, a bank cheque of the equivalent amount in USD will be accepted. The cheque should be made payable to the Director of Interpol.

No other currency is accepted except USD or Ugandan Shillings (as Interpol Kampala does not hold a foreign bank account and therefore can not cash foreign currency money orders).

UKRAINE

Residents

Apply to local police departments or Administration Departments in any regional centre, or to:

Administration of Operational Information, Ministry of Interior
34T Shevchenko Avenue
KIEV 01030

Non-residents

Apply to the nearest Ukrainian consulate in your country of residence.

In Australia, apply to the Embassy of Ukraine:

Level 12, St. George Centre,
60 Marcus Clarke Street
Canberra ACT 2601

Phone: 02 6230 5789 Fax: 02 6230 7298

email: ukremb@bigpond.com

UNITED ARAB EMIRATES

Relevant document: 'Criminal Clearance Certificate'.

Residents

Obtain the clearance from the Directorate General for Criminal Security, Ministry of Interior, Abu Dhabi only)

Non-residents

Apply at any UAE Embassy.

Application to include: two passport size photos, passport and a copy of your passport. The application form will need to be completed by you in person. Fingerprints will be taken.

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

Relevant document: 'Certificate of Good Conduct'.

Apply by mail to.

Dubai Ministry of Interior
Criminal Investigation Affairs
Dubai Police General Headquarters
PO Box 2533, Abu Dhabi

Apply in person at:

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

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

Apply by email to:

certificate@dubaipolice.gov.ae

For information on the requirements for obtaining a good conduct certificate see:

www.dubaipolice.gov.ae

This process can only be used by current or former residents of Dubai. Processing time is approximately two weeks or longer.

The police certificate is valid for three months from date of issue.

Fee: payable.

UNITED KINGDOM

Relevant document: 'ACPO Police Certificate'.

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

Residents and non-residents

Application forms and information on how to apply for the police certificates for residents and non-residents can be found on the ACPO website or by contacting ACPO directly.

Phone: 0845 601 3999

email: acro.policecertificates@acro.pnn.police.uk

www.acro.police.uk/police_certificates.aspx

For residents in the Falkland Islands

Relevant document: 'Royal Falkland Islands Police – Personnel Vetting'.

Contact:

The Royal Falkland Islands Police
Ross Road, Stanley
FALKLAND ISLANDS
Tel: 00 500 27222

email: reception@police.gov.fk

Please note: this address is only for certificates from the Falkland Islands. It is not a contact point for police certificates from the UK.

For residents and former residents of Gibraltar

Relevant document: 'Royal Gibraltar Police – No Conviction certificate'.

Apply in person or by mail to the local police station in the jurisdiction in which you live or lived.
or by mail to:

Commissioner of Police
Police Headquarters, Irish Town
GIBRALTAR

Fee: payable.

UNITED STATES OF AMERICA

Relevant document: 'Criminal History Record Check' and State police check (for residents).

Residents and non-residents

Apply to:

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

Application to include: a covering letter, 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.

The FBI will send the results directly to you. If the results are to be sent to an address outside the USA you will need to make arrangements for the return postage of the results.

Processing time may be up to 12 weeks.

Note: While FBI checks can be obtained through private companies, only FBI checks directly issued by the FBI are accepted by DIAC.

Residents

You will also need to obtain a police certificate from your local (State) police department covering your last 12 months of residence. Apply in person or by mail to the relevant city, county or state police department.

The type of certificate issued depends on individual state procedures.

Obtaining fingerprints

Apply to your local police authority with proof of identity.

For a standard fingerprint card, use Form FD-258

If a blank fingerprint card cannot be obtained from the local police authority, further information and blank FBI fingerprint forms are available at:

<http://www.fbi.gov/about-us/cjis/background-checks/standard-fingerprint-form-fd-258/view>

Phone: 1304 625 5590 – general enquiries.

Fee: payable (for fingerprints).

http://www.fbi.gov/about-us/cjis/background-checks/background_checks

URUGUAY

Relevant document: ‘Certificado de Antecedentes Judiciales’, legalised by Ministerio de Relaciones Exteriores, Depto de documentación Consular.

Residents

Apply in person to:

Dirección Nacional de Policía Técnica
Guadalupe 1513, esq. Av San Martín,
Montevideo or Shopping Tres Cruces,
local 31, Montevideo

Application to include: ID-cedula.

Non-residents

Apply with completed Form 80 (including ID number) to the nearest DIAC office.

Application to include: a completed Form 80 (including ID number). Form 80 available from the department or at www.immi.gov.au

Fee: payable

UZBEKISTAN

Relevant document: ‘Police certificate’ (data of existence or absence of conviction).

Residents

Apply in person or by mail to:

Central Department of Ministry of Interior
Radjabi Street 1
Tashkent 700000

Phone: (99871) 2333882

Non-residents

Apply by proxy to the address above, or to the nearest Uzbekistan mission in your country of residence. The nearest mission to Australia is the Uzbek embassy in Indonesia (phone: 6221) 5222581/5222635 and fax: (62-61) 5222582.

If you are applying to the Uzbek embassy in Indonesia, you will need to send a written request addressed to the Ambassador outlining the purpose of the request, and dates/purpose/place of your residence in Uzbekistan.

Send this letter to:

Embassy of Uzbekistan
Menara Rajawali
17th Floor
Mega Kuningan Lot 5.1
Jakarta Selatan 12950
INDONESIA

Fee: payable.

VANUATU

Residents

Apply in writing to:
Commissioner of Police
PO Box 226
Port Vila
VANUATU

Application to include: full personal details (full names, including any changes of name, date and place of birth), and a copy of your passport bio data page.

Non-residents

Apply in writing to the address above.

Application to include: a copy of your passport bio data page, and the full address of the office where you lodged your application to enter or stay in Australia (as police will send details directly to the DIAC office).

Fee: payable.

VATICAN CITY

Apply as for ITALY.

VENEZUELA

Relevant document: 'Certificado de Antecedentes Penales'.

Residents

Request a penal clearance certificate by writing to the Viceministro de Seguridad Juridica del Ministerio del Interior y Justicia indicating the date and reason for your request. These certificates can only be issued to public authorities, so the request must be made in the name of the Australian Embassy.

Application to include: a photocopy of your Identity Card.

Non-residents

You will need to appoint a relative or friend to act on your behalf, presenting an Autorizacion Notarial a favour de la persona.

Apply at the Viceministro de Seguridad Juridica del Ministerio del Interior y Justicia.

Fee: payable.

www.gobiernoenlinea.ve/misc-view/index.pag

VIETNAM

Relevant document: 'Judicial Curriculum Vitae'.

Vietnamese citizens and residents

Apply in person at the Service of Justice office in your local province or the province in which you most recently lived.

If you are not living in Vietnam, you must provide a Power of Attorney that is certified by a Vietnamese diplomatic mission in your country of residence.

Application to include: a copy of your Vietnamese National Identity Card and your Household Registration Book.

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.

Non-Vietnamese citizens

Complete the standard application form and provide Power of Attorney to a relative or friend in Vietnam to apply for the certificate on your behalf. Otherwise, you can contact your nearest Vietnamese embassy for advice on how to obtain a certificate.

Application to include: a copy of your passport and permanent/temporary Vietnamese Residence Identity Card.

If you are not living in Vietnam, you must provide a Power of Attorney that is certified by the appropriate authorities in your home country and this must be verified/stamped by Vietnamese consular officials in accordance with the Vietnamese law and regulations.

VIRGIN ISLANDS (BRITISH)

Residents

Apply in person at:

Royal Virgin Islands Police Force
Administration Unit
Main Road Town Police Station
Tortola, BVI

Phone: 284-494-3822

You can also apply to the Main Valley Police Station (for residents of Virgin Gorda).

Application to include: a completed application form, (see website below), a valid passport and one passport-sized photograph.

Non-residents

Apply by mail or in person (or have a representative acting on your behalf) at:

Police headquarters
Road Town
Tortola, BVI

Phone: 284 494 3822

Application to include: completed application form (available on the website), certified copies of the first five pages of your passport, and a set of fingerprints taken by a recognised police authority.

If you wish the certificate to be mailed to you, you will need to include a stamped self-addressed envelope.

Note: certificates may be sent directly to DIAC.

Fee: payable.

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

WALLIS AND FUTUNA

Relevant document: 'Extract from Police records' (Extrait du Casier Judiciaire).

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

Apply by mail or online to:

20 Casier Judiciaire National
107 rue du Landreau
44079 Nantes Cedex 01
FRANCE

Application to include: proof of identity or resident status (photocopy of passport or identity card and 'Carte de Séjour'), and the application form - 'Request for a bulletin No 3' (Demande de B3).

French citizens born on Wallis and Futuna

Apply in person or by mail to:

Greffier en chef de la cour
B.P. 12
Mata Utu
98600 Uve

Application to include: proof of identity and the form - 'Request for a bulletin No 3' (Demande de B3).

www.cjn.justice.gouv.fr

YEMEN

Relevant document: 'Criminal Status Sheet' or 'Character Report'.

Residents

Apply in person at the Ministry of Interior General Directorate of Criminal Investigations Sana'a.

Application to include: a letter from DIAC stating that the certificate is required for immigration purposes, two photographs with a white background, a copy of your passport or Yemen resident visa.

Processing time is approximately seven days.

Non-residents

Apply in person or send a request via a colleague or friend to the Ministry of Interior General Directorate of Criminal Investigations Sana'a.

The certificate is valid for six months from the date of issue.

Fee: payable.

ZAMBIA

Relevant document: 'Police Clearance Certificate'.

Residents

Apply in person at your local police station and provide identification.

Non-residents

Apply by mail to:

The Deputy Commissioner of Police (CID)
Office of the Inspector-General
Independence Avenue
P.O. Box 50103
Lusaka, ZAMBIA

Tel: (260-211) 253161/253169 Ext 342

Fax: (260-1) 253543/253537

Application to include: two photographs, a set of fingerprints taken on a standard finger print form at any Police Station in your area of residence, dates and addresses of all places of residence while you were in Zambia, and payment for the certificate (see below). Also enclose a pre-paid DHL envelope for the Police Certificate to be mailed to you.

Note: send documentation in a DHL envelope

Fee: US\$ 150.00 (Bank Guarantee cheque). Cheque payable to: Inspector General of Police.

Processing time is two days (allow more time for receiving the certificate if you are not in Zambia).

ZIMBABWE

Residents

Apply to:

Residents Criminal Records Office
CID Headquarters
PO Box CY 683
Causeway Harare
ZIMBABWE

Non-residents

Apply to the nearest Zimbabwean Embassy or Consulate, or to

PO Box 8125
Causeway Harare
ZIMBABWE

Application to include: full name, date and place of birth, any previous names, and dates and addresses of residence in Zimbabwe.

Fee: payable.

