



National Protective  
Security Authority

**SECURITY** **WATCHDOG**  
Part of Capita plc

# How to obtain an Overseas Criminal Record Check

Guidance for Employers and Employees

● **May 2018**

Published by Security Watchdog, (part of Capita plc) on behalf of the National Protective Security Authority (NPSA).

# Executive Summary

## Research Methodology

This report sets out guidance on how to obtain criminal records disclosure on individuals in 64 countries. It includes countries from both within the European Economic Area (EEA) and countries outside of the EEA selected due to the frequency by which nationals of those countries seek employment in the UK. The guidance is aimed to assist employers and employees, (including prospective employees as part of a recruitment process), to obtain criminal record checks from overseas locations.

The country processes have been developed largely from the perspective of the individual obtaining their own criminal record check, however it has been noted where it is possible for a third party or employer to obtain the criminal record check on behalf of the individual with appropriate consents.

Our research approach utilises the following sources and findings were considered valid at the time of enquiry:

- Government Authorities directly responsible for the processing of criminal record checks e.g. Ministry of Justice, Interior Ministry, National or Federal Police Force as relevant;
- Embassies and Consulates of required countries both in the UK and in-country where required;
- Representative Legal Counsel in-country;
- Wider open and closed source research materials.

## Methods of Application

Whilst the application process for obtaining criminal record checks varies significantly between countries, all countries permitted the individual to obtain a copy of their own criminal record or confirmation of no penal record depending on the reporting requirement. More than half of the countries researched allow applications to be made online, either via an online portal or secure email system.

Of the countries still to adopt an online service, nearly three quarters allow applications to be made via an Embassy, Consulate or High Commission. Typically, those countries that insisted on individuals only applying directly and in person would largely be managing a more provincial system of criminal record management where individual records were kept at a local administrative office or police station.

Turnaround times were inconsistent across the range of countries however those countries offering online processes typically posted faster turnaround times than those operating a provincial and local process. Turnaround times vary from instant to over 6 months in some cases, however, the average turnaround time cited for countries is approximately 16 working days. The reliability of data is often determined by the sophistication of record keeping and the systems that support the maintenance of criminal records in-country. Nationally held records are generally considered more reliable than locally held records, although they are reliant on being kept up to date. Provincial local records may vary within a country depending on the urban or rural nature of the local administration office or police office.

## European General Data Protection Regulation (GDPR)

Under the General Data Protection Regulation (2016/679 EU) (GDPR), personal data relating to criminal convictions and offences can be processed only:

- under the control of official authority; or
- when it is authorised by law providing for appropriate safeguards for the rights and freedoms of data subjects.

The UK Government has legislated to authorise the use of criminal records checks by organisations other than those vested with official authority (the GDPR includes a derogation to allow such legislation). This is facilitated through the Data Protection Act 2018 which was enacted into UK law on 25th May 2018 in line with the implementation of the GDPR.

The Act permits the processing of criminal conviction data for the purposes of employment, social security and social protection, substantial public interest, health and social care, public health as well as for archiving, research and statistics purposes.

To carry out such processing, an organisation needs to have in place a policy that explains its procedures for securing compliance with the principles of the GDPR in relation to the processing of the criminal records data, and that explains its policies on erasure and retention of the data. The Act also authorises processing criminal records data in other circumstances, including where the subject has given his or her consent. This would allow organisations to request a criminal records check where the prospective subject agrees to this, provided that the consent meets the specific requirements under the GDPR.

Prior to requesting and processing criminal records checks all organisations should ensure that they have legitimate purpose under GDPR for processing sensitive and criminal data and that the purpose also qualifies under the provisions laid down in the UK Data Protection Act 2018. Should an organisation not fall clearly within one of the permitted provisions or there is a possibility that the requirements may not be met, professional legal advice should be sought prior to processing criminal record data.

### IMPORTANT NOTE

This guidance document is designed to provide guidance to UK based organisations and individuals on how to obtain criminal records checks from overseas countries both from the UK and in-country. It does not provide specific guidance on how to obtain overseas criminal record checks for foreign nationals in other countries. Organisations should seek their own legal advice when devising criminal records check policies and processes.

#### Disclaimer

We have been instructed by the National Protective Security Authority (NPSA) to undertake confirmatory research into how to obtain overseas criminal record checks worldwide. The information contained in this report reflects previous studies commissioned by NPSA which have been updated and was compiled during April 2018 - May 2018. This information should be considered current as at the date the research was undertaken.

This report was prepared for NPSA. Capita plc does not assume any responsibility to any other party in respect of this report or any judgments, conclusions, opinions, findings or recommendations that Capita plc may have formed or made and, to the fullest extent permitted by law, Capita plc will accept no liability in respect of any such matters to any third party. Should you choose to rely on this report, you will do so at your own risk.

We have satisfied ourselves, so far as possible, that the information presented is consistent with other information which was made available to us in the course of our work in accordance with our terms of engagement. We have not however sought to establish the reliability of the sources by reference to other evidence.

# Overseas criminal record checks jurisdiction by country

Quick links to country-specific information within this guide.

[Albania](#)

[Estonia](#)

[Luxembourg](#)

[Russia](#)

[Argentina](#)

[Finland](#)

[Macedonia](#)

[Serbia](#)

[Australia](#)

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[Singapore](#)

[Austria](#)

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[Belarus](#)

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[Moldova \(Republic of\)](#)

[South Africa \(Republic of\)](#)

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[Montenegro](#)

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[Bosnia-Herzegovina](#)

[Iceland](#)

[Netherlands](#)

[Spain](#)

[Brazil](#)

[India](#)

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[Nigeria](#)

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[Canada](#)

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[Norway](#)

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[Croatia](#)

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[Liechtenstein](#)

[Portugal](#)

[Ukraine](#)

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[Lithuania](#)

[Romania](#)

[United States of America](#)



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# Albania

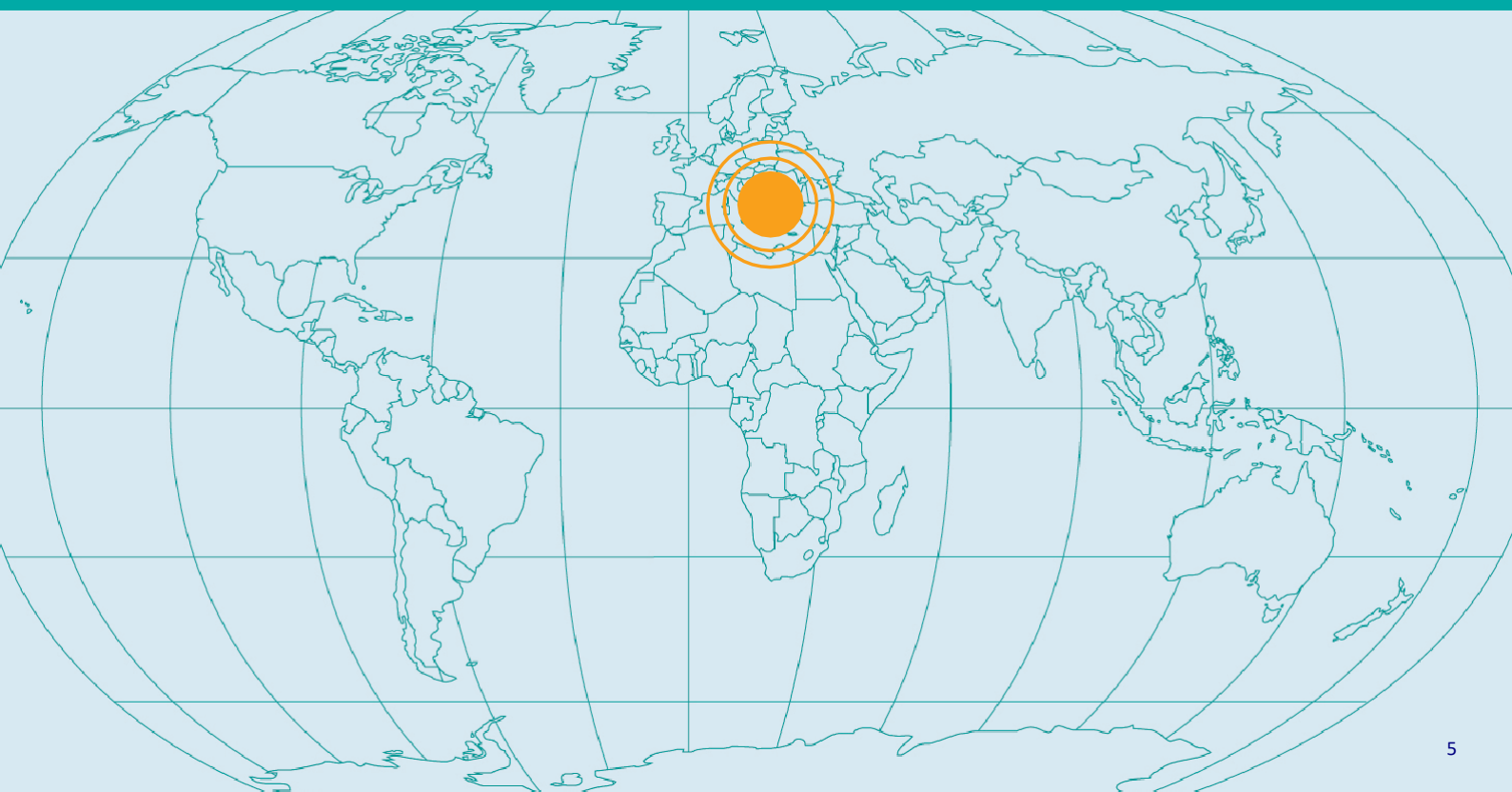
## How to obtain a criminal record check - detailed guidance

Individual/third party (with written consent) applies in person  
at post office in Albania

Cost 420 ALL

Certificate issued in Albanian

Turnaround 1 week



# Albania

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1	<b>Name of certificate</b>	Certificate of Judicial Status ( <i>Deshmi Penaliteti</i> )
2	<b>Department responsible for criminal records</b>	Office of Judicial Status, Ministry of Justice, The Judicial Status Office, Abdi Toptani, Prane Torre, Drini, Tirana, Albania.  Tel: +355 (0) 4 225 9384/8 Fax: +355 (0) 4 223 4560 Email: <a href="mailto:mail@justice.gov.al">mail@justice.gov.al</a> Web: <a href="http://www.drejtesia.gov.al/">www.drejtesia.gov.al/</a>
3	<b>Where to apply in country</b>	At Albanian post offices. A link to branches is available at: <a href="http://www.postashqiptare.al/">www.postashqiptare.al/</a>
4	<b>How to apply in country</b>	Obtain an application form from post office. The following information must be provided on the form: <ul style="list-style-type: none"> <li>• The individual's full name</li> <li>• The name of the individual's father and mother</li> <li>• The individual's date and place of birth</li> <li>• A statement that the applicant does/does not have criminal convictions</li> </ul> <p>When an application is made by the prospective employer, the name of the employer should be provided in the form. The individual is required to sign a declaration, authorising the prospective employer to make the application.</p> <p>Completed forms must be signed and submitted to any branch of the Albanian Post Office (see Section 3), either in person or by post, together with identification.</p> <p>The Office of Judicial Status does not accept direct applications.</p> <p>The process for confirming an individual's identity for a criminal records check is providing valid ID (passport, national ID card or birth certificate) with the application at the post office.</p>
5	<b>Where to apply in the UK</b>	Information can be obtained from: Embassy of the Republic of Albania 33 St George's Drive London SW1V 4DG  Tel: +44 (0) 20 7828 8897 Fax: +44 (0) 20 7828 8869 Email: <a href="mailto:embassy.london@mfa.gov.al">embassy.london@mfa.gov.al</a> Web: <a href="http://www.ambasadat.gov.al/united-kingdom/en">http://www.ambasadat.gov.al/united-kingdom/en</a>  Applications must be made at Albanian post offices (see link to branches in Section 3).
6	<b>How to apply in the UK</b>	The application process is the same as that from Albania (see Section 4).

7	<b>Who can apply</b>	<ul style="list-style-type: none"> <li>• Individuals</li> <li>• Prospective employers can apply (with written consent)</li> </ul>
8	<b>Cost, payment and turnaround</b>	<p>The cost of a criminal record check is 420 ALL.</p> <p>This must be paid in cash.</p> <p>The turnaround time for processing a criminal records check is approximately one week.</p> <p>There is no fast track service available.</p>
9	<b>How results are presented and security features</b>	<p>A Criminal Certificate will only be issued as a hard copy by post.</p> <p>The information provided on the criminal records certificate is:</p> <ul style="list-style-type: none"> <li>• A serial number</li> <li>• Reference number</li> <li>• The date of issue</li> <li>• It is authorised with a tax stamp and seal of the issuing authority</li> </ul>
10	<b>Languages</b>	<p>Certificates are available only in Albanian.</p> <p>There is no official translation service available.</p>
11	<b>Criminal convictions listed on certificate</b>	<p>The categories of criminal conviction listed on a criminal record disclosure in Albania are:</p> <ul style="list-style-type: none"> <li>• Violence against the person (<i>Vepra penale kunder personit</i>)</li> <li>• Sexual offences (<i>Krime seksuale</i>)</li> <li>• Burglary – theft of goods (<i>Vjedhje e pasurise</i>)</li> <li>• Robbery – theft by use of violence (<i>Vjedhje me dhune</i>)</li> <li>• Theft by use of firearms (<i>Vjedhje me Arme</i>)</li> <li>• Theft and handling stolen goods (<i>Vjedhje e pasurise</i>)</li> <li>• Fraud and Forgery (<i>Mashtrimi dhe falsifikimi</i>)</li> <li>• Criminal Damage – destruction of property (<i>Shkaterrimi i prones</i>)</li> <li>• Manufacture and fabrication of narcotic and psychotropic substances</li> <li>• (<i>Prodhimi dhe fabrikimi i substancave narkotike dhe psikotrope</i>)</li> <li>• Production and trade of narcotics (<i>Prodhimi dhe shitja e narkotikeve</i>)</li> <li>• Traffic in narcotics (<i>Trafikimi i narkotikeve</i>)</li> <li>• Motoring offences – Obstruction of means of transportation’s circulation (<i>Pengimi i qarkullimit te mjeteve te transportit</i>)</li> </ul> <p>A conviction stays on a criminal record for the following timeframes before becoming spent:</p> <ul style="list-style-type: none"> <li>• Convictions of 10 to 25 years – 10 years</li> <li>• Convictions of 5 to 10 years – 7 years</li> <li>• Convictions of 6 months to 5 years – 5 years</li> <li>• Convictions of 6 months or less – 2 years</li> </ul> <p>In the case of individuals under 18 years of age, charges and fines for first time offences will cease to be disclosable after 1 year.</p>



12	<b>Confirming authenticity</b>	<p>The Legalisation Section of the Albanian Ministry of Foreign Affairs can legalise a Criminal Certificate with an Apostille.</p> <p>Legalisation can be carried out immediately. There is a fee of 200 ALL.</p> <p>Translated copies of a Criminal Certificate can be notarised at a cost of 200–400 ALL.</p> <p>The Ministry’s contact details are:  Ministry of Foreign Affairs,  6 Bulevardi “Gjergj Fishta”,  Tirana,  Albania.</p> <p>Tel: +355 (0) 4 236 4090  Fax: +355 (0) 4 236 2084/ +355 (0) 4 236 2085  Email: <a href="mailto:info@mfa.gov.al">info@mfa.gov.al</a>  Web: <a href="http://www.punetejashtme.gov.al/">http://www.punetejashtme.gov.al/</a></p> <p>It is not possible for employers to contact the Office of Judicial Status directly to confirm the authenticity of a certificate.</p>
13	<b>Official bodies providing advice on interpretation of criminal records</b>	None
14	<b>Legislation</b>	<p>Law on Personal Data Protection No. 9887</p> <p>Data Protection Law No. 8517</p>
15	<b>Pending changes</b>	None
16	<b>Sources of information</b>	NPSA Guidance Document 2014
17	<b>Sample documents</b>	None



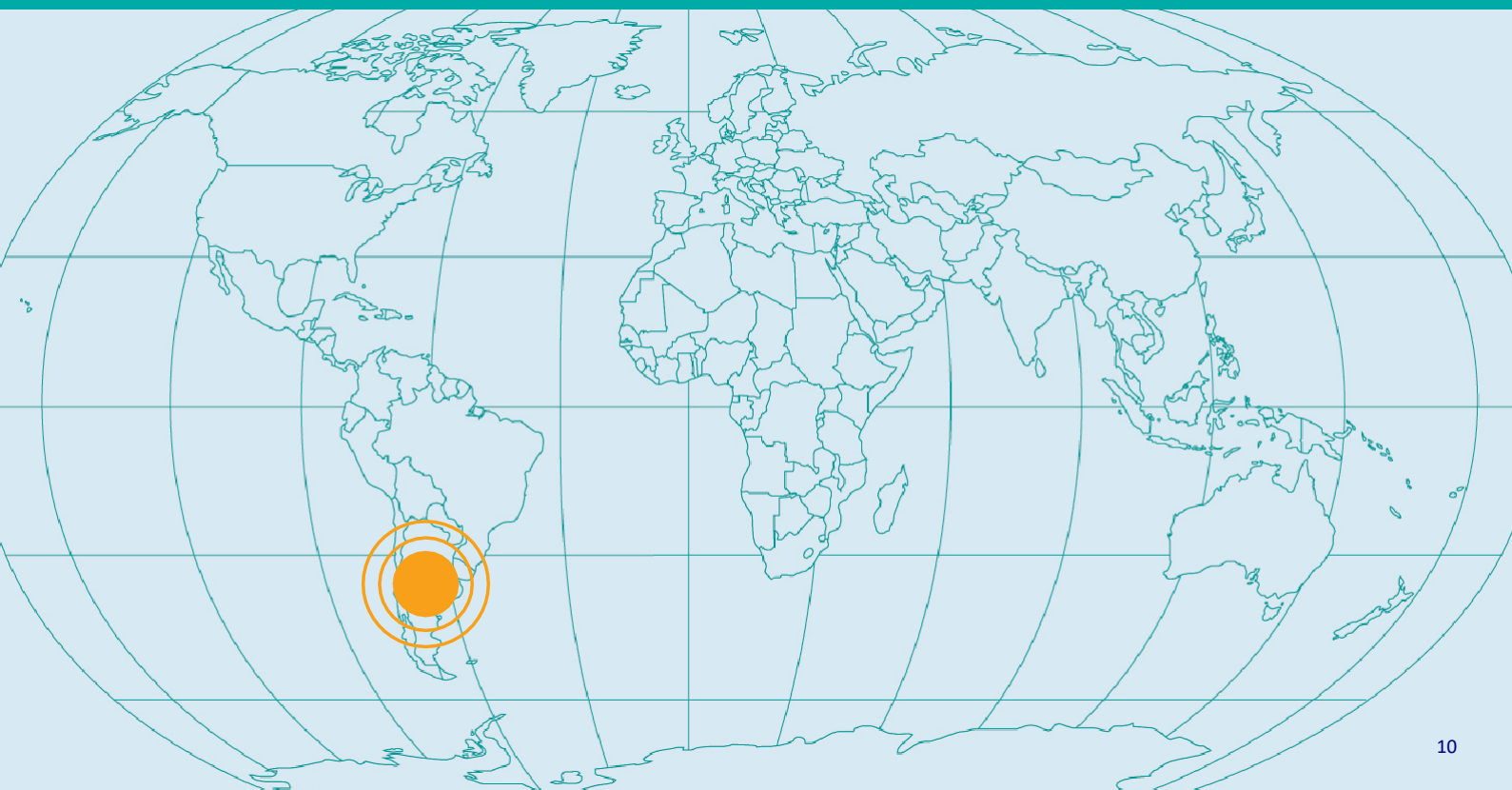
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# Argentina

## How to obtain a criminal record check - detailed guidance

Individual/third party (with authorisation) applies in person to local National Recidivism Registry Offices or via online form  
Applications from UK are made to Consulate  
Copy of fingerprints required  
Cost: Typically ARS 70  
Certificate issued in Spanish only  
Turnaround 1–5 days



# Argentina

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1	<b>Name of certificate</b>	Certificate of Criminal Records (Certificado de Antecedentes Penales)
2	<b>Department responsible for criminal records</b>	National Recidivism Registry (Registro Nacional de Reincidencia)
3	<b>Where to apply in country</b>	RNR (National Recidivism Registry – Registro Nacional de Reincidencia), Tucumán 1353, Ciudad Autónoma de Buenos Aires, C1050AAA, Argentina.  Tel: +54 (0)11 4123 3033 Fax: +54 (0)11 4123 3070/71/72  Applications for a Criminal Record Certificate can be made at a local office, located here: <a href="http://www.dnrec.jus.gov.ar/InicioTramite/">http://www.dnrec.jus.gov.ar/InicioTramite/</a>  Applications can also be made online via the portal here: <a href="http://www.dnrec.jus.gov.ar/Atencion_Particulares.aspx?id=priv#contacto">http://www.dnrec.jus.gov.ar/Atencion_Particulares.aspx?id=priv#contacto</a>
4	<b>How to apply in country</b>	In person to local offices. Note that some local offices require an appointment to be made. Check with the individual office.  The following must be provided: <ul style="list-style-type: none"> <li>• Completed and signed application form</li> <li>• Valid identity document and a copy of document</li> <li>• Relevant fee/receipt of payment</li> <li>• Full set of fingerprints (to be taken beforehand or at the office)</li> <li>• Power of attorney authorisation form (for third party applications only)</li> </ul> Applications can also be made online via the portal using the link in section 3.
5	<b>Where to apply in the UK</b>	Argentine Consulate, 27 Three Kings Yard, London, W1K 4DF  Tel: +44 (0) 20 7318 1340 Fax: +44 (0) 20 7318 1349 Email: <a href="mailto:clond@mrecic.gov.ar">clond@mrecic.gov.ar</a>
6	<b>How to apply in the UK</b>	The process is the same as for in country (see Section 4) but applications must be made in person to the address in Section 5.  Alternatively, the individual can authorise a third party to apply on their behalf in Argentina, using the process in Section 4.  Further information on the process can be found at: <a href="http://www.clond.mrecic.gov.ar/userfiles/Guide%20for%20the%20Online%20application%20form%20-%202018.pdf">http://www.clond.mrecic.gov.ar/userfiles/Guide%20for%20the%20Online%20application%20form%20-%202018.pdf</a>

7	<b>Who can apply</b>	<ul style="list-style-type: none"> <li>• Individuals</li> <li>• Authorised third party</li> <li>• If the individual is between 16 and 18 years old, they must be accompanied by a parent or tutor and provide their birth certificate</li> </ul>
8	<b>Cost, payment and turnaround</b>	<p>The cost of applying for the Criminal Record Certificate is established according to the requested delivery time.</p> <ul style="list-style-type: none"> <li>• New Express procedure, 1 hour delay: \$500.- (Only carried out at Autodromo, La Plata, Lomas de Zamora, Migraciones, Morón, San Isidro and San Martín).</li> <li>• Very Urgent Procedure, 6 hours delay: \$300.- (Only carried out at the Headquarters, Autodromo, La Plata, Lomas de Zamora, San Martin, Morón, San Isidro and Migraciones).</li> <li>• Urgent procedure, delay 24 hours: \$180.</li> <li>• Normal procedure, delay 5 business days: \$70.</li> <li>• Teaching Procedure in 5 business days: Submit GCBA Form, which is issued by the Teaching Assistance Sub-Department (GOAD) - Only at Headquarters): \$35.</li> <li>• Additional per residential procedure: \$900.</li> </ul> <p>Payment Exceptions:</p> <ul style="list-style-type: none"> <li>• Certificate of Poverty.</li> <li>• Certificate of Veteran of War.</li> <li>• Refugee Status Certificate.</li> <li>• Presentation by the National Ombudsman. Payment can be made via <a href="http://www.pagomiscuentas.com/">www.pagomiscuentas.com/</a></li> </ul> <p>You can make the payment by cash payment in cash in the authorized branches of the Argentine National Bank, Branch Offices NET Payments, Argentine Mail and in the own boxes of the organism in the Venues qualified for the collection. Through electronic means through the website of Pagomiscuentas.com and the national network of Banelco ATMs.</p>
9	<b>How results are presented and security features</b>	<p>The results are available to access online after the processing time has passed. A receipt will have been provided at the time of application which contains a unique number detailing how to access the result.</p>
10	<b>Languages</b>	<p>The certificate is available in Spanish only.</p>
11	<b>Criminal convictions listed on certificate</b>	<p>All legal actions, sentences and rulings passed in all courts in the country with authority in criminal jurisdiction are listed on the criminal record certificate.</p>

12	<b>Confirming authenticity</b>	By entering the website with the codes provided (security code and procedure code), you can view your Certificate of Background. It is digitally signed. All Digital Signature is endorsed by a Certifying Authority (CA). In the case of the National Recidivism Registry, said authority is ONTI (National Office of Information Technology). <b>Clicking here you will find the instructions for the installation of the Certifying Authority.</b>
13	<b>Official bodies providing advice on interpretation of criminal records</b>	None
14	<b>Legislation</b>	No prescriptive guidance on specific legislation available.
15	<b>Pending changes</b>	None
16	<b>Sources of information</b>	Atención e Información al Usuario Registro Nacional de Reincidencia <b><a href="http://www.dnrec.jus.gov.ar/Default.aspx">www.dnrec.jus.gov.ar/Default.aspx</a></b> <b><a href="http://www.jus.gob.ar">www.jus.gob.ar</a></b>
17	<b>Sample documents</b>	None



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# Australia

## How to obtain a criminal record check - detailed guidance

Individual applies online/by post to the Australian Federal Police or the State/Territory Police Force (depending on circumstances)

Cost \$42 AUD

Certificate issued in English

Turnaround – Australia 24hrs to 15 working days from UK plus postage time



# Australia

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1	<b>Name of certificate</b>	National Police Certificate (NPC)
2	<b>Department responsible for criminal records</b>	Each Australian Police Service holds its own records. For details see: <a href="http://australia.gov.au/topics/law-and-justice/police-services/state-police-services">http://australia.gov.au/topics/law-and-justice/police-services/state-police-services</a>
3	<b>Where to apply in country</b>	<p>Australian Federal Police, Criminal Records, Locked Bag 8550, CANBERRA CITY ACT 2601, Australia.</p> <p>Tel: +61 (0)2 6140 6502 Email: <a href="mailto:AFP-NationalPoliceChecks@mail2.converga.com.au">AFP-NationalPoliceChecks@mail2.converga.com.au</a> Web: <a href="https://afpnationalpolicechecks.converga.com.au/">https://afpnationalpolicechecks.converga.com.au/</a></p> <p>The Australian Federal Police (AFP) can only provide NPCs for:</p> <ul style="list-style-type: none"> <li>• Residents of the Australian Capital Territory (ACT), Jervis Bay Territory and external Commonwealth territories</li> <li>• People seeking employment with the Commonwealth Government</li> <li>• People requiring a check under Commonwealth legislation</li> <li>• Australian immigration purposes</li> <li>• Where the applicant resides overseas</li> <li>• Overseas employment</li> <li>• Overseas adoption</li> <li>• Visa applications for overseas travel</li> </ul> <p>All other applicants should contact the Criminal Records section of their relevant State or Territory police service. Each police force has a different application process. Details of the individual processes can be found at: <a href="https://www.australia.gov.au/information-and-services/public-safety-and-law/police-and-crime-prevention/police-checks">https://www.australia.gov.au/information-and-services/public-safety-and-law/police-and-crime-prevention/police-checks</a></p>
4	<b>How to apply in country</b>	<p><b>Applying via the AFP</b></p> <p><b>Online</b></p> <p>Via the application portal on AFP website – (see Section 3)</p> <ul style="list-style-type: none"> <li>• A consent form will be generated which must be printed, signed and uploaded</li> <li>• Identification documents must be scanned and uploaded.</li> <li>• Payment must be made by credit card</li> <li>• An email address must be provided which will be used to send a receipt of payment and to advise once processing of the application has been completed</li> </ul> <p>Please note that the consent form generated during the online process must be used. <i>The downloadable application form for postal applications (see below) is not suitable for the online process.</i></p>

		<p><b>By post</b></p> <p>Application forms can be downloaded from the application portal on AFP website (see Section 3) at <a href="https://afpnationalpolicechecks.converga.com.au/">https://afpnationalpolicechecks.converga.com.au/</a></p> <ul style="list-style-type: none"> <li>• The consent form must be submitted no more than three months after signing it</li> <li>• Ensure all paperwork, forms, payment, and identification is secured to the application</li> <li>• Bank cheques and money orders are to be in Australian dollars (\$AUD) and are to be made payable to the Australian Federal Police</li> <li>• If paying by bank cheque, it must be from an Australian bank or financial institution affiliated with an Australian bank. Personal and company cheques will not be accepted</li> <li>• Do not include self-addressed/stamped envelopes for return of certificates. These will not be used or returned</li> </ul> <p>The completed form, along with copies of the nominated identity documents and the correct payment, must be posted to the relevant address in Section 3.</p> <p>The following requirements must be met when submitting a NPC application. Failure to meet the required standards will result in the application not being processed:</p> <ul style="list-style-type: none"> <li>• All other names by which they are known or have previously been known (such as maiden name), must be provided in full, including given names</li> <li>• Date of birth</li> <li>• Full payment must accompany the application.</li> <li>• Copies of identification documents totalling 100 points must be provided. Details of the points attributed to identification documents are provided as part of the application process and can be found at: <a href="https://afpnationalpolicechecks.converga.com.au/static/images/afp/100_point_checklist.pdf">https://afpnationalpolicechecks.converga.com.au/static/images/afp/100_point_checklist.pdf</a></li> <li>• Do not send original identification documents with the application.</li> <li>• Ensure all the necessary details are submitted, including signed consent and copies of identification documents</li> </ul> <p><b>Fingerprint checks</b></p> <p>Certain background checks require fingerprint checks (usually for immigration purposes) however these are not normally required when the check is carried out for employment application purposes. Please see the AFP website for further details (Section 3).</p>
5	<b>Where to apply in the UK</b>	Applications from the UK are made at the same locations as those made in Australia (see Section 3).
6	<b>How to apply in the UK</b>	The application process is the same as that from Australia (see Section 4).

7	<b>Who can apply</b>	<p>Individuals must make the application themselves.</p> <p>Employers and third parties cannot apply on an individual’s behalf.</p> <p>Parental consent will be required if the applicant is under 18 years of age.</p>
8	<b>Cost, payment and turnaround</b>	<p><b>Cost</b></p> <ul style="list-style-type: none"> <li>• \$42.00 for each NPC application from a non-government organisation (e.g. commercial entities like brokers, migration agents etc.), a government department or an individual.</li> </ul> <p><b>Payment</b></p> <p>Online application:</p> <ul style="list-style-type: none"> <li>• Visa</li> <li>• MasterCard</li> <li>• American Express</li> </ul> <p>Manual application:</p> <ul style="list-style-type: none"> <li>• Bank cheque, which must be in Australian dollars</li> <li>• Money order obtainable from Australia Post</li> <li>• Personal and company cheques will not be accepted. Do not send cash</li> <li>• Manual applications may be paid by credit card by completing section 7 on the application</li> </ul> <p>An employer can pay for this on behalf of an individual.</p> <p><b>Turnaround</b></p> <p>The current processing time for a routine NPC is approximately 15 working days from the date it is received by Criminal Records.</p> <p>Most applications are processed within 24–48 hours.</p> <p>There is no fast-track service.</p>
9	<b>How results are presented and security features</b>	<p>Results are posted to the applicant or to another person/ organisation as authorised by the individual in the application.</p> <p>Certificates issued by all Australian Police services are printed on secure paper.</p> <p>The paper has a number of security features including:</p> <ul style="list-style-type: none"> <li>• A watermark consisting of multiple images of a padlock with two keys which is visible when held up to the light</li> <li>• Fluorescent tricolour threads on both sides of the document glow blue, yellow and red when held under ultra violet light</li> <li>• A border to the right of the police logos on the front of the document is printed in micro-type which can be read when viewed under magnification</li> <li>• Images on the front are printed in heat sensitive ink and when moderate heat or friction is applied, they will fade or disappear momentarily</li> <li>• Hidden images printed in fluorescent ink and will glow yellow when viewed under ultra violet light</li> <li>• The certificate is printed in solvent reactive ink</li> <li>• All certificates are issued as originals without any erasures or amendments</li> </ul> <p>A sample certificate showing the security features may be found at <a href="https://www.afp.gov.au/sites/default/files/PDF/national-police-certificate-sample.pdf">https://www.afp.gov.au/sites/default/files/PDF/national-police-certificate-sample.pdf</a></p>

10	<b>Languages</b>	Certificates are available in English.
11	<b>Criminal convictions listed on certificate</b>	As the legislation concerning spent convictions can be quite complex and vary from State to State, where a person has a query as to whether or not an offence may be spent or released on a NPC they should contact the Criminal Records area of the Police in the State or Territory where the offence in question occurred.
12	<b>Confirming authenticity</b>	This country has joined the <i>Hague Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents</i> . This enables criminal record checks to be authenticated by means of an Apostille. For further information on how to obtain an Apostille, please see:  <b><a href="http://www.hcch.net/index_en.php?act=authorities.details&amp;aid=307">www.hcch.net/index_en.php?act=authorities.details&amp;aid=307</a></b>
13	<b>Official bodies providing advice on interpretation of criminal records</b>	There are no official bodies that provide advice on the interpretation of criminal records information.
14	<b>Legislation</b>	<ul style="list-style-type: none"> <li>• The Criminal Code Act 1995 – applicants must not provide false or misleading information;</li> <li>• Crimes Act 1914; and</li> <li>• The Privacy Act 1988 – Office of the Australian Information Commissioner (OAIC) is responsible for ensuring the protection of private information relating to individuals. An individual who believes the standards dealing with disclosure and use of old conviction information have been breached may apply to the OAIC for an investigation of the matter. (Handling of personal information by state and Northern Territory government agencies is not covered by the Privacy Act).</li> </ul>
15	<b>Pending changes</b>	None
16	<b>Sources of information</b>	<p>Australian Federal Police</p> <p>Australian Federal Police websites: <b><a href="https://afpnationalpolicechecks.converga.com.au">https://afpnationalpolicechecks.converga.com.au</a>; <a href="http://www.afp.gov.au">www.afp.gov.au</a></b></p> <p>Australian Government website: <b><a href="http://australia.gov.au/topics/law-and-justice/police-services/state-police-services">http://australia.gov.au/topics/law-and-justice/police-services/state-police-services</a></b></p>
17	<b>Sample documents</b>	None



National Protective  
Security Authority

**SECURITY** **WATCHDOG**  
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# Austria

## How to obtain a criminal record check - detailed guidance

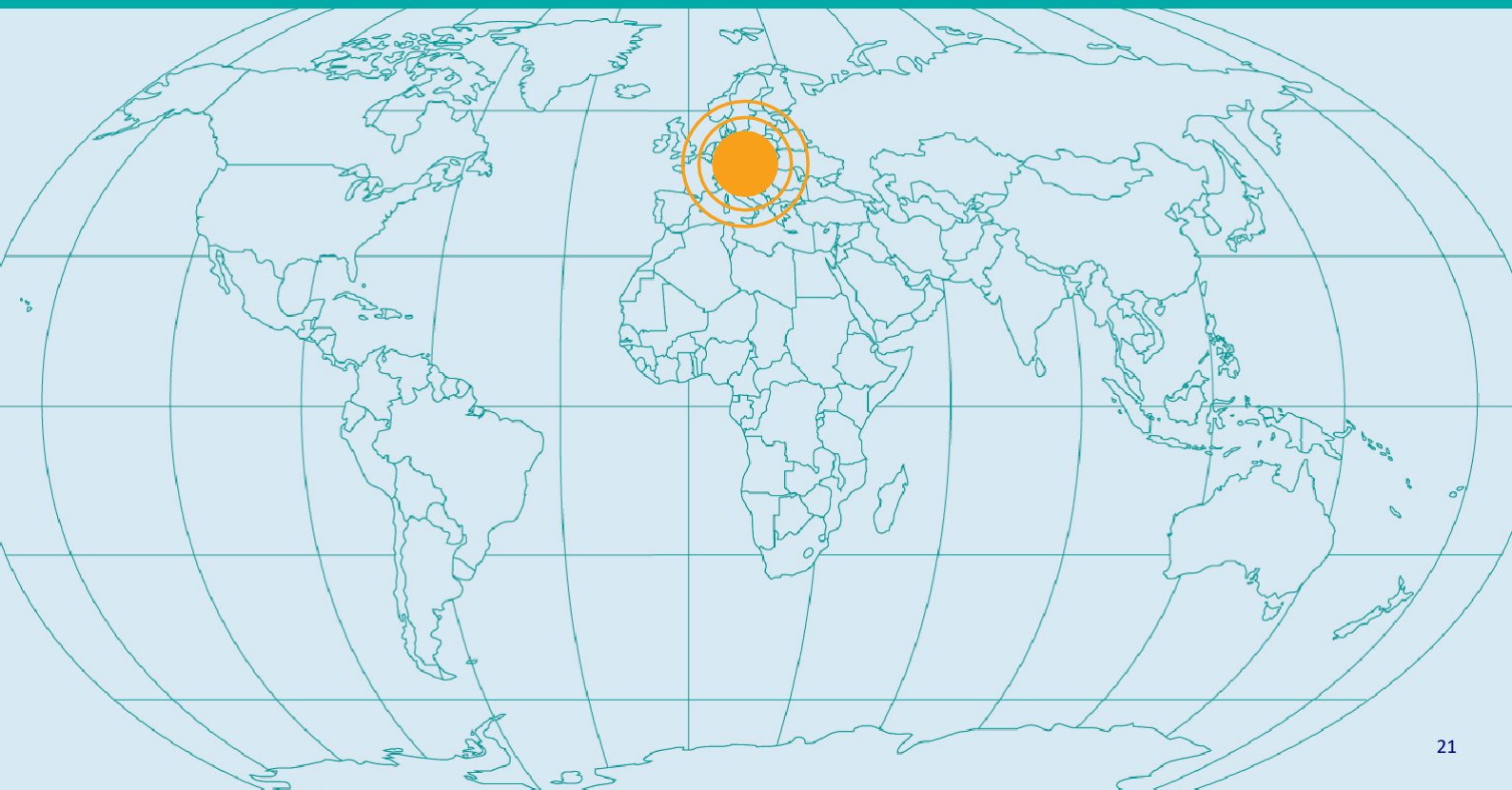
Individual applies online to Federal Police/in person at the police directorates or local authorities

Applications from UK – made online to Federal Police/in person at Embassy

Cost €25 or €30.70/UK €42

Certificate issued in German or English

Turnaround within Austria is instant/UK 1 to 2 weeks



# Austria

-  1 Name of certificate
-  2 Department responsible for criminal records
-  3 Where to apply in country
-  4 How to apply in country
-  5 Where to apply in the UK
-  6 How to apply in the UK
-  7 Who can apply
-  8 Cost, payment and turnaround
-  9 How results are presented and security features
-  10 Languages
-  11 Criminal convictions listed on certificate
-  12 Confirming authenticity
-  13 Official bodies providing advice on interpretation of criminal records
-  14 Legislation
-  15 Pending changes
-  16 Sources of information
-  17 Sample documents

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1	<b>Name of certificate</b>	Criminal Record Certificate ( <i>Strafregisterbescheinigung</i> ); or Criminal Record Certificate for Employment in Relation with Children
2	<b>Department responsible for criminal records</b>	Federal Police Directorate of Vienna, Landespolizeidirektion Wien, Strafregisteramt, Schottenring 7–9, 1010 Wien, Austria.  Tele: +43 (0)1 31310-0 Email: <b>LPD-W@polizei.gv.at</b>
3	<b>Where to apply in country</b>	Local police station, the police directorates (Landespolizeidirektionen) or local authorities (municipals).  Addresses are: <b>LPD Burgenland</b> Neusiedler Straße 84 7000 Eisenstadt Tel: +43 (0)59133/10/0 Fax: +43 (0)59133/10/1009 Email: <b>LPD-B@polizei.gv.at</b>  <b>LPD Kärnten</b> Buchengasse 3 9020 Klagenfurt am Wörthersee Tel: +43 (0)59133/20/0 Fax: +43 (0)59133/20/1009 Email: <b>LPD-K@polizei.gv.at</b>  <b>LPD Steiermark</b> Straßganger Straße 280 8052 Graz Tel: +43 (0)59133/60/0 Fax: +43 (0)59133/60/1009 Email: <b>LPD-ST@polizei.gv.at</b>  <b>LPD Tirol</b> Standort Kaiserjägerstraße 8 6020 Innsbruck Tel: +43 (0)59133/70/0 Fax: +43 (0)59133/70/6009  <b>LPD Tirol</b> Standort Innrain 34 6020 Innsbruck Tel: +43 (0)59133/70/0 Fax: +43 (0)59133/70/1009 Email: <b>LPD-T@polizei.gv.at</b>

		<p><b>LPD Niederösterreich</b>          Neue Herrengasse 15          3100 St. Pölten          Tel: +43 (0)59133/30/0          Fax: +43 (0)59133/30/1009          Email: <a href="mailto:LPD-N@polizei.gv.at">LPD-N@polizei.gv.at</a></p> <p><b>LPD Oberösterreich</b>          Gruberstraße 35          4021 Linz          Tel: +43 (0)59133/40/0          Fax: +43 (0)59133/40/1009          Email: <a href="mailto:LPD-O@polizei.gv.at">LPD-O@polizei.gv.at</a></p> <p><b>LPD Salzburg</b>          Alpenstraße 90          5020 Salzburg          Tel: +43 (0)59133/50/0          Fax: +43 (0)59133/50/1009          Email: <a href="mailto:LPD-S@polizei.gv.at">LPD-S@polizei.gv.at</a></p> <p><b>LPD Vorarlberg</b>          Bahnhofstraße 45          6900 Bregenz          Telephone: +43 (0)59133/80/0          Fax: +43 (0)59133/80/1009          Email: <a href="mailto:LPD-V@polizei.gv.at">LPD-V@polizei.gv.at</a></p> <p><b>LPD Wien</b>          Schottenring 7–9          1010 Wien          Tel: +43 (0)1 31310-0          Email: <a href="mailto:LPD-W@polizei.gv.at">LPD-W@polizei.gv.at</a></p> <p>Contact details can be found at: <a href="http://www.polizei.gv.at/alle/kontakt.aspx">www.polizei.gv.at/alle/kontakt.aspx</a></p>
4	<p><b>How to apply in country</b></p>	<p><b>Individuals can apply:</b></p> <p>Online</p> <p>At <a href="https://bportal.zmr.register.gv.at/at.gv.bmi.fnsweb-p/srb/public/StrafregisterAntragInfo">https://bportal.zmr.register.gv.at/at.gv.bmi.fnsweb-p/srb/public/StrafregisterAntragInfo</a></p> <p>using an electronic signature card/citizen card which can be obtained from <a href="http://www.buergerkarte.at">www.buergerkarte.at</a></p> <p>In person</p> <ul style="list-style-type: none"> <li>• Application forms can be found at:  <a href="https://www.help.gv.at/Portal.Node/hlpd/public/resources/documents/Antragsformular_SB_SBKJF_04_2017.pdf">https://www.help.gv.at/Portal.Node/hlpd/public/resources/documents/Antragsformular_SB_SBKJF_04_2017.pdf</a></li> <li>• Take form to local police station, the police directorates(Landespolizeidirektionen) or local authorities (municipals) (see Section 3).</li> <li>• Take photo ID (e.g. passport), birth certificate; and marriage certificate, or divorce decree (if applicable).</li> <li>• Make the payment in cash or credit card.</li> <li>• The certificate will be issued immediately.</li> </ul>



5	<b>Where to apply in the UK</b>	<p><b>Online</b></p> <p>At <a href="https://apps.egiz.gv.at/strafregister/">https://apps.egiz.gv.at/strafregister/</a> using an electronic signature card/citizen card which can be obtained from <a href="http://www.buergerkarte.at">www.buergerkarte.at</a></p> <p>In person</p> <p>Austrian Embassy, 18, Belgrave Mews West, London, SW1X 8HU</p> <p>Tel: +44 (0)207 344 3250</p> <p>Fax: +44 (0)207 344 0292</p> <p>Email: <a href="mailto:london-ob@bmeia.gv.at">london-ob@bmeia.gv.at</a></p> <p>Web: <a href="http://www.aussenministerium.at/london">www.aussenministerium.at/london</a></p>
6	<b>How to apply in the UK</b>	<p><b>Online</b></p> <p>see Section 4</p> <p><b>In person</b></p> <p>The applicant has to appear at least once in person (either when filing the application or when picking up the certificate). It can take several weeks usually takes one week to receive the certificate.</p> <p><b>Take:</b></p> <ul style="list-style-type: none"> <li>• Application Form (in German) at: <a href="https://www.help.gv.at/Portal.Node/hlpd/public/resources/documents/Antragsformular_SB_SBKJF_04_2017.pdf">https://www.help.gv.at/Portal.Node/hlpd/public/resources/documents/Antragsformular_SB_SBKJF_04_2017.pdf</a> (see sample in Section 17)</li> <li>• ID (e.g. passport); birth certificate; and marriage certificate, or divorce decree (if applicable).</li> </ul>
7	<b>Who can apply</b>	Individuals only
8	<b>Cost, payment and turnaround</b>	<p><b>Cost</b></p> <p>Online or in person from Austria: Cost €30.70 or €25 online. From Austrian Embassy in UK: Fee of €42, can be paid only in £ at the current exchange rate, see website <a href="https://www.bmeia.gv.at/en/austrian-embassy-london/service-for-citizens/identity-papers-and-other-documents/criminal-record-information/">https://www.bmeia.gv.at/en/austrian-embassy-london/service-for-citizens/identity-papers-and-other-documents/criminal-record-information/</a></p> <p>Payment In cash or by postal order (made out to the Austrian Embassy).</p> <p><b>Payment</b></p> <p>Online – by credit card in person – by cash or credit card</p> <p><b>Turnaround</b></p> <p>Online or in person from Austria: The certificate is available immediately.</p> <p>From Austrian Embassy in UK: Turnaround time is approximately 1 week.</p>

9	<b>How results are presented and security features</b>	<p><b>Online</b></p> <ul style="list-style-type: none"> <li>• Certificate can be printed</li> </ul> <p><b>In person</b></p> <ul style="list-style-type: none"> <li>• A paper hard copy</li> </ul> <p><b>The certificate has:</b></p> <ul style="list-style-type: none"> <li>• An Austrian coat of arms in the background;</li> <li>• A signature; and</li> <li>• A stamp.</li> </ul>
10	<b>Languages</b>	The certificate is in German and English.
11	<b>Criminal convictions listed on certificate</b>	See samples below
12	<b>Confirming authenticity</b>	<p>This country has joined the <i>Hague Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents</i>. This enables criminal record checks to be authenticated by means of an Apostille. For further information on how to obtain an Apostille from this country please see:</p> <p><b><a href="https://www.hcch.net/en/states/authorities/details3/?aid=308">https://www.hcch.net/en/states/authorities/details3/?aid=308</a></b></p>
13	<b>Official bodies providing advice on interpretation of criminal records</b>	Federal Police Directorate of Vienna (see Section 2)
14	<b>Legislation</b>	<i>Strafregistergesetz 1968, Tilgungsgesetz 1972</i> (Criminal Record and Eradication Act)
15	<b>Pending changes</b>	None
16	<b>Sources of information</b>	<p>Federal Police Bureau Vienna</p> <p>Austrian Embassy website</p> <p><b>www.hcch.net</b> – Hague Convention website</p>
17	<b>Sample documents</b>	Sample application form

**Enclosure**

to the application for issuing a  
**Criminal Record Certificate "Child and Youth Welfare"**

**Confirmation acc. to section 10 para. 1b of the Austrian Criminal Records Act 1968**

I confirm that Ms/Mrs/Mr

Please tick/select as appropriate!

Academic Degree(s) (before the name)	
Last Name(s) or Surname(s)	
First Name(s)	
Academic Degree(s) (after the name)	
Date of Birth (DD.MM.YYYY)	
1) <input type="radio"/> is employed <input type="radio"/> shall be employed in my field of responsibility as (indicate function)	
2) that this <input type="radio"/> professional work <input type="radio"/> organized voluntary work mainly comprises supervision, attendance, education, care or training of minors (up to 18 years), and	
3) that the Criminal Record Certificate "Child and Youth Welfare" is necessary for the assessment of a/m person's competence for this work.	
Employer or Organization:	
Name	
Address	
Zip code, town	
Country	

Place and date

Name, signature, company stamp



National Protective  
Security Authority

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# Bangladesh

## How to obtain a criminal record check - detailed guidance

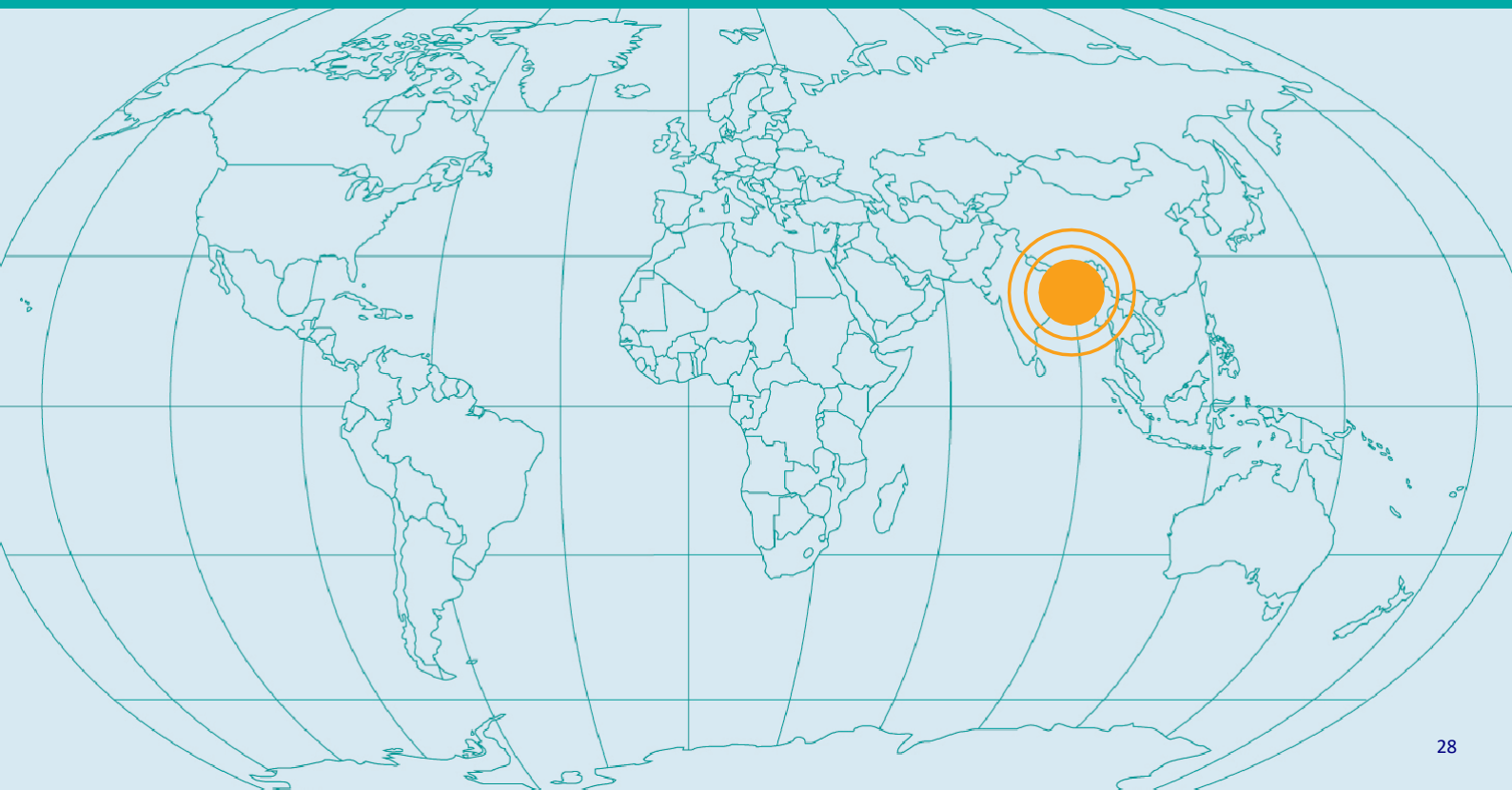
Individual/third party (with written consent) applies in person at regional police stations or online

Applications from the UK – made in person/by post to High Commission in London

Cost 500 BDT Certificate

issued in English

Turnaround varies



# Bangladesh

- 1 Name of certificate
- 2 Department responsible for criminal records
- 3 Where to apply in country
- 4 How to apply in country
- 5 Where to apply in the UK
- 6 How to apply in the UK
- 7 Who can apply
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- 17 Sample documents

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1	<b>Name of certificate</b>	Police Clearance Certificate (PCC)
2	<b>Department responsible for criminal records</b>	<p>The department responsible for criminal records is:</p> <p>Dhaka Metropolitan Police (DMP), 36 Shaheed Captain Mansur Ali Soroni, Ramna, Dhaka – 1217, Bangladesh.</p> <p>Tel: +88 (0) 2831 4128 Web: <a href="http://www.dmp.gov.bd">www.dmp.gov.bd</a></p>
3	<b>Where to apply in country</b>	<ul style="list-style-type: none"> <li>• At regional police stations, details of which can be found at: <a href="https://dmp.gov.bd/find-your-local-police/">https://dmp.gov.bd/find-your-local-police/</a></li> <li>• Via the online portal found at: <a href="http://pcc.police.gov.bd/en/f?p=500:1:0">http://pcc.police.gov.bd/en/f?p=500:1:0</a></li> </ul>
4	<b>How to apply in country</b>	<p>The application form is available from regional police stations.</p> <p>Applications are made in person at the local police station where the individual has a registered address.</p> <p>The completed application form must be submitted with:</p> <ul style="list-style-type: none"> <li>• A copy of the personal details page from the individual’s valid passport (attested by an official)</li> <li>• A copy of a national ID card, birth certificate, or certificate from a local ward councillor</li> <li>• Proof of payment</li> </ul> <p>The DMP will provide a token with a date, serial number and details of when the applicant must collect the certificate.</p> <p>Visit the online portal using the link in section 3. Users must register before using the system, and will need to provide the following:</p> <ul style="list-style-type: none"> <li>• Online application form properly filled.</li> <li>• Scanned copy of passport information leaflet certified by Gazetted Officer of 1st grade</li> <li>• Running Treasury worth 500 / - (Five hundred) in any code from Bangladesh Bank / Sonali Bank (1-7301-0001-2681) or fees charged in the case of applicable credit / debit card with applicable service charges.</li> </ul>

5	<b>Where to apply in the UK</b>	<p>Through a third party (relative or friend) at the local police station in Bangladesh (see contact details in Section 3).</p> <p>Online via the link found in section 3.</p> <p>Individuals can also apply at:</p> <p>High Commission for Bangladesh, 28 Queens Gate, London, SW7 5JA</p> <p>Tel: +44 (0) 207 584 0081 Email: <a href="mailto:crconsular@bhclondon.org.uk">crconsular@bhclondon.org.uk</a> Web: <a href="http://www.bhclondon.org.uk">www.bhclondon.org.uk</a></p>
6	<b>How to apply in the UK</b>	<p><b>In person</b></p> <p><b>Individuals</b></p> <p>Complete an application form available at: <a href="http://www.police.gov.bd/userfiles/police_english2.png">www.police.gov.bd/userfiles/police_english2.png</a> (see sample form in Section 17) and submit to the High Commission (see contact details in Section 5) together with:</p> <ul style="list-style-type: none"> <li>• A valid passport</li> <li>• A national ID card/birth certificate</li> </ul> <p>The relevant fee</p> <p>The application will be sent to the Police Headquarters in Bangladesh then forwarded to a local police station. The completed certificate is then sent to the Ministry of Foreign Affairs for the certificate to be legalised and then returned to the High Commission in London.</p> <p><b>Online</b></p> <p>Register and use the online portal found at <a href="http://pcc.police.gov.bd/en/f?p=500:1:0">http://pcc.police.gov.bd/en/f?p=500:1:0</a> Required documents are:</p> <ul style="list-style-type: none"> <li>• Online application form properly filled.</li> <li>• Scanned copy of passport information leaflet certified by Gazetted Officer of 1st grade</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>• In the case of Bangladeshi nationals abroad, the Bangladesh Embassy's passport information leaflet scanned by the embassy</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>• In the case of foreign nationals, passport information page scanned by the respective country's Justice of Peace.</li> <li>• 3. Running Treasury worth 500 / - (Five hundred) in any code from Bangladesh Bank / Sonali Bank (1-7301-0001-2681) or fees charged in the case of applicable credit / debit card with applicable service charges.</li> </ul> <p><b>By post</b></p> <p><b>Individuals</b></p> <p>Complete and send the application form (available at: <a href="http://www.police.gov">www.police.gov</a>.</p>

		<p><b>bd/userfiles/police_english2.png</b> or see sample form in Section 17) to the High Commission (see contact details in Section 5) together with:</p> <ul style="list-style-type: none"> <li>• A copy of valid passport;</li> <li>• A copy of a national ID card/birth certificate;</li> <li>• Postal order or bank draft for payment; and</li> <li>• A self-addressed next day delivery special service envelope.</li> </ul> <p><b>Third party</b></p> <p>Applications through a third party in Bangladesh can be made if the individual has the following documents attested at the High Commission in London:</p> <ul style="list-style-type: none"> <li>• The application form;</li> <li>• A copy of the individual’s valid passport; and</li> <li>• A recent photograph.</li> </ul> <p>These documents must then be sent, together with written consent, to the third party representative in Bangladesh who follows the in country process in Section 4 and returns the certificate to the individual.</p>
<b>7</b>	<b>Who can apply</b>	<ul style="list-style-type: none"> <li>• Individuals; or</li> <li>• Third parties (with written consent).</li> </ul>
<b>8</b>	<b>Cost, payment and turnaround</b>	<p>The cost is 500 BDT.</p> <p>Payment can be made by bank transfer through any branch of Bangladesh Bank or Sonali Bank.</p> <p>Code: 1-7301-0001-2681</p> <p>Turnaround times is seven working days.</p>



9	<b>How results are presented and security features</b>	<p>The results of a Police Clearance Certificate are provided as a hard copy only.</p> <p>The information contained in a Police Clearance Certificate includes the following:</p> <ul style="list-style-type: none"> <li>• Name of individual;</li> <li>• Results of check;</li> <li>• Name and rank of investigating officer;</li> <li>• Name of the issuing police station;</li> <li>• Name of the district;</li> <li>• Date of issue; and</li> <li>• Certificate number.</li> </ul> <p>Where a criminal record has been identified, the certificate includes the following:</p> <ul style="list-style-type: none"> <li>• Full details of father;</li> <li>• Type of crime;</li> <li>• Nature of offence;</li> <li>• Result of case;</li> <li>• Social status;</li> <li>• Political involvement/activities;</li> <li>• Opinion on moral good standing;</li> <li>• Full name and rank of investigation officer; and</li> <li>• Name of magistrate and date of sentencing (if relevant).</li> </ul> <p>Security features contained in a Police Clearance Certificate include four seals which represent the following government institutions:</p> <ul style="list-style-type: none"> <li>• The government of the People’s Republic of Bangladesh;</li> <li>• The relevant Police Commissioner, Police Superintendent, Deputy Police Commissioner or Deputy Police Superintendent;</li> <li>• The issuing police station; and</li> <li>• The officer in charge responsible for verifying the information.</li> </ul>
10	<b>Languages</b>	<p>Certificates are issued in English only.</p>
11	<b>Criminal convictions listed on certificate</b>	<p>The following categories for conviction exist in Bangladesh:</p> <ul style="list-style-type: none"> <li>• Violence against the person;</li> <li>• Sexual offences;</li> <li>• Burglary;</li> <li>• Robbery;</li> <li>• Theft and handling of stolen goods;</li> <li>• Fraud and forgery;</li> <li>• Criminal damage;</li> <li>• Drug offences; and</li> <li>• Motoring offences.</li> </ul> <p>Police Clearance Certificates show all historic and current criminal convictions.</p> <p>Old convictions are listed on criminal record certificates and criminal convictions remain on record in the database for an indefinite period.</p>
12	<b>Confirming authenticity</b>	<p>Certificates can be authenticated by the High Commission in London (see contact detail in Section 5).</p>

<b>13</b>	<b>Official bodies providing advice on interpretation of criminal records</b>	None
<b>14</b>	<b>Legislation</b>	The Police Act No V of 1861 (amended)
<b>15</b>	<b>Pending changes</b>	None
<b>16</b>	<b>Sources of information</b>	High Commission for Bangladesh Bangladesh Police Dhaka Metropolitan Police NPSA Guidance Document 2014
<b>17</b>	<b>Sample documents</b>	Sample application form

To  
Police Commissioner/Superintendent of Police

.....  
.....

Subject: Application for Police Clearance Certificate

Sir

I/We would like to state that I/We want to go abroad for .....and stay  
in..... I/WE need Police Clearance Certificate for this reason. According to my/our  
passport..... my particulars are given below for your kind consideration.

Name .....Parents' name.....Address [present and permanent].....  
.....Passport no .....date and place of issue.

I/we therefore pray and hope that you would be kind enough to issue me the certificate.

Sincerely yours

.....

Date.....

Phone.....



National Protective  
Security Authority

**SECURITY** **WATCHDOG**  
Part of Capita plc

# Belarus

## How to obtain a criminal record check - detailed guidance

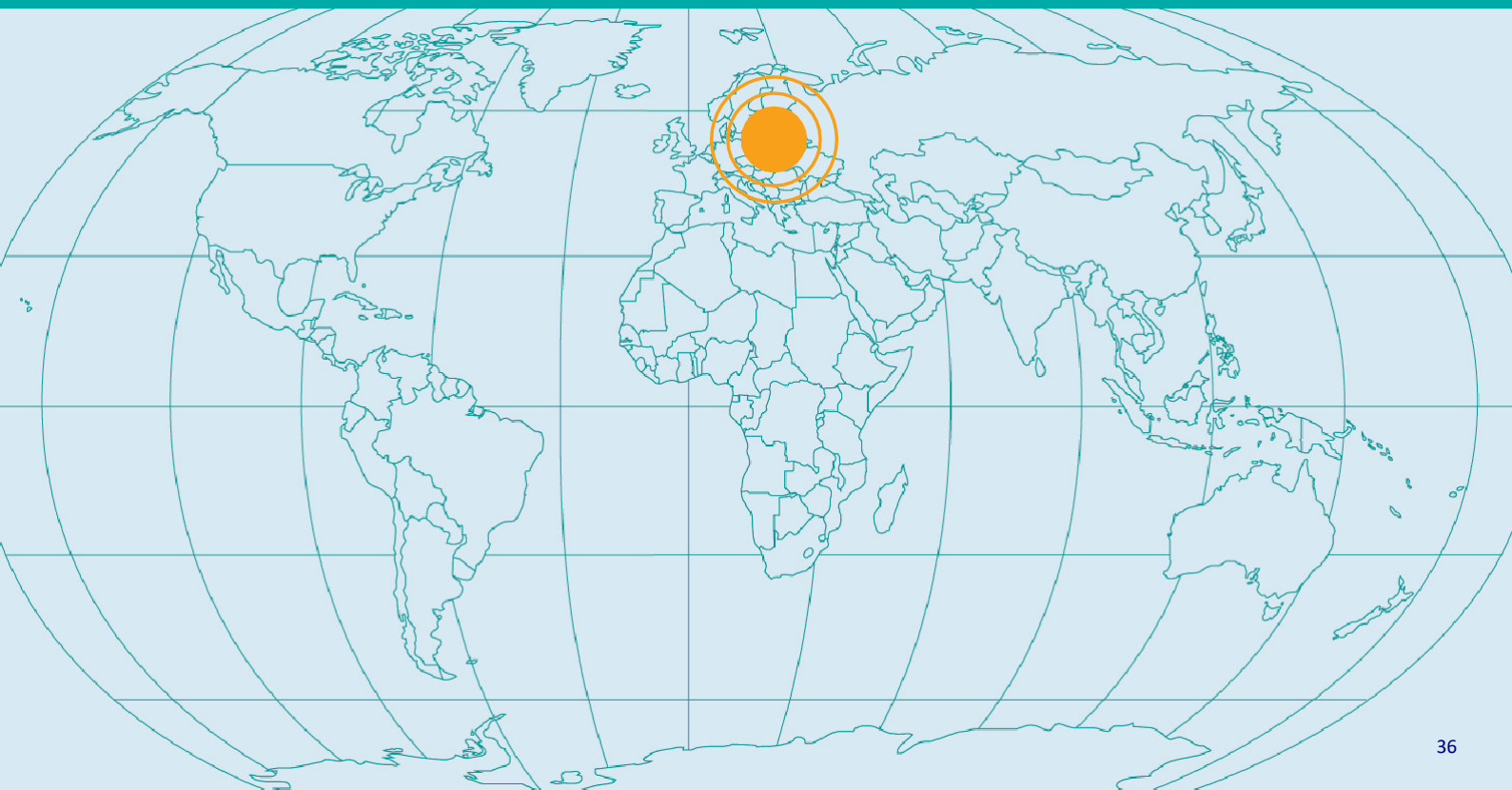
Individual/third party (with power of attorney) applies in person to the Internal Affairs Department of Minsk Executive Committee

Applications from UK – individual applies in person to the Embassy

Cost 65 BYR/from UK £35–70

Certificate issued in Russian

Turnaround times are approximately two weeks



# Belarus

- 1 Name of certificate
- 2 Department responsible for criminal records
- 3 Where to apply in country
- 4 How to apply in country
- 5 Where to apply in the UK
- 6 How to apply in the UK
- 7 Who can apply
- 8 Cost, payment and turnaround
- 9 How results are presented and security features
- 10 Languages
- 11 Criminal convictions listed on certificate
- 12 Confirming authenticity
- 13 Official bodies providing advice on interpretation of criminal records
- 14 Legislation
- 15 Pending changes
- 16 Sources of information
- 17 Sample documents

## *Disclaimer*

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1	<b>Name of certificate</b>	Certificate of Conviction ( <i>Справки о судимости</i> )
2	<b>Department responsible for criminal records</b>	Ministry of Foreign Affairs of the Republic of Belarus ul. Lenina,19, Minsk 220030, Republic of Belarus tel. +(375 17) 327 29 22 fax +(375 17) 210 42 50, 327 45 21
3	<b>Where to apply in country</b>	Request the application form from the regional departments of the Ministry of Interior of Belarus.  Please choose the oblast (province) in which you reside for more information: <ul style="list-style-type: none"> <li>• Brest: <a href="http://www.brest-region.by/">http://www.brest-region.by/</a></li> <li>• Gomel: <a href="http://www.uvd.gomel.by/Odno_okno/Informatsionnoanaliticheskoe_upravlenie.html">http://www.uvd.gomel.by/Odno_okno/Informatsionnoanaliticheskoe_upravlenie.html</a></li> <li>• Grodno: <a href="http://www.uvd.grodno.by/">http://www.uvd.grodno.by/</a></li> <li>• Minsk: <a href="http://guvd.gov.by/analitic/">http://guvd.gov.by/analitic/</a></li> <li>• Mogilev: <a href="http://www.uvd.mogilev.by/iau.htm">http://www.uvd.mogilev.by/iau.htm</a></li> </ul>
4	<b>How to apply in country</b>	Individual must apply in person to the address in Section 3.  With: <ul style="list-style-type: none"> <li>• Evidence that payment has been made as per Section 8</li> <li>• Their passport</li> </ul> Information required: <ul style="list-style-type: none"> <li>• Surname</li> <li>• First name</li> <li>• Patronymic</li> <li>• Date and place of birth</li> <li>• Current place of residence</li> <li>• Place of residence for the past 15 years</li> </ul>
5	<b>Where to apply in the UK</b>	Embassy of the Republic of Belarus, 6 Kensington Court, London, W8 5DL  Tel: +44 (0)207 938 5984
6	<b>How to apply in the UK</b>	In person at the address in Section 5. <ul style="list-style-type: none"> <li>• Complete 2 x hard-copy application form (available from the Embassy) see Section 5.</li> <li>• The individual must: <ul style="list-style-type: none"> <li>○ Take their passport as ID.</li> <li>○ Make the required payment as per Section 8.</li> </ul> </li> <li>• The process is the same for nationals and non-nationals.</li> </ul>

7	<b>Who can apply</b>	<p><b>In Belarus</b></p> <p>Applications can be made by:</p> <ul style="list-style-type: none"> <li>• The individual</li> <li>• A third party with a notarised power of attorney and a copy of the passport of the individual whose criminal record is being requested.</li> </ul> <p><b>In the UK</b></p> <p>Applications can be made by the individual only.</p>
8	<b>Cost, payment and turnaround</b>	<p><b>In Belarus</b></p> <p><b>Cost</b></p> <p>65.00 BYR</p> <p><b>Method of payment</b></p> <p>By bank transfer to:</p> <p>Seller: Minsk UNN 100582346 Bank: Dept. No. 539-JSC “Belinvestbank” P/s: 3632900417019 CODE 739</p> <p><b>Turnaround</b></p> <p>Approximately two weeks</p> <p><b>In UK</b></p> <p><b>Cost</b></p> <ul style="list-style-type: none"> <li>• £35 for citizens of Belarus.</li> <li>• £70 for other citizens.</li> </ul> <p><b>Method of payment</b></p> <ul style="list-style-type: none"> <li>• Cash</li> <li>• Debit card</li> <li>• Bank transfer to: <ul style="list-style-type: none"> <li>– Sort code: 60 95 87</li> <li>– Account number: 40000301</li> <li>– Account name: Embassy of the Republic of Belarus; or</li> </ul> </li> <li>• Postal order, which must not be crossed, payable to the Embassy of Belarus.</li> </ul> <p><b>Turnaround</b></p> <p>Approximately two weeks</p>
9	<b>How results are presented and security features</b>	<p>The certificate is issued as a hard copy which is collected from the issuing office/Embassy.</p> <p>Security features include an official stamp, a reference number and a signature.</p>
10	<b>Languages</b>	<p>The certificate is available in Russian.</p> <p>There is no official translation service.</p>

11	<b>Criminal convictions listed on certificate</b>	All criminal convictions are listed on the certificate. Convictions remain on record indefinitely.
12	<b>Confirming authenticity</b>	Applicants can apply for an Apostille:  <b>In Belarus</b> At: Ministry of Foreign Affairs of the Republic of Belarus ul.Lenina, 19, Minsk 220030, Republic of Belarus  Tel: +375 (0)17 327 29 22 Fax: +375 (0)17 210 42 50/ 327 45 21  The cost for this service is 65,000 BYR.  <b>In UK</b> At the address in Section 5. The cost for this service is £5.
13	<b>Official bodies providing advice on interpretation of criminal records</b>	None
14	<b>Legislation</b>	Law No. 94 of the Republic of Belarus, State United System of Registration of Law Violation Acts.  Council of Ministers Regulation no. 909 of the Republic of Belarus, Provisions for the order of State United Registration System of Law Violation Acts.
15	<b>Pending changes</b>	None
16	<b>Sources of information</b>	Embassy of the Republic of Belarus. Belarusian Police website: <a href="http://www.guvd.gov.by/analitic/">www.guvd.gov.by/analitic/</a> NPSA Guidance Document 2014
17	<b>Sample documents</b>	Application forms



Начальнику главного  
консульского управления  
МИД Республики Беларусь

\_\_\_\_\_ ,  
(Ф.И.О.)

адрес места жительства:

\_\_\_\_\_ ,  
контактный телефон:  
\_\_\_\_\_

### ЗАЯВЛЕНИЕ

Прошу оказать содействие в истребовании

\_\_\_\_\_ ,  
(название истребуемого документа)

выданного на территории \_\_\_\_\_ .

Консульские сборы за истребование документов обязуюсь  
оплатить.

Дата: \_\_\_\_\_

Подпись: \_\_\_\_\_

**АНКЕТА  
ПО ИСТРЕБОВАНИЮ ДОКУМЕНТА ИЗ-ЗА ГРАНИЦЫ**

Заполняется в 2-х экземплярах на каждый документ отдельно.  
Ответы следует давать полные и точные

Вопросы	Ответы
1. Фамилия, имя и отчество лица, чей документ истребуется (укажите фамилию во-русски и на иностранном языке, как она пишется за границей. Если фамилия меняется, то укажите их все)	
2. Год, месяц, число и место рождения этого лица (укажите об-ласть, район, город, деревню, поселок)	
3. Гражданство этого лица (если гражданство менялось, то укажите как все)	
4. Национальность	
5. Какой документ истребуется: а) если истребуется документ о рождении, браке, разводе, смерти и т.д., то укажите точное место и время регистрации рождения, брака, развода, смерти и т.д., а также фамилию, имя и отчество родителей при истребовании документа о рождении; б) если истребуется документ об образовании, то укажите название и адрес учебного заведения, дату поступления и окончания его;	

Вопросы	Ответы
а) если истребуется документ о стаже работы, то укажите название и адрес предприятия, учреждения, время работы и в количестве кого работников. Если работали у частного лиц, то укажите фамилию, имя, отчество и адрес работодателя; б) если истребуется документ о браке, заключенный за границей, то укажите, когда, за что и какой организацией выдана запись; если организация выдана запись в последний раз	
Примечание: Название предприятия, учреждения и учебного заведения желательно дать и на иностранном языке	
1. Для какой цели истребуется документ	
2. Адрес местожительства	
Если истребуете не свой лично документ, то дайте ответы еще и на следующие вопросы	
3. Ваша фамилия, имя и отчество	
4. Год и место Вашего рождения	
5. Ваш гражданство	
6. Ваше родственное отношение к лицу, на имя которого истребуется документ	
7. Адрес Вашего местожительства	



National Protective  
Security Authority

**SECURITY** **WATCHDOG**  
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# Belgium

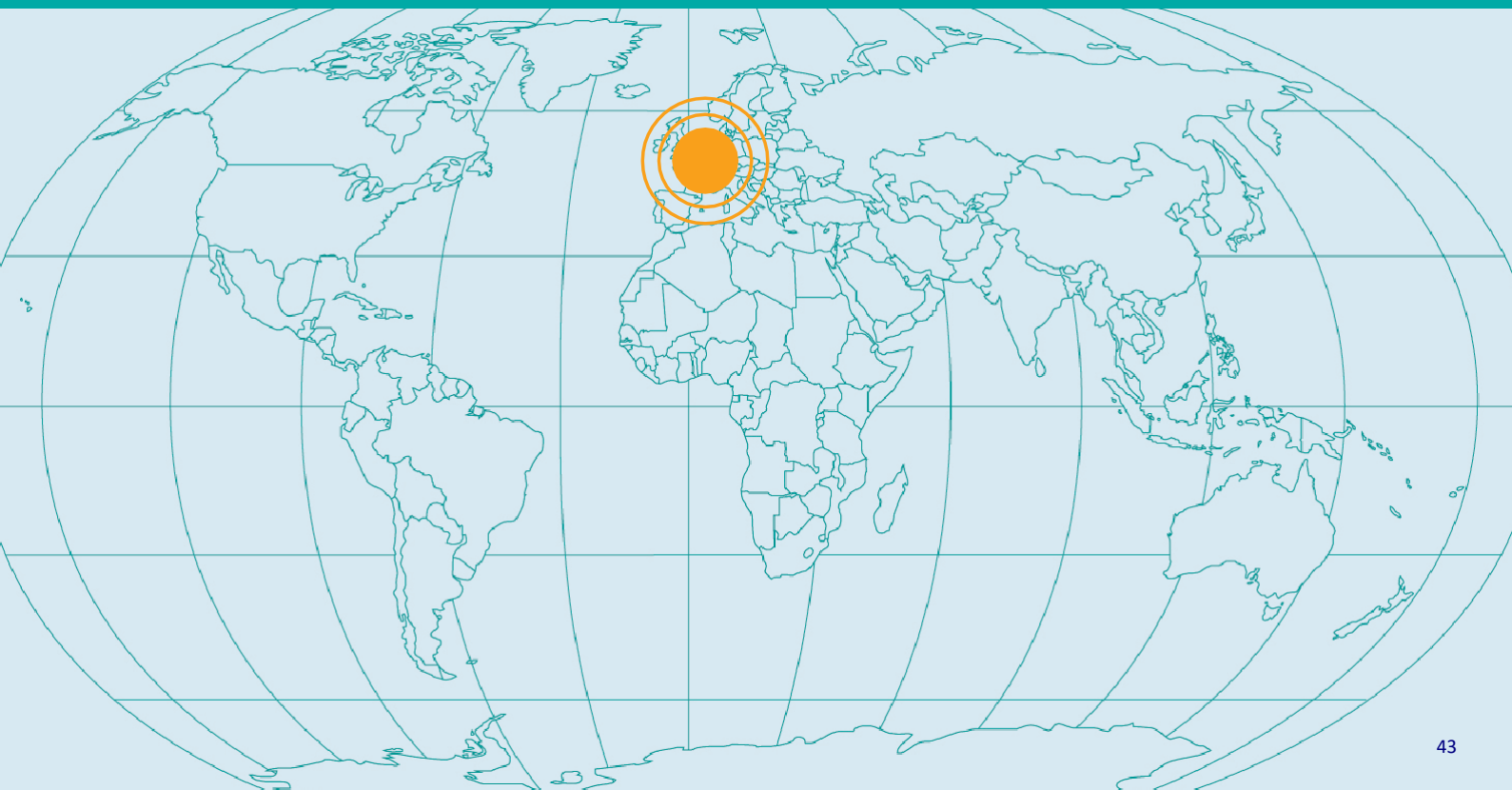
## How to obtain a criminal record check - detailed guidance

Individual/third party (with written permission) applies in person/by post/by fax/by email to the Casier Judiciaire Central/Dienst Centraal Strafregister

No cost

Certificate issued in French/Dutch/German

Turnaround times in person same day/other methods same day plus postage



# Belgium

-  1 Name of certificate
-  2 Department responsible for criminal records
-  3 Where to apply in country
-  4 How to apply in country
-  5 Where to apply in the UK
-  6 How to apply in the UK
-  7 Who can apply
-  8 Cost, payment and turnaround
-  9 How results are presented and security features
-  10 Languages
-  11 Criminal convictions listed on certificate
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-  16 Sources of information
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1	<b>Name of certificate</b>	<p><i>Extrait du Casier Judiciaire</i> (in French)</p> <p><i>Uittreksel Uit Het Strafregister</i> (in Dutch)</p>
2	<b>Department responsible for criminal records</b>	<p>Casier Judiciaire Central (CJC) or Dienst Centraal Strafregister (CSR). The CJC/CSR is a service of the Judicial Department of the Ministry of Justice.</p> <p><i>French-speaking</i>  SPF Justice,  DG Organisation Judiciaire,  Casier Judiciaire Central,  115 Boulevard de Waterloo,  1000 Bruxelles,  Belgium.</p> <p>Tel: +32 (0) 2 552 27 47  Internet: <a href="http://www.just.fgov.be/index_fr.htm">www.just.fgov.be/index_fr.htm</a>  Email: <b>CasierJudiciaire@just.fgov.be</b></p> <p><i>Dutch-speaking</i>  FOD Justitie,  DG Rechterlijke Organisatie,  Dienst Centraal Strafregister,  Waterloolaan 115,  1000 Brussel,  Belgium.</p> <p>Tel: +32 (0) 2 552 27 48  Internet: <a href="http://www.just.fgov.be/index_nl.htm">www.just.fgov.be/index_nl.htm</a>  Email: <b>Strafregister@just.fgov.be</b></p>
3	<b>Where to apply in country</b>	<p>Criminal records in Belgium are held both centrally in Brussels and locally in the 589 communes (districts) of Belgium.</p> <p>Belgians requiring a criminal records certificate to work in Belgium must apply to the commune where they reside.</p>
4	<b>How to apply in country</b>	<p>There is no application form.</p> <p>Applicants must write a letter or email including the following information:</p> <ul style="list-style-type: none"> <li>• Full name</li> <li>• Address</li> <li>• Date and place of birth</li> <li>• Reason for the request (e.g. employment)</li> <li>• Signature of the applicant</li> <li>• Photocopy of the applicant's national ID card</li> </ul>

		<p>Applicants can apply by post, email, or in person.</p> <p>With the exception of applications made in person, where the certificate is issued immediately, certificates are only delivered by post.</p> <p><b>Post</b></p> <ul style="list-style-type: none"> <li>• Applications for requests made by post are sent to the CJC/CSR address given in Section 2.</li> </ul> <p><b>Email</b></p> <ul style="list-style-type: none"> <li>• The applicant’s ID card must be scanned and sent as an attachment in the email.</li> <li>• Email applications are sent to: <b>Strafregister@just.fgov.be</b></li> </ul> <p>NOTE: the certificate itself cannot be delivered by email since it is an authentic official document.</p> <p><b>In person</b></p> <ul style="list-style-type: none"> <li>• Individual – the individual must present themselves to the CJC/CSR (address in Section 2) with their national ID card.</li> <li>• Third parties – the third party must take copies of both their and the individual’s national ID card, in addition to signed written authorisation. The written authorisation should contain all the information requested for postal applications.</li> <li>• For applications in person, the certificate is issued immediately.</li> </ul>
5	<b>Where to apply in the UK</b>	Requests for a criminal records certificate must be made with the central electronic register (CJC/CSR) (see Section 2).
6	<b>How to apply in the UK</b>	The process is the same as applying from within Belgium (see Section 4) except that individuals cannot apply in person.
7	<b>Who can apply</b>	<ul style="list-style-type: none"> <li>• Individuals</li> <li>• Any third party when given written permission by the individual.</li> </ul> <p>In addition, a series of public institutions (e.g. public administrative bodies, judicial authorities, and foreign governments) can also request an individual’s criminal record certificate in specific circumstances as defined in international agreements.</p>
8	<b>Cost, payment and turnaround</b>	<p><b>Costs</b></p> <p>Criminal record certificates in Belgium are issued free of charge by the CJC/CSR.</p> <p>Postal costs must be paid for certificates sent out by the communes.</p> <p><b>Turnaround</b></p> <p>Criminal record certificates are issued immediately for applications made in person. Certificates which are posted will incur postage time, but can be expected to be received within a few days.</p> <p>There is no available fast-track service.</p>

9	<b>How results are presented and security features</b>	<p>The certificate will contain the following personal information:</p> <ul style="list-style-type: none"> <li>• Full name</li> <li>• Place of birth</li> <li>• Date of birth</li> <li>• Profession</li> <li>• Nationality</li> <li>• Commune</li> <li>• Address</li> <li>• National number (not the same as ID-card number)</li> </ul> <p>The certificate is issued with a stamp and signature from the CJC/CSR. The certificate also contains the date of issue.</p> <p>The certificate is valid for three months.</p> <p>The commune can either issue the certificate in person or post it to the individual.</p> <p>If an authorised public institution has requested the certificate, the certificate is posted to the institution.</p>
10	<b>Languages</b>	<p>French, Dutch or German</p> <p>No translation service is available.</p>
11	<b>Criminal convictions listed on certificate</b>	<p>Categories of criminal conviction in Belgium are broadly similar to those in the UK. Examples (in English, Dutch and French) include:</p> <ul style="list-style-type: none"> <li>• Violence against the person (NL: <i>geweld tegen personen</i> FR: <i>violence contre les personnes</i>)</li> <li>• Sexual offences (NL: <i>sexuele delicten</i> FR: <i>les infractionssexuelles</i>)</li> <li>• Burglary (NL: <i>inbraak</i> FR: <i> cambriolage</i>)</li> <li>• Robbery (NL: <i>diefstal</i> FR: <i>vol</i>)</li> <li>• Theft and handling stolen goods (NL: <i>heling</i> FR: <i>recel</i>)</li> <li>• Fraud and forgery (NL: <i>namaak/vervalsing</i> FR: <i>contrefaçon de biens/ falsification</i>)</li> <li>• Criminal damage (NL: <i>vandalisme</i> FR: <i>vandalisme</i>)</li> <li>• Drug offences (NL: <i>drugsdelicten</i> FR: <i>les infractions des drogue</i>)</li> <li>• Motoring offences (NL: <i>verkeersdelicten</i> FR: <i>les infractions de traffic</i>)</li> </ul> <p>Convictions are removed automatically when they become “spent”.</p>
12	<b>Confirming authenticity</b>	<p>This country has joined The Hague Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents. This enables criminal record checks to be authenticated by means of an Apostille. For further information on how to obtain an Apostille from this country, please see: <a href="https://www.hcch.net/es/news-archive/details/?varevent=593">https://www.hcch.net/es/news-archive/details/?varevent=593</a></p>
13	<b>Official bodies providing advice on interpretation of criminal records</b>	<p>None</p>

14	<b>Legislation</b>	<p>The Loi relative au Casier judiciaire central passed on 8 August 1997 forms the governing legislation regarding disclosure of criminal records in Belgium. The relevant legislation is published online in French and Dutch at:</p> <p><b><a href="http://www.ejustice.just.fgov.be/cgi_loi/loi_a1.pl?language=fr&amp;la=F&amp;table_name=loi&amp;cn=2001071965&amp;&amp;caller=list&amp;fromtab=loi&amp;tri=dd+AS+RANK">www.ejustice.just.fgov.be/cgi_loi/loi_a1.pl?language=fr&amp;la=F&amp;table_name=loi&amp;cn=2001071965&amp;&amp;caller=list&amp;fromtab=loi&amp;tri=dd+AS+RANK</a></b> (French)</p> <p><b><a href="http://www.ejustice.just.fgov.be/cgi_loi/change_lg.pl?language=nl&amp;la=N&amp;cn=2001071965&amp;table_name=wet">www.ejustice.just.fgov.be/cgi_loi/change_lg.pl?language=nl&amp;la=N&amp;cn=2001071965&amp;table_name=wet</a></b> (Dutch)</p>
15	<b>Pending changes</b>	None
16	<b>Sources of information</b>	<p>Casier Judiciaire Central</p> <p>Hague Conference on Private International Law <b><a href="http://www.hcch.net">www.hcch.net</a></b></p>
17	<b>Sample documents</b>	None





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# Bosnia-Herzegovina

## How to obtain a criminal record check - detailed guidance

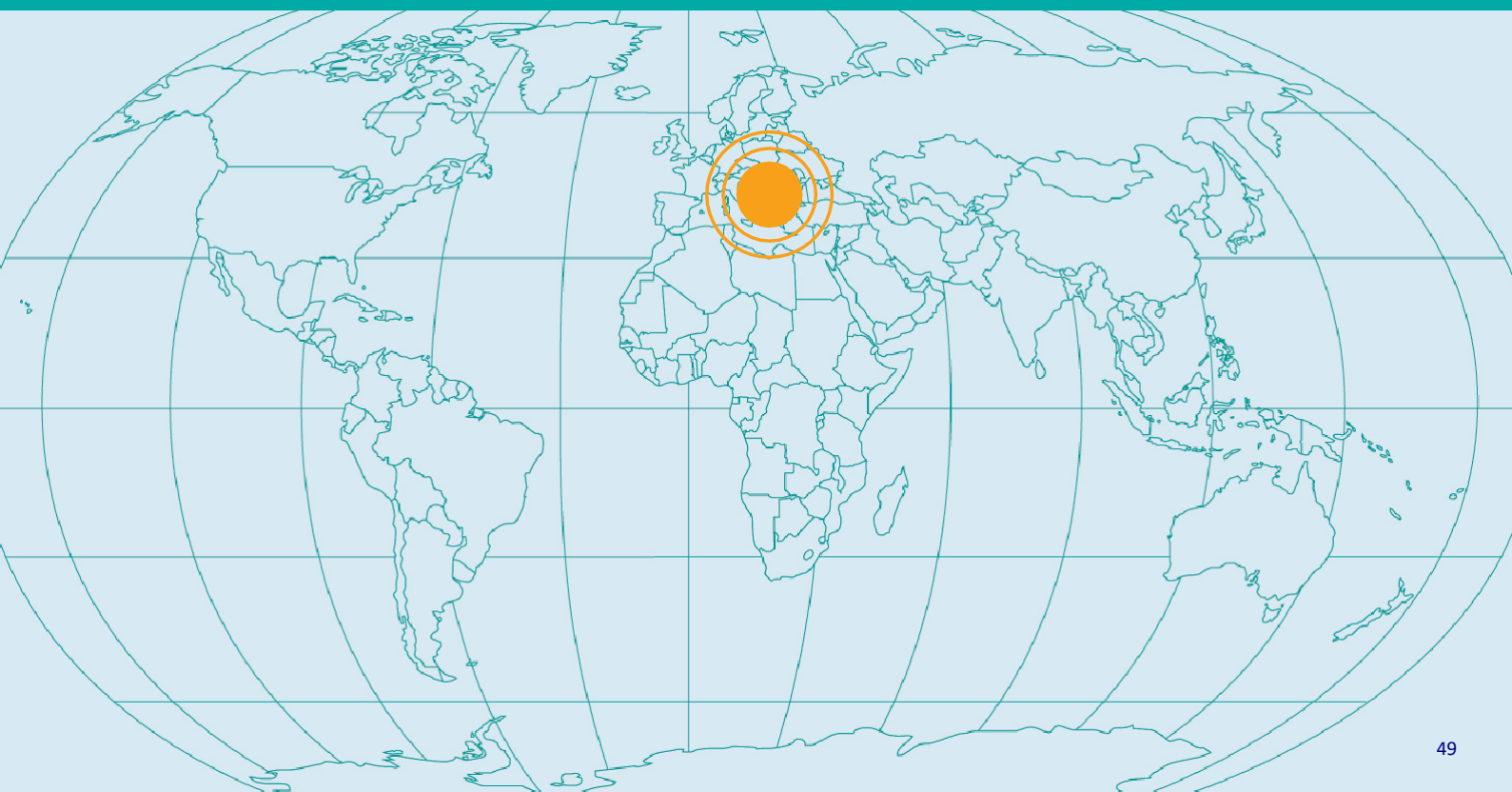
Individual/third party (with written consent) applies in person to Ministry of Internal Affairs/Regional Courts in Bosnia-Herzegovina

Applications from UK to Embassy (Bosnia-Herzegovinian nationals only)/ other nationals through respective Embassy in Bosnia-Herzegovina

Cost: Typically 5 – 10 BAM

Certificate issued in Bosnian

Turnaround is 1 – 5 working days



# Bosnia-Herzegovina

- 1 Name of certificate
- 2 Department responsible for criminal records
- 3 Where to apply in country
- 4 How to apply in country
- 5 Where to apply in the UK
- 6 How to apply in the UK
- 7 Who can apply
- 8 Cost, payment and turnaround
- 9 How results are presented and security features
- 10 Languages
- 11 Criminal convictions listed on certificate
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- 14 Legislation
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- 16 Sources of information
- 17 Sample documents

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1	<b>Name of certificate</b>	Certificate of No Criminal Conviction or Sentencing Certificate
2	<b>Department responsible for criminal records</b>	<p>The Ministry of Justice, Valtera Perića 15, Sarajevo, Bosnia and Herzegovina.</p> <p>Tel: +387 (0) 33 213 151 Fax: +387 (0) 33 213 155 Web: <a href="http://www.fmp.gov.ba">www.fmp.gov.ba</a></p> <p>Also maintained locally at the regional offices of the Ministry of Internal Affairs (MIA) or the relevant Regional Court.</p>
3	<b>Where to apply in country</b>	<p>Ministry of Internal Affairs (regional offices):</p> <p>MIA Unsko-sanskog kantona +387 (0)37 223 223; <b>portparol@mupusk.gov.ba</b></p> <p>MIA Posavskog kantona/zupanije +387 (0)31 712 544; <b>mup.zupanije.posavske@tel.net.ba</b></p> <p>MIA Tuzlanskog kantona +387 (0) 35 255 877; <b>portparol@mupstk.ba</b></p> <p>MIA Zenicko-dobojskog kantona +387 (0) 32 449 249; <b>press@mupzdk.gov.ba</b></p> <p>MIA Bosansko-podrinjskog kantona +387 (0) 38 221 125; <b>mupbpk@bih.net.ba</b></p> <p>MIA Srednjobosanskog kantona +387 (0) 30 518 245; <b>mupsbk@bih.net.ba</b></p> <p>MIA Hercegovacko-neretvanskog kantona +387 (0) 36 383 232; <b>infomup@muphmk.ba</b></p> <p>MIA Zapadnohercegovackog kantona +387 (0) 39 830803; <b>mup.zzh@tel.net.ba</b></p> <p>MIA Kantona Sarajevo +387 (0) 33 664 211; <b>zornicjusuf@hs-hkb.ba</b></p> <p>MIA Livanjskog kantona +387 (0) 34 203 673; <b>muplivno@yahoo.com</b></p> <p>Regional courts:</p> <p>The link below contains a list of all municipal courts in Bosnia and Herzegovina: <b><a href="http://www.mpr.gov.ba/en/">www.mpr.gov.ba/en/</a></b></p>
4	<b>How to apply in country</b>	<p><b>Certificate of No Conviction</b></p> <p>Individuals must apply in person at the regional office (which office is determined by the individual's place of birth) of Ministry of Internal Affairs (see contact details in Section 3).</p> <p>The process is as follows:</p> <ul style="list-style-type: none"> <li>• Complete application form (available at regional Ministry of Internal Affairs offices) in the presence of an official</li> <li>• Pay the relevant fee</li> <li>• Provide ID documentation</li> </ul>

		<p><b>Sentencing Certificate</b></p> <p>Individuals follow the same process as above but applications are made at the relevant municipal court (see contact details in <a href="#">Section 3</a>).</p> <p>If a third party is applying, the following is required:</p> <ul style="list-style-type: none"> <li>• ID documents for the third party</li> <li>• Power of Attorney letter</li> <li>• Birth certificate of the individual</li> <li>• The individual’s personal details (in some circumstances)</li> </ul>
<p><b>5</b></p>	<p><b>Where to apply in the UK</b></p>	<p><b>Individuals – citizens of Bosnia and Herzegovina</b> can apply at:</p> <p>The Embassy of Bosnia and Herzegovina, 5–7 Lexham Gardens, London, W8 5JJ</p> <p>Tel: + 44 (0)207 373 08 67 Fax: + 44 (0)207 373 08 71 Email: <a href="mailto:embassy@bhembassy.co.uk">embassy@bhembassy.co.uk</a> Web: <a href="http://www.bhembassy.co.uk/">www.bhembassy.co.uk/</a></p> <p><b>Individuals – foreign citizens</b></p> <p>Through their home country embassy in Bosnia and Herzegovina and apply for issuance of a Certificate of No Criminal Conviction or a Sentencing Certificate.</p> <p>UK citizens can apply through: British Embassy Sarajevo, 39a, Hamdije Cemerlica Street, 71000 Sarajevo, Bosnia and Herzegovina.</p> <p>Tel: +387 (0) 33 282 200 Fax: +387 (0) 33 282 203 Email: <a href="mailto:britemb@bih.net.ba">britemb@bih.net.ba</a> Web: <a href="https://www.gov.uk/world/organisations/british-embassy-sarajevo">https://www.gov.uk/world/organisations/british-embassy-sarajevo</a></p> <p>Third party applications can be made through the contact details in Section 3.</p>

<p><b>6</b></p>	<p><b>How to apply in the UK</b></p>	<p><b>Individuals – citizens of Bosnia and Herzegovina</b> apply through Embassy of Bosnia and Herzegovina</p> <p><b>Individuals – foreign citizens</b> must contact their home country embassy in Bosnia and Herzegovina and apply for issuance of Certificate of No Criminal Conviction and Sentencing Certificate.</p> <p>They must provide:</p> <ul style="list-style-type: none"> <li>• Written consent</li> <li>• State the purpose and legal basis for the application</li> <li>• Submit valid evidence of the legal basis for the data processing (e.g. “processing is necessary for the performance of a contract to which the data holder is party or in order to take steps at the request of the data holder prior to entering into a contract”)</li> </ul> <p><b>Third parties</b> in Bosnia and Herzegovina can apply on behalf of individuals by following the process in Section 4.</p>
<p><b>7</b></p>	<p><b>Who can apply</b></p>	<ul style="list-style-type: none"> <li>• Individuals</li> <li>• Third parties (with authorisation and ID)</li> </ul>
<p><b>8</b></p>	<p><b>Cost, payment and turnaround</b></p>	<p>The cost of obtaining a criminal record certificate in Bosnia is determined by each regional authority and varies between 5 and 10 BAM, with exception for Bosansko-podrinjski kanton (Goražde) the cost is 60 BAM and for Kanton Sarajevo the cost is 35 BAM.</p> <p>Payment can be made by:</p> <ul style="list-style-type: none"> <li>• Cash</li> <li>• Bank transfer</li> </ul> <p>The turnaround time for applications can vary between different regions; however, in most instances the expected turnaround for a request for criminal record disclosure is one day.</p> <p>The turnaround time: 1-5 working days.</p>
<p><b>9</b></p>	<p><b>How results are presented and security features</b></p>	<p>The results are issued as a hard copy and collected in person (with the individual’s signature).</p> <p>A Certificate of No Conviction will state whether or not there is a conviction registered against the individual’s name.</p> <p>A Sentencing Certificate will state if there are any ongoing proceedings against the individual.</p> <p>Certificates of No Conviction contain the following security features:</p> <ul style="list-style-type: none"> <li>• The name of the issuing court in the top left-hand corner</li> <li>• An identification number (“Broj”) which consists of four letters</li> <li>• The city and date of issuance</li> <li>• The word “Uvjerenje” (Certificate) which appears about halfway through in the text of the document</li> <li>• A round stamp containing the name of the issuing court with a coat of arms in the shape of a shield in its centre</li> <li>• The signature of the issuing officer</li> <li>• A statement that the individual has had no convictions</li> </ul>

10	<b>Languages</b>	<p>Certificates are issued only in Bosnian.</p> <p>There is no official translation service.</p>
11	<b>Criminal convictions listed on certificate</b>	<p>Categories of criminal conviction in Bosnia:</p> <ul style="list-style-type: none"> <li>• Violence against the person and sexual offences (<i>Zlocin protiv covjecnosti</i>)</li> <li>• Burglary, robbery or theft (<i>Krada</i>)</li> <li>• Fraud and forgery (<i>Prijevara u sluzbi</i>)</li> <li>• Criminal damage (<i>Unistenje i ostecenje tude stvari</i>)</li> <li>• Drug offences (<i>Neovlasteni promet opojnim drogama</i>)</li> <li>• Motoring offences (<i>Ugrozavanje javnog prometa zbog intoksikacije</i>).</li> </ul> <p>Other major categories of offences include:</p> <ul style="list-style-type: none"> <li>• Money laundering</li> <li>• Money counterfeiting</li> <li>• Tax evasion</li> <li>• Smuggling of goods</li> </ul> <p>Criminal convictions remain on record until a period of time specified by law has passed. This period varies depending on the type of the offence:</p> <ul style="list-style-type: none"> <li>• A suspended sentence is deleted 1 year after the expiration of the probation period has elapsed</li> <li>• A sentence imposing a fine is deleted after 3 years from when the fine has been paid</li> <li>• A sentence of imprisonment of up to 1 year is deleted after 5 years from when the punishment has been served</li> </ul> <p>Criminal convictions are removed automatically from the record provided that the individual has not committed another criminal offence.</p> <p>Bosnian criminal record certificates do not contain details of removed conviction data.</p>
12	<b>Confirming authenticity</b>	<p>This country has joined the <i>Hague Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents</i>. This enables criminal record checks to be authenticated by means of an Apostille. For further information on how to obtain an Apostille from this country, please see:</p> <p><b><a href="https://www.hcch.net/en/states/authorities/details3/?aid=311">https://www.hcch.net/en/states/authorities/details3/?aid=311</a></b></p>
13	<b>Official bodies providing advice on interpretation of criminal records</b>	None
14	<b>Legislation</b>	<p>The Criminal Procedure Code of Bosnia and Herzegovina</p> <p>Law on Administrative Fees</p>

<b>15</b>	<b>Pending changes</b>	Pending changes were advised but no further information was provided.
<b>16</b>	<b>Sources of information</b>	Bosnia and Herzegovina Embassy NPSA Guidance Document 2014 Hague Conference on Private International Law <b>www.hcch.net</b>
<b>17</b>	<b>Sample documents</b>	None



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# Brazil

## How to obtain a criminal record check - detailed guidance

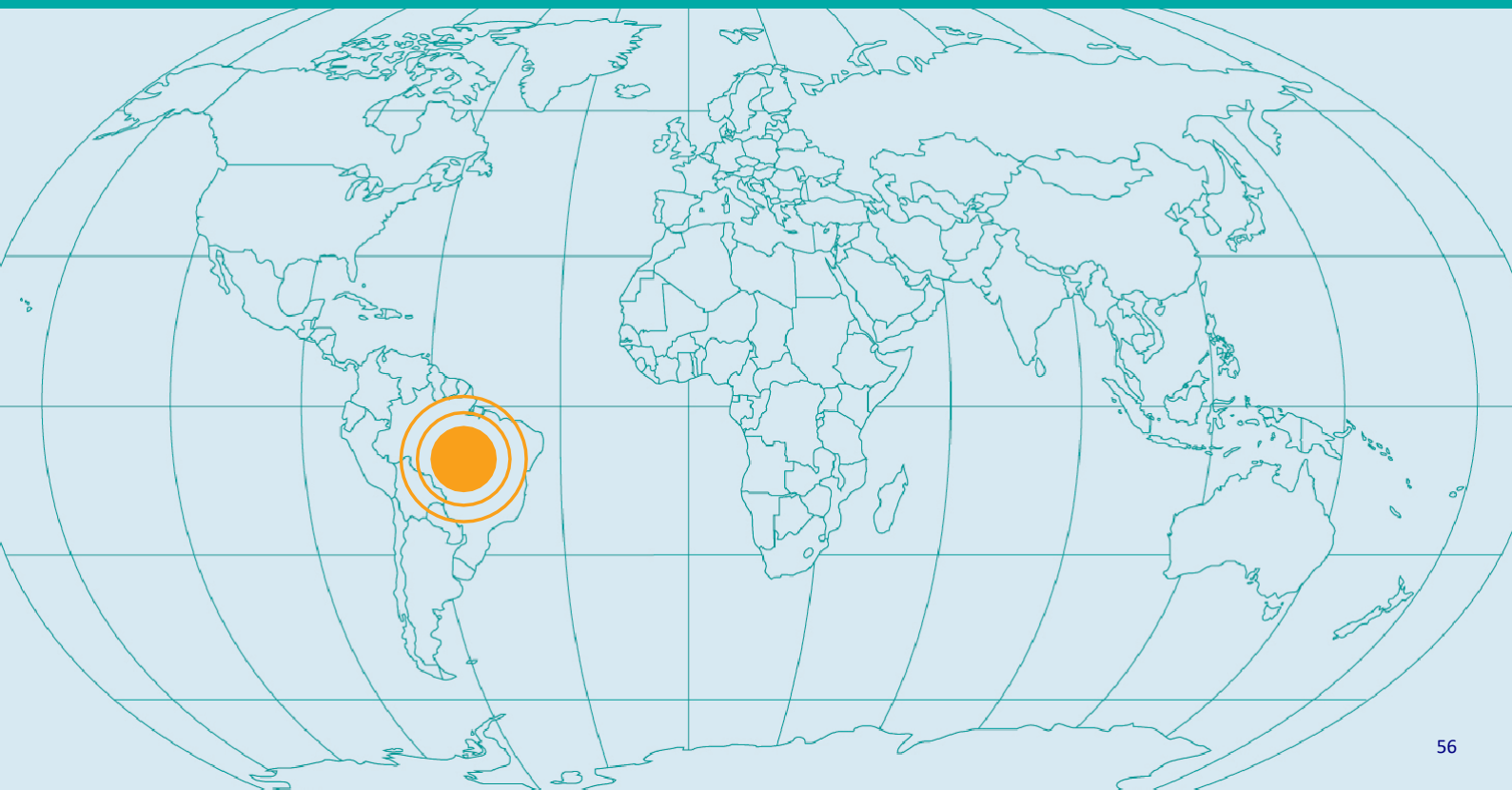
Individual/third party (with power of attorney) applies online/in person at a local police station

Online only from UK

No cost

Certificate issued in Portuguese

Turnaround online – instant/in person 10 to 15 days/3 days (fast track)





# Brazil

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- 2 Department responsible for criminal records
- 3 Where to apply in country
- 4 How to apply in country
- 5 Where to apply in the UK
- 6 How to apply in the UK
- 7 Who can apply
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- 15 Pending changes
- 16 Sources of information
- 17 Sample documents

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1	Name of certificate	Criminal Background Certificate ( <i>Certidão de Antecedentes Criminais</i> )
2	Department responsible for criminal records	The Department of Federal Police issues the criminal record certificates and holds the records.
3	Where to apply in country	The Federal Police has a national jurisdiction. However, there is a regional office in each state and several branches all over the country. The official website lists all the branches: <b><a href="http://www.pf.gov.br/institucional/unidades/superintendencias-e-delegacias">http://www.pf.gov.br/institucional/unidades/superintendencias-e-delegacias</a></b>
4	How to apply in country	<p><b>In person</b></p> <ul style="list-style-type: none"> <li>• Download, print, fill in application form at: <b><a href="http://www.dpf.gov.br/servicos/antecedentes-criminais/">www.dpf.gov.br/servicos/antecedentes-criminais/</a></b> and sign it</li> <li>• Take to regional office (see Section 3)</li> <li>• Present original ID document plus a photocopy of the identity card, authenticated by the unit</li> </ul> <p>If the request is made in person by a power of attorney, the following must be provided:</p> <ul style="list-style-type: none"> <li>• Completed application form, printed and signed by the attorney</li> <li>• Power of attorney granting specific powers to the expedition of the certificate of criminal records, with notarised, or similar body abroad</li> <li>• Legible photocopy of the identity card of the applicant</li> <li>• Legible photocopy of the identity card of the attorney</li> </ul> <p><b>Online</b></p> <ul style="list-style-type: none"> <li>• Via the application portal – <b><a href="http://www.dpf.gov.br/servicos/antecedentes-criminais/">www.dpf.gov.br/servicos/antecedentes-criminais/</a></b></li> <li>• Providing details of: <ul style="list-style-type: none"> <li>○ Name of mother and father</li> <li>○ Date of birth</li> <li>○ Nationality</li> <li>○ Birth state</li> <li>○ Passport number</li> </ul> </li> <li>• Online applications may be rejected for a number of reasons, e.g. if a record of another individual with the same name is found.</li> </ul> <p>The application form can be found online: <b><a href="http://www.dpf.gov.br/servicos/antecedentes-criminais/">www.dpf.gov.br/servicos/antecedentes-criminais/</a></b></p>
5	Where to apply in the UK	Online only at: <b><a href="http://www.dpf.gov.br/servicos/antecedentes-criminais/">www.dpf.gov.br/servicos/antecedentes-criminais/</a></b>
6	How to apply in the UK	Applications can be made online as detailed in Section 4.
7	Who can apply	<ul style="list-style-type: none"> <li>• Individuals</li> <li>• Third party or employer (with notarised power of attorney)</li> </ul>

8	<b>Cost, payment and turnaround</b>	<p>There is no cost.</p> <p><b>Turnaround</b></p> <p><b>In person</b></p> <p>The turnaround time is different in each branch, varying from 10 to 15 days. In proven emergency cases, it can be issued in 3 days.</p> <p><b>Online</b></p> <p>The certificate can be issued immediately when applying online.</p>
9	<b>How results are presented and security features</b>	<p>The certificate states only that the individual has a criminal record. It does not give any detail on the crime committed.</p> <p>A sample of the criminal record certificate can be found in Section 17.</p>
10	<b>Languages</b>	<p>The certificate is only available in Portuguese.</p> <p>There is no official translation service available.</p>
11	<b>Criminal convictions listed on certificate</b>	<p>The criminal record certificate does not list convictions, it simply declares if convictions are present.</p> <p>Only criminal convictions with no further possibility of legal appeal are on record.</p> <p>Persons under 18 years old are prosecuted according to a special regulation and the offence committed will not be included on a criminal record certificate.</p>
12	<b>Confirming authenticity</b>	<p><b>In Brazil</b></p> <p>Only a notary can confirm the authenticity of the signature of the public servant on the certificate (in this case, a Federal Police Officer). The Notary Office may charge for the service according to its own regulations. Details can be found at: <a href="http://cglondres.itamaraty.gov.br/pt-br/certidao_de_antecedentes_criminais.xml">http://cglondres.itamaraty.gov.br/pt-br/certidao_de_antecedentes_criminais.xml</a>.</p> <p><b>In UK</b></p> <p>In the UK, the Brazilian Consulate is the government body responsible for authenticating a criminal record certificate. Once verified, a consulate stamp is provided and placed on the certificate. The contact details are:</p> <p>Brazilian Consulate, 3 Vere Street, London, W1G 0DG Tel: +44 (0)20 7659 1550 Fax: +44 (0)20 7659 1554</p> <p>Certificates issued online can be validated at: <a href="https://servicos.dpf.gov.br/sinic-certidao/validarAutenticidade.html">https://servicos.dpf.gov.br/sinic-certidao/validarAutenticidade.html</a></p>

<b>13</b>	<b>Official bodies providing advice on interpretation of criminal records</b>	None
<b>14</b>	<b>Legislation</b>	Law 3689/41 – Criminal Procedural Code Federal Code of Brazil (amended by Law 12037/09 and Law 9099/95) The validity of the criminal record certificate is 90 days. The deadline for issuance of the certificate of criminal records is 15 days, extendable (article 1 of Law 9051/95).
<b>15</b>	<b>Pending changes</b>	None
<b>16</b>	<b>Sources of information</b>	Brazilian Police Attaché Office, London Department of Federal Police <a href="http://www.dpf.gov.br">www.dpf.gov.br</a>
<b>17</b>	<b>Sample documents</b>	Sample certificate



MINISTÉRIO DA JUSTIÇA  
DEPARTAMENTO DE POLÍCIA FEDERAL

### CERTIDÃO DE ANTECEDENTES CRIMINAIS


Nº [REDAZIDO] - INI/DPF

[REDAZIDO], PAPILOSCOPISTA POLICIAL FEDERAL, lotado(a) e em exercício no(a) Instituto Nacional de Identificação em Brasília-DF, no uso de suas atribuições, atendendo a requerimento do interessado e com observância aos termos do art. 14 da Instrução Normativa nº 005/2008 - DG/DPF, **CERTIFICA**, após pesquisa no Sistema Nacional de Informações Criminais - SINIC, que até a presente data **NÃO CONSTA** registro de antecedentes criminais em nome de [REDAZIDO], filho(a) de [REDAZIDO] e [REDAZIDO], nascido(a) aos [REDAZIDO], natural de ARAPOTI/PR, passaporte nº [REDAZIDO].

#### Observações:

- 1) Esta certidão foi expedida com base nos dados informados e somente será válida com a apresentação de documento de identificação para confirmação dos dados;
- 2) A autenticidade desta certidão DEVERÁ ser confirmada na página do Departamento de Polícia Federal, no endereço (<http://www.dpf.gov.br>);
- 3) Esta certidão é válida por 90 dias.

BRASILIA-DF, 11:29 de 06/11/2013

  
[REDAZIDO]  
PAPILOSCOPISTA POLICIAL FEDERAL  
PRIMEIRA CLASSE - Mat. nº [REDAZIDO]



National Protective  
Security Authority

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# Bulgaria

## How to obtain a criminal record check - detailed guidance

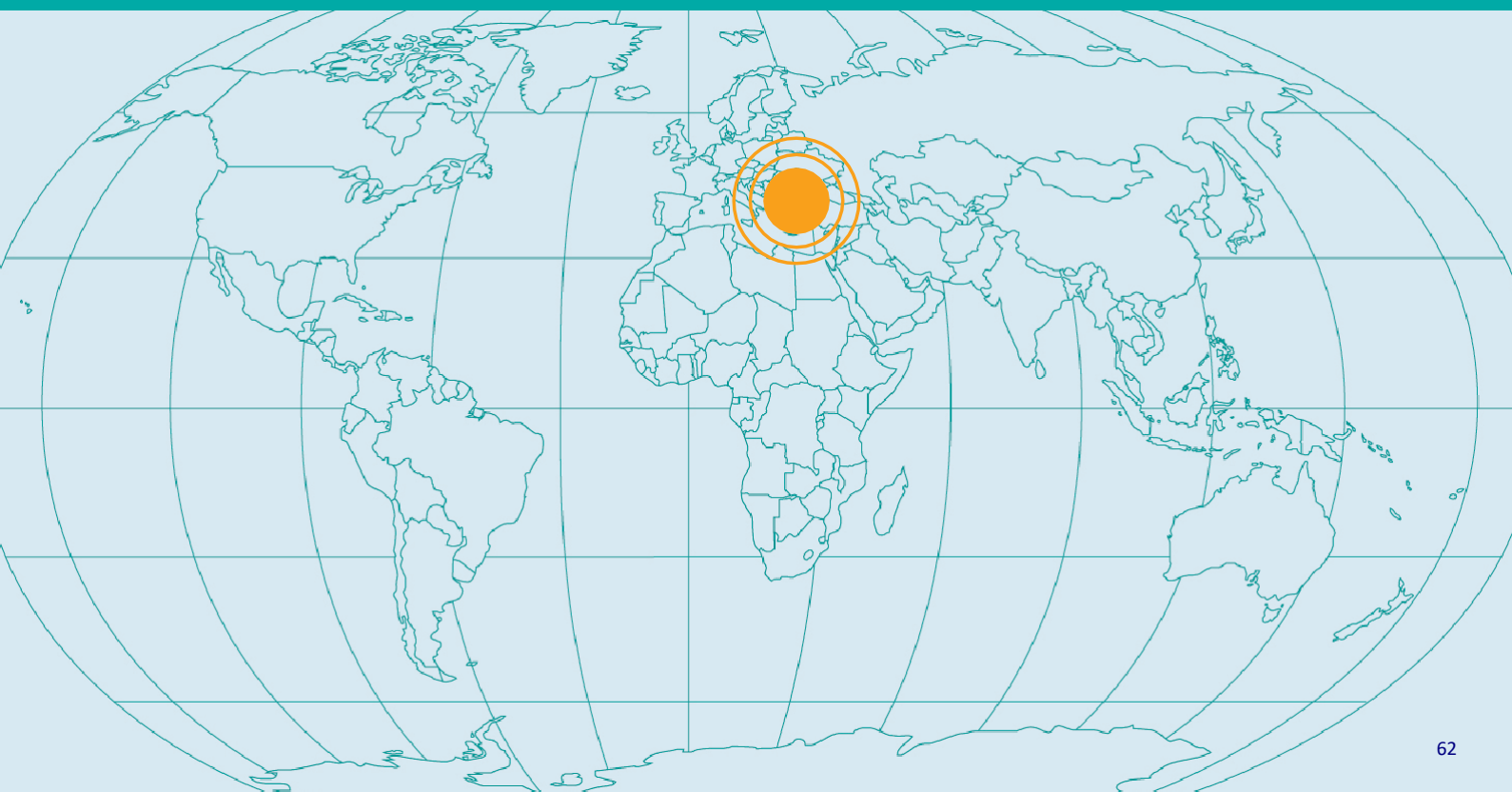
Individual/third party (with power of attorney) applies in person to Central Office of Criminal Records/Local Criminal Records Offices of the Regional Courts/online to Ministry of Justice

Applications from UK in person to the Embassy/online

Cost 5 BGL/£21 in UK

Certificate issued in Bulgarian

Turnaround 1 to 3 days/UK plus postage time



# Bulgaria

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1	<b>Name of certificate</b>	Criminal Record Certificate (Свидетелство за СЪДИМОСТ)
2	<b>Department responsible for criminal records</b>	The Central Judiciary Bureau of the Ministry of Justice
3	<b>Where to apply in country</b>	<p>Individuals born outside Bulgaria or with an unknown place of birth apply at:</p> <p>Central Office of Criminal Records, Ministry of Justice, 5 Aksakov Street, 1040 Sofia, Bulgaria.</p> <p>Tel: +359 (0) 2 92 37 355 Web: <a href="http://www.justice.government.bg/44/">www.justice.government.bg/44/</a> Email: <a href="mailto:pr@justice.government.bg">pr@justice.government.bg</a> or <a href="mailto:priemna@justice.government.bg">priemna@justice.government.bg</a></p> <p>Individuals born in Bulgaria apply at: Local Criminal Records Offices to the Regional Courts. A list of which can be found at: <a href="http://vssold.justice.bg/bg/srvpages/ssyst-data/use-data-show-all.php?sender=005">http://vssold.justice.bg/bg/srvpages/ssyst-data/use-data-show-all.php?sender=005</a></p>
4	<b>How to apply in country</b>	<p>The individual submits an application form (available from the contacts in Section 3) in the following ways:</p> <p><b>In person</b></p> <p>To a local Criminal Records Office of the Regional Courts or the Central Office of Criminal Records (see contact details in Section 3).</p> <p>Together with the individual's:</p> <ul style="list-style-type: none"> <li>• ID card</li> <li>• Original birth certificate</li> <li>• Proof of payment</li> </ul> <p>Third parties should present a power of attorney, authorising them to obtain the certificate.</p> <p><b>Online</b></p> <p>Applications are made through the Ministry of Justice website at: <a href="https://cs.mjs.bg/">https://cs.mjs.bg/</a></p> <p>This is only available for individuals who have no convictions or administrative sanctions imposed.</p>
5	<b>Where to apply in the UK</b>	<p>Embassy of the Republic of Bulgaria, 186–188 Queen's Gate, London, SW7 5HL</p> <p>Tel: +44 (0) 20 7581 3144/ +44 (0) 20 7584 9400 Fax: +44 (0) 20 7584 4948 Web: <a href="http://www.bulgarianembassy-london.org/">www.bulgarianembassy-london.org/</a></p>



6	<b>How to apply in the UK</b>	The application process is the same as the in-person process detailed in Section 4 but must be made at the address in Section 5.
7	<b>Who can apply</b>	<ul style="list-style-type: none"> <li>• Individuals</li> <li>• Third parties (with consent)</li> </ul>
8	<b>Cost, payment and turnaround</b>	<p><b>Cost</b></p> <ul style="list-style-type: none"> <li>• In country: BGN 5.00</li> <li>• Within UK: £21.00 (additional fees may be levied through the Bulgarian Embassy).</li> </ul> <p><b>Payment</b></p> <ul style="list-style-type: none"> <li>• Central Office of Criminal Records: Bank transfer to: <ul style="list-style-type: none"> <li>○ Bank account of the Central Office of Criminal Records</li> <li>○ IBAN: BG09BNBG96613000173701</li> <li>○ BIC: BNBGBGSD</li> </ul> </li> </ul> <p>Criminal Records Offices to the Regional Courts:</p> <ul style="list-style-type: none"> <li>• Bank transfer to the bank account of the respective Regional Court (contact the Court for details – see contact details in Section3).</li> <li>• Bulgarian Embassy in the UK: <ul style="list-style-type: none"> <li>○ The fees shall be transferred to the bank account of the Embassy (contact the Embassy for details – see contact details in Section 5).</li> </ul> </li> </ul> <p><b>Turnaround</b></p> <p>The certificate shall be issued on the same day or no later than 3 days after the application has been submitted (7 days within the UK).</p>
9	<b>How results are presented and security features</b>	<p>A certificate may be issued:</p> <ul style="list-style-type: none"> <li>• As a hard copy for personal collection</li> <li>• As an electronic document, if the application is submitted online</li> </ul> <p>The certificate contains the following details:</p> <ul style="list-style-type: none"> <li>• The individual’s full name</li> <li>• The individual’s personal identification number</li> <li>• The individual’s date and place of birth</li> <li>• The individual’s nationality</li> <li>• The names of the individual’s parents</li> <li>• Details of any convictions</li> <li>• The purpose for which the certificate is issued (if this is employment, the exact job title will be indicated)</li> <li>• A stamp and signature of an official</li> </ul>

		<p>The Conviction Status Certificate contains the following security features:</p> <ul style="list-style-type: none"> <li>• Signature of two officials from the respective Criminal Records Office</li> <li>• A registration number located in the upper left corner under the name of the Criminal Records Office</li> <li>• Date of issue</li> <li>• Two stamps; round and rectangular. Both stamps contain the name of the Regional Court and Criminal Records Office and the rectangular stamp also has the word “ТАКСУВАНО” (“Fee Paid”)</li> </ul> <p>Spent convictions will be removed except when the rehabilitation does not erase the consequences of the conviction.</p>
10	<b>Languages</b>	<p>Certificates are issued only in Bulgarian.</p> <p>There is no official translation service.</p>
11	<b>Criminal convictions listed on certificate</b>	<p>Categories of criminal conviction in Bulgaria include:</p> <ul style="list-style-type: none"> <li>• Crimes against the person (<i>Престъпления против личността</i>)</li> <li>• Sexual offences (<i>Разврат</i>)</li> <li>• Theft (<i>Кражба</i>)</li> <li>• Robbery (<i>Грабеж</i>)</li> <li>• Handling of stolen goods (<i>Вещно укривателство</i>)</li> <li>• Fraud and crimes related to documents (<i>Измама и Документни престъпления</i>)</li> <li>• Destruction and damage (<i>Унищожаване и повреждане</i>)</li> <li>• Crimes related to the use and distribution of drugs (<i>Престъпления свързани с употреба и пренасяне на наркотици</i>)</li> <li>• Transport and communications crimes (<i>Престъпления по транспорта и съобщенията</i>)</li> </ul> <p>Other major categories of offence include crimes against: the Republic; the rights of the citizens; the economy; the financial, tax and insurance systems; peace and humanity.</p> <p>Judgments will be removed from a criminal record when:</p> <p>The individual is rehabilitated, due to a change in legislation or when awarded by a court of law, and the conviction is erased and other associated consequences are revoked; and</p> <p>The sentence has been served and the following periods of time have elapsed:</p> <ul style="list-style-type: none"> <li>• 20 years - for life imprisonment</li> <li>• 15 years - for imprisonment of over 10 years</li> <li>• 10 years - for imprisonment of between 3 and 10 years</li> <li>• 05 years - for imprisonment of less than 3 years</li> <li>• 02 years - all other instances</li> </ul>

12	<b>Confirming authenticity</b>	<p>This country has joined The Hague Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents. This enables criminal record checks to be authenticated by means of an Apostille. For further information on how to obtain an Apostille from this country, please see:  <a href="https://www.hcch.net/en/states/authorities/details3/?aid=312">https://www.hcch.net/en/states/authorities/details3/?aid=312</a></p> <p>Please note that the online application process issues the Conviction Status Certificate as an electronic document, therefore it is not possible to obtain an Apostille for this type of certificate; however, verification can be made at: <a href="https://cs.mjs.bg/">https://cs.mjs.bg/</a></p>
13	<b>Official bodies providing advice on interpretation of criminal records</b>	None
14	<b>Legislation</b>	<p>Penal Code of Bulgaria</p> <p>Law on Electronic Document and Electronic Signature</p> <p>Law on Protection of Personal Data</p>
15	<b>Pending changes</b>	None
16	<b>Sources of information</b>	<p>NPSA Guidance Document 2014</p> <p>In country legal resource</p> <p>Hague Conference on Private International Law: <a href="http://www.hcch.net">www.hcch.net</a></p>
17	<b>Sample documents</b>	Sample online certificate

ОБРАЗЕЦ  
SAMPLE

Регистрационен номер: 13021500014  
Registration number: 13021500014

Валидно до: 15 август 2013  
Date of expiry: 15 August 2013

ЕЛЕКТРОННО СВИДЕТЕЛСТВО ЗА СЪДИМОСТ  
ELECTRONIC CONVICTION STATUS CERTIFICATE

МИНИСТЕРСТВО НА ПРАВОСЪДИЕТО НА РЕПУБЛИКА БЪЛГАРИЯ  
MINISTRY OF JUSTICE OF THE REPUBLIC OF BULGARIA

Удостоверява, че лицето:  
Certifies that the person:

**НИКОЛАЙ ИВАНОВ ПЕТРОВ**  
(име, презиме и фамилия)

**NIKOLAY IVANOV PETROV**  
(name, father's name, surname)

ЕГН: 8406123846  
Personal number: 8406123846

Роден(а): 12 юни 1984  
Date of birth: 12 June 1984

**НЕ Е ОСЪЖДАНО  
И НЕ Е ОСВОБОЖДАВАНО ОТ НАКАЗАТЕЛНА ОТГОВОРНОСТ ПО ЧЛ. 78а НК**

**HAS NOT BEEN CONVICTED  
AND HAS NOT BEEN RELEASED FROM CRIMINAL RESPONSIBILITY  
UNDER ART. 78a OF THE CRIMINAL CODE**

Дата на издаване: 15 февруари 2013  
Date of issue: 15 February 2013

Адрес за проверка: <http://cs.mjs.bg>  
Verify at: <http://cs.mjs.bg/en>

Код за достъп: 1A1A1A1A1A  
Access code: 1A1A1A1A1A

Забелеска: Електронното свидетелство за съдимост е достъпно и електронно и е достъпно на обектите от Министерството на правосъдието и чрез интернет страниците, или физично електронно свидетелство за съдимост, издадено на хартиен носител.

Електронното свидетелство за съдимост е достъпно от компютърските лица на страниците на Министерството на правосъдието, чрез предоставения код за достъп.

Note: The Electronic Conviction Status Certificate is available electronically through the web page of the Ministry of Justice and has the same legal value as the Conviction Status Certificate issued on paper.

Persons concerned access to Electronic Conviction Status Certificate through the web page of the Ministry of Justice via access code.



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# Canada

## How to obtain a criminal record check - detailed guidance

Individual/third party (with written consent) applies by post/by courier to Canadian Criminal Real Time Identification Services

Fingerprints required

Cost \$25 CAD + fingerprinting costs

Certificate issued in English/French

Turnaround – electronic fingerprints – 3 working days/paper fingerprints – 22 weeks



# Canada

- 1 Name of certificate
- 2 Department responsible for criminal records
- 3 Where to apply in country
- 4 How to apply in country
- 5 Where to apply in the UK
- 6 How to apply in the UK
- 7 Who can apply
- 8 Cost, payment and turnaround
- 9 How results are presented and security features
- 10 Languages
- 11 Criminal convictions listed on certificate
- 12 Confirming authenticity
- 13 Official bodies providing advice on interpretation of criminal records
- 14 Legislation
- 15 Pending changes
- 16 Sources of information
- 17 Sample documents

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1	<b>Name of certificate</b>	Certified Criminal Record Check
2	<b>Department responsible for criminal records</b>	Canadian Criminal Real Time Identification Services (CCRTIS) part of the Royal Canadian Mounted Police (RCMP)
3	<b>Where to apply in country</b>	<p><b>By post</b></p> <p>Director General, Canadian Criminal Real Time Identification Services (CCRTIS), RCMP, NPS Bldg, 1200 Vanier Parkway, Ottawa ON K1A 0R2, Canada.</p> <p>Email: <a href="mailto:ccrtis-scictr@rcmp-grc.gc.ca">ccrtis-scictr@rcmp-grc.gc.ca</a> Tel: + 613-998-6362 (7:30am until 3:30pm Eastern Standard Time)</p> <p><b>By courier</b></p> <p>Director General, Canadian Criminal Real Time Identification Services (CCRTIS), RCMP, NPS Bldg., Loading Dock #1, 1200 Vanier Parkway, Ottawa ON K1A 0R2, Canada.</p>
4	<b>How to apply in country</b>	<p><b>Information required</b></p> <p>The individual must:</p> <ul style="list-style-type: none"> <li>• Clearly indicate the reason for the certified criminal record check: e.g. Employment – (the job title or position sought must be stated in the “REASON FOR APPLICATION” portion of the fingerprint form).</li> <li>• Provide: <ul style="list-style-type: none"> <li>○ Full name</li> <li>○ Date of birth</li> <li>○ Gender</li> <li>○ Mailing address</li> <li>○ Phone number</li> <li>○ Fax number</li> <li>○ Email address</li> <li>○ Processing fee</li> <li>○ Third-party consent letter (if applicable)</li> </ul> </li> <li>• A full set of fingerprints is required</li> </ul> <p><b>Method of application</b></p> <ul style="list-style-type: none"> <li>• Applications can be sent by post or by courier to the addresses in Section 3.</li> </ul>

### **Third parties/employers**

The information may be released to a third party as long as:

- The individual has provided provide written consent authorizing the RCMP to release their criminal record information to the third party/ employer
- The consent must contain a statement that the individual is aware that refusal to give consent to release information to a third party will not negatively affect their request
- The consent must be an original document

### **Fingerprints**

Criminal record checks that involve the use of fingerprints are known as "certified criminal record checks." If the local police or your employer request fingerprints for your criminal record check, two steps are involved:

Step 1: Have your fingerprints taken

- Contact your local police service or an accredited fingerprinting company to have your fingerprints taken. You will be asked to review information on your application form prior to the police agency or authorized agency submitting it to the RCMP's Canadian Criminal Real Time Identification Services (CCRTIS).
- Ensure all information is accurate and complete prior to submission to CCRTIS in order to avoid having to re-submit your application and further processing fees.

Step 2: Provide the following information to the person taking your fingerprints:

- Inform the local police agency or accredited fingerprinting company of the reason for the certified criminal record check. It can include:
  - Adoptions – Canadian and International
  - Foreign travel – Visas, U.S. Waivers, Border Crossing
  - Employment – specify the job title and the name of the employer (do not use abbreviations)
  - Volunteer work – specify the job title and the name of the business/organization
  - Applications for immigration to Canada (In the "Name and Address of Contributing Agency/Department" portion of the form, you must include the name and address of the Canadian Immigration Center, Embassy, Consulate or High Commission handling the case.)
  - Applications for Canadian Citizenship
  - Applications to obtain criminal record to apply for a record suspension
  - Name change



		<ul style="list-style-type: none"> <li>○ Permanent residency in foreign countries (all countries except Canada)</li> <li>○ Requests under the Privacy Act, including for U.S. waivers</li> </ul>
5	<b>Where to apply in the UK</b>	Applications must be made to the addresses in Section 3.
6	<b>How to apply in the UK</b>	<p><b>Application process</b></p> <p>The application process is the same as that from Canada (see Section 4).</p> <p><b>Fingerprinting</b></p> <p>To submit fingerprints to the RCMP's Canadian Criminal Real Time Identification Services (CCRTIS) from outside of Canada, you must first contact the local police of jurisdiction where you are staying outside Canada and who can provide you with a copy of your fingerprints. Ensure you get the name and address of the police agency as well as the signature and name of the official taking the fingerprints. Also ensure all ten fingers are taken with black ink.</p> <p>Next, you must contact an accredited company within Canada who can convert the paper fingerprint forms taken outside of Canada and submit them to CCRTIS electronically</p>
7	<b>Who can apply</b>	<ul style="list-style-type: none"> <li>● Individuals</li> <li>● Third parties/employers (with signed consent)</li> </ul>
8	<b>Cost, payment and turnaround</b>	<p><b>Cost</b></p> <p>A certified criminal record check – also known as a fingerprint-based criminal record check – may require local and/or federal processing fees.</p> <p>Local service fees:</p> <p>Local fees are determined by the local police agency or the accredited fingerprinting agency taking your fingerprints. Contact them directly if you would like more information about fees they charge. The fee charged by your local police is in addition to the federal fee.</p> <p>Federal processing fees:</p> <p>The federal processing fee is CDN\$ 25 for each criminal record check; however, the federal fee is waived in some cases. The federal fee is collected by the police service or accredited fingerprint company taking your fingerprints. The federal fee is in addition to fees charged by your local police or accredited company.</p> <p><b>Turnaround</b></p> <p>If there is NO match to a criminal record:</p> <ul style="list-style-type: none"> <li>● 3 business days or less</li> </ul> <p>If manual processing is involved and/or if there is a possible match to a criminal record</p> <ul style="list-style-type: none"> <li>● 120 business days - In some cases more time may be required due to the submission of incomplete information or in an effort to clarify parts of the application with local police. This process ensures the information that is released by CCRTIS is complete and accurate.</li> </ul>

9	<b>How results are presented and security features</b>	<p>The criminal record is divided into two sections: a listing of all names the individual has been convicted under; and then a listing of all charges, dates and place of sentence and the resulting penalties.</p> <p>The certificate has two sections:</p> <ul style="list-style-type: none"> <li>• A page indicating the return mailing address, name and date of birth for the individual and the reason for the application along with 4 fingerprints</li> <li>• The Criminal Record Certificate (C-480)</li> </ul> <p>If there are no criminal convictions the return mailing address page will have an embossment of the RCMP logo in the bottom right hand corner.</p> <p>If there are convictions the embossment will be on the C-480.</p>
10	<b>Languages</b>	<p>The certificate is issued in English and French.</p> <p>Any criminal convictions will be listed in the language that the criminal charges were presented to the CCRIS.</p> <p>There is no official translation service provided.</p>
11	<b>Criminal convictions listed on certificate</b>	<p>All convictions are listed on the certificate.</p> <p>A conviction will stay on a criminal record until 125 years after the date of birth of the individual.</p>
12	<b>Confirming authenticity</b>	<p>There is no service to confirm the authenticity of a criminal record certificate.</p>
13	<b>Official bodies providing advice on interpretation of criminal records</b>	<p>None</p>
14	<b>Legislation</b>	<p>The Identification of Criminals Act 1985</p> <p>The Criminal Records Act 1985 (Amended 2013)</p> <p>The Youth Criminal Justice Act 2002</p> <p>The Privacy Act 1985 (Amended 2013)</p> <p>The Ministerial Directive on the Release of Criminal Record Information</p>
15	<b>Pending changes</b>	<p>None</p>
16	<b>Sources of information</b>	<p>RCMP</p> <p><a href="http://www.rcmp.gc.ca/en/criminal-records">http://www.rcmp.gc.ca/en/criminal-records</a></p>
17	<b>Sample documents</b>	<p>None</p>



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# China (People's Republic of)

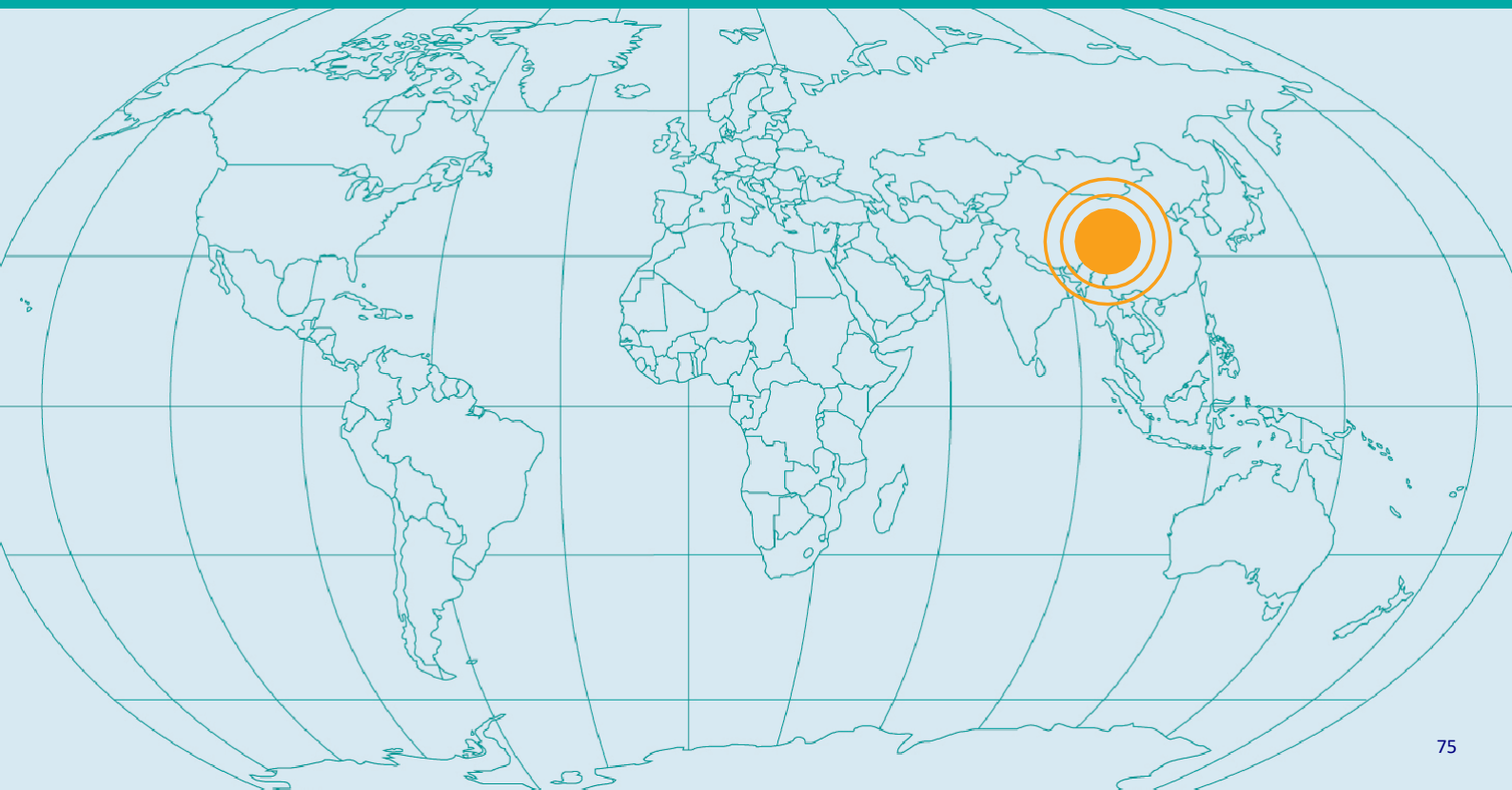
## How to obtain a criminal record check - detailed guidance

Individual applies at Public Security Bureau (PSB) in country

Some PSBs allow applications by third party

Application process, cost, turnaround time and documentation required varies locally

Check with individual PSB for details



# China (People's Republic of)

-  1 Name of certificate
-  2 Department responsible for criminal records
-  3 Where to apply in country
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1	<b>Name of certificate</b>	Certificate of No-Criminal Record (无犯罪记录证明 or Wu Fan Zui Ji Lu Zheng Ming)
2	<b>Department responsible for criminal records</b>	There are separate local authorities covering each region.
3	<b>Where to apply in country</b>	Each regional Public Security Bureau (PSB) (GongAn Ju). There is no list of all the PSBs, however contact details for the Beijing Public Security Bureau are:  2 Andingmen Avenue (East), Dongcheng District, Beijing, China.
4	<b>How to apply in country</b>	The process is different in each city and the individual will need to confirm it with their local PSB (see <a href="#">Section 3</a> ). Applications can be made in person only (sample application form in Section 17).  Required documents vary at each PSB; however, the following are usually required for non-Chinese nationals: <ul style="list-style-type: none"> <li>• Original passport with residence permit</li> <li>• Photocopies of the passport photo page, Chinese visa and Chinese entry/exit stamps</li> <li>• Original work permit</li> <li>• Original temporary residence registration form</li> <li>• Original letter of verification issued by the employer stating that the individual has no criminal record</li> </ul>
5	<b>Where to apply in the UK</b>	Applications can only be made in country (see Section 3).
6	<b>How to apply in the UK</b>	Applications can only be made in country (see Section 4).
7	<b>Who can apply</b>	<ul style="list-style-type: none"> <li>• Individuals</li> <li>• Employers or third parties can apply to the PSB in Beijing or Shanghai (this may not be possible at other PSB offices)</li> </ul>
8	<b>Cost, payment and turnaround</b>	<p><b>Cost</b></p> <p>The cost varies at each PSB. The fee must be paid in cash in local currency.</p> <p><b>Turnaround</b></p> <p>The turnaround time varies at each PSB. For Beijing and Shanghai, the turnaround time is 7–15 working days.</p>

9	<b>How results are presented and security features</b>	<p>The individual will receive a telephone call from the PSB to confirm the certificate is ready for collection.</p> <p>As the PSB only issue certificates of no convictions, if the individual has a criminal record, no certificate will be issued. If the individual does not have a criminal record, the following information will be provided on the certificate:</p> <ul style="list-style-type: none"> <li>• Individual’s full name</li> <li>• Nationality</li> <li>• Passport number</li> <li>• Date of birth</li> <li>• Duration of stay</li> </ul> <p>See Section 17 for a sample certificate.</p>
10	<b>Languages</b>	<p>Certificates are only available in Chinese.</p> <p>There is no official translation service available.</p>
11	<b>Criminal convictions listed on certificate</b>	<p>No criminal convictions are listed on the certificate as a certificate will only be issued if the individual does not have a criminal record.</p> <p>Criminal record information is not removed from the records.</p>
12	<b>Confirming authenticity</b>	<p>The Chinese Embassy cannot legalize a Certificate of No Criminal Record. The notarized document should be legalized through the appropriate agencies or by the authorized local Foreign Affairs Offices, according to the consular district where the applicant lives or works.</p>
13	<b>Official bodies providing advice on interpretation of criminal records</b>	None
14	<b>Legislation</b>	<p>There are no specific provisions in the current laws, rules or regulations which apply to criminal record checks.</p>
15	<b>Pending changes</b>	None
16	<b>Sources of information</b>	In Country Legal Resource
17	<b>Sample documents</b>	Sample certificate

CHINA POLICE CLEARANCE CERTIFICATE APPLICATION FORM

To The Superintendent of Police, District Police Office,

It is a request that a Police Clearance Certificate may be issued to me for (visa  
immigration job adoption marriage) purpose.

Full Name \_\_\_\_\_ Sex \_\_\_\_\_

Present Address \_\_\_\_\_  
\_\_\_\_\_

Passport No. \_\_\_\_\_

Nationality \_\_\_\_\_

Country (the police clearance certificate will be used in ) \_\_\_\_\_

It is further stated that I have not been involved in any criminal case in  
\_\_\_\_\_(Chinese city name) and that there is no criminal case pending  
against me in the Court of Law for my time from \_\_\_\_\_ (YYYY/MM/DD)  
to \_\_\_\_\_(YYYY/MM/DD).

(Signature)

(Date)



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# Croatia

## How to obtain a criminal record check - detailed guidance

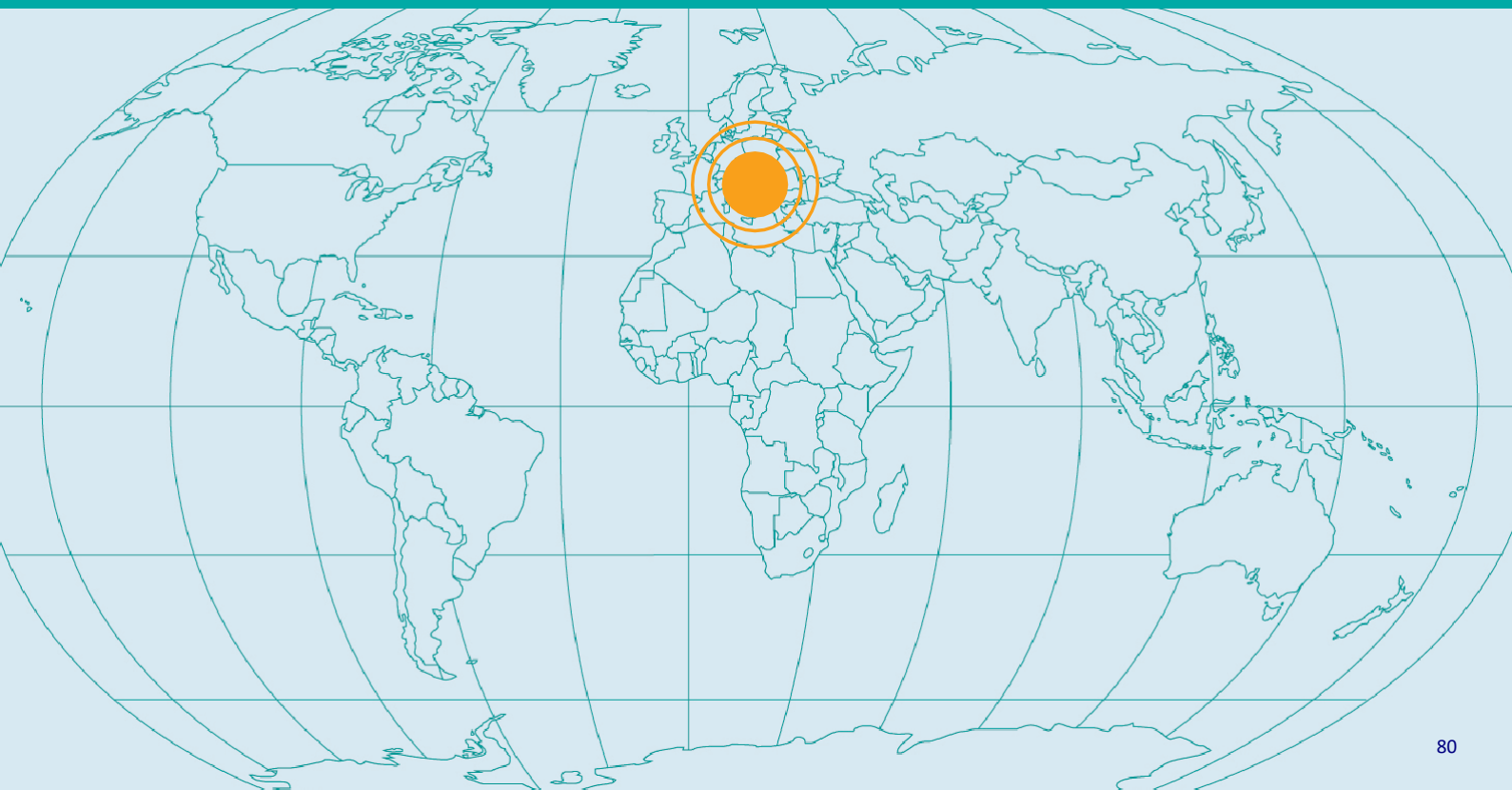
Individual/third party (with written consent) applies in person/by post to Department for Criminal Records

Applications from UK in person to Embassy/by post to Department for Criminal Records

Cost 40 HRK

Certificate issued in Croatian

Turnaround in person instant/by post 1 week





# Croatia

-  1 Name of certificate
-  2 Department responsible for criminal records
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1	<b>Name of certificate</b>	Certificate of No Convictions (CNO) ( <i>Potvrda o nekaznjavanju</i> )
2	<b>Department responsible for criminal records</b>	Ministry of Justice Department for Criminal Records ( <i>Odjel Kaznene Evidencije</i> )
3	<b>Where to apply in country</b>	The Department for Criminal Records (Odjel Kaznene Evidencije), Ministarstvo Pravosudja, Directorate for criminal law, Zagreb, Ulica grada Vukovara 49, Croatia. Web: <a href="http://www.pravosudje.hr">www.pravosudje.hr</a>
4	<b>How to apply in country</b>	The Department for Criminal Records accepts requests for criminal records disclosure by registered mail or in person.  An applicant is required to complete an application form available from the Department for Criminal Records and submit identity documents.
5	<b>Where to apply in the UK</b>	<b>In person at:</b> Embassy of Croatia, 21 Conway Street, London, W1T 6BN  Tel: +44 (0) 20 7387 2022 Fax: +44 (0) 20 7387 0310 Email: <a href="mailto:vrhlon@mvep.hr">vrhlon@mvep.hr</a> Web: <a href="http://uk.mvep.hr/en">http://uk.mvep.hr/en</a>  <b>By post</b> to the Department for Criminal Records (see Section 3).
6	<b>How to apply in the UK</b>	Applications can be made: <ul style="list-style-type: none"> <li>• In person at the Embassy of Croatia (see contact details in Section 5)</li> <li>• By post to the Department for Criminal Records (see contact details in Section 3).</li> </ul> <p>There is no formal process for overseas applications of criminal records disclosure.</p> <p>Applicants must provide identification documents and are advised to contact the UK embassy for further information.</p>
7	<b>Who can apply</b>	A CNO can be obtained for residents, non-residents, citizens and non-citizens who have resided in Croatia for a significant period.  Applications can be made by: <ul style="list-style-type: none"> <li>• Individuals</li> <li>• Third parties (with the written consent of an individual and identification documents relating to the applicant).</li> </ul>

8	<b>Cost, payment and turnaround</b>	<p><b>Cost</b></p> <p>The cost is 40 HRK.</p> <p><b>Turnaround</b></p> <p>In person – issued immediately.</p> <p>By post – approximately 1 week.</p>
9	<b>How results are presented and security features</b>	<p>The CNO is issued as a hard copy which can be collected or posted to the individual.</p> <p>A CNO is printed on A4 white paper. Each page of the certificate is stamped and signed by Head of department for criminal records.</p> <p>The information contained in CNO includes the following:</p> <ul style="list-style-type: none"> <li>• Name of the individual</li> <li>• Address</li> <li>• Details of convictions (where relevant)</li> <li>• Details of proceedings which may restrict an individual from performing certain duties (where relevant)</li> </ul>
10	<b>Languages</b>	Certificates are issued only in Croatian.
11	<b>Criminal convictions listed on certificate</b>	<p>Criminal Code 125/11, 144/12, 56/15, 61/15 published in Official Gazette (Narodne novine).</p> <p>Main criminal offences are listed on certificate.</p>
12	<b>Confirming authenticity</b>	<p>This country has joined the <i>Hague Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents</i>. This enables criminal record checks to be authenticated by means of an Apostille. For further information on how to obtain an Apostille from this country, please see:</p> <p><a href="https://www.hcch.net/en/states/authorities/details3/?aid=315">https://www.hcch.net/en/states/authorities/details3/?aid=315</a></p>
13	<b>Official bodies providing advice on interpretation of criminal records</b>	The Department for Criminal Records ( <i>Odjel Kaznene Evidencije</i> ) (see contact details in Section 3).
14	<b>Legislation</b>	The Law on Legal effects of conviction, criminal records and rehabilitation
15	<b>Pending changes</b>	None
16	<b>Sources of information</b>	<p>Ministry of Justice – Republic of Croatia</p> <p>Criminal Code</p> <p>NPSA Guidance Document 2014</p> <p><a href="http://www.hcch.net">www.hcch.net</a> – Hague Convention website</p>
17	<b>Sample documents</b>	None



National Protective  
Security Authority

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# Cyprus

## How to obtain a criminal record check - detailed guidance

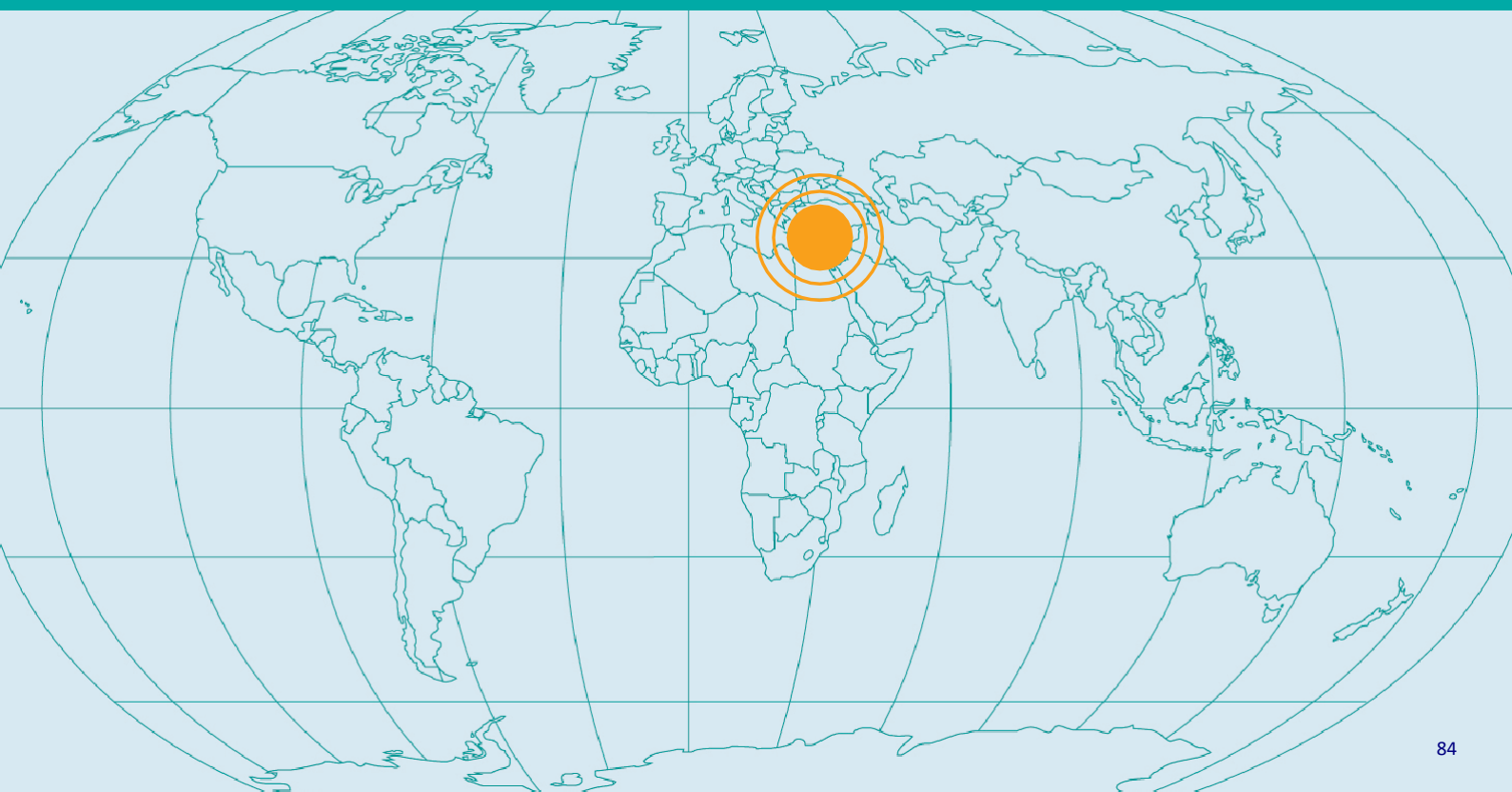
Individual/third party (with written authorisation) applies in person at  
Divisional Police Headquarters/Criminal Record Office

Applications from UK – made by post to Criminal Record Office/in  
person to High Commission in London

Cost €20

Certificate issued in Greek or English

Turnaround from Cyprus same day – UK 1–2months



# Cyprus

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1	<b>Name of certificate</b>	Police Clearance Certificate
2	<b>Department responsible for criminal records</b>	Criminal Record Office in Nicosia (see Section 3)
3	<b>Where to apply in country</b>	<p><b>Cypriot citizens</b></p> <p>Apply for certificates at the Divisional Police Headquarters in Nicosia, Limassol, Larnaca, Paphos, Ammochostos and Morfou. A link to these can be found at:  <a href="http://www.police.gov.cy/police/police.nsf/dmldocuments_en/dmldocuments_en?OpenDocument">http://www.police.gov.cy/police/police.nsf/dmldocuments_en/dmldocuments_en?OpenDocument</a> under “District Departments”.</p> <p><b>Other citizens</b> must apply at:</p> <p>Criminal Record Office,  Police Headquarters,  Department C,  Evangelou Floraki Street,  1478 Nicosia,  Cyprus.</p>
4	<b>How to apply in country</b>	<p><b>In person</b></p> <p>An application form must be completed and taken to the Criminal Record Office or Divisional Police Headquarters to the addresses in Section 3.</p> <p>Application forms can be obtained from any Police Station or from the Official Police website at:  <a href="http://www.police.gov.cy/police/police.nsf/All/9D5F063F1BCD709BC22578A900272470?OpenDocument">http://www.police.gov.cy/police/police.nsf/All/9D5F063F1BCD709BC22578A900272470?OpenDocument</a></p> <p>(see sample form in Section 17).</p> <p>Every application must be accompanied by:</p> <ul style="list-style-type: none"> <li>• An official receipt for the payment of the amount of €20</li> <li>• A copy of an identity card or passport for Cypriot citizens</li> <li>• If applicable, a copy of an Alien Book, Pink Slip or Yellow Slip and passport for Aliens</li> <li>• The application can be submitted by the individual or a person authorised by the individual</li> </ul>
5	<b>Where to apply in the UK</b>	<p>By post to the Criminal Record Office at the address in Section 3.</p> <p>In person at the:</p> <p>High Commission for the Republic of Cyprus,  13 St James’ Square,  London,  SW1Y 4LB</p> <p>Tel: +44 (0) 20 7321 4100  Fax: +44 (0) 20 7321 4165/4164  Email: <a href="mailto:cyphclondon@btconnect.com">cyphclondon@btconnect.com</a></p>

<p><b>6</b></p>	<p><b>How to apply in the UK</b></p>	<p><b>Post</b></p> <p>To the Criminal Record Office at the address in Section 3.</p> <p><b>In person</b></p> <p>At the High Commission for the Republic of Cyprus (address listed in Section 5).</p> <p>The application will be sent by the diplomatic bag to the Criminal Record Office in Cyprus.</p> <p>The information required is the same as that for applications in Cyprus (see Section 4).</p>
<p><b>7</b></p>	<p><b>Who can apply</b></p>	<p>The application can be submitted by the individual or a person authorised by the applicant.</p> <p>An employer or a third party can apply on behalf of an individual only if they have a written authorisation by the applicant.</p>
<p><b>8</b></p>	<p><b>Cost, payment and turnaround</b></p>	<p>The cost is €20.</p> <p><b>Payment</b></p> <p><b>Individuals living in Cyprus</b></p> <ul style="list-style-type: none"> <li>• The payment can be made by the individual or a person authorised by the individual</li> <li>• Pay in cash at the Criminal Record Office or in any Divisional Police Headquarters</li> </ul> <p><b>Individuals living in the UK</b></p> <ul style="list-style-type: none"> <li>• Payment by Bank Transfer: <ul style="list-style-type: none"> <li>○ Remittance to the Central Bank of Cyprus</li> <li>○ Name: The Chief of Cyprus Police</li> <li>○ SWIFT CODE. CBCYCY2NFBU</li> <li>○ Government General Account</li> <li>○ Account no. CY16001000010000000006001010</li> <li>○ The bank charges must be paid by the applicant.</li> </ul> </li> </ul> <p><b>Turnaround</b></p> <ul style="list-style-type: none"> <li>• In Cyprus – the same day</li> <li>• From the UK – the procedure takes 1–2 months</li> </ul>

9	<b>How results are presented and security features</b>	<p>If the individual has no criminal convictions a “Certificate of Clear Criminal Record” is issued and the following is written on the certificate:</p> <ul style="list-style-type: none"> <li>• The applicant has not had any previous criminal convictions</li> <li>• Other personal information</li> </ul> <p>If the individual has criminal convictions a “Certificate of Criminal Record” is issued and convictions are listed on the certificate together with the following information:</p> <ul style="list-style-type: none"> <li>• Date of offence</li> <li>• Description of offence</li> <li>• The sentence that is imposed by the court</li> <li>• Other personal information</li> </ul> <p>Both types of certificates include:</p> <ul style="list-style-type: none"> <li>• A unique receipt number</li> <li>• A stamp and signature by a police officer</li> </ul> <p>Samples of Certificate of Clear Criminal Record and Certificate of Criminal Record are in Section 17.</p>
10	<b>Languages</b>	Certificates are available in English or Greek.
11	<b>Criminal convictions listed on certificate</b>	<p>The following convictions are listed on the “Certificate of Criminal Record”:</p> <ul style="list-style-type: none"> <li>• Where the individual has been convicted of more than 3 months’ imprisonment or a fine of more than €1700, as long as the conviction has not been rehabilitated</li> <li>• Any first conviction concerning serious offences such as murder, rape, drugs etc. that has not been rehabilitated (regardless of the sentence)</li> <li>• Any second conviction that has not been rehabilitated</li> </ul>
12	<b>Confirming authenticity</b>	Authenticity can be confirmed by contacting the Criminal Record Office (see Section 3).
13	<b>Official bodies providing advice on interpretation of criminal records</b>	None
14	<b>Legislation</b>	<p>Police Law N. 73(I)/2004</p> <p>Rehabilitation of Offenders Law 70/1981</p> <p>Criminal records are subject to the provisions of the processing of personal data law 138(I)/2001.</p>
15	<b>Pending changes</b>	None



16	Sources of information	Criminal Records Office
17	Sample documents	Sample application form Sample certificate



REPUBLIC OF CYPRUS

MINISTRY OF JUSTICE  
AND PUBLIC ORDER

**CYPRUS POLICE**

**APPLICATION FOR THE ISSUANCE OF A CLEAR CRIMINAL RECORD CERTIFICATE**

1. Full name.....  
(Capital letters)

2. Present residence and since when.....  
(Quote village/Town, street, number, & Post code)

.....House Phone.....Mobile.....

3. Nationality.....Country of birth.....

Place of birth.....Date of birth.....

4. Passport Number.....Date of issue.....

Place (Country) of issue Passport.....

5. Object of certificate required.....

6. ARC Number.....

Date .....

.....  
Signature of applicant

---

Application forms can be obtained from any Police Station, or through the Internet from the Official Police website [www.police.gov.cy](http://www.police.gov.cy)

**Every application must be accompanied by:**

- An official Receipt for the payment of the amount of €20,00. The payment could be made:
  - in cash at any Divisional Police Headquarters or at any Embassy or Consulate of the Republic of Cyprus,
  - remittance to the Central Bank of Cyprus in the name of the Chief of Cyprus Police (SWIFT CODE: CBCYCY2NFBU, Government General Account, account no. CY16001000010000000006001010) – only in Euro, or
- Identity Card, Passport, for Cypriot citizens.
- Alien Book , Pink Slip or Yellow Slip and passport for Aliens
- Copy of incorporation of the company, partnership, association or other entity or association of persons with legal personality

Σημ.: Το περιεχόμενο της παρούσας επιστολής διέπεται από τις Πρόνοιες του Περὶ Επεξεργασίας Δεδομένων Προσωπικού Χαρακτήρα (Προστασία του Ατόμου) Νόμου 138(Ι)/2001.

**Note:** The content of this letter are subject to the provisions of the Processing of Personal Data (Protection of Individuals) Law 138(I)/2001.

**REPORT OF CRIMINAL RECORD OFFICE**

**A. Checking of Particulars:**

I. Date of receipt.....

II. The particulars contained in the application have been checked and found correct/  
incorrect

Date.....

.....  
Signature

**B. Result of Criminal record check:**

I. The applicant has no convictions.

II. The applicant has convictions.

(vide C.R. No.....)

Conviction

.....  
.....  
.....

Date.....

.....  
Signature


**C. Certificate details**

Certificate No..... issued on ..... with the following  
endorsements:

Date.....

.....  
Signature

Sample Certificate of Clear Criminal Record

<b>REPUBLIC  OF CYPRUS</b>	
<b><u>CYPRUS POLICE</u></b>	
S/N: ΤΜΗΜΑ Γ-ΕΓΚΛΗΜΑΤΟΛΟΓΙΚΟ ΑΡΧΕΙΟ (C.R.O) - / 2013	
<b>MINISTRY OF JUSTICE &amp; PUBLIC ORDER</b>	
Receipt No:	Date of issue:
<b>CERTIFICATE OF CLEAR CRIMINAL RECORD</b>	
It is hereby certified that _____ of _____ has not had any previous criminal convictions up until the issuance day of this certificate.	
The check carried out was based on the Records kept by the Criminal Record Office of the Cyprus Police.	
_____	
<b>IDENTITY CARD / PASSPORT DETAILS</b>	<b>NATIONALITY (Only for Aliens)</b>
I.C. No.:	
Passport No.:	
Date of issue:	
Place of issue:	
	_____ For the Chief of Police
<b>SAMPLE</b>	
User: 1908	

Sample Certificate of Criminal Record

<p>REPUBLIC  OF CYPRUS</p> <p><u>CYPRUS POLICE</u></p>	
<p>S/N: ΤΜΗΜΑ Γ-ΕΓΚΛΗΜΑΤΟΛΟΓΙΚΟ ΑΡΧΕΙΟ (C.R.O) - /2013</p>	
<p><b>MINISTRY OF JUSTICE &amp; PUBLIC ORDER</b></p>	
Receipt No:	Date of issue:
<p><b>CERTIFICATE OF CRIMINAL RECORD</b></p>	
<p>I certify that _____ of _____, up until the date of issuance of this certificate, has been found guilty of the following criminal convictions.</p>	
<p>The check carried out was based on the Records kept by the Criminal Record Office of the Cyprus Police.</p> <hr/>	
<b>IDENTITY CARD / PASSPORT DETAILS</b>	<b>NATIONALITY</b> (Only for Aliens)
I.C. No:	
Passport No:	
Date of issue:	
Place of issued:	
<p>..... For the Chief of Police</p>	
<p><b><u>SAMPLE</u></b></p>	
<p>User: 1005</p>	



National Protective  
Security Authority

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# Czech Republic

## How to obtain a criminal record check - detailed guidance

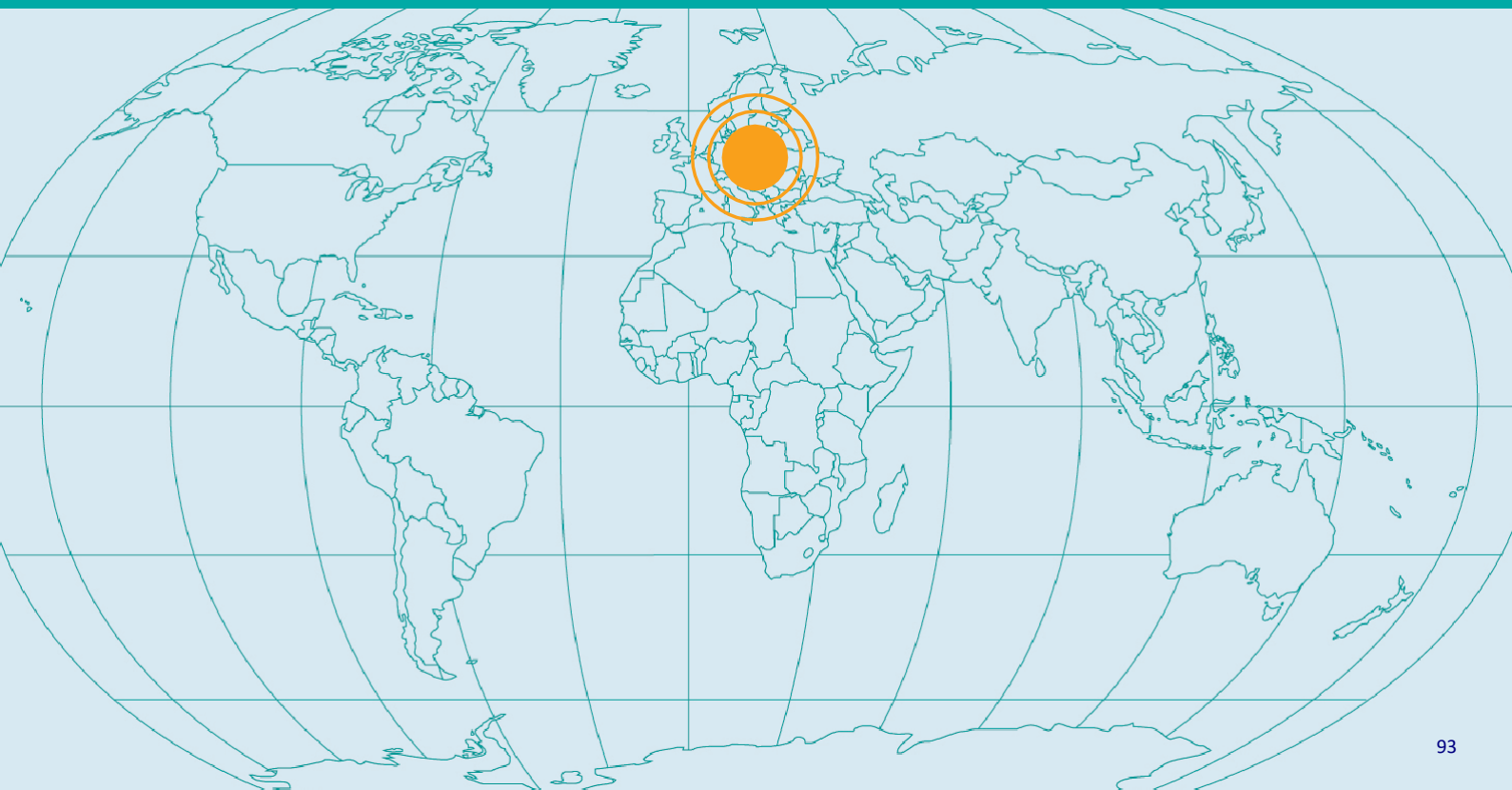
Individual/third party (with power of attorney) applies in person at a contact point of the CzechPOINT system/online

Applications from UK made online/in person to Embassy in London

Cost 100 CZK/From UK 200 CZK

Certificate issued in Czech

Turnaround in country instant –20 days/UK 4 weeks



# Czech Republic

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1	Name of certificate	Extract of Criminal Record ( <i>Opis z Rejstříku Trestů</i> )
2	Department responsible for criminal records	Criminal Register of the Czech Republic ( <i>Rejstřík trestů</i> )
3	Where to apply in country	Rejstřík trestů, Soudní 1, 140 66 Praha 4, Data box: vtqabcz, Czech Republic.  Email: <a href="mailto:rejstrik@rejtr.justice.cz">rejstrik@rejtr.justice.cz</a> Web: <a href="http://portal.justice.cz">http://portal.justice.cz</a>
4	How to apply in country	<p><b>In person</b></p> <ul style="list-style-type: none"> <li>At a contact point of the CzechPOINT system (local and municipal authority, branch office of the CzechPost and the Czech chamber of commerce, notary). Addresses and business hours of contact points are presented on: <a href="http://www.czechpoint.cz/">www.czechpoint.cz/</a>. Extracts issued in contact point of the CzechPOINT system are primarily designed for usage in the territory of the Czech Republic. For usage outside of the Czech Republic, an Extract should be obtained from the Criminal Register (see Section 3)</li> <li>From a local and municipal authority</li> <li>From the Criminal Register of the Czech Republic (see Section 3)</li> </ul> <p><b>Online</b></p> <ul style="list-style-type: none"> <li>With regard to implementation of Regulation 910/2014 of the 23rd July 2014 on electronic identification to Czech legislation, it is not possible to apply online</li> </ul> <p><b>Verifying identity – in person</b></p> <ul style="list-style-type: none"> <li>An individual's identity is verified by an original and valid form of ID (e.g. citizen's identity card, passport, foreigner's residence permit, etc.) which includes a photograph of the individual.</li> <li>Third-party applications – the third party must provide an officially authenticated power of attorney in Czech.</li> <li>The information presented in an application is verified according to an original and valid ID containing at least the name, current surname, surname at birth, date and place of birth, birth number and state citizenship of the individual. If any data is missing, the individual or their third-party representative can submit a birth certificate, birth and baptism certificate, confirmation of birth, marriage certificate, etc.</li> <li>Citizens of the Czech Republic and the Slovak Republic must submit original documents or their officially authenticated copies.</li> <li>Citizens of other states must submit original documents or officially authenticated copies, including sworn translations into the Czech language.</li> </ul>

5	Where to apply in the UK	<p><b>In person</b></p> <p>Embassy of the Czech Republic, 26–30 Kensington Palace Gardens, London, W8 4QY</p> <p>Tel: (+44) 20 7243 1115  Fax: (+44) 20 7727 9654  Email: <a href="mailto:london@embassy.mzv.cz">london@embassy.mzv.cz</a></p> <p><b>Online</b></p> <p>At <a href="http://eservice-fo.rejtr.justice.cz/webform/">http://eservice-fo.rejtr.justice.cz/webform/</a> (only for holders of a valid electronic signature).</p>
6	How to apply in the UK	<p><b>In person</b></p> <p>Extracts of Criminal Records may be obtained through the Consular Section of the Embassy of the Czech Republic in London.</p> <p>An appointment is required for the Consular Section of the Embassy of the Czech Republic in London and can be made by email at: <b>consulate.london@embassy.mzv.cz</b> providing the reason for the appointment and a contact telephone number.</p> <ul style="list-style-type: none"> <li>• Print and complete the application form (see Section 18). It is only necessary to complete the following fields:</li> <li>• Name and surname at birth – <i>Jméno a původní (rodné příjmení)</i></li> <li>• Present surname – <i>Nynější příjmení</i></li> <li>• Personal ID number (applicable only to persons born in the Czech Republic) – <i>Rodné číslo</i></li> <li>• Date of birth – <i>Den, měsíc a rok narození</i></li> <li>• Place of birth (city, district, country) – <i>Místo narození</i></li> <li>• Forename and surname of father – <i>Jméno a příjmení otce</i></li> <li>• Forename and surname of mother – <i>Jméno a příjmení matky</i></li> <li>• Mother’s maiden surname – <i>Rodné příjmení matky</i></li> <li>• Individual’s permanent address – <i>Trvalý pobyt žadatele</i></li> <li>• Individual’s signature – <i>Podpis žadatele</i></li> <li>• Take a valid passport or ID card</li> </ul> <p>The Extract can be returned to the individual’s home address if they provide prepaid special delivery envelope.</p> <p><b>Online</b></p> <ul style="list-style-type: none"> <li>• At <a href="http://eservice-fo.rejtr.justice.cz/webform/">http://eservice-fo.rejtr.justice.cz/webform/</a> (only for holders of valid electronic signature).</li> </ul> <p><b>Verifying identity – in person</b></p> <ul style="list-style-type: none"> <li>• An individual’s identity is verified by an original and valid form of ID (e.g. citizen’s identity card, passport, foreigner’s residence permit, etc.) which includes a photograph of the individual.</li> <li>• Third-party applications – the third party must provide an officially authenticated power of attorney in Czech.</li> <li>• The information presented in an application is verified according to an original and valid ID containing at least the name, current surname, surname at birth, date and place</li> </ul>



		<p>of birth, birth number and state citizenship of the individual. If any data is missing, the individual or their third-party representative can submit a birth certificate, birth and baptism certificate, confirmation of birth, marriage certificate, etc.</p> <ul style="list-style-type: none"> <li>• Citizens of the Czech Republic and the Slovak Republic must submit original documents or their officially authenticated copies.</li> <li>• Citizens of other states must submit original documents or officially authenticated copies, including sworn translations into the Czech language.</li> </ul> <p><b>Verifying identity – online</b></p> <ul style="list-style-type: none"> <li>• As for in person, however scanned copies of original documents are acceptable.</li> </ul>
7	<b>Who can apply</b>	<ul style="list-style-type: none"> <li>• Individuals</li> <li>• Employers can apply on behalf of an individual provided that the individual grants the officially authenticated power of attorney to the employer</li> <li>• Third parties can apply on behalf of an individual provided that the individual grants the officially authenticated power of attorney to a third party</li> </ul>
8	<b>Cost, payment and turnaround</b>	<p><b>From the Czech Republic</b></p> <p><b>Cost</b></p> <p>100 CZK.</p> <p><b>Payment methods</b></p> <p>Payment can be made by:</p> <ul style="list-style-type: none"> <li>• Cash</li> <li>• For a holder of a valid electronic signature, a transfer payment can be made. A bank account within the Czech Republic is not required</li> </ul> <p><b>Turnaround</b></p> <p>Certificates can usually be issued immediately except in the following circumstances:</p> <ul style="list-style-type: none"> <li>• If the Extract is requested with an attachment containing records from other EU members states</li> <li>• Persons born in the territory of the Slovak Republic who do not hold Slovak citizenship and whose records have not been yet transferred from the Criminal Register of Bratislava to the Criminal Register of Prague</li> <li>• An Extract processed on the basis of the request filed on location of the Criminal Register of the Czech Republic is posted to the individual's address</li> <li>• This may delay the Extract of Criminal Record by up to a week</li> </ul>

		<p><b>From the UK</b></p> <p><b>Cost</b></p> <ul style="list-style-type: none"> <li>• Online 100 CZK</li> <li>• From the Czech embassy in the UK 200 CZK</li> </ul> <p><b>Payment methods:</b></p> <ul style="list-style-type: none"> <li>• Cash</li> <li>• Postal order to the “Czech Embassy”</li> <li>• For a holder of a valid electronic signature, a transfer payment can be made. A bank account within the Czech Republic is not required</li> </ul> <p><b>Turnaround</b></p> <ul style="list-style-type: none"> <li>• Applications made at the Czech Embassy are sent to the Czech Republic where they are then processed. It takes approximately 4 weeks to obtain the Extract</li> </ul>
9	<b>How results are presented and security features</b>	<p>The certificate includes:</p> <ul style="list-style-type: none"> <li>• The date and time of the request</li> <li>• The individual’s name</li> <li>• Date of birth</li> <li>• A statement as to whether the individual does/does not have a criminal record</li> <li>• An official stamp and signature</li> </ul>
10	<b>Languages</b>	<p>The Extract of Criminal Record is only available in Czech.</p> <p>There is no official translation service.</p>
11	<b>Criminal convictions listed on certificate</b>	<p>All criminal convictions which are not considered to be spent according to Section 105 of the Penal Code are included on Extracts of Criminal Records.</p> <p>The criminal records related to individuals are stored for 100 years from birth.</p>
12	<b>Confirming authenticity</b>	<p>The authenticity of an Extract of Criminal Record can be confirmed immediately at: <a href="https://eservice-fo.rejtr.justice.cz/webform/zadostAutent.jsp">https://eservice-fo.rejtr.justice.cz/webform/zadostAutent.jsp</a></p> <p>This is a free service.</p>
13	<b>Official bodies providing advice on interpretation of criminal records</b>	<p>The Criminal Register of the Czech Republic can provide advice on interpretation of criminal records (see Section 3).</p>

14	<b>Legislation</b>	<ul style="list-style-type: none"> <li>• Act No. 269/1994 of the Collection of Laws (Coll.) on the Criminal Register</li> <li>• Act No. 40/2009 of the Collection of Laws (Coll.) Penal Code</li> <li>• Act No. 141/1961 of the Collection of Laws (Coll.) on Criminal procedure</li> <li>• Act No. 101/2000 of the Collection of Laws (Coll.) on Protection of Personal Data</li> <li>• Act No. 499/2004 of the Collection of Laws (Coll.) on archives and records management and on amendments to certain laws</li> <li>• Act No. 500/2004 of the Collection of Laws (Coll.) Administrative Procedure Code</li> <li>• Personal Data Protection Act</li> </ul> <p>The Office for Personal Data Protection exercises the competence of a supervisory authority for the area of personal data protection:</p> <ul style="list-style-type: none"> <li>• The Office for Personal Data Protection</li> <li>• Pplk. Sochora 27,170 00 Praha 7</li> </ul> <p>– Pplk. Sochora 27,170 00 Praha 7</p>
15	<b>Pending changes</b>	None
16	<b>Sources of information</b>	Criminal Register of the Czech Republic
17	<b>Sample documents</b>	Sample application form

Žádosti zasílejte na adresu: Rejstřík trestů, Soudní 1, 140 66 Praha 4

## ŽÁDOST O VÝPIS Z REJSTŘÍKU TRESTŮ

<p>Místo pro kolikovou mátnku</p> <p><b>50 Kč</b></p> <hr style="width: 80%; margin: 0 auto;"/>	<p><b>UPOZORNĚNÍ</b> Adresu žadatele, na kterou se má výpis mašlat, uvádějte ve tvaru:</p> <p>jméno, příjmení názvy ulice, číslo domu PSČ název města nebo obce</p>	➔	<p>Adresa žadatele</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>
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Vypis žadatel	Jméno a původní (rodné) příjmení		Nynější příjmení	Rodné číslo							
	Den, měsíc, rok narození		Místo narození	Okres	Pohlaví *		Státní občanství				
					Muž	Žena					
	Jméno a příjmení otce		Jméno a příjmení matky		Rodné příjmení matky						
Trvalý pobyt žadatele			Podpis žadatele								

Vypisí ověřující orgán

<p>Řadíte orgán, který ověřil správnost údajů a totožnost žadatele</p> <hr style="width: 80%; margin: 10px auto;"/> <p>Ověřeno podle Účel žádosti ** Spisová značka - č.j. ** Datum a podpis zodpovědného pracovníka</p>	<p style="text-align: center;"><b>ZÁZNAM REJSTŘÍKU TRESTŮ</b></p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>
--	--

\* Nebodící se čárkou

\*\* Poučení státní

Tisk: MZV ČR

Poučení (§11, §12 zákona č. 269 / 1994 Sb., o Rejstříku trestů)

- Na písemnou žádost osoby, jejíž totožnost byla ověřena, se vydá výpis z evidence Rejstříku (dále jen výpis) týkající se této osoby. Za vydání výpisu se platí poplatek podle zákona o správních poplatcích kolikovou mátnkou. Správnost údajů uvedených v této žádosti a totožnost žadatele bezplatně ověřují okresní státní zastupitelství, obecní úřad, městský úřad, úřad města, v hl. m. Praze obvodní úřad nebo místní úřad, v územně členěných státních městech úřad městského obvodu nebo úřad městské části, který vede matriku. Ověření se provádě podle občanského příkazu, rodného listu nebo jiného dokladu. Tyto orgány po ověření správnost údajů žádost žadatelů nevracejí, ale zasílají ji Rejstříku trestů.
- Výpis se dále vydává na žádost soudu pro potřeby jiného než trestního řízení a orgánů veřejné správy pro potřeby řízení a přístupu. Pro jiné účely lze výpis vydat, stanoví-li tak zvláštní zákon. Orgán, který žádá o výpis, uvede účel žádosti a spisovou značku.



Číslo žádosti: 123456789  
Žádost doručena: 17.09.2007 07:51:30  
Zpracováno: 17.09.2007 07:51:30  
Počet záznamů: 0  
Počet stran: 1

František Novák  
Augustinova 2057/28  
148 00 Praha 4

Na žádost osoby s údaji níže uvedenými se vydává:

## VÝPIS Z EVIDENCE REJSTRÍKU TRESTŮ

### Osobní údaje:

Jméno:	FRANTIŠEK
Příjmení:	NOVÁK
Rodné příjmení:	CHOCHOLOUŠEK
Datum narození / rodné číslo:	21. 05. 1976 / 7605211234
Pohlaví:	MUŽ
Místo / okres narození:	PRAHA / PRAHA
Stát narození:	ČESKÁ REPUBLIKA
Státní občanství:	SLOVENSKÁ REPUBLIKA

### Obsah:

**Nemá záznam v Rejstříku trestů ČR**

Konec sestavy



Kulaté razítko a podpis



National Protective  
Security Authority

**SECURITY** **WATCHDOG**  
Part of Capita plc

# Denmark

## How to obtain a criminal record check - detailed guidance

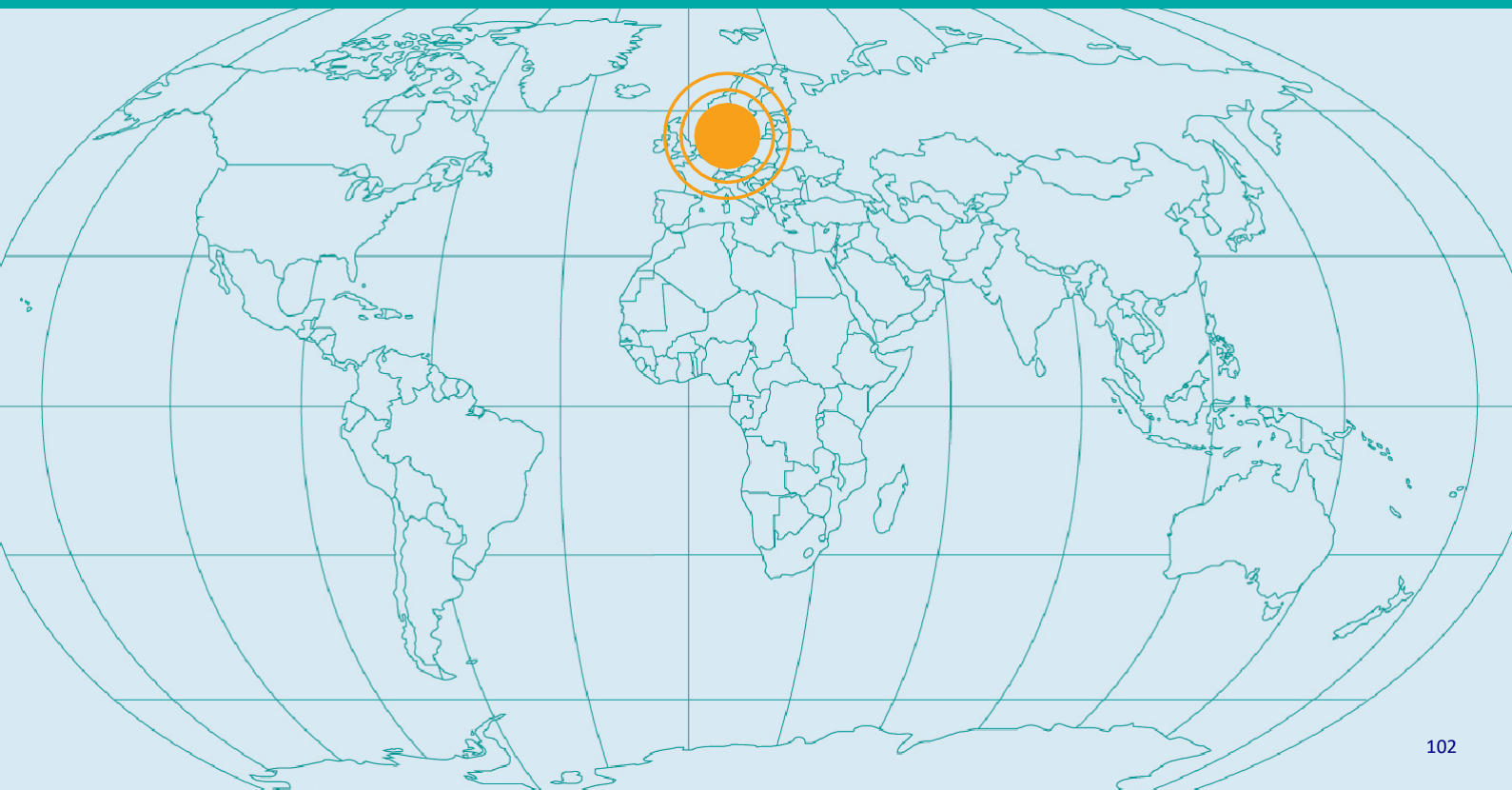
Individual/third party (with written consent) applies in person at local police station/by email to the National Police Authority

Applications from UK by email/post to National Police Authority

No cost

Certificate issued in English, German, Danish, French, Spanish

Turnaround instant to 2 days



# Denmark

-  1 Name of certificate
-  2 Department responsible for criminal records
-  3 Where to apply in country
-  4 How to apply in country
-  5 Where to apply in the UK
-  6 How to apply in the UK
-  7 Who can apply
-  8 Cost, payment and turnaround
-  9 How results are presented and security features
-  10 Languages
-  11 Criminal convictions listed on certificate
-  12 Confirming authenticity
-  13 Official bodies providing advice on interpretation of criminal records
-  14 Legislation
-  15 Pending changes
-  16 Sources of information
-  17 Sample documents

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1	<b>Name of certificate</b>	<i>Privat Straffeattest</i>
2	<b>Department responsible for criminal records</b>	National Police Authority ( <i>Rigspolitiet</i> )
3	<b>Where to apply in country</b>	Københavns Vestegns Politi Administrativt Center Øst Kriminalregisteret Postboks 59 2630 Taastrup  Email: Kbhv-acoe-kr@politi.dk
4	<b>How to apply in country</b>	Applications can be made in the following ways:  <b>In person</b> <ul style="list-style-type: none"> <li>• At the nearest police station (see contact details in Section 3)</li> <li>• Take identification</li> <li>• If there are no criminal convictions, the certificate will be issued immediately</li> <li>• If there are convictions, the certificate will be issued by post</li> </ul> <b>By email</b> <ul style="list-style-type: none"> <li>• Send an email to address in Section 3</li> <li>• Include the following: <ul style="list-style-type: none"> <li>○ Name</li> <li>○ Date of birth</li> <li>○ Postal address</li> <li>○ A copy of the individual's passport</li> </ul> </li> <li>• The email must be electronically signed by the individual</li> <li>• The certificate will be returned by post</li> </ul>
5	<b>Where to apply in the UK</b>	By email or post to the contacts in Section 3.
6	<b>How to apply in the UK</b>	<b>By email</b> The process is the same as in Section 4  <b>By Post</b> A free-form letter which must include: <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of birth</li> <li>• Postal address</li> <li>• A copy of the individual's passport</li> </ul> The letter must be signed by the individual. The certificate will be returned by post.



7	<b>Who can apply</b>	<ul style="list-style-type: none"> <li>• Individuals who are Danish citizens or others who have lived in Denmark for more than 6 months</li> <li>• Employers/third parties with the individual's consent and a copy of their passport</li> </ul>
8	<b>Cost, payment and turnaround</b>	<p>A criminal record certificate is issued free of charge.</p> <p>The certificate is issued immediately (in person) or within 2 days of receipt of the application (by post).</p>
9	<b>How results are presented and security features</b>	<p>Certificates are issued on A4 paper with:</p> <ul style="list-style-type: none"> <li>• The individual's name</li> <li>• Address</li> <li>• Date of birth</li> <li>• Place of birth</li> <li>• Date of issue of the certificate</li> <li>• A statement that no criminal conviction are found, or a list of criminal convictions</li> <li>• The signature of an official</li> <li>• An official stamp</li> </ul> <p>A sample certificate can be found in Section 17.</p>
10	<b>Languages</b>	<p>Certificates with no convictions are issued in Danish, English, German, French and Spanish.</p> <p>Certificates containing convictions are issued in Danish only.</p> <p>There is no official translation service.</p>
11	<b>Criminal convictions listed on certificate</b>	<p>All violations of the Denmark Criminal Code are listed on a certificate.</p> <p>Convictions remain on the record for the following timescales:</p> <ul style="list-style-type: none"> <li>• Fines – 2 years from date of payment;</li> <li>• Suspended sentences – 3 years from the conviction date; and</li> <li>• Unconditional convictions – 5 years from the date of release from prison.</li> </ul> <p>Old convictions are removed from the criminal record.</p>
12	<b>Confirming authenticity</b>	<p>Authenticity can be confirmed at:</p> <p>Ministry of Foreign Affairs, Legaliseringsen, Asiatisk Plads 2B, DK-1448 København K, Denmark.</p> <p>Tel: +45 (0) 33 92 12 33 Fax: +45 (0) 33 92 01 38 Email: <a href="mailto:legalisering@um.dk">legalisering@um.dk</a></p> <p>Cost is 190 DKK and the turnaround time is 5–10 working days.</p>


<b>13</b>	<b>Official bodies providing advice on interpretation of criminal records</b>	Københavns Vestegns Politi Administrativt Center Øst Kriminalregisteret Postboks 59 2630 Taastrup
<b>14</b>	<b>Legislation</b>	Legislation regarding criminal records is restricted under the Danish Data Protection Agency.
<b>15</b>	<b>Pending changes</b>	None
<b>16</b>	<b>Sources of information</b>	Ministry of Foreign Affairs: <a href="http://um.dk/en/travel-and-residence/legislation/">http://um.dk/en/travel-and-residence/legislation/</a> Danish National Police – Center of Public Law
<b>17</b>	<b>Sample documents</b>	Sample application form Sample certificate

### Ansejning om STRAFFEATTEST til privat brug.

I medfør af § 11 i Justitsministeriets bekendtgørelse om behandling af personoplysninger i Det Centrale Kriminalregister.  
(Bestemmelsen i § 11 kan læses herunder)

Udfyldes tydeligt, evt. med blokbogstaver.

Ansejningen skal afleveres til politiet. Sygesikringsbevis eller andet legitimationspapir, der er udstedt af en offentlig myndighed, og hvoraf ansejgerens personnummer fremgår, skal forevises.

Personnummer: 123456-7890	Fødested (by, sogn, primærkommune): Hvidovre
Fulde navn. For gifte personer tilføje eget efternavn: Donald Duck	
Adresse, hvortil straffeattesten skal sendes: Blomstervej 27, 2610 Rødovre	
Hvidovre, den 30. oktober 2013 Sted og dato	 Underskrift

### FORBEHOLDT POLITIET

Modtaget dato	Forevist legitimation	
Kendt i KR med ENR.	Blank straffeattest Udstedt: <input type="checkbox"/>	Straffeattest rekvireret <input type="checkbox"/>
Stempel		Underskrift

Uddrag af Bekendtgørelse om behandling af personoplysninger i Det Centrale Kriminalregister:

**§ 11.** Politiet udsteder straffeattester for privat personer, når de pågældende fremsætter begøring herom. For personer under 18 år udstedes straffeattester dog kun, når forældremyndighedens indehaver eller den pågældendes værge har givet samtykke.

**Stk. 2** i straffeattester efter stk. 1 optages alene afgørelser, som er tilført afgørelsesdelen, og som omfatter overtrædelse af straffeloven og lovgivningen om euforiserende stoffer eller udenlandske afgørelser med følgende begrænsninger:

- 1) Tiltalefrakald medtages ikke, hvis der er forløbet 2 år fra datoen for tiltalefrakaldets godkendelse i retten.
- 2) Bødestraffe medtages ikke, hvis der er forløbet 2 år fra datoen for den endelige afgørelse.
- 3) Andre afgørelser medtages ikke, hvis der er forløbet 3 år fra datoen for den endelige afgørelse. Hvis den, som afgørelsen vedrører, har været indsat til afsoning, medtages afgørelsen dog, såfremt der ikke er forløbet 5 år fra den endelige løsladelse.
- 4) Retsfølger efter straffelovens §§ 68-70 medtages ikke, såfremt der er forløbet 5 år fra foranstaltningernes endelige ophævelse.




**Stk. 3.** Er der tale om overtrædelser begået af unge mellem 15 og 18 år gælder endvidere følgende begrænsninger:

- 1) Tiltalefrakald med vilkår om ungdomskontrakt medtages ikke, hvis det er første gang den pågældende modtager en afgørelse, der omfatter overtrædelse af straffeloven eller lovgivningen om euforiserende stoffer, og der er forløbet 1 år fra datoen for tiltalefrakaldets godkendelse i retten.
- 2) Bødestraffe medtages ikke, hvis det er første gang, den pågældende modtager en afgørelse, der omfatter overtrædelse af straffeloven, og der er forløbet 1 år fra datoen for den endelige afgørelse.

**Stk. 4.** De i stk. 2 og 3 nævnte tilfælde medtages ikke, hvis den pågældende straffebestemmelse senere er ophævet.

**Stk. 5.** Rigspolicechefen kan efter ansejning fra den pågældende i særlige tilfælde meddele dispensation fra de i stk. 2 og stk. 3 anførte tidsfrister.

P 366(06/06)

<b>RIGSPOLITIET</b>		<b>POLITI</b>	
Donald Duck Blomstervej 27 2610 Rødovre		<b>DANMARK</b> CERTIFICATE OF CRIMINAL RECORD/ EXTRAIT DU CASIER JUDICIAIRE NATIONAL/ AUSZUG AUS DEM STRAFREGISTER/ CERTIFICACIÓN DE ANTECEDENTES PENALES	
Forepoun/Überide		Date/Date/Tag/Fecha 30.10.2013	
Full name/Nom et prénoms/Voller Name/Nombres y apellidos Donald Duck			
Date, Month and Year of Birth-Civil Registration No. (if any) Date et année de naissance, éventuellement numéro d'identité Geburtsdatum und -jahr, gegebenenfalls Personalkennzeichen-Nr. Día, mes y año de nacimiento (en su caso, número de identidad personal) 123456-7890			
Place of Birth/ Lieu de naissance/Geburtsort/Lugar de nacimiento Hvidovre			
No entry appears in the Central Crime Register Issued under Section 11 of Ministry of Justice Circular on the Central Crime Register. (Please find Section 11 printed overleaf).			
Aucune inscription n'a été portée au casier judiciaire national. Délivré en vertu de l'art. 11 de l'arrêté du Ministère de la Justice sur le casier judiciaire national. (Voir au verso le texte de l'article susmentionné).			
Sind im Strafregister keine Eintragungen. Nach § 11 im justizministeriellen Rundtæg über das zentrale Kriminalregister ausfertigt. (Dieser Paragraph ist auf der Rückseite abgedruckt).			
Consultadas las notas que obran en el Registro Central de lo Criminal no aparece ninguna que haga referencia a la persona arriba indicada. Expedida en virtud del artículo 11 del reglamento del Ministerio de Justicia referente al Registro Central de lo Criminal. (Véase al dorso donde queda citado el artículo).			
			
		Signature/Signature/Unterschrift/Firma	
			
		P 358 U (09/05) 	



National Protective  
Security Authority

**SECURITY** **WATCHDOG**  
Part of Capita plc

# Estonia

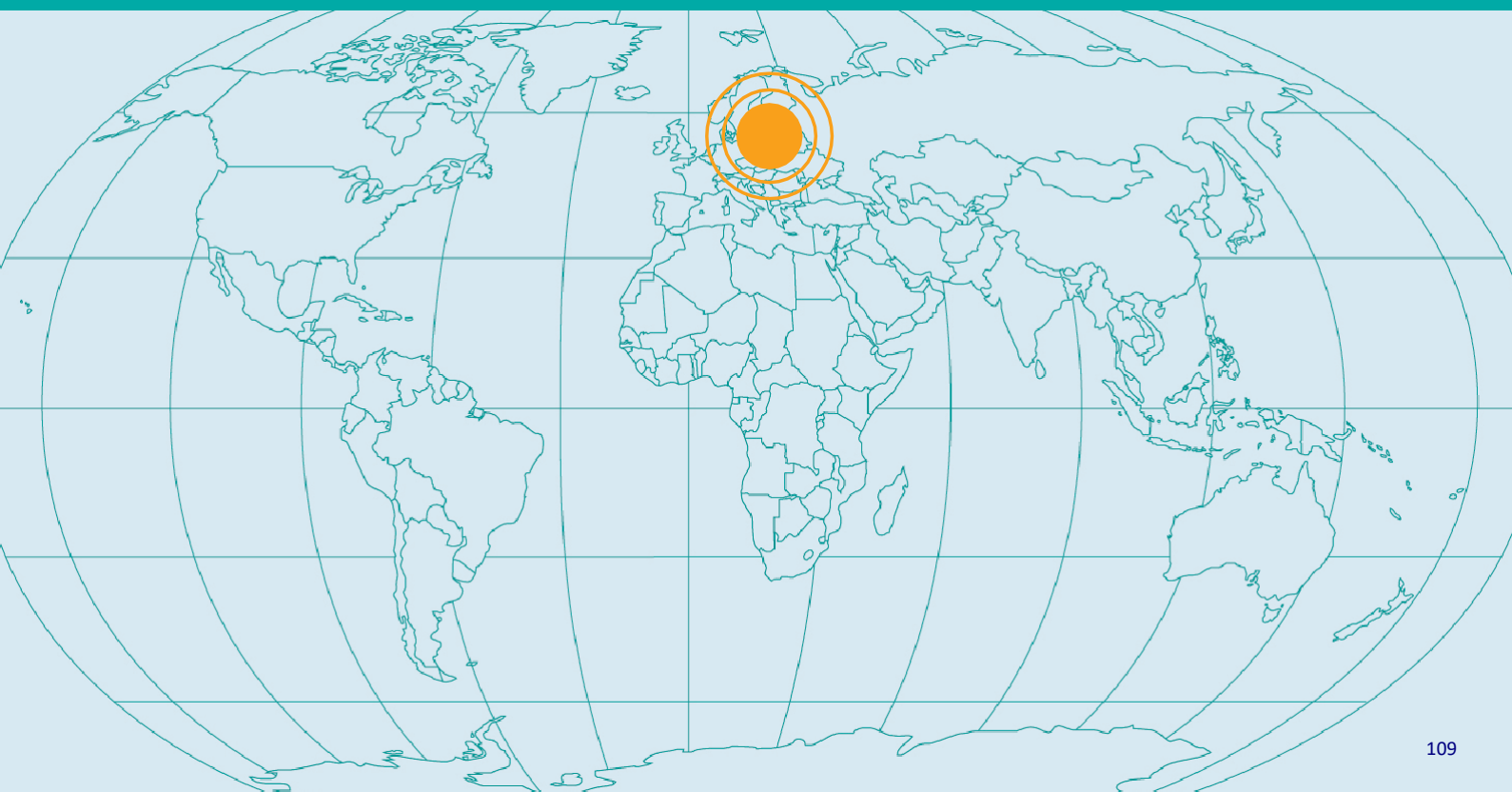
## How to obtain a criminal record check - detailed guidance

Individual/third party (with power of attorney) applies online/by post/  
by email to the Karistusregister

Cost €0–4

Certificate issued in Estonian

Turnaround instant–2 working days



# Estonia

-  1 Name of certificate
-  2 Department responsible for criminal records
-  3 Where to apply in country
-  4 How to apply in country
-  5 Where to apply in the UK
-  6 How to apply in the UK
-  7 Who can apply
-  8 Cost, payment and turnaround
-  9 How results are presented and security features
-  10 Languages
-  11 Criminal convictions listed on certificate
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-  14 Legislation
-  15 Pending changes
-  16 Sources of information
-  17 Sample documents

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1	<b>Name of certificate</b>	Certified notice from the Criminal Records Database
2	<b>Department responsible for criminal records</b>	<p>Centre of Registers and Information Systems – on behalf of the Ministry of Justice,  Karistusregister,  Lõkke 4,  19081,  Tallinn,  Estonia.</p> <p>Tel: +372 663 6300  Fax: +372 646 0165  Email: <a href="mailto:rik@just.ee">rik@just.ee</a>  Webpage: <a href="http://www.rik.ee">www.rik.ee</a></p> <p>For information  Tel: +372 663 6359  Email: <a href="mailto:info@karistusregister.ee">info@karistusregister.ee</a></p>
3	<b>Where to apply in country</b>	<p>Applications can be made through the e-File website:  <a href="https://www.e-toimik.ee/">https://www.e-toimik.ee/</a> (in Estonian).</p> <p>By post:  Karistusregister  Lõkke 4,  10122,  Tallinn,  Estonia</p> <p>Email: <a href="mailto:paring@karistusregister.ee">paring@karistusregister.ee</a></p>
4	<b>How to apply in country</b>	<p><b>Online</b>  Via the e-File website: <a href="https://www.e-toimik.ee/">https://www.e-toimik.ee/</a> (in Estonian).</p> <p><b>By post</b>  Send application form to the Karistusregister (see Section 3).</p> <p><b>By email</b>  Send application form to the following address:  <a href="mailto:paring@karistusregister.ee">paring@karistusregister.ee</a></p> <p>An application form is available in Section 17.</p> <p>For all methods of application, payment must be made prior to applying and, where possible, proof of payment should be enclosed.</p> <p>Applications must contain:</p> <ul style="list-style-type: none"> <li>• Forename, surname and personal ID code of the individual</li> <li>• Paper applications must contain a signature. When a query is submitted via email it must be signed digitally</li> <li>• Name and number of the ID document (passport or ID card) must be provided</li> </ul>

5	<b>Where to apply in the UK</b>	Apply using the same details as those from Estonia (see Section 3).
6	<b>How to apply in the UK</b>	The application process is the same as that from Estonia (see Section 4).
7	<b>Who can apply</b>	<ul style="list-style-type: none"> <li>• Individuals</li> <li>• Third parties (with power of attorney)</li> <li>• Under-18s cannot request the information themselves; a parent/ guardian can apply on their behalf</li> </ul>
8	<b>Cost, payment and turnaround</b>	<p><b>Costs</b></p> <p><b>Individual</b></p> <p><b>Via e-File website</b></p> <ul style="list-style-type: none"> <li>• The certificate is free</li> </ul> <p><b>Via email or by post</b></p> <ul style="list-style-type: none"> <li>• The first enquiry is free</li> <li>• Subsequent enquiries are €4</li> </ul> <p><b>Third parties</b></p> <p><b>Via e-File website</b></p> <ul style="list-style-type: none"> <li>• Free to €4</li> </ul> <p><b>Via email or post</b></p> <ul style="list-style-type: none"> <li>• €4</li> </ul> <p>For both types of applicant, payment should be made prior to making the application and, where possible, a copy of the proof of payment should be enclosed.</p> <p><b>Payment</b></p> <p>Payment can be made through the following Institutions (in person or online):</p> <ul style="list-style-type: none"> <li>• SEB Pank – 10220034796011; (IBAN EE 89 1010 2200 3479 6011)</li> <li>• Swedbank – 221023778606; (IBAN EE93 2200 2210 2377 8606)</li> <li>• Danske Bank A/S Estonia – 333416110002; (IBAN EE 40 3300 3334 1611 0002)</li> <li>• Nordea Bank Finland PLC Estonia – 17001577198; (IBAN EE 7017000 1700 1577 198)</li> </ul> <p>Reference number: 2900082388</p> <p>Recipient: Rahandusministeerium (Ministry of Finances)</p> <p><b>Turnaround</b></p> <p><b>Via e-File</b></p> <ul style="list-style-type: none"> <li>• Immediately</li> </ul> <p><b>Via email or post</b></p> <ul style="list-style-type: none"> <li>• Issued within 2 working days after the date of receipt of the request.</li> </ul>



<p><b>9</b></p>	<p><b>How results are presented and security features</b></p>	<ul style="list-style-type: none"> <li>• The certificate contains: <ul style="list-style-type: none"> <li>○ A list of convictions or statement that the individual has not been entered on the register;</li> <li>○ Individual's given name and surname;</li> <li>○ Personal ID code or date and place of birth;</li> <li>○ Sex;</li> <li>○ Name of the court which made the judgment etc.;</li> <li>○ Section, subsection and clause of the Penal Code or other Act which is the basis for the judgment etc; and</li> <li>○ Date on which the judgment etc. enters into force (from Punishment Act).</li> </ul> </li> <li>• The certificate is issued on paper or electronically (depending on the method of application)</li> <li>• To get a certified extract on paper, the application must include the postal address and state that the request should be responded to by post</li> <li>• All certificates are certified by the seal of the register and the signature of the authorised processor of the register</li> </ul>
<p><b>10</b></p>	<p><b>Languages</b></p>	<p>The certificate is only available in Estonian.</p> <p>Individuals may apply at the Estonian Embassy in London to have the certificate translated into English. The Embassy can issue a "Statement of circumstances known to the Consul" which confirms the data from the certificate in English.</p> <p>This can be ordered by post by sending the original certificate; a copy of a passport or ID card; and a postal order to:</p> <p>Estonian Embassy,  44 Queen's Gate Terrace,  London,  SW7 5PJ</p> <p>Tel: +44 (0) 207 838 5388  Fax: +44 (0) 207 589 3430  Email: london@mfa.ee  Website URL: <b>www.london.mfa.ee</b></p> <p>It is advised to check the cost of this service direct with the Embassy. The cost at the time of this report is approximately £27.</p>

11	<b>Criminal convictions listed on certificate</b>	<p>All criminal convictions are listed on the certificate except:</p> <ul style="list-style-type: none"> <li>• Misdemeanour cases where the person has only one valid misdemeanour record with the main punishment being less than 200€ (50 fine units) and with no additional punishment; and</li> <li>• Details of the punishment of minors.</li> </ul> <p>Convictions stay on the register until:</p> <ul style="list-style-type: none"> <li>• 1 year: <ul style="list-style-type: none"> <li>○ After enforcement of a fine, service of detention or completion of community service or service of suspension of driving licence (as main punishment) imposed for a misdemeanour.</li> </ul> </li> <li>• 2 years: <ul style="list-style-type: none"> <li>○ After payment of a fine or service of detention imposed for a misdemeanour concerning tax</li> <li>○ After coercive psychiatric punishment of an individual or application of a sanction to a person under 18 years old</li> <li>○ After the termination of administration of addiction treatment of drug addicts or complex treatment of sex offenders</li> </ul> </li> <li>• 3 years <ul style="list-style-type: none"> <li>○ After the enforcement of a pecuniary punishment or a judgment for compulsory dissolution imposed for a criminal offence;</li> <li>○ After the end of the probationary period determined upon release on parole or conditional release from a pecuniary punishment; and</li> <li>○ After the performance of community service.</li> </ul> </li> <li>• 5 years <ul style="list-style-type: none"> <li>○ After imprisonment of up to 3 to 5 years was served.</li> </ul> </li> <li>• 10 years <ul style="list-style-type: none"> <li>○ After imprisonment of 5 to 20 years was served.</li> </ul> </li> <li>• 15 years <ul style="list-style-type: none"> <li>○ After imprisonment of more than 20 years was served.</li> </ul> </li> <li>• The limitation period for the execution of a judgment has expired (under s82 of the Penal Code)</li> <li>• A supplementary punishment shall be deleted after service of the supplementary punishment</li> <li>• The individual has been pardoned</li> </ul> <p>If a person was a minor during the offence then these convictions stay on the register for:</p> <ul style="list-style-type: none"> <li>• 1 year <ul style="list-style-type: none"> <li>○ After enforcement of a fine, service of detention or completion of community service or service of suspension of driving licence (as main punishment) imposed for a misdemeanour</li> <li>○ After coercive psychiatric punishment of an individual;</li> <li>○ After the termination of administration of addiction treatment of drug addicts</li> </ul> </li> </ul>
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		<ul style="list-style-type: none"> <li>• 2 years <ul style="list-style-type: none"> <li>○ After the enforcement of a pecuniary punishment imposed for a criminal offence</li> <li>○ After the end of the probationary period determined upon release on parole or conditional release from a pecuniary punishment</li> <li>○ After the performance of community service</li> </ul> </li> <li>• 3 years <ul style="list-style-type: none"> <li>○ After imprisonment of up to 5 years was served</li> </ul> </li> <li>• 5 years <ul style="list-style-type: none"> <li>○ After imprisonment of 5 to 10 years was served</li> </ul> </li> </ul> <p>Old convictions are not listed on Notices of the Criminal Records Database.</p>
12	<b>Confirming authenticity</b>	A query can be made to the Criminal Records Database Register of the Centre of Registers and Information Systems (see Section 2).
13	<b>Official bodies providing advice on interpretation of criminal records</b>	Advice can be obtained from the Criminal Records Database of the Centre of Registers and Information Systems (see Section 2).  There is no fee for this and the turnaround time is up to 30 days.
14	<b>Legislation</b>	<ul style="list-style-type: none"> <li>• Punishment Register Act 2011</li> <li>• Penal Code 2001</li> <li>• Archives Act 1935</li> </ul> <p>Criminal Records information is not restricted, but the Data Protection Inspectorate can supervise the process of issuing the certificates to ensure that it is performed according to law under §33 &amp; 34 of Supervision The Punishment Register Act.</p>
15	<b>Pending changes</b>	None
16	<b>Sources of information</b>	Centre of Registers and Information Systems
17	<b>Sample documents</b>	Sample application

**KARISTUSREGISTRI AVALDUS**  
Application to the Criminal Records Database

**1. Päringu taotleja andmed**

Information about the applicant

<b>Ees- ja perekonnanimi:</b>	<i>Nime sisestamiseks klõpsake siia</i>
Given names and surname	
<b>Isikukood:</b>	<i>Isikukoodi sisestamiseks klõpsake siia</i>
Identification code	
<b>Sünniaeg:</b>	<i>Sünniaja sisestamiseks klõpsake siia</i>
Date of birth	
<b>Telefoninumber:</b>	<i>Telefoninumbri sisestamiseks klõpsake siia</i>
Phone number	
<b>E-posti aadress:</b>	<i>E-posti sisestamiseks klõpsake siia</i>
E-mail address	
<b>Elukoha aadress:</b>	<i>Aadressi sisestamiseks klõpsake siia</i>
Address of residence	

**Päring enda kohta:**  **Jah/Yes**  **Ei/No**  
Inquiry about yourself?

**2. Päring teise füüsilise isiku kohta:**  **Jah/Yes**  **Ei/No**  
Inquiry about another natural person?

<b>Eesnimi:</b>	<i>Nime sisestamiseks klõpsake siia</i>
Given name	
<b>Perekonnanimi:</b>	<i>Perekonnanime sisestamiseks klõpsake siia</i>
Surname	
<b>Isikukood</b>	<i>Isikukoodi sisestamiseks klõpsake siia</i>
Identification code	
<b>Sünniaeg:</b>	<i>Sünniaja sisestamiseks klõpsake siia</i>
Date of birth	

**3. Päring juriidilise isiku kohta:**  **Jah/Yes**  **Ei/No**  
Inquiry about a legal person?

<b>Juriidilise isiku nimi</b>	<i>Juriidilise isiku nime sisestamiseks klõpsake siia</i>
Name of the legal person	
<b>Registrikood</b>	<i>Registrikoodi sisestamiseks klõpsake siia</i>
Registration code of the legal person	

**Soovin päringu tulemusi saada (märkida sobiv):**  **e-postiga**  **tavapostiga**  
The results of the inquiry should be sent to (tick the appropriate box): via e-mail via post

**Kinnitan karistusregistrile esitatud andmete õigsust.**  
I confirm that the data submitted to the Criminal Records Database is correct.

Kuupäev/Date  
*Kuupäeva sisestamiseks klõpsake siin.*  
Allkiri/Signature



National Protective  
Security Authority

**SECURITY** **WATCHDOG**  
Part of Capita plc

# Finland

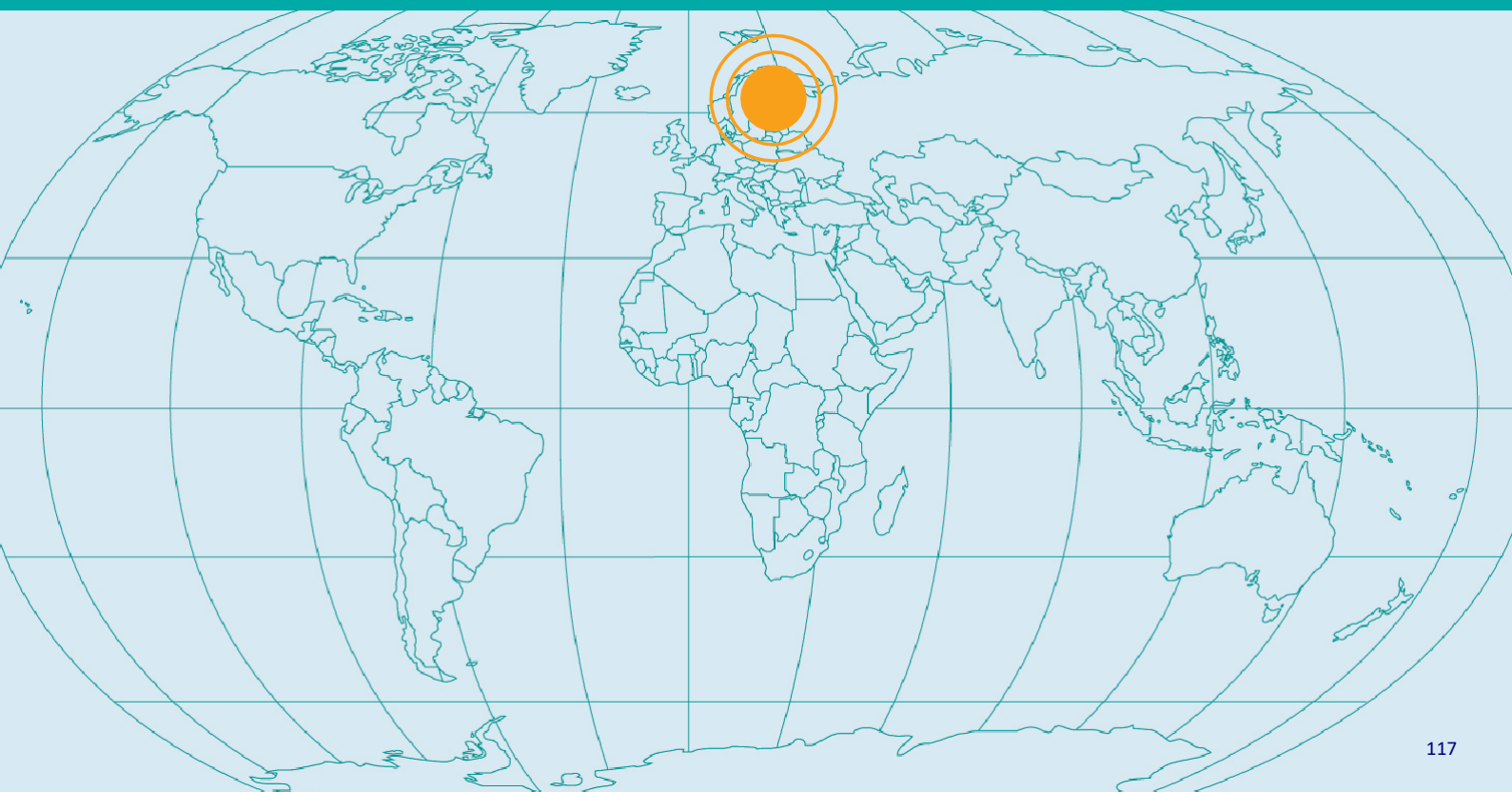
## How to obtain a criminal record check - detailed guidance

Individual applies online/by post/by fax/by email/in person to Legal Register Centre/employer (in certain situations) can apply in person for Security Clearance Check to Finnish Police

Cost €12

Certificate issued in English, Finnish, French, German, Spanish, Swedish

Turnaround 7 working days plus postage time



# Finland

-  1 Name of certificate
-  2 Department responsible for criminal records
-  3 Where to apply in country
-  4 How to apply in country
-  5 Where to apply in the UK
-  6 How to apply in the UK
-  7 Who can apply
-  8 Cost, payment and turnaround
-  9 How results are presented and security features
-  10 Languages
-  11 Criminal convictions listed on certificate
-  12 Confirming authenticity
-  13 Official bodies providing advice on interpretation of criminal records
-  14 Legislation
-  15 Pending changes
-  16 Sources of information
-  17 Sample documents

## *Disclaimer*

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1	<b>Name of certificate</b>	Criminal Record Extracts and Security Clearances
2	<b>Department responsible for criminal records</b>	Legal Register Centre ( <i>Oikeusrekisterikeskus</i> ), operating under the Ministry of Justice.
3	<b>Where to apply in country</b>	<p><b>Extracts from the Criminal Record</b></p> <p>The correct jurisdictional authority to contact for obtaining a criminal record certificate is the Legal Register Centre (<i>Oikeusrekisterikeskus</i>). The contact details are:</p> <p>Legal Register Centre, Vanajantie 10 B, P.O. Box 157, FI-13101 Hämeenlinna, Finland.</p> <p>Tel: +358 (0) 29 566 5770 Fax: +358 (0) 29 56 65 783 Internet: <a href="http://www.oikeusrekisterikeskus.fi">www.oikeusrekisterikeskus.fi</a> Email: <a href="mailto:oikeusrekisterikeskus@om.fi">oikeusrekisterikeskus@om.fi</a> Online: <a href="https://www.suomi.fi/welcome-to-the-renewed-suomifi">https://www.suomi.fi/welcome-to-the-renewed-suomifi</a></p> <p><b>Security Clearance Checks</b></p> <p>Applications for standard and comprehensive security clearance checks (see Section 4) are processed by the Finnish Security Intelligence Service (SUPO). The contact details are:</p> <p>Finnish Security Intelligence Service, Ratakatu 12, P.O. Box 151, 00121 Helsinki, Finland.</p> <p>Tel: +358 295 480 131 (switchboard) Email: <a href="mailto:suojelupoliisi(at)supo.fi">suojelupoliisi(at)supo.fi</a> Web: <a href="http://www.supo.fi/">http://www.supo.fi/</a></p> <p>Applications for concise security clearance checks are handled by local police stations. The location of these stations can be found by using the search function here:</p> <p><a href="https://www.poliisi.fi/">https://www.poliisi.fi/</a></p>

4	<p><b>How to apply in country</b></p>	<p><b>Types of certificate:</b></p> <p>The type of criminal record certificates available for employment purposes are:</p> <p><b>Criminal records extract for working with children</b></p> <p>A criminal records extract for working with children should be given to an employer, authority, educational institution or voluntary organisation in Finland when you begin working with children. An employee's and student's criminal records extract can only be issued personally to the employee or student named in the extract. For example, you cannot authorise your employer to order an extract. If you need a criminal history extract for working with children as a volunteer, the voluntary organisation will order the extract with your consent. This extract can only be presented to a Finnish employer, permit authority, educational institution or voluntary organisation. The recipient of a criminal history extract may not collect or retain the information disclosed in the extract. The recipient may only make a note about having seen the extract and, at the same time, record the identifying data of the extract, i.e. the name of the person in the extract and the date of the extract.</p> <p>Applications may be printed or completed online by clicking on the link:</p> <p><b>Criminal Records Extract for Working with Children</b></p> <p><b>Extract for abroad</b></p> <p>If you are a private individual, in addition to your criminal history extract you can order an extract of your entries for a visa, work permit, residence permit or similar purpose for presenting to an authority abroad.</p> <p>If your criminal record does not have entries, it can be written in English, German, French or Spanish. You cannot order an extract by telephone. Order the extract by writing an informal application, or use the form or online service meant for this purpose. You can send your application by post, online or by e-mail. You will be sent your application by post to the address given in your application.</p> <p>Applications may be printed or completed online by clicking on the link:</p> <p><b>Criminal Records Extract for abroad</b></p> <p><b>Extract for the procurement procedure</b></p> <p>Since the new procurement process legislation (government proposal HE 108/2016 vp) entered into force on 1 January 2017, the Legal Register Centre has also issued criminal records extracts for procurement procedures. You might need a criminal record extract to present to the procurement unit.</p> <p>A company/entity can apply to the Legal Register Centre for criminal records extracts for the procurement procedure concerning the members of administration, management or supervisory body or persons who exercise representative, decision-making or supervisory powers. To disclose information, the consent of the person named in the application is needed. Enclose the consent to your application.</p> <p>The Legal Register Centre cannot assess whether the person is suitable for the task mentioned above. The company/entity presenting the extracts must assess the suitability.</p>
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		<p>Extracts are given for public procurement units in Finland and abroad. If the person’s criminal record extract does not have entries, it can be supplied in English.</p> <p>The extract will be valid for one year from the date of issue, and the same extract can be presented to more than one procurement unit.</p> <p><b>Criminal records extract for volunteering</b></p> <p>From May 2014, voluntary organisations have been able to check the criminal history of their volunteers, subject to certain conditions.</p> <p>The voluntary organisation can check a volunteer’s criminal history if the position involves:</p> <ul style="list-style-type: none"> <li>• Regular and substantial teaching, guidance, treatment or care of a child or time otherwise spent together with a child</li> <li>• Personal interaction with a child</li> <li>• Managing a task alone or in circumstances where a child’s personal integrity cannot be guaranteed despite the organiser of the activity having a guideline or procedure for the activity that seeks to safeguard the child’s personal integrity.</li> </ul> <p>You may only check the criminal history of volunteers who have joined the activity after the Act entered into force on 1 May 2014.</p> <p>For your voluntary organisation to have access to the checking procedure, you must first draw up instructions for the measures you are taking to safeguard the personal integrity of children who participate in your activities.</p> <p>In addition, the organisation must assess the positions for which a criminal history check is considered necessary. When you recruit volunteers and advertise these positions, you must inform your candidates that you will need their criminal record extract.</p> <p><b>Security Clearance Check</b></p> <p>UK companies that have a branch office in Finland may be entitled to apply for a security clearance check on a prospective employee (with the individual’s written consent). The Finnish police service provides three levels of check: limited, basic and extended. This form of disclosure is only available for certain types of employment within Finland. Further details on security clearance checks are provided on the Finnish police service website at: <a href="http://www.poliisi.fi/poliisi/supo/home.nsf/pages/FCBCB8E0FB91412CC2256F5E004DE724?opendocument">www.poliisi.fi/poliisi/supo/home.nsf/pages/FCBCB8E0FB91412CC2256F5E004DE724?opendocument</a></p> <p><b>Application process</b></p>
5	<b>Where to apply in the UK</b>	Applications are made in the same way as those from Finland (see Section 3).

6	<b>How to apply in the UK</b>	<p>The correct process for applying for a criminal record certificate from the UK is the same as from Finland (see Section 4).</p> <p>The Legal Register Centre provides basic information in English about the application process for criminal record extracts. This includes details of what information will be disclosed in accordance with Finnish legislation. However, it does not address the subject of overseas applications, or applications for overseas employment.</p>
7	<b>Who can apply</b>	<p><b>Extract from the Criminal Record:</b> Only individuals can apply.</p> <p><b>Security Clearance Check</b> – If certain conditions are met, employers may apply the Finnish Police. Individuals cannot apply. A security clearance check requires the consent of the subject.</p>
8	<b>Cost, payment and turnaround</b>	<p><b>Cost and payment</b></p> <p>All Criminal Records Extracts are €12.00</p> <p><b>Turnaround</b></p> <p>Processing time for both types of criminal record extract is approximately 7 working days plus posting time.</p> <p>The Legal Register Centre does not provide a fast-track disclosure service.</p>
9	<b>How results are presented and security features</b>	<p>The certificate is printed on A4 paper, which is violet at the top and bottom and white in the middle, with a signature of the official and the official stamp of the Legal Register Centre.</p> <p>Both types of criminal record extract will include the subject's full name, date of birth, social security number and birthplace.</p> <p>The certificate will be posted to the mailing address provided in the application.</p>
10	<b>Languages</b>	<p><b>Language</b></p> <p>Certificates may be requested in English/Finnish/French/German/Spanish.</p> <p>Additionally, the Extract from the Criminal Record may be requested in Swedish.</p> <p>For the Extract from the Criminal Record, language requirements need to be stated on a separate sheet.</p>

11	<b>Criminal convictions listed on certificate</b>	<p><b>Categories of Criminal Conviction</b></p> <ul style="list-style-type: none"> <li>• A criminal record contains the following judgments:</li> <li>• Unconditional imprisonment and conditional imprisonment</li> <li>• Monitoring sentence</li> <li>• Conditional imprisonment, plus fine (supplementary fine), community service or monitoring</li> <li>• Community service instead of unconditional imprisonment</li> <li>• Juvenile penalty, or fine instead of juvenile penalty</li> <li>• Dismissal</li> <li>• Punishment waived due to criminal irresponsibility</li> <li>• Only these fines and conversion sentences for unpaid fines are saved in the criminal records. If no offences in these categories are recorded, this will be stated on the certificate. However, the existence of any other types of conviction will not be indicated.</li> </ul>
		<p><b>Criminal records extract for working with children</b></p> <ul style="list-style-type: none"> <li>• Offences against children <ul style="list-style-type: none"> <li>○ Distribution of sexually obscene pictures</li> <li>○ Aggravated distribution of sexually obscene pictures depicting children</li> <li>○ Possession of a sexually offensive picture depicting a child</li> <li>○ Sexual abuse of a child</li> <li>○ Aggravated sexual abuse of a child</li> <li>○ Purchase of sexual services from a young person</li> <li>○ Sexual grooming of a child</li> </ul> </li> <li>• Sex offences <ul style="list-style-type: none"> <li>○ Rape</li> <li>○ Aggravated rape</li> <li>○ Coercion into sexual intercourse</li> <li>○ Coercion into a sexual act</li> <li>○ Sexual abuse</li> <li>○ Abuse of a victim of prostitution</li> <li>○ Pandering</li> <li>○ Aggravated pandering</li> <li>○ Unlawful marketing of obscene material</li> </ul> </li> <li>• Violent offences <ul style="list-style-type: none"> <li>○ Manslaughter</li> <li>○ Murder</li> <li>○ Killing</li> </ul> </li> </ul>

- Aggravated assault
- Aggravated robbery
- Offences against personal liberty
  - Trafficking in human beings
  - Aggravated trafficking in human beings
- Narcotics offences
  - Narcotics offence
  - Aggravated narcotics offence
  - Unlawful use of narcotics
  - Preparation of a narcotics offence
  - Abetting a narcotics offence
  - Abetting an aggravated narcotics offence
- Your extract will also include information about any fines held in the fines register that have been sentenced for offences against children or sex offences, or for similar offences sentenced in another European Union Member State. Finally, your extract will include information about any bans on working with or otherwise dealing with children that have been imposed in another European Union Member State.
- If you are not guilty of any of the offences given above, your criminal records extract includes a note of this. Therefore, the criminal records extract will not show any information other than the offences listed above, even if there are other entries in the record.

**Extract for the procurement procedure**

- Giving of bribes
- Aggravated giving of bribes
- Giving of bribes to a member of Parliament
- Aggravated giving of bribes to a member of Parliament
- Participation in the activity of a criminal organisation
- Trafficking in human beings
- Aggravated trafficking in human beings
- Tax fraud
- Aggravated tax fraud
- Employment pension insurance premium fraud
- Aggravated employment pension insurance premium fraud
- Subsidy fraud
- Aggravated subsidy fraud
- Misuse of subsidy
- Bribery in business

- Aggravated bribery in business
- Acceptance of a bribe in business
- Aggravated acceptance of a bribe in business
- Money laundering
- Aggravated money laundering
- Conspiracy for the commission of aggravated money laundering
- Negligent money laundering
- Offences made with terrorist intent
- Preparation of an offence to be committed with terrorist intent
- Directing of a terrorist group
- Promotion of the activity of a terrorist group
- Provision of training for the commission of a terrorist offence
- Recruitment for the commission of a terrorist offence
- Financing of terrorism
- Work safety offence
- Working hours offence
- Work discrimination
- Extortionate work discrimination
- Violation of the right to organise
- Unauthorised use of foreign labour

#### **Length of time convictions kept on record**

Judgments will be removed from a criminal record after 5, 10 or 20 years, or at the age of 90 (or upon death) if no recent convictions have been added.

5 years after the date when the judgment became final, all information is removed about:

- Conditional imprisonment
- Conditional imprisonment, plus fine (supplementary fine) community service or monitoring
- Juvenile penalty, or fine instead of juvenile penalty
- Dismissal
- Corporate fine

10 years after the date when the judgment became final, all information is removed about:

- Unconditional imprisonment of up to two years
- Community service given instead of an unconditional sentence

20 years after the date when the judgment became final, all information is removed about:

- Unconditional imprisonment of more than two years and up to five

		<p>years</p> <ul style="list-style-type: none"> <li>• Punishment waived due to criminal irresponsibility</li> </ul> <p>After a person's death or at the age of 90, all information is removed about:</p> <ul style="list-style-type: none"> <li>• Imprisonment of more than five years. If the criminal records still contain information about the person, all of the remaining information will be removed at this point.</li> </ul> <p>Information on an individual punishment is not removed if the criminal records contain information that cannot yet be removed on the grounds of the above rules being applicable to the decision.</p> <p>If a person commits new offences before the previous entry in the criminal records has been removed, all of the information is kept until the write-off period of the most severe sentence has expired.</p>
12	<b>Confirming authenticity</b>	<p>Authenticity can be confirmed at: <a href="http://www.maistraatti.fi/en/List-of-local-register-offices/">www.maistraatti.fi/en/List-of-local-register-offices/</a></p> <p><b>Apostille</b></p> <p>The notary public of a local register office can certify that the signatory of a given document is authorised to do so and provide an Apostille.</p> <p>The price for an Apostille is €12.00.</p>
13	<b>Official bodies providing advice on interpretation of criminal records</b>	<p>Legal Register Centre (see Section 3)</p>
14	<b>Legislation</b>	<ul style="list-style-type: none"> <li>• The Penal Code of Finland 1889</li> <li>• The Criminal Records Act 1993</li> <li>• Act on Background Checks 2002</li> <li>• Investigation of the Criminal History of Persons Working with Children (504/2002). This Act partly implements the Directive 2011/93/EU</li> <li>• Chapter 6 of The Personal Data Act 1999, see <a href="http://www.tietosuoja.fi/1560.htm">www.tietosuoja.fi/1560.htm</a></li> <li>• Information regarding Finnish legislation can be found at:</li> <li>• <a href="http://www.finlex.fi">www.finlex.fi</a></li> </ul>
15	<b>Pending changes</b>	<p>None</p>
16	<b>Sources of information</b>	<p>Legal Register Centre (Oikeusrekisterikeskus)</p> <p><a href="http://lomake.fi">http://lomake.fi</a></p> <p><a href="http://www.suomi.fi">www.suomi.fi</a></p>

<b>17</b>	<b>Sample documents</b>	Sample Criminal Records Extract: Working with Children application form
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**APPLICATION FOR A CRIMINAL RECORDS EXTRACT: WORKING WITH CHILDREN**

Legal Register Centre  
 PO Box 157  
 FI - 13101 HÄMEENLINNA  
 FINLAND

Fax: 029 56 65783

I request a criminal records extract on myself, required for the establishment of a person's criminal background who works with children.  
 The extract is not to be attached to the application but only to be presented by the person selected for an office or duty.

Family Name (also former ones)	
First Names	
ID Code or the date and place of birth, if there is not a Finnish ID code	Nationality, if not Finnish
Mailing Address	
Telephone Number	
Name of the Employer or Authority for whom the extract is ordered	
Duration of an office or duty <input type="checkbox"/> for the time being <input type="checkbox"/> temporary months	
Office or Duty for which the extract is ordered	
Working consists mainly and permanently of work with underaged children in	<input type="checkbox"/> education <input type="checkbox"/> or other, explanation of working <input type="checkbox"/> teaching <input type="checkbox"/> nursing
Date and Signature	

All fields must be completed. Incomplete applications will be left to await clarification, which will prolong delivery time.  
 The extract costs 12,00 euros. An invoice will be sent separately. A surcharge of 5 euros will be charged for reminders. Payments can be enforced without judgement or decision.



National Protective  
Security Authority

**SECURITY** **WATCHDOG**  
Part of Capita plc

# France

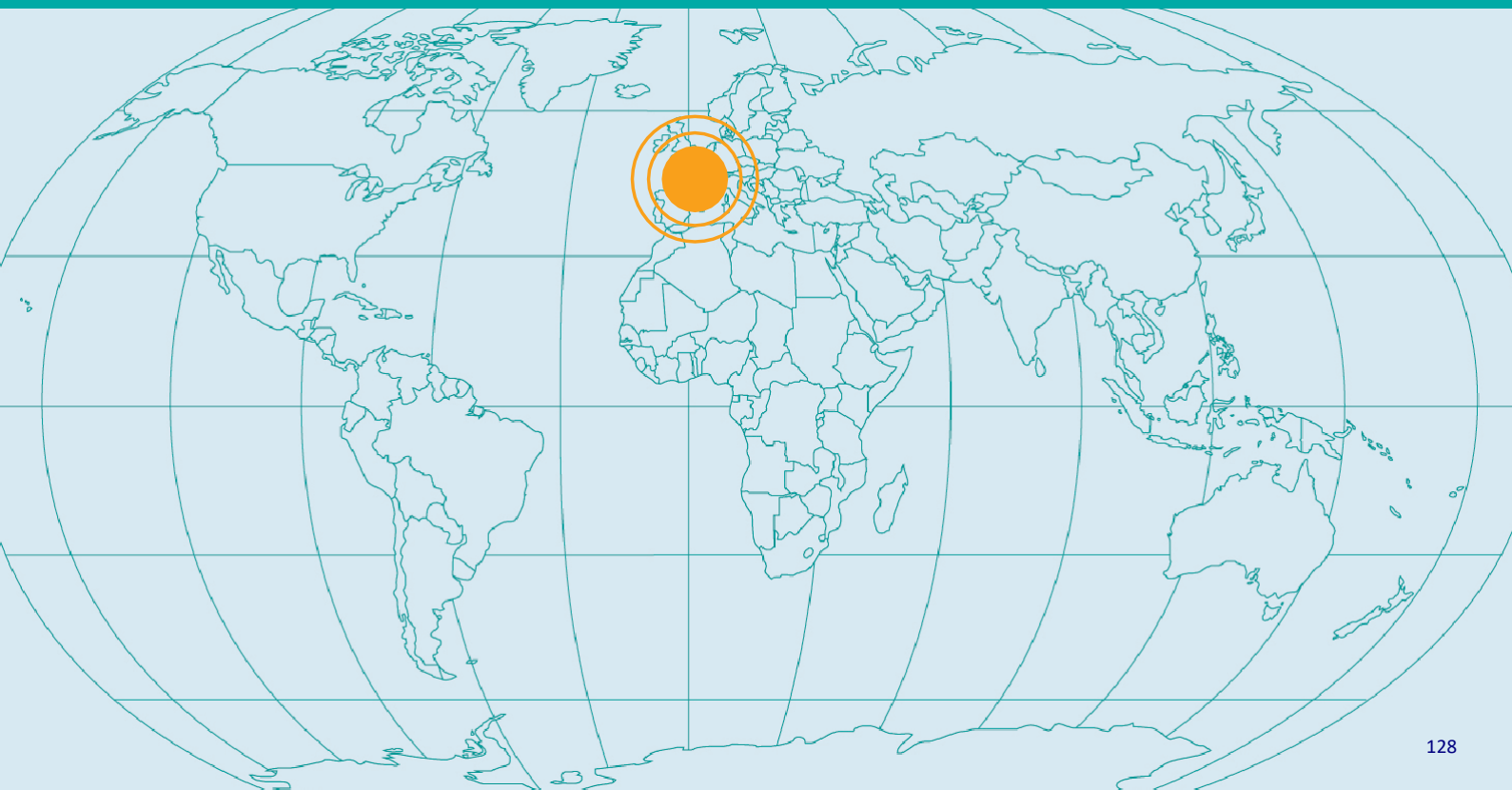
## How to obtain a criminal record check - detailed guidance

Individual applies online to the National Judicial Record (Casier Judiciaire National – CJN).

No cost

Certificates issued in French

Turnaround instant–2 weeks





# France

-  1 Name of certificate
-  2 Department responsible for criminal records
-  3 Where to apply in country
-  4 How to apply in country
-  5 Where to apply in the UK
-  6 How to apply in the UK
-  7 Who can apply
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-  13 Official bodies providing advice on interpretation of criminal records
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-  15 Pending changes
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## *Disclaimer*

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1	<b>Name of certificate</b>	Bulletin n°3 ( <i>Extrait du Casier Judiciaire Bulletin n° 3</i> )
2	<b>Department responsible for criminal records</b>	<p>The criminal records of all French citizens and all non-nationals sentenced in France are maintained in a central electronic register by the Ministry of Justice at:</p> <p>Department of Justice, 13 Place Vendôme, 75042 Paris Cedex 01, France.</p>
3	<b>Where to apply in country</b>	<p>The correct central authority to contact for obtaining a criminal record certificate is National Judicial Record (Casier Judiciaire National – CJN). This is a national government authority covering the whole country.</p> <p>The contact details for the CJN are:</p> <p>Casier Judiciaire National, 107 rue du Landreau 44317 Nantes</p> <p>Tel: +(0033) 2 51 89 89 51 89 51 Fax: +(0033) 2 51 89 89 17/18 Email: <a href="mailto:cjn@justcie.gouv.fr">cjn@justcie.gouv.fr</a> Web: <a href="https://www.cjn.justice.gouv.fr/cjn/b3/eje20">https://www.cjn.justice.gouv.fr/cjn/b3/eje20</a></p>
4	<b>How to apply in country</b>	<p>Applications can be made online at: <a href="https://www.cjn.justice.gouv.fr/cjn/b3/eje20c">https://www.cjn.justice.gouv.fr/cjn/b3/eje20c</a></p> <ul style="list-style-type: none"> <li>• The information required is:</li> <li>• The individual’s gender</li> <li>• The individual’s full name, and maiden name (if applicable)</li> <li>• The individual’s place of birth (town + the exact district for Paris, Lyon and Marseille)</li> <li>• The individual’s date of birth</li> <li>• The postal address to which the Bulletin 3 should be sent</li> </ul> <p>Individuals can elect to receive up to three copies of the certificate.</p> <p><b>Post/Fax/Email/In person:</b> Either:</p> <ul style="list-style-type: none"> <li>• A completed application form with the information as for online applications</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>• A covering letter containing the information requesting the disclosure</li> <li>• It is advisable to include authorised copies of passport and/or identity card, so as to prevent delays</li> <li>• Filiation details (details of the applicant’s parents)</li> <li>• Applicant’s signature</li> </ul> <p>Applications should be sent to the address in Section 3. When applying in person, the applicant only requires:</p>

		<ul style="list-style-type: none"> <li>• The applicant’s passport or national identity card</li> <li>• If a third party has been nominated, a power of attorney with authorised copies of the applicant’s passport/identity card and the third party’s own passport or identity card</li> </ul>
5	<b>Where to apply in the UK</b>	Applications can be made by post, email or fax as detailed in Section 4, or online via the link provided in Section 6.
6	<b>How to apply in the UK</b>	Applications may be made online via the online portal found here: <a href="https://b3-nref.casier-judiciaire.justice.gouv.fr/caformb3/resources/b3form/index.html">https://b3-nref.casier-judiciaire.justice.gouv.fr/caformb3/resources/b3form/index.html</a>
7	<b>Who can apply</b>	<ul style="list-style-type: none"> <li>• Individuals</li> <li>• Third parties can apply in person with written consent</li> <li>• For under-18s, the application must be made by one of the parents</li> </ul>
8	<b>Cost, payment and turnaround</b>	<p><b>Costs</b></p> <p>All extracts are free of charge.</p> <p><b>Turnaround</b></p> <p>With the exception of in-person applications, where the certificate is produced immediately, Bulletin 3 certificates are posted to the individual with a turnaround time of up to 2 weeks.</p> <p>There is no fast track service available</p>
9	<b>How results are presented and security features</b>	<p>A Bulletin 3 will contain the following personal information:</p> <ul style="list-style-type: none"> <li>• Full name</li> <li>• Date of birth</li> <li>• Place of birth</li> </ul> <p>Bulletin 3 certificates with no criminal record are sent by regular post; certificates with a published record are sent by registered post.</p> <p>If no disclosable information is held at the CJN, this will be shown as “néant” immediately beneath the personal information with a thick diagonal line running top-left to bottom-right.</p> <p>The Bulletin 3 contains a stamp of the Ministry of Justice and the name of the magistrate in charge of maintaining the records held by the CJN. Each document has a unique reference number.</p> <p>A sample certificate can be seen in Section 17.</p>
10	<b>Languages</b>	<p><b>Languages</b></p> <p>The criminal record certificate is issued in French.</p> <p><b>Translation</b></p> <p>Certified translations of certificates are available. Each tribunal de grande instance has a list of “sworn” translators. A list of these translators is also available online at the following address: <a href="https://www.annuaire-traducteur-assermente.fr/">https://www.annuaire-traducteur-assermente.fr/</a></p>

11	<b>Criminal convictions listed on certificate</b>	<p><b>Categories of criminal conviction</b></p> <p>The categories of criminal conviction listed on a Bulletin 3 are:</p> <ul style="list-style-type: none"> <li>• Custodial sentences of longer than 2 years without suspension or where the suspension of a sentence was revoked</li> <li>• Custodial sentences of less than 2 years where the tribunal has ordered its disclosure in the CJN</li> <li>• Active bans and disqualifications on the individual (for example restraining orders, directorship disqualifications, licence disqualifications)</li> <li>• Judicial control orders or any bans on exercising a particular profession or activity involving regular contact with minors</li> </ul> <p>The types of criminal conviction in France are:</p> <ul style="list-style-type: none"> <li>• Violence against the person (<i>agression sur les personnes</i>)</li> <li>• Sexual offences (<i>agression sexuelle</i>)</li> <li>• Burglary (<i>vol avec effraction, cambriolage</i>)</li> <li>• Robbery (<i>vol</i>)</li> <li>• Theft and handling stolen goods (<i>vol et recel</i>)</li> <li>• Fraud and forgery (<i>fraude et contrefaçon</i>)</li> <li>• Criminal damage (<i>préjudice sur les biens matériels</i>)</li> <li>• Drug offences (<i>infractions a la législation sur les stupéfiants</i>)</li> <li>• Motoring offences (<i>infractions au code de la route</i>)</li> </ul> <p><b>Length of time convictions kept on record</b></p> <p>Bulletin 3: Criminal records are deleted when the rehabilitation period is ended.</p>
12	<b>Confirming authenticity</b>	The French central authority can confirm authenticity. The service is free of charge and quicker if the request is emailed to <a href="mailto:cjn@justice.gouv.fr">cjn@justice.gouv.fr</a>
13	<b>Official bodies providing advice on interpretation of criminal records</b>	The French central authority can provide interpretation but only by mail and if requested by the individual concerned.
14	<b>Legislation</b>	The legislation that relates to criminal records in France is Articles 768 to 781 of the French Criminal Procedure Code ( <i>Code de Procédure Penale</i> ) from the governing legislation regarding disclosure of criminal records in France. The relevant legislation is published online in French only. It can be found via the following link: <a href="http://www.lexinter.net/PROCPEN/casier_judiciaire.htm">www.lexinter.net/PROCPEN/casier_judiciaire.htm</a> .
15	<b>Pending changes</b>	None
16	<b>Sources of information</b>	Magistrat, chargé de mission DACG/CJN Ministry of Justice NPSA Guidance Document 2014


17	Sample documents	Sample application form  Sample certificate
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Sample application form



LEWAL, FUTUNA, FUTUNA  
REPUBLIQUE FRANÇAISE  
MINISTRE DE LA JUSTICE

**DEMANDE D'EXTRAIT DE CASIER JUDICIAIRE**  
(Bulletin n° 3)



N° 10071\*09

VOUS POUVEZ EFFECTUER VOTRE DEMANDE

Quel que soit votre lieu de naissance	Cas particuliers
<p><u>Sur notre site Internet à l'adresse suivante :</u> <b>www.cjn.justice.gouv.fr</b> <i>réponse sous quelques jours</i></p>	<p>Si vous êtes né(e) à Wallis et Futuna, en Nouvelle Calédonie ou en Polynésie française</p>
<p><u>Par courrier</u> Casier Judiciaire National 44317 NANTES CEDEX 3 <i>réponse sous 2 semaines</i> La copie d'une pièce d'identité en cours de validité est obligatoire pour les personnes nées hors de France</p>	<p><u>Sur place</u> 107 rue du Landreau NANTES (44) Du lundi au vendredi de 9h00 à 12h15 et de 13h45 à 16h00 (fermé l'après-midi du 1er juillet au 31 août) Remise immédiate sur présentation d'une pièce d'identité en cours de validité</p>

Remplissez toutes les rubriques en caractères d'imprimerie

**▶ VOTRE ETAT CIVIL**  
Le bulletin n° 3 ne peut être demandé que par la personne qu'il concerne (Art R. 82 du code de procédure pénale)

NOM \_\_\_\_\_

PRÉNOM(S) \_\_\_\_\_

NOM D'USAGE \_\_\_\_\_  
(x : nom marital)

NÉ(S) LE \_\_\_\_\_

A \_\_\_\_\_ ARRONDISSEMENT (PARLEVIG) \_\_\_\_\_

N° DÉPARTEMENT \_\_\_\_\_ DOM TOM OU PAYS autre que France \_\_\_\_\_

SEXE  Masculin  Féminin

Filiation \_\_\_\_\_

Nom du père \_\_\_\_\_ prénom \_\_\_\_\_

Nom de la mère \_\_\_\_\_ prénom \_\_\_\_\_

**▶ VOTRE ADRESSE PERSONNELLE**  
Le bulletin n° 3 ne peut en aucun cas être délivré à un tiers (Article 777 du code de procédure pénale)

\_\_\_\_\_

N° et Voie \_\_\_\_\_

Code postal \_\_\_\_\_

Ville \_\_\_\_\_

Pays \_\_\_\_\_

NOMBRE D'EXTRAITS DEMANDÉS \_\_\_\_\_ Le \_\_\_\_\_

Signature du demandeur : \_\_\_\_\_

GRATUIT - NE PAS JONDER d'enveloppe ou de timbre pour le retour

Sample certificate

**RÉPUBLIQUE FRANÇAISE**  
**MINISTÈRE DE LA JUSTICE**  
Direction des Affaires criminelles et des grâces  
Casier judiciaire national  
44317 NANTES CEDEX 3

**BULLETIN NUMÉRO 3**

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BULLETIN DÉLIVRÉ LE 07/03/2009

applicable à

nom :

prénom :

né

à

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Relevé des condamnations devant figurer au bulletin n°3 en application de l'article 777 du code de procédure pénale

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Absence de condamnation devant figurer au bulletin n°3, celui-ci ne comporte qu'une barre transversale  
(Art. R.84 du code de procédure pénale)

**SPECIMEN**



National Protective  
Security Authority

**SECURITY** **WATCHDOG**  
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# Germany

## How to obtain a criminal record check - detailed guidance

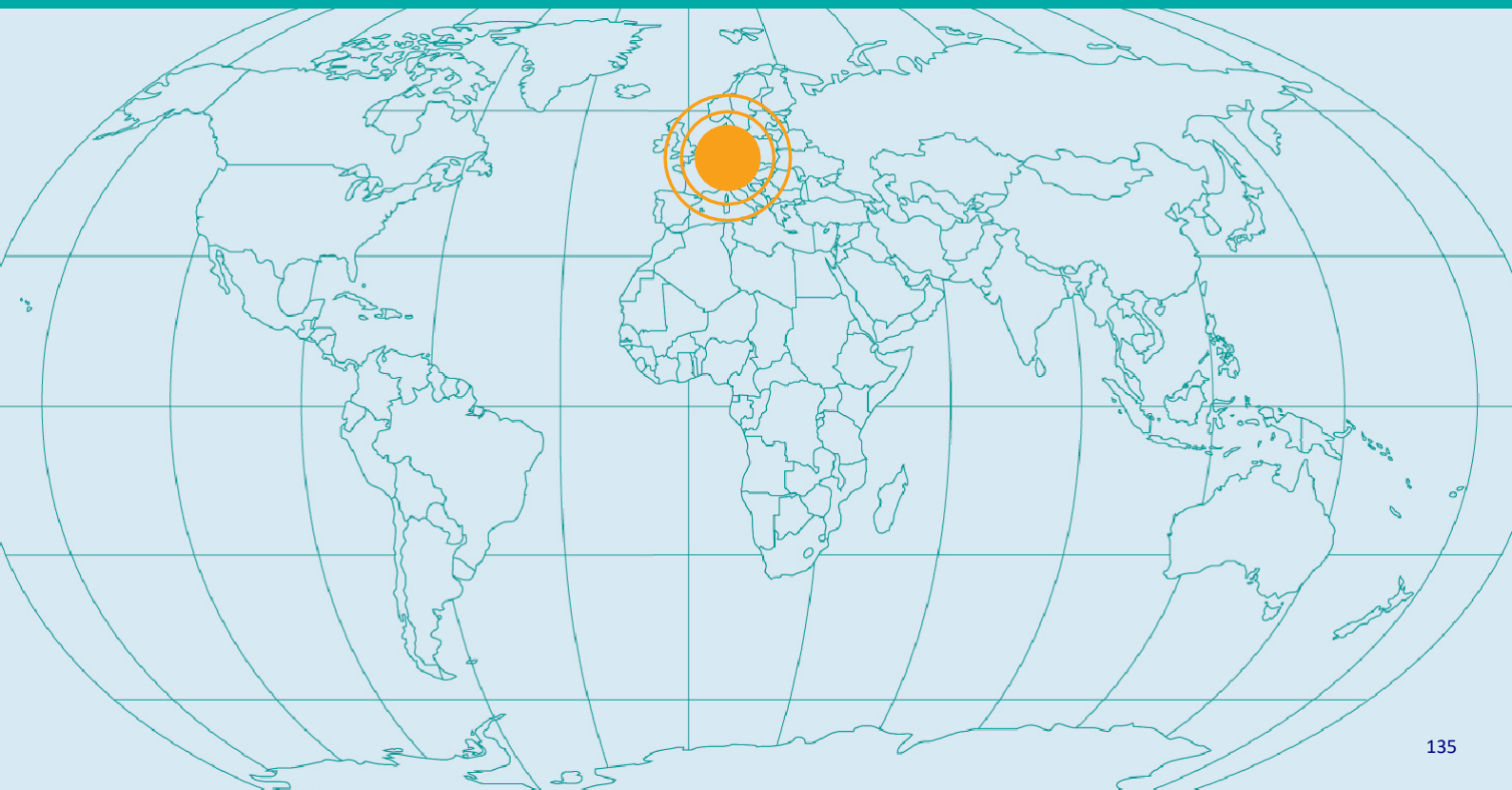
Individual applies in person to local registry office

Applications from the UK by post to Federal Office of Justice

Cost €13

Certificate issued in German

Turnaround 1–4 weeks/fast-track 3 days



# Germany

-  1 Name of certificate
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-  16 Sources of information
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1	<b>Name of certificate</b>	Certificate of Conduct ( <i>Führungszeugnis</i> )
2	<b>Department responsible for criminal records</b>	Federal Central Criminal Register (Bundeszentralregister), Federal Office of Justice, Visitors Service, Adenauerallee 99–103, 53113 Bonn, Germany.  Tel: +49 (0) 228 99 410-5668 Web: <a href="https://www.bundesjustizamt.de/EN/Topics/citizen_services/BZR/BZR_node.html">https://www.bundesjustizamt.de/EN/Topics/citizen_services/BZR/BZR_node.html</a>
3	<b>Where to apply in country</b>	At the individuals local registry office ( <i>örtliche Meldebehörde or Bürgerbüro</i> ). There are around 5,283 local registry offices in Germany and there is no list of these offices. The application should be filed with the registration authority in which the individual is registered or resides.
4	<b>How to apply in country</b>	In person to the office detailed in Section 3 with: <ul style="list-style-type: none"> <li>• Proof of identity (Personalausweis or passport)</li> <li>• Relevant fee or proof of payment</li> <li>• An indication of the purpose of the request</li> </ul>
5	<b>Where to apply in the UK</b>	Federal Office of Justice, Referat IV 2, 53094 Bonn, Germany.
6	<b>How to apply in the UK</b>	By post to the address in Section 5 using the application form from <a href="https://www.bundesjustizamt.de/EN/Topics/citizen_services/BZR/Resident_abroad/Resident_abroad_node.html">https://www.bundesjustizamt.de/EN/Topics/citizen_services/BZR/Resident_abroad/Resident_abroad_node.html</a> (available in French, German and English). A sample can be seen in Section 17.  The individual must include: <ul style="list-style-type: none"> <li>• A certified copy of ID</li> <li>• Reason for the request</li> <li>• Relevant fee or proof of payment</li> <li>• Personal data (on the application form)</li> <li>• Signature which must be officially confirmed (along with the ID) by the German Embassy for a fee of €15 payable in GBP</li> </ul>
7	<b>Who can apply</b>	Individuals over the age of 14 years only. If the individual in question has a statutory representative, this person may also file an application.

8	<b>Cost, payment and turnaround</b>	<p><b>Cost</b></p> <p>€13 per certificate</p> <p><b>Payment</b></p> <p><b>In country</b> – by cash or bank transfer to the Federal Office of Justice:  Bank: Deutsche Bundesbank, Cologne Branch  IBAN No.: DE4937000000038001005  BIC/swift No.: MARKDEF1370  Purpose: (File reference of the event – if known – or the forename and the surname of the person making the application)</p> <p>A carbon copy of the transfer order must be submitted with the application.</p> <p><b>From the UK</b> – bank transfer using the details above or by cheque. Cheques must be paid in Euros and be drawn from a German bank.</p> <p><b>Turnaround</b></p> <p>Turnaround times range from 1 to 4 weeks.</p> <p>The individual can indicate that the criminal record disclosure is urgent. Some local registry offices offer a “speedy certificate of conduct” for an additional €2. In this case the turnaround time is 3 days.</p>
9	<b>How results are presented and security features</b>	<p>The certificate is issued as a hard copy by post to the individual only.</p> <p>Information on the certificate includes (if applicable):</p> <ul style="list-style-type: none"> <li>• Conviction</li> <li>• Date of conviction</li> <li>• Court</li> <li>• Reference</li> <li>• Criminal Act</li> <li>• Type of punishment (imprisonment or fine)</li> </ul> <p>The Certificate of Conduct is printed on green anti-counterfeiting paper from the Federal Printing Office (<i>Bundesdruckerei</i>) and features the federal eagle. See Section 17 for a sample certificate.</p>
10	<b>Languages</b>	<p>The certificate is issued in German only.</p> <p>There is no official translation service available.</p>

11	<b>Criminal convictions listed on certificate</b>	<p>The main categories of criminal conviction listed on a criminal record certificate are:</p> <ul style="list-style-type: none"> <li>• Violence against the person (<i>Körperverletzung</i>)</li> <li>• Sexual offences (<i>Sexualstraftaten</i>)</li> <li>• Burglary (<i>Diebstahl/Einbruch</i>)</li> <li>• Robbery (<i>Raub</i>)</li> <li>• Theft and handling of stolen goods (<i>Hehlerei</i>)</li> <li>• Fraud and forgery (<i>Betrug und Fälschung</i>)</li> <li>• Criminal damage (<i>Sachbeschädigung</i>)</li> <li>• Drug offences (<i>Drogenstraftaten</i>)</li> <li>• Motoring offences (<i>Verkehrsstraftaten</i>)</li> </ul> <p>Judgments will be removed from a criminal record after 5, 10, 15 or 20 years dependent on the crime, if no recent convictions have been added; or at the age of 90.</p> <p>Once a conviction has been removed, the relevant entry in the Central Criminal Registry will be removed within one year and the conviction will cease to appear on the criminal record disclosure documents.</p> <p>The following convictions are never removed:</p> <ul style="list-style-type: none"> <li>• Lifetime imprisonment</li> <li>• Preventive detention</li> <li>• Accommodation in a psychiatric hospital</li> </ul>
12	<b>Confirming authenticity</b>	<p>An Apostille can be obtained to authenticate the certificate. Before applying for an Apostille, the certificate must be overauthenticated.</p> <p><b>Overauthentication</b></p> <p>Overauthentication can be applied for either:</p> <ul style="list-style-type: none"> <li>• When filing the application to issue the Certificate of Conduct</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• After the certificate has been issued by presenting the original certificate of conduct.</li> </ul> <p>The application may be made in person at:</p> <p>Federal Office of Justice Visitors Service Adenauerallee 99–103 53113 Bonn</p> <p>or by single written form to:</p> <p>Federal Office of Justice Sachgebiet IV 31 53094 Bonn</p> <p>Applications for overauthentication and Apostilles must state the country where the certificate of conduct is to be presented. The fee for overauthentication is €20.</p>

		<p><b>Apostille</b></p> <p>The application to request an Apostille should be sent to:</p> <p>Federal Office of Administration Cologne, Division II B 4, 50728 Köln, Germany.</p> <p>If the Apostille and overauthentication applications are made at the same time, they can both be forwarded to the Federal Office of Justice in order to simplify matters. The certificate of conduct is then forwarded to the Federal Office of Administration in Cologne for an Apostille.</p> <p>The fee for issuing the Apostille must be paid to the Federal Office of Administration in Cologne. It does not have to be paid in advance.</p>
13	<b>Official bodies providing advice on interpretation of criminal records</b>	<p>An employer can contact the Federal Office of Justice (see Section 2 for contact details).</p> <p>Verification is free of charge.</p>
14	<b>Legislation</b>	<ul style="list-style-type: none"> <li>• Article 3 of the Federal Central Criminal Register Act 1971</li> <li>• Article 4 of the Federal Central Criminal Register Act 1971</li> <li>• Article 46 (<i>Länge der Tilgungsfrist</i>) of the Federal Central Criminal Register Act 1971</li> <li>• German Federal Data Protection Act (<i>Bundesdatenschutzgesetz</i>) 1990 <a href="http://www.gesetze-im-internet.de/bdsg_1990/">www.gesetze-im-internet.de/bdsg_1990/</a></li> </ul>
15	<b>Pending changes</b>	None
16	<b>Sources of information</b>	<p>International Criminal Record Affairs (<i>Internationale Registerangelegenheiten</i>)</p> <p>NPSA Guidance Document 2014</p> <p><a href="http://www.bundesjustizamt.de">www.bundesjustizamt.de</a></p>
17	<b>Sample documents</b>	Sample application form (from the UK)

Bundesamt für Justiz  
- Bundeszentralregister -  
Referat IV 2  
53094 Bonn

**Sender: (please state your current home address)**

Reference no. (if known): IV2 - \_\_\_\_\_ D \_\_\_\_\_

- I hereby apply for the following to be issued (please mark with a cross as appropriate):
- Certificate of good conduct
  - Extended certificate of good conduct  
(**Written confirmation** that the conditions for application for an extended certificate of good conduct are fulfilled **must be supplied**).
  - Please send the certificate to my home address as stated above.
  - Please send the certificate to the **German authority** indicated below (**certificate of good conduct for official purposes**). It is not possible to send a certificate to foreign authorities.
    - Should the certificate contain any entries, please send it to the
      - German Embassy /  German Consulate in \_\_\_\_\_ (place)  
for prior inspection of the information (please consult the notes on page 2 of this form).

The fee of € 13 for the certificate of conduct (please cross the appropriate box)

- has already been paid.       was transferred on (date) \_\_\_\_\_ to the account of the  
Bundesamt für Justiz  
Deutsche Bundesbank – Cologne branch –  
BIC: MARKDEF1370, IBAN: DE4937000000038001005.
- is enclosed (cheque).

**My personal details are as follows:**

Surname at birth:  
(Required field)

Surname:

First name(s):

Date of birth:  
(DD/MM/YYYY)

Place of birth:

Nationality:

**This form may only be  
used for application by  
an applicant resident in a  
foreign country!**

**Applicant's signature:** .....

**The above signature is hereby certified as authentic and the personal details provided are hereby certified as correct:**

**Seal**

**Date**

**Embassy  
Police station**

**Consulate  
Authority    Notary public**

**Where the certificate is to be sent to a German authority, the following additional information must be given:**

Reference or file no., if known:

Name of authority:

Address of authority:

**Street address:**  
Adenauerallee 99-103  
53113 Bonn  
[www.bundesjustizamt.de](http://www.bundesjustizamt.de)

**Postal address:**  
53094 Bonn  
Germany

**Tel. no.:**  
+49 228 99 410-5668  
**Fax no.:**  
+49 228 99 410-5050

**Opening hours:**  
Mon-Fri 09:00 a.m. – 11:00 a.m.  
Mon-Thu 01:30 p.m. – 03:00 p.m.

## Notes

### 1. How and where to apply

Anyone over the age of 14 who is **resident outside the Federal Republic of Germany** can make a **written** application for a private certificate of good conduct or a certificate of good conduct for official purposes. The Application can be sent directly to the authority holding the register, at the following address:

**Bundesamt für Justiz  
- Bundeszentralregister -  
Sachgebiet IV 2  
53094 Bonn**

The person filing the application must furnish proof of their identity and, if they are acting as a legal representative, of their power of representation. When filing the application, the person concerned may not have themselves represented by a person holding a power of attorney, not even by a lawyer (section 30 (2) of the Federal Central Criminal Register Act [BZRG]). The application must contain the full personal details of the person concerned and must be signed by him/her in person. Additionally, the address is to be stated to which the certificate of good conduct should be sent. The personal details and the signature must be **officially** certified. Such official certification, which must be of a recent date, can be issued by a German diplomatic or consular representation, by a foreign authority, or by a notary public. If the applicant's birth name differs from his/her family name, both names must be stated.

Where an **extended certificate of good conduct** is applied for, the written request of the authority requiring the extended certificate of good conduct must also be supplied in which it is confirmed that the conditions of section 30a (1) of the Federal Central Criminal Register Act are fulfilled. Where an extended certificate of good conduct is to be issued for private purposes, confirmation to this effect must be submitted.

### 2. Fees

The fee for each certificate of good conduct is **€ 13**. Payment may be effected by sending a cheque for this amount or by transferring the sum to the account of the Federal Office of Justice given below:

**Deutsche Bundesbank - Cologne branch -  
IBAN.: DE4937000000038001005  
BIC/SWIFT: MARKDEF1370  
Reference: (file no. - if known - or  
applicant's first and last name)**

All **cheques** must be made out in Euro and be drawn on a German bank. Fees levied by foreign banks for cashing a (foreign) cheque are to be added to the fee for the certificate of good conduct. The relevant foreign bank should be consulted regarding payment by cheque and any fees they may charge.

If the amount is paid by **bank transfer**, the copy of the transfer order is, if possible, to be forwarded to the Federal Office of Justice along with the application for the certificate of good conduct.

The certificate of good conduct cannot be issued until after receipt of the fee or presentation of proof of payment (section 8 of the Judicial Administration Costs Law [JVKostG]).

### 3. Other information

A private certificate of good conduct can only be sent to the applicant personally at his/her private address. A certificate of good conduct for official purposes that is intended to be submitted to a **German** authority will be sent directly to the authority in question. For this reason, the address of the relevant authority as well as the reference and/or file no. of the recipient authority must be indicated on an application for a certificate of good conduct for official purposes.

Certificates of good conduct are issued in German only. The applicant must make his/her own arrangements for any translation required. The content of the certificate of good conduct is governed by the provisions of the Federal Central Criminal Register Act. An application can be made using the application form overleaf.



National Protective  
Security Authority

**SECURITY** **WATCHDOG**  
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# Ghana

## How to obtain a criminal record check - detailed guidance

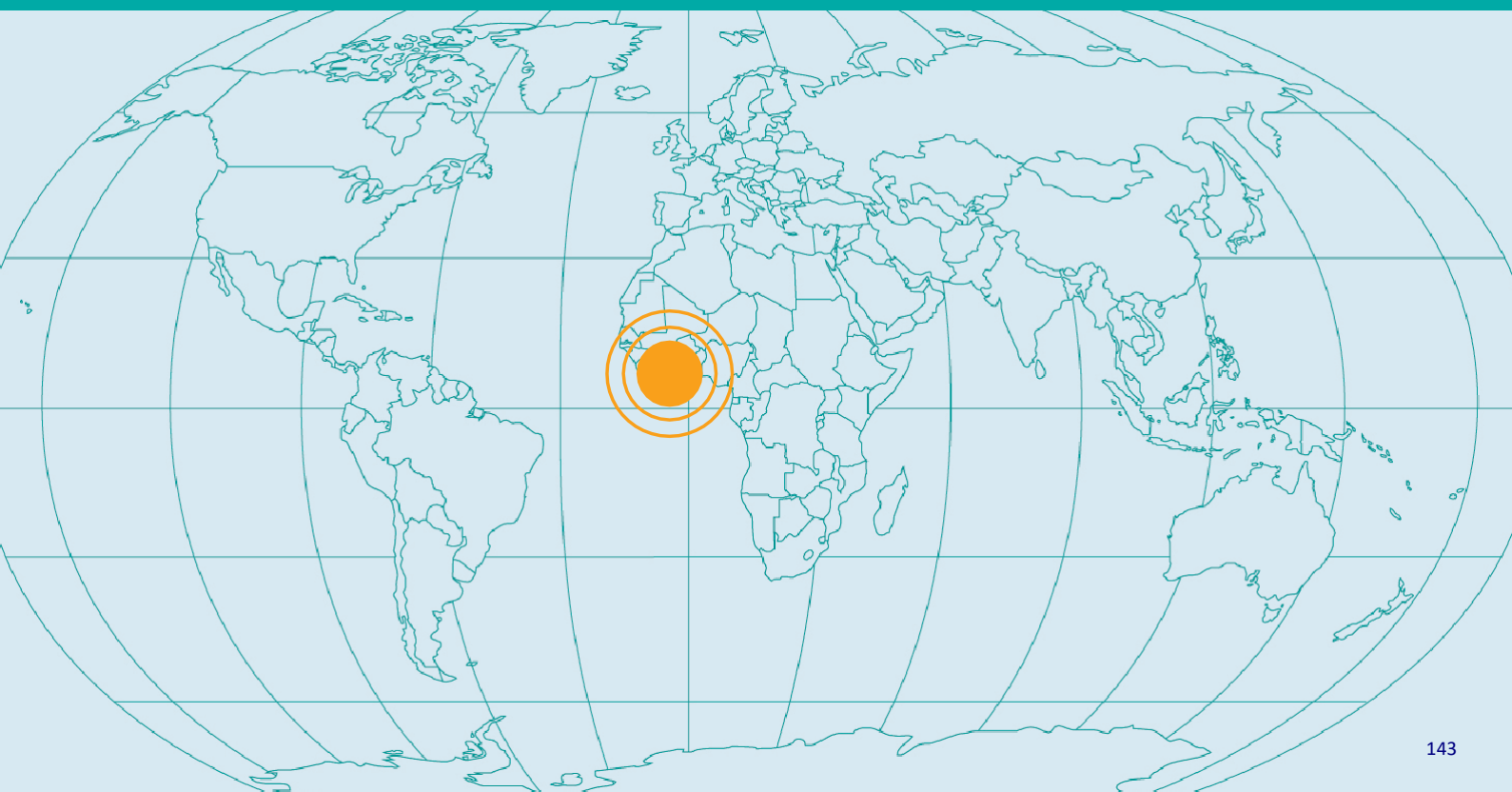
Individuals both in country and within the UK may apply using the online services portal

Fingerprints required

Variable fee payable

Certificates issued in English

Turnaround takes up to 10 days



# Ghana

-  1 Name of certificate
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-  15 Pending changes
-  16 Sources of information
-  17 Sample documents

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1	<b>Name of certificate</b>	Police Clearance Certificate or Criminal Check Report
2	<b>Department responsible for criminal records</b>	<p>The Criminal Records Bureau (CRB) in Accra handles all applications for criminal record checks for individuals resident in Ghana and overseas.</p> <p>The Criminal Records Bureau is operated by the Criminal Investigations Department (CID) of the Ghana Police Service (GPS) and provides criminal records disclosure for Ghanaians and non-Ghanaians who have resided in Ghana for a significant period. The Ghana Police Service is organised on a national basis.</p>
3	<b>Where to apply in country</b>	<p>The contact details for the CRB are:</p> <p>The Director General, Criminal Records Bureau, Criminal Investigations Department, Ghana Police Headquarters, Cantonments (near Ako Adjei interchange), Box GP0116, Accra, Ghana.</p> <p>Tel: +233 (0)21 761250/773906 Fax: +233 (0)21 776672 Web: <a href="http://www.eservices.gov.gh/GPS/SitePages/GPS-Home.aspx">http://www.eservices.gov.gh/GPS/SitePages/GPS-Home.aspx</a></p>
4	<b>How to apply in country</b>	<p>The online application for Finger Print Check/Nominal Vetting is available to both residents and non-residents of Ghana. Now you can register and submit your application online to the Ghana Police Services, in addition to tracking the current status of the application.</p> <ul style="list-style-type: none"> <li>• Fill in the form and attach the relevant document required for the application. In case you find filling the form complicated please click on "<b>Guidelines for Filling forms</b>".</li> <li>• The Police Clearance Certificate is issued to applicants who have been requested by the respective embassies or high commissions and employers to submit police report on them to ascertain whether or not they have any criminal record.</li> </ul> <p>Most embassies or high commissions as well as employers demand police clearance before applicants are considered for visa or employment.</p> <p>Police Clearance Certificates are issued to all Ghanaians upon request. i.e. those living at home (residents) or abroad (non-residents). Police clearance is also issued to foreigners who have stayed in the country for 3 months and above.</p> <p>All applicants are requested to fill out an applicant form, i.e. Fingerprint check for residents and Nominal Vetting for non-residents.</p> <p>A resident who wants his/her criminal background to be checked for employment purposes must come along with an introductory letter from the establishment concerned and addressed to The Director-General/CID, CID HQRS, ACCRA.</p>

5	<b>Where to apply in the UK</b>	Online only
6	<b>How to apply in the UK</b>	<p>For CRB checks in Ghana, please visit the online services portal of the Government of Ghana to access the Ghana Police Service and Criminal Investigations Department to register, apply and pay via <b>www.eservices.gov.gh</b> and <b>www.epayment.gov.gh</b> respectively.</p> <p>For further assistance please contact the Police Section of the Ghana High Commission UK on 020 8342 7550/020 8342 7551.</p>
7	<b>Who can apply</b>	<ul style="list-style-type: none"> <li>• Individuals.</li> <li>• A prospective UK employer can submit an application to the Criminal Records Bureau; however, the individual will have to appear in person</li> <li>• Third parties (with written consent)</li> <li>• Under-18s must be accompanied by a parent or guardian</li> </ul>
8	<b>Cost, payment and turnaround</b>	<p><b>Cost</b></p> <p>Residents: GH¢100.00</p> <p>Non – Residents: GH¢1200.00</p> <p>Employment: GH¢ 60.00</p> <p>Cheques are not accepted</p> <p><b>Turnaround</b></p> <p>It can take up to 10 working days to receive a Police Clearance Certificate or a Criminal Check Report.</p> <p>There is no system in place for fast-track disclosure of priority cases.</p>
9	<b>How results are presented and security features</b>	<p>The results are provided as a hard copy only. The individual or the authorised third party is required to collect the results from the Criminal Records Bureau. The certificate contains:</p> <ul style="list-style-type: none"> <li>• Name of individual</li> <li>• Fingerprints</li> <li>• Results of check</li> <li>• Official stamp of the issuing authority</li> </ul> <p>If a conviction is identified against the individual, the following information will be included:</p> <ul style="list-style-type: none"> <li>• Nature of the offence</li> <li>• Date of conviction</li> <li>• Punishable offences</li> <li>• Name, designation and signature of issuing officer</li> </ul>
10	<b>Languages</b>	Certificates are available in English.

<p><b>11</b></p>	<p><b>Criminal convictions listed on certificate</b></p>	<p>The categories of criminal conviction listed on a criminal record certificate are:</p> <p>Violence against the person</p> <ul style="list-style-type: none"> <li>• Sexual offences</li> <li>• Burglary</li> <li>• Robbery</li> <li>• Theft and handling of stolen goods</li> <li>• Fraud and forgery</li> <li>• Criminal damage</li> <li>• Drug offences</li> <li>• Motoring offences</li> </ul> <p>The official requirement is for criminal conviction details to be held on record for a period of 10 years. However, it is common practice for the Criminal Records Bureau to list all offences registered against an individual including those that go beyond the 10-year limit.</p>
<p><b>12</b></p>	<p><b>Confirming authenticity</b></p>	<p>When requesting and paying for an Authentication of Police Report with the Criminal Investigation Department (CID) of the Ghana Police, once payment has been made, you receive an official Order Confirmation with a valid Order-ID by E-Mail. You will then be contacted by the MDA with instructions on processing your request and required documentation.</p> <p>You will be informed by the Criminal Investigation Department (CID) with your authentication results via an official letter. Applicants must input the total number of scanned police reports uploaded in the "quantity field" before adding to cart.</p> <p>Softcopies of the following files are required for processing:</p> <ul style="list-style-type: none"> <li>• Applicants must upload signed scanned image of the police report</li> <li>• Applicants must upload signed scanned letter from the organization</li> </ul> <p><b>NOTE: STEPS TO RESIZE UPLOAD .JPEG DOCUMENT</b></p> <ul style="list-style-type: none"> <li>• Right click on the image, go to "open with" and select "paint"</li> <li>• Click on resize and select pixels</li> <li>• Disable/uncheck the maintain aspect ratio</li> <li>• Input 400 for both horizontal and vertical</li> <li>• Select ok</li> <li>• Save as jpeg and upload</li> </ul>

<b>13</b>	<b>Official bodies providing advice on interpretation of criminal records</b>	None available
<b>14</b>	<b>Legislation</b>	<p>The release of criminal records information is at the discretion of the Criminal Records Bureau. All public and government bodies in Ghana are bound by the State Secrets Act 1967 (Act 107), Civil Service Law 1993 (PNDCL327) and Civil Service Interim Regulations 1960 (LI 147) which prevent the unauthorised disclosure of information.</p> <p>There is no specific legislation governing criminal records disclosure in Ghana. However, as stated above, there is legislation that prevents the unauthorised disclosure of information.</p>
<b>15</b>	<b>Pending changes</b>	None
<b>16</b>	<b>Sources of information</b>	In Country Legal Resource
<b>17</b>	<b>Sample documents</b>	None



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# Greece

## How to obtain a criminal record check - detailed guidance

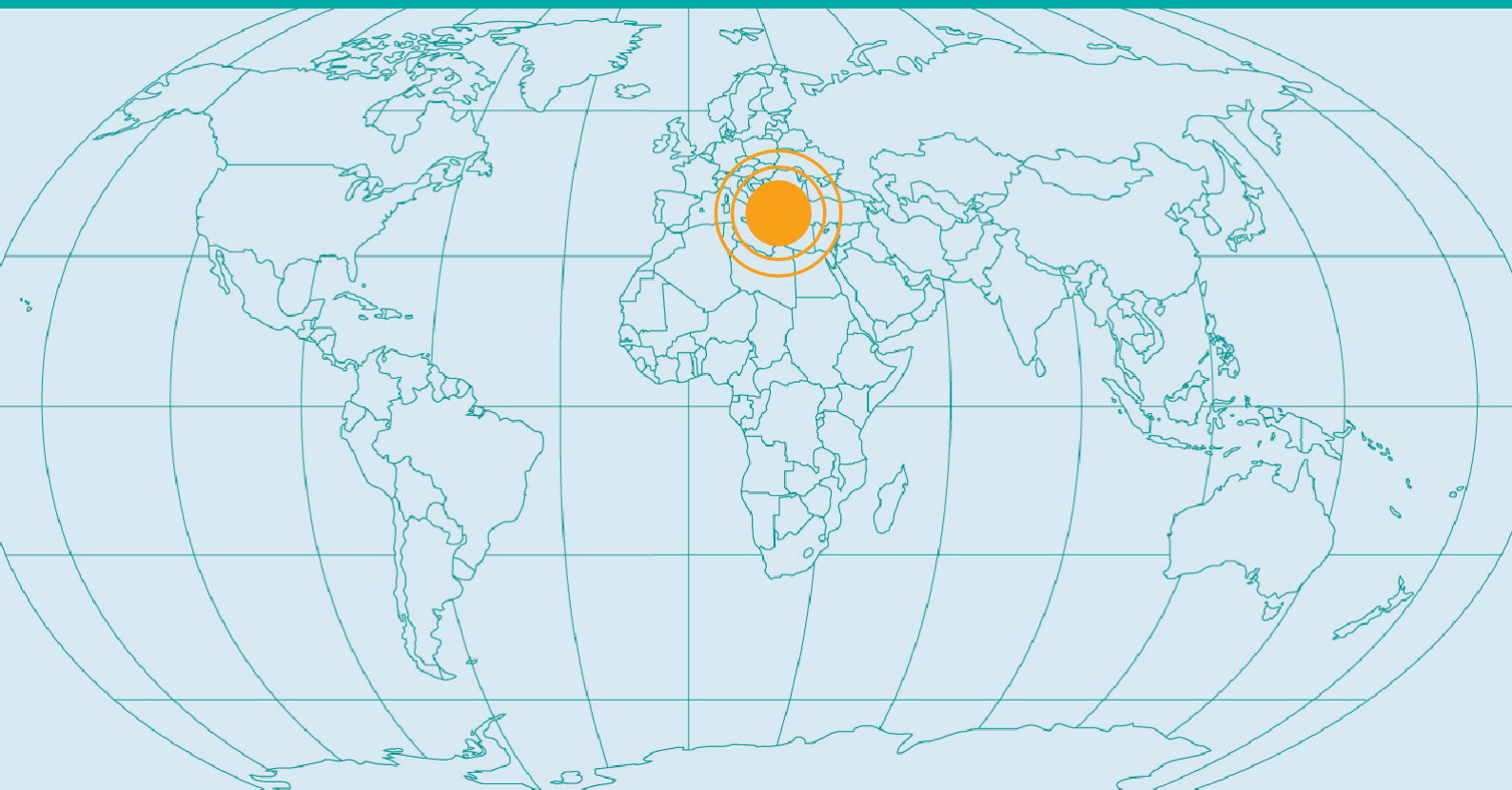
Individual applies online/in person/by telephone to Ministry of Justice/Citizen Service Centre

Applications from UK in person or via representative to the relevant body in Greece only

No cost

Certificate issued in Greek

Turnaround 10 working days in country/UK plus postage times



# Greece

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1	<b>Name of certificate</b>	Penal Records Certificate ( <i>Αντίγραφο Ποινικού Μητρώου/ Antigrafo Pinikou Mitroou</i> )
2	<b>Department responsible for criminal records</b>	Independent Criminal Records Department, Ministry of Justice, Transparency and Human Rights Messogeion 96 115 27 Athens Tel.: +30(0)210 7767300 (switchboard) Fax: +30(0)210 7767187, +30(0)210 7767188 Email: <a href="mailto:ypdipimi@otenet.gr">ypdipimi@otenet.gr</a> Web: <a href="http://www.ministryofjustice.gr/site/en/Leadership/Greetings.aspx">http://www.ministryofjustice.gr/site/en/Leadership/Greetings.aspx</a>
3	<b>Where to apply in country</b>	<ul style="list-style-type: none"> <li>• Online via the NCRIS portal found at: <a href="http://www.ncris.gov.gr/portal/page/portal/epm">http://www.ncris.gov.gr/portal/page/portal/epm</a></li> <li>• Applicants born in Greece should apply at the First Instance Court of the city of birth.</li> <li>• Applicants born abroad should apply at the Penal Records Department of the Ministry of Justice.</li> </ul>
4	<b>How to apply in country</b>	<ul style="list-style-type: none"> <li>• To apply online, individuals must be registered ERMIS and NCRIS systems. Further information on registering and using the portal can be found here: <a href="http://www.ncris.gov.gr/portal/page/portal/epm/SERVICES/useful_questions">http://www.ncris.gov.gr/portal/page/portal/epm/SERVICES/useful_questions</a></li> </ul> <p>For applications in person, an application form is available from the Ministry of Justice website (see Section 2).</p> <p>Proof of identification must be provided when the application is submitted.</p>
5	<b>Where to apply in the UK</b>	See section 3.
6	<b>How to apply in the UK</b>	The Greek Consular Authorities do not accept applications for Penal Records Certificates. The applicant, whether a Greek citizen or a foreigner, should make the request either directly or through a representative, from the competent authorities in Greece which are: <ul style="list-style-type: none"> <li>• For applicants born in Greece, the First Instance Court of the city of birth</li> <li>• For applicants born abroad, the Penal Records Department of the Ministry of Justice</li> </ul>
7	<b>Who can apply</b>	Individuals only

8	<b>Cost, payment and turnaround</b>	<p><b>Cost</b></p> <p>Greek and EU citizens: There is no charge for a Penal Record Certificate, however postage fees will need to be paid if the certificate is returned by post.</p> <p>Non-EU citizens: €30.00/£26.10 accepted in cash only, plus postage fees.</p> <p><b>Turnaround</b></p> <p>A Penal Record Certificate is issued within 10 working days from receipt of the application, although this may take longer from the UK.</p> <p>There is no fast-track system in place.</p>
9	<b>How results are presented and security features</b>	<p>Results can be returned by post or collected in person.</p> <p><b>In Greece</b></p> <ul style="list-style-type: none"> <li>• If applications are made by telephone or post, results are returned to the requested post office via registered post</li> <li>• The individual must provide a form of identification when collecting the document from the post office</li> </ul> <p><b>From the UK</b></p> <p>The individual may collect their Penal Record from the Greek Embassy or any of the Greek consulates in the UK on presentation of identification.</p> <p>The Penal Record Copy will contain:</p> <ul style="list-style-type: none"> <li>• First name</li> <li>• Surname</li> <li>• Father's name</li> <li>• Mother's name</li> <li>• Place and date of birth</li> <li>• ID number or passport number</li> <li>• Details of any criminal convictions</li> </ul> <p>If no offences are present, the word "ZERO" (<i>ΜΗΔΕΝ – MIDEN</i>) will appear, indicating that the record is blank.</p> <p>Security features include:</p> <ul style="list-style-type: none"> <li>• Official stamp of the authorised public authority (Public Prosecutor's Office of District Court Judges – (<i>Εισαγγελία Πρωτοδικών - Isaggela Protodikon</i>) or Ministry of Justice)</li> <li>• Signature of the authorised public officer.</li> </ul> <p>A sample can be seen in <a href="#">Section 17</a>.</p>



10	Languages	<p><b>Language</b></p> <p>The criminal record certificate is available in Greek only.</p> <p><b>Translation</b></p> <p>The Ministry of Foreign Affairs has an official translation department which can translate a Penal Record at a cost of €15–45. More information can be found at <a href="http://www.mfa.gr/en/citizen-services/translation-service/translation-service.html">www.mfa.gr/en/citizen-services/translation-service/translation-service.html</a></p> <p>It may also be possible to obtain translation through the Embassy detailed in <b>Section 5</b>.</p>
11	Criminal convictions listed on certificate	<p>The categories of criminal conviction listed on the certificate are:</p> <ul style="list-style-type: none"> <li>• Violence against the person (Άσκηση Βίας – <i>Askisi vias</i>)</li> <li>• Sexual offence (Σεξουαλική Παρενόχληση – <i>Sexoualiki parenohlisi</i>)</li> <li>• Burglary (Διάρρηξη – <i>Diarriksi</i>)</li> <li>• Robbery (Ληστεία – <i>Listeia</i>)</li> <li>• Theft and handling stolen goods (Κλοπή – <i>Klopi</i>)</li> <li>• Fraud and forgery (Απάτη, πλαστογραφία – <i>Apati, plastografia</i>)</li> <li>• Criminal damage (Εγκληματική Ενέργεια – <i>Egklimatiki energeia</i>)</li> <li>• Drug offences (Διακίνηση, εμπορία ναρκωτικών – <i>Diakinisi, emporia narkotikon</i>)</li> <li>• Punishable driving code offences (Παράβαση Κώδικα Οδικής Κυκλοφορίας <i>Paravasi kodika odikis kikloforias</i>)</li> </ul> <p>Individuals can appeal for convictions to be removed from the Penal Record.</p> <p>Convictions are removed after:</p> <ul style="list-style-type: none"> <li>• 10 years, for fines or imprisonment of up to 2 months</li> <li>• 5 years, for suspended sentences</li> <li>• In all other cases, convictions remain on the Penal Record until the death of the convicted or when they reach the age of 80. Juvenile convictions remain on record until the individual reaches 17 years old or, if the conviction involved confinement to a mental institute, for 5 years after the conviction.</li> <li>• When the relevant court decision is cancelled or reversed or the convicted is granted amnesty.</li> </ul>
12	Confirming authenticity	<p>This country has joined The <i>Hague Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents</i>. This enables criminal record checks to be authenticated by means of an Apostille. For further information on how to obtain an Apostille from this country, please see: <a href="http://www.hcch.net/index_en.php?act=authorities.details&amp;aid=323">www.hcch.net/index_en.php?act=authorities.details&amp;aid=323</a></p>
13	Official bodies providing advice on interpretation of criminal	None

	<b>records</b>	
<b>14</b>	<b>Legislation</b>	<ul style="list-style-type: none"> <li>• The Data Protection Authority in Kifisias is the authority/commission that oversees and enforces data protection in Greece.</li> <li>• Greece follows the Data Protection Directive 95/46/EC that was put in place by the European Union.</li> <li>• Greece has implemented the provisions of the data protection directive through Law 2472/1997 on the Protection of Individuals with regard to the Processing of Personal Data, and their amendments.</li> </ul>
<b>15</b>	<b>Pending changes</b>	Plans are underway to introduce an online application process before 2018.
<b>16</b>	<b>Sources of information</b>	<p>NPSA Guidance Document 2014Ministry of Justice, Greece</p> <p><b><a href="http://www.greekembassy.org.uk">www.greekembassy.org.uk</a></b></p> <p>Hague Conference on Private International Law website: <b><a href="http://www.hcch.net/">www.hcch.net/</a></b></p>
<b>17</b>	<b>Sample documents</b>	<p>Sample application form</p> <p>Sample certificate</p>

**ΑΙΤΗΣΗ  
APPLICATION FORM**

**ΠΡΟΣ: Γενικό  
Προξενείο Λονδίνου**

Όνομα / Name

Λονδίνο – London, .../.../.....

.....

Επώνυμο / Surname

Παρακαλώ να μου χορηγήσετε:  
You are kindly requested to issue:

.....

Όνομα και επώνυμο πατέρα  
Father's name & surname

.....

Όνομα και επώνυμο μητέρας  
Mother's name & surname

.....

Το γένος της μητέρας  
Mother's maiden name

.....

Επάγγελμα / Profession

.....

Τόπος και ημερομηνία γέννησης  
Date & place of birth

.....

Όνομα και επώνυμο συζύγου  
Spouse's name & surname

Δ/ση κατοικίας στην Αγγλία  
Home address in the U.K.

.....

Ο Αιτών/ Η Αιτούσα      Signature

Τηλέφωνο / Telephone number

.....

Αριθμός διαβατηρίου  
Passport no

.....

Ημερομηνία έκδοσης  
Date of issue

.....

Υπηκοότητα / Nationality

.....



ΕΛΛΗΝΙΚΗ ΔΗΜΟΚΡΑΤΙΑ  
ΥΠΟΥΡΓΕΙΟ ΔΙΚΑΙΟΣΥΝΗΣ  
ΓΕΝ. Δ/ΝΣΗ ΔΙΟΙΚΗΣΗΣ ΔΙΚΑΙΟΣΥΝΗΣ  
ΑΥΤΟΤΕΛΕΣ ΤΜΗΜΑ ΠΟΙΝΙΚΟΥ  
ΜΗΤΡΩΟΥ

**ΑΙΤΗΣΗ**

ΠΑΤΡΙΚΟ ΕΠΩΝΥΜΟ (FAMILY NAME):

ΚΥΡΙΟ ΟΝΟΜΑ (NAME):

ΟΝΟΜΑ ΠΑΤΕΡΑ (FATHER'S NAME):

ΟΝΟΜΑ ΚΑΙ ΕΠΩΝΥΜΟ ΜΗΤΕΡΑΣ  
(MOTHER'S FIRST AND FAMILY NAME):

ΟΝΟΜΑ ΚΑΙ ΕΠΩΝΥΜΟ ΣΥΖΥΓΟΥ  
(HUSBAND'S NAME AND SURNAME):

ΤΟΠΟΣ ΓΕΝΝΗΣΗΣ - ΕΤΟΣ ΓΕΝΝΗΣΗΣ  
(PLACE OF BIRTH - YEAR OF BIRTH):

ΑΡ. ΔΕΛΤΙΟΥ ΤΑΥΤΟΤΗΤΑΣ  
ΚΑΙ ΑΡΧΗ ΕΚΔΟΣΗΣ:

PASSPORT NUMBER/COUNTRY:

ΔΙΕΥΘΥΝΣΗ ΑΠΟΣΤΟΛΗΣ  
ΠΙΣΤΟΠΟΙΗΤΙΚΩΝ/ΔΙΟΙΚΗΤΙΚΩΝ  
ΕΓΓΡΑΦΩΝ  
(ADDRESS FOR RESPONDING RECORD/  
ADMINISTRATIVE DOCUMENTS):

ΤΗΛΕΦΩΝΟ (TELEPHONE NUMBER):

**Π Ρ Ο Σ:**

Το Υπουργείο Δικαιοσύνης  
Αυτοτελές Τμήμα Ποινικού  
Μητρώου

Παρακαλώ να μου  
χορηγήσετε αντίγραφο ποινικού  
μητρώου.

▪ γενικής  
▪ δικαστικής χρήσης  
• Το αιτούμενο αντίγραφο  
ποινικού μητρώου θα υποβληθεί  
ως απαιτούμενο κατά νόμο  
δικαστολογητικό στο/στην .....

•• Παρακαλώ όπως το  
αντίγραφο ποινικού μητρώου  
δικαστικής χρήσης αποσταλεί  
στο/στην .....

Αθήνα,

2003

Ο/Η Αιτών/ουσα

(Υπογραφή)

▲ Συμπληρώνεται από τις αιτούσες που έχουν τελώσει γάμο, είτε είναι έγγαμες, είτε είναι  
διαζευγμένες κατά το χρόνο υποβολής της αίτησης.

• Αναγράφεται ο τίτλος της δικαστικής αρχής στην οποία θα υποβληθεί το αιτούμενο  
αντίγραφο ποινικού μητρώου.

•• Αναγράφονται τα πλήρη στοιχεία (τίτλος ταχυδρομική διεύθυνση) της Υπηρεσίας που  
είναι καθ' ύλην αρμόδια για τον διορισμό του/της αιτούντος/αιτούσας.



National Protective  
Security Authority

**SECURITY** **WATCHDOG**  
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# Hungary

## How to obtain a criminal record check - detailed guidance

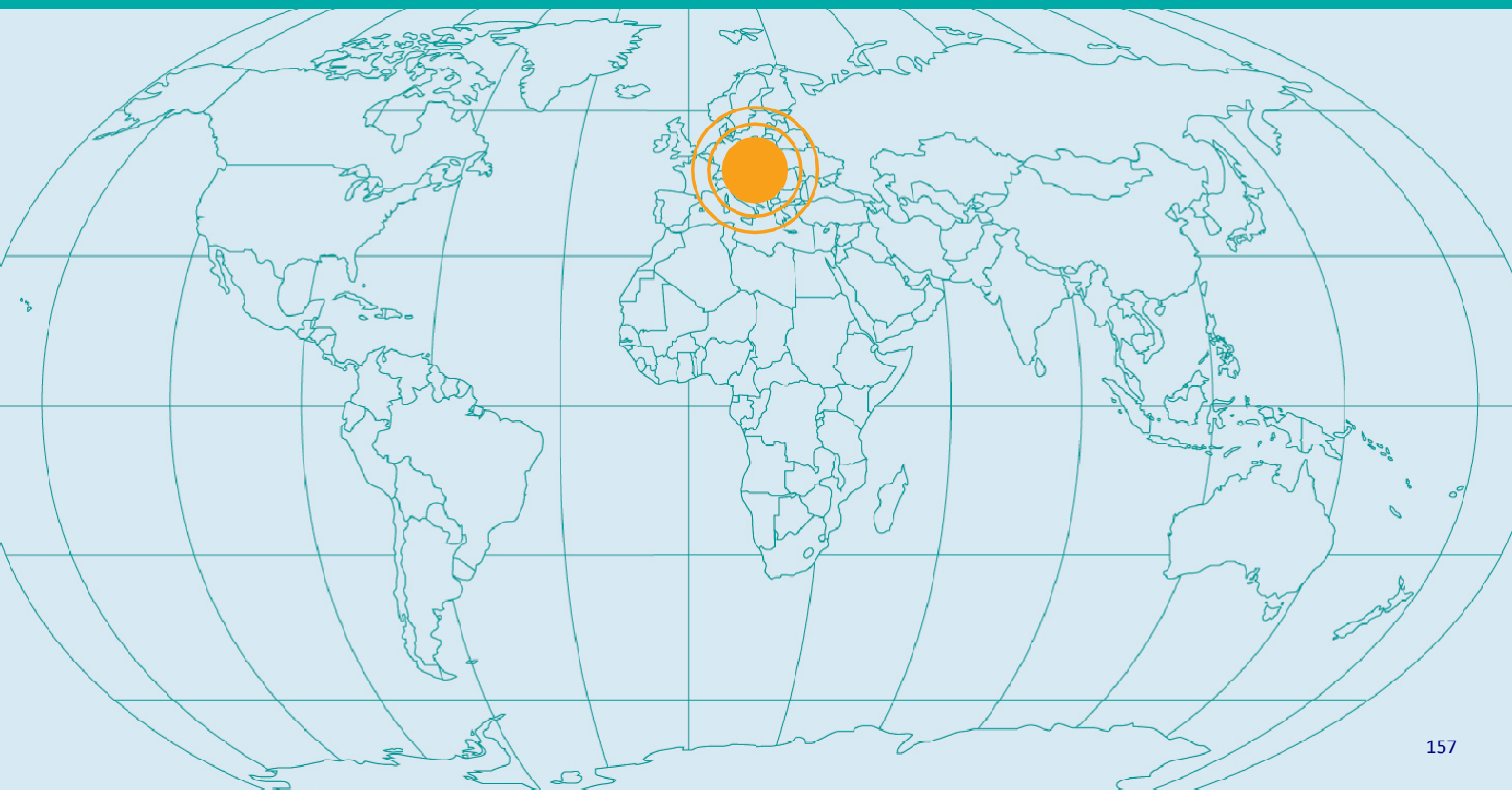
Individual/third party (with written consent) applies in person/by post/  
online to the Criminal Records Authority/Central Document Office

Applications from UK online via Embassy website

Cost 3100–4400 HUF/UK Cost varies

Certificate issued in Hungarian

Turnaround in Hungary typically 5 - 8 days/UK a few weeks



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1	<b>Name of certificate</b>	Certificate of Good Conduct ( <i>Hatósági Erkölcsi Bizonyítvány</i> )
2	<b>Department responsible for criminal records</b>	Criminal Records Authority, Ministry of Interior (Belügyminisztérium)1097 Budapest,Vaskapu utca 30/A,Hungary.
3	<b>Where to apply in country</b>	<p><b>By post</b></p> <p>Belügyminisztérium Bűnügyi Nyilvántartó Hatóság, 1476 Budapest, Pf. 380, Hungary.</p> <p><b>In person</b></p> <p>Ministry of Interior Criminal Records Authority, 1097 Budapest, Vaskapu utca 30/A. (appointment needed, call 1818)</p> <p>Hungary</p> <p>Web: <a href="http://www.nyilvantarto.hu/hu/erkolcsi">http://www.nyilvantarto.hu/hu/erkolcsi</a>"</p>
4	<b>How to apply in country</b>	<p><b>By post</b></p> <p>The individual must buy an envelope from the Hungarian Post Office, which contains an application form. After the form is completed it must be sent to the address in Section 3.</p> <p><b>In person</b></p> <p>The certificate can be applied for at the address in Section 3.</p> <p><b>Online</b></p> <p>The application can be submitted online only if the applicant has access to the Client Gate (this can be requested from Hungary or on the Hungarian Embassies).</p> <p>For all methods of application, the applicant must complete and sign the application form. The provided data is used as identification, which is carried out using the Population Register.</p> <p>If the individual is applying in person they must show their ID card, driving licence or passport.</p> <p>Sample application forms can be seen in Section 17.</p>

5	<b>Where to apply in the UK</b>	<p>Hungarian Embassy, 35 Eaton Place, London, SW1X 8BY</p> <p>Tel: +44 (0) 20 7201 3440 Fax: +44 (0) 20 7823 1348 Web: <a href="http://www.mfa.gov.hu/kulkepvisolet/UK/hu/Konzuliinfo/">www.mfa.gov.hu/kulkepvisolet/UK/hu/Konzuliinfo/</a></p>
6	<b>How to apply in the UK</b>	<p>The certificate can be applied for at the Hungarian Embassy using an online application form (<i>Hatósági erkölcsi bizonyítvány kiállítása iránti kérelem</i>) which is available on the Embassy website (see Section 5).</p> <p>The individual must complete the application form and attach a copy of their passport.</p> <p>A stamped addressed envelope (recorded mail) must also be enclosed.</p> <p>A short cover letter should also be provided including a contact telephone number and/or email address, should further information be required.</p> <p>Applications can be made to the address in Section 5:</p> <ul style="list-style-type: none"> <li>• In person (a prior appointment is necessary)</li> <li>• By post</li> </ul>
7	<b>Who can apply</b>	<p>The following people can apply for a Certificate of Good Conduct:</p> <ul style="list-style-type: none"> <li>• Individuals</li> <li>• Third parties (with valid authorisation)</li> <li>• Employers – in certain situations</li> </ul> <p>There are several professions, for which the law stipulates a special legal condition which has to be fulfilled to take the job. In those cases the future employee has to require that condition to be verified by the certificate.</p>
8	<b>Cost, payment and turnaround</b>	<p>In country 4 pieces / year - free of charge, from 5th 3000Huf/piece, can be paid by bank transfer or fee stamp.</p> <p>If the certificate is applied for in person (The certificate can be applied for at the address in Section 3.) the fee has the same terms.</p> <p>The turnaround time is 8 days. For in person applications, the turnaround time is 5 days, but certificates are usually issued immediately.</p>



		<p><b>From the UK</b></p> <p>Fees for applications made at the Embassy vary. Check for details.</p> <p>Payment can be made at the Embassy by cash or credit card or postal order made payable to “The Embassy of Hungary”.</p> <p>Turnaround time from the Embassy is a few weeks.</p>
9	<b>How results are presented and security features</b>	<p>Certificates contain the following information:</p> <ul style="list-style-type: none"> <li>• Name of the issuing authority</li> <li>• Name and surname</li> <li>• Place of birth and date of birth</li> <li>• Birth name of mother</li> <li>• Nationality</li> <li>• Permanent address according to the Population Register</li> <li>• Statement according to the application</li> <li>• Date and place of issuance</li> <li>• Name, position and signature of the Head of the Criminal Records Authority</li> <li>• Legal information</li> </ul> <p>Security features include special ink, a watermark and a unique identifier number.</p>
10	<b>Languages</b>	<p>Certificates are only available in Hungarian.</p> <p>There is no official translation service.</p>
11	<b>Criminal convictions listed on certificate</b>	<p>The certificate does not contain details of convictions, but shows whether the individual is restricted from a particular profession.</p> <p>Convictions remain on record for 3–12 years from the end of the expiry period depending on the offence and the penalty.</p>
12	<b>Confirming authenticity</b>	<p>Authenticity of certificates can be ascertained online using the service Web Assistant Application (webes ügysegéd) on Deputy State Secretariat for the Management of the Ministry of the Interior (Belügyminisztérium Nyilvántartások Vezetéséért Felelős Helyettes Államtitkárság) website at: <a href="http://www.nyilvantarto.hu/hu/erkolcsi_hb_ellenorzes">http://www.nyilvantarto.hu/hu/erkolcsi_hb_ellenorzes</a></p> <p>This service is free.</p>
13	<b>Official bodies providing advice on interpretation of criminal records</b>	<p>The Criminal Records Authority can provide assistance. See <a href="http://www.nyilvantarto.hu/hu/erkolcsi">http://www.nyilvantarto.hu/hu/erkolcsi</a> for more details.</p>
14	<b>Legislation</b>	<p>Act C of 2012 (Criminal Code of Hungary)</p> <p>Act XLVII of 2009 (Act on Criminal Registers)</p> <p>Act CXII of 2011 (Act on Data Protection)</p>

<b>15</b>	<b>Pending changes</b>	There are plans to issue an electronic Certificate of Good Conduct with an electronic signature for applications from abroad. No further information was available at the time of publication.
<b>16</b>	<b>Sources of information</b>	Ministry of Interior, Criminal Records Authority, Hungary
<b>17</b>	<b>Sample documents</b>	Sample application form Sample certificate

# HATÓSÁGI ERKÖLCSI BIZONYÍTVÁNY KIÁLLÍTÁSA IRÁNTI KÉRŐLAP

## I. A KÉRELMEZŐ ADATAI

1. Személyi azonosító (A lakcímkártya hátoldalán található):

Tisztelt Kérelmező! Kérjük, a kérelőlap kitöltése előtt olvassa el a mellékelt tájékoztatót! A kérelőlapot nyomtatott nagybetűkkel töltsse ki!

2. Viselt név:

Az 1-es és a 2-es pont hiánytalan kitöltése esetén a 3–7. pontok kitöltése nem kötelező!

3. Születési családi név:

Születési utónév 1.:

Születési utónév 2.:

4. Születési hely:

5. Születési idő:

6. Állampolgársága:

7. Anyja születési családi neve:

Anyja születési utóneve 1.:

Anyja születési utóneve 2.:

8. Tartózkodási hely (A kérelmező aktuális elérhetősége, levelezési címe):

Irányítószám:

Település:

Kerület:

Közterület neve:

Közterület jellege (út, utca, körút stb.):

Hátszám vagy helyrajzi szám:

Épület:

Lépcsőház:

Emelet:

Ajtó:

Tel. szám:

A telefonszám megadása nem kötelező, az csupán az esetlegesen szükségessé váló kapcsolatfelvételt segítheti elő.

## II. A BIZONYÍTVÁNY CÍMZETTJÉNEK BELFÖLDI KÉZBESÍTÉSI ADATAI:

Amennyiben **saját részére vagy más, természetes személy (meghatalmazott) részére** kéri a bizonyítványát kézbesíteni, kérem, tegyen „X”-et a „természetes személy” előtti karikába, majd adja meg a saját vagy meghatalmazottja nevét és belföldi kézbesítési (levelezési) címét.

Amennyiben **valamely szerv (intézmény, hatóság stb.) részére** kéri a bizonyítványát kézbesíteni, kérem, tegyen „X”-et a „jogi személy” előtti karikába, majd adja meg ezen szerv nevét és belföldi kézbesítési címét!

természetes személy  jogi személy

**Figyelem! Külföldi címre bizonyítványt nem kézbesítünk!**

A címzett neve:

Irányítószám:

Település:

Kerület:

Közterület neve:

Közterület jellege (út, utca, körút stb.):

Hátszám vagy helyrajzi szám:

Épület:

Lépcsőház:

Emelet:

Ajtó:

Amennyiben megadja e-mail címét, elkészült bizonyítványának postai kézbesítés céljából történő átadásakor, elektronikus levélben kap tájékoztatást ezen tényről:

E-mail cím:

A KÉRŐLAP A TÚLOLDALON FOLYTATÓDIK. KÉREM, FORDÍTSON!

## A BIZONYÍTVÁNYBAN IGAZOLNI KÍVÁNT TÉNYEKRŐL:

### III. VALAMELY TÖRVÉNY ÁLTAL MEGHATÁROZOTT, SPECIÁLIS FELTÉTELEKNEK VALÓ MEGFELELÉS IGAZOLÁSÁT KÉREM:

Kérem, a válaszában megfelelő karikába tegyen egy „X”-et! Felhívom figyelmét, hogy a kérdésre **csak egy válasz adható!**

- Igen** – Amennyiben a válasza igen, kérem, a kérdőlapot **a IV. mező kitöltésével folytassa!**
- Nem** – Amennyiben a válasza nem, kérem, a kérdőlapot **az V. mező kitöltésével folytassa!**

### IV. AZ ALÁBBIKBAN MEGJELÖLT TÖRVÉNYNEK VALÓ MEGFELELÉS IGAZOLÁSÁT KÉREM:

Kérem, a válaszában megfelelő karikába tegyen egy „X”-et! Felhívom figyelmét arra, hogy egy kérdőlapra **csak egy törvényt jelölhet meg!**

- a rendvédelmi feladatokat ellátó szervek hivatásos állományának szolgálati jogviszonyáról szóló 2015. évi XLII. törvény 41. § (1) bekezdés a)–f) pontjai
- a honvédek jogállásáról szóló 2012. évi CCV. törvény 31. § (2) bekezdés a)–e) és g) pontja
- a közalkalmazottak jogállásáról szóló 1992. évi XXXIII. törvény 20. §-a azzal, hogy
  - a munkakörömnek része 18. életévét be nem töltött személyekkel való kapcsolattartás (nevelés, felügyelet, gondozás, gyógykezelés)
  - a munkakörömbe kizárólag nagykorú személyekkel kerülők munkakapcsolatba
  - a fent megjelölt (3.1. VAGY 3.2.) pont mellett kérem a foglalkozástól eltiltásra vonatkozó információt is
- a közszolgálati tisztviselőkről szóló 2011. évi CXCV. törvény 42. §-a azzal, hogy
  - a munkakörömnek része 18. életévét be nem töltött személyekkel való kapcsolattartás (nevelés, felügyelet, gondozás, gyógykezelés)
  - a munkakörömbe kizárólag nagykorú személyekkel kerülők munkakapcsolatba
  - a fent megjelölt (4.1. VAGY 4.2.) pont mellett kérem a foglalkozástól eltiltásra vonatkozó információt is

Amennyiben a fentiekben megjelölt törvényektől eltérő, **más törvénynek való megfelelés** igazolását kéri, kérjük, írja ide, melyik törvény az!

törvény  §  (szükség esetén bekezdés, alpont)

Figyelem! A kitöltési útmutatóhoz tartozó, gyakran kérelmezett törvények listájában az egyes törvényekről további példákat olvashat!

Kérjük, vegye figyelembe, hogy ha a IV. mezőt kitöltötte, az V. mezőt nem kell kitöltenie! Ha ennek ellenére az V. mezőt mégis kitölti, az ott megjelölt adatokat a vonatkozó jogszabályok alapján nem vehetjük figyelembe!

### V. A BŰNÜGYI NYILVÁNTARTÁSI RENDSZER ADATAI ALAPJÁN KÉREM ANNAK IGAZOLÁSÁT, HOGY

- B büntetlen előéletű vagyok\***
- C nem állok közügyektől eltiltás hatálya alatt**
- D nem állok foglalkozástól vagy tevékenységtől eltiltás hatálya alatt** VAGY  **E mely foglalkozástól vagy tevékenységtől eltiltás hatálya alatt állok**

Kérjük, az igazolni kívánt tény előtti karikába (karikákba) tegyen „X”-et! Az V. mező „B”, „C”, „D” és „E” pontjainak bármelyike önállóan is megjelölhető, illetve azok – a „D” és „E” pontok együttes megjelölése kivételével – tetszőlegesen jelölhetők együttesen is.\*

\*Figyelem! További információk a kitöltési útmutató V. pontjában!

Az illetékbélyeg helye:

Figyelem! A hatósági erkölcsi bizonyítvány kiállítása iránti eljárás évente négy alkalommal illetékmentes.

**Kijelentem, hogy a megadott személyazonosító adataim a valóságnak megfelelnek, és büntügyi személyes adataim kezeléséhez hozzájárulok!**

Dátum:  . év  . hónap  . nap


A kérelmező saját kezű aláírása:

**ALÁÍRÁS HELYE**

**A KÉRŐLAP UTÁNNYOMÁSA SZIGORÚAN TILOS!**

**HATÓSÁGI ERKÖLCSI BIZONYÍTVÁNY**

KÖZIGAZGATÁSI ÉS ELEKTRONIKUS KÖZSZOLGÁLTATÁSOK KÖZPONTI HIVATALA


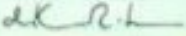


IGAZOLOM, HOGY

**MINTA JUDIT**  
Budapest, 1966.05.24.  
anyja szül. neve: Minta Anna  
magyar állampolgár  
1094 Budapest, Vasvirág utca 27. alatti lakos


a bünygyi nyilvántartási rendszer adatai alapján  
**BÜNTETLEN ELŐÉLETŰ,  
NEM ÁLL KÖZÜGYEKTŐL ELTILTÁS HATÁLYA ALATT,  
NEM ÁLL FOGLALKOZÁSTÓL VAGY TEVÉKENYSÉGTŐL ELTILTÁS HATÁLYA ALATT**


Budapest, 2013. november 15.

   
Dr. Korom Rita  
főosztályvezető

Ervényes a kiállításától számított 90 napig. A hatósági erkölcsi bizonyítvány a személyazonosság egyidejű igazolásával használható fel. A hatósági erkölcsi bizonyítvány tartalmát az ellenkező bizonyításig mindenki köteles elfogadni. Jogszabálysértés, jogsértéssel az érintett személy a bizonyítványi bizonyítvány felülvizsgálata keretben a Fővárosi Közigazgatási és Munkaügyi Bíróságtól. A kérelembevitelt a bizonyítvány kiadásától számított harminc napon belül a Közigazgatási és Elektronikus Közszolgáltatások Központi Hivatalánál kell előterjeszténi vagy ajánlani külföldönként postára adni. A hatósági erkölcsi bizonyítvány kiadását a kérelemre a hatósági erkölcsi bizonyítvány kiállításának iránti kérelmet megadott és igazolni kívánt tények tanúsítására szolgáló **ADATVÉDELMI ZÁRADÉK**.

A hatósági erkölcsi bizonyítványban átadott személyes adatok az információs önrendelkezési jogról és az információszabadságról szóló 2011. évi CXII. törvény szerinti különleges (bünygyi) személyes adatokat is tartalmazzák, ezért a felhasználó annak jogszabályon kívülre az adatkezelés alapján szolgáló eljárásban, a bünygyi nyilvántartási rendszerrel, az Európai Unió tagállamaiban bíróságai által magyar állampolgárokkal szemben hozott ítéletek nyilvántartásáról, valamint a bünygyi és rendészeti biometrikus adatok nyilvántartásáról szóló 2009. évi XLVIII. törvényben meghatározott célból használhatja fel, illetve kezelheti. A hatályos adatvédelmi és adatbiztonsági előírások megsértése esetén (különös tekintettel a jogszabályon és a célból elvárt adatkezelésre) büntető-, polgári jogi és munkajogi felelősségi felelősség terheli.


  
038221158

  
EP1311450004

483 90 169 901 – 3276/06/2012 – 1209/2442Z – A00 Belsősegély Nyomtatás form. – 2013. 09. 02. – 200/200

**HATÓSÁGI ERKÖLCSI BIZONYÍTVÁNY**

KÖZIGAZGATÁSI ÉS ELEKTRONIKUS KÖZSZOLGÁLTATÁSOK KÖZPONTI HIVATALA


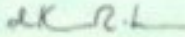


IGAZOLOM, HOGY

**MINTA ZOLTÁN**  
Budapest, 1962.05.03.  
anyja szül. neve: Minta Szilvia  
magyar állampolgár  
1092 Budapest, Vadvirág utca 14. alatti lakossal szemben

a bűnügyi nyilvántartási rendszer adatai alapján  
a magánnyugdíjról és a magánnyugdíjpénztárakról szóló 1997. évi LXXXII. törvény 34. § (12) bekezdésében meghatározott kizáró okok nem állnak fenn, továbbá nem áll közügyektől eltiltás hatálya alatt.


Budapest, 2013. november 15.


   
Dr. Korom Rita  
főosztályvezető

Ervényes a kiállításától számított 90 napig. A hatósági erkölcsi bizonyítvány a személyazonosság egységes igazolásával használható fel. A hatósági erkölcsi bizonyítvány tartalmaz az ellenkező bizonyításig mindenki köteles elfogadni. Jogszabály szerinti felelősséggel az érintett személy a bizonyítvány kiadását felhívásakor köteles a Fővárosi Közigazgatási és Munkügyi Bíróságot. A kérelembevitel a bűnügyi nyilvántartásról számított harminc napon belül a Közigazgatási és Elektronikus Közszolgáltatások Központi Hivatalánál kell előterjeszteni vagy a levélküldeményként postára adni. A hatósági erkölcsi bizonyítvány kizárólag a kérelmező által a hatósági erkölcsi bizonyítvány kiállítás iránti kérésben megjelölt és igazolni kívánt tények tanúsítása szolgál.

**ADATVÉDELMI ZÁRÁDEK**

A hatósági erkölcsi bizonyítványban átadott személyes adatok az információs szabadságról szóló 2011. évi CXII. törvény szerinti különleges (bűnügyi rendészeti) adatokat is tartalmaznak, ezért a felhasználó azokat jogszabályon kívülre az adatnyilvántartás eljárási szabályzatában, a bűnügyi nyilvántartási rendszerrel, az Fővárosi Útcai Takarékszövetkezet Bírósági által magyar állampolgárokkal szemben hozott ítéletek nyilvántartásáról, valamint a bűnügyi és rendészeti biometrikus adatok nyilvántartásáról szóló 2009. évi XLVII. törvényben meghatározott célból használhatja fel, illetve kezelheti. A hatályos adatvédelmi és adatbiztonsági előírások megsértése esetén (különös tekintettel a jogszabályban és a célból elvárt adatkezelésre) büntető-, polgári jogi és munkajogi felelősséggel tartozhat.

  
038221161

  
EP121150001

403 016 000 001 – 4226 907014 – 7070 24427 – Áll. Biztonság Hivatala Net – 0713 36 02 – 360 000



National Protective  
Security Authority

**SECURITY** **WATCHDOG**  
Part of Capita plc

# Iceland

## How to obtain a criminal record check - detailed guidance

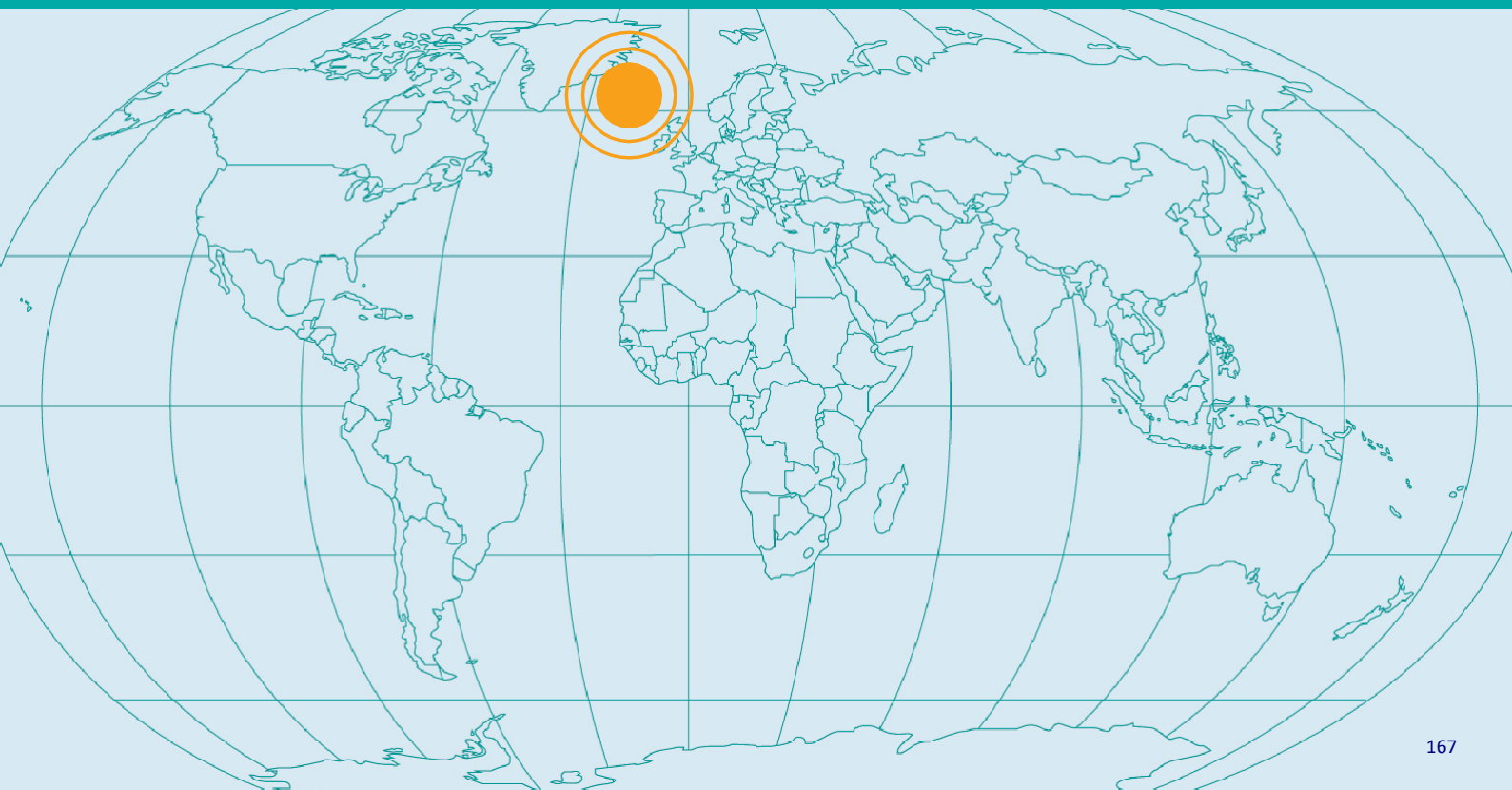
Individual/third party (with written consent) applies by post/email/in person to District Commissioner's Office

Applications from UK made by post/email/in person to Embassy

Cost 2000 ISK

Certificate issued in Icelandic (English or Danish if no convictions)

Turnaround - in person instant/by post a few weeks



# Iceland

- 1 Name of certificate
- 2 Department responsible for criminal records
- 3 Where to apply in country
- 4 How to apply in country
- 5 Where to apply in the UK
- 6 How to apply in the UK
- 7 Who can apply
- 8 Cost, payment and turnaround
- 9 How results are presented and security features
- 10 Languages
- 11 Criminal convictions listed on certificate
- 12 Confirming authenticity
- 13 Official bodies providing advice on interpretation of criminal records
- 14 Legislation
- 15 Pending changes
- 16 Sources of information
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1	<b>Name of certificate</b>	Criminal Record Certificate for Private Use ( <i>Sakavottorð-Einkavottorð</i> )
2	<b>Department responsible for criminal records</b>	Ríkissaksóknari (Director of Public Prosecution), Suðurlandsbraut 4 108 Reykjavík - Iceland  Tel: +354 444 2900 Email: <a href="mailto:saksoknari@saksoknari.is">saksoknari@saksoknari.is</a>
3	<b>Where to apply in country</b>	<p><b>District Commissioner of Greater Reykjavík</b> Hlíðasmári 1, 201 Kópavogi Tel: +354 458 2000 Email: <a href="mailto:smh@sylslumenn.is">smh@sylslumenn.is</a>  Bank details: ID No 650914-2520. Bank 0303 - hb. 26 - Account no. 6924.</p> <p><b>District Commissioner of West Iceland - Stykkishólmur</b> Borgarbraut 2, 340 Stykkishólmur  Tel: +354 458 2300 Email: <a href="mailto:vesturland@sylslumenn.is">vesturland@sylslumenn.is</a>  Bank details: ID no 660914-1100. Bank 0309-hb. 26-Account no. 11</p> <p><b>Branch Office in Snæfellsbæ</b> Klettsbúð 4, 360 Hellissandi  Tel: +354 433 6900  Bank details: ID no 660914-1100. Bank 0326 – hb. 26 – Account no 338</p> <p><b>Branch Office in Borgarnes</b> Bjarnarbraut 2, 310 Borgarnes  Tel: + 354 458 2300  Bank details: ID no 660914-1100. Bank 0326 – hb. 26 – Account no 338</p> <p><b>Branch Office in in Akranes Stillholti 16-18, 300 Akranes</b> Tel: +354 458 2300  Bank details: ID no 660914-1100. Bank 0186 – hb. 26 – Account no 353</p> <p><b>Branch Office in Búðardal Miðbraut 11, 370 Búðardalur</b> Tel: +354 458 2300  Bank details: ID no 660914-1100. Banki 0309 – hb. 26 – Account no 11</p> <p><b>District Commissioner of West Fjords Iceland - Ísafjörður</b> Hafnarstræti 1 - 400 Ísafjörður  Tel: + 354 458 2400 Email: <a href="mailto:vestfiridir@sylslumenn.is">vestfiridir@sylslumenn.is</a>  Bank details: ID no 411014-0100. Bank 0174 – hb. 26 – Account no 20</p>

**Branch Office in Patreksfjörður**

Aðalstræti 92, 450 Patreksfjörður Tel: + 354 458 2410 Email: patreksfjordur@sylumenn.is

Bank details: ID no 411014-0100. Bank 0153 – hb. 26 – Account no 4110

**Branch Office in Hólmavík Hafnarbraut 25, 2. hæð, 510 Hólmavík**

Tel: + 354 458 2400 Email: holmavik@sylumenn.is

Bank details: ID no 411014-0100. Bank 0153 – hb. 26 – Account no 4110

**District Commissioner of North West - Blönduósi**

Hnjúkabyggð 33, 540 Blönduós

Tel: + 354 458 2500 Email: nordurlandvestra@sylumenn.is

Bank details: ID no 660914-0990. Bank 0307 – hb. 26 – Account no. 995

**Branch Office in Sauðárkrókur**

Suðurgötu 1, 550 Sauðárkrókur

Tel: +354 458 2500 Email: nordurlandvestra@sylumenn.is

Bank details: ID no 660914-0990 Bank 0310 – hb. 26 – Account no. 788

**District Commissioner of North East - Húsavík**

Útgarði 1, 640 Húsavík Tel: +354 458 2600 Email: nordurlandeystra@sylumenn.is

Bank details: ID no 680814-0820 Bank 0192 – hb. 26 – Account no. 94

**Branch Office in Akureyri**

Hafnarstræti 107, 600 Akureyri

Tel: +354 458 2600 Email: nordurlandeystra@sylumenn.is

Bank details: ID no 680814-0820 Bank 0565 – hb. 26 – Account no. 10660

**Branch Office in Siglufjörður**

Gránugötu 6, 580 Siglufjörður

Tel: +354 458 2600 Email: nordurlandeystra@sylumenn.is

Bank details: ID no 680814-0820 Bank 0348 – hb. 26 – Account no. 1

**Branch Office in Dalvík**

Ráðhúsinu, 2. floor, 620 Dalvík

Tel: +354 458 2600 Email: nordurlandeystra@sylumenn.is

Bank details: ID no 680814-0820 Bank: 0565 – hb.26 – Account no. 10660

**District Commissioner of East Iceland – Seyðisfjörður**

Bjólfsögðu 7, 710 Seyðisfjörður

Tel: +354 458 2700 Email: austurland@sylslumenn.is

Bank details: ID no 410914-0770 Banki: 0175 – hb. 26 – Account no.10511

**Branch Office in Eskifjörður**

Strandgata 52, 735 Eskifjörður

Tel: +354 458 2750

Bank details: ID no 410914-0770 Bank 0175 – hb.26 – Account no. 10511

**Branch Office in Egilsstaðir Lyngás 15, 700 Egilsstaðir**

Tel: +354 458 2730

Bank details: ID no 410914-0770 Bank 0175 – hb. 26 – Account no. 10511

**Branch Office in Vopnafirði**

Lónabraut 2, 690 Vopnafjörður

Tel: +354 458 2780

Bank details: ID no 410914-0770 Bank 0175 – hb. 26 – Account no.10511

**District Commissioner of South Iceland - Selfoss**

Hörðuvöllum 1, 800 Selfossi

Tel: +354 458 2800 Email: sudurland@sylslumenn.is

Bank details: ID no 680814-0150 Bank 0325 – hb. 26 – Account no. 702

**Branch Office in Hvolsvelli Austurvegi 6, 860 Hvolsvelli**

Tel: +354 458 2800 Fax: +354 458 2850

Bank details: ID no 680814-0150 Bank: 0182 – hb. 26 – Account no. 19

**Branch Office in Vík Ránarbraut 1, 870 Vík**

Tel: +354 458 2800 Fax: +354 458 2860

Bank details: ID no 680814-0150 Bank: 0317 – hb. 26 – Account no. 6808

**Branch Office in Höfn Hafnarbraut 36, 780 Höfn**

Tel: +354 458 2800 Fax: +354 478 1366

Bank details: ID no 680814-0150 Bank: 0169 – hb. 26 – Account no. 6808

**District Commissioner of Westman Islands**

Heiðarvegi 15, 900 Vestmannaeyjar Tel: +354 458 2900 Fax: +354 488 1019 Netfang vestmannaeyjar@sylslumenn.is

Bank details: ID no 490169-7339 Bank 0582 – hb. 26 – Account no. 2

		<p><b>District Commissioner of Suðurnes District – Keflavík</b></p> <p>Vatnsnesvegi 33, 230 Keflavík Tel: +354 458 2200 Email: sudurnes@sylumenn.is</p> <p>Bank details: ID no 610576-0369 Bank 0121 – hb. 26 – Account no. 3160</p> <p><b>Branch Office in Grindavík</b></p> <p>Víkurbraut 25, 240 Grindavík</p> <p>Tel: +354 458 2240 Fax: +354 458 2241</p> <p>Bank details: ID no 610576-0369 Bank 0146 – hb. 26 – Account no. 900</p>
4	<b>How to apply in country</b>	<p>There is no application form.</p> <p><b>In person</b></p> <ul style="list-style-type: none"> <li>• At any District Commissioner’s Office (see Section 3)</li> <li>• Show valid ID (e.g. passport, driver’s licence)</li> </ul> <p><b>By post/email</b></p> <ul style="list-style-type: none"> <li>• To any District Commissioner’s Office (see Section 3)</li> <li>• Include: <ul style="list-style-type: none"> <li>○ Reason for request</li> <li>○ Name</li> <li>○ Address</li> <li>○ Date of Birth</li> <li>○ A signature</li> </ul> </li> </ul>
5	<b>Where to apply in the UK</b>	<p>Embassy of Iceland 2A Hans Street, London, SW1X 0JE</p> <p>Tel: +44 (0) 207 259 3999 Fax: +44 (0) 207 7245 9649 Email: <a href="mailto:emb.london@mfa.is">emb.london@mfa.is</a></p>

<p><b>6</b></p>	<p><b>How to apply in the UK</b></p>	<p>There is no application form.</p> <p><b>In person</b></p> <ul style="list-style-type: none"> <li>• Visit the embassy</li> <li>• Show valid ID (e.g. passport, driver’s licence)</li> <li>• Make payment</li> <li>• The application is sent to Iceland for processing</li> <li>• The embassy will contact the individual when the record is ready for collection</li> <li>• ID must be shown when collecting the record</li> </ul> <p><b>By post/email</b></p> <ul style="list-style-type: none"> <li>• Send request to embassy</li> <li>• Make payment</li> <li>• The application is sent to Iceland for processing</li> <li>• The embassy will contact the individual when the record is ready for collection</li> <li>• ID must be shown when collecting the record</li> <li>• A third party can collect the record on the individual’s behalf with written consent</li> </ul>
<p><b>7</b></p>	<p><b>Who can apply</b></p>	<ul style="list-style-type: none"> <li>• Individuals</li> <li>• Third parties/employers with written consent</li> </ul> <p>If the individual is under 18 years old, a parent/guardian must apply on their behalf and show a valid ID document.</p>
<p><b>8</b></p>	<p><b>Cost, payment and turnaround</b></p>	<p><b>Cost</b></p> <p>2000 ISK</p> <p><b>Payment</b></p> <ul style="list-style-type: none"> <li>• Cash</li> <li>• Debit/credit card</li> <li>• Bank transfer (see Section 3 for account details)</li> </ul> <p><b>Turnaround</b></p> <p><b>From Iceland</b></p> <ul style="list-style-type: none"> <li>• In person – records are issued immediately</li> <li>• By post/email – records issued immediately and posted to the individual’s address. Postal times may delay the process by a few weeks</li> </ul> <p><b>From the UK</b></p> <ul style="list-style-type: none"> <li>• The record is issued as soon as payment is received. Postal times may delay the application by a few weeks</li> </ul>

9	<b>How results are presented and security features</b>	<p>The certificate contains:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of birth</li> <li>• Date and place of issue of the certificate</li> <li>• The local stamp of the district's commissioner and signature; and</li> <li>• If there is a conviction the certificates will also include: <ul style="list-style-type: none"> <li>○ Date</li> <li>○ Place</li> <li>○ Number and details of the conviction</li> <li>○ Stamp from the Public Prosecutor and a signature</li> </ul> </li> </ul> <p>A sample certificates can be seen in Section 17.</p>
10	<b>Languages</b>	<ul style="list-style-type: none"> <li>• Icelandic</li> <li>• English and Danish if there are no convictions</li> </ul> <p>There is no official translation service.</p>
11	<b>Criminal convictions listed on certificate</b>	<p>All convictions are listed on the certificate.</p> <p>A conviction stays on an individual's criminal record for:</p> <ul style="list-style-type: none"> <li>• 3 years for fines</li> <li>• 5 years for conditional sentences</li> <li>• 5 years after the sentence is completed, for unconditional sentences</li> </ul>
12	<b>Confirming authenticity</b>	<p>Authenticity can be confirmed by:</p> <p>The Ministry of Foreign Affairs, Rauðararstigur 25, Reykjavík, Iceland.</p> <p>Tel: +354-545-9900 Fax: +354-562-2373 and +354-562-2386 Email: <a href="mailto:postur@utn.stjr.is">postur@utn.stjr.is</a> Web: <a href="http://www.utanrikisraduneyti.is/">www.utanrikisraduneyti.is/</a></p> <p>The cost is 2000 ISK for each document. The turnaround time is between 6 hours and a few days.</p>
13	<b>Official bodies providing advice on interpretation of criminal records</b>	<p>Director of Public Prosecution (see Section 2).</p>
14	<b>Legislation</b>	<ul style="list-style-type: none"> <li>• Rules nr. 680/2009 on the National Judicial Record in Iceland</li> <li>• Law on Criminal Procedure No. 88/2005, Article 225</li> <li>• Act on the Protection of Privacy as regards the Processing of Personal Data No. 77/2000</li> </ul>
15	<b>Pending changes</b>	<p>None</p>

16	Sources of information	Director of Public Prosecution
17	Sample documents	Sample certificate

THE STATE CRIMINAL REGISTRY

**CRIMINAL RECORD CERTIFICATE**  
For Private Use

Subject to certain limitations, cf. Rules No. 680/2000, Article 8, this Certificate provides information on the outcome of criminal litigation initiated on account of violations of the General Penal Code and the Drugs of Abuse Act.

Name  
██████████

born ██████████, birth nbr. ████████

Conclusion  
No violation.

Kópavogi, 20.11.2013  
Sýslumaðurinn Kópavogi, Iceland  
As Agent





National Protective  
Security Authority

**SECURITY** **WATCHDOG**  
Part of Capita plc

# India

## How to obtain a criminal record check - detailed guidance

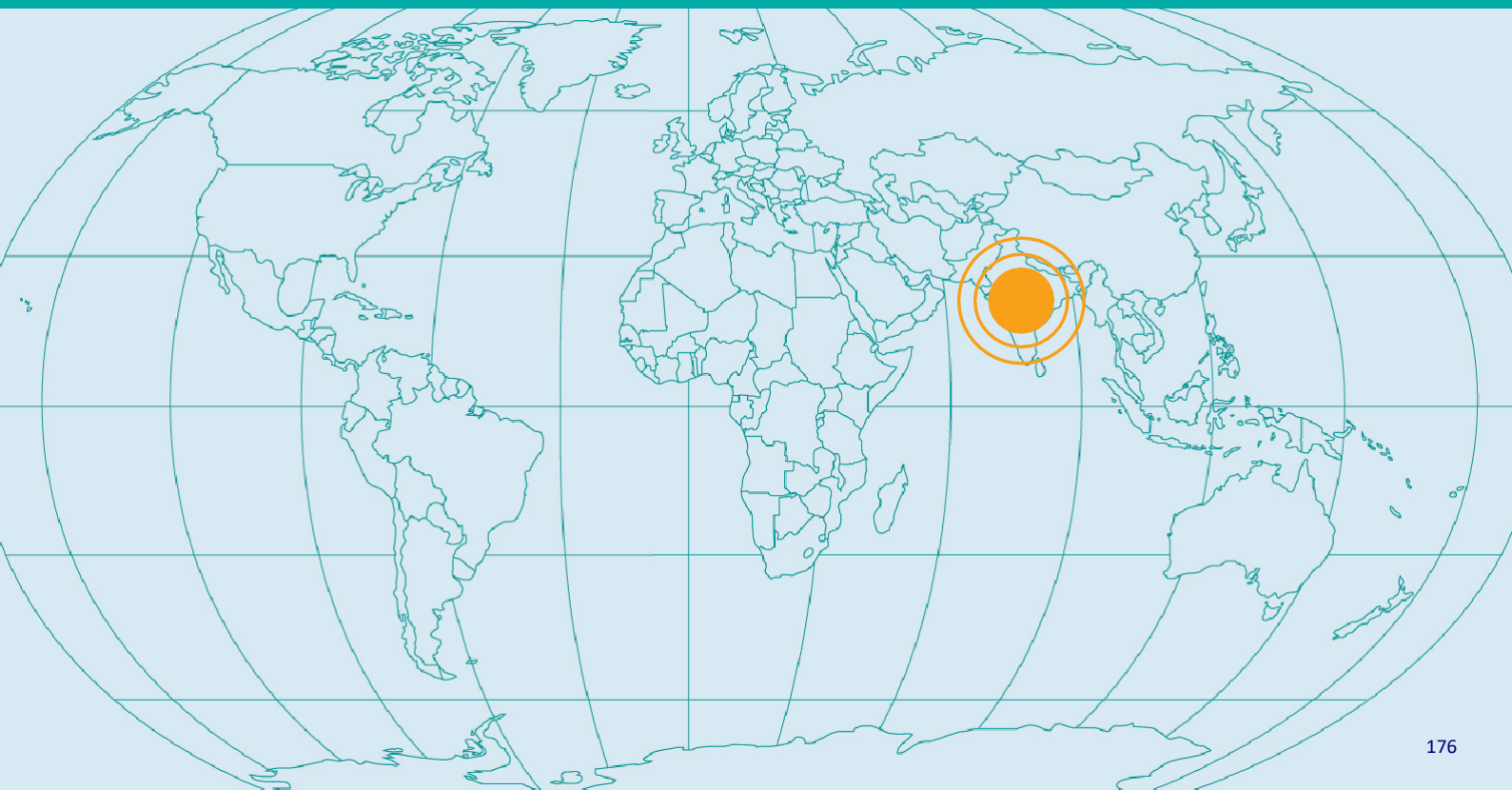
Individual/employer (with consent) applies in person at a local police station or Regional Passport Office

Application from UK online via VFSGlobal website

Cost between 10 to 3000 INR/From UK £29.44

Certificate issued in English only

Turnaround 7–10 working days





# India

- 1 Name of certificate
- 2 Department responsible for criminal records
- 3 Where to apply in country
- 4 How to apply in country
- 5 Where to apply in the UK
- 6 How to apply in the UK
- 7 Who can apply
- 8 Cost, payment and turnaround
- 9 How results are presented and security features
- 10 Languages
- 11 Criminal convictions listed on certificate
- 12 Confirming authenticity
- 13 Official bodies providing advice on interpretation of criminal records
- 14 Legislation
- 15 Pending changes
- 16 Sources of information
- 17 Sample documents

## *Disclaimer*

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1	<b>Name of certificate</b>	Police Clearance Certificate
2	<b>Department responsible for criminal records</b>	<p>The National Crime Records Bureau (NCRB),  East Block-7,  R.K. Puram,  New Delhi-110066,  India.</p> <p>Tel: +91 (011) 26735450  Fax: +91 (011) 26782257  Email: <a href="mailto:dct@ncrb.nic.in">dct@ncrb.nic.in</a>  Web: <a href="http://ncrb.gov.in/">http://ncrb.gov.in/</a></p>
3	<b>Where to apply in country</b>	<p>Through a local Indian police station (no contact details available) or a Regional Passport Office details of which can be found at:  <a href="http://www.passportindia.gov.in/AppOnlineProject/welcomeLink">www.passportindia.gov.in/AppOnlineProject/welcomeLink</a></p>
4	<b>How to apply in country</b>	<p><b>Applications via the local police station</b></p> <p>Application forms are obtained from the local police station (see sample in Section 17).</p> <p>An individual must complete the application form and include the following:</p> <ul style="list-style-type: none"> <li>• A passport sized photograph</li> <li>• A certified copy of the individual’s passport, driver’s licence, voter’s identification card, PAN card or ration card</li> <li>• Current address</li> <li>• Previous address and other residential history to cover a 10-year period</li> <li>• Name and date of birth of the individual’s father</li> <li>• Proof of payment</li> </ul> <p>For employment purposes, a prospective employer is required to submit an application form that has been completed and signed by the individual. The form must be accompanied by a covering letter typed on company letterhead. The letter must be signed by an authorised signatory.</p> <p>It is advisable for authorised company personnel to visit the police station to follow up approximately seven days after an application has been made.</p> <p><b>Applications via the Regional Passport Office</b></p> <ul style="list-style-type: none"> <li>• Individuals may submit an application for criminal records disclosure via the Regional Passport Office (see link to contact details in Section 3).</li> <li>• The same application process applies as for applications via the local police station.</li> <li>• The Regional Passport Office will verify the information with the local police station. Prospective UK employers cannot submit a request for criminal records disclosure on behalf of an individual via this route.</li> </ul>

5	<b>Where to apply in the UK</b>	Via the VFSGlobal online portal found at: <a href="http://www.vfsglobal.com/india/uk/Police_Clearance_Certificate.html">http://www.vfsglobal.com/india/uk/Police_Clearance_Certificate.html</a>
6	<b>How to apply in the UK</b>	<p>Applications must be made online using the link provided in section 5. The documents that are required are:</p> <ul style="list-style-type: none"> <li>• Completed and signed PCC Application Form, available at <a href="http://www.vfsglobal.com/india/uk/Police_Clearance_Certificate.html">http://www.vfsglobal.com/india/uk/Police_Clearance_Certificate.html</a> (sample form in section 17)</li> <li>• Applicant's valid passport in original and self-attested photocopy pages containing personal particulars of the applicant</li> </ul> <p>Visa Status:</p> <ul style="list-style-type: none"> <li>• For Indian passport holders: Self-attested photocopy of the passport page containing valid UK Visa or UK Residence Permit Card</li> <li>• For foreign passport holders: Applicants who are foreign passport holders and who never held any Indian passport need to submit self-attested photocopy page containing Indian visa on their passports</li> <li>• Foreign passport holders who previously held Indian passport need to submit any of the following: <ul style="list-style-type: none"> <li>○ Self-attested photocopy page containing valid Indian visa on their passports</li> <li>○ Self-attested photocopy of the OCI or PIO Card (if the applicant holds OCI or PIO Card)</li> <li>○ Self-attested photocopy of Indian Passport Surrender Certificate (foreign passport holders who previously held an Indian passport are required to surrender their last held Indian passport at the nearest Indian Mission/Post and obtain Indian Passport Surrender Certificate).</li> </ul> </li> </ul> <p>Proof of Residence (Any of the following self-attested documents):</p> <ul style="list-style-type: none"> <li>• Copy of utility bill (landline telephone bill/electricity bill/gas bill/water bill)</li> <li>• Driving License</li> </ul> <p>Lease deed (of residence) etc. where the applicant's UK address is clearly mentioned</p>
7	<b>Who can apply</b>	<ul style="list-style-type: none"> <li>• Individual</li> <li>• Employers (with consent)</li> </ul>

8	<b>Cost, payment and turnaround</b>	<p><b>Cost</b></p> <p>In country – there is no standard fee and cost varies between 10 INR and 3000 INR</p> <p>From UK: £29.44 (including service charge)</p> <p><b>Payment</b></p> <p>In country – methods of payment vary between police stations, but payment is usually by a bank draft or postal order</p> <p>From UK: Banker’s Draft /Postal Order, in favour of “VF Services UK Ltd”</p> <p><b>Turnaround</b></p> <p>In person, the certificate can be collected from the local police station within 7 to 10 working days.</p> <p>Individuals can request that the Indian Police Service sends results by post, which can take up to 30 working days which would be the case with applications from the UK.</p> <p>There is a fast-track system in place for the disclosure of priority cases. However, there is no specific time-frame for such requests.</p> <p><b>UK</b></p> <p>Indian passport holders:</p> <ul style="list-style-type: none"> <li>• If your complete passport particulars are available in the passport data base, this service is rendered normally within 7-8 working days (excluding the date of submission of application and date of dispatch of original and processed documents) subject to the application being complete in all respects.</li> <li>• If your complete passport particulars are not available in the passport data base, this service is rendered after obtaining the confirmation/clearance from the original Passport Issuing Authority/concerned police authorities in India and will take a minimum of 6-8 weeks. In such a scenario, original passports shall be returned to the applicant by post if so requested by the applicant (for this purpose, the applicant needs to send a request for return of the passport to the VFS Centre where the application was submitted by enclosing a self-addressed pre-paid envelope). On receipt of confirmation/clearance from the original Passport Issuing Authority, the applicant shall be informed to re-submit his/her original passport for completion of prescribed formalities following which the PCC shall be dispatched to the applicant.</li> </ul> <p>Non-Indian passport holders:</p> <ul style="list-style-type: none"> <li>• This service is rendered normally within 7-8 working days (excluding the date of submission of application and date of dispatch of original and processed documents) subject to the application being complete in all respects.</li> </ul>
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9	<b>How results are presented and security features</b>	<p>The results are produced as a hard copy and can be collected in person or posted to the individual.</p> <p>The information contained in a Local Police Certificate includes the following:</p> <ul style="list-style-type: none"> <li>• Date</li> <li>• Name of applicant</li> <li>• Results of check</li> <li>• Certificate number</li> <li>• Official Stamp of the Deputy Commissioner of Police</li> </ul> <p>Where no criminal record is registered against the name of an individual, the certificate will state that no such information has been found.</p> <p>In the case where a criminal procedure is pending against an individual, this will be identified on the certificate. If an individual has been convicted for such offences, various sections of the relevant law under which the person has been convicted will be specified.</p> <p>Criminal record information released by the police is dated, numbered and stamped by a Deputy Commissioner of Police or other police officer of similar status. The document will also contain the signature of the relevant police officer.</p> <p><b>UK</b></p> <ul style="list-style-type: none"> <li>• Documents will be delivered by Post/Courier only.</li> <li>• Applicants are required to provide one self-addressed, recorded and tracked Special Delivery envelope (Silver Royal Mail Envelopes) to return the Passport and other documents, alternately applicants can use the courier service offered at the centre.</li> </ul>
10	<b>Languages</b>	Certificates are available only in English.
11	<b>Criminal convictions listed on certificate</b>	<p>The following categories for conviction exist in India:</p> <ul style="list-style-type: none"> <li>• Violence against the person</li> <li>• Sexual offences</li> <li>• Burglary, robbery, theft and handling stolen goods</li> <li>• Fraud and forgery</li> <li>• Criminal damage</li> <li>• Cyber-crime</li> <li>• Corruption</li> <li>• Drug offences</li> <li>• Motoring offences</li> </ul> <p>Convictions are never removed from the record and remain indefinitely in the Crime Record Office (CRO) and National Crime Record Bureau (NCRB).</p>

12	<b>Confirming authenticity</b>	<p>A prospective employer can confirm the authenticity of a certificate with the issuing authority by supplying the date and certificate number. The police station will either authenticate or invalidate the document on the basis of their records.</p> <p>This country has joined The <i>Hague Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents</i>. This enables criminal record checks to be authenticated by means of an Apostille. For further information on how to obtain an Apostille from this country, please see: <a href="http://www.hcch.net/index_en.php?act=authorities.details&amp;aid=643">www.hcch.net/index_en.php?act=authorities.details&amp;aid=643</a></p>
13	<b>Official bodies providing advice on interpretation of criminal records</b>	<p>If further clarification is required, a written request can be addressed to:</p> <ul style="list-style-type: none"> <li>• The Area Deputy Commissioner of Police, in cities</li> <li>• The District Magistrate or the Senior Superintendent of Police, in other towns</li> </ul>
14	<b>Legislation</b>	Indian Penal Code 1860
15	<b>Pending changes</b>	None
16	<b>Sources of information</b>	<p>High Commission of India, London</p> <p>Ministry of External Affairs</p> <p>NPSA Guidance Document 2014</p> <p>Hague Conference on Private International Law: <a href="http://www.hcch.net">www.hcch.net</a></p> <p><a href="http://www.vfsglobal.com">www.vfsglobal.com</a></p>
17	<b>Sample documents</b>	<p>Sample application form</p> <p>Sample application form (UK)</p>



PLEASE AFFIX YOUR  
RECENT PASSPORT  
SIZE PHOTOGRAPH

**APPLICATION FORM FOR POLICE CLEARANCE CERTIFICATE (PCC)**

(In respect of applications to be submitted at HCI LONDON OR at CGI BIRMINGHAM OR at CGI EDINBURGH)

1. Full Name: \_\_\_\_\_
2. Father's Name and Nationality \_\_\_\_\_
3. Profession of the Applicant \_\_\_\_\_
4. (a) Nationality of the applicant \_\_\_\_\_  
(b) Country, Place and Date of Birth \_\_\_\_\_
5. Passport Particulars of the Applicant:  
Passport No.: \_\_\_\_\_ Place of Issue: \_\_\_\_\_  
Date of Issue: \_\_\_\_\_ Date of Expiry: \_\_\_\_\_
6. (i) Previous nationality (if you have changed your nationality) \_\_\_\_\_  
(ii) Particulars of previous passport:  
Passport No.: \_\_\_\_\_ Place of Issue: \_\_\_\_\_  
Date of Issue: \_\_\_\_\_ Date of Expiry: \_\_\_\_\_
7. Have you been to India since you changed your nationality? (Please furnish details, if Yes)
8. Address in India: \_\_\_\_\_  
\_\_\_\_\_
9. Address in UK: \_\_\_\_\_  
\_\_\_\_\_ POST CODE \_\_\_\_\_

10. Contact Telephone No.

Mobile no.: \_\_\_\_\_ Residence: \_\_\_\_\_ Business: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_

11. Have you ever been convicted by any court in India or abroad? YES/NO

12. Is there any Police case pending against you in India or abroad? YES/NO

13. Have you received any financial help from the government of India/State Government or any other institute or organization in India in connection with your visit to UK? If Yes, please furnish details.

14. Have you ever served under the Central/State Government of India? If yes, have you resigned from your service? (If yes, please attach copy of acceptance letter)

15. FOR NON-INDIAN APPLICANTS:

Place of residence (with full postal addresses) whilst in India, with dates

Sl. No.	Address where stayed	From	To

16. Purpose of this application (Delete whichever not applicable):

- (i) Wishing to proceed to \_\_\_\_\_(country)
- (ii) For study in (subject) \_\_\_\_\_
- (iii) For permanent settlement as an immigrant YES/NO (please strike off which is not applicable)
- (iv) For seeking employment YES/NO (please strike off which is not applicable)
- (v) For any other purpose (state the details)\_\_\_\_\_

I solemnly declare that the information given above is correct and nothing has been concealed and I am aware that it is an offence to knowingly furnish false information or suppress material information.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Name:





National Protective  
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**SECURITY** **WATCHDOG**  
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# Indonesia

## How to obtain a criminal record check - detailed guidance

Individual applies through local police station (options vary)

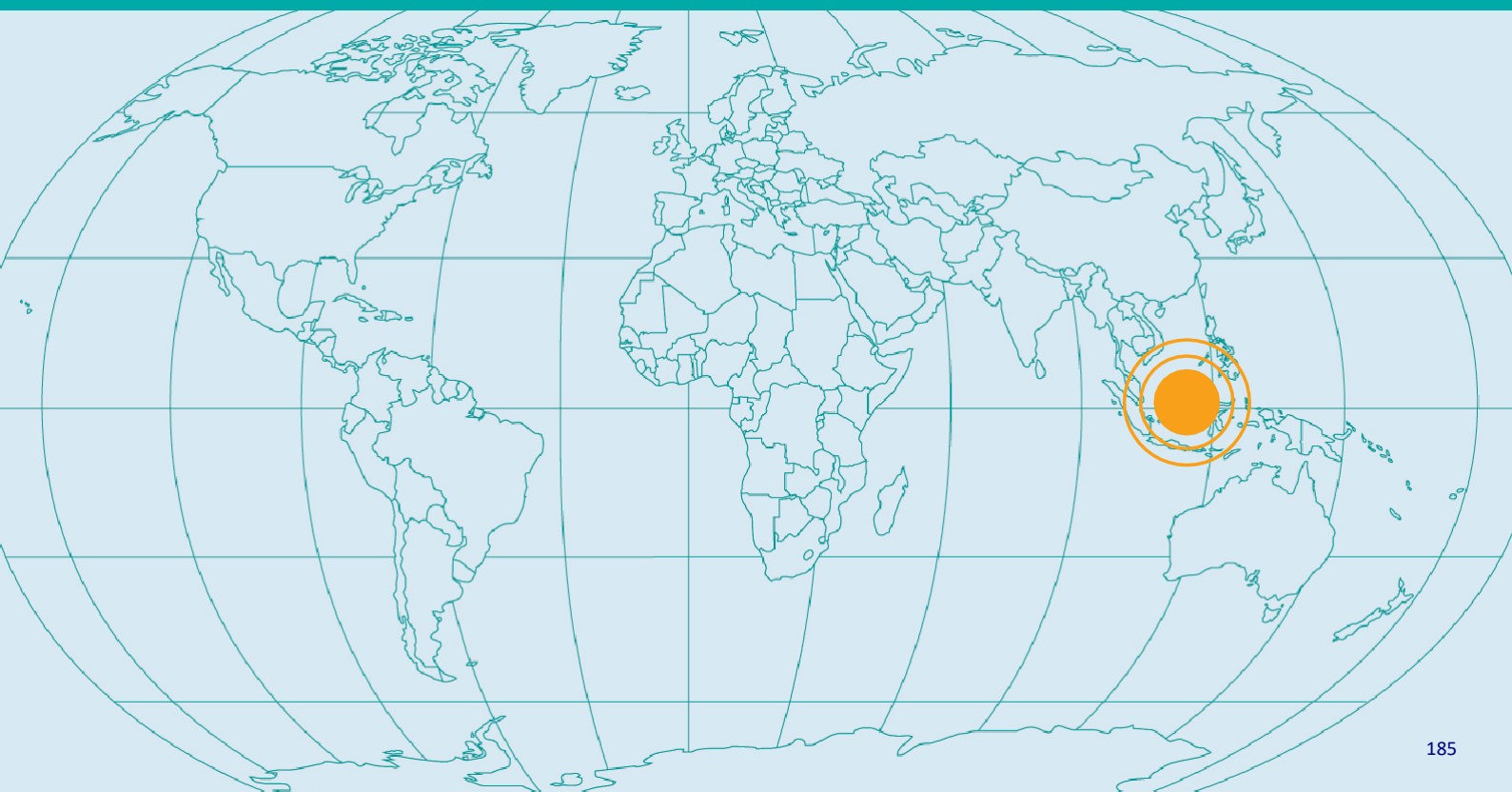
Applications from UK in person/by email to Embassy

Fingerprints required in country

Cost varies by location

Certificates issued in Indonesian

Turnaround times vary by location



# Indonesia

- 1 Name of certificate
- 2 Department responsible for criminal records
- 3 Where to apply in country
- 4 How to apply in country
- 5 Where to apply in the UK
- 6 How to apply in the UK
- 7 Who can apply
- 8 Cost, payment and turnaround
- 9 How results are presented and security features
- 10 Languages
- 11 Criminal convictions listed on certificate
- 12 Confirming authenticity
- 13 Official bodies providing advice on interpretation of criminal records
- 14 Legislation
- 15 Pending changes
- 16 Sources of information
- 17 Sample documents

## *Disclaimer*

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1	<b>Name of certificate</b>	SKCK (Surat Keterangan Catatan Kepolisian)
2	<b>Department responsible for criminal records</b>	National Police
3	<b>Where to apply in country</b>	Applications are made through the local police station of the Indonesian National Police where the individual lived. A list of local police stations can be found at: <a href="http://www.polri.go.id/polda/">www.polri.go.id/polda/</a>
4	<b>How to apply in country</b>	<p>SKCK is an official statement issued by the Police to an applicant/citizen. SKCK validity period is up to six months from date of issuance - if it has expired and if deemed necessary, the SKCK may be extended.</p> <p>The procedure for obtaining a SKCK can be done by registering directly at the SKCK service counter at each police station by bringing the required documents and filling out the forms prepared by the officer, or registering online by uploading the required documents and filling out the available forms in order.</p> <p><b>The requirements for Indonesian citizen:</b></p> <ol style="list-style-type: none"> <li>1. Submitting fingerprints at the local police station</li> <li>2. Passport copy</li> <li>3. Copy of ID (KTP)</li> <li>4. Copy of Family Card (Kartu Keluarga)</li> <li>5. Copy of birth certificate</li> <li>6. 6 photos (size 4x6 cm) with red background</li> </ol> <p><b>The requirements for foreigners:</b></p> <ol style="list-style-type: none"> <li>1. Submitting fingerprints at the local police station</li> <li>2. Passport copy</li> <li>3. Copy of residence permit (KITAS/KITAP)</li> <li>4. Copy of report certificate (Surat Tanda Melapor/STM)</li> <li>5. Copy of IMTA (license for hiring foreign workers)</li> <li>6. 6 photos (size 4x6 cm) with yellow background</li> <li>7. If the spouse is the sponsor for the foreigner, please enclose a copy of marriage certificate and the spouse's ID</li> </ol> <p>All these documents could be submitted to the local police station. If applying online, please fill in the form at <a href="http://skck.polri.go.id">http://skck.polri.go.id</a> and print the registration number before submitting the document to the local police station.</p>

5	<b>Where to apply in the UK</b>	<p>Embassy of the Republic of Indonesia  30 Great Peter Street,  SW1P2BU</p> <p>Tel: +44 (0)207 499 7661  Fax: +44 (0) 207 491 4993  Email: <a href="mailto:kbri@btconnect.com">kbri@btconnect.com</a>  Web: <a href="http://www.indonesianembassy.org.uk">www.indonesianembassy.org.uk</a></p>
6	<b>How to apply in the UK</b>	<p>For Indonesian citizens:</p> <ul style="list-style-type: none"> <li>• Copy of ID (KTP)</li> <li>• Copy of Family Card (Kartu Keluarga)</li> <li>• Copy of Passport</li> <li>• Copy of residence permit in UK/Ireland</li> <li>• Copy of birth certificate / latest education certificate</li> <li>• 1 (one) photo with red background</li> <li>• Cover letter stating the objective of applying SKCK and the date of entry to and exit from Indonesia</li> <li>• Fill in the form and submit fingerprints directly at the Embassy</li> </ul> <p>Note: the copy must be a colour scan</p> <p><b>For foreigners</b> who have been living in Indonesia and required a police record, please come in person to the Indonesian Embassy in London and bring all the required documents - the original (to be shown to the Embassy staff) and the copy. The required documents to apply for police record are as follows:</p> <ul style="list-style-type: none"> <li>• Passport</li> <li>• KITAS</li> <li>• 1 (one) 4x6 cm passport photo with yellow background</li> <li>• Fill in the application form and you have to give your fingerprints in front of our staff</li> <li>• Covering letter to explain the following: <ul style="list-style-type: none"> <li>○ Date of entry to and date of exit from Indonesia</li> <li>○ b) Why the Police Record is required</li> </ul> </li> </ul>
7	<b>Who can apply</b>	<p>People who are proven to have resided in Indonesia via KITAS/KITAP</p>

8	<b>Cost, payment and turnaround</b>	<p><b>Cost</b></p> <p>To be confirmed during collection</p> <p><b>Payment</b></p> <p>Paid directly to the Police Office</p> <p><b>Turnaround</b></p> <p>Turnaround times vary significantly depending on whether the application requires further processing in Jakarta, but is typically approximately one week.</p> <p><b>Fast Track</b></p> <p>Non- applicable</p>
9	<b>How results are presented and security features</b>	<p>Once the document is issued, the Embassy will notify applicants. Applicants must then collect the document in Indonesia. Family members/colleagues in Indonesia are permitted to collect the SKCK on behalf of the applicant.</p>
10	<b>Languages</b>	<p>The certificate is issued in Indonesian and English.</p>
11	<b>Criminal convictions listed on certificate</b>	<p>All serious convictions excluding traffic violations are included on the certificate.</p>
12	<b>Confirming authenticity</b>	<p>There is no service to confirm the authenticity of the certificate.</p>
13	<b>Official bodies providing advice on interpretation of criminal records</b>	<p>None</p>
14	<b>Legislation</b>	<p>Legislation of documents (if needed) could be done through the Embassy of the Republic of Indonesia. The procedure could be obtained on our website:  <a href="http://indonesianembassy.org.uk/en/consular/legalisation-document/">http://indonesianembassy.org.uk/en/consular/legalisation-document/</a></p>
15	<b>Pending changes</b>	<p>None</p>
16	<b>Sources of information</b>	<p>National Police of the Republic of Indonesia as conveyed to the Embassy of the Republic of Indonesia.</p>
17	<b>Sample documents</b>	<p>None</p>



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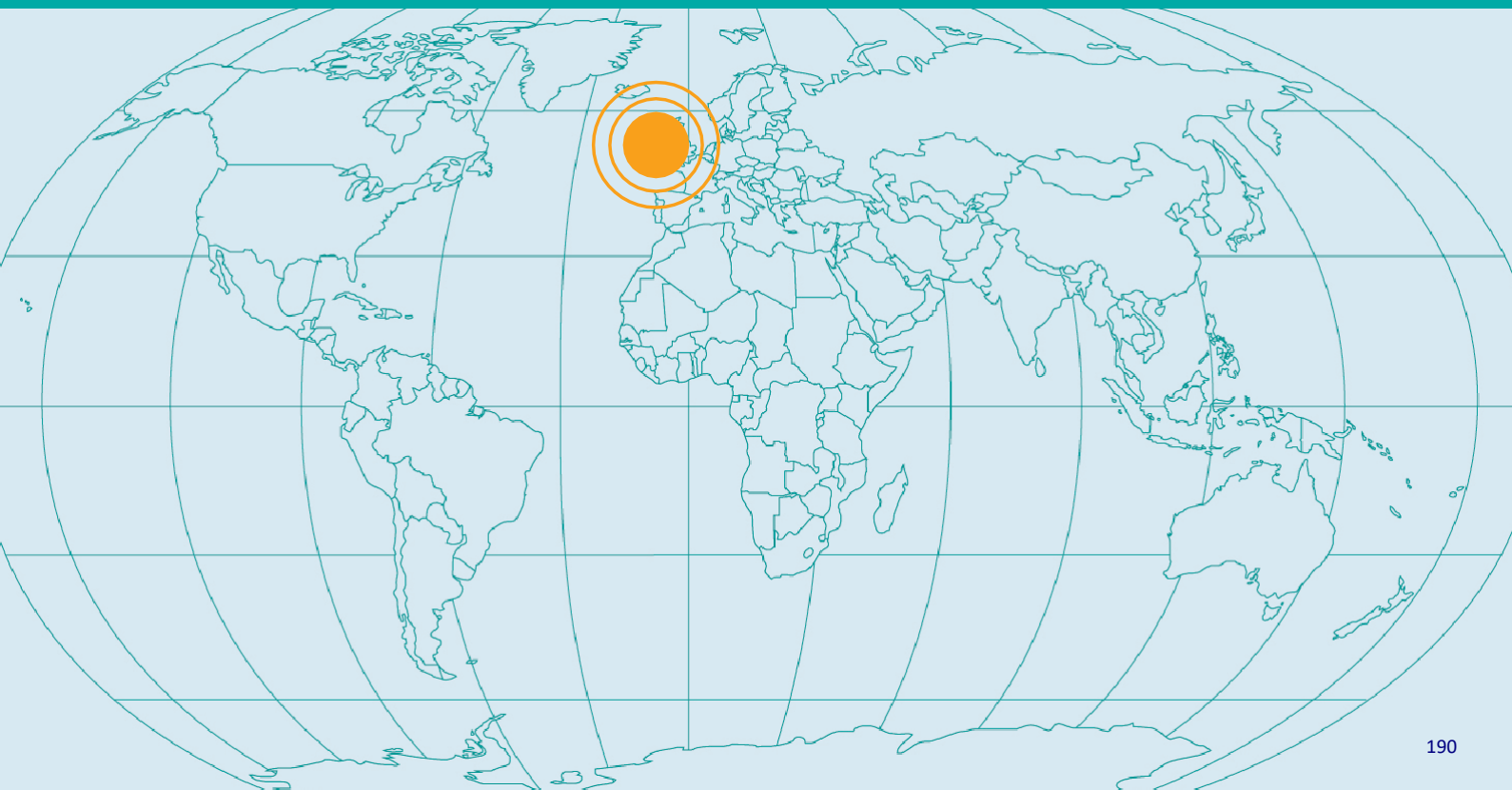
# Ireland (Republic of)

How to obtain a criminal record check - detailed guidance

Individual applies online or by post for Data Access Request (Police Certificate not issued for employment screening)

Cost €6.35

Data Access Request issued in English – Turnaround up to 40 days



# Ireland (Republic of)

-  1 Name of certificate
-  2 Department responsible for criminal records
-  3 Where to apply in country
-  4 How to apply in country
-  5 Where to apply in the UK
-  6 How to apply in the UK
-  7 Who can apply
-  8 Cost, payment and turnaround
-  9 How results are presented and security features
-  10 Languages
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1	<b>Name of certificate</b>	Police Certificate or Data Protection Access Request
2	<b>Department responsible for criminal records</b>	National Vetting Bureau
3	<b>Where to apply in country</b>	<p>National Vetting Bureau  Data Protection Processing Unit  Government Buildings  Vinegar Hill Lane  Templeshannon  Enniscorthy  Co. Wexford</p>
4	<b>How to apply in country</b>	<p><b>Police Certificate</b></p> <p>Individuals may also apply to their local district superintendent for a Police Certificate. Officially (see contact details in <a href="#">Section 3</a>), a Police Certificate will not be issued for pre-employment screening processes. However, it is understood that certificates may have been obtained for this reason.</p> <p>The application is a free-form letter which must include:</p> <ul style="list-style-type: none"> <li>• The individual’s full name (including maiden name where necessary)</li> <li>• Date and place of birth (or a copy of the birth certificate)</li> <li>• Current address</li> <li>• All addresses lived at in Ireland and the dates for each</li> <li>• The place and purpose for requesting a certificate</li> <li>• A copy of a passport, driving license or similar type of identification</li> <li>• A stamped, self-addressed envelope</li> </ul> <p><b>Data Access Request</b></p> <p>Applications must be made in writing, either in free-form or using the application form provided on the Garda website. This is available at: <a href="https://www.garda.ie/en/About-Us/Online-Services/Garda-Vetting-unit/F20-Data-Protection-Access-Request-Form-2018.pdf">https://www.garda.ie/en/About-Us/Online-Services/Garda-Vetting-unit/F20-Data-Protection-Access-Request-Form-2018.pdf</a> (see sample in Section 17).</p> <p>The form should be printed and completed, providing the following information:</p> <ul style="list-style-type: none"> <li>• The type of information request (i.e. a request for all criminal record data under the Data Protection Act 1988/2003)</li> <li>• Full name, including any previous names where applicable</li> <li>• Date of birth</li> <li>• Address(es)</li> <li>• Date of application</li> <li>• Return address</li> <li>• The individual’s signature</li> </ul>



		<p>The completed application form should be posted to the Garda Central Vetting Unit (contact details in Section 3) along with payment of the required fee and a copy of the individual's:</p> <ul style="list-style-type: none"> <li>• Passport</li> <li>• Birth certificate</li> <li>• Driving licence or other form of identification</li> </ul>
5	<b>Where to apply in the UK</b>	To the addresses in Section 3.
6	<b>How to apply in the UK</b>	The application process is the same as that from Ireland (see Section 4).
7	<b>Who can apply</b>	<p>Access to criminal record data for UK employment purposes is restricted. The Garda advises that the only form of disclosure available to British employers is a Data Access Request under data protection legislation. However, the same legislation prohibits employers from requesting this from prospective employees. The Garda Central Vetting Unit provides vetting disclosure for certain types of employment.</p> <p>Individuals may also apply to their local district superintendent for a Police Certificate. Officially, a Police Certificate will not be issued for pre-employment screening processes. However, it is understood that certificates may have been obtained for this reason.</p> <p>Any individual may obtain access to their own criminal record under the provisions of the Data Protection Act 1988/2003. Irish legislation allows an individual to provide consent for disclosure to be made to a third party.</p>
8	<b>Cost, payment and turnaround</b>	<p><b>Police Certificate</b></p> <p>The certificate is issued free of charge.</p> <p>The certificate is issued within three weeks.</p> <p><b>Data Access Request</b></p> <p>There is a processing fee of €6.35 for a Data Access Request.</p> <p>A personal cheque, money order or postal order made payable to "The Accountant, Department of Justice" should be attached to the application form.</p> <p>The results of a Data Access Request will be issued within 40 days.</p>

9	<b>How results are presented and security features</b>	<p><b>Police Certificate</b></p> <p>The certificate is issued as a hard copy by post to the address provided in the application form.</p> <p>The certificate will state the individuals:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Date of birth</li> <li>• Whether they have a criminal record</li> </ul> <p><b>Data Access Request</b></p> <p>The results of a Data Access Request will be issued in hard copy by post to the address provided in the application form.</p> <p>Since convictions remain on record for the lifetime of the convicted individual, the results of a Data Access Request may constitute full criminal record disclosure.</p> <p>A letter issued as a result of a Data Access Request will either state that no data has been found, based on information provided by the applicant; or it will give details of recorded convictions and/or prosecutions. These will be provided on a separate sheet of paper, and will include (in respect of convictions):</p> <ul style="list-style-type: none"> <li>• Date of decision</li> <li>• Name of court</li> <li>• Offence</li> <li>• Outcome</li> </ul> <p>The results of a Data Access Request will be issued as a letter bearing the electronic signature of the Superintendent in charge. The letter does not contain any other notable security features.</p>
10	<b>Languages</b>	The results of the Data Access Request are issued in English.
11	<b>Criminal convictions listed on certificate</b>	<p>Categories of criminal conviction in Ireland are broadly equivalent to those in the UK.</p> <p>Convictions remain on record for the lifetime of the convicted individual. The results of a Data Access Request therefore constitute full disclosure.</p>
12	<b>Confirming authenticity</b>	The National Vetting Bureau will accept enquiries from employers about the authenticity of a disclosure and will confirm that a request from a named individual has been processed and issued.
13	<b>Official bodies providing advice on interpretation of criminal records</b>	The National Vetting Bureau (see contact details in Section 3).
14	<b>Legislation</b>	Data Protection Act 1988 and the Data Protection Amendment Act 2003

15	Pending changes	When GDPR is implemented, Data Protection Access Requests will become free of charge.
16	Sources of information	National Vetting Bureau <b>www.garda.ie</b>
17	Sample documents	Sample application form

## An Garda Síochána



### Data Protection Access Request

Within the terms of Section 4 of the Data Protection Act(s), 1988/2003, I wish to apply for access to a copy of my personal data that may be in existence within An Garda Síochána, specifically in respect of the following:

Please Specify: \_\_\_\_\_

\_\_\_\_\_

Full Name: \_\_\_\_\_

Previous or other name(s) (if applicable): \_\_\_\_\_

\_\_\_\_\_

Date of Birth: \_\_\_/\_\_\_/\_\_\_ Contact Phone Number: \_\_\_\_\_

Address(es): \_\_\_\_\_

\_\_\_\_\_

I attach the following:

- Photocopy of Passport, Birth Certificate or Driving License.
- Payment Details: Debit Card / Credit Card Information\*  
Or  
Irish Personal Cheque, Irish Bank Draft, Irish Postal Order for €6.35, made payable to "The Accountant, Department of Justice",  
Or  
International Euro Bank Draft or Euro Giro for €6.35,

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Return Address: \_\_\_\_\_

Please Note:

- Request in writing should be made and signed by the applicant. Scanned or photocopied application forms will not be accepted.
- Cash cannot be accepted as payment.
- A disclosure of personal data under the Data Protection Act 1988/2003 should not be construed as Garda Vetting, a Police Certificate, Garda Reference or Security Clearance.
- Within the terms of the Data Protection Act 1988/2003, An Garda Síochána will respond to your request for personal data within 40 days.
- Requests should be submitted to: Data Protection Processing Unit, National Vetting Bureau, Government Buildings, Vinegar Hill Lane, Templeshannon, Enniscorthy, Co Wexford.

\*Credit Card / Debit Card type: Visa  MasterCard  Visa Debit

Credit Card Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiry Date (MM/YY) \_\_\_\_\_/\_\_\_\_\_

Card Identification Number (CVV) \_\_\_\_\_

Authorisation amount \_\_\_\_\_



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# Italy

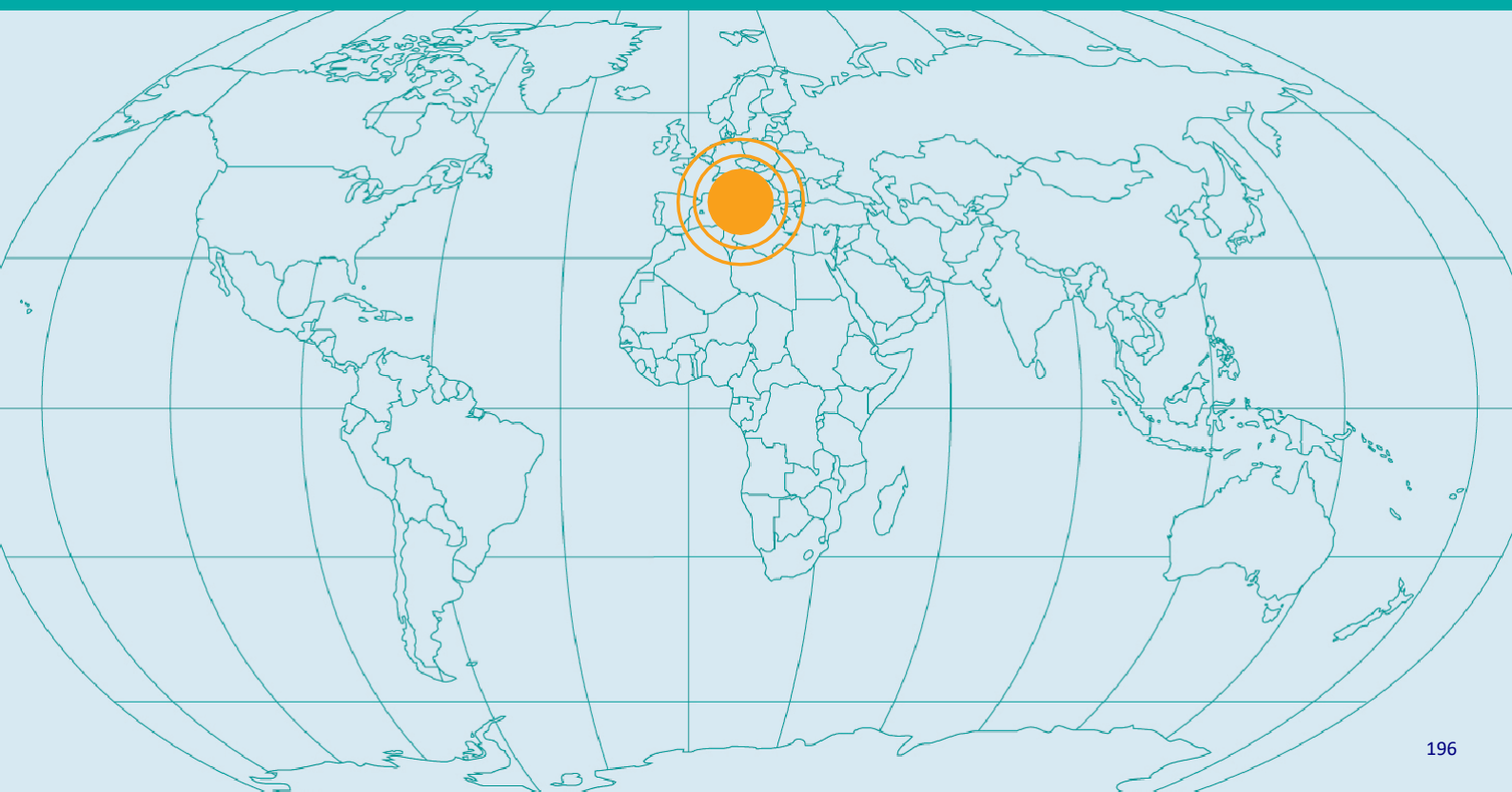
## How to obtain a criminal record check - detailed guidance

Individual/third party (with written consent) in person/by post/email to Criminal Record Local Office

Cost €19.54/€23.08 (fast-track)

Certificate issued in Italian

Turnaround 1 day/fast-track same day



# Italy

-  1 Name of certificate
-  2 Department responsible for criminal records
-  3 Where to apply in country
-  4 How to apply in country
-  5 Where to apply in the UK
-  6 How to apply in the UK
-  7 Who can apply
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-  16 Sources of information
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1	<b>Name of certificate</b>	<p>Pending Prosecutions Certificate (<i>Certificato dei carichi pendenti</i>) or</p> <p>Criminal Record Certificate (<i>Certificato del Casellario giudiziale</i>)</p>
2	<b>Department responsible for criminal records</b>	<p><b>Criminal Record Bureau</b></p> <p>Sistema Informativo del Casellario (SIC),  Ministry of Justice,  Dipartimento per gli Affari di Giustizia,  Direzione Generale della Giustizia Penale,  Ufficio III - Casellario Centrale,  27 p.zza di Firenze,  00186 Roma, Italy.  Tel: +39 (0) 6 68189217  Email: <b>Casellario.centrale@giustizia.it</b></p> <p><b>Pending Prosecutions Certificate</b></p> <p>Criminal Record Local Office attached to the Prosecutor’s Office (Ufficio Locale del Casellario Giudiziale presso la Procura della Repubblica).  Contact details for each office can be found at: <b><a href="http://www.giustizia.it/giustizia/">www.giustizia.it/giustizia/</a></b></p>
3	<b>Where to apply in country</b>	<p>Criminal Record Local Office (see link to contact details in Section 3).</p> <p>The Criminal Record Certificate is the same wherever it is requested because the data base is centralised.</p> <p>The Pending Prosecutions Certificate is different depending on from which Criminal Record Local Office it is requested. Each Prosecutor’s Office issues a certificate that shows running processes before the Court to which the Prosecutor’s Office is attached.</p>
4	<b>How to apply in country</b>	<p>At the Criminal Record Local Office (see contact details in Section 3). <b>In person/by post/email</b></p> <p>The application can be made using:</p> <ul style="list-style-type: none"> <li>• An application form (available from <b><a href="http://www.giustizia.it">www.giustizia.it</a></b> under section <i>Come fare per – Certificati</i> or see sample in Section 17)</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• A free form letter including the following details: <ul style="list-style-type: none"> <li>○ Name</li> <li>○ Place and date of birth</li> <li>○ Current address (where the certificate is to be posted)</li> <li>○ The reason for requesting the certificate</li> <li>○ The individual’s signature</li> <li>○ The type of certificate requested</li> </ul> </li> </ul> <p>The application must also include:</p> <ul style="list-style-type: none"> <li>• A valid identity document (a copy is acceptable for applications by post/email)</li> <li>• Proof of payment</li> <li>• A stamped, self-addressed envelope to return the certificate (not necessary if collecting in person)</li> </ul>

5	<b>Where to apply in the UK</b>	To the Criminal Record Office (see Section 3).
6	<b>How to apply in the UK</b>	The application process is the same as that from Italy (see Section 4).
7	<b>Who can apply</b>	<ul style="list-style-type: none"> <li>• The person concerned or someone delegated</li> <li>• A Public Administration or Authority/Company managing a public utility or service, if they need the certificate for the performance of their activity</li> <li>• The Criminal Judicial Authorities which access directly to it</li> <li>• The Defence Counsel 6</li> </ul>
8	<b>Cost, payment and turnaround</b>	<p><b>Cost</b></p> <ul style="list-style-type: none"> <li>• €19.84 (€3,84 certificate fee and €16,00 for stamp duty – one stamp duty every two pages of the certificate)</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>• €23.68 for fast-track applications (€19,84 and €3,84 for urgency fee)</li> </ul> <p><b>Payment</b></p> <p>Contact the Criminal Record Local Office (see Section 3) for acceptable methods.</p> <p><b>Turnaround</b></p> <p>Certificates are released the day after the receipt of the application. Fast-track certificates are released the same day.</p>
9	<b>How results are presented and security features</b>	<p>The results of a criminal record check are presented as a hard copy.</p> <p>A certificate of criminal records disclosure is issued on official paper of the Ministry of Justice and contains:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date and place of birth</li> <li>• Sex</li> <li>• Tax code for Italian citizens and citizens who are domiciled for tax purposes in Italy</li> <li>• The official stamp of the judicial records office</li> <li>• A unique reference number in the top right-hand corner which relates specifically to each application</li> <li>• A signature of the issuing officer</li> </ul> <p>If there is no criminal record, “Null” will be written on the certificate.</p> <p>If there is a criminal record, the following details will be shown:</p> <ul style="list-style-type: none"> <li>• Date of the judicial decision, name and location of the judge, date of irrevocability, type of judicial decision</li> <li>• Description of the crime and the relevant law</li> <li>• Any penalty/punishment</li> <li>• Additional penalties, alternative sanctions, benefits, safety measures, the declaration of habitual or professional tendency to commit crime</li> <li>• A list of other subsequent judicial decisions which may modify execution of the sentences or the principal judicial decision</li> </ul>

		A sample certificate can be seen in Section 17.
10	<b>Languages</b>	<p>The certificate is issued in Italian.</p> <p>If the application is made through the Prosecutor’s Office in Bolzano, it can also be issued in German.</p> <p>There is no official translation service available.</p>
11	<b>Criminal convictions listed on certificate</b>	<p><b>Pending Prosecutions Certificate</b></p> <p>Each Prosecutor’s Office issues a certificate that shows current investigations only for the Court to which the Prosecutor Office is attached.</p> <p><b>Criminal record certificate</b></p> <p>A Criminal Record Certificate contains all categories of criminal conviction existing in the criminal record database.</p> <p>Conviction are removed when:</p> <ul style="list-style-type: none"> <li>• An individual reaches 80 years of age, or by death of the person</li> <li>• Sentences issued by a Justice of Peace after: <ul style="list-style-type: none"> <li>○ 5 years from the period the sentence is issued (if the sentence is a fine)</li> <li>○ 10 years (if the sentence is an imprisonment)</li> </ul> </li> <li>• Bankruptcy offences when the bankruptcy verdict is revoked;</li> <li>• Expulsion measures are cancelled due to the trial being declared invalid</li> <li>• No guilty verdicts are issued due to lack of evidence. In such cases records are written off between 3 and 10 years (where 3 years relates to fine, 10 years in more extreme case such as murder)</li> <li>• Misdemeanors convictions with a fine after ten years after the sentence was executed or otherwise extinguished</li> <li>• All the conviction relating to minors at the age of eighteen, with the exception of those concerning to judicial pardon (eliminated when the subject is twenty-one) and those concerning convictions to imprisonment, even if conditionally suspended</li> </ul>
12	<b>Confirming authenticity</b>	<p>There is a service of legalisation, through the use of an Apostille, which attests the legal quality of the person who has affixed a signature on the act and the authenticity of their signature.</p> <p>This is a free service, provided by the Legalisation Office attached to the Prosecutor’s Office, which takes up to 3 days (see contact details in Section 3).</p>
13	<b>Official bodies providing advice on interpretation of criminal records</b>	The offices listed in Section 3



14	<b>Legislation</b>	Decree of the President of Republic n. 313 of 2002 Criminal Code of Italy Data Protection and Data Privacy legislation, Legislative Decree No. 193/2006, Italian Privacy Code
15	<b>Pending changes</b>	None
16	<b>Sources of information</b>	General Directorate of Criminal Justice
17	<b>Sample documents</b>	Sample application form Sample certificates

Modello N. 3 - CASELLARIO GIUDIZIALE

MODELLO PER LA RICHIESTA DEL CERTIFICATO E DELLA VISURA DELLE  
ISCRIZIONI DEL CASELLARIO GIUDIZIALE DA PARTE DELL'INTERESSATO  
(art. 26 decreto 25/1/2007)

Alla Procura della Repubblica presso il Tribunale  
Ufficio locale del casellario  
di \_\_\_\_\_

Si richiede il rilascio del seguente certificato\visura del casellario giudiziale:

- GENERALE (art. 24 T.U.)     PENALE (art. 25 T.U.)     CIVILE (art. 26 T.U.)  
 VISURA (art. 33 T.U.)     RICHIESTO DAL DIFENSORE (art. 22 T.U.)  
 PER USO ELETTORALE (art. 29 T.U.)    (T.U. = D.P.R. 14/11/2003, N. 313)

\_\_\_\_\_ (cognome e nome dell'interessato)

Nat. il \_\_\_ / \_\_\_ / \_\_\_\_\_ in \_\_\_\_\_

(se nato all'estero indicare anche lo Stato) \_\_\_\_\_

Sesso:  Maschile     Femminile    Codice fiscale \_\_\_\_\_

Residenza \_\_\_\_\_

(indicare altri eventuali dati che meglio identificano la persona: paternità, cittadinanza)

- N.ro copie \_\_\_\_\_  
 Esente dal bollo per ..... (indicare la motivazione)  
 Esente dal bollo e diritti per ..... (indicare la motivazione)  
 Con URGENZA

(data) \_\_\_\_\_ (firma dell'interessato)

Allego fotocopia non autenticata del documento di riconoscimento oppure

nel caso di esibizione del documento indicare gli estremi:

Tipo ..... N.ro .....

rilasciato da: ..... il .....


MINISTERO DELLA GIUSTIZIA - SISTEMA INFORMATIVO DEL CASELLARIO (SIC)

La richiesta può essere presentata anche tramite un delegato. In questo caso allegare alla domanda, oltre alla fotocopia del documento di riconoscimento dell'interessato, anche il conferimento della delega.

allego conferimento delega (utilizzare il Modello DELEGA N. 5)

Nota bene: Il rilascio dell'atto di visura non è subordinato al pagamento di alcun diritto.

	<i>Ministero della Giustizia</i>
	Sistema Informativo del Casellario
	<b>Certificato del Casellario Giudiziale</b>
	(ART. 21 D.P.R. 14/11/2002 N.313)
	CERTIFICATO NUMERO: 12/2014/R
Al nome di:	
Cognome	PROVA
Nome	CERTIFICATO
Data di nascita	02/05/1957
Luogo di nascita	ROMA (RM) - ITALIA
Sexo	M
esta richiesta di:	AUTORITA' GIUDIZIARIA (Numero registro 1255/2013)
per uso:	GIUSTIZIA PENALE (ART. 21 D.P.R. 14/11/2002 N.313)
Si attesta che nella Banca dati del Casellario giudiziale risulta:	
	<u>NULLA</u>
ESTRATTO DA: UFFICIO DEL CASELLARIO CENTRALE - MINISTERO DELLA GIUSTIZIA DI ROMA	
ROMA, 10/02/2014 09:27	IL RESPONSABILE DEL SERVIZIO CERTIFICATIVO

 *Ministero della Giustizia*

**Sistema Informativo del Casellario**  
**Certificato del Casellario Giudiziale**  
(ART. 21 D.P.R. 14/11/2002 N.313)

CERTIFICATO NUMERO: 15/2014/R

Al nome di:  
Cognome: ██████████  
Nome: ██████████  
Data di nascita: 01/01/1977  
Luogo di nascita: ROMA (RM) - ITALIA  
Sesso: M

sulla richiesta di: AUTORITA' GIUDIZIARIA (Numero registro 222/2012)  
per uso: GIUSTIZIA PENALE (ART. 21 D.P.R. 14/11/2002 N.313)

Si attesta che nella Banca dati del Casellario giudiziale risultano i seguenti provvedimenti:

1) 0101/1994 SENTENZA DEL G.I.P. TRIBUNALE PER I MINORENNI DI ROMA IRREVOCABILE IL 01/05/1994  
1° reato ) INGIURIE Art. 594 C.P.  
Dispositivo: RECLUSIONE ANNI 1

---

2) 0404/2004 SENTENZA DELLA CORTE MILITARE DI APPELLO DI ROMA IRREVOCABILE IL 05/05/2004  
- IN RIFORMA DELLA SENTENZA EMessa IN DATA 02/02/2002 DAL TRIBUNALE MILITARE DI ROMA  
1° reato ) DIFFAMAZIONE Art. 227 CODICE PENALE MILITARE DI PACE (COMMESSO IL 2/2/2000 IN ROMA)  
2° reato ) RIFIUTO DI PRESTARE SERVIZIO DA PARTE DEL PILOTA Art. 254 CODICE PENALE MILITARE DI PACE (COMMESSO FINO AL 2/2/2000 IN ROMA)  
Dispositivo: RITENUTA LA CONTINUAZIONE TRA I REATI DI CUI AI PUNTI: 1), 2) RECLUSIONE MESI 2  
SOSTITUITA LA PENA: L'INTERA RECLUSIONE CON LA MULTA 15.000,00 EURO  
Benefici: SOSPENSIONE CONDIZIONALE DELLA PENA AI SENSI DELL'Art. 163 C.P.

---

TOTALE PROVVEDIMENTI PRESENTI: 2

ESTRATTO DA: UFFICIO DEL CASELLARIO CENTRALE - MINISTERO DELLA GIUSTIZIA DI ROMA

ROMA, 10/02/2014 09:44

IL RESPONSABILE DEL SERVIZIO CERTIFICATIVO



National Protective  
Security Authority

**SECURITY** **WATCHDOG**  
Part of Capita plc

# Japan

## How to obtain a criminal record check - detailed guidance

Individual applies in person to National Police Agency/local police authority

Applications from UK in person to Embassy

Fingerprints required

Cost varies by location/UK free

Certificate issued in Japanese, English, Spanish, French, German

Turnaround Japan 1–2 weeks/UK 2–3 months



# Japan

- 1 Name of certificate
- 2 Department responsible for criminal records
- 3 Where to apply in country
- 4 How to apply in country
- 5 Where to apply in the UK
- 6 How to apply in the UK
- 7 Who can apply
- 8 Cost, payment and turnaround
- 9 How results are presented and security features
- 10 Languages
- 11 Criminal convictions listed on certificate
- 12 Confirming authenticity
- 13 Official bodies providing advice on interpretation of criminal records
- 14 Legislation
- 15 Pending changes
- 16 Sources of information
- 17 Sample documents

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1	<b>Name of certificate</b>	Police Clearance Certificate (Tokou Shoumei)
2	<b>Department responsible for criminal records</b>	National Police Agency (NPA)
3	<b>Where to apply in country</b>	<p>Tokyo residents must apply to the following address:</p> <p>The Police Certificate Sub-section  1st Foreign Affairs Section  Tokyo Metropolitan Police Department  2-1-1, Kasumigaseki  Chiyoda-Ku  Tokyo, Japan  Website: <a href="http://www.keishicho.metro.tokyo.jp">http://www.keishicho.metro.tokyo.jp</a></p> <p>For cities other than Tokyo, apply to the local police authority.  For a list of local police authorities, see <a href="http://www.npa.go.jp">www.npa.go.jp</a>.</p>
4	<b>How to apply in country</b>	<p>In person to the address or local police authorities detailed in Section 3.</p> <p>The individual must:</p> <ul style="list-style-type: none"> <li>• Complete the application form</li> <li>• Show their passport</li> <li>• Fingerprints will also be taken</li> <li>• Pay the fee (if applicable)</li> </ul> <p>The process may vary at different police stations.</p>
5	<b>Where to apply in the UK</b>	<p>Certificate Officer,  Consular Section,  Embassy of Japan in the  UK</p> <p>101-104 Piccadilly  London W1J 7JT  Tel: 020 7465 6565  Fax: 020 7491 9328</p> <p>People living in Scotland and the North of England (Cumbria, County Durham, Darlington, Gateshead, Hartlepool, Middlesbrough, Newcastle upon Tyne, North Tyneside, Northumberland, Redcar and Cleveland, South Tyneside, Stockton-on-Tees and Sunderland), should contact the Consulate General of Japan in Edinburgh.</p>



6	<b>How to apply in the UK</b>	<p>In person to the Embassy as detailed in Section 5. Documents required for the application are as follows:</p> <ul style="list-style-type: none"> <li>• Your valid passport</li> <li>• Application form (provided by the Consular Section)</li> <li>• Fingerprints form (provided by the Consular Section)</li> </ul> <p>The Embassy will forward the application to the NPA in Japan. Please use the fingerprint form provided by the Consular Section. You may arrange to have your fingerprints taken on the fingerprint form at your nearest Police Station. For details, please contact either Metropolitan Police Visa Fingerprint Section (<a href="https://www.met.police.uk/request/your-fingerprints">https://www.met.police.uk/request/your-fingerprints</a>) or your local Police Station directly. An appointment and/or fee may be applicable.</p> <p>In some cases, additional documents such as a letter from the authority requesting the Police Certificate and a textual extract of the relevant law with Japanese translations may be required.</p> <p>The National Police Agency in Japan may request that your fingerprints be taken again if they have not been taken to a sufficient standard.</p>
7	<b>Who can apply</b>	<p>Any national/non-national over 14 years old with a current/former status of residence other than ‘Temporary Visitor’ may submit an application. The reason for obtaining the certificate must also amount to a legal requirement in the foreign state.</p>
8	<b>Cost, payment and turnaround</b>	<p><b>Cost</b></p> <p>A fee may be payable at some prefectures in Japan. This service is free of charge within the UK.</p> <p><b>Turnaround</b></p> <ul style="list-style-type: none"> <li>• 1–2 weeks from within Japan</li> <li>• From the Embassy, it will take approximately two months for processing. We will contact you when it is ready for collection. We strongly advise applicants to collect the certificate in person from the Consular Section of the Embassy of Japan in the UK, as it contains private and confidential information. You must bring your valid passport once again for identification purposes</li> </ul> <p>If you would like to send someone to collect it for you, let us know his/her identity upon application. Or, if you wish to receive the certificate by post, please provide a pre-paid Special Delivery Envelope and <b>Postal Return Request Form</b> upon application. Please note that the Consulate Section will not bear responsibility for any loss, delay or damage that occurs as a result of posting.</p> <p>A request can be made for a fast-track certificate, but this is at the discretion of NPA.</p>
9	<b>How results are presented and security features</b>	<p>The certificate is issued in a sealed envelope.</p> <p>If the application is sent via the Embassy, the certificate is collected in person from the Embassy by the individual or a third party named in the application.</p> <p>See Section 17 for a sample.</p>

10	<b>Languages</b>	The certificate is provided in Japanese, English, Spanish, French and German.
11	<b>Criminal convictions listed on certificate</b>	All convictions which result in imprisonment or a fine are listed on the certificate. Convictions are listed indefinitely.
12	<b>Confirming authenticity</b>	Apostilles can be issued by: Certification Section, Consular Service Division, Ministry of Foreign Affairs, 2-2-1 Kasumigaseki, Chiyoda-ku, Tokyo, 100-8919, Japan.  Tel: +81 (0)3 3580 3311 Web: <a href="http://www.mfo.go.jp">www.mfo.go.jp</a>  For UK applicants, an Apostille can be applied for from the Embassy at the same time as the Police Certificate. Apostilles are free of charge.
13	<b>Official bodies providing advice on interpretation of criminal records</b>	None
14	<b>Legislation</b>	<ul style="list-style-type: none"> <li>• Domestic data protection legislation applies which can be found at <a href="http://www.npa.go.jp/pdc/pdc.htm">www.npa.go.jp/pdc/pdc.htm</a></li> <li>• Memorandum for Issuing the Hanzai Keireki Shomeisho</li> <li>• Act on the Protection of Personal Information Held by Administrative Bodies</li> </ul>
15	<b>Pending changes</b>	None
16	<b>Sources of information</b>	Embassy of Japan, Consular Section Tokyo Metropolitan Police Department
17	<b>Sample documents</b>	Sample certificates

別記様式第4号

## 犯罪経歴証明書

Certificate of Criminal Record

氏名  
Name

性別  
Sex

生年月日  
Date of birth

国籍等  
Nationality

旅券番号  
Passport No.

提出先  
Information released to : The Competent Authorities of 関係機関御中

上記の者は現在警察庁において保管中の指紋資料の調査によれば記載すべき犯罪経歴は認められない。  
This is to certify that according to the fingerprint files currently maintained by the National Police Agency of Japan, the person mentioned above does not have any applicable criminal record as of the time of issuance of this certificate.

Je soussigné, certifie par la présente que, après avoir effectué des recherches dans le registre des empreintes digitales conservé par l'Agence de la Police Nationale japonaise, la personne mentionnée ci-dessus n'a aucun antécédent criminel à la date à laquelle ce certificat est établi.

Durch dieses Zeugnis, ausgestellt vom Nationalen Polizeiant Japan, wird bescheinigt, dass für die oben erwähnte Person bis zum Datum der Ausstellung des Zeugnisses in Japan kein früherer Strafregistereintrag im Fingerabdruckregister des Nationalen Polizeiant Japan besteht.

El presente certifica que la persona arriba mencionada no tiene ningún antecedente criminal aplicable en el Japan hasta la fecha de la expedición de este certificado, según los archivos de sus huellas digitales que conservan la Agencia Nacional de Policía del Japan.

発行日(西暦)  
Date of issue

年 月 日

( 警察庁長官 )

氏 名

公印

Commissioner General of National Police Agency

# 犯罪経歴証明書

Certificate of Criminal Record

氏名  
Name

性別  
Sex

生年月日  
Date of birth

国籍等  
Nationality

旅券番号  
Passport No.

提出先 関係機関御中  
Information released to : The Competent Authorities of

上記の者は現在警察庁において保管中の指紋資料の調査によれば記載すべき犯罪経歴は認められない。  
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El presente certifica que la persona arriba mencionada no tiene ningún antecedente criminal aplicable en el Japen hasta la fecha de la expedición de este certificado, según los archivos de sus huellas digitales que conservan la Agencia Nacional de Policía del Japen.

発行日(西暦) 年 月 日  
Date of issue

( 都道府県方面 ) 警察本部長  
階級 氏名 公印

Chief of Prefectural Police Headquarter

別記様式第5号

## 犯罪経歴証明書

Certificate of Criminal Record

氏名  
Name

性別  
Sex

生年月日  
Date of birth

国籍等  
Nationality

旅券番号  
Passport No.

提出先 関係機関御中  
Information released to : The Competent Authorities of

上記の者は現在警察庁において保管中の指紋資料の調査によれば下記のとおり犯罪経歴を有する。  
This is to certify that according to the fingerprint files currently maintained by the National Police Agency of Japan, the person mentioned above has the following criminal record as of the time of issuance of this certificate.

Je soussigné, certifie par la présente que, après avoir effectué des recherches dans le registre des empreintes digitales conservé par l'Agence de la Police Nationale japonaise, la personne mentionnée ci-dessus a un antécédent criminel décrit ci-après à la date à laquelle ce certificat est établi.

Durch dieses Zeugnis, ausgestellt vom Nationalen Polizeiamt Japan, wird bescheinigt, dass für die oben genannte Person bis zum Datum der Ausstellung des Zeugnisses in Japan der folgende Strafregistereintrag im Fingerabdruckregister des Nationalen Polizeiamts Japan besteht.

El presente certifica que la persona arriba mencionada tiene los siguientes antecedentes criminales en Japon hasta la fecha de la expedición de este certificado, según los archivos de sus huellas digitales que conservan la Agencia Nacional de Policia del Japon.

言渡年月日 Date of judgment	罪名 Offense	刑 Penalty

発行日(西暦) 年 月 日  
Date of issue

( 警察庁長官 )  
氏名 公印

Commissioner General of National Police Agency

# 犯罪経歴証明書

Certificate of Criminal Record

氏名  
Name

性別  
Sex

生年月日  
Date of birth

国籍等  
Nationality

旅券番号  
Passport No.

提出先 関係機関御中  
Information released to : The Competent Authorities of

上記の者は現在警察庁において保管中の指紋資料の調査によれば下記のとおり犯罪経歴を有する。  
This is to certify that according to the fingerprint files currently maintained by the National Police Agency of Japan, the person mentioned above has the following criminal record as of the time of issuance of this certificate.

Je soussigné, certifie par la présente que, après avoir effectué des recherches dans le registre des empreintes digitales conservé par l'Agence de la Police Nationale japonaise, la personne mentionnée ci-dessus a un antécédent criminel décrit ci-après à la date à laquelle ce certificat est établi.

Durch dieses Zeugnis, ausgestellt vom Nationalen Polizeiamt Japan, wird bescheinigt, dass für die oben genannte Person bis zum Datum der Ausstellung des Zeugnisses in Japan der folgende Strafregistereintrag im Fingerabdruckregister des Nationalen Polizeiamts Japan besteht.

El presente certifica que la persona arriba mencionada tiene los siguientes antecedentes criminales en Japon hasta la fecha de la expedición de este certificado, según los archivos de sus huellas digitales que conservan la Agencia Nacional de Policia del Japon.

言渡年月日 Date of judgment	罪名 Offense	刑 Penalty

発行日(西暦) 年 月 日  
Date of issue

( )  
(都道府県方面)警察本部長  
階級 氏名 公印  
Chief of Prefectural Police Headquarter



National Protective  
Security Authority

**SECURITY** **WATCHDOG**  
Part of Capita plc

# Latvia

## How to obtain a criminal record check - detailed guidance

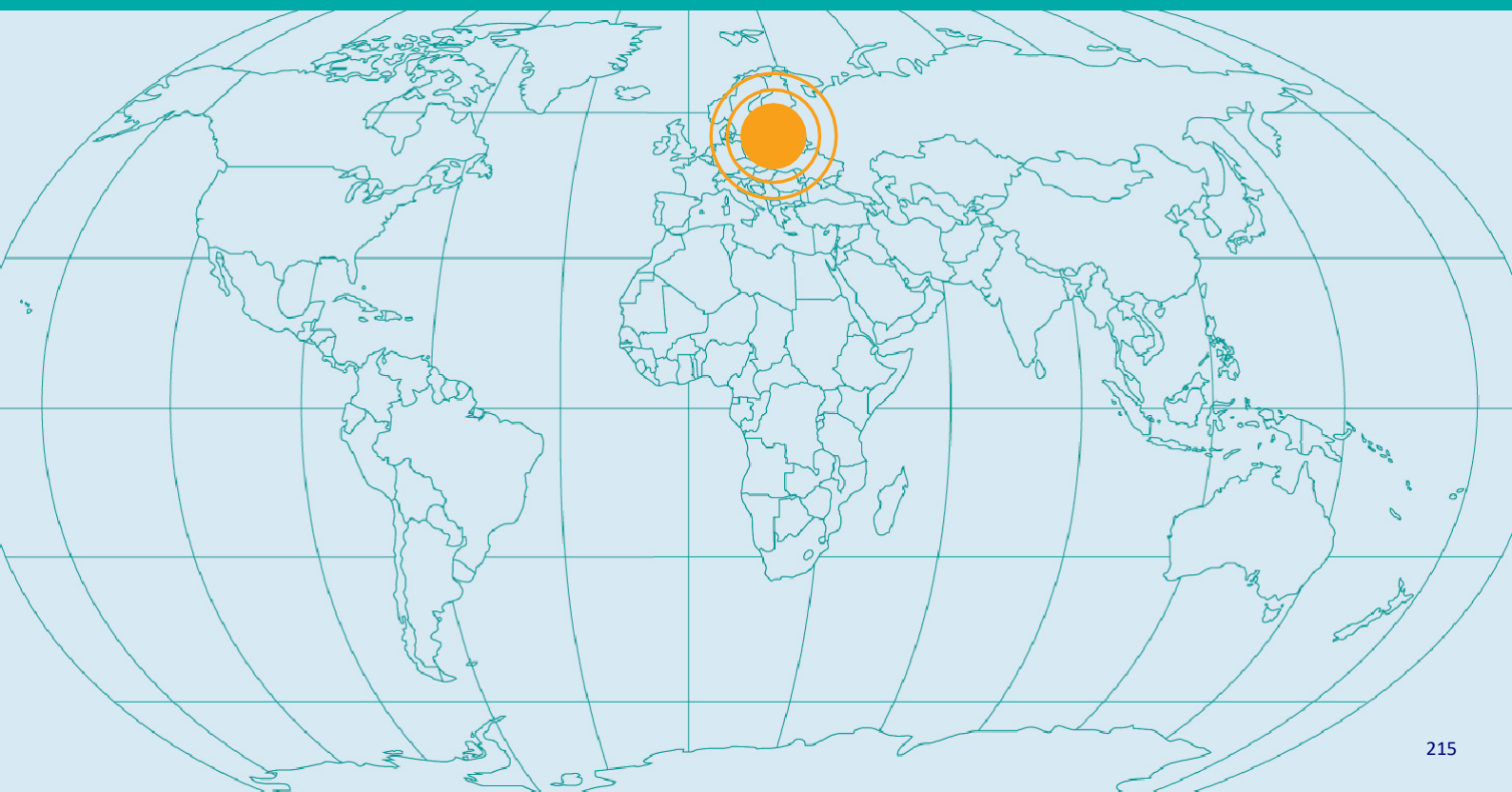
Individual/third party (with power of attorney) applies online/in person/  
by post/by fax to the Information Centre of the Ministry of the Interior

Applications from UK by post/in person to Embassy

Cost €4.27 to €12.81

Certificate issued in Latvian, English, Russian

Turnaround Latvia 5 working days/fast-track available/UK plus postage times



# Latvia

-  1 Name of certificate
-  2 Department responsible for criminal records
-  3 Where to apply in country
-  4 How to apply in country
-  5 Where to apply in the UK
-  6 How to apply in the UK
-  7 Who can apply
-  8 Cost, payment and turnaround
-  9 How results are presented and security features
-  10 Languages
-  11 Criminal convictions listed on certificate
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-  13 Official bodies providing advice on interpretation of criminal records
-  14 Legislation
-  15 Pending changes
-  16 Sources of information
-  17 Sample documents

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1	<b>Name of certificate</b>	Certificate of (Non) Convictions
2	<b>Department responsible for criminal records</b>	Information Centre of the Ministry of the Interior
3	<b>Where to apply in country</b>	Information Centre of the Ministry of the Interior, Bruņinieku iela 72b, Rīga, LV-1009, Latvia.  Tel: +371 (0) 67208216, +371 (0) 67208218 Fax: + 371 (0) 67208219 Web: <a href="http://www.ic.iem.gov.lv/en/node/367">www.ic.iem.gov.lv/en/node/367</a> (in Latvian, English & Russian)
4	<b>How to apply in country</b>	Information Centre of the Ministry of Interior, Bruņinieku street 72B, LV-1009, Riga, Latvia (the certificate can be collected only in Latvia).  <b>Online</b> – make the application via the website in Section 3.  <b>In person</b> – the individual must go to the address in Section 3.  <b>By post</b> – the application form and required documents must be sent to the address in Section 3.  <b>By fax</b> – to the number in Section 3.  <b>When requesting a Certificate of (Non) Convictions the following must be submitted:</b> <ul style="list-style-type: none"> <li>• Application form (see Section 17 for a sample) including: <ul style="list-style-type: none"> <li>○ Forename(s) and surname of the individual and all previous names</li> <li>○ Personal ID code or date of birth</li> <li>○ Residential address and telephone number of the individual</li> </ul> </li> <li>• Passport personal data page (page containing the photo, personal data and signature)</li> <li>• State tax payment order</li> <li>• Reason for issuance of the certificate and if any specific data needs to be included on the certificate</li> </ul> <p>The certificate can be collected at the Information Centre by presenting payment order and the individual’s passport.</p>
5	<b>Where to apply in the UK</b>	Embassy of the Republic of Latvia, 45 Nottingham Place, London, W1U 5LY  Tel: +44 (0) 20 731 200 41 Fax: +44 (0) 20 731 200 42 Email: <a href="mailto:consulate.uk@mfa.gov.lv">consulate.uk@mfa.gov.lv</a> Web: <a href="http://www.mfa.gov.lv/en/london">www.mfa.gov.lv/en/london</a>

<p><b>6</b></p>	<p><b>How to apply in the UK</b></p>	<p><b>In person</b></p> <p>An appointment is necessary to make an application.</p> <p>Three copies of the application form must be taken to the Consular Department of the Embassy of the Republic of Latvia (see Section 5).</p> <p>One form must be completed in Latvian and two other forms in English. Application forms in Latvian, Russian, English, German and French are available at: <a href="http://www.mfa.gov.lv/en/service/consular-services/requesting/#formas">www.mfa.gov.lv/en/service/consular-services/requesting/#formas</a>. (see samples in Section 17)</p> <p>The forms can be completed electronically or by hand. All three forms must be originals. The forms must be signed by the applicant.</p> <p>The original passport of the individual must be presented when submitting the application and collecting the certificate.</p> <p><b>By post</b></p> <p>A person has to send the following to the Embassy (contact details in Section 5):</p> <ul style="list-style-type: none"> <li>• Copy of the individual’s passport (On the copy you should write “<i>I, (name, surname), agree that my personal data will be used in order to obtain information for Criminal Records Certificates</i>”)</li> <li>• Signed application form</li> <li>• The relevant fee</li> <li>• Postal order payable to the Embassy of Latvia. Consular fee for CRC written in English will be £21 (7 working days) or £42 (2 working days)</li> <li>• A pre-paid, self-addressed Special Delivery envelope for return of the results</li> </ul>
<p><b>7</b></p>	<p><b>Who can apply</b></p>	<p>Anyone can apply. However, the certificate may be received only by the individual or an authorised person, presenting a certified Power of Attorney.</p> <p>A parent/guardian can submit an application and receive the certificate on behalf of individuals under the age of 18 years old.</p>

<p>8</p>	<p><b>Cost, payment and turnaround</b></p>	<p><b>From Latvia</b></p> <p>Payment can be made at the Information Centre (the state tax by payment card, the services in cash or by payment card) or the necessary payments may be made in credit institutions before submission of the documents.</p> <p><b>Cost</b></p> <p><b>State tax shall be as follows:</b></p> <p>€12.81 for issuance of the certificate according to express tariffs (to the following business day),</p> <p>€4.27 for issuance of the certificate according to standard tariffs (within five business days). In the case of an individual wanting to receive the certificate in English/Russian and/or if receiver of the certificate is located in Latvia and wants to receive the certificate by registered mail, the submitter shall attach to the request evidence on the settlement of the respective paid service.</p> <p>Paid services of the Information Centre of the Ministry of the Interior are rendered in accordance with the pay tariffs prescribed in the Regulations No.656 adopted on 27 August 2013 by the Cabinet of Ministers.</p> <p><b>State tax shall be as follows:</b></p> <p>€10.02 for translation of the certificate in English or Russian according to the express tariff (available in the next business day);</p> <p>€5.01 for certificate according to standard tariff (available within five business days);</p> <p>€3.36 for delivery of the certificate to a given mailing address within the territory of the Republic of Latvia.</p> <p><b>Payment</b></p> <p>Beneficiary the State Treasury  Registration Certificate No: 90000050138  Beneficiary (Bank) the State Treasury  Code: TREL LV22  Sub-account: LV51TREL1060140919800  Please specify as purpose of the payment order CM Regulations No.563;</p> <p><b>Turnaround</b></p> <ul style="list-style-type: none"> <li>• Within 5 business days</li> <li>• A fast-track service can be requested. Express certificates can be issued within 1 business day</li> <li>• Applications from the UK will take additional time due to postage</li> </ul>
<p>9</p>	<p><b>How results are presented and security features</b></p>	<p>The information included on the certificate is:</p> <ul style="list-style-type: none"> <li>• Individual's name</li> <li>• Surname</li> <li>• Identity number</li> <li>• Date of birth</li> <li>• Information on the conviction and/or punishment</li> <li>• If requested – the purpose for the certificate</li> </ul>

10	<b>Languages</b>	<p>For translation: Payment for paid services may be settled in credit institution prior to submission of documents.</p> <p>Beneficiary MI Information Centre,  Registration Certificate No: 90000289913  Beneficiary institution (Bank) the State Treasury  Code: TREL22  Sub-account: LV96TREL2140088026000  Purpose of the payment order shall state IKK 21399</p>
11	<b>Criminal convictions listed on certificate</b>	<p>The following information is included on the certificate:</p> <ul style="list-style-type: none"> <li>• Valid convictions (undeleted)</li> <li>• Administrative penalties applied in the past 12 months</li> <li>• Deleted convictions (from the archive database, if submitter requests)</li> <li>• Criminal proceedings where the person was acquitted</li> <li>• Administrative penalties applied earlier than the past 12 months</li> </ul>
12	<b>Confirming authenticity</b>	<p>The Ministry of Foreign Affairs can confirm authenticity of the certificate.</p> <p><b>Contact details:</b></p> <p>Elizabetes iela 57,  Rīga LV-1050, 8000 5905  - free informative phone for travellers;  +371 67 015 905 - for calls from abroad.  Email: mfa.cdep@mfa.gov.lv.</p> <p><b><a href="http://www.mfa.gov.lv/en/consular-information">http://www.mfa.gov.lv/en/consular-information</a></b></p> <p>When submitting a document for legalisation, the following must be provided:</p> <ul style="list-style-type: none"> <li>• An identity document</li> <li>• A completed application form</li> <li>• Payment in person or proof that payment has been made</li> </ul> <p>Legalisation of the documents is processed within 2 working days from submission. The fee is €15.00; within 2 hours €30.00.</p> <p>Payment can be made by card or bank transfer at:</p> <p>Receiver: State Treasury  Registration no: 90000050138  Account No: V81TREL1060110919100  Receiving Institution: State Treasury  Receiver's BIC: TREL22</p>

13	<b>Official bodies providing advice on interpretation of criminal records</b>	Ministry of Justice of the Republic of Latvia, Brivibas blvd.36, Riga, LV-1536 Tel.: 67036720; 67036721; 67036825 Fax: 67210823 E-mail: <a href="mailto:tm.kanceleja@tm.gov.lv">tm.kanceleja@tm.gov.lv</a>
14	<b>Legislation</b>	Certificates are issued in accordance with the Punishment Register Law (came into force on 01/01/2014) and the Regulations No. 563 adopted on 23 September 2014, by the Cabinet of Ministers.  Paid services of the Information Centre of the Ministry of the Interior are rendered in accordance with the pay tariffs prescribed in the Regulations No. 656 adopted on 27 August 2013, by the Cabinet of Ministers.
15	<b>Pending changes</b>	None
16	<b>Sources of information</b>	International Cooperation Division Information Centre Ministry of the Interior  <a href="http://www.ic.iem.gov.lv/en/node/367">www.ic.iem.gov.lv/en/node/367</a>  <a href="http://www.mfa.gov.lv/en/london/">www.mfa.gov.lv/en/london/</a>
17	<b>Sample documents</b>	Sample application forms

Latvijas Republikas Iekšlietu ministrijas Informācijas centram

(personas vārds(i))

(uzvārds)

(visi iepriekšējie vārdi, uzvārdi un personas kodi)

□ □ □ □ □ □ - □ □ □ □ □ □

(personas kods, ja tāda nav-dzimšanas datums)

(dzīvesvietas vai uzturēšanās vietas adrese)

kontakttālrunis

### PIEPRASĪJUMS

Saskaņā ar Sodurēģistra likumu, lūdzu Jūs izsniegt man izziņu no Sodurēģistra Aktuālās datu bāzes \_\_\_\_\_ valodā par manu:

(latviešu, krievu, angļu)

- kriminālsodāmību Latvijas Republikas teritorijā;  
 administratīvajiem pārkāpumiem Latvijas Republikas teritorijā.

Izziņu lūdzu sagatavot:

- 5 darba dienu laikā.  
 steidzami (izziņu var saņemt nākošajā darba dienā pēc plkst.13:00).

Lauki, kuri jāaizpilda tikai tad, kad tajos ietvertās ziņas nepieciešams iekļaut izziņā	Laika posms par kuru jāsaņem izziņa, no _____ līdz _____
	Izziņa nepieciešama _____ (norādīt tematu)
	Izziņa tiks iesniegta _____ (norādīt iestādi, valsti)
	Mana vārda un uzvārda vēlāmā rakstība _____ (norādīt tikai tad, ja izziņa tiks sagatavota citā valodā).

izziņā iekļaut ziņas arī no Sodurēģistra Arhīva datubāzes.

Sagatavoto izziņu vēlos saņemt pa pastu ierakstītā vēstulē. Vēstuli lūdzu nosūtīt

uz \_\_\_\_\_ LV- \_\_\_\_\_  
(adrese uz kuru nosūtīt ierakstīto vēstuli) (pasta indekss)

Pielikumā: - personu apliecinoša dokumenta kopija;  
- maksājuma uzdevums par valsts nodevas nomaksu.

20\_\_ gada „\_\_\_” \_\_\_\_\_  
(paraksts) (paraksta atšifrējums)

Aizpilda Informācijas centra darbinieks:

Dokumentus iesniedza \_\_\_\_\_  
(vārds, uzvārds, personas kods)

#### Zināšanai:

Sagatavoto izziņu var saņemt tikai fiziskā persona par kuru tiek sniegta ziņas, vai tās prombūtnē - cita fiziskās personas pilnvarotā persona uzrādot notariāli apliecinātu pilnvaru

Pieprasot ziņas no **Sodurēģistra Aktuālās datu bāzes**, izziņā tiks iekļautas ziņas par sodāmību, kas nav dzēsta (noņemta), ziņas par fiziskajai personai administratīvajā pārkāpuma lietā piemēroto sodu, no kura izciešanas laika ir pagājis mazāk nekā gads

Pieprasot ziņas no **Sodurēģistra Arhīva datubāzes**, izziņā tiks iekļautas ziņas par dzēstu (noņemtu) sodāmību, ziņas par fiziskajai personai administratīvajā pārkāpuma lietā piemēroto sodu, no kura izciešanas laika pagājis vairāk nekā gads.

Sample Application form (English)

To the Information Centre of the Ministry of the Interior of the Republic of Latvia

.....  
(given name(s))

.....  
(surname)

.....  
(all former names, surnames and personal identity numbers)

□ □ □ □ □ □ - □ □ □ □ □ □  
(personal identity number, if not available - date of birth)

.....  
(address of permanent domicile or temporary residence)

Contact telephone No .....

**REQUEST FOR INFORMATION**

According to the Punishment Register Law I request to issue the certificate in .....  
(Latvian, Russian, English)

from the Actual Database of the Punishment Register regarding my:

- criminal record in the territory of the Republic of Latvia;
- administrative offences in the territory of the Republic of Latvia

The certificate should be prepared:

- in 5 working days
- urgently (the certificate will be ready on the following business day starting from 13:00)

Fields to be filled in only when the given data are to be included in the certificate	Time period for which the certificate should be issued, from ..... to .....
	Certificate is required for ..... (specify motivation)
	Certificate will be submitted to ..... (specify institution, country)
	Preferable spelling of my given name and surname (specify only if the certificate is drawn in language other than Latvian)
	<input type="checkbox"/> In the certificate include also information from the Archive Database of the Register

I wish to receive the certificate as a registered letter (fill only when receiving in the territory of the Republic of Latvia)

Please send the letter to ..... LV- .....  
(address) (postal code)

In attachment: - **copy of personal identification document**  
- **payment order**

On \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(date) (month) (year)

.....  
(signature)

.....  
(name of the requestor)

**For your information:**

The **certificate may be received only by the natural person about whom the information is provided**, or, in his/her absence, by other individual authorized by the natural person, after presenting a Power of Attorney.

When information is requested from the **Actual Database of the Register**, the certificate will include information about criminal record that has not been extinguished (expunged) and also information about a penalty applied to a natural person in case less than a year has passed since serving the sentence for the administrative violation.

When information is requested from the **Archive Database of the Register**, the certificate will include information about an extinguished (expunged) criminal record and also information about a penalty applied to a natural person in case more than a year has passed since serving the sentence for the administrative violation.



National Protective  
Security Authority

**SECURITY** **WATCHDOG**  
Part of Capita plc

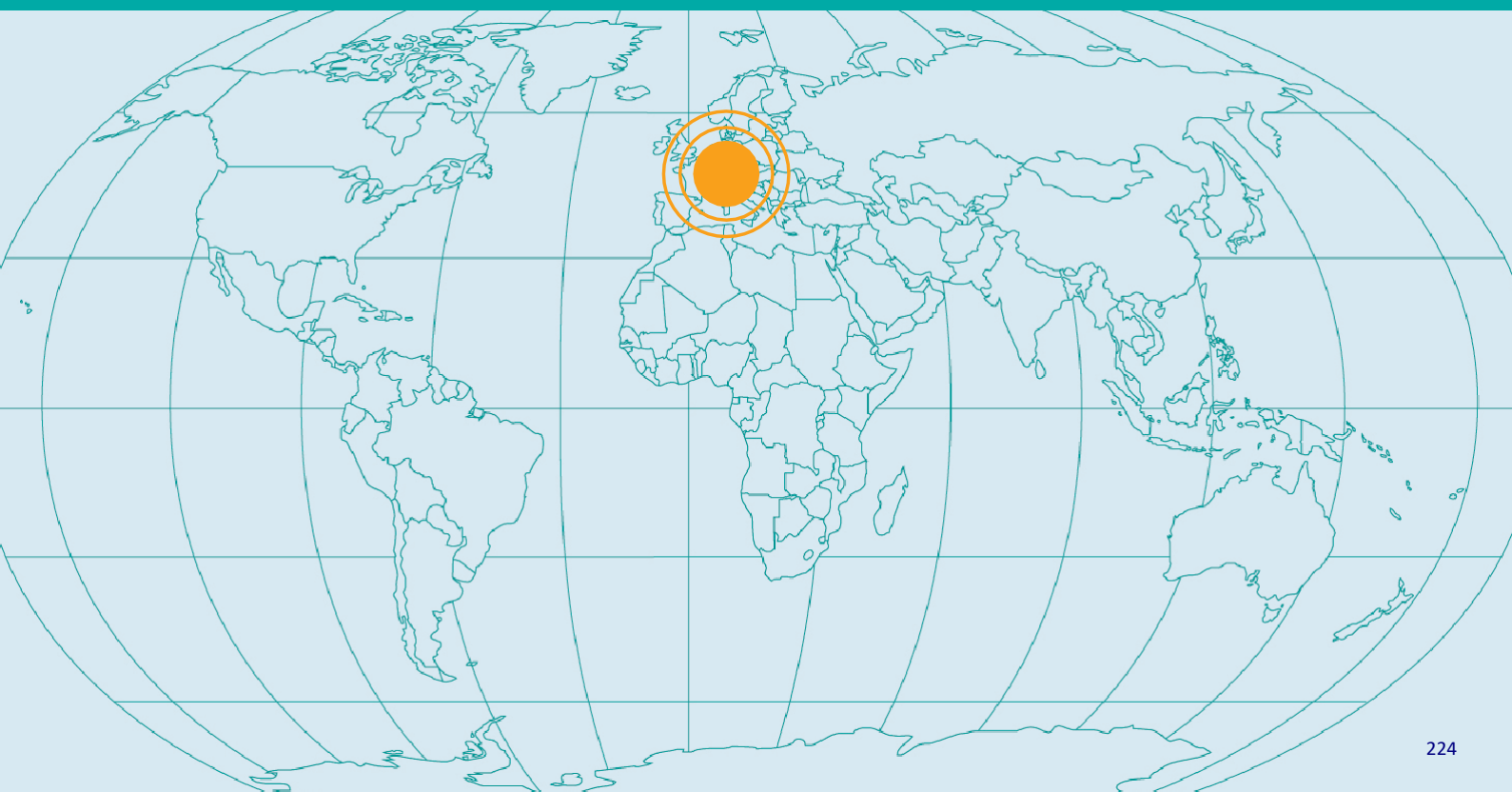
# Liechtenstein

## How to obtain a criminal record check - detailed guidance

Individual/third party (with written consent) applies online/by post to Fürstliches Landgericht  
Cost 9 CHF

Certificate issued in German

Turnaround in person/online – instant, post 1–3 days plus postage





# Liechtenstein

-  1 Name of certificate
-  2 Department responsible for criminal records
-  3 Where to apply in country
-  4 How to apply in country
-  5 Where to apply in the UK
-  6 How to apply in the UK
-  7 Who can apply
-  8 Cost, payment and turnaround
-  9 How results are presented and security features
-  10 Languages
-  11 Criminal convictions listed on certificate
-  12 Confirming authenticity
-  13 Official bodies providing advice on interpretation of criminal records
-  14 Legislation
-  15 Pending changes
-  16 Sources of information
-  17 Sample documents

## *Disclaimer*

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1	<b>Name of certificate</b>	<i>Strafregisterbescheinigung</i>
2	<b>Department responsible for criminal records</b>	Fürstliches Landgericht (Court of Justice)
3	<b>Where to apply in country</b>	Fürstliches Landgericht (Court of Justice) Spaniagasse 1 9490 Vaduz Liechtenstein  Tel: +423 (0) 236 71 59 Fax: +423 (0) 236 65 39 Web: <b>www.gerichte.li</b>
4	<b>How to apply in country</b>	<b>By post</b> to the address in Section 3 with the certified signature of the applicant.  The individual must provide: <ul style="list-style-type: none"> <li>• Full name</li> <li>• Date of birth</li> <li>• Address</li> <li>• Email address</li> <li>• Proof of identity</li> </ul> An application reference number will be issued which must be quoted when making payment.  <b>In person</b> by presenting an official photo ID (e.g. passport/ID Card) to the address in Section 3  <b>Online</b> at <b>www.gerichte.li</b>
5	<b>Where to apply in the UK</b>	From the same addresses in Section 3.
6	<b>How to apply in the UK</b>	The application process from the UK is the same as that from Liechtenstein (see Section 4).
7	<b>Who can apply</b>	<ul style="list-style-type: none"> <li>• Individuals over 14 years old</li> <li>• Employers and third parties with written consent</li> </ul>

8	<b>Cost, payment and turnaround</b>	<p><b>Cost</b></p> <ul style="list-style-type: none"> <li>• 20 CHF</li> </ul> <p><b>Payment</b></p> <p>The fee must be transferred to the following account with the application reference number (from the PDF in the confirmation email):</p> <p>BIC: LILA LI 2X  Clearing: 8800  Konto-Nr: 209.408.08  IBAN: LI56 0880 0000 0209 4080 8</p> <p>The application will be processed once payment has been made.</p> <p><b>Turnaround</b></p> <ul style="list-style-type: none"> <li>• In person and online – immediately</li> <li>• Postal applications – 1–3 days (plus postage time)</li> </ul> <p>Fast-track disclosure is possible if specific reasons are given.</p>
9	<b>How results are presented and security features</b>	<p>Online – via lilog online tool (see Section 4)</p> <ul style="list-style-type: none"> <li>• In person/by post</li> </ul> <p>The following information is provided on a criminal record certificate:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Previous names</li> <li>• Date and place of birth</li> <li>• Occupation</li> <li>• Name of parents</li> <li>• Nationality</li> <li>• Address of the individual</li> <li>• A reference number</li> <li>• Date, type and fine or custodial sentence</li> <li>• given of any offence</li> </ul>
10	<b>Languages</b>	<p>The certificate is available in German only.</p>

<p><b>11</b></p>	<p><b>Criminal convictions listed on certificate</b></p>	<p><b>Certificates contain details of:</b></p> <ul style="list-style-type: none"> <li>• All final convictions from Liechtenstein criminal courts in</li> <li>• case of crimes and misdemeanours</li> <li>• All final convictions from foreign criminal courts regarding</li> <li>• Liechtenstein nationals or persons residing in Liechtenstein if</li> <li>• the committed crimes or misdemeanours are also punishable</li> <li>• under Liechtenstein law</li> </ul> <p>As soon as a conviction has become “spent” all the corresponding data will be removed. Convictions are “spent” after all imprisonment/fines have been completed plus the following timescales:</p> <ul style="list-style-type: none"> <li>• Fine or youth crime – after 3 years</li> <li>• Up to 1-year imprisonment – after 5 years</li> <li>• 1 to 3 years imprisonment – after 10 years</li> <li>• More than 3 years’ imprisonment – after 15 years</li> <li>• Some sexual offences and all life imprisonment sentences are never spent</li> </ul> <p>A Strafregisterbescheinigung does not include crimes committed under the age of 14 or fines.</p>
<p><b>12</b></p>	<p><b>Confirming authenticity</b></p>	<p>The Regierungskanzlei (Government Chancellery) is in charge of confirming the authenticity of a criminal record. For utilisation abroad a superlegalisation or Apostille is most likely needed.</p> <p><b>The address is as follows:</b></p> <p>Stabstelle Regierungskanzlei  Regierungsgebäude  Peter-Kaiser-Platz 1  9490 Vaduz  Liechtenstein</p> <p>Tel: +423 (0) 236 60 35  Fax: +423 (0) 236 65 97  Web: <a href="http://www.rk.llv.li">www.rk.llv.li</a></p> <p>For a superlegalisation or Apostille 30 CHF is charged. The amount has to be paid cash. Instant service is provided in case of personal appearance.</p> <p>For information on the procedure in case of no personal presence and on the kind of legalisation in a specific case, please contact the above mentioned authority in advance to ensure fast handling.</p>
<p><b>13</b></p>	<p><b>Official bodies providing advice on interpretation of criminal records</b></p>	<p>The Fürstliches Landgericht (see contact details in Section 3) is able to provide advice on interpretation of a criminal record.</p>

<b>14</b>	<b>Legislation</b>	Liechtenstein Law Gazette Year 1974 Nr. 46 issued on August 6th Liechtenstein Law Gazette Year 1974 Nr. 46 issued on August 6th 1974 (Gesetz vom 2. Juli 1974 über das Strafregister und die Tilgung gerichtlicher Verurteilungen)
<b>15</b>	<b>Pending changes</b>	None
<b>16</b>	<b>Sources of information</b>	Office of Justice Liechtenstein National Law Journal
<b>17</b>	<b>Sample documents</b>	None



National Protective  
Security Authority

**SECURITY** **WATCHDOG**  
Part of Capita plc

# Lithuania

## How to obtain a criminal record check - detailed guidance

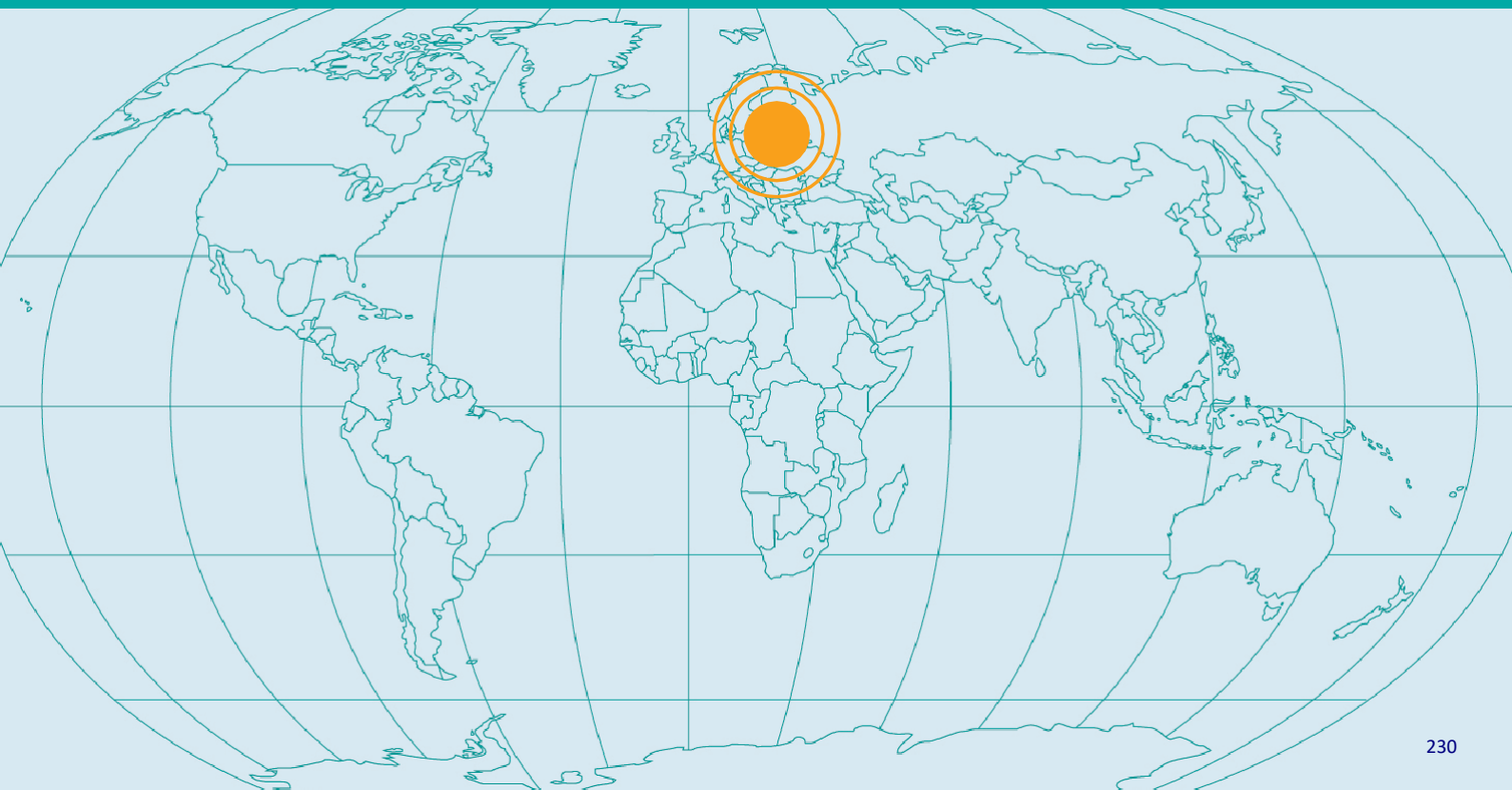
Individual/third party (with written consent) applies by post/in person to the Ministry of the Interior of the Republic of Lithuania /by e-way (Lithuanian nationals only)

Applications from UK made in person/by post to Embassy/by post to Ministry of the Interior/by e-way (Lithuanian Nationals only)

Cost €4.34 – €6.52/UK £27

Certificate issued in Lithuanian

Turnaround 10 days/1 day (fast-track)



# Lithuania

-  1 Name of certificate
-  2 Department responsible for criminal records
-  3 Where to apply in country
-  4 How to apply in country
-  5 Where to apply in the UK
-  6 How to apply in the UK
-  7 Who can apply
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1	<b>Name of certificate</b>	Certificate concerning the data on the Register of Suspects, Accused and Convicts about a natural person
2	<b>Department responsible for criminal records</b>	Information Technology and Communications Department – Ministry of the Interior of the Republic of Lithuania
3	<b>Where to apply in country</b>	Information Technology and Communications Department, Ministry of the Interior of the Republic of Lithuania, Šventaragio Street 2, LT-01510 Vilnius, Lithuania.  Tel: +370 (0) 5 271 7177 Fax: +370 (0) 5 271 89 21 Email: <a href="mailto:ird@vrm.lt">ird@vrm.lt</a> Web: <a href="http://www.ird.lt/viewpage.php?page_id=1199&amp;lang=en">www.ird.lt/viewpage.php?page_id=1199&amp;lang=en</a>
4	<b>How to apply in country</b>	Individuals can apply for a criminal record certificate: <ul style="list-style-type: none"> <li>• In person</li> <li>• By post</li> <li>• By e-way (nationals of Lithuania only) at: <a href="https://iktazr.vrm.lt/iktazrepp-frontend/OpenPage?page=gyventojams">https://iktazr.vrm.lt/iktazrepp-frontend/OpenPage?page=gyventojams</a> or at: <a href="https://www.paslaugos.lt/portal/citizen/service/184">https://www.paslaugos.lt/portal/citizen/service/184</a></li> <li>• Diplomatic representation of the Republic of Lithuania (citizens of the Republic of Lithuania who live abroad)</li> </ul> <p>The individual should submit the application to the contact details in Section 3 together with:</p> <ul style="list-style-type: none"> <li>• Identification document (notarised copy if the application is submitted by the applicant's representative)</li> <li>• Completed application form (see sample in Section 17);</li> <li>• Representation document (in addition, if the applicant's representative applies)</li> <li>• Voucher of payment (only in cases of emergency procedure)</li> </ul>
5	<b>Where to apply in the UK</b>	<b>In person/by post to</b> Embassy of the Republic of Lithuania, 2 Bessborough Gardens, Westminster, London SW1V 2JE  Tel: +44 (0)20 7592 2840 Fax +44 (0)20 7592 2864 Web: <a href="http://www.uk.mfa.lt">www.uk.mfa.lt</a> <a href="http://www.lithuanianembassy.co.uk">www.lithuanianembassy.co.uk</a>  <b>By post to the address in Section</b>  Nationals of Lithuania can also apply: By e-way at: <a href="https://iktazr.vrm.lt/iktazr-epp-frontend/OpenPage?page=gyventojams">https://iktazr.vrm.lt/iktazr-epp-frontend/OpenPage?page=gyventojams</a>



<p><b>6</b></p>	<p><b>How to apply in the UK</b></p>	<p>Applications can be made using the same methods as those from Lithuania (see Section 4).</p> <p>Applications may also be made through the Embassy in the following ways:</p> <p>In person or by post to the address in Section 5.</p> <p>The following is required:</p> <ul style="list-style-type: none"> <li>• Complete application form (see Section 17);</li> <li>• A valid passport or ID card</li> <li>• Consular fee</li> </ul> <p>If the certificate is to be returned by post, a self-addressed and prepaid envelope (special delivery) must also be submitted. Foreign citizens for the Consular Certificate can only apply at the Embassy if they have resided in Lithuania and have had a personal code assigned to them.</p>
<p><b>7</b></p>	<p><b>Who can apply</b></p>	<ul style="list-style-type: none"> <li>• Individuals</li> <li>• Third parties (with consent)</li> </ul> <p>A parent or guardian must apply if the individual is under 18 years old except when, in accordance with the Civil Code of the Republic of Lithuania, the individual is over 16 years old and is recognised by the court as fully capable.</p>
<p><b>8</b></p>	<p><b>Cost, payment and turnaround</b></p>	<p><b>Cost from Lithuania</b></p> <ul style="list-style-type: none"> <li>• €4.34 – in person in 10 days</li> <li>• €6.52 – in person in 1 day (emergency procedure)</li> </ul> <p><b>Cost through Lithuanian Embassy</b></p> <ul style="list-style-type: none"> <li>• £27</li> </ul> <p><b>Payment</b></p> <p>The fee for the certificate or extract from the Register must be paid by a payment order:</p> <ul style="list-style-type: none"> <li>• Name of payee – Information Technology and Communications Department</li> <li>• Code of payee – 188774822</li> <li>• Account of payee – LT317300010099475423</li> <li>• Bank of payee – AB “SWEDBANK”</li> <li>• Code of bank – 73000</li> <li>• SWIFT code – HABALT22</li> <li>• Details of payment – “TP” plus name and surname of the individual</li> </ul> <p><b>Turnaround</b></p> <p>Criminal record certificates are issued in 10 days.</p> <p><b>Fast-track</b></p> <p>Criminal record certificates are issued in 1 day if the emergency procedure is requested.</p>

9	<b>How results are presented and security features</b>	The registrar or his representative may withdraw the register statement or extract directly from the Information Technology and Communications Department by registered mail or electronically. If the Applicant or his representative withdraws the certificate or extract from the Register directly at the reception office of the IT and Communications Department, he shall present his valid identity document, the applicant's representative shall additionally provide a document certifying his / her representation.
10	<b>Languages</b>	Certificates are only available in Lithuanian. There is no translation service available.
11	<b>Criminal convictions listed on certificate</b>	All criminal convictions are listed on a criminal record certificate. Convictions remain on record after completing the sentence for the following periods: <ul style="list-style-type: none"> <li>• 3 years if convicted of a minor crime</li> <li>• 5–8 years if convicted of a serious crime</li> <li>• 10 years if the individual is a dangerous repeat offender</li> </ul>
12	<b>Confirming authenticity</b>	The certificate can be authenticated by means of an Apostille issued by the Consular Department of the Ministry of Foreign Affairs of the Republic of Lithuania (see address in <a href="#">Section 3</a> ). The cost is €10 per certificate. The turnaround time is 5 working days.
13	<b>Official bodies providing advice on interpretation of criminal records</b>	The Information Technology and Communications Department (contact details in <a href="#">Section 3</a> ) can provide interpretation on criminal records.
14	<b>Legislation</b>	Consular Statute: <a href="http://www3.lrs.lt/pls/inter3/dokpaieska.showdoc_l?p_id=362799">www3.lrs.lt/pls/inter3/dokpaieska.showdoc_l?p_id=362799</a> Description of Procedure for the issuance of consular certificates: <a href="http://www3.lrs.lt/pls/inter3/dokpaieska.showdoc_l?p_id=289102&amp;p_tr2=2">www3.lrs.lt/pls/inter3/dokpaieska.showdoc_l?p_id=289102&amp;p_tr2=2</a> . Criminal Code of the Republic of Lithuania Regulations for the Register of Suspects, Accused and Convicts
15	<b>Pending changes</b>	None
16	<b>Sources of information</b>	Information Technology and Communications Department Embassy of the Republic of Lithuania
17	<b>Sample documents</b>	Sample application form

\_\_\_\_\_  
(Name and surname of applicant or representative of applicant)

\_\_\_\_\_  
(Residence address / telephone number / e-mail)

Information Technology and Communications Department  
Under the Ministry of Interior of the Republic of Lithuania

**REQUEST  
FOR ISSUE A CERTIFICATE ON THE DATA FROM THE REGISTER OF SUSPECTS,  
ACCUSED AND CONVICTS**

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Place where the request was written)

1. In accordance with the personal data indicated below please issue a certificate of Register of Suspects, Accused and Convicts:

1.1. Name and surname: \_\_\_\_\_

1.2. Personal ID number if applicable: \_\_\_\_\_

1.3. Date of birth: \_\_\_\_\_

1.4. Place of birth: \_\_\_\_\_

1.5. Previous surname(s) if different: \_\_\_\_\_

2. Purpose of the request: \_\_\_\_\_

3. The certificate shall be served (please sign 

by registered mail to the address:

\_\_\_\_\_

while getting it personally (in the Department)

by electronically – the Certificate signed by electronic signature and issued in electronic format.

4. Number of certificates you need: \_\_\_\_\_

\_\_\_\_\_  
(Signature of applicant or representative of applicant / name and surname)

REMARK: Personal data have to be written in capital letters.



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# Luxembourg

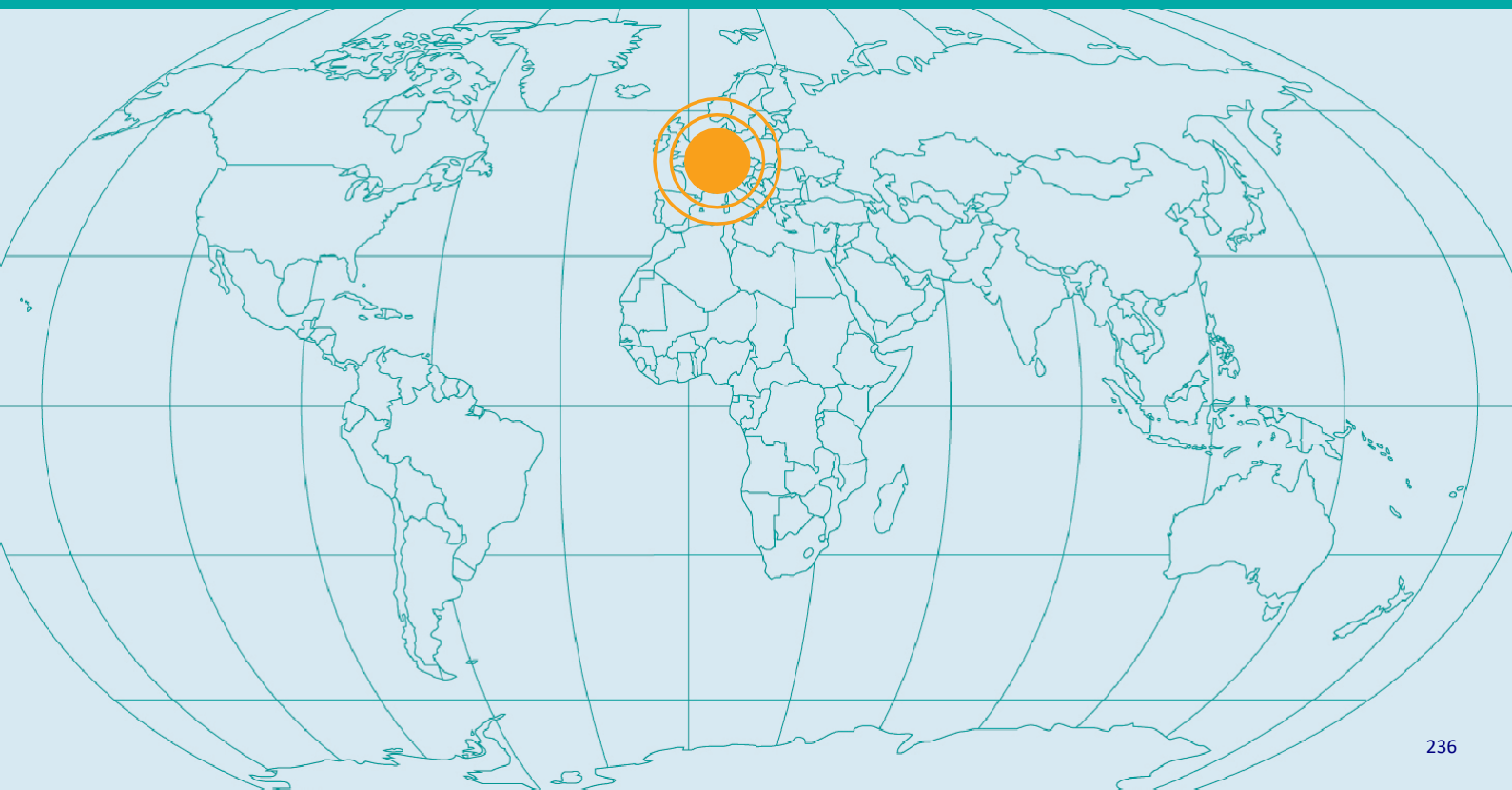
## How to obtain a criminal record check - detailed guidance

Individual/third party (with written consent) applies in person/by post/email/fax/online to the Criminal Records Department

No cost

Certificate issued in French only

Turnaround same day–next day/UK 1–2 weeks



# Luxembourg

-  1 Name of certificate
-  2 Department responsible for criminal records
-  3 Where to apply in country
-  4 How to apply in country
-  5 Where to apply in the UK
-  6 How to apply in the UK
-  7 Who can apply
-  8 Cost, payment and turnaround
-  9 How results are presented and security features
-  10 Languages
-  11 Criminal convictions listed on certificate
-  12 Confirming authenticity
-  13 Official bodies providing advice on interpretation of criminal records
-  14 Legislation
-  15 Pending changes
-  16 Sources of information
-  17 Sample documents

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1	<b>Name of certificate</b>	Criminal Record Certificate (extrait du casier judiciaire)
2	<b>Department responsible for criminal records</b>	Criminal Records Department ( <i>Abteilung Strafregisterauszug</i> )
3	<b>Where to apply in country</b>	Criminal record certificates for natural persons may be requested: either remotely (via internet, email, post or fax) or in person, at the Criminal Records Department (Service du casier judiciaire) in Luxembourg city.
4	<b>How to apply in country</b>	<p><b>Online</b></p> <ul style="list-style-type: none"> <li>• At the website in Section 3</li> <li>• The individual must have a LuxTrust account and have activated the account</li> <li>• A personal application has to undergo an authorisation process, which means that the designated form has to be signed electronically via LuxTrust</li> <li>• The signed form will then be forwarded to the criminal records department, which will send the criminal record certificate back to the applicant through the pos.</li> <li>• The online application does not require any further identification documents</li> </ul> <p><b>In person</b></p> <ul style="list-style-type: none"> <li>• At the addresses in Section 3</li> <li>• Complete the application form (see sample in Section 17)</li> <li>• The individual must verify their identity with a copy of their ID card, passport or Aufenthaltsgenehmigung</li> <li>• Application through the Citizen Advice Centre will be forwarded to the Criminal Records Department and the record will be sent through the post to the applicant</li> </ul>
		<p><b>By post/email or fax</b></p> <ul style="list-style-type: none"> <li>• To the contact details in Section 3</li> <li>• Complete the application form (see sample in Section 17)</li> <li>• The individual must verify their identity with a copy of their ID card, passport or Aufenthaltsgenehmigung</li> </ul> <p>Applicants have to confirm how many criminal records they need.</p>
5	<b>Where to apply in the UK</b>	Applications from the UK are made through the same contacts as those for Luxembourg (see Section 3)
6	<b>How to apply in the UK</b>	It must be noted that the Criminal Records Department will only send the criminal record certificate by post if the criminal record is clean.  Applicants with a criminal sentence listed on their certificate will be informed by post that they must come in person to the Criminal Records Department to collect the certificate.
7	<b>Who can apply</b>	Any natural person over 18 years of age who is a Luxembourg national or resides in Luxembourg can request a certificate with details of their criminal record.

8	<b>Cost, payment and turnaround</b>	<p>Certificates are issued free of charge.</p> <p>Applications are usually processed the same or next day.</p> <p>Delivery to the UK may take between 1 and 2 weeks.</p>
9	<b>How results are presented and security features</b>	<p>If the application is made by email, fax or post, the criminal record will be sent to the address listed on the application form.</p>
10	<b>Languages</b>	<p>Certificates are issued in French only.</p>
11	<b>Criminal convictions listed on certificate</b>	<p>In accordance with the European Criminal Records Information System (ECRIS), the different sentences pronounced in EU Member States are centralised in the criminal records register in the Member State of which the person is a national.</p> <p>For Luxembourg residents who are not Luxembourg nationals, the Luxembourg criminal records register only contains the sentences pronounced by Luxembourg jurisdictions.</p> <p>In order to obtain the full criminal record of a natural person who is a national of a country other than Luxembourg, it is necessary to contact the competent authority in that other country.</p>
12	<b>Confirming authenticity</b>	<p>Certificates can be authenticated with an Apostille at:</p> <p>Ministère des Affaires Etrangères et de l'Immigration (Bureau des Passeports, Visas et Légalisations) Service Légalisations 43, boulevard Roosevelt L-2450 Luxembourg.</p> <p>Tel: +352 478 83 00 Fax: +352 467 467 Email: <a href="mailto:boite.officielle@mae.etat.lu">boite.officielle@mae.etat.lu</a> Web: <a href="http://www.mae.lu/">www.mae.lu/</a></p> <p><b>Cost</b></p> <p>€15</p> <p><b>Payment and turnaround</b></p> <p><b>By post</b></p> <p>Through bank transfer to the account: IBAN 1111 3104 0606 0000 CCPLLULL LU62 Please specify in communication the number of authentications and the date of dispatch.</p> <p>The deadline for the return of the documents is 2–3 business days.</p> <p><b>In person</b></p> <p>By credit card. The deadline for legalisation is 1 working day.</p>

<b>13</b>	<b>Official bodies providing advice on interpretation of criminal records</b>	Criminal Records Department (Abteilung Strafregisterauszug) (see contact details in Section 3)
<b>14</b>	<b>Legislation</b>	Recueil des lois spéciales en matière civile, commerciale et pénale Loi du 29 mars 2013 Arrêté ministériel du 23 avril 2013 Règlement grand-ducal du 29 avril 2013
<b>15</b>	<b>Pending changes</b>	None
<b>16</b>	<b>Sources of information</b>	<a href="http://www.guichet.public.lu/citoyens/en/citoyennete/certificat-casier-judiciaire/casier-judiciaire/extrait-casier-judiciaire/index.html">http://www.guichet.public.lu/citoyens/en/citoyennete/certificat-casier-judiciaire/casier-judiciaire/extrait-casier-judiciaire/index.html</a>
<b>17</b>	<b>Sample documents</b>	Sample application form





Service du Casier Judiciaire  
Cité judiciaire - Plateau du Saint-Esprit  
Bâtiment BC - 1er étage  
L-2080 Luxembourg  
Tél. : (+352) 47 59 81 - 346  
Fax : (+352) 47 59 81 - 248

## DEMANDE D'EXTRAIT DE CASIER JUDICIAIRE POUR PERSONNE PHYSIQUE

### 1. Saisie

Les champs marqués d'un \* sont obligatoires

#### L'identité de la personne faisant l'objet de la demande

Nom *	<input type="text"/>
Prénom *	<input type="text"/>
Date de naissance *	<input type="text"/>
Numéro, rue *	<input type="text"/>
Code postal *	<input type="text"/>
Localité *	<input type="text"/>
Pays *	<input type="text" value="LUXEMBOURG"/>

#### Caractéristiques de la demande

Quels bulletins souhaitez-vous obtenir? \*  Bulletin n° 2  Bulletin spécial 'Protection des mineurs'

Nombre d'extraits souhaités (maximum 5) \* :

### 2. Pièces justificatives

Cette demande doit obligatoirement être accompagnée de la copie d'une des pièces justificatives suivantes \* :

- Carte d'identité
- Passeport
- Carte d'étranger

### 3. Signature

La signature ci-après certifie la conformité des données fournies

Fait à *	<input type="text"/>	Le *	<input type="text"/>
Signature :	<input type="text"/>		

Pour toute question relative au contenu du formulaire, veuillez contacter le numéro de téléphone suivant : (+352) 47 59 81 - 346



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# Macedonia (The former Yugoslav Republic of)

## How to obtain a criminal record check - detailed guidance

Individual/third party (with power of attorney) applies in person/  
by post to one of the 28 Basic or First Instance Courts

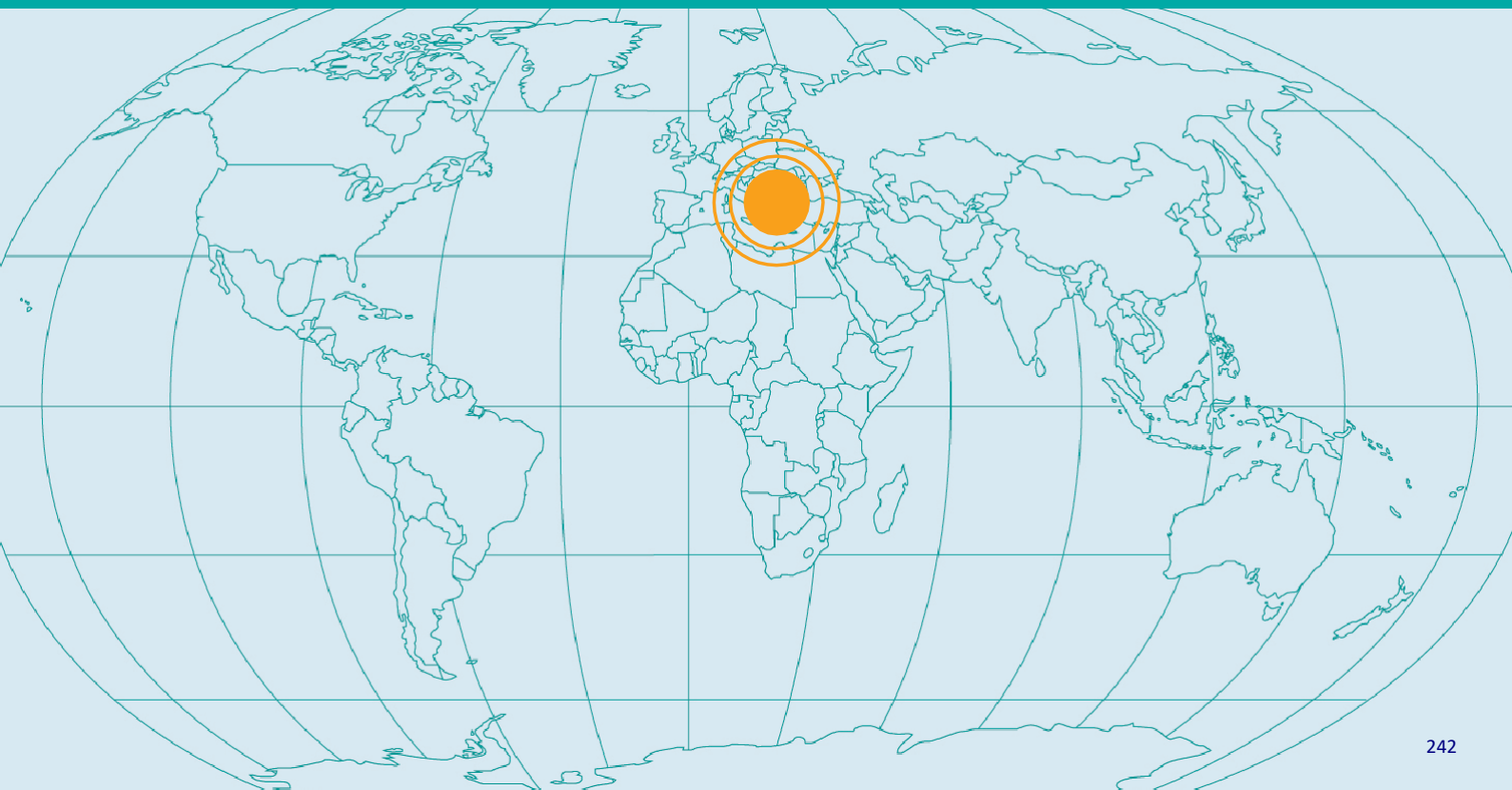
Applications from UK in person to Embassy

Cost 320 MKD/£18 from UK

Certificate issued in Macedonian

Turnaround time 3 days/2 -3 months from

UK



## Macedonia (The former Yugoslav Republic of)

-  1 Name of certificate
-  2 Department responsible for criminal records
-  3 Where to apply in country
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-  14 Legislation
-  15 Pending changes
-  16 Sources of information
-  17 Sample documents

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1	<b>Name of certificate</b>	Non-Conviction Certificate
2	<b>Department responsible for criminal records</b>	The 28 Basic or First Instance Courts
3	<b>Where to apply in country</b>	<p>The Certificate can be obtained from the Basic Court responsible for the area where the applicant is born.</p> <p>More information can be obtained from the Court of First Instance - Skopje:</p> <ul style="list-style-type: none"> <li>• E-mail: <b>osnoven1s@yahoo.com</b></li> <li>• Telephone: +389 2 3292 613</li> </ul>
4	<b>How to apply in country</b>	<p>The individual must submit an application form to the regional Basic Court in person. The applicant must also include:</p> <ul style="list-style-type: none"> <li>• A copy of their passport/ID card</li> <li>• Proof of paid consular fee</li> </ul> <p>The application form is available at the Basic Court upon request.</p>
5	<b>Where to apply in the UK</b>	<p>Applications from the UK can be made through the Macedonian Embassy in London:</p> <p>Suite 2.1 &amp; 2.2, Buckingham Court, 75–83 Buckingham Gate, London, SW1E 6PE</p> <p>Tel: +44 (0)207 976 0535/+44 (0)207 976 0538 Fax: +44 (0)207 976 0539 Email: <b>london@mfa.gov.mk</b> Web: <b>www.missions.gov.mk/london/home</b></p>
6	<b>How to apply in the UK</b>	<p>The application form is submitted in person through the Macedonian Embassy (see Section 5 for contact details). As with in country applications, individuals should also include a copy of their passport/ID card and proof of payment of any fees.</p> <p>The application form is available at the Embassy upon request.</p>
7	<b>Who can apply</b>	<ul style="list-style-type: none"> <li>• Individuals</li> <li>• Third parties (with a power of attorney)</li> </ul>

8	<b>Cost, payment and turnaround</b>	<p><b>Cost</b></p> <ul style="list-style-type: none"> <li>• In country: MKD 320.00</li> <li>• Via Embassy: £18.00</li> </ul> <p><b>Turnaround</b></p> <ul style="list-style-type: none"> <li>• In country: 3 days</li> <li>• Via Embassy: 2 – 3 months</li> </ul>
9	<b>How results are presented and security features</b>	<p>The certificate contains the individual's name, date of birth and a list of convictions if present.</p> <p>Certificates are issued as a hard copy for collection only.</p>
10	<b>Languages</b>	The certificate is only available in Macedonian.
11	<b>Criminal convictions listed on certificate</b>	<p>Non-Conviction Certificates contain all enforceable verdicts.</p> <p>Spent convictions are not listed on the certificate.</p>
12	<b>Confirming authenticity</b>	<p>This country has joined the <i>Hague Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents</i>. This enables criminal record checks to be authenticated by means of an Apostille.</p> <p>For further information on how to obtain an Apostille from this country, please see: <a href="http://www.hcch.net/index_en.php?act=authorities.details&amp;aid=320">www.hcch.net/index_en.php?act=authorities.details&amp;aid=320</a></p>
13	<b>Official bodies providing advice on interpretation of criminal records</b>	See section 3
14	<b>Legislation</b>	Criminal record information in the Republic of Macedonia is regulated by the Criminal Procedure Law, the Law on Police and the Law on Internal Affairs.
15	<b>Pending changes</b>	None
16	<b>Sources of information</b>	Republic Of Macedonia Ministry of Foreign Affairs
17	<b>Sample documents</b>	None available



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# Malaysia

## How to obtain a criminal record check - detailed guidance

Individuals apply online using the government website

Applicants in the UK may apply online, or in person/by post at the Embassy

Cost 20 MYR/£5 in UK

Certificate issued in English

Turnaround same day/2 – 3

weeks from UK



# Malaysia

- 1 Name of certificate
- 2 Department responsible for criminal records
- 3 Where to apply in country
- 4 How to apply in country
- 5 Where to apply in the UK
- 6 How to apply in the UK
- 7 Who can apply
- 8 Cost, payment and turnaround
- 9 How results are presented and security features
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- 13 Official bodies providing advice on interpretation of criminal records
- 14 Legislation
- 15 Pending changes
- 16 Sources of information
- 17 Sample documents

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1	<b>Name of certificate</b>	Certificate of Good Conduct (CGC) ( <i>Sijil Kelakuan Baik</i> )
2	<b>Department responsible for criminal records</b>	<p>Central Criminal Registry (CCR),          Royal Malaysian Police (RMP),          Bukit Aman 50 560,          Kuala Lumpur,          Malaysia.</p> <p>Tel: +60 (0) 3 2266 2222          Fax: +60 (0) 3 2070 7500          Email: <a href="mailto:rmp@rmp.gov.my">rmp@rmp.gov.my</a></p>
3	<b>Where to apply in country</b>	<p>Applications for both Malaysians and Non-Malaysians must be completed via the online portal here:</p> <p><a href="https://ekonsular.kln.gov.my/en/">https://ekonsular.kln.gov.my/en/</a></p>
4	<b>How to apply in country</b>	<p><b>Online</b></p> <p>Through the website at <a href="http://www.kln.gov.my">www.kln.gov.my</a> (click on the Services button near the top of the page, then select the appropriate option from Malaysian or Foreigner. On the following page, select Letter of Good Conduct from the Quicklinks drop down menu on the right of the page).</p> <p>Beside the online application, applicants must come personally to the Consulate General of Malaysia and provide the following documents:</p> <ul style="list-style-type: none"> <li>• Two sets of the online application form to be printed</li> <li>• Two recent passport sized photographs - Dimensions: 3.5cm X 5cm</li> <li>• Two photocopies of passport (Details of bearer, front and back pages)</li> <li>• Two photocopies of Identification Card</li> <li>• Two sets of Statutory Declaration Form duly filled (obtainable at the Consulate General Office)</li> </ul> <p>All non-Malaysian applications will be referred to the Malaysian authorities in Malaysia. The Letter of Good Conduct will only be issued by the Consulate General of Malaysia once the approval is obtained and the applicants will be notified the Letter of Good Conduct issued is to be collected personally by them.</p> <p>Non-Malaysian applications must also be made using the online portal, with following documents to be submitted by hand:</p> <ul style="list-style-type: none"> <li>• Two sets of the online application form to be printed</li> <li>• Two recent passport sized photographs</li> <li>• Two photocopies of passport (details of bearer, front and back pages and all visa stamp pages)</li> <li>• An introduction letter from the applicant's employer</li> </ul>



5	<b>Where to apply in the UK</b>	<p>High Commission of Malaysia, 45-46 Belgrave Square, London, SW1X 8QT</p> <p>Tel: +44 (0) 20 7235 8033 Fax: +44 (0) 20 7235 5161 Email: <a href="mailto:mwlon@btconnect.com">mwlon@btconnect.com</a> Web: <a href="http://www.kln.gov.my/web/gbr_london/home">www.kln.gov.my/web/gbr_london/home</a></p>
6	<b>How to apply in the UK</b>	<p><b>Online</b></p> <p>The application process is the same as that from Malaysia (see Section 4).</p> <p>To receive the CGC by post the individual must supply the following to the Malaysian High Commission (see Section 5):</p> <ul style="list-style-type: none"> <li>• Application Acknowledgement Slip</li> <li>• Payment (see Section 8)</li> <li>• An A4 self-addressed envelope with sufficient stamps</li> </ul> <p>The application status will change to “Certificate is Ready for Collection” when the CGC is ready. The individual can receive the CGC in the following ways:</p> <p><b>In person</b></p> <ul style="list-style-type: none"> <li>• Collect CGC from the Malaysian Embassy</li> <li>• Take Application Acknowledgement Slip; or</li> <li>• Third party collection – (must have a Letter of Authorisation for collection on behalf of the individual).</li> </ul> <p><b>By post</b></p> <p>Send the following to the Embassy (see Section 3):</p> <ul style="list-style-type: none"> <li>• Application Acknowledgement Slip</li> <li>• An A4 stamped addressed envelope</li> </ul>
7	<b>Who can apply</b>	Individuals only
8	<b>Cost, payment and turnaround</b>	<p><b>Cost</b></p> <p><b>From Malaysia</b></p> <ul style="list-style-type: none"> <li>• In person – cash payment of 20 MYR</li> <li>• By post – bank draft/money order for 20 MYR payable to “Akauntan Negara Malaysia”</li> </ul> <p><b>From UK</b></p> <p>£5.00 paid in cash or postal order payable to High Commission of Malaysia.</p> <p><b>Turnaround</b></p> <p>In country: Same day From UK: 2 -3 weeks</p>

9	<b>How results are presented and security features</b>	<p>The CGC is a hard-copy document printed on official A4 paper with the following details:</p> <ul style="list-style-type: none"> <li>• A government letter head</li> <li>• A paragraph certifying that the individual is of good conduct</li> <li>• The signature of the Commissioner of the Ministry of Foreign Affairs</li> <li>• The official stamp of the Ministry of Foreign Affairs with the logo of the Ministry in the middle</li> </ul> <p>The CGC does not provide information about an individual’s full criminal record but only states whether an individual has any identifiable records.</p> <p>Please Note: For Malaysian nationals, CGCs are issued based on a statutory declaration submitted by the individual stating that they do not have a criminal record. The certificate is issued and the records are subsequently checked to confirm the statutory declaration is truthful. The records are generally checked within 30 days of the certificate being issued. Individuals are liable for prosecution by the RMP if they are found to have provided incorrect information on the statutory declaration.</p> <p>For non-Malaysians, the certificate is issued after the records are checked.</p>
10	<b>Languages</b>	CGCs are issued in English.
11	<b>Criminal convictions listed on certificate</b>	<p>“Registrable offences” are defined under the Registration of Criminals and Undesirable Persons Act 1969. These include:</p> <ul style="list-style-type: none"> <li>• Violence against the person (<i>Darihal kesalahan terhadap tubuh manusia</i>)</li> <li>• Sexual offences (<i>Kesalahan-kesalahan mengenai tubuh manusia</i>);</li> <li>• Burglary (<i>Pecah Rumah</i>)</li> <li>• Robbery (<i>Rompak</i>)</li> <li>• Theft and handling of stolen goods (<i>Mencuri dan Menerima Harta Curi dengan Curang</i>)</li> <li>• Fraud and forgery (<i>Penipuan dan Pemalsuan</i>)</li> <li>• Criminal damage (<i>Khianat</i>)</li> <li>• Drug offences (<i>Kesalahan Dadah</i>)</li> <li>• Motoring offences (<i>Kesalahan Lalulintas</i>)</li> </ul>
12	<b>Confirming authenticity</b>	Prospective employers can write to the Consular Division of the Ministry of Foreign Affairs in Malaysia to verify the validity of a Certificate of Good Conduct (see contact details in Section 3).
13	<b>Official bodies providing advice on interpretation of criminal records</b>	Prospective employers can write to the Consular Division of the Ministry of Foreign Affairs in Malaysia to verify the validity of a Certificate of Good Conduct.
14	<b>Legislation</b>	Registration of Criminals and Undesirable Persons Act 1969

15	Pending changes	None
16	Sources of information	Ministry of Foreign Affairs <a href="http://www.kln.gov.my/web/guest/home">www.kln.gov.my/web/guest/home</a> NPSA Guidance Document 2014 Malaysian High Commission in London
17	Sample documents	Sample Letter of Good Conduct



SURUHANJAYA TINGGI MALAYSIA  
(HIGH COMMISSION OF MALAYSIA)  
45 Belgrave Square, London SW1X 8QT  
United Kingdom

Telephone : +44 (0) 20 7235 8033  
Fax : +44 (0) 20 7235 5161  
E-mail : [mwlon@btconnect.com](mailto:mwlon@btconnect.com)

(380)200-4  
SKB/2018/[REDACTED]  
27 MARCH 2018

TO WHOM IT MAY CONCERN

RE: MS [REDACTED]

THIS IS TO CERTIFY THAT THE GOVERNMENT OF MALAYSIA HAS NO ADVERSE RECORD ON [REDACTED] HOLDER OF A BRITISH PASSPORT NO. [REDACTED]

2. THIS CERTIFICATE IS ISSUED UPON HER REQUEST MADE AT THIS OFFICE AND IT IS VALID FOR THREE (3) MONTHS FROM THE DATE OF ISSUE.

[Signature]  
[REDACTED]



FOR THE HIGH COMMISSIONER OF MALAYSIA  
TO UNITED KINGDOM AND NORTHERN IRELAND



National Protective  
Security Authority

**SECURITY** **WATCHDOG**  
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# Malta

## How to obtain a criminal record check - detailed guidance

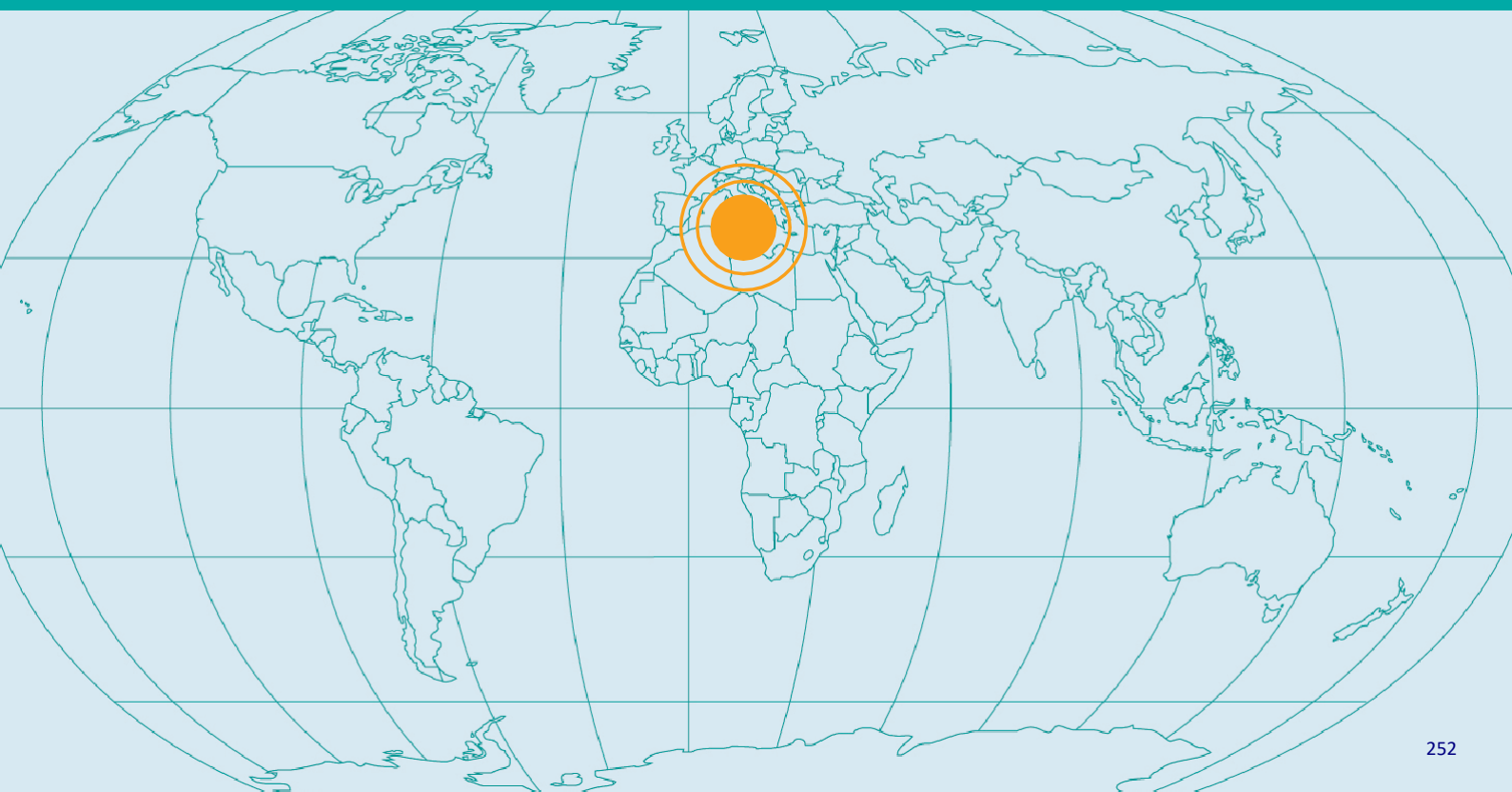
Individual/third party (with written consent) applies in person to the Criminal Records Office (CRO)

Applications from UK in person to High Commission/by fax/email to Head of Secretariat Office

Cost €2.80

Certificate issued in English/Maltese

Turnaround up to 3 weeks



# Malta

-  1 Name of certificate
-  2 Department responsible for criminal records
-  3 Where to apply in country
-  4 How to apply in country
-  5 Where to apply in the UK
-  6 How to apply in the UK
-  7 Who can apply
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1	<b>Name of certificate</b>	Certificate of Conduct Subject Access Request
2	<b>Department responsible for criminal records</b>	Criminal Records Office (CRO)
3	<b>Where to apply in country</b>	Criminal Records Office (CRO), Malta Police General Headquarters, Floriana, CMR 02, Malta.  Tel: +356 (0) 2294 2661/2 Fax: +356 (0) 2294 2678 Email: <a href="mailto:cro.police@gov.mt">cro.police@gov.mt</a> Web: <a href="http://www.police.gov.mt/en-us/conductcertificate.aspx">www.police.gov.mt/en-us/conductcertificate.aspx</a>
4	<b>How to apply in country</b>	Applications must be made in person at the CRO (see Section 3).  Application forms are provided by the CRO.  The individual must provide:  <b>Identification in the form of:</b> <ul style="list-style-type: none"> <li>• An identity card</li> <li>• A valid driving licence</li> <li>• A valid passport</li> <li>• Their father's name</li> </ul> By authorizing someone by virtue of Chap 440 of the Laws of Malta. (Authorisation Form to be completed and backed with documents of requesting party.)
5	<b>Where to apply in the UK</b>	<b>In person at the:</b> <ul style="list-style-type: none"> <li>• The CRO (see Section 3)</li> <li>• The High Commission of Malta</li> </ul> Malta House, 36–38 Piccadilly, Mayfair, London, W1J 0DP  Tel: +44 (0)20 7292 4800 Fax: +44 (0)207 292 4803 Email: <a href="mailto:maltahighcommission.london@gov.mt">maltahighcommission.london@gov.mt</a> Web: <a href="http://www.foreign.gov.mt/uk">www.foreign.gov.mt/uk</a>  <b>By email/fax:</b> <ul style="list-style-type: none"> <li>• Mr Joseph Schembri (Head of the Secretariat Office) Tel: +356 (0) 2294 2342/ +356 (0) 2294 2343 Fax: +356 (0) 21 252 879 Email: <a href="mailto:joseph.c.schembri@gov.mt">joseph.c.schembri@gov.mt</a></li> </ul>

<p><b>6</b></p>	<p><b>How to apply in the UK</b></p>	<p>From the CRO:</p> <ul style="list-style-type: none"> <li>• In person through a third party (with written consent) using the same application process as from in Malta (see Section 4)</li> <li>• By email/fax to the Head of the Secretariat Office (see Section 5).</li> </ul> <p>Through the High Commission of Malta in the UK (see Section 5) in the following way:</p> <ul style="list-style-type: none"> <li>• A written request for the information should be addressed to the Commissioner of Police at the CRO</li> <li>• A copy of the individual's passport and a letter authorising the High Commission to request the issuance of a certificate on behalf of an individual should also be provided.</li> </ul> <p>The High Commission sends the letter to the CRO together with:</p> <ul style="list-style-type: none"> <li>• An authenticated copy of the individual's passport</li> <li>• Details of all current and previous addresses in Malta</li> <li>• Date and place of birth</li> <li>• Father's name</li> <li>• Mother's name and maiden surname.</li> </ul> <p>The certificate will be returned by registered post to the Maltese High Commission in the UK and the individual collects the certificate upon presentation of their passport.</p>
<p><b>7</b></p>	<p><b>Who can apply</b></p>	<ul style="list-style-type: none"> <li>• Individuals</li> <li>• UK prospective employers</li> <li>• Third party (with written consent)</li> </ul>
<p><b>8</b></p>	<p><b>Cost, payment and turnaround</b></p>	<p>The cost is €2.80.</p> <p>Payment can be made by:</p> <ul style="list-style-type: none"> <li>• Cash – when collected in person</li> <li>• Cheque – when applying by email/fax.</li> </ul> <p>Turnaround time is up to 3 weeks from receipt of the application.</p> <p>To check with Secretary tel.no (00356) 2294 2343/ MaltaPost.</p>

9	<b>How results are presented and security features</b>	<p>Certificates are issued in hard copy only.</p> <p>The individual or third party is required to collect the results from the CRO.</p> <p>Applications filed overseas will be returned by registered post.</p> <p>The following information is provided on the certificate:</p> <ul style="list-style-type: none"> <li>• Name of individual</li> <li>• ID card number (Maltese or relevant national ID card for non-citizens of Malta)</li> <li>• Father’s name</li> <li>• Date of birth</li> <li>• Individual’s address</li> </ul> <p>Each certificate will contain information which provides:</p> <ul style="list-style-type: none"> <li>• A declaration that the individual is “of good conduct”</li> <li>• Details of convictions registered against the individual’s name</li> </ul> <p>Certificates are issued on official paper with the following security features:</p> <ul style="list-style-type: none"> <li>• Watermark of the Malta Police</li> <li>• CRO stamp</li> <li>• Date of issue</li> <li>• Signature of issuing police officer</li> <li>• Signature of the Commissioner of Police</li> </ul>
10	<b>Languages</b>	<p>Certificates are issued in English and Maltese.</p>
11	<b>Criminal convictions listed on certificate</b>	<p>The following major categories for conviction exist in Malta:</p> <ul style="list-style-type: none"> <li>• Violence against the person (<i>Delitti kontra il-persuna</i>)</li> <li>• Sexual offences (<i>Delitti kontra l-umanità</i>)</li> <li>• Burglary, robbery, theft and handling of stolen goods (<i>serq</i>)</li> <li>• Fraud and forgery (<i>Delitti kontra l-Fiducja Pubblika</i>)</li> <li>• Criminal damage (<i>Delitti kontra s-Sigurtà Pubblika u fuq Hsarat fil- Proprjetà</i>)</li> <li>• Drug offences (<i>Ordinanza Dwar Il-Medicini Perikoluži</i>)</li> <li>• Motoring offences (<i>Ordinanza Dwar ir-Regolamenti Tat-Traffiku</i>)</li> </ul> <p>There are various guidelines under which details of a conviction may officially be held by the Criminal Records Office according to the length of a sentence. The maximum period for which a sentence can remain on record is 10 years.</p> <p>In certain circumstances, individuals can apply to have convictions removed from their record.</p>



12	<b>Confirming authenticity</b>	Authenticity can be confirmed by: Ministry of Foreign Affairs, Palazzo Parisio, Merchants Street, Valetta CMR 02, Malta. Cost: Approximately €25 Turnaround time: Up to 5 days
13	<b>Official bodies providing advice on interpretation of criminal records</b>	Guidance is issued by the Maltese Police in accordance with Conduct Certificates Ordinance, Chapter 77.
14	<b>Legislation</b>	Conduct Certificates Ordinance, Chapter 77 of the Laws of Malta
15	<b>Pending changes</b>	None
16	<b>Sources of information</b>	NPSA Guidance Document 2014 Malta Police Force: <a href="http://www.police.gov.mt">www.police.gov.mt</a>
17	<b>Sample documents</b>	None



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# Mexico

## How to obtain a criminal record check - detailed guidance

Individual/third party (with power of attorney) applies in person to Procuraduría General de la República

Applications from UK require fingerprints taken at Embassy/birth certificate/proof of address translated into Spanish, then third party applies in person in Mexico

Cost \$165 MXN

Certificate issued in Spanish

Turnaround 10 working days plus postage



# Mexico

-  1 Name of certificate
-  2 Department responsible for criminal records
-  3 Where to apply in country
-  4 How to apply in country
-  5 Where to apply in the UK
-  6 How to apply in the UK
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1	<b>Name of certificate</b>	Constancia de Datos Registrales
2	<b>Department responsible for criminal records</b>	Procuraduría General de la República (PGR)
3	<b>Where to apply in country</b>	<p>Dirección General de Control de Procesos Penales Federales,  Av. Fray Servando Teresa de Mier No. 81 piso 7,  Col. Obrera,  C.P. 06800, CDMX,  Tel. +52+55 +5346 0000 ext.508427, 508428.  mail: <a href="mailto:registrales@pgr.gob.mx">registrales@pgr.gob.mx</a>  web:  <a href="https://www.gob.mx/tramites/ficha/expedicion-de-constancia-de-datos-registrales/PGR1212">https://www.gob.mx/tramites/ficha/expedicion-de-constancia-de-datos-registrales/PGR1212</a></p> <p>There are different PGR offices for each state of the Mexican Republic. A list can be found at:  <a href="https://www.gob.mx/pgr/acciones-y-programas/constancia-de-datos-registrales">https://www.gob.mx/pgr/acciones-y-programas/constancia-de-datos-registrales</a></p>
4	<b>How to apply in country</b>	<p>Applications can be made in person only to the PGR offices (see the contact details in Section 3).</p> <p>The individual must present the following documents:</p> <ul style="list-style-type: none"> <li>• A letter from your embassy or consulate addressed to Lic. Javier Dovala Molina, Director of Criminal Proceedings</li> <li>• Federal or Delegate of the PGR in the State, requesting the document. If the applicant is a British citizen, the letter must be issued by the British Embassy in Mexico or consulate</li> <li>• Valid passport</li> <li>• Proof of address (if the document is not in Spanish, it must be translated by an official translator)</li> <li>• Migratory format or legal stay document (if the applicant is a foreign citizen)</li> <li>• Birth certificate (if the document is not in Spanish, it must be translated by an official translator)</li> <li>• Two passport-size photographs: a front profile photo and a right profile (men: no beard or mustache, women: no makeup, well-lifted hair)</li> <li>• Payment of rights for \$165.00 Mexican pesos, through the e5Cinco format</li> <li>• Two sets of original fingerprints, signed and stamped, taken at the embassy or by the local police</li> </ul> <p>For further details, please visit:  <a href="https://www.gob.mx/pgr/acciones-y-programas/constancia-de-datos-registrales">https://www.gob.mx/pgr/acciones-y-programas/constancia-de-datos-registrales</a></p>

5	<p><b>Where to apply in the UK</b></p>	<p>Applications are made to the address in Section 3.</p> <p>Documents (see Section 6) must be obtained from:</p> <p>Mexican Embassy to the United Kingdom, 16 St George Street, London W1S 1FD Tel: +44 (0) 20 7907 9442 Fax: +44 (0) 20 7495 4035 Email: <a href="mailto:consulmexuk@sre.gob.mx">consulmexuk@sre.gob.mx</a> Web: <a href="http://www.embamex.sre.gob.mx/reinounido/index.php/en/the-embassy">www.embamex.sre.gob.mx/reinounido/index.php/en/the-embassy</a></p>
6	<p><b>How to apply in the UK</b></p>	<p>Applications must be made in Mexico; however, UK people may request that a third party submit their application in Mexico on their behalf.</p> <p>In this situation, the individual must bring the following to the Consulate Department of the Embassy of Mexico (see contact details in Section 5):</p> <ul style="list-style-type: none"> <li>• Power of attorney signed before two witnesses, which authorizes someone to submit an application on their behalf, can be downloaded at the following website: <a href="http://consulmex.sre.gob.mx/reinounido/images/stories/pdf/Formato_carta_poder.pdf">http://consulmex.sre.gob.mx/reinounido/images/stories/pdf/Formato_carta_poder.pdf</a></li> <li>• Valid passport</li> <li>• Valid visa or format that proves legal stay in Mexico (if the applicant is a foreign citizen)</li> <li>• Proof of address (if the document is not in Spanish, it must be translated by an official translator)</li> <li>• Birth certificate (if the document is not in Spanish, it must be translated by an official translator)</li> <li>• Two passport-size photographs: a front profile photo and a right profile (man: no beard or mustache, glasses, woman: no makeup, hair collected, no glasses)</li> </ul> <p>The Department of the Consulate will provide:</p> <ul style="list-style-type: none"> <li>• Two sets of fingerprints taken by the Consulate at the Mexican Embassy, stamped and signed</li> <li>• A letter issued by the Consulate of Mexico addressed to Mr. Javier Dovala Molina, General Director of Federal Criminal Proceedings or State Delegate of the PGR (issued in a working day)</li> </ul> <p>These documents are sent to the third party living in Mexico so that together with:</p> <ul style="list-style-type: none"> <li>• The power of attorney (the applicant must provide photocopies of the official identification of the two witnesses)</li> <li>• Copy of valid passport</li> </ul>

		<ul style="list-style-type: none"> <li>• Copy of visa or legal stay in Mexico</li> <li>• Proof of address (if the document is not in Spanish, it must be translated by an official translator)</li> <li>• Birth certificate (if the document is not in Spanish, it must be translated by an official translator)</li> <li>• Two passport-size photographs: a photo of a frontal profile and a right (man: without beard or mustache, if glasses, woman: no makeup, hair collected, no glasses)</li> <li>• Payment of rights for \$ 165.00 Mexican pesos, through the e5Cinco format: <b><a href="http://www.pgr.gob.mx/Paginas/e5cinco.aspx">http://www.pgr.gob.mx/Paginas/e5cinco.aspx</a></b></li> </ul> <p>For further details, please visit: <b><a href="https://www.gob.mx/pgr/acciones-y-programas/constancia-de-datos-registrales">https://www.gob.mx/pgr/acciones-y-programas/constancia-de-datos-registrales</a></b></p>
7	<b>Who can apply</b>	<p><b>In Mexico</b></p> <ul style="list-style-type: none"> <li>• Individual</li> <li>• Third party (with a power of attorney)</li> </ul> <p><b>In UK</b></p> <ul style="list-style-type: none"> <li>• The individual must go to the Mexican Embassy and then a third party can apply on their behalf in Mexico.</li> </ul>
8	<b>Cost, payment and turnaround</b>	<p><b>Cost of certificate</b></p> <p>The fee for the certificate is \$165 MXN (Mexican pesos)</p> <p><b>Payment</b></p> <ul style="list-style-type: none"> <li>• Made through banks under the e5cinco scheme</li> <li>• Electronic bank transfer with the reference: DPA reference: 624001153. DPI: 00175100000000</li> </ul> <p><b>Turnaround</b></p> <p>The PGR takes 10 working days to issue the certificate. Allow additional time for postage to/from the UK. There is no fast-track service.</p>
9	<b>How results are presented and security features</b>	<p>The certificate contains the name of the individual and has an official stamp.</p> <p>The certificate shows if the individual has been the subject of any police investigation and also shows if the individual has been charged or convicted of any offence and if the individual has served any prison sentence.</p>
10	<b>Languages</b>	<p>The criminal record certificate is available in Spanish only.</p> <p>There is no official translation service.</p>
11	<b>Criminal convictions listed on certificate</b>	<p>The certificate shows if the individual has been the subject of any police investigation and also shows if the individual has been charged or convicted of any offence and if the individual has served a prison sentence.</p>

12	<b>Confirming authenticity</b>	<p>The certificate can be authenticated by an Apostille at:</p> <p>The Secretaria de Gobernación  Calle Río Amazonas # 62,  Planta Baja,  Del. Cuauhtémoc,  Col. Cuauhtémoc,  C. P. 06500,  México.</p> <p>Tel: +52 (0) 55 5093 3218 or +52 (0) 55 5093 3222  <a href="http://www.dicoppu.segob.gob.mx/es/DICOPPU/Requisitos">http://www.dicoppu.segob.gob.mx/es/DICOPPU/Requisitos</a></p>
13	<b>Official bodies providing advice on interpretation of criminal records</b>	None
14	<b>Legislation</b>	<p>Agreement A / 023/12 published in the DOF 9/02/2012</p> <p>General Law on Transparency and Access to Government Public Information</p>
15	<b>Pending changes</b>	None
16	<b>Sources of information</b>	<p>Embassy of Mexico</p> <p>PGR website: PGR: <a href="https://www.gob.mx/pgr/acciones-y-programas/constancia-de-datos-registrales">https://www.gob.mx/pgr/acciones-y-programas/constancia-de-datos-registrales</a></p>
17	<b>Sample documents</b>	None



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# Moldova

## How to obtain a criminal record check - detailed guidance

Individual/third party (with written consent) applies in person and online (Moldovan citizens only) to Ministry of Internal Affairs/Local police authorities

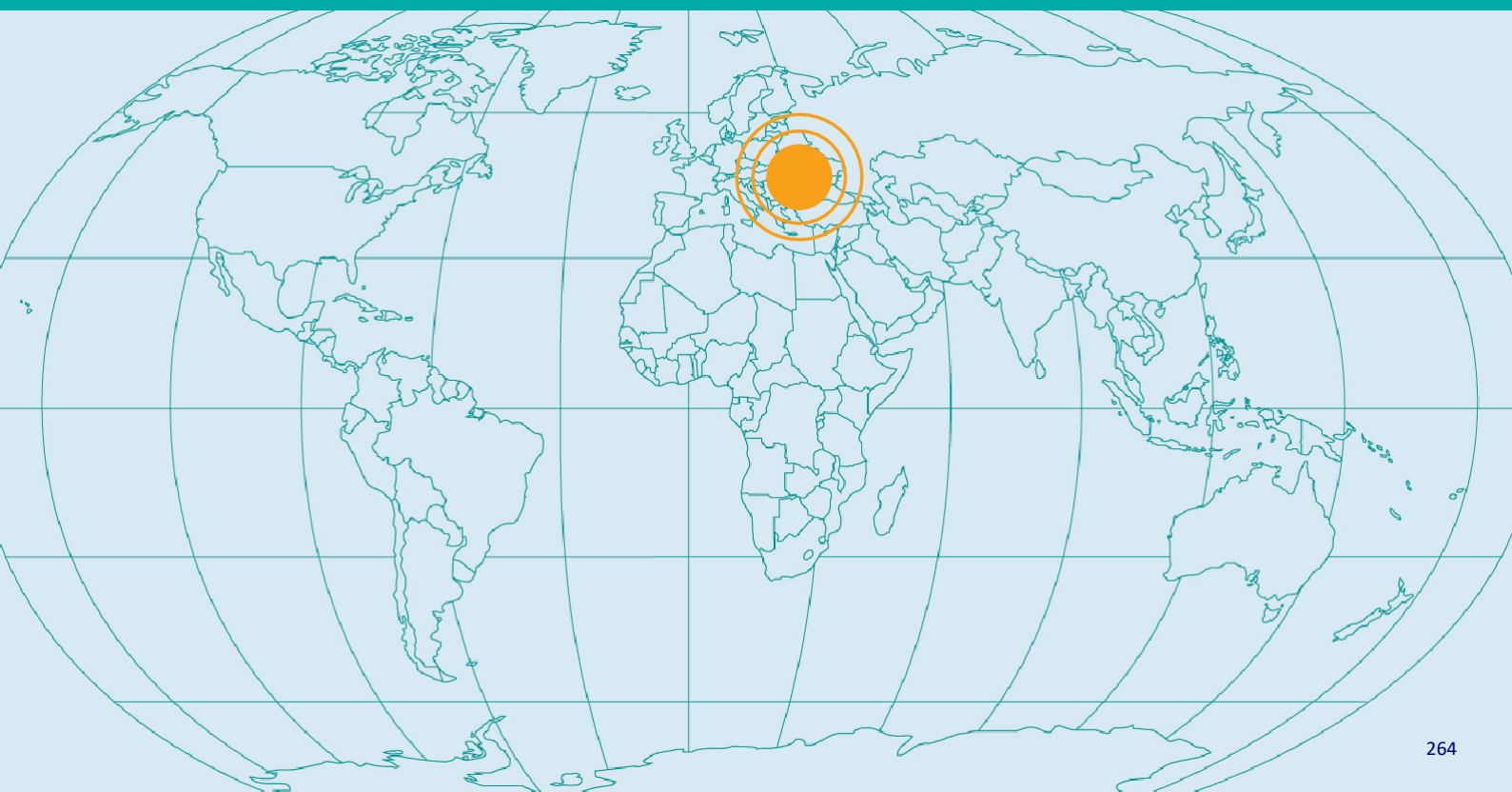
Applications from UK in person or by post to Embassy / online for Moldovan citizens

Cost 30 MDL/60 MDL for fast-track in Moldova/At the Embassy –£37

Certificate issued in Romanian or Russian in Moldova

Certificate issued in Romanian, or English upon request at the Embassy

Turnaround In country 10 days/1 day fast-track/Embassy 10-14 days





# Moldova

- 1 Name of certificate
- 2 Department responsible for criminal records
- 3 Where to apply in country
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1	<b>Name of certificate</b>	Criminal Record Check ( <i>Cazier Judiciar</i> )
2	<b>Department responsible for criminal records</b>	Ministry of Internal Affairs Information Technology Service
3	<b>Where to apply in country</b>	<p>Ministry of Internal Affairs, Department of Information and Operational Records, 3 Iacob Hincu Street, Chisinau, Moldova.</p> <p>Tel: +373 (0) 22 255 155</p> <p>Web: <a href="http://mai.gov.md">http://mai.gov.md</a>; <a href="https://servicii.gov.md">https://servicii.gov.md</a> Email: <a href="mailto:sti@mai.gov.md">sti@mai.gov.md</a></p> <p>Applications can also be made through local Moldovan police authorities.</p>
4	<b>How to apply in country</b>	<p>Applications are accepted online or in person. Non-Moldovan citizens can only apply in person.</p> <p><b>In person</b></p> <p>Applications should be made in the following ways:</p> <ul style="list-style-type: none"> <li>• For 1-day service and 10-day service (see additional cost in Section 8) – Information Technology Service – Monday-Friday 8am-5pm (see contact details in Section 3)</li> <li>• For 10-day service – any local police department</li> </ul> <p>A sample application form can be found in Section 17.</p> <p>The form requires the following details:</p> <ul style="list-style-type: none"> <li>• The individual’s full name</li> <li>• The individual’s date and place of birth;</li> <li>• The individual’s personal identification number (IDNP)</li> <li>• The individual’s registered address.</li> </ul> <p>Nationals of Moldova must present their ID card. Non-nationals must present their passport.</p> <p><b>Online</b></p> <p>The application can be made at:</p> <p><a href="http://www.servicii.gov.md/ServiceDetails.aspx?id=b60f9e3e-8405-4535-aeba-015b54423588">www.servicii.gov.md/ServiceDetails.aspx?id=b60f9e3e-8405-4535-aeba-015b54423588</a> (choose the option “Solicita serviciul”).</p> <p>The following details are required:</p> <ul style="list-style-type: none"> <li>• Personal Identification Number (IDNP)</li> <li>• Type of request (1 or 10 days)</li> <li>• Which language the certificate should be presented in (Romanian or Russian)</li> <li>• The regional police department that should issue the criminal record.</li> </ul> <p>The applicant must present an ID card or a valid passport before</p>

		receiving the document.
5	<b>Where to apply in the UK</b>	<ul style="list-style-type: none"> <li>• Online at: <b><a href="http://www.servicii.gov.md/ServiceDetails.aspx?id=b60f9e3e-8405-4535-aeba-015b54423588">www.servicii.gov.md/ServiceDetails.aspx?id=b60f9e3e-8405-4535-aeba-015b54423588</a></b> (Moldovan citizens only).</li> <li>• In person: <ul style="list-style-type: none"> <li>○ Through a third party in Moldova at the address in Section 3</li> <li>○ At: Embassy of the Republic of Moldova, 5 Dolphin Square, Edensor Road, London, W4 2ST Tel: +44 (0) 20 8995 6818; +44 (0) 20 8996 0546 <b><a href="http://www.britania.mfa.gov.md/certificat-cazier-judiciar-rm/">http://www.britania.mfa.gov.md/certificat-cazier-judiciar-rm/</a></b> Email: <b><a href="mailto:embassy.london@mfa.md">embassy.london@mfa.md</a></b> By post</li> </ul> </li> </ul>
6	<b>How to apply in the UK</b>	<p>Moldovan citizens can apply:</p> <ul style="list-style-type: none"> <li>• Online (see contact details in Section 5)</li> <li>• In person at the Embassy (see Section 5)</li> <li>• By post (see Section 5)</li> </ul>
7	<b>Who can apply</b>	<ul style="list-style-type: none"> <li>• Individuals</li> <li>• Third parties (with consent)</li> </ul>
8	<b>Cost, payment and turnaround</b>	<p><b>Cost</b></p> <ul style="list-style-type: none"> <li>• The cost of obtaining a Juridical Record is 30 MDL within 10 working days</li> <li>• If the certificate is required urgently, i.e. within one working day, the fee is 60 MDL</li> <li>• The cost of obtaining a Criminal Record Check at the Moldovan Embassy in the UK is 37 GBP</li> </ul> <p><b>Payment</b></p> <p>Payments can be made:</p> <ul style="list-style-type: none"> <li>• By bank transfer in Moldovan currency. The authorised banks are Victoriabank and Banca de Economii</li> <li>• At QIWI payment terminals: <b><a href="http://www.qiwi.md">www.qiwi.md</a></b></li> </ul> <p>At the Moldovan Embassy in the UK – by bank transfer in GBP. Bank details can be found at <b><a href="http://www.britania.mfa.gov.md/certificat-cazier-judiciar-rm/">http://www.britania.mfa.gov.md/certificat-cazier-judiciar-rm/</a></b></p> <p><b>Turnaround</b></p> <ul style="list-style-type: none"> <li>• The turnaround time is up 10 days</li> <li>• The fast-track service turnaround is 1 day if the fee has been paid</li> <li>• The turnaround time is up to 10-14 days at the Moldovan Embassy in UK</li> </ul>

9	<b>How results are presented and security features</b>	<p>A Juridical Record will only be issued in hard copy for collection in person.</p> <p>A Juridical Record will contain the following information:</p> <ul style="list-style-type: none"> <li>• The individual’s full name</li> <li>• Date of birth</li> <li>• Place of birth</li> <li>• Personal Identification Number (IDNP)</li> <li>• A statement that the individual has no criminal convictions or a list of all spent and unspent convictions</li> <li>• Information if the individual has been subjected to criminal proceedings or investigated</li> </ul> <p>Moldovan Juridical Records contain the following security features including:</p> <ul style="list-style-type: none"> <li>• The phrase “Ministry of Internal Affairs of the Republic of Moldova” in Moldovan and Russian</li> <li>• A unique code and serial number</li> </ul>
10	<b>Languages</b>	<p>The certificate is available in Romanian and English at the Moldovan Embassy in the UK (upon request).</p>
11	<b>Criminal convictions listed on certificate</b>	<p>Categories of criminal conviction in Moldova are:</p> <ul style="list-style-type: none"> <li>• Violence against the person (<i>infrațiuni contra vieții și sănătății persoanei</i>)</li> <li>• Sexual offences (<i>Infrațiunile privind viața sexuală</i>)</li> <li>• Burglary and theft (<i>Furtul</i>)</li> <li>• Robbery (<i>Jaful</i>)</li> <li>• Forgery (<i>Fabricarea sau punerea în circulație a banilor falși sau a titlurilor de valoare false</i>)</li> <li>• Drug offences (<i>Circulația ilegală a substanțelor narcotice, psihotrope sau a analoagelor lor fără scop de înstrăinare</i>)</li> <li>• Motoring offences (<i>Infrațiuni în domeniul transporturilor</i>)</li> </ul> <p>Other categories of offence include: against peace and safety; war; against personal freedom, honour and dignity; against political, labour and other constitutional rights of individuals.</p> <p>Under Moldovan legislation, individuals are considered not to have criminal convictions in the following cases:</p> <ul style="list-style-type: none"> <li>• If they are exonerated from criminal liability following an amnesty</li> <li>• If they were sentenced to probation and did not commit a crime within the probation period</li> <li>• After serving non-custodial sentences</li> <li>• After 2 years of serving the custodial sentence if convicted of non- serious crimes</li> <li>• After 6 to 10 years of serving the custodial sentence if convicted for serious crimes (depending on the gravity of the offence)</li> </ul>

12	<b>Confirming authenticity</b>	<p>The Ministry of Justice of Moldova can issue an Apostille confirming the authenticity of a criminal record. For details contact:</p> <p>The Ministry of Foreign Affairs and European Integration, 31 August 1989, 80 Street / 80, Mateevici Street, MD - 2012 Chisinau, Moldova.</p> <p>Tel: +373 (0) 22 201 040/ +373 (0) 22 201 041 Fax: +373 (0) 22 232 225 Email: <a href="mailto:consdep@mfa.md">consdep@mfa.md</a> or <a href="mailto:dac@mfa.md">dac@mfa.md</a> Web: <a href="http://www.mfa.gov.md/legalization-documents-en/">http://www.mfa.gov.md/legalization-documents-en/</a></p> <p><a href="https://apostila.gov.md/">https://apostila.gov.md/</a> <a href="http://www.britania.mfa.gov.md/e-apostila-ro/">http://www.britania.mfa.gov.md/e-apostila-ro/</a></p> <p><b>Costs</b></p> <ul style="list-style-type: none"> <li>• 150 MDL – issued within 1 hour</li> <li>• 130 MDL – issued within 1 day</li> <li>• 100 MDL – issued within 5 days</li> </ul> <p><b>Turnaround time</b> – from 1 hour to 5 days.</p>
13	<b>Official bodies providing advice on interpretation of criminal records</b>	Dissemination of criminal records data in Moldova is controlled by the Ministry of Internal Affairs.
14	<b>Legislation</b>	Ordinul nr. 353 din 18 noiembrie 2016 „Privind aprobarea Instrucțiunilor privind ordinea de eliberare a cazierelor judiciare, cazierelor contravenționale și altor certificate de către Serviciul tehnologii informaționale din subordinea Ministerului Afacerilor Interne”
15	<b>Pending changes</b>	None
16	<b>Sources of information</b>	<p>Ministry of Interior website: <a href="http://www.mai.gov.md">www.mai.gov.md</a></p> <p>NPSA guidance document 2014</p> <p>In-country legal resource</p>
17	<b>Sample documents</b>	Sample application form

**Dirrecția informații și evidențe operative a MAI**  
Управление информации и оперативного учета МВД

de la (nume) \_\_\_\_\_  
от (фамилия)

(prenume) \_\_\_\_\_  
(имя)

(patronimic) \_\_\_\_\_  
(отчество)

Născut (ă) la \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Родившийся (аясь) \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_  
дата рождения числа месяца года рождения

Locul nașterii (conform datelor din buletinul de identitate):  
Место рождения (согласно данным удостоверения личности):

\_\_\_\_\_

Domiciu (conform datelor din buletinul de identitate):  
Прописанный (ая) (согласно данным удостоверения личности):

\_\_\_\_\_

\_\_\_\_\_

**CERERE**  
ЗАЯВЛЕНИЕ

Rog eliberarea cazierului judiciar in limba moldovenească.

Прошу выдать справку об отсутствии судимости на русском языке.

\_\_\_\_\_ 200\_\_

Semnătura \_\_\_\_\_  
Подпись



National Protective  
Security Authority

**SECURITY** **WATCHDOG**  
Part of Capita plc

# Montenegro

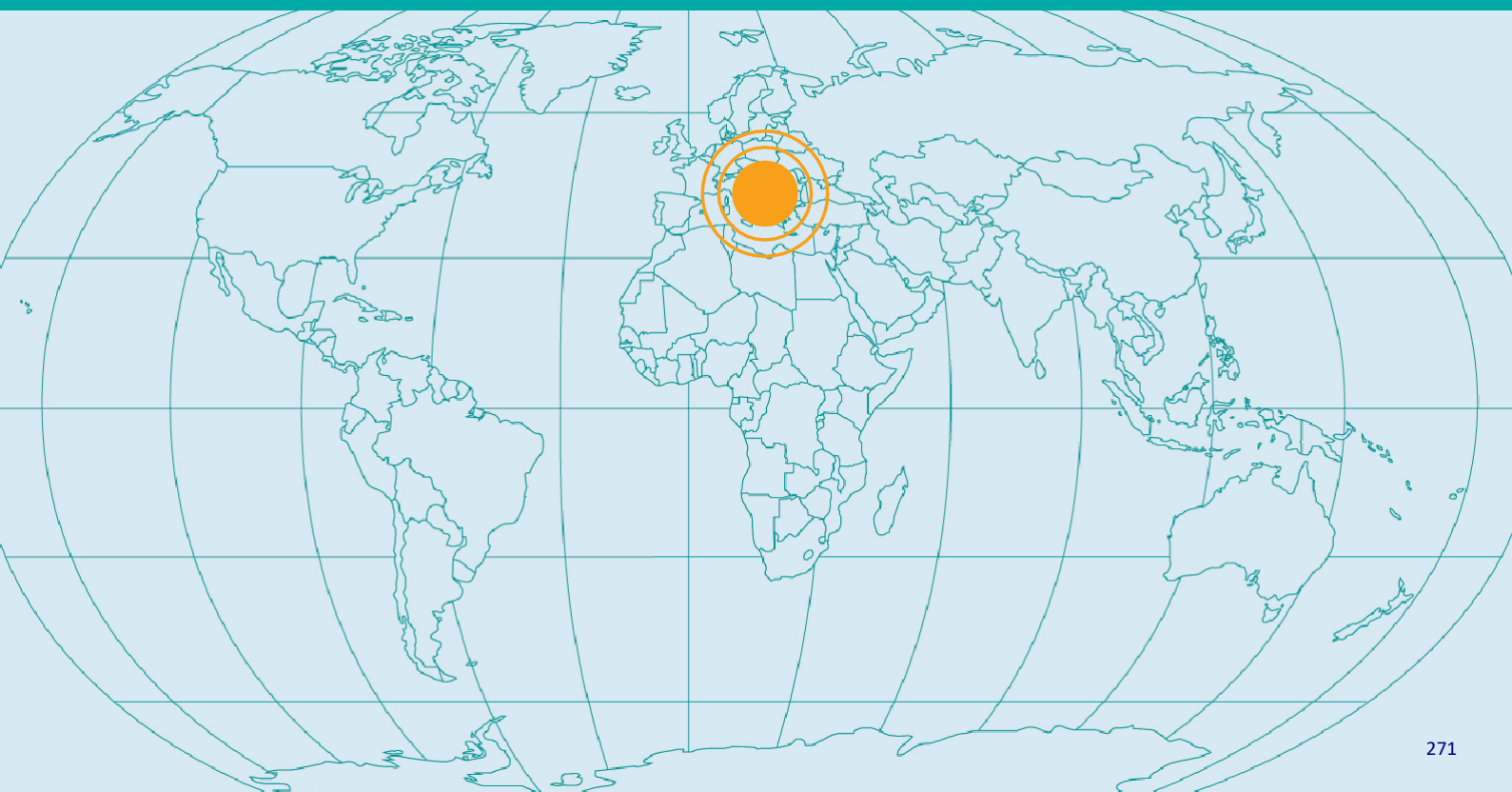
## How to obtain a criminal record check - detailed guidance

Individual applies in person/third party to local police station, or by post/email

Cost €5

Certificate issued in Montenegrin

Turnaround 2 – 5 days



# Montenegro

-  1 Name of certificate
-  2 Department responsible for criminal records
-  3 Where to apply in country
-  4 How to apply in country
-  5 Where to apply in the UK
-  6 How to apply in the UK
-  7 Who can apply
-  8 Cost, payment and turnaround
-  9 How results are presented and security features
-  10 Languages
-  11 Criminal convictions listed on certificate
-  12 Confirming authenticity
-  13 Official bodies providing advice on interpretation of criminal records
-  14 Legislation
-  15 Pending changes
-  16 Sources of information
-  17 Sample documents

## *Disclaimer*

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1	Name of certificate	Certificate of Criminal Records ( <i>Uvjerenje iz kaznene evidencije</i> )
2	Department responsible for criminal records	Ministry of Justice of Montenegro
3	Where to apply in country	Ministry of Justice via post or in person at: Bulevar Pera Ćetkovića br. 259, Podgorica via email at: <a href="mailto:rke@mpa.gov.me">rke@mpa.gov.me</a>  Contact details can be found at: <a href="http://www.pravda.gov.me/rubrike/Registar-kaznene-evidencije/137178/Informacija-o-izdavanju-podataka-iz-kaznene-evidencije.html">http://www.pravda.gov.me/rubrike/Registar-kaznene-evidencije/137178/Informacija-o-izdavanju-podataka-iz-kaznene-evidencije.html</a>
4	How to apply in country	<b>By post</b>  Application form for issuance of Certificate of Criminal records can be submitted via post or in person at Ministry of Justice of Montenegro at Bulevar Pera Ćetkovića br. 259, Podgorica.  <b>By email</b>  Application form for issuance of Certificate of Criminal Records can be submitted via email at: <a href="mailto:rke@mpa.gov.me">rke@mpa.gov.me</a>  Valid identity card or passport, as well as proof of payment must be presented.
5	Where to apply in the UK	Applications are made at the same location as those from Montenegro (see Section 3).
6	How to apply in the UK	The application process is the same as that from Montenegro (see Section 4).
7	Who can apply	<b>Data filed in official criminal record may be disclosed solely to:</b> <ul style="list-style-type: none"> <li>• A court of law, the state prosecutor and authorities of internal affairs, related to the criminal procedure instituted against a person who has prior convictions, as well as to the body in charge of execution of criminal sanctions and the body that participates in the procedure of granting amnesty, abolition, rehabilitation or deciding on cessation of legal consequences of a sentence, same as to the tutelary authorities when so needed for the conduct of duties within their competence.</li> <li>• Data from criminal records may also be disclosed upon reasoned request, to a state authority, enterprise, other organization or entrepreneur, if legal consequences of a sentence or security measures are still lasting and if there exists a justified interest based on law.</li> <li>• On citizens' request, data on the existence or non-existence of prior convictions may be presented to them solely if such data are needed for the purpose of exercising their rights abroad.</li> </ul>

8	<b>Cost, payment and turnaround</b>	<p><b>Cost</b></p> <p>The fee for obtaining a Certificate of Criminal Records is €5.</p> <p><b>Payment</b></p> <p>The applicant transfers the payment into the Ministry of Justice bank account and presents the payment slip with the application form. Account details: 832-3161233-91</p> <p><b>Turnaround</b></p> <p>2-5 working days</p>
9	<b>How results are presented and security features</b>	<p>The Certificate of Criminal Records is issued as a hard copy for collection.</p> <p>Criminal records in Montenegro contain the following details:</p> <ul style="list-style-type: none"> <li>• Individual personal details</li> <li>• Details of any convictions, suspended sentences or caution</li> <li>• Information on the criminal offense</li> <li>• Information on penalties and other measures</li> <li>• Information on changes of convictions</li> <li>• If there are convictions, a tick will be placed in the relevant box</li> </ul> <p>The Certificate of Criminal Records will be stamped (in the bottom left-hand corner of the page) and signed by the issuing officer.</p>
10	<b>Languages</b>	<p>The certificate is issued only in Montenegrin.</p> <p>There is no official translation service available.</p>
11	<b>Criminal convictions listed on certificate</b>	<p>Criminal convictions are removed if the individual is rehabilitated.</p> <p>Legal rehabilitation shall be granted solely to persons who, prior to the conviction the rehabilitation is related to, had no prior convictions or who were deemed by law to have had no prior convictions.</p> <p>Legal rehabilitation shall be granted in the following instances:</p> <ul style="list-style-type: none"> <li>• If a person convicted but remitted of a penalty, or pronounced to whom is a judicial admonition, does not commit any new criminal offence within the period of one year of coming into effect of the sentence,</li> <li>• If a person on whom a suspended sentence is imposed, does not commit any new criminal offence during the testing period and within the period of one year of expiration of the term of testing,</li> <li>• If a person sentenced to a fine, penalty of community service or penalty of imprisonment in duration of no longer than six months, does not commit any new criminal offence within the period of three years of the day of execution, barring by limitation or remission of the penalty thereof,</li> <li>• If a person sentenced to imprisonment exceeding six months to one year, does not commit any new criminal offence within the period of five years of the day of execution, barring by limitation or remission of the penalty thereof.</li> </ul>

		Legal rehabilitation shall not commence if an accessory penalty has not yet been executed or if security measures are still in force.
12	<b>Confirming authenticity</b>	This country has joined The Hague Convention of 5 October 1961 Abolishing the Requirements of Legalisation for Foreign Public Documents. This enables criminal record checks to be authenticated by means of an Apostille. For further information on how to obtain an Apostille from this country, please see: <b><a href="https://www.hcch.net/en/states/authorities/details3/?aid=742">https://www.hcch.net/en/states/authorities/details3/?aid=742</a></b>
13	<b>Official bodies providing advice on interpretation of criminal records</b>	None
14	<b>Legislation</b>	Criminal Code of Montenegro and Regulation on criminal records
15	<b>Pending changes</b>	None
16	<b>Sources of information</b>	Embassy of Montenegro
17	<b>Sample documents</b>	None



National Protective  
Security Authority

**SECURITY** **WATCHDOG**  
Part of Capita plc

# Netherlands

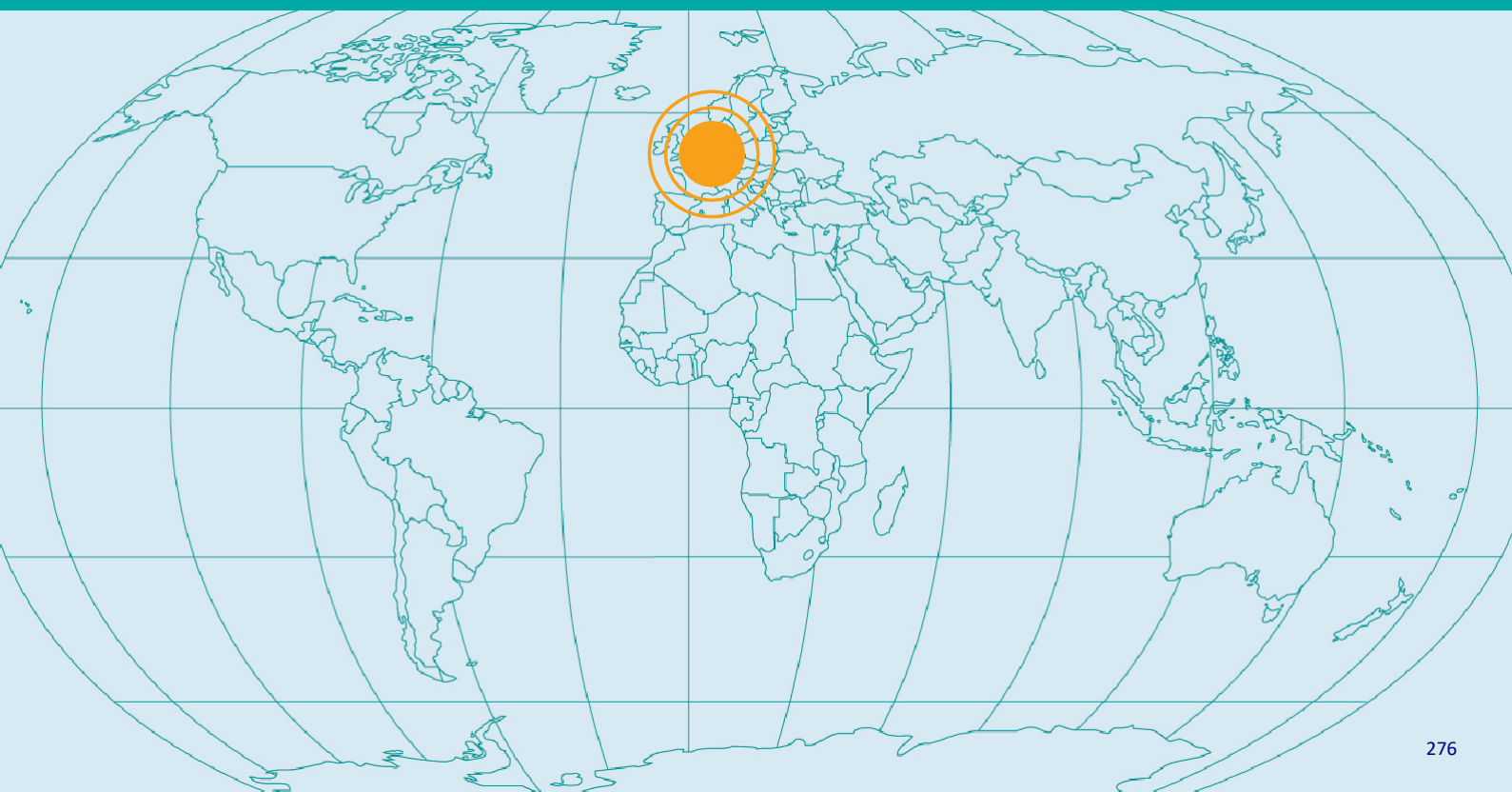
## How to obtain a criminal record check - detailed guidance

Individual/third party (with written consent) applies online,  
by post or in person to the Population Affairs Department

Cost €41.35

Certificate issued in Dutch

Turnaround 4–8 weeks/Fast-track 10 days



# Netherlands

-  Name of certificate
-  Department responsible for criminal records
-  Where to apply in country
-  How to apply in country
-  Where to apply in the UK
-  How to apply in the UK
-  Who can apply
-  Cost, payment and turnaround
-  How results are presented and security features
-  Languages
-  Criminal convictions listed on certificate
-  Confirming authenticity
-  Official bodies providing advice on interpretation of criminal records
-  Legislation
-  Pending changes
-  Sources of information
-  Sample documents

## *Disclaimer*

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1	<b>Name of certificate</b>	Certificate of Good Conduct – (Verklaring Omtrent het Gedrag) (VOG).
2	<b>Department responsible for criminal records</b>	Justis Ministerie van Justitie en Veiligheid
3	<b>Where to apply in country</b>	<p>In Person:</p> <ul style="list-style-type: none"> <li>• You can apply for a certificate of conduct at the Population Affairs Department (Burgerzaken/Publiekszaken) of the municipality where you are registered in the Municipal Personal Records Database (BRP).</li> </ul> <p>Online:</p> <ul style="list-style-type: none"> <li>• If you are not registered in the BRP, you should apply directly to Justis for your certificate. You can send your application to: <b>vog.np.rni@minvenj.nl</b> (10MB max.). You can only attach one application per e-mail</li> </ul>
4	<b>How to apply in country</b>	<p>When you apply for a certificate of conduct you must bring:</p> <ul style="list-style-type: none"> <li>• A fully completed application form: <ul style="list-style-type: none"> <li>○ Data applicant (section 1)</li> <li>○ Data organisation/establishment (section 2). If it's not possible to obtain a signature on behalf of the organisation/body at section 2 (e.g. if you need a VOG for a work permit/visa), you have to fill out the sections 2.1, 2.2 and 2.3 or 2.4. yourself. In this case replace section 2.6 with a document. This document can be a letter, e-mail of webpage (e.g. form an embassy) which states the VOG is necessary for the purpose of your application. You need to bring <b>all 6 pages</b> of the application form.</li> </ul> </li> <li>• An official document which states the purpose of your application, provided by the interested party.</li> <li>• A valid passport or identification card/ID/identity document.</li> <li>• The administrative expenses of €41,35.</li> </ul> <p>All this information is sent to Justis which issues certificates on behalf of the State Secretary.</p> <p>An application form for an individual (VOG NP) can be found at:  <a href="https://www.justis.nl/binaries/Aanvraagformulier%20VOG%20NP%20(English)%20-%202.2_tcm34-84796.pdf">https://www.justis.nl/binaries/Aanvraagformulier%20VOG%20NP%20(English)%20-%202.2_tcm34-84796.pdf</a></p> <p>An English language authorisation form to allow a third party to apply on your behalf can be found at:  <a href="https://www.justis.nl/binaries/Authorization%20form%20VOG%20NP%20(English)_tcm34-256381.pdf">https://www.justis.nl/binaries/Authorization%20form%20VOG%20NP%20(English)_tcm34-256381.pdf</a></p>

5	<b>Where to apply in the UK</b>	<p>Online:</p> <ul style="list-style-type: none"> <li>If you are not registered in the BRP, you should apply directly to Justis for your certificate. You can send your application to: vog.np.rni@minvenj.nl (10MB max.). You can only attach one application per e-mail</li> </ul>
6	<b>How to apply in the UK</b>	Applications can be made via post as detailed in Section 4.
7	<b>Who can apply</b>	<ul style="list-style-type: none"> <li>Individuals</li> <li>Employer and individual together</li> <li>Authorised third parties</li> </ul>
8	<b>Cost, payment and turnaround</b>	<p><b>Cost</b></p> <p><b>In person/by post</b></p> <p>The cost of obtaining a criminal record certificate is €41.35, to be paid on submission of the application form. If the individual applies directly to COVOG, the fee should be paid into:</p> <p>IBAN-code: NL31 INGB 0705 0054 53</p> <p>BIC-code: INGBNL2A, ING Bank in Amsterdam.</p> <p>Stating the name of the applicant.</p> <p>Made payable to Justis/COVOG in The Hague.</p> <p>When you are doing the payment from abroad, you must keep in mind that all additional (transfer) cost charged by your bank, will be for your account. Your application will only be processed when Justis has received the full amount of €41,35.</p> <p><b>Turnaround</b></p> <p>The turnaround time is between 4 and 8 weeks from receipt of an application.</p>

9	<b>How results are presented and security features</b>	<p><b>Results</b></p> <p>If the individual has no criminal record, the certificate will be issued.</p> <p>If the individual has a criminal record, the authorities will decide whether the offences in question are relevant to the application. For example, offences that would present difficulties for someone applying for a teaching job may not be relevant to an accountant.</p> <p>If the application is refused, the individual will receive written notification stating the reasons for refusal.</p> <p>If the application was submitted electronically, the VOG will be sent to the address that was registered. If the VOG is needed at an address other than the “GBA address”, this must be stated on a paper application form.</p> <p><b>Security features</b></p> <ul style="list-style-type: none"> <li>• The certificate has the individual’s details and a background blue justice logo.</li> <li>• If copied, the text “copy” will appear on the certificate.</li> <li>• The paper has a characteristic wavy watermark. The watermark is clearly visible; there are diagonal meandering lines when the paper is held up to the light.</li> <li>• Under a UV lamp, small paper fibres in the paper and the logo at the bottom right will fluoresce. Furthermore, the number in the upper right hand corner will fluoresce blue.</li> </ul> <p>To check the authenticity of a VOG there are a number of characteristics listed on the back. It is the task of the organisation to make sure someone is in possession of an authentic VOG.</p> <p>A sample of a VOG can be found in Section 17.</p>
10	<b>Languages</b>	The VOG is provided in Dutch with explanatory note in English. This is not a literal translation.
11	<b>Criminal convictions listed on certificate</b>	<p>Every category of conviction is listed on a criminal record certificate if it is deemed appropriate (see Section 9).</p> <p>A conviction is never removed from a criminal record.</p>
12	<b>Confirming authenticity</b>	<p><i>De Justitiële Informatiedienst</i> located in Almelo, The Netherlands, can confirm authenticity; however, a cost and turnaround time has not been disclosed.</p> <p>Certificate security features can be found in Section 9 and Section 17 also.</p>
13	<b>Official bodies providing advice on interpretation of criminal records</b>	None available
14	<b>Legislation</b>	The Judicial Data and Criminal Records Act, November 2002, contains provisions concerning the issue of Certificates of Good Conduct.



15	<b>Pending changes</b>	None
16	<b>Sources of information</b>	<b>www.justice.nl</b> Klantadviseur Klantcontactcentrum, Dienst Justis, Justitiële uitvoeringsdienst Toetsing, Integriteit en Screening
17	<b>Sample documents</b>	Sample application form Sample certificate

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City of London  
Business and Regulatory Centre

**Application form**  
**Certificate of Conduct for Natural Persons (VOC NP)**  
Complete this form in black ink only.  
When submitting your application to the municipality, you must produce a valid identity document and pay the appropriate fee.

**1 To be completed by the applicant**

**1.1 Applicant's details**

Name: \_\_\_\_\_  
Date of birth: \_\_\_\_\_  
Place and locality of birth: \_\_\_\_\_  
Address of applicant: \_\_\_\_\_  
Country and territory: \_\_\_\_\_  
Municipality: \_\_\_\_\_  
Identification number: \_\_\_\_\_  
Telephone number and email address: \_\_\_\_\_

**1.2 Applicant's signature**  
The applicant hereby declares that he/she has completed this form in full and truthfully.  
Name: \_\_\_\_\_  
Signature: \_\_\_\_\_

March 2014

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**2 To be completed by the organisation/body requiring the Certificate**

**2.1 Details of organisation/body**

Name of organisation/body: \_\_\_\_\_  
Name of representative: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone no. and country: \_\_\_\_\_

**2.2 Purpose of the application**  
If you are applying for the Certificate of Conduct in order to obtain a visa, licence, passport or other document, please provide the following information:  
1. Description of work (if possible, include a job description): \_\_\_\_\_  
2. Other purpose: \_\_\_\_\_

**2.3 Specific screening profile**  
Are you applying for the Certificate in connection with one of the jobs or purposes mentioned below?  
If you have information on this matter with these jobs or purposes, go to [www.cpln.co.uk](http://www.cpln.co.uk).  
 Yes, the following job/purpose(s) apply (check only one box):  
 In Police office holder  
 In the air and navigation  
 In transport infrastructure office  
 In health care services and aviation  
 In health care and welfare of people in aviation  
 In security forces  
 In financial services  
 In other screening profile applicable to aviation security in an operational institution  
 In law industry (see draft criteria)  
 In law industry (regulatory) services  
 In law industry (regulatory) services (The screening profile may be used only if your rights do not in the organisation requiring the Certificate of Conduct)

Signature of representative: \_\_\_\_\_

March 2014

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In financial services (including offshore) and aviation infrastructure services  
 In law industry (regulatory) services  
 In law industry (regulatory) services (The screening profile may be used only if your rights do not in the organisation requiring the Certificate of Conduct)  
 In health care services and aviation  
 In health care and welfare of people in aviation  
 In security forces  
 In financial services  
 In other screening profile applicable to aviation security in an operational institution  
 In law industry (see draft criteria)  
 In law industry (regulatory) services  
 In law industry (regulatory) services (The screening profile may be used only if your rights do not in the organisation requiring the Certificate of Conduct)

**2.4 General screening profile**  
The screening profile may be used only if your rights do not in the organisation requiring the Certificate of Conduct.  
**Information**  
 In health care services and aviation  
 In health care and welfare of people in aviation  
**Money**  
 In health care services and aviation  
 In health care and welfare of people in aviation  
**Security**  
 In health care services and aviation  
 In health care and welfare of people in aviation  
**Services**  
 In health care services and aviation  
 In health care and welfare of people in aviation  
**Business transactions**  
 In health care services and aviation  
 In health care and welfare of people in aviation  
**Processes**  
 In health care services and aviation  
 In health care and welfare of people in aviation  
**Management**  
 In health care services and aviation  
 In health care and welfare of people in aviation

March 2014

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**Persons**  
If you have information on this matter with these jobs or purposes, go to [www.cpln.co.uk](http://www.cpln.co.uk).  
 In health care services and aviation  
 In health care and welfare of people in aviation  
 In security forces  
 In financial services  
 In other screening profile applicable to aviation security in an operational institution  
 In law industry (see draft criteria)  
 In law industry (regulatory) services  
 In law industry (regulatory) services (The screening profile may be used only if your rights do not in the organisation requiring the Certificate of Conduct)

Signature of representative: \_\_\_\_\_

**2.5 Special circumstances**  
In addition to your circumstances in connection with the application:  
The holder of the Certificate of Conduct may be subject to the qualification requirements. The holder of the Certificate of Conduct may be subject to a different screening or assessment with its own conditions than it can be used in an office.  
For other special circumstances, see the application rules accompanying the application form.  
 No, I am not subject to any special circumstances.  
 Yes, please explain: \_\_\_\_\_

**2.6 Signature on behalf of the organisation/body**  
In order to be representative, the representative must be authorised by the organisation/body.  
Name: \_\_\_\_\_  
Signature of representative: \_\_\_\_\_

March 2014

		N0059941
Dienst Justis Ministerie van Veiligheid en Justitie		
<b>Verklaring Omtrent het Gedrag • Certificate of Conduct</b>		
> Retouradres: Postbus 16115, 2500 BC Den Haag		
De heer/Mevrouw A. Voorbeeld Straatnaam + huisnummer Postcode + plaatsnaam		
Date	Datum	1 januari 2014
Our reference	Ons kenmerk	036309201007150099
Surname	Geslachtsnaam	Voorbeeld
Prefix to surname	Tussenvoegsels	
Given names	Voorna(a)m(en)	A.
Date of birth	Geboortedatum	1 januari 2014
Place of birth	Geboorteplaats	's-Gravenhage
Country of birth	Geboorteland	Nederland
<p>De heer/Mevrouw A. Voorbeeld (hierna betrokkene) heeft voor het hieronder vermelde doel en voor de hieronder vermelde belanghebbende een Verklaring Omtrent het Gedrag aangevraagd.</p> <p>Medewerker bij Voorbeeld B.V.</p> <p>Ik heb een onderzoek naar het gedrag van betrokkene ingesteld. Het onderzoek heeft zich gericht op het specifieke screeningsprofiel Juridische dienstverlening / Legal services.</p> <p>Uit het onderzoek zijn geen bezwaren gebleken tegen betrokkene. Ik heb daarbij rekening gehouden met het risico voor de samenleving in verband met het doel waarvoor de verklaring is aangevraagd en het belang van betrokkene afgewogen.</p> <p>Op grond van artikel 28 van de Wet justitiële en strafvorderlijke gegevens geef ik de Verklaring Omtrent het Gedrag af.</p> <p>De Staatssecretaris van Veiligheid en Justitie, namens deze,</p>  <p>A.A.A.M. Huirly Afdelingsmanager COVOG</p> 		
<p>The State Secretary Of Security and Justice has conducted an investigation into the conduct of the person named in this Certificate and declares that, in view of the risk to society in relation to the purpose for which the certificate has been requested and considering the interests of the person concerned, the investigation has not resulted in any objections to this person in connection with the specific profile mentioned above or the job features indicated on the reverse of this Certificate. The State Secretary is therefore hereby pleased to issue this Certificate of Good Conduct, pursuant to section 28 of the Dutch Judicial Data and Criminal Records Act.</p>		



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# New Zealand

## How to obtain a criminal record check - detailed guidance

Individual/third party (with written consent) applies by fax/email/post to Criminal Records Unit

No cost

Certificate issued in English

Turnaround 5–20 working days



# New Zealand

-  1 Name of certificate
-  2 Department responsible for criminal records
-  3 Where to apply in country
-  4 How to apply in country
-  5 Where to apply in the UK
-  6 How to apply in the UK
-  7 Who can apply
-  8 Cost, payment and turnaround
-  9 How results are presented and security features
-  10 Languages
-  11 Criminal convictions listed on certificate
-  12 Confirming authenticity
-  13 Official bodies providing advice on interpretation of criminal records
-  14 Legislation
-  15 Pending changes
-  16 Sources of information
-  17 Sample documents

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1	<b>Name of certificate</b>	Criminal Record Check
2	<b>Department responsible for criminal records</b>	Ministry of Justice (MoJ)
3	<b>Where to apply in country</b>	Criminal Records Unit, Ministry of Justice, SX 10161, Wellington, New Zealand.  Tel: +64 (0)4 918 8800 Fax: +64 (0)4 918 8974 Email: <a href="mailto:criminalrecord@justice.govt.nz">criminalrecord@justice.govt.nz</a> Web: <a href="https://www.justice.govt.nz/">https://www.justice.govt.nz/</a>
4	<b>How to apply in country</b>	<p><b>Individual</b></p> <ul style="list-style-type: none"> <li>The individual must complete the Priv/F1 application form which can be found online at <a href="https://www.justice.govt.nz/assets/Documents/Forms/request-by-individual.pdf">https://www.justice.govt.nz/assets/Documents/Forms/request-by-individual.pdf</a>. A sample can be viewed in Section 17.</li> <li>This can be faxed, posted or emailed to the Criminal Records Unit.</li> <li>A signed and current copy of the individual's driving licence or passport must be provided.</li> </ul> <p><b>Authorised third party</b></p> <ul style="list-style-type: none"> <li>The individual and third party must complete the Priv/F2 application form which can be found online at <a href="https://www.justice.govt.nz/assets/Documents/Forms/CRC-request-by-third-party.pdf">https://www.justice.govt.nz/assets/Documents/Forms/CRC-request-by-third-party.pdf</a>. A sample can be viewed in Section 17.</li> <li>The application must then be posted to the Criminal Records Unit (see address in Section 3).</li> <li>A signed and current copy of the individual's driving licence or passport must be provided.</li> </ul>
5	<b>Where to apply in the UK</b>	Applications can be sent to the fax number or email address detailed in Section 3.
6	<b>How to apply in the UK</b>	The process for applying from the UK is the same as that in country as detailed in Section 4.  However, the application can be faxed or sent via email by the individual or third party.
7	<b>Who can apply</b>	<ul style="list-style-type: none"> <li>Individuals</li> <li>Third parties with authorisation using a Priv/F2 form</li> </ul>

8	<b>Cost, payment and turnaround</b>	<p><b>Cost</b></p> <p>There is no charge for applying for a criminal record certificate.</p> <p><b>Turnaround</b></p> <p>Approximately 5–10 working days (from the date a form is received) for Priv/F1 applications.</p> <p>Approximately 20 working days (from the date a form is received) for Priv/F2 applications.</p>
9	<b>How results are presented and security features</b>	<p>The reports are computer-generated and are black and white with an electronic signature. They are sent out by post.</p> <p>If there is no information held or none able to be released, the certificate will show:</p> <ul style="list-style-type: none"> <li>• Date (report printed)</li> <li>• Individual’s address or third-party address</li> <li>• Heading (“Criminal Conviction Information held by Ministry of Justice as at dd/mm/yyyy”)</li> <li>• MoJ request number (currently 7 digits long)</li> </ul>
10	<b>Languages</b>	<p>The certificate is available in English only.</p>
11	<b>Criminal convictions listed on certificate</b>	<p>The Criminal Record covers criminal and traffic convictions, however it does not include:</p> <ul style="list-style-type: none"> <li>• infringements, such as parking tickets</li> <li>• charges that haven’t gone to court yet</li> <li>• any charges where you weren’t convicted</li> <li>• times you’ve gone to court and were found not guilty</li> <li>• military (Court Martial) convictions</li> <li>• overseas convictions</li> <li>• Police diversions</li> <li>• charges in the Youth Court</li> <li>• demerit points and driver licence suspensions. You can get a report on these from the New Zealand Transport Agency.</li> </ul> <p>Convictions are not removed from an individual’s record. However, the Criminal Records (Clean Slate) Act 2004 allows for convictions to be concealed if the individual’s record meets all of the eligibility criteria and if the individual has requested this.</p>
12	<b>Confirming authenticity</b>	<p>The Department of Internal Affairs Authentication Unit can provide authentication. Further details can be found at <a href="https://www.govt.nz/browse/nz-passports-and-citizenship/proving-and-protecting-your-identity/use-your-nz-documents-overseas/#what-you-need-to-know">https://www.govt.nz/browse/nz-passports-and-citizenship/proving-and-protecting-your-identity/use-your-nz-documents-overseas/#what-you-need-to-know</a></p>

<b>3</b>	<b>Official bodies providing advice on interpretation of criminal records</b>	None available
<b>14</b>	<b>Legislation</b>	Privacy Act 1993 Criminal Records (Clean Slate) Act 2004
<b>15</b>	<b>Pending changes</b>	None
<b>16</b>	<b>Sources of information</b>	Criminal Records Unit <b><a href="http://www.justice.govt.nz">www.justice.govt.nz</a></b>
<b>17</b>	<b>Sample documents</b>	Individual application form – Priv/F1 Third Party Authorisation Form –Priv/F2



# Request for Criminal Conviction History – Third Party

## Confidential when completed

REQUEST BY THIRD PARTY UNDER THE PRIVACY ACT 1993 FOR A COPY OF AN INDIVIDUAL'S CRIMINAL CONVICTIONS HELD ON THE MINISTRY OF JUSTICE'S COMPUTER SYSTEMS.



### How to fill out this form and the definitions used in this form

1. You will have been provided this form by a third party\* to complete
2. Complete all the questions from Step 2 on – start with “Your details”
3. Please write as neatly as possible
4. Send back to the third party for them to check and send off.

\*Third party is the person, potential employer or recruitment agency who has requested the criminal conviction check and will be sent the results. (The third party must complete the front page of this form).

## Step 1 Third party to complete this section

### Third party name details

Full name of third party:

Full name of the person or organisation the third party **is acting for** (if applicable):  
(i.e. the person or organisation who requested the third party to carry out a criminal conviction check).

Third party reference number (if applicable):

### Third party return address details

Name of the person to return request information to:

PO Box or  
Street Address:

Suburb:

Town/City:

State/Province:

Post Code:

Country:

Signature of third party:

OFFICE USE ONLY  
MOJ REQUEST NUMBER

# Request your own Criminal Conviction History

## Confidential when completed

REQUEST BY INDIVIDUAL UNDER THE PRIVACY ACT 1993 FOR A COPY OF ANY CRIMINAL CONVICTIONS HELD ON THE MINISTRY OF JUSTICE'S COMPUTER SYSTEMS.

## Step 1 **Your details** (please print)



**Important: make sure the name and date of birth you write in here matches your identification in Step 2**

### Your Personal Details

Surname:  First name:

Middle names (separated by commas):

Date of birth:       Male  Female

Place of birth:

Telephone:  Mobile:

Email:

### Previous names – maiden names, other names you are known as or have used

Surname	First name	Middle names (separated by commas)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Your Postal Address

PO Box or Street address:

Suburb:

Town/City:

State/Province:

Postcode:      Country:

**OFFICE USE ONLY**  
MOJ REQUEST NUMBER



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# Nigeria

## How to obtain a criminal record check - detailed guidance

Individual/third party (with written consent) applies in person to  
The Registrar of Criminals or online via the NPF website

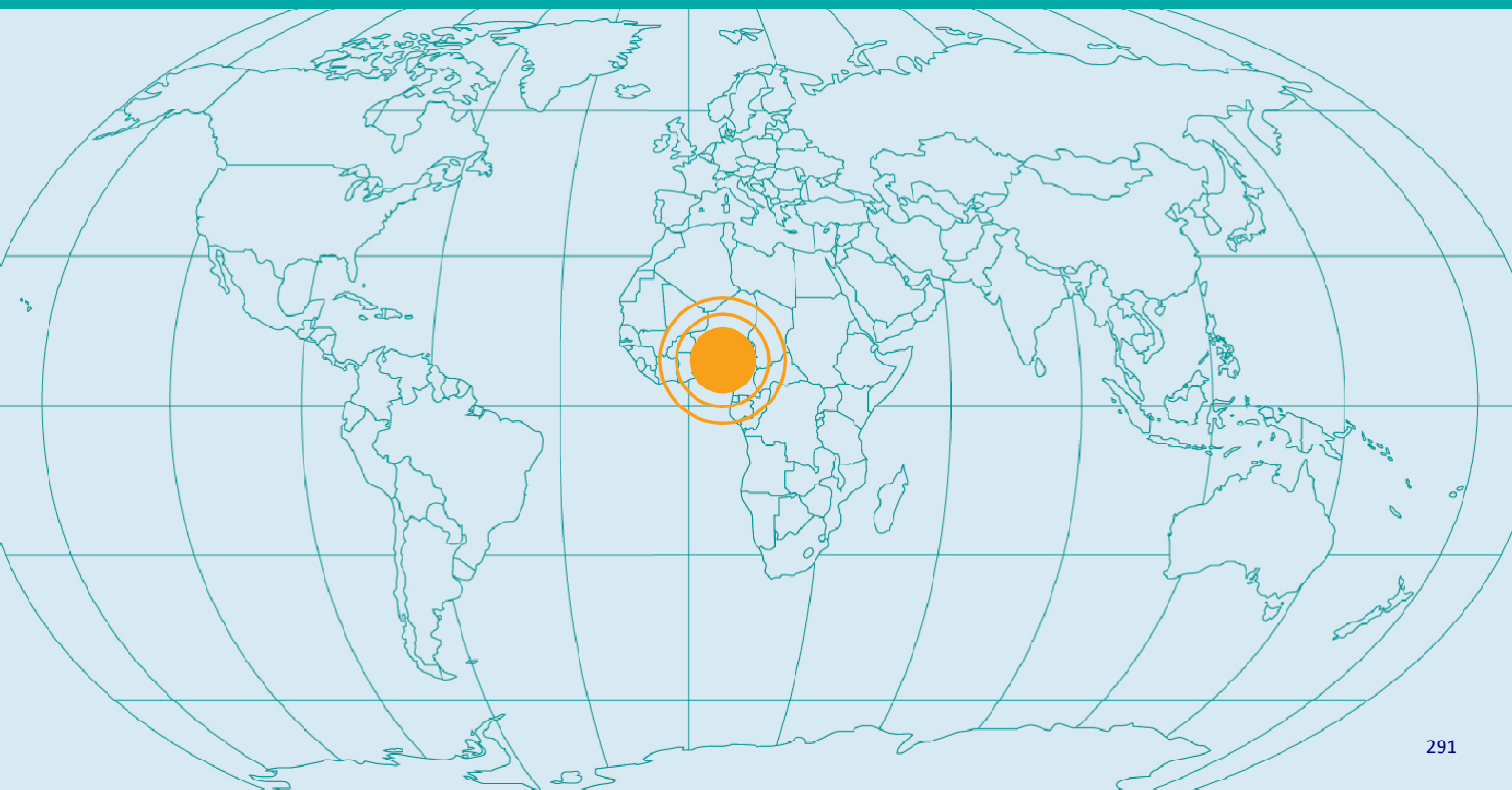
Applications cannot be made from the UK

Fingerprints required

Cost N 1500

Certificate issued in English

No official turnaround time available



# Nigeria

- 1 Name of certificate
- 2 Department responsible for criminal records
- 3 Where to apply in country
- 4 How to apply in country
- 5 Where to apply in the UK
- 6 How to apply in the UK
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1	<b>Name of certificate</b>	Police Clearance Certificate (PCC)
2	<b>Department responsible for criminal records</b>	Central Criminal Registry (CCR) maintained by the Registrar of Criminals, which is a sub-unit of the Nigeria Police Force.
3	<b>Where to apply in country</b>	<p>Central Criminal Registry Force C.I.D. Annex  Alagbon Close,  Ikoyi,  Lagos,  Nigeria.</p> <p>Web: <a href="http://www.npf.gov.ng/">www.npf.gov.ng/</a></p>
4	<b>How to apply in country</b>	<p>In person to the address in Section 3.</p> <p><b>Individuals:</b></p> <p>Individuals must provide:</p> <ul style="list-style-type: none"> <li>• An official application form (this is obtained and completed at the CCR and cannot be taken off site)</li> <li>• A reason for the request, such as a letter of employment, stating the offer is subject to a satisfactory police character report</li> <li>• Fingerprints will be taken at the CCR</li> <li>• The relevant fee</li> <li>• Copy of passport bio data page</li> <li>• Two passport-size photographs</li> </ul> <p><b>Employers and third parties:</b></p> <p>Employers and third parties must provide:</p> <ul style="list-style-type: none"> <li>• An official letter requesting a PCC for the individual. This must be on letter-headed paper and include the reason for the request, a description of the company and its relationship with the individual</li> <li>• An official application form (this is obtained and completed at the CCR and cannot be taken off site)</li> <li>• The relevant fee</li> <li>• Written consent of the individual</li> <li>• A copy of the biographical data page of the individual's passport</li> <li>• Fingerprints of the individual taken at a police station</li> </ul> <p><b>Via the NPF website</b></p> <p>Visit <a href="http://www.npf.gov.ng/character/index.php">http://www.npf.gov.ng/character/index.php</a> and complete the onscreen steps to obtain an Application ID. This ID will be used to enter the application portal and complete the online form.</p> <ul style="list-style-type: none"> <li>• Required information includes NIMC number, bank details and employment details.</li> <li>• A scan of your passport</li> <li>• Once completed, the form should be printed and submitted to the forensic section of your local State Police Command Headquarters for fingerprint analysis.</li> </ul>

5	<b>Where to apply in the UK</b>	<p>Individuals can authorise a third party or employer to make the application on their behalf to the address in Section 3.</p> <p>Applications cannot be made directly from the UK.</p>
6	<b>How to apply in the UK</b>	<p>The application process is the same as that from within Nigeria (see Section 4).</p>
7	<b>Who can apply</b>	<ul style="list-style-type: none"> <li>• Individuals</li> <li>• Prospective employers (with written consent)</li> <li>• Third parties (with written consent)</li> </ul>
8	<b>Cost, payment and turnaround</b>	<p><b>Cost</b></p> <ul style="list-style-type: none"> <li>• The official fee for a Police Character Certificate is N1500.</li> <li>• Payment is made to a designated bank in Nigeria. The cash payment is made to the bank and a teller completes a payment slip.</li> </ul> <p><b>Turnaround</b></p> <ul style="list-style-type: none"> <li>• There is no official turnaround time for obtaining a certificate, but it could take several months</li> <li>• Applications made in person at Lagos are typically completed within one day</li> <li>• There is no fast-track service available</li> </ul>
9	<b>How results are presented and security features</b>	<p>Police Character Certificates are available in hardcopy only. Certificates have to be collected from the Registrar of Criminals (see Section 3).</p> <p>The certificate will include:</p> <ul style="list-style-type: none"> <li>Individual's name;</li> <li>• An impression of the individual's fingerprints;</li> <li>• Official stamp of the Registrar of Criminals;</li> <li>• Nature of the offence (if applicable);</li> <li>• Date of conviction (if applicable); and</li> <li>• Name and designation of the issuing officer.</li> </ul>
10	<b>Languages</b>	<p>Police Character Certificates are issued in English.</p>

	<b>Criminal convictions listed on certificate</b>	<p>The following categories of conviction are listed on a criminal record certificate from Nigeria:</p> <ul style="list-style-type: none"> <li>• Violence against the person</li> <li>• Sexual offences</li> <li>• Burglary</li> <li>• Robbery</li> <li>• Theft and handling of stolen goods</li> <li>• Fraud and forgery</li> <li>• Criminal damage</li> <li>• Money laundering</li> <li>• Official corruption</li> <li>• Drug offences</li> <li>• Motoring offences</li> </ul> <p>There is no guidance as to how long convictions remain on record and there is no obligation for the police to destroy criminal record information.</p>
12	<b>Confirming authenticity</b>	A prospective employer or third party can present the certificate at the CCR (see Section 3) for verbal verification.
13	<b>Official bodies providing advice on interpretation of criminal records</b>	The Nigerian Police Force can provide advice on criminal records information (see Section 3 for contact details).
14	<b>Legislation</b>	There is no legislation that specifically governs the disclosure of criminal records. However, the Freedom of Information Act applies to criminal record certificates.
15	<b>Pending changes</b>	None
16	<b>Sources of information</b>	In Country Legal Resource NPSA Guidance Document 2014
17	<b>Sample documents</b>	None



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# Norway

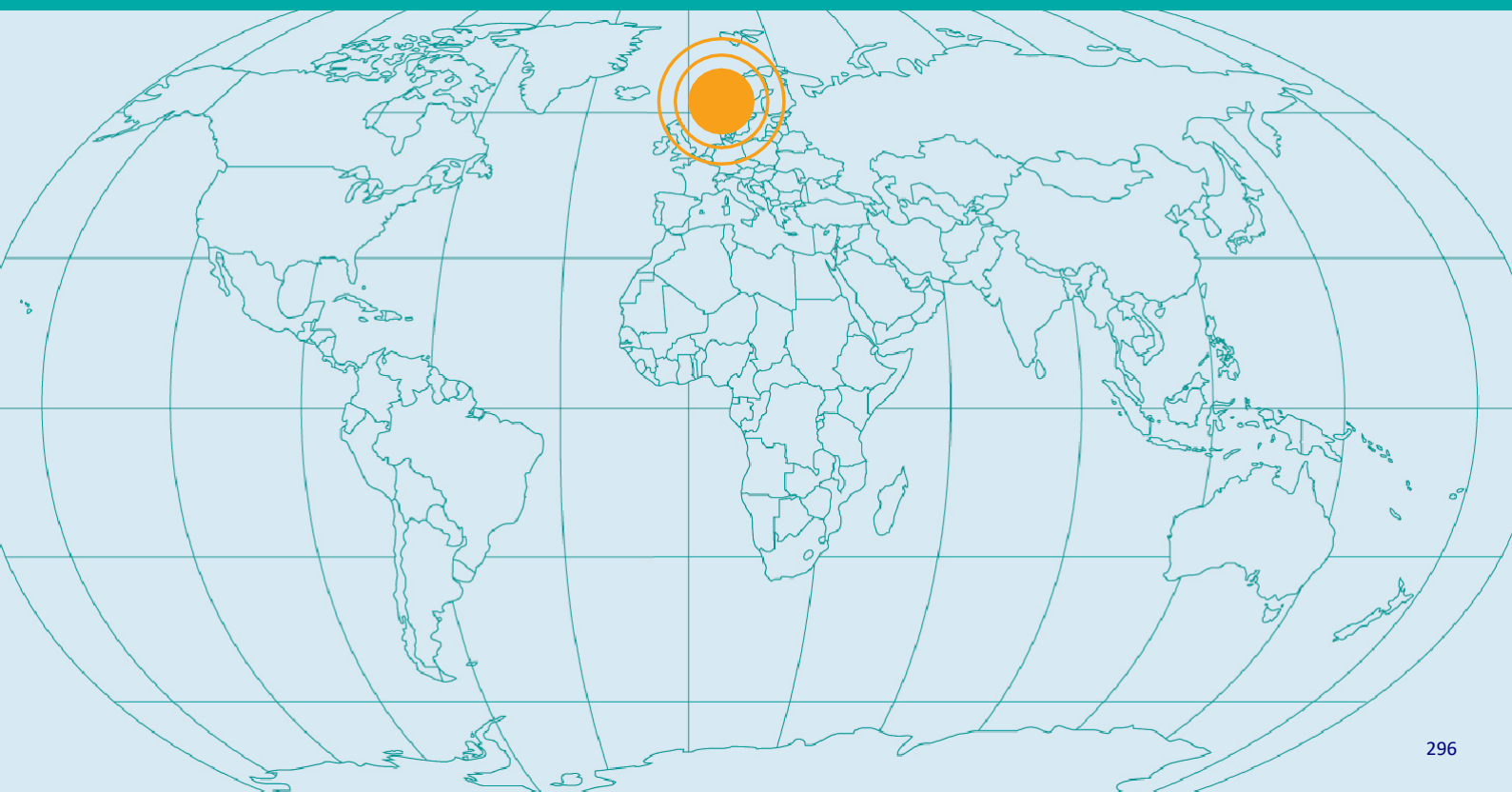
## How to obtain a criminal record check - detailed guidance

Individuals apply by post or online to the Police Unit for Monitoring and Police Testing

No cost

Certificate issued in Norwegian and English

Turnaround 14 days





# Norway

-  1 Name of certificate
-  2 Department responsible for criminal records
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-  4 How to apply in country
-  5 Where to apply in the UK
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1	<b>Name of certificate</b>	<p><b>Criminal Record Certificate (Politiattest)</b></p> <p>There are three types of certificates available depending on the purpose for which disclosure is sought.</p> <p><b>The types of certificate are:</b></p> <ul style="list-style-type: none"> <li>• A Standard/Ordinary Certificate is the default form of disclosure. It contains details of most categories of punishable offences, these are subject to time limitations regulated law.</li> <li>• A Limited Certificate only contains details of a particular category of punishable offence relevant to a job role. This certificate is not applicable for applicants outside of Norway.</li> <li>• An Exhaustive Certificate contains information about every given criminal sanction and penal reactions, this certificate has no time limitations.</li> <li>• An Exhaustive and extended Certificate contains information about every given criminal sanction, penal reactions and other measures as a result of offenses. It can also state on going prosecutions. This certificate has no time limitations.</li> </ul>
2	<b>Department responsible for criminal records</b>	<p>The Criminal Register (Strafferegistret) is a national register of criminal records data administered by the Norwegian Police Directorate.</p>
3	<b>Where to apply in country</b>	<p>In 2014, the Politiets enhet for vandelskontroll og politiattester (Police Unit for Monitoring and Police Testing) assumed responsibility of issuing all criminal record certificates for the entire country.</p> <p>It is no longer possible for applicants to be issued police certificates by any local police office.</p>

4	<p><b>How to apply in country</b></p>	<p>If the applicant has a Norwegian digital ID (Bank ID, Min ID, Buypass or Commfides), it is recommended to apply online using the following link; <a href="https://www.politiet.no/en/services/police-certificate-of-conduct/police-certificate-of-conduct--how-to-apply-online/">https://www.politiet.no/en/services/police-certificate-of-conduct/police-certificate-of-conduct--how-to-apply-online/</a></p> <p>Applicants without a Norwegian digital ID can apply by regular post, enclosing a completed application form and a copy of a valid ID (Passport, drivers licence etc.) to:</p> <p>Politiets enhet for vandelskontroll og politiattester Postboks 113 9951 Vardø</p> <p>The application procedure is:</p> <ul style="list-style-type: none"> <li>• Download and complete the application form electronically, then print.</li> <li>• Apply online using the link provided. <a href="https://www.politiet.no/en/services/police-certificate-of-conduct/">https://www.politiet.no/en/services/police-certificate-of-conduct/</a></li> </ul> <p>Applications for police certificates for use outside of Norway do not have to be accompanied by a written statement from the prospective employer, confirming that criminal record disclosure is required - This is only required when Norwegian employers are requesting police certificates.</p> <p><b>The individual is required to provide the following information:</b></p> <ul style="list-style-type: none"> <li>• Full name</li> <li>• Date of birth</li> <li>• Current address</li> <li>• Post code and city</li> <li>• Country</li> <li>• E-mail</li> <li>• Telephone number</li> <li>• Purpose of the criminal record certificate</li> <li>• Signature</li> </ul> <p>A copy of a valid passport, driving licence or bank card with photograph and signature is also required.</p> <p><b>Please note:</b> A Standard/Ordinary Certificate will be issued by default. If a Limited or Comprehensive Certificate is required, this should be clearly stated on the application form.</p> <p>Further information can be found at: <a href="https://www.politiet.no/en/services/police-certificate-of-conduct/about-police-certificate-of-conduct/">https://www.politiet.no/en/services/police-certificate-of-conduct/about-police-certificate-of-conduct/</a></p> <p>Further questions may be addressed to:</p> <ul style="list-style-type: none"> <li>• E-mail: <a href="mailto:politiattest@politiet.no">politiattest@politiet.no</a></li> <li>• Telephone: 004778989360</li> </ul>
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		<p>A Standard/Ordinary Certificate will be issued by default. If a Limited or Comprehensive Certificate is required, this should be clearly stated both on the application form and in a separate statement provided by the employer.</p> <p>Further information can be found at: <a href="https://www.politi.no/tjenester/politiattest/">https://www.politi.no/tjenester/politiattest/</a></p>
5	<b>Where to apply in the UK</b>	Same as Section 3 and 4
6	<b>How to apply in the UK</b>	Same as Section 3 and 4
7	<b>Who can apply</b>	Only the individual on which the police certificate is regarding can apply for the certificate to be issued. It is not possible for an individual to authorise a third party to apply for criminal record disclosure on their behalf, including next of kin. Employers are not allowed to apply on behalf of the prospective employee.
8	<b>Cost, payment and turnaround</b>	<p><b>Cost</b></p> <p>There is no charge for the certificate.</p> <p><b>Turnaround</b></p> <ul style="list-style-type: none"> <li>• The turnaround time is up to 14 days.</li> <li>• The Norwegian police service does not provide a fast-track disclosure service.</li> </ul>
9	<b>How results are presented and security features</b>	<p><b>Results</b></p> <p>For Norwegian citizens and applicants residing in Norway we recommend getting a digital mailbox: <a href="https://www.norge.no/en/choose-digital-mailbox">https://www.norge.no/en/choose-digital-mailbox</a></p> <p>A Criminal Record Certificate will be issued digitally or as a hard copy by post. It will be mailed directly to the subject of the check (at the address provided in the application form).</p> <p>A Criminal Record Certificate is printed in A4 format and signed and stamped by the issuing police service. It can both be issued with a original stamp and signature or a digital stamp and signature.</p> <p>It does not contain any other notable security features. A Standard/Ordinary Certificate will usually contain the following information:</p> <ul style="list-style-type: none"> <li>• Place of issue</li> <li>• Full name and address of the subject</li> <li>• Date of birth and social security number (if applicable)</li> <li>• Type and purpose of the certificate</li> <li>• Date of issue and signature of issuer</li> </ul> <p>A certificate will provide details of disclosable convictions or will state that no such information has been found.</p>

10	<b>Languages</b>	The certificate can only be requested in Norwegian and English. If a certificate is received in Norwegian, the Norwegian Embassy in London can provide a list of approved translators on request.
11	<b>Criminal convictions listed on certificate</b>	<p>The length of time a judgment remains disclosable is prescribed in Norwegian legislation (Criminal Registration Act 2010) and varies according to the seriousness of the conviction and the type of certificate issued. The relevant information on the ordinary police certificate is:</p> <ul style="list-style-type: none"> <li>• Custodial sentences of more than 6 months: 10 years from date of release</li> <li>• Custodial sentences of less than 6 months: 3 years from date of decision</li> <li>• Committal to forced mental health protection: 10 years from date of release</li> <li>• Suspended sentences: 3 years from date of decision</li> <li>• Community service for more than 6 months: 10 years from date of completion</li> <li>• Community service for less than 6 months: 3 years from date of completion</li> <li>• Conditional waiver of prosecution for a serious crime: 2 years from date of decision</li> <li>• Fines where the subsidiary prison sentence is more than 6 months: 2 years from date of decision</li> <li>• Time limited loss of rights: 10 years from the date the right was given back</li> <li>• Loss of rights without time limitations: will always be stated</li> </ul> <p><b>In addition, the following types of conviction will not usually appear in a standard (ordinary) criminal record disclosure:</b></p> <ul style="list-style-type: none"> <li>• Suspended sentences or fines where the subsidiary prison sentence is less than 6 months</li> <li>• A waiver of prosecution in respect of misdemeanors or an unconditional waiver of prosecution for serious crimes</li> <li>• The transfer of criminal proceedings to The Mediation and Reconciliation Service</li> <li>• Fines in lieu of prosecution or ongoing prosecutions</li> <li>• A sentence of military arrest</li> <li>• A sentence of a persons transfer to children’s protective services</li> </ul> <p><b>Note that if the individual was under the age of 18 at the time of the crime, the fines, sentences and other penal reactions will be under different regulations and time limitations.</b></p>

12	<b>Confirming authenticity</b>	<p>Requests for document legalisation should be made to the local branch of the Ministry of Foreign Affairs.</p> <p>An unofficial list of Norwegian county governor offices which provide document legalisation services can be found online via the link below:  <b><a href="http://www.apostilleinfo.com/norway.htm">www.apostilleinfo.com/norway.htm</a></b></p> <p>If requested, "politiets enhet for vandelskontroll og politiattester" can forward the police certificate to the necessary legalisation service. This is dependent on the applicant informing us which country the certificate shall be used in.</p>
13	<b>Official bodies providing advice on interpretation of criminal records</b>	None available
14	<b>Legislation</b>	<p>The disclosure of criminal records in Norway is regulated by the Criminal Registration Act 2010, the Criminal Registration Regulations 2013, the General Civil Penal Code 1902 (rescinded) and the General Civil Penal Code 2005</p> <p>Links to further legislation can be found below:</p> <p>Criminal Registration Act 2010 (Politiregisterloven)  <b><a href="https://lovdata.no/dokument/NL/lov/2010-05-28-16?q=politiregisterloven">https://lovdata.no/dokument/NL/lov/2010-05-28-16?q=politiregisterloven</a></b></p> <p>Criminal registration Regulations 2013 (Politiregisterforskriften)  <b><a href="https://lovdata.no/dokument/SF/forskrift/2013-09-20-1097?q=politiregisterforskriften">https://lovdata.no/dokument/SF/forskrift/2013-09-20-1097?q=politiregisterforskriften</a></b></p> <p>The General Civil Penal Code 2005 (Straffeloven)  <b><a href="https://lovdata.no/dokument/NLE/lov/2005-05-20-28?q=straffelov">https://lovdata.no/dokument/NLE/lov/2005-05-20-28?q=straffelov</a></b></p>
15	<b>Pending changes</b>	None
16	<b>Sources of information</b>	National Police Directorate <b><a href="http://www.politi.no">www.politi.no</a></b>
17	<b>Sample documents</b>	Sample application form

# Application for Criminal Record Certificate

**POLITIET**

The easiest way to apply for a criminal record certificate is online: [www.politi.no](http://www.politi.no)  
All fields marked \* must be completed for the application to be processed.

Name *	
Date of birth *	
Address *	
Postnumber and city *	Country *
E-mail	Telephone number

Purpose of the criminal record certificate*
---

- I have enclosed confirmation of purpose from employer. (Applies to applications regarding purposes where there is statutory authority that underlies the application)
- I have enclosed a copy of my identification. (copy of passport, bank card with photo or driving licence)
- I confirm that the criminal record certificate can be sent directly to Civil aviation authority. (Applies to applications regarding the purpose of Civil aviation authority in Norway.)

Place and date \*

Applicant's signature \*

Signature of guardian iff applicant is under 18 years \*

Politiets enhet for vandelskontroll og politiattester  
Postboks 113, N- 9951 Vardø  
e-post: [politiattest@politiet.no](mailto:politiattest@politiet.no)



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# Pakistan

## How to obtain a criminal record check - detailed guidance

Individual/third party (with written consent) applies in person at regional police office

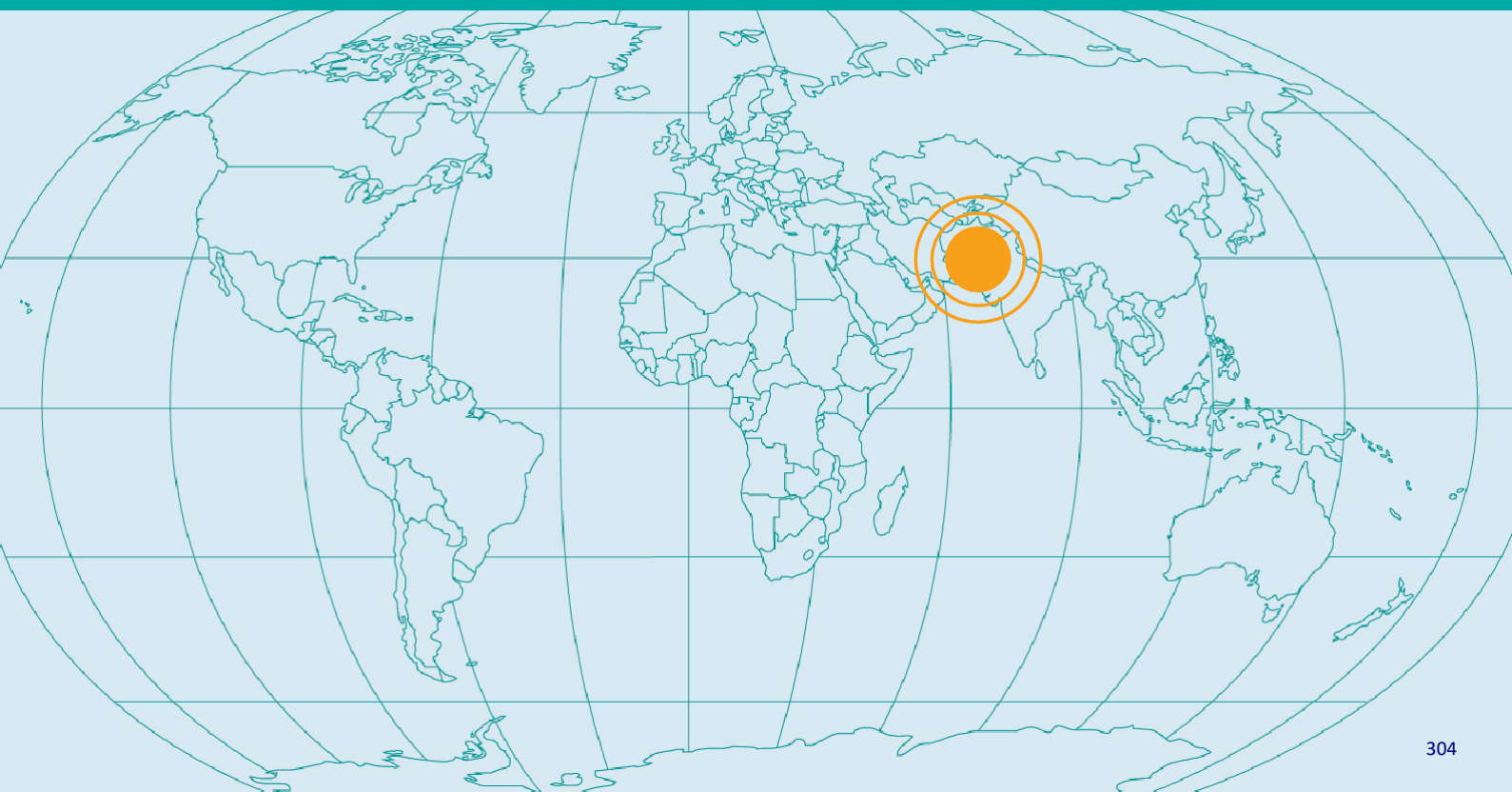
Applications from UK in person to High Commission

Fingerprints may be required

Cost varies by location/£15 from UK

Certificates issued in English

Turnaround typically 10 – 15 days





# Pakistan

- 1 Name of certificate
- 2 Department responsible for criminal records
- 3 Where to apply in country
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- 7 Who can apply
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1	<b>Name of certificate</b>	Police Clearance Certificate or Police Character Certificate
2	<b>Department responsible for criminal records</b>	Each district and province holds its own records. There is no centralised database.
3	<b>Where to apply in country</b>	<ul style="list-style-type: none"> <li>• In larger cities: Obtain the application form which is available at the Town or City Police Officer of your area.</li> <li>• In smaller cities, towns or rural areas: Request an application form from the local district office of the Senior Superintendent of Police (SSP) of the Police Security Branch and apply for the police certificate.</li> <li>• The main Pakistani Police Website can be found at: <b><a href="http://www.npb.gov.pk">www.npb.gov.pk</a></b></li> </ul>
4	<b>How to apply in country</b>	<p>In person to the offices detailed in Section 3 using the application form, accompanied by the following documents:</p> <ul style="list-style-type: none"> <li>• National Identity Card</li> <li>• Photocopies of your passport, including all the pages showing your legal stay in that country</li> <li>• Two passport-size photographs</li> <li>• Government/Semi govt Employees should apply along with NOC obtained from the Head of Dept.</li> <li>• Staff Nurses &amp; Dispensers should apply along with NOC obtained from Govt of Pakistan</li> <li>• M/o Health &amp; Social Welfare Div. Islamabad</li> <li>• Self-addressed Express/Registered Post envelope.</li> <li>• An affidavit of consent on judicially stamped paper from the individual is required for all applications where the application is submitted by a third party.</li> </ul> <p>Some police stations also require fingerprints to be submitted, check locally.</p>
5	<b>Where to apply in the UK</b>	<p>Community Welfare Division, High Commission for Pakistan, 34 Lowndes Square, London, SW1X 9JN</p> <p>Tel: +44 (0) 20 7664 9246/+44 (0) 20 76649200 Email: <b><a href="mailto:cwd@phclondon.org">cwd@phclondon.org</a></b> Internet: <b><a href="http://phclondon.org/consular/">http://phclondon.org/consular/</a></b></p>

6	<b>How to apply in the UK</b>	<p><b>In person</b></p> <p>By free form letter to the address in Section 5 providing the following:</p> <ul style="list-style-type: none"> <li>• Reason for requesting the certificate</li> <li>• Details of the residential address of the individual in Pakistan together with telephone numbers if available</li> <li>• Postal address of the individual in the UK together with name and phone numbers</li> <li>• If the individual is not a Pakistani national, the period and dates when they resided in Pakistan</li> <li>• Signature of the individual</li> </ul> <p>The following documentation must be provided with the application:</p> <ul style="list-style-type: none"> <li>• Three copies of passport; (containing photograph and all personal information)</li> <li>• Three copies of national identity card (Pakistani nationals)</li> <li>• Three passport-size photos.</li> </ul> <p>The application is then sent to the relevant Inspector General of Police or District Police Officer for the location where the individual resided in Pakistan.</p> <p><b>Through a family member</b></p> <p>An individual must provide written consent to the police service before a Police Character Certificate will be released to a relative in country. A statement of consent must contain the following information:</p> <ul style="list-style-type: none"> <li>• A photocopy of the individual's passport. Individuals that do not have a British passport must include photocopies of their visa</li> <li>• A photocopy of their national identity card</li> <li>• A letter containing the name of their immediate family member to obtain this clearance certificate on their behalf</li> <li>• An affidavit on judicially stamped paper from the relative who will obtain the clearance certificate, stating that they will receive the clearance certificate on behalf of the relative overseas.</li> </ul>
7	<b>Who can apply</b>	<ul style="list-style-type: none"> <li>• Individuals</li> <li>• Immediate family members (with consent)</li> </ul>
8	<b>Cost, payment and turnaround</b>	<p>There is no standard fee, as it varies between states.</p> <p>Applications made from a Commission require a fee of £15, payable in cash.</p> <p>The average turnaround time for the issuance of a Police Clearance Certificate is between 10 and 15 working day, but this may vary.</p> <p>There is no system in place for fast-track disclosure.</p>

9	<b>How results are presented and security features</b>	<p>The certificate will be returned to the individual via the same route the application was made. For example, if the application was submitted through the High Commission of Pakistan by post, the certificate will be sent from the High Commission by post. If the application was made in person in Pakistan, the certificate will need to be collected from the same location.</p> <p>The certificate contains the following information:</p> <ul style="list-style-type: none"> <li>• Full name</li> <li>• Results of check</li> <li>• Name of parents</li> <li>• Name and number of siblings</li> <li>• Date of birth or approximate age</li> <li>• Ethnicity</li> <li>• Blood group</li> <li>• Current address</li> <li>• National ID card number and/or passport number</li> <li>• Confirmation of previous addresses in Pakistan and length of residency</li> <li>• Description including height, weight, colour of skin/eyes/hair and any notable features</li> </ul> <p>If no disclosable information is held in police records, this will be stated immediately beneath the personal information.</p> <p>The only information that will be disclosed in a Police Character Certificate relating to judgements is the First Information Report (FIR) reference number. The nature of the crime is not provided. The report will contain the FIRs of all historic and current criminal convictions relating to an individual.</p> <p>The appearance of the certificate varies from region to region.</p>
10	<b>Languages</b>	The certificate is issued in English.
11	<b>Criminal convictions listed on certificate</b>	<p>The following categories for conviction exist in Pakistan:</p> <ul style="list-style-type: none"> <li>• Violence against a person</li> <li>• Sexual offences</li> <li>• Burglary</li> <li>• Robbery</li> <li>• Theft</li> <li>• Fraud and forgery</li> <li>• Criminal damage</li> <li>• Drug offences</li> <li>• Motoring offences</li> <li>• Blasphemy</li> <li>• Administering lethal substances to intoxicate</li> </ul> <p>Judgements are never removed from criminal records. The nature of crimes is not disclosed on the criminal record certificate.</p>

12	<b>Confirming authenticity</b>	<p>An employer cannot request the validation of a certificate. Any validation requests would need to be submitted directly by the individual.</p> <p>There are three main crime agencies in Pakistan:</p> <ul style="list-style-type: none"> <li>• Federal Investigation Agency (FIA) <a href="http://www.fia.gov.pk/">www.fia.gov.pk/</a></li> <li>• Crime Investigation Department (CID)</li> <li>• Citizens-Police Liaison Committees (CPLCs) <a href="http://www.cplc.org.pk/">www.cplc.org.pk/</a></li> </ul> <p>It is possible to request verification of the data contained in the Police Character Certificate through any of these agencies. However, the request must still be submitted by the individual via the High Commission or the local police station.</p>
13	<b>Official bodies providing advice on interpretation of criminal records</b>	None
14	<b>Legislation</b>	The release of criminal records information is at the discretion of the SPCRO. All public and government bodies in Pakistan are bound by the Official Secrets Act, 1923, which prevents the unauthorised disclosure of information.
15	<b>Pending changes</b>	None
16	<b>Sources of information</b>	Pakistani High Commission, London NPSA Guidance Document 2014
17	<b>Sample documents</b>	None



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# Philippines

## How to obtain a criminal record check - detailed guidance

Individual applies in person to any National Bureau of Investigation (NBI) Office

Applications from UK online or in person at Embassy

Cost PHP 130

Certificate issued in English

Turnaround up to 7 days in country/approximately 2 weeks from UK



# Philippines

- 1 Name of certificate
- 2 Department responsible for criminal records
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1	<b>Name of certificate</b>	National Bureau of Investigation (NBI) Clearance Certificate
2	<b>Department responsible for criminal records</b>	National Bureau of Investigation (NBI), NBI Building, Taft Avenue, Ermita, Manila, Philippines 1000.
3	<b>Where to apply in country</b>	NBI Clearance Building, United Nations Avenue, Ermita, Manila, Philippines 1000.  Tel: +63 (0) 523 8231 Fax: +63 (0) 526 1216 Email: <a href="mailto:nbiclearance@nbi.gov.ph">nbiclearance@nbi.gov.ph</a> Web: <a href="http://www.nbi.gov.ph">www.nbi.gov.ph</a>  A list of all of the NBI offices in the Philippines is available on the NBI website: <a href="http://www.nbi.gov.ph/field_offices.html">www.nbi.gov.ph/field_offices.html</a>
4	<b>How to apply in country</b>	In person to the address or offices listed in Section 3.  <b>First time applications</b> <ul style="list-style-type: none"> <li>• Complete the application form online at <a href="https://clearance.nbi.gov.ph">https://clearance.nbi.gov.ph</a>/or obtain a form from one of the local offices in Section 3</li> <li>• Pay the fee</li> <li>• Individual is photographed and assigned a photograph number</li> <li>• Individual presents a valid form of identification (e.g. passport, driver's licence, or Professional Regulation Commission (PRC) ID)</li> <li>• Fingerprints are taken and printed on a fingerprint card; and</li> <li>• The NBI Clearance is printed and dry sealed (clearance issued without the dry seal is invalid) prior to releasing.</li> </ul> <b>Renewal applications within the Philippines (when a certificate has expired after its 12-month validity)</b>  Applications may be renewed online using the portal at <a href="https://clearance.nbi.gov.ph/">https://clearance.nbi.gov.ph/</a>
5	<b>Where to apply in the UK</b>	Philippines Embassy, 6-8 Suffolk Street, London, SW1 4HG  Tel: +44 (0) 20 7451 1780 Fax: +44 (0) 20 7930 9787 Email: <a href="mailto:embassy@philemb.co.uk">embassy@philemb.co.uk</a> Web: <a href="http://philembassy-uk.org">http://philembassy-uk.org</a>



6	<b>How to apply in the UK</b>	<p>In person to the address in <a href="#">Section 5</a>, then post to the address in <a href="#">Section 3</a>.</p> <p>In addition, it is now possible to both apply for and renew your NBI Clearance Certificate online via the methods described in section 4.</p>
7	<b>Who can apply</b>	<ul style="list-style-type: none"> <li>• Individuals only</li> <li>• Third parties (with consent) can apply for renewals.</li> </ul>
8	<b>Cost, payment and turnaround</b>	<p><b>Cost</b> PHP 130</p> <p><b>Turnaround</b></p> <ul style="list-style-type: none"> <li>• From the UK – two and a half weeks from the date that the application is posted. If there are two individuals of the same name, this must be investigated, which can add several days to the turnaround time</li> <li>• In country – turnaround time varies depending on the NBI office in which the application is conducted, but is between 30 minutes and 7 days</li> <li>• There is no fast-track service available</li> </ul>
9	<b>How results are presented and security features</b>	<p>The NBI Clearance Certificate does not provide information about an individual's full criminal record.</p> <p>The results of NBI Clearance are available in hard copy only. These will be posted back to the individual if applied from the UK. If applied for in country, the certificate must be collected in person.</p> <p>The certificate is divided in half by perforation lines (the form is designed so the individual can tear it in half). The upper portion is marked as the original copy and the lower portion is marked as the personal copy. The upper copy can be submitted to the prospective employer and the lower copy is kept by the individual.</p> <p>The form contains the following information:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Date and place of birth</li> <li>• NBI ID number</li> <li>• Date</li> <li>• Sequence number</li> <li>• Citizenship</li> <li>• Remarks (this is where the NBI will indicate whether the individual has any records on file)</li> </ul> <p>On the lower left portion of the certificate, the purpose for requesting the certificate is indicated (i.e. for employment purposes). On the lower right portion there is:</p> <ul style="list-style-type: none"> <li>• A photograph</li> <li>• Photograph number</li> <li>• Signature of the NBI Director</li> <li>• Bar code</li> <li>• A right thumb print</li> </ul>

		An embossed NBI dry seal is found in the lower left portion of the certificate. The clearance is invalid without this.
10	<b>Languages</b>	The certificate is only issued in English.
11	<b>Criminal convictions listed on certificate</b>	<p>The following categories of conviction exist in the Philippines:</p> <ul style="list-style-type: none"> <li>• Violence against the person</li> <li>• Sexual offences</li> <li>• Burglary</li> <li>• Robbery</li> <li>• Theft and handling of stolen goods</li> <li>• Fraud and forgery</li> <li>• Criminal damage</li> <li>• Drug offences</li> <li>• Motoring offences</li> <li>• Crimes against national security</li> <li>• Crimes against public order</li> <li>• Crimes against the fundamental laws of the state (such as violation of domicile, crimes against religious worship)</li> <li>• Public disorder</li> </ul> <p>There is no obligation on the Philippines police forces to remove criminal records information. Criminal records generally remain on record for the duration of the life of the individual.</p>
12	<b>Confirming authenticity</b>	NBI Clearance Certificates can be verified online at <a href="https://clearance.nbi.gov.ph/">https://clearance.nbi.gov.ph/</a>
13	<b>Official bodies providing advice on interpretation of criminal records</b>	None
14	<b>Legislation</b>	There is no legislation that specifically governs the disclosure of criminal records. However, the NBI has internal policies and procedures which govern the disclosure of criminal records.
15	<b>Pending changes</b>	None
16	<b>Sources of information</b>	NPSA Guidance Document 2014 National Bureau of Investigation <a href="http://www.nbi.gov.ph">www.nbi.gov.ph</a>
17	<b>Sample documents</b>	None



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# Poland

## How to obtain a criminal record check - detailed guidance

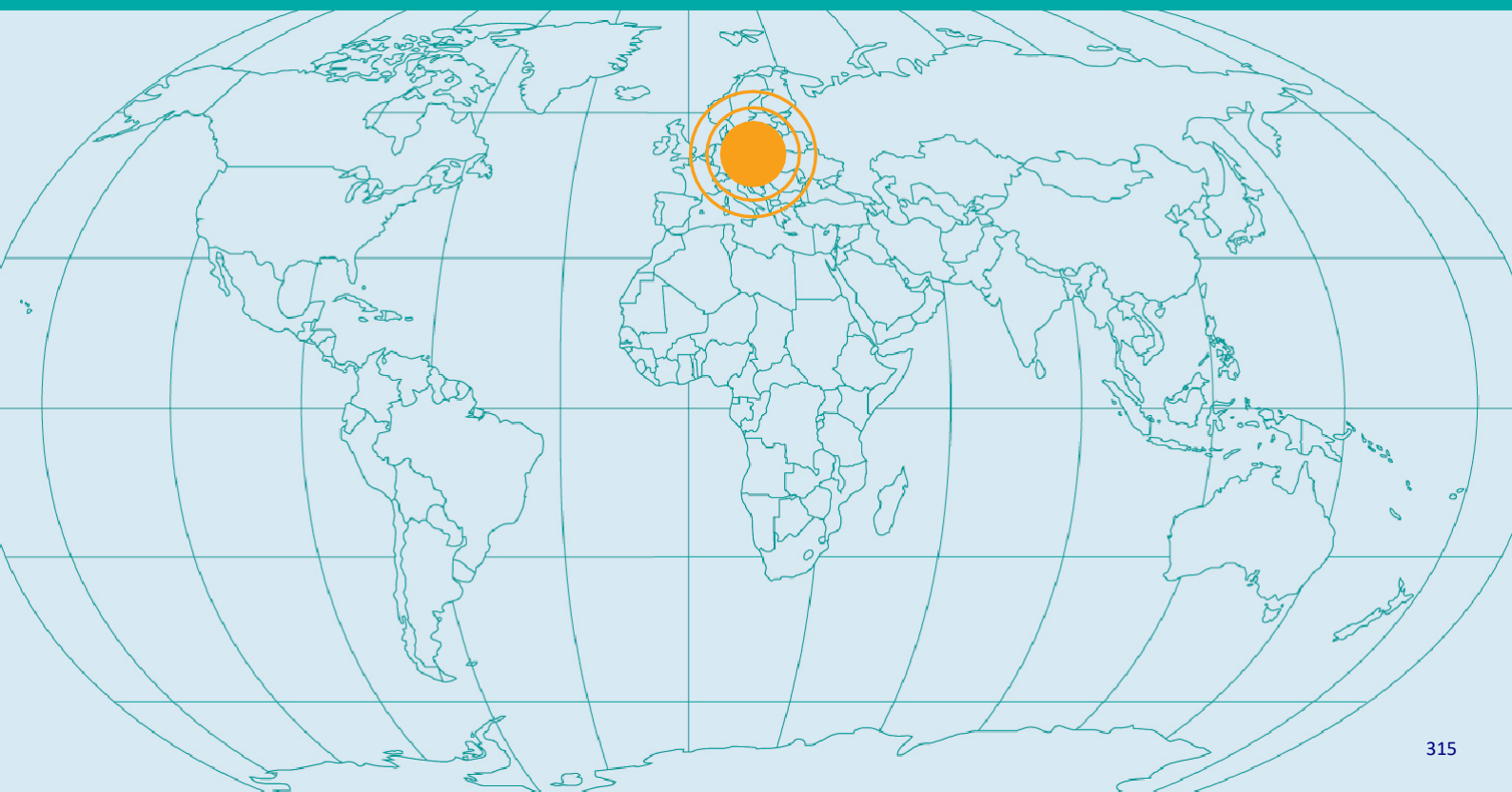
Individual/third party (with power of attorney) applies in person to an Information Point of The National Criminal Register/by post to main Information Office

Applications from UK by post to Embassy/Consulate

Cost 30 PLN

Certificate issued in Polish

Turnaround 7 days



# Poland

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1	<b>Name of certificate</b>	Information about a person extracted from The National Criminal Register ( <i>Informacja o osobie z Krajowego Rejestru Karnego</i> )
2	<b>Department responsible for criminal records</b>	The Information Office of the National Criminal Register ( <i>Biuro Informacyjne Krajowego Rejestru Karnego</i> )
3	<b>Where to apply in country</b>	<p>Biuro Informacyjne Krajowego Rejestru Karnego, ul. Czerniakowska 100, 00 – 454 Warszawa, Poland.</p> <p>Tel: +48 (0) 22 39 76 200 Fax: +48 (0) 22 39 76 205 Email: <a href="mailto:b-krk@ms.gov.pl">b-krk@ms.gov.pl</a> Web: <a href="http://bip.ms.gov.pl/pl/ministerstwo/struktura-organizacyjna/biuro-informacyjne-krajowego-rejestru-karnego/">http://bip.ms.gov.pl/pl/ministerstwo/struktura-organizacyjna/biuro-informacyjne-krajowego-rejestru-karnego/</a></p> <p>Information Points of The National Criminal Register can be found at: <a href="http://bip.ms.gov.pl/Data/Files/_public/bip/krk/wykaz_punktow_informacyjnych_krk.pdf">http://bip.ms.gov.pl/Data/Files/_public/bip/krk/wykaz_punktow_informacyjnych_krk.pdf</a></p>
4	<b>How to apply in country</b>	<ul style="list-style-type: none"> <li>• The application form is available from all of the Information Points (see Section 3) or at <a href="http://bip.ms.gov.pl/pl/rejestr-i-ewidencje/krajowy-rejestr-karny/">http://bip.ms.gov.pl/pl/rejestr-i-ewidencje/krajowy-rejestr-karny/</a>. A sample application form can be found in Section 17</li> <li>• The application form must be submitted at one of the Information Points of The National Criminal Register or sent by post with the proof of payment to the address in Section 3</li> <li>• The applicant must provide an ID document</li> </ul>
5	<b>Where to apply in the UK</b>	<p>Embassy of The Republic of Poland, 47 Portland Place, London, W1B 1JH</p> <p>Tel: + 44 (0) 207 2913 520 Fax: + 44 (0) 207 2913 575 Email: <a href="mailto:london@msz.gov.pl">london@msz.gov.pl</a> Webiste: <a href="http://www.london.mfa.gov.pl/en">www.london.mfa.gov.pl/en</a></p> <p>Consulate of the Republic of Poland, 2 Kinnear Road, Edinburgh, EH3 5PE</p> <p>Consulate of the Republic of Poland, 14th Floor, Rodwell Tower, 111 Piccadilly, Manchester, M1 2HY</p>
6	<b>How to apply in the UK</b>	Applications are made using the same process as in Section 4 but then submitted by post to the address in Section 3 or to one of offices in the UK which is detailed in Section 5.

7	<b>Who can apply</b>	<ul style="list-style-type: none"> <li>• Individuals</li> <li>• An employer can apply on behalf of an individual only if the employer's right to apply arises from national law</li> <li>• A third party can apply on behalf of an individual only if they have power of attorney</li> <li>• The information may be requested by a parent or guardian for under-18s</li> </ul>
8	<b>Cost, payment and turnaround</b>	<p><b>Cost</b></p> <ul style="list-style-type: none"> <li>• The cost is in paper form 30 PLN and in electronic form 20 PLN</li> <li>• Payment can be made in The National Criminal Register Office (see Section 3) or by purchasing a revenue stamp worth 30 PLN and attaching it to the application form</li> <li>• For people applying from abroad it is possible to pay the fee or its equivalent in EUR/USD/GBP to the dedicated bank account</li> </ul> <p><b>Turnaround</b></p> <p>The turnaround time is 7 days.</p> <p>There is no fast-track service available.</p>
9	<b>How results are presented and security features</b>	<p>If a person has a criminal record, information will be attached to the application form. It is a computer printout containing:</p> <ul style="list-style-type: none"> <li>• Name of the court</li> <li>• Date of conviction</li> <li>• Date the conviction became legally binding</li> <li>• Legal classification of the committed act</li> <li>• Information on penalty</li> </ul> <p>This attachment will also contain:</p> <ul style="list-style-type: none"> <li>• An official stamp</li> <li>• The signature of the person processing the request</li> <li>• The Polish national emblem stamp</li> </ul> <p>If there is no criminal record, the application form will be stamped with an official stamp stating "No convictions on (date)" together with the stamp and signature of the person processing the request and a Polish national emblem stamp.</p> <p>The application form which is stamped will contain the individuals:</p> <ul style="list-style-type: none"> <li>• Forename(s)</li> <li>• Maiden name and surname</li> <li>• Date of birth</li> <li>• Place of birth</li> <li>• Place of residence</li> <li>• Mother's name</li> <li>• Mother's maiden surname</li> <li>• Father's name</li> <li>• A personal identity number</li> <li>• Passport number</li> <li>• Nationality</li> </ul> <p>Samples can be seen in Section 17.</p>

10	<b>Languages</b>	<p>The information is available only in Polish.</p> <p>There is no translation service offered.</p>
11	<b>Criminal convictions listed on certificate</b>	<p>All convictions for criminal offences are included in the information.</p> <p>Pursuant to Article 106 of the Polish Criminal Code, from the moment of its deletion the sentence is considered non-existent; the record of the sentence is deleted from the criminal register except for penalties pronounced against paedophiles, which are not deleted.</p> <p>Records on sentences for criminal or fiscal offences are kept in the Register for:</p> <ul style="list-style-type: none"> <li>• 5 years from the end of a period of probation or payment of a fine</li> <li>• 15 years in case of imprisonment of up to 5 years</li> <li>• 30 years in case of imprisonment of more than 5 years</li> <li>• Records on a person committed to a psychiatric institution are retained for 5 years after the person is released</li> <li>• Records on a juvenile person placed in a remand center are deleted after the person is released</li> </ul>
12	<b>Confirming authenticity</b>	<p>An Apostille can be requested at the Ministry of Foreign Affairs:</p> <p>Ministry of Foreign Affairs,  Legalization Section,  Al. Szucha 21, 00-580,  Warsaw,  Poland.</p> <p>Tel: +48 (0) 22 523 9845  Email: <a href="mailto:legalizacja@msz.gov.pl">legalizacja@msz.gov.pl</a></p> <p>Please see <a href="http://www.mfa.gov.pl/en/travel_to_poland/apostille/apostille">www.mfa.gov.pl/en/travel_to_poland/apostille/apostille</a> for more information.</p>
13	<b>Official bodies providing advice on interpretation of criminal records</b>	<p>The National Criminal Register and its regional branches can provide interpretation of criminal records. The contact details can be found in Section 3.</p>
14	<b>Legislation</b>	<ul style="list-style-type: none"> <li>• The National Criminal Register Act (24th May 2000)</li> <li>• Ustawa o Krajowym Rejestrze Karnym Dz.U.2012 poz.654</li> <li>• The Penal Code – Chapter 12 (6th Jun 1997)</li> <li>• Kodeks karny Dz.U.1997.88.553</li> <li>• Personal Data Protection Act (29th Aug 1997)</li> <li>• Ustawa o ochronie danych osobowych. Dz.U. 2002 nr 101 poz. 926</li> <li>• Article 106 of the Polish Criminal Code</li> </ul>
15	<b>Pending changes</b>	<p>None</p>
16	<b>Sources of information</b>	<p>Ministry of Justice of the Republic of Poland</p> <p>National Criminal Register</p>

<p>Nazwa i adres podmiotu kierującego zapytaniem oraz numer urządzenia służącego do automatycznego odbioru informacji</p> <p>Data wystawienia .....</p>	<p><b>MINISTERSTWO SPRAWIEDLIWOŚCI</b> <b>KRAJOWY REJESTR KARNY</b></p> <p>00-454 Warszawa, ul. Czarniakowska 100 tel. (22) 39 76 200, fax (22) 39 76 205</p>	<p>Data wydruku</p> <p>mak. opłaty</p>
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**ZAPYTANIE O UDZIELENIE INFORMACJI O OSOBIE \***

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 numer PESEL

1. Nazwisko rodowe .....
2. Nazwisko ( w tym przybrane ) .....
3. Imiona .....
4. Imię ojca ..... 5. Imię matki .....
6. Data urodzenia ..... 7. Nazwisko rodowe matki .....
8. Miejsce urodzenia ..... 9. Obywatelstwo .....
10. Miejsce zamieszkania .....
11. Wskazanie postępowania, o którym mowa w art. 6 ust. 1 pkt 4-6 i 8-10 ustawy z dnia 24 maja 2000 r. o Krajowym Rejestrze Karnym (Dz.U. Nr 50, poz. 580), w związku z którym zachodzi potrzeba uzyskania informacji o osobie .....
12. Rodzaj danych , które mają być przedmiotem informacji o osobie:
  - 1. Kartoteka Karno
  - 2. Kartoteka Nieletnich
  - 3. Kartoteka Osób Pozbawionych Wolności oraz Poszukiwanych Listem Gończym\*\*).
13. Zakres danych, które mają być przedmiotem informacji o osobie .....

.....  
(podpis osoby uprawnionej)

\*) Dane osobowe należy podać wyłącznie na podstawie dokumentów potwierdzających ich prawdziwość.  
\*\*) W punkcie 12 należy wstawić X w odpowiednim kwadracie.



Name and address of the applicant

Nazwa i adres podmiotu kierującego zapytaniem oraz numer urządzenia służącego do automatycznego odbioru informacji

MINISTERSTWO SPRAWIEDLIWOŚCI  
KRAJOWY REJESTR KARNY



Data wystawienia Date of issue

ZAPYTANIE O UDZIELENIE INFORMACJI O OSOBIE \*)

PESEL NUMBER  
Numer PESEL  
Numer paszportu albo innego dokumentu stwierdzającego tożsamość \*\*)

- 1. Nazwisko rodowe SURNAME AT BIRTH
- 2. Nazwisko ( w tym przybrane ) SURNAME
- 3. Imiona NAMES
- 4. Imię ojca FATHER'S NAME 5. Imię matki MOTHER'S NAME
- 6. Data urodzenia DOB 7. Nazwisko rodowe matki MOTHER'S FAMILY NAME
- 8. Miejsce urodzenia PLACE OF BIRTH 9. Obywatelstwo NATIONALITY
- 10. Miejsce zamieszkania PLACE OF RESIDENCE

11. Wskazanie postępowania, w związku z którym zachodzi potrzeba uzyskania informacji o osobie

12. Rodzaj danych, które mają być przedmiotem informacji o osobie:
- 1. Kartoteka Karno
  - 2. Kartoteka Nieletnich
  - 3. Kartoteka Osób Pozbawionych Wolności oraz Poszukiwanych Listem Gończym\*\*\*)

13. Zakres danych, które mają być przedmiotem informacji o osobie

LE

LE

ODPOWIEŹ  
W ZAŁĄCZENIU

Applicant's signature  
(podpis osoby uprawnionej)

SPECJALISTA  
1993-11-14  
1027 Płock  
Clerk's signature

\*) Dane osobowe należy podać wyłącznie na podstawie dokumentów stwierdzających tożsamość.  
\*\*) Należy wypełnić w przypadku, gdy zapytanie dotyczy osoby nieposiadającej numeru PESEL.  
\*\*\*) W punkcie 12 należy wskazać X w odpowiednim kwadracie.

INFORMATION ON CONVICTION  
POLSKA

INFORMACJA O OSOBIE Z KRAJOWEGO REJESTRU KARNEGO \*)

Numer PESEL

Nazwisko rodowe: **SURNAME AT BIRTH**  
 Nazwisko (w tym przybrane): **SURNAME**  
 Imię: **NAMES**  
 Imię ojca: **FATHER'S NAME**  
 Data urodzenia: **DOB**  
 Miejsce urodzenia: **PLACE OF BIRTH**  
 Miejsce zamieszkania: **PLACE OF RESIDENCE**  
 Zawód wyuczony:  
 Rodzaj danych, które były przedmiotem informacji o osobie: Faktoteka Farna

Imię matki: **MOTHER'S NAME**  
 Nazwisko rodziny matki: **MOTHER'S FAMILY NAME**  
 Obywatelstwo: **NATIONALITY**

Zakres danych, które były przedmiotem informacji o osobie:

Krajowa Ewidencja				Data wydania informacji 2017-11-09			
Lp.	Wsk. klasy wydania orzeczenia	Data wydania orzeczenia	Typ orzeczenia	Kwalifikacja przestępstwa	Opis orzeczenia	Wykonanie kary	Wykonanie kary
1.		2009-10-30 2010-11-09	orzeczenie	art. 178a § 2 kk art. 99 § 1 kk i art. 49 § 2 kk i art. 70 § 1 pkt 1 kk art. 71 § 1 kk i art. 33 § 1 kk w zw. z § 1 § 2 art. 42 § 1 kk i art. 47 § 2 kk art. 43 § 1 pkt 1 kk	6 miesięcy postawienia wolności, 40 st. po 10,00 zł grzywny, 2 lata zakazu prowadzenia wszelkich poj. mech. i rowerów	2 lata	
2.		2019-08-01 2019-08-16	orzeczenie	art. 178a § 2 kk art. 244 kk art. 33 § 2 kk art. 42 § 1 kk art. 47 § 2 kk art. 43 § 1 pkt 1 kk	6 miesięcy postawienia wolności, 3 lata zakazu prowadzenia wszelkich poj. mech. i rowerów		
3.		2010-01-29 2010-05-04	orzeczenie	art. 244 kk	2 miesiące postawienia wolności		

Uwagi: \*\*\* BIAŁA DROGA \*\*\*  
 Data poprawy i poboru: Białostok, 16-11-2017  
 Miejsce urodzenia:



Strona 1/2  
**SPECJALISTA**  
 2017-11-14  
 MPT Plo  
 (last's  
 signature

Name and address of the applicant  
Nazwa i adres podmiotu kierującego zapytaniem oraz numer załącznika służącego do automatycznego odbioru informacji

MINISTERSTWO SPRAWIEDLIWOŚCI  
 KRAJOWY REJSTR KARNY

Date of issue  
Data wystawienia

MINISTERSTWO SPRAWIEDLIWOŚCI  
NUMEROLOGIA

Date of issue  
Data wystawienia

**A** ZAPYTANIE O UDZIELENIE INFORMACJI O OSOBIE \*)

PESEL LAWYER  
Numer PESEL

Numer porządkowy tego dokumentu stwierdzającego tożsamość \*\*)

1. Nazwisko rodowe SURNAME AT BIRTH  
 2. Nazwisko ( w tym przybrane ) SURNAME  
 3. Imiona NAMES  
 4. Imię ojca FATHER'S NAME 5. Imię matki MOTHER'S NAME  
 6. Data urodzenia DOB 7. Nazwisko rodowe matki MOTHER'S FAMILY NAME  
 8. Miejsce urodzenia PLACE OF BIRTH 9. Obywatelstwo NATIONALITY  
 10. Miejsce zamieszkania PLACE OF RESIDENCE  
 11. Wskazanie postępowania, w związku z którym zachodzi potrzeba uzyskania informacji o osobie

12. Rodzaj danych , które mają być przedmiotem informacji o osobie:

1. Kartoteka Karno  2. Kartoteka Nietletnich  
 3. Kartoteka Osób Pozbawionych Wolności oraz Poszukiwanych Listem Gończym\*\*\*)

13. Zakres danych, które mają być przedmiotem informacji o osobie

**NIE FIGURUJE**

Dnia 2013 -11- 14 \*\* 19\*\*

w KARTOTECE KARNEJ  
 KRAJOWEGO REJESTRU KARNEGO

MINISTERSTWO SPRAWIEDLIWOŚCI

Applicant's signature  
(kopia osoby uprawnionej)

**NIE FIGURUJE**

Dnia 2013 -11- 14 \*\*10\*\*

MINISTERSTWO SPRAWIEDLIWOŚCI  
 KRAJOWY REJSTR KARNY

SPECJALISTA  
 2013 -11- 14  
OSOBY UPRAWNIENIEJ  
 (copy's signature)

\*) Dane osobowe należy podać wyłącznie na podstawie dokumentów stwierdzających tożsamość.  
 \*\*) Należy wypełnić w przypadku, gdy zapytanie dotyczy osoby nieposiadającej numeru PESEL.  
 \*\*\*) W punkcie 12 należy wstawić X w odpowiednim kwadracie.



National Protective  
Security Authority

**SECURITY** **WATCHDOG**  
Part of Capita plc

# Portugal

## How to obtain a criminal record check - detailed guidance

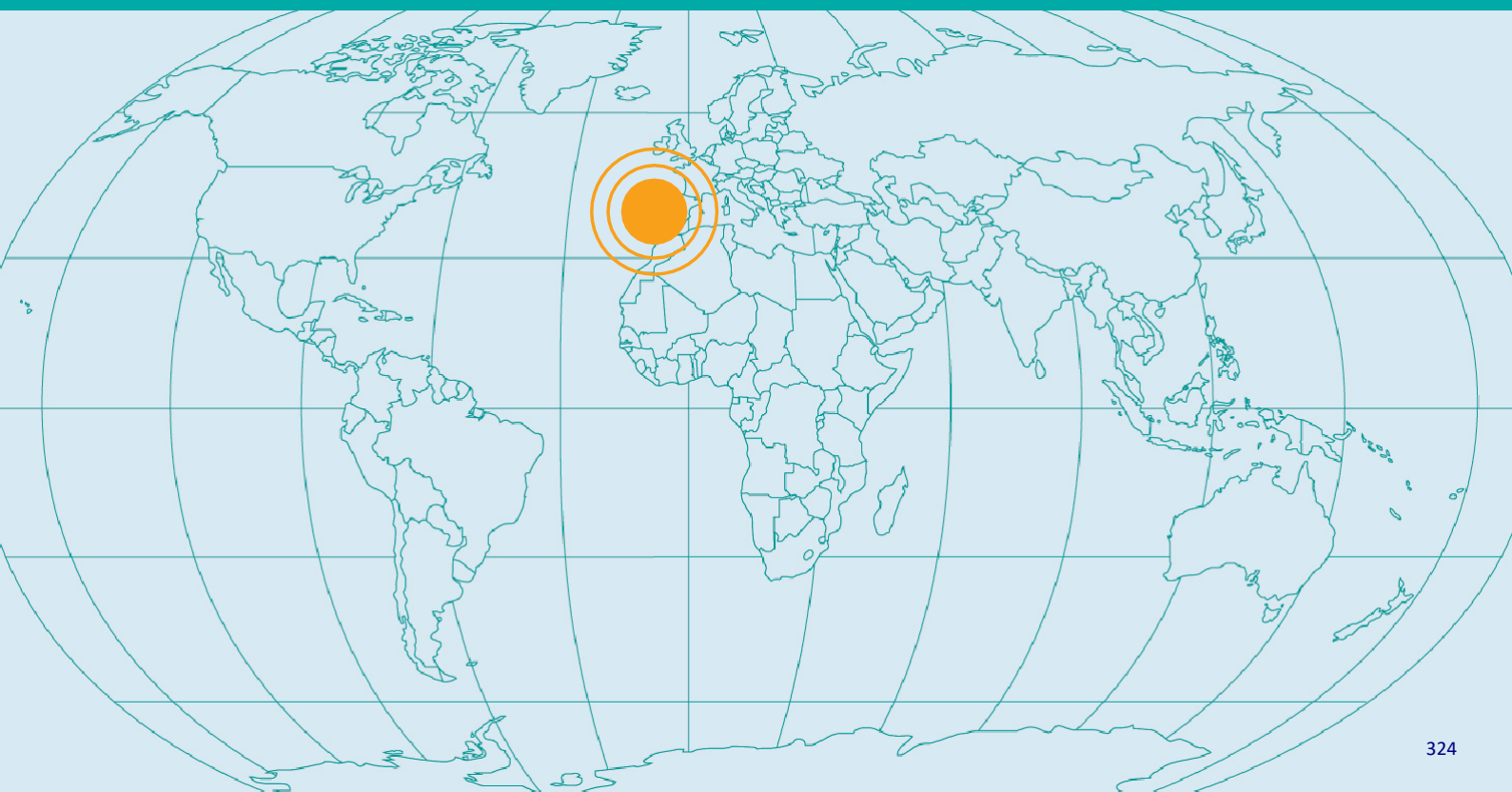
Individual/third party (with power of attorney) applies online or in person to the Direção-Geral da Administração da Justiça/or any of the Citizens' Shops and Citizens' Service Counters

Applications from the UK by post to Direção-Geral da Administração da Justiça/in person at Embassy/Consulate

Cost €5

Certificate issued in Portuguese (or English if no convictions)

Turnaround instant – 3 days plus postage



# Portugal

- 1 Name of certificate
- 2 Department responsible for criminal records
- 3 Where to apply in country
- 4 How to apply in country
- 5 Where to apply in the UK
- 6 How to apply in the UK
- 7 Who can apply
- 8 Cost, payment and turnaround
- 9 How results are presented and security features
- 10 Languages
- 11 Criminal convictions listed on certificate
- 12 Confirming authenticity
- 13 Official bodies providing advice on interpretation of criminal records
- 14 Legislation
- 15 Pending changes
- 16 Sources of information
- 17 Sample documents

## *Disclaimer*

Reference to any specific commercial product, process or service by trade name, trademark, manufacturer, or otherwise, does not constitute or imply its endorsement, recommendation, or favouring by NPSA. The views and opinions of authors expressed within this document shall not be used for advertising or product endorsement purposes. To the fullest extent permitted by law, NPSA accepts no liability for any loss or damage (whether direct, indirect or consequential and including, but not limited to, loss of profits or anticipated profits, loss of data, business or goodwill) incurred by any person and howsoever caused arising from or connected with any error or omission in this document or from any person acting, omitting to act or refraining from acting upon, or otherwise using, the information contained in this document or its references. You should make your own judgement as regards use of this document and seek independent professional advice on your particular circumstances.

1	<b>Name of certificate</b>	Criminal Record Certificate (Certificado do Registo Criminal)
2	<b>Department responsible for criminal records</b>	Direção-Geral da Administração da Justiça Direção de Serviços de Identificação Criminal
3	<b>Where to apply in country</b>	Direção-Geral da Administração da Justiça, Direção de Serviços de Identificação Criminal, Av. D. João II, nº 1.08.01 D/E, 13º, 1990-097 Lisboa, Portugal.  Telephone: +351 (0) 21 790 62 00 Fax: +351 (0) 21 154 11 13/4 Email: <a href="mailto:correio@dgaj.mj.pt">correio@dgaj.mj.pt</a> Web: <a href="http://www.dgaj.mj.pt/sections/files/infosite/criminal-and/">www.dgaj.mj.pt/sections/files/infosite/criminal-and/</a>
4	<b>How to apply in country</b>	<ul style="list-style-type: none"> <li>• Applications can be made using the <b>Online Criminal Record</b> portal by authenticating with your Citizen Card or with the Digital Mobile Key [<b>Chave Móvel Digital (CMD)</b>] if it was obtained with your Citizen Card</li> <li>• Requests can also be made in person by the individual or authorised third party, verbally, showing valid identity documents with signature and photo. Identities of Portuguese citizens are confirmed on the ID card database</li> </ul> <p>Power of attorney should also be provided if a third party is applying.</p> <p>The request can be made at the address in Section 3, court secretariats, or any of the Citizens' Shops (<i>Lojas do Cidadão</i>) and Citizens' Service Counters (<i>Postos de Atendimento ao Cidadão</i>).</p> <p>After making the request, an ATM reference for payment of the due fee will be provided and, once the payment is made, the certificate will be available at Online Criminal Record/ "My Requests", as soon as it is issued.</p>
5	<b>Where to apply in the UK</b>	<p>Either online using the process detailed in section 4, or by post to the address in Section 3 or at any Portuguese Consulate or Embassy (London addresses listed below):</p> <p>Portuguese Embassy, 11 Belgrave Square, London, SW1X 8PP Tel: +44 (0)20 7235 5331 Web: <a href="http://www.portuguese-embassy.co.uk">www.portuguese-embassy.co.uk</a></p> <p>Portuguese Consulate, 3 Portland Place, London, W1B 3HR Tel: +44 (0) 20 7291 3770 Email: <a href="mailto:mail@cglon.dgaccp.pt">mail@cglon.dgaccp.pt</a> Web: <a href="http://www.secomunidades.pt/web/londres">www.secomunidades.pt/web/londres</a></p>

6	<b>How to apply in the UK</b>	<p>Requests should be submitted using the following form: <a href="http://www.dgaj.mj.pt/sections/files/identificacao-criminal/download-de-impressos//sections/files/identificacao-criminal/download-de-impressos/mod101-2013/downloadFile/file/Mod101-2013.pdf?nocache=1381157524.22">www.dgaj.mj.pt/sections/files/identificacao-criminal/download-de-impressos//sections/files/identificacao-criminal/download-de-impressos/mod101-2013/downloadFile/file/Mod101-2013.pdf?nocache=1381157524.22</a></p> <p>A sample form can be seen in Section 17.</p> <p>This form should be completed and signed then sent to the address in Section 3 or taken to a Portuguese Embassy or Consulate (see Section 5 for details) along with a copy of a valid identity document (with signature and photo) and the relevant fee.</p>
7	<b>Who can apply</b>	<ul style="list-style-type: none"> <li>• Individuals</li> <li>• Third parties with written consent</li> <li>• The process is the same for all applicants above the age of 16 years old (there are no criminal record certificates under 16 years old)</li> </ul>
8	<b>Cost, payment and turnaround</b>	<p><b>Cost</b></p> <ul style="list-style-type: none"> <li>• €5 if requested in Portugal</li> </ul> <p><b>Types of payment</b></p> <p>Payment can be made by one of the following:</p> <ul style="list-style-type: none"> <li>• Money Bank transfer*: <ul style="list-style-type: none"> <li>○ EUR (Euros) - via Euro Target System (Euro Zone)</li> <li>○ IBAN: PT50078101120112001395585</li> <li>○ Code SWIFT: IGCPPTPL</li> <li>○ Bank: IGCP</li> <li>○ Beneficiary: Direção-Geral da Administração da Justiça</li> <li>○ Address: Av. D. João II, nº 1.08.01 D/E, Pisos 9º ao 14º, 1990-097 Lisboa, PORTUGAL</li> <li>○ Bank address: Avenida da República, 57, 1050-189 Lisboa, Portugal</li> </ul> </li> <li>• EUR (Euros)</li> <li>• OTHER SYSTEMS (Not Euro Zone) <ul style="list-style-type: none"> <li>○ Pay to – The Chase Manhattan Bank – Frankfurt (CHASDEFX)</li> <li>○ For the account of – The Chase Manhattan Bank – London (CHASGB2L)</li> <li>○ Account number – 6231400604</li> <li>○ For further credit to – Agência de Gestão da Tesouraria e da Dívida Pública –</li> <li>○ IGCP, E.P.E</li> <li>○ Account number – 23631401</li> <li>○ Ref.ª – 0781 0112 0112 0013 9558 5</li> </ul> </li> </ul> <p><b>*If you choose to pay by money bank transfer, please do not forget to fill page 2 of the Form.</b></p>


		<ul style="list-style-type: none"> <li>• Sending cash (according to mailing regulations)</li> <li>• Check drawn on a Portuguese bank, or with representation in Portugal - payment to IGCP</li> <li>• International money order - Beneficiary: Direção-Geral da Administração da Justiça, Address: Av. D. João II, nº 1.08.01 D/E, Piso 13º, 1990-097 Lisboa, PORTUGAL</li> </ul> <p><b>Turnaround</b></p> <ul style="list-style-type: none"> <li>• Immediate when requested in person in Portugal</li> <li>• From abroad, the certificate will be issued within 3 days of receipt of the application</li> </ul>
9	<b>How results are presented and security features</b>	<p>The certificate will be sent by registered post directly to the address on the application form if requested from abroad; or issued immediately on site if applied for in Portugal.</p> <p>The certificate will list:</p> <ul style="list-style-type: none"> <li>• Office/department that issued the certificate</li> <li>• Identification of the person concerned</li> <li>• Identification of the requester, if different</li> <li>• Purpose of the certificate</li> <li>• If convictions are present (if positive, the total number of pages)</li> <li>• When positive, it has a set of notifications annexed to the main page of the certificate</li> <li>• Unique certificate number</li> </ul> <p>A sample certificate can be seen in Section 17.</p>
10	<b>Languages</b>	<p>The certificate is available in Portuguese and English. However, if convictions are present, these are only available in Portuguese.</p> <p>There is no translation service.</p>
11	<b>Criminal convictions listed on certificate</b>	<p>The content of the certificate depends on the legal rules or legal requirements that are applicable to its purpose. If the request is for employment, two different situations are possible:</p> <ul style="list-style-type: none"> <li>• If it is an employment or activity with a legal framework demanding the absence of previous criminal convictions (partially or totally) then the certificate will contain the relevant information to satisfy the legal requirements</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>• If it is an employment or activity without any specific legal requirement, the certificate will not contain any information besides criminal convictions with additional sanctions of prohibition to exercise professional activities or any safety measures of prohibition of activities.</li> </ul> <p>Convictions stay on an individual's criminal record for varying periods of time. This is counted from the extinction of the penalty (for example, from the end of the imprisonment, or payment of a fine). The legal periods are:</p> <ul style="list-style-type: none"> <li>• Sexual crimes – 23 years</li> <li>• Crimes with penalty over 8 years of imprisonment – 10 years</li> <li>• Crimes with penalty between 5 and 8 years of imprisonment – 7 years</li> <li>• Crimes with penalty under 5 years of imprisonment – 5 years</li> </ul>



<b>12</b>	<b>Confirming authenticity</b>	The authenticity of the certificate can be checked with the central authority as detailed in Section 3 using the unique reference number.
<b>13</b>	<b>Official bodies providing advice on interpretation of criminal records</b>	None
<b>14</b>	<b>Legislation</b>	<ul style="list-style-type: none"> <li>• Lei n.º 57/98, de 18/8</li> <li>• Decreto-Lei n.º 381/98, de 27/11</li> <li>• Lei n.º 67/98, de 26/10 (data protection)</li> </ul>
<b>15</b>	<b>Pending changes</b>	There are planned changes to the processes for the Portuguese law of Framework Decision 2009/315/JAI and Directive 2011/93/EU (on child abuse and exploitation); however, no further information or implementation date has been provided.
<b>16</b>	<b>Sources of information</b>	Directorate General for the Administration of Justice <b><a href="http://www.dgaj.mj.pt">www.dgaj.mj.pt</a></b>
<b>17</b>	<b>Sample documents</b>	Sample application form (overseas applicants only) Sample certificate

<p><b>MINISTÉRIO DA JUSTIÇA</b>                  DIRECÇÃO-GERAL DA ADMINISTRAÇÃO DA JUSTIÇA                  SERVIÇOS DE IDENTIFICAÇÃO CRIMINAL                  Av. D. João II, nº 1.08.01 D/E-13º Piso                  1990-097 LISBOA</p>	<p>ENDEREÇO DO SERVIÇO INTERMEDIÁRIO</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>
<p><b>REQUERIMENTO DE CERTIFICADO DO REGISTO CRIMINAL</b></p> <p style="border: 1px solid black; padding: 2px; display: inline-block;">ATENÇÃO: ANTES DE PREENCHER, LER AS INSTRUÇÕES NO VERSO</p>	
<p>NOME DO TITULAR _____</p> <p>_____</p>	
<p>NATALIDADE: _____</p> <p>FREGUESIA _____</p> <p>LUNULLEIRJ _____</p>	
<p>DATA DE NASCIMENTO ____/____/____ NACIONALIDADE DE _____</p>	
<p>NOME DO PAI _____</p> <p>NOME DA MÃE _____</p>	
<p>B. I. Nº _____ VÁLIDO ATÉ ____/____/____ EMITIDO POR _____</p> <p>PASSAPORTE N.º _____ VÁLIDO ATÉ ____/____/____ EMITIDO POR _____</p> <p>OUTRO DOC. IDÓNEO Nº _____ VÁLIDO ATÉ ____/____/____ EMITIDO POR _____</p>	
<p>RESIDÊNCIA _____</p> <p>O CERTIFICADO DESTINA-SE A: _____</p> <p>_____</p>	
<p>NUM. DO TITULAR REQUERENTE: _____</p> <p>_____</p>	
<p>IL/OUTRO DOC. IDÓNEO _____ VÁLIDO ATÉ ____/____/____ EMITIDO POR _____</p> <p>QUALIDADE _____ PROVA APRESENTADA _____</p>	
<p>VERIFICAÇÃO DA LEGITIMIDADE:                  (Artº 1º do Dec-Lei nº 381/98, de 27/11)</p>	<p>_____/____/____</p> <p style="text-align: center;">O REQUERENTE</p> <p>_____</p>
<p>NOME DO TITULAR _____</p> <p>_____</p>	
<p>NATALIDADE: _____</p> <p>Serviço Intermediário: _____ Data: ____/____/____</p> <p>Prazo provável de entrega do certificado: _____ Dias úteis. Rubrica: _____</p>	
<p style="border: 1px solid black; padding: 5px;">Para levantamento do certificado é necessária a apresentação de: recibo</p>	
<p><small>Preço de Imprensa: €3,25 (A cobrar no acto de entrega)</small></p> <p style="text-align: right;"><small>Mod. 381 - DGAJ - DGC</small></p>	

Sample certificate

REPÚBLICA  PORTUGUESA

**MINISTÉRIO DA JUSTIÇA**  
DIREÇÃO-GERAL DA ADMINISTRAÇÃO DA JUSTIÇA

**CERTIFICADO DE REGISTO CRIMINAL**  
(CERTIFICATE OF CRIMINAL RECORD)

BALCÃO DOS SERVIÇOS CENTRAIS

**NOME (NAME):** JOSÉ DA SILVA

**NATURAL DA FREG. (PLACE OF BIRTH):** SÃO SEBASTIÃO DA PEDREIRA

**CONCELHO DE (TOWN OF BIRTH):** LISBOA

**DATA DE NASCIMENTO (DATE OF BIRTH):** 1900/01/01

**NACIONALIDADE (NATIONALITY):** PORTUGUESA

**N.º BI (IDENTITY CARD NUMBER):** 01234567

**CERTIFICADO REQUERIDO POR (REQUESTED BY):**

**DOCUMENTO DE IDENTIFICAÇÃO DO REQUERENTE (APPLICANT IDENTIFICATION DOCUMENT):**

**N.º DOC. IDENTIFICAÇÃO DO REQUERENTE (APPLICANT IDENTIFICATION DOCUMENT NUMBER):**

**FIM A QUE SE DESTINA (REQUEST PURPOSE):** EXERCÍCIO DE PROFISSÃO/ATIVIDADE NO ESTRANGEIRO

ENVOLVE CONTACTO REGULAR COM MENORES (LEI N.º 113/2009) (ACTIVITY INVOLVING REGULAR CONTACTS WITH CHILDREN)

\*\*\*\*\*  
\* **NADA CONSTA ACERCA DA PESSOA ACIMA IDENTIFICADA** \*  
\* (NO CONVICTIONS) \*  
\*\*\*\*\*

**DATA DE EMISSÃO (DATE OF ISSUE):** 2013/11/25     **CONTROLO (CONTROL):** ESCA 00766989/0226530838     **PAGE (PAGE):** 03

CERTIFICADO GERADO AUTOMATICAMENTE PELO SISTEMA DE INFORMAÇÃO DE IDENTIFICAÇÃO CRIMINAL.  
(CERTIFICATE AUTOMATICALLY ISSUED BY THE CRIMINAL IDENTIFICATION INFORMATION SYSTEM)

**ESTE CERTIFICADO É VÁLIDO POR TRÊS MESES A CONTAR DA DATA DE EMISSÃO E APENAS PARA O FIM ACIMA MENCIONADO**  
(THIS CERTIFICATE IS VALID FOR THREE MONTHS AND JUST FOR THE ABOVE-MENTIONED PURPOSE)



National Protective  
Security Authority

**SECURITY** **WATCHDOG**  
Part of Capita plc

# Romania

## How to obtain a criminal record check - detailed guidance

Application process dependent on individual's place of birth

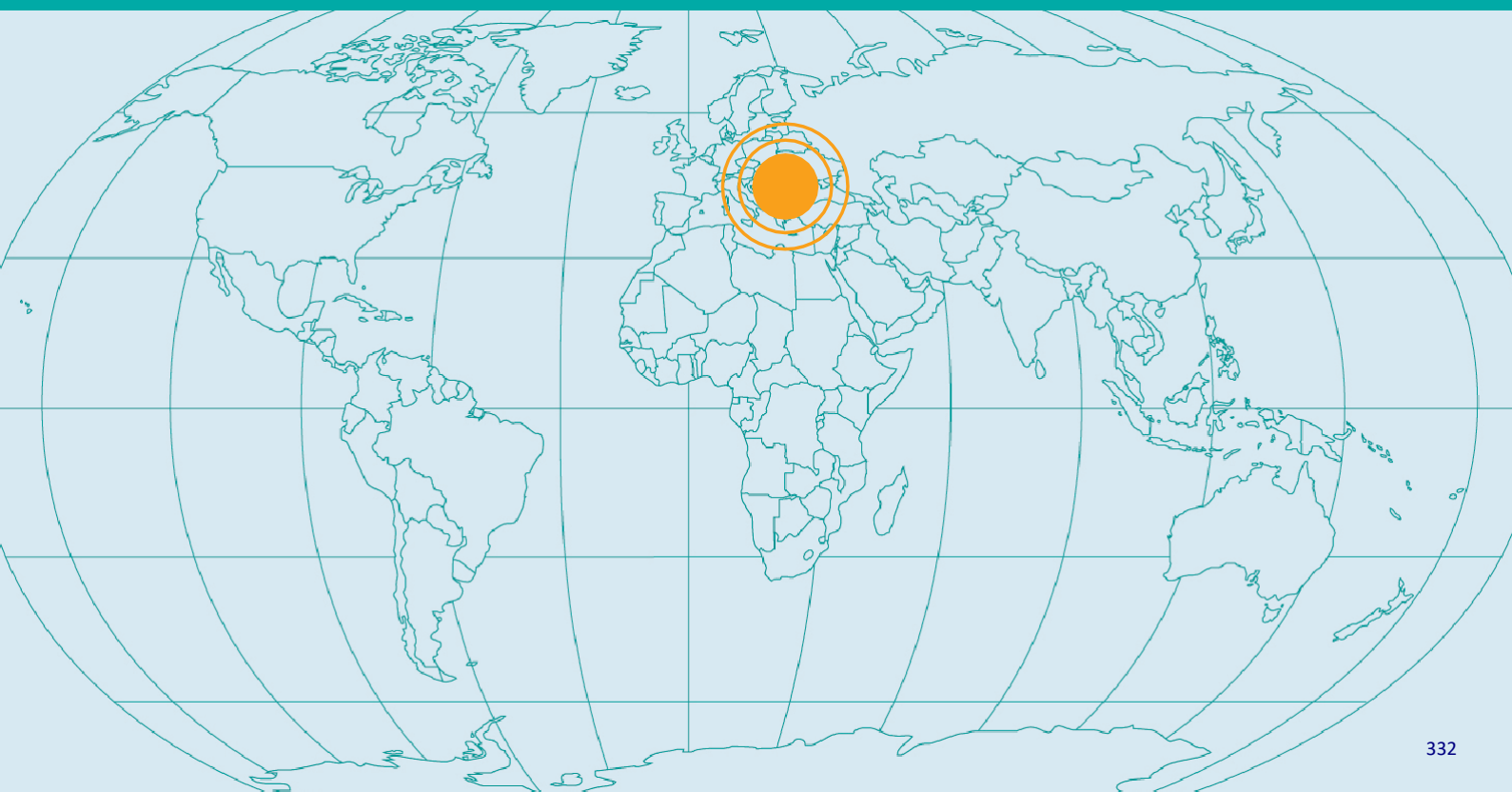
Individual/third party (with power of attorney) applies in person to any police station

Applications from the UK in person at Embassy/Consulate

No cost

Certificate issued in Romanian

Turnaround in Romania 3 working days/UK 30 days



# Romania

-  1 Name of certificate
-  2 Department responsible for criminal records
-  3 Where to apply in country
-  4 How to apply in country
-  5 Where to apply in the UK
-  6 How to apply in the UK
-  7 Who can apply
-  8 Cost, payment and turnaround
-  9 How results are presented and security features
-  10 Languages
-  11 Criminal convictions listed on certificate
-  12 Confirming authenticity
-  13 Official bodies providing advice on interpretation of criminal records
-  14 Legislation
-  15 Pending changes
-  16 Sources of information
-  17 Sample documents

## *Disclaimer*

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1	<b>Name of certificate</b>	Criminal Records Certificate ( <i>Certificat de Cazier Judiciar</i> )
2	<b>Department responsible for criminal records</b>	The Directorate of Criminal Records, Statistics and Operational Registers within The General Inspectorate of Romanian Police
3	<b>Where to apply in country</b>	<p>Any police unit which has a counter for issuing records certificates</p> <p>- The national office is: (THERE IS NO COUNTER AT THIS OFFICE)</p> <p>The Directorate of Criminal Records, Statistics and Operational Registers within The General Inspectorate of the Romanian Police,</p> <p>No. 13-15 Stefan Cel Mare Street No. 2 District, Bucharest, Romania.</p> <p>Tel: +40 (0) 21 208 25 25 Fax: +40 (0) 21 317 87 90 Email: <a href="mailto:cazier@politiaromana.ro">cazier@politiaromana.ro</a> or <a href="mailto:cazier.eu@politiaromana.ro">cazier.eu@politiaromana.ro</a> Web: <a href="http://www.politiaromana.ro">www.politiaromana.ro</a></p>
4	<b>How to apply in country</b>	<p>Applications can be submitted to any police unit which has a counter for issuing criminal records certificates. Applicants must supply:</p> <p>Identity card</p> <ul style="list-style-type: none"> <li>• Fiscal stamp (with a value) of 2 LEI</li> <li>• Receipt for the payment of tax 10 LEI</li> <li>• Application form completed in hard copy (see Section 17 for a sample)</li> </ul>
5	<b>Where to apply in the UK</b>	Romanians diplomatic missions or consular offices.
6	<b>How to apply in the UK</b>	Romanian citizens who are abroad can submit applications through the Romanian Embassy or Consulate, or through a representative in Romania with power of attorney using the same process as in country.
7	<b>Who can apply</b>	<ul style="list-style-type: none"> <li>• Individuals</li> <li>• A representative of the individual can apply with a validated power of attorney document, which needs to be validated by a public notary, Romanian diplomatic missions or consular office.</li> </ul>

8	<b>Cost, payment and turnaround</b>	<p><b>Cost</b></p> <p>Free</p> <p><b>Turnaround</b></p> <ul style="list-style-type: none"> <li>• Within 3 working days when submitted in Romania</li> <li>• Within 30 working days when the request is made via a Romanian embassy or consulate</li> </ul>
9	<b>How results are presented and security features</b>	<p>A criminal record certificate will contain the following information:</p> <ul style="list-style-type: none"> <li>• Full name</li> <li>• Unique identification number</li> <li>• Date of birth</li> <li>• Place of birth</li> <li>• Most recent address</li> <li>• Details of any convictions (if applicable)</li> </ul> <p>The certificate is issued as a hard copy and the person who has requested the certificate must verify their identity by presenting a valid ID card on collection. (In most cases in Romania, this is on the same day, although officially it is within 3 working days). The certificate has the following features:</p> <ul style="list-style-type: none"> <li>• Round stamp</li> <li>• Name of the issuing authority</li> <li>• Unique serial number containing both letters and numbers</li> <li>• An eagle stamp in the background</li> </ul>
10	<b>Languages</b>	<p>The certificate is available in Romanian only.</p> <p>There is no official translation service.</p>

11	<b>Criminal convictions listed on certificate</b>	<p>The certificate contains details of the individual's convictions. If there are no convictions, the certificate will state "The applicant is not recorded in the criminal record database". The certificate is valid for 6 months from the date on which it is issued.</p> <p>Categories of criminal conviction include: All kinds of crime.</p> <p>Natural persons registered in the criminal record or with temporary notes, are taken out of registers in the following situations:</p> <ul style="list-style-type: none"> <li>• The offences committed are no longer provided by criminal law</li> <li>• Court or rehabilitation</li> <li>• Amnesty</li> <li>• Sentence to a financial penalty or custodial penalty of 3 years at most, and, from the judgement remained final 20 years have passed.</li> <li>• Deceased</li> <li>• Taking out of criminal proceedings, the cessation of the criminal action, or a final judgement was handed down for acquittal or ending the penal trial</li> <li>• 1 year has passed since the educational measure of censure was carried out</li> <li>• 2 years have passed since the judgement of postponement of the penalty remained final and the revocation or the cancellation of the postponement as not ordered according to art. 88 and 89 from the Penal Code</li> <li>• 5 years have passed since an administrative sanction from those stipulated on the article 91 of Low no. 15/1968 concerning the Penal Code was applied</li> </ul>
12	<b>Confirming authenticity</b>	<p>This country has joined The Hague Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents. This enables criminal record checks to be authenticated by means of an Apostille.</p>
13	<b>Official bodies providing advice on interpretation of criminal records</b>	None
14	<b>Legislation</b>	Law no. 290 from 24 June 2004 on the criminal records, republished version
15	<b>Pending changes</b>	None
16	<b>Sources of information</b>	General Inspectorate of the Romanian Police - Directorate for Criminal Records, Statistics and Operational Registers



17	Sample documents	Sample certificate
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Sample certificate

Seria N Nr. 9049129

**ROMÂNIA**  
**MINISTERUL AFACERILOR INTERNE**  
**INSPECTORATUL GENERAL AL POLIȚIEI ROMÂNE**  
 Direcția cazier judiciar, statistică și evidențe operative  
 - Cazier judiciar -  
*Notificare privind precizarea datelor cu caracter personal nr. 97*

**Certificat de cazier judiciar**  
 Nr. 9205859 din 08.07.2016

<i>Numele</i> <b>MOISE</b>	<i>Prenumele</i> <b>MIRELA-ANDREEA</b>
<i>Data nașterii</i> <b>14.11.1981</b>	<i>C.N.P.</i> <b>ΣΣΚΠΦΔΔΔΧΧ0000Χ</b>
<i>Locul nașterii</i> <b>București, Sector 1</b>	
<i>Adresa domiciliului</i> <b>București, Sector 1, Șos. PANTELIMON, Nr. 334, Bl. 30, Ap. 228</b>	


Solicitantul nu este înscris în cazierul judiciar.

S-a eliberat prezentul certificat spre a-i servi la: **SPECIMEN**  
**CAZIERULUI JUDICIAR.**  
 Comisar șef de poliție TROFIN HRISTACHE

*CONFIDENTIAL*  
 FENȚIE: Date cu caracter personal prelucrate în conformitate cu prevederile Legii nr. 677/2001

Yours sincerely,

DIRECTOR  
*Police Chief Superintendent*  
  
 TROFIN HRISTACHE

HEAD OF DEPARTMENT  
*Police Chief Superintendent*  
  
 PASĂRE-MIHĂILESCU LILIANA

București, Șos. Ștefan cel Mare nr. 13-15, sector 2, cod 020123  
 Tel: 316.49.75; 208.25.25 / 26954; Fax: 317.87.90



National Protective  
Security Authority

**SECURITY** **WATCHDOG**  
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# Russia

## How to obtain a criminal record check - detailed guidance

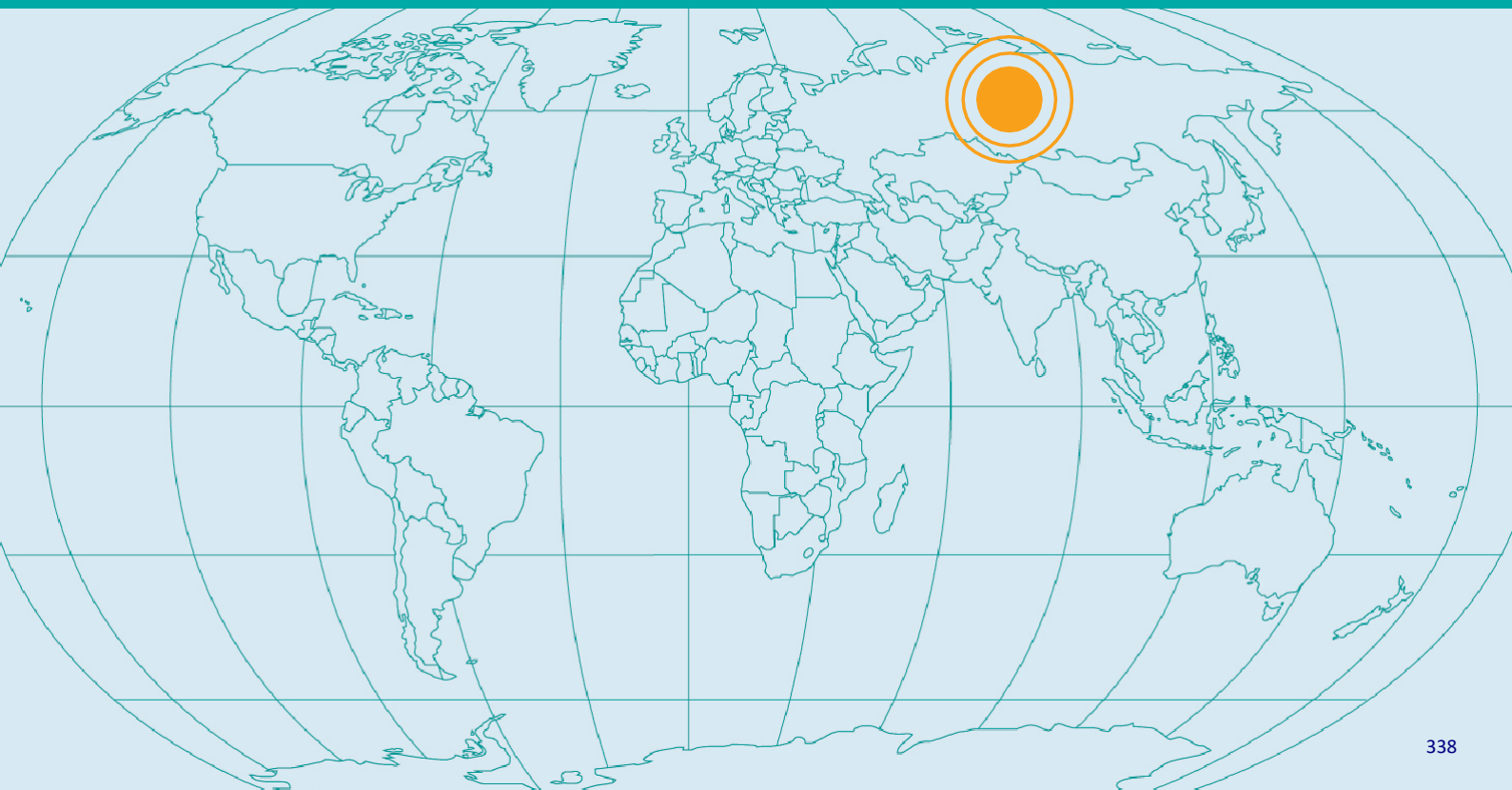
Individual/third party (with power of attorney) applies in person/  
online to the local Ministry of Internal Affairs

Applications from the UK in person to Embassy

No cost

Certificate issued in Russian

Turnaround 1–2 months



# Russia

- 1 Name of certificate
- 2 Department responsible for criminal records
- 3 Where to apply in country
- 4 How to apply in country
- 5 Where to apply in the UK
- 6 How to apply in the UK
- 7 Who can apply
- 8 Cost, payment and turnaround
- 9 How results are presented and security features
- 10 Languages
- 11 Criminal convictions listed on certificate
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- 13 Official bodies providing advice on interpretation of criminal records
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- 15 Pending changes
- 16 Sources of information
- 17 Sample documents

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1	<b>Name of certificate</b>	Notice of Conviction or No Conviction ( <i>справка о наличии (отсутствии) судимости</i> )
2	<b>Department responsible for criminal records</b>	Ministry of Internal Affairs ( <i>МИА or ИНФОРМАЦИОННО-АНАЛИТИЧЕСКИЙ ЦЕНТР ПРИ МИНИСТЕРСТВЕ ВНУТРЕННИХ ДЕЛ</i> )
3	<b>Where to apply in country</b>	<p>MIA (МВД) offices in RF Web: <a href="http://www.mvd.ru">www.mvd.ru</a></p> <p>The addresses for all the MIA offices in Russia can be found at: <a href="http://www.mvd.ru/contacts/10000005/#ФО">www.mvd.ru/contacts/10000005/#ФО</a> <a href="https://мвд.рф/district">https://мвд.рф/district</a></p> <p>Offices МФЦ (Multifunctional Centre) The addresses and guidance for all the МФЦ offices in Russia can be found at: <a href="https://mfc-list.info/kak-poluchit-spravku-ob-otsutstvii-sudimosti-v-mfc.html#i-2">https://mfc-list.info/kak-poluchit-spravku-ob-otsutstvii-sudimosti-v-mfc.html#i-2</a></p>
4	<b>How to apply in country</b>	<p>In person at the branches of МВД and МФЦ offices listed in Section 3. The application form can be obtained from any of these locations or from МФЦ website. A sample application form can be seen in Section 17.</p> <p>The individual must provide a copy of their passport. If the application is being made by a third party a notarised/authenticated power of attorney document is also required.</p> <p>Applications can also be submitted online. See <a href="http://www.gosuslugi.ru/pgu/service/10000006704_425.html#_description">www.gosuslugi.ru/pgu/service/10000006704_425.html#_description</a></p>
5	<b>Where to apply in the UK</b>	<p>Consular Section of the Embassy of the Russian Federation, 5 Kensington Palace Gardens, London, W8 4QP</p> <p>Tel: +44 (0)20 36687474 Email: <a href="mailto:info@rusemb.org.uk">info@rusemb.org.uk</a> Web: <a href="http://www.rusemb.org.uk">www.rusemb.org.uk</a></p>
6	<b>How to apply in the UK</b>	<p>In person at the consular section of the address in Section 5. The application form can be obtained from this office or from the Embassy website shown in Section 5.</p> <p>The application form requires the following information:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date and place of birth</li> <li>• Addresses when resident in Russia</li> <li>• Reason for the request</li> </ul> <p>The individual must also present their original passport.</p>

7	<b>Who can apply</b>	<ul style="list-style-type: none"> <li>• Individuals</li> <li>• Third party with official power of attorney (in country only)</li> <li>• If the individual is under 18 years old, a parent/guardian may apply on their behalf. The parent/guardian must present papers confirming their status.</li> </ul>
8	<b>Cost, payment and turnaround</b>	<p><b>Cost</b></p> <ul style="list-style-type: none"> <li>• There is no charge for an application for a Notice of Conviction.</li> </ul> <p><b>Turnaround</b></p> <p>Applications take approximately 1 month to process. However, if a match on the name of the individual is identified, this can add 1 month to the processing time.</p> <p>There is no fast-track system available.</p>
9	<b>How results are presented and security features</b>	<p>In the case of an overseas application, the Russian Embassy in London will contact the individual when the Notice of Conviction is ready for collection. For applications made within Russia, the relevant office will notify the individual when the Notice of Conviction is ready for collection.</p> <p>The Notice of Conviction is a black and white A4 landscape document. The address of the issuing body is in the top right-hand corner. Directly below this is a unique registration number. The main body of the certificate is divided into several lines detailing the information identified. At the bottom of the certificate is an official stamp with the signature of the head of the office (MIAC or MIA) that processed the request.</p> <p>See Section 17 for a sample.</p>
10	<b>Languages</b>	<p>The certificate is available in Russian only.</p> <p><b>Translation</b></p> <p>The Russian Embassy in London can provide a list of authorised translators, with the translated copy being subject to legal notarisation. See Section 5 for contact details.</p> <p>For applications by UK citizens who live in Russia the certificate can be translated and an Apostille placed upon it by the British Embassy in Moscow, St Petersburg, Ekaterinburg.</p> <p>The address of the Embassy in Moscow is: British Embassy, Smolenskaya Naberezhnaya 10, Moscow 121099, Russia.</p> <p>Tel: +7 495 956 7200  Email: <a href="mailto:RussiaConsular@fco.gov.uk">RussiaConsular@fco.gov.uk</a>  <a href="mailto:ukinrussia@fco.gov.uk">ukinrussia@fco.gov.uk</a></p>

11	<b>Criminal convictions listed on certificate</b>	<p>The following categories of conviction all exist in Russia:</p> <ul style="list-style-type: none"> <li>• Violence against the person (<i>преступление против жизни и здоровья</i>)</li> <li>• Sexual offences (<i>преступление против половой свободы и половой неприкосновенности личности</i>)</li> <li>• Burglary (<i>ограбление</i>)</li> <li>• Robbery (<i>кража</i>)</li> <li>• Theft and handling of stolen goods (<i>приобретение или сбыт имущества, заведомо добытого преступным путем</i>)</li> <li>• Fraud (<i>мошенничество</i>)</li> <li>• Criminal damage (<i>умышленное уничтожение или повреждение имущества</i>)</li> <li>• Drug offences (<i>незаконное приобретение, хранение, перевозка, изготовление, переработка наркотических средств, психотропных веществ и их аналогов</i>)</li> </ul> <p>Other offences include: acts of terrorism, offences against society, offences against the state, offences against peace and security.</p> <p>If no criminal records are identified, a Certificate of No Conviction will be issued. If criminal records are identified, the following information for each record will be provided on a Certificate of Conviction:</p> <ul style="list-style-type: none"> <li>• Type of conviction (including spent convictions)</li> <li>• Date and place of the conviction (including name of the court)</li> <li>• Period and place of imprisonment (if applicable)</li> <li>• Date of discharge</li> </ul> <p>There is no obligation on the Russian police forces to destroy criminal records information. Criminal records generally remain on record at the MIAC for the duration of the life of the individual.</p> <p>In instances where a conviction is spent, in most circumstances the individual is no longer obliged to reveal the existence of the record in most circumstances. However, the record will not be removed from the MIAC database.</p>
12	<b>Confirming authenticity</b>	<p>This country has joined <i>The Hague Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents</i>. This enables criminal record checks to be authenticated by means of an Apostille. For further information on how to obtain an Apostille from this country, please see: <a href="http://www.hcch.net/index_en.php?act=authorities.details&amp;aid=341">www.hcch.net/index_en.php?act=authorities.details&amp;aid=341</a></p>
13	<b>Official bodies providing advice on interpretation of criminal records</b>	None

14	<b>Legislation</b>	07.11.2011 приказ МВД России от № 1121 MVD legislation № 1121 from 07/11/2011
15	<b>Pending changes</b>	None
16	<b>Sources of information</b>	<ul style="list-style-type: none"> <li>• In Country Legal Resource</li> <li>• NPSA Guidance Document 2014</li> <li>• Russian Embassy – London</li> <li>• Hague Conference On Private International Law <a href="http://www.hcch.net/index_en.php?act=authorities.details&amp;aid=341">www.hcch.net/index_en.php?act=authorities.details&amp;aid=341</a></li> </ul>
17	<b>Sample documents</b>	Sample application form

**ЗАЯВЛЕНИЕ О ВЫДАЧЕ СПРАВКИ ОБ ОТСУТСТВИИ  
СУДИМОСТИ**

В Консульский отдел Посольства Российской Федерации в Великобритании  
от гражданина \_\_\_\_\_  
(какой страны)

\_\_\_\_\_

(Ф.И.О.)

\_\_\_\_\_

(дата и место рождения)

проживающего/проживавшего в Российской Федерации по адресу:

\_\_\_\_\_

(указать точный адрес места жительства (регистрации) в России перед выездом за границу)

\_\_\_\_\_

Прошу выдать справку об отсутствии судимости, которая необходима мне  
для \_\_\_\_\_

(с какой целью истребуется справка)

Подпись заявителя \_\_\_\_\_ «    » \_\_\_\_\_ г.  
(подпись)





**МВД России**  
**ГЛАВНОЕ УПРАВЛЕНИЕ**  
**МИНИСТЕРСТВА**  
**ВНУТРЕННИХ ДЕЛ**  
**РОССИЙСКОЙ ФЕДЕРАЦИИ**  
**ПО ГОРОДУ МОСКВЕ**  
**(ГУ МВД РОССИИ по г. Москве)**  
 ул. Петровка, 33, Москва, 127994  
 телефон: (495) 694-97-23, факс: (495) 698-64-14

№ 0135301

Москва,  
 Петровско-Разумовский пр-д, д.24,  
 к.19, кв.79

13 / 06 / 2013 г. № 13/5-

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ИЦЦ территориальных органов МВД России на региональном уровне

в отношении

физлица, лица, признанного банкротом, в том числе иностранного лица, лица

г.р., м.р. г. Москва

и/или организации

имеются (не имеются) сведения о судимости (в том числе погашенной и снятой) на территории Российской Федерации: не имеются

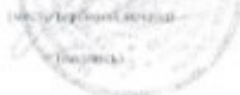
сведения о наличии исполнительных производств по взысканию денежных средств, в том числе погашенных, а также сведений о наличии исполнительных производств по взысканию алиментов

имеются (не имеются) сведения о факте уголовного преследования либо о прекращении уголовного преследования на территории Российской Федерации: не имеются

сведения о наличии исполнительных производств по взысканию алиментов, в том числе погашенных, а также сведений о наличии исполнительных производств по взысканию алиментов

Дополнительная информация: не имеется

Заместитель начальника ИЦЦ



В.И. Маленный  
(подпись, фамилия)



National Protective  
Security Authority

**SECURITY** **WATCHDOG**  
Part of Capita plc

# Serbia

## How to obtain a criminal record check - detailed guidance

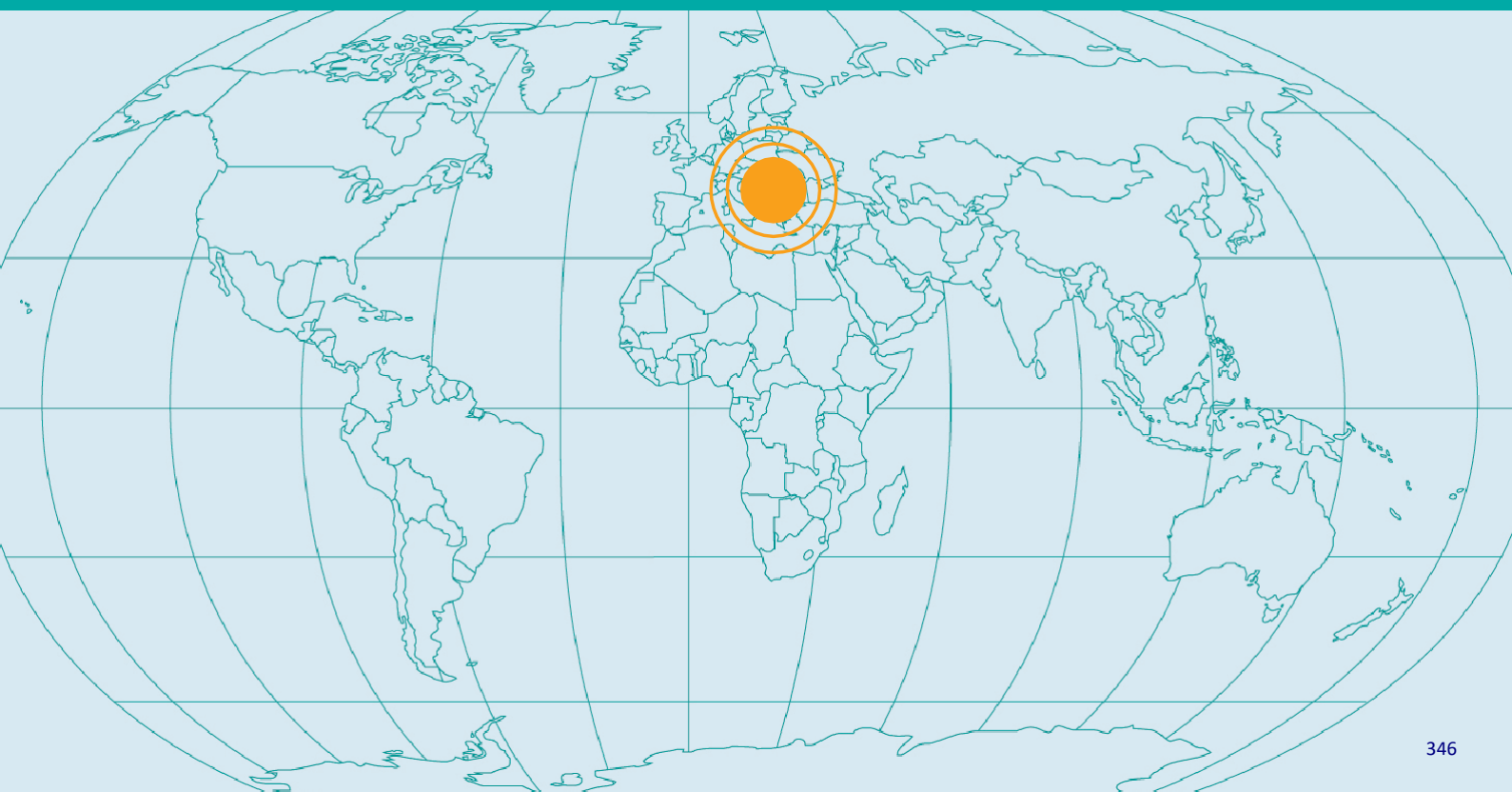
Individual/third party (with power of attorney) applies in person to local police station/ non-nationals apply in person at their respective Embassy

Applications from UK in person to Embassy

Cost RSD520/£24

Certificate issued in Serbian

Turnaround 15 days if born in Serbia/1–3 months if born abroad



# Serbia

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1	<b>Name of certificate</b>	Criminal Record Certificate ( <i>Uverenje o nekaznjavanju</i> )
2	<b>Department responsible for criminal records</b>	<p>Ministry of Interior of the Republic of Serbia (Ministarstvo unutrašnjih poslova),          Biro za medjunarodnu saradnju,          Bulevar M. Pupina 2,          11070 Beograd,          Serbia.</p> <p>Tel: +381 (0) 11 306 2000          Email: <a href="mailto:info@mup.gov.rs">info@mup.gov.rs</a>          Web: <a href="http://www.mup.gov.rs/">www.mup.gov.rs/</a></p>
3	<b>Where to apply in country</b>	<p>At the local police station where the individual has a current registered address or was born.</p> <p>The list below shows the telephone numbers for police offices in Serbia:</p> <ul style="list-style-type: none"> <li>• Bor +381 (0)30 422 444</li> <li>• Valevo +381 (0)14 294 300</li> <li>• Vrane +381 (0)17 421 151</li> <li>• Zajechar +381 (0)19 422 788</li> <li>• Zrenanin +381 (0)23 64 112</li> <li>• Jagodina +381 (0)35 221 602</li> <li>• Kikinda +381 (0)230 23 510</li> <li>• Kragujevac +381 (0)34 335 013</li> <li>• Kralevo +381 (0)36 231 777</li> <li>• Krusevac - not available</li> <li>• Leskovac Telephone: +381 (0)16 250 554</li> <li>• Nis Telephone: +381 (0)18 511 222</li> <li>• Novi Pazar +381 (0)20 314 744</li> <li>• Novi Sad +381 (0)21 488 4000</li> <li>• Pancevo +381 (0)13 311 780</li> <li>• Pirot +381 (0)10 332 122</li> <li>• Pozarevac +381 (0)12 222 199</li> <li>• Prijepole +381 (0)33 711 946</li> <li>• Prokuple +381 (0)27 324 499</li> <li>• Sombor +381 (0)25 466 539</li> <li>• Smederevo +381 (0)26 224 112</li> <li>• Sremska Mitrovoca +381 (0)22 610 270</li> <li>• Subotoca +381 (0)24 552 933</li> <li>• Uzice +381 (0)31 513 688</li> <li>• Cacak +381 (0)32 222 701</li> <li>• Sabac +381 (0)15 326 332</li> </ul> <p>The contact details of the relevant department in Belgrade are:</p> <p>Police Administration,          Bulevar Despota Stefana 107,          Belgrade,          Serbia.</p>

4	<b>How to apply in country</b>	<p>In person at the local police station as listed in Section 3 with a copy of ID or passport.</p> <p>Individuals complete an application form available from the police station. The form requires:</p> <ul style="list-style-type: none"> <li>• Personal identity number</li> <li>• Date and place of birth</li> <li>• Names of individual’s parents</li> <li>• Residence</li> <li>• Signature</li> </ul> <p>A sample can be seen in Section 17.</p> <p>If the applicant is an employer, there is no specific form. The application is in the form of a letter, which must state the reason for submitting the request.</p>
5	<b>Where to apply in the UK</b>	<p>Embassy of Serbia, 28 Belgrave Square, London, SW1X 8QB</p> <p>Tel: +44 (0)207 235 9049 Fax: +44 (0)207 235 7092 Embassy: <a href="mailto:london@serbianembassy.org.uk">london@serbianembassy.org.uk</a> Web: <a href="http://www.london.mfa.gov.rs">www.london.mfa.gov.rs</a></p>
6	<b>How to apply in the UK</b>	<p>In person to the address in Section 5 with the following:</p> <ul style="list-style-type: none"> <li>• Completed application form (can be obtained from the Embassy); see Section 17 for a sample</li> <li>• Valid Serbian passport or ID</li> <li>• Relevant fee</li> </ul> <p>Employers and third parties cannot apply at the Embassy. Non-nationals can only apply through their respective Embassies in Serbia. Alternatively, a third-party application can be made in Serbia with a power of attorney as detailed in Section 4.</p>
7	<b>Who can apply</b>	<ul style="list-style-type: none"> <li>• Individuals</li> <li>• Third parties/employers with valid power of attorney</li> </ul> <p>A prospective employer will not usually be entitled to apply for disclosure of criminal records. However, if legislation allows, an employer would be authorised to seek disclosure of criminal records directly. There is no comprehensive list of such situations.</p> <p>The police decide on a case-by-case basis whether to disclose the criminal record to an employer. The employer must submit the application on company headed paper, with a stamp and signature.</p>

8	<b>Cost, payment and turnaround</b>	<p><b>Cost</b></p> <p>The fee for a certificate is RSD 520. The acceptable type of payment is money order (made via a bank or post office).</p> <p>The cost of obtaining the document via the Embassy is £24 (in cash only).</p> <p><b>Turnaround</b></p> <ul style="list-style-type: none"> <li>• For nationals of Serbia, the turnaround time is 15 days</li> <li>• For non-nationals or applications abroad, the turnaround time is 1 to 3 months</li> </ul> <p>There is no fast-track service available.</p>
9	<b>How results are presented and security features</b>	<p>The certificate is issued as an A4 certificate in hard copy for collection. It will have a blue stamp and signature in the bottom right-hand corner of the page, and a unique reference number located in the top left-hand corner of the document.</p> <p>A Certificate of No Conviction will contain the following personal information:</p> <ul style="list-style-type: none"> <li>• Full name</li> <li>• Personal identity number</li> <li>• Date and place of birth</li> <li>• Names of the individual's parents</li> </ul> <p>If no disclosable information is held on record, this will be stated immediately beneath the personal information.</p> <p>If there are criminal convictions, the disclosure will be entitled to a Certificate of Judgement. In addition to the individual's personal details, the disclosure will contain information about all spent and unspent convictions.</p>
10	<b>Languages</b>	<p>The certificate is available in Serbian only.</p> <p>The Serbian Embassy in London offers a translation service. The fee is £40. See Section 5 for contact details.</p>
11	<b>Criminal convictions listed on certificate</b>	<p>All "spent" and "unspent" convictions are listed and remain indefinitely on an individual's record.</p> <p>The main categories of criminal conviction in Serbia are:</p> <ul style="list-style-type: none"> <li>• Violence against the person (<i>Prinuda</i>)</li> <li>• Sexual offences (<i>Silovanje</i>)</li> <li>• Burglary or robbery (<i>Kradja</i>)</li> <li>• Fraud (<i>Prevara</i>)</li> <li>• Criminal damage (<i>Šteta nastala izvršenjem krivičnog dela</i>)</li> <li>• Drug offences (<i>Neovlašćena proizvodnja, držanje i stavljanje u promet opojnih droga</i>)</li> <li>• Motoring offences (<i>Ugrožavanje javnog saobraćaja</i>)</li> </ul>

		<p>In Serbia, criminal records will become “spent” after the following periods of time have elapsed:</p> <ul style="list-style-type: none"> <li>• For fines and custodial sentences of up to 6 months – 3 years</li> <li>• For custodial sentences between 6 months to 1 year – 5 years</li> <li>• For custodial sentences between 1 and 3 years – 10 years</li> <li>• For custodial sentences between 3 and 5 – 10 years</li> </ul>
12	<b>Confirming authenticity</b>	<p>An Apostille certifying that the document is genuine can be obtained in a Serbian court. The presence of the official person who signed the document is required.</p> <p>The authenticity of a certificate can be confirmed by the Serbian Embassy in London (see Section 5 for contact details) for a consular fee of £35.</p>
13	<b>Official bodies providing advice on interpretation of criminal records</b>	None
14	<b>Legislation</b>	<p>Law on Criminal Records 1979</p> <p>Criminal Code 2005</p>
15	<b>Pending changes</b>	None
16	<b>Sources of information</b>	<p>In Country Legal Resource NPSA</p> <p>Guidance Document 2014</p> <p>Embassy of Serbia, London</p>
17	<b>Sample documents</b>	Sample application form

MINISTARSTVO UNUTRAŠNJIH POSLOVA R. SRBIJE

Uprava za analitiku

Na osnovu čl.102. stav 5. Krivičnog zakonika ("Sl.glasnik R. Srbije" br.85/05, 115/05 i 72/09) i čl. 10. i 13. Pravilnika o kazenoj evidenciji ("Sl.list SFRJ" br. 5/79)

### ZAHTEV ZA IZDAVANJE UVERENJA O NEKAZNJAVANJU

Podaci koje popunjava ponosilac zahteva:

**JMBG**

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Prezime (i devojačko prezime): \_\_\_\_\_

Ime: \_\_\_\_\_

Ime i prezime oca: \_\_\_\_\_

Ime i prezime majke: \_\_\_\_\_

Dan, mesec i godina rođenja: \_\_\_\_\_

Mesto i država rođenja: \_\_\_\_\_

Zanimanje: \_\_\_\_\_

Adresa prebivališta u Srbiji: \_\_\_\_\_

Adresa boravišta u UK: \_\_\_\_\_

Svrha za koju se traže uverenje: \_\_\_\_\_

Država u kojoj se želi ostvariti pravo: \_\_\_\_\_

U Londonu, dana \_\_\_\_\_

Potpis podnosioca zahteva:

Prilog:

- fotokopija pasoša ili lične karte Srbije
- priznanica o plaćenju taksu



Sample Certificate

Republika Srbija  
MINISTARSTVO UNUTRAŠNJIH POSLOVA  
Direkcija policije  
Poliicijska uprava u  
Broj  
05.09.2013. godine

Ministarstvo unutrašnjih poslova Republike Srbije - Policijska uprava u Čačku, na osnovu člana 102. stav 5. Krivičnog zakonika ("Službeni glasnik R.Srbije" broj 85/05, 115/05 i 72/09) i člana 10. i 13. Pravilnika o kaznenoj evidenciji ("Službeni list SFRJ" broj 5/79), na zahtev

Prezime i ime  
Mesto prebivališta opština Čačak  
Ulica I broj od 3. godine  
Izdaje

UVERENJE

Prezime i ime  
JMBG rođen-a godine u mestu  
Opština država - republika SRBIJA  
Ime oca ime majke  
Devojačko prezime majke

PREMA PODACIMA IZ KAZNE NE EVIDENC IJE OVE POLICIJSKE UPRAVE NIJE OSU DJIVAN -A

Uverenje se izdaje radi ostvarivanja prava građana.

Taksa po tarifnim brojevima 1. i 48. Zakona o republičkim administrativnim taksama ("Službeni glasnik R.S", broj 43/03, 53/04, 42/05, 42/06, 47/07, 5/09) u iznosu dinara naplaćena je.



Sample Certificate Translation

Republic of Serbia  
Ministry of Internal Affairs  
Police Directorate  
Police Department in \_\_\_\_\_  
No. \_\_\_\_\_  
Date: \_\_\_\_\_

The Ministry of Internal Affairs of the Republic of Serbia - Police Department in \_\_\_\_\_, has issued, under Article 102, paragraph 5, of the Criminal Code ("Official Gazette of the Republic of Serbia" Nos. 85/05, 115-05 and 72/09) and Articles 10 and 13 of the Criminal Record Statute ("Official Gazette of the SFRY" No.5/79), at the request submitted by

*Surname and Name:* \_\_\_\_\_  
*Place of Residence:* \_\_\_\_\_ *Municipality:* \_\_\_\_\_  
*Street:* \_\_\_\_\_ *On* \_\_\_\_\_

the following

**CERTIFICATE**

*Surname and Name:* \_\_\_\_\_  
*Vital Record No:* \_\_\_\_\_ *DOB:* \_\_\_\_\_  
*Place of Birth:* \_\_\_\_\_  
*Municipality:* \_\_\_\_\_  
*State-Republic:* \_\_\_\_\_  
*Name of Father:* \_\_\_\_\_  
*Name of Mother:* \_\_\_\_\_ *Maiden Name:* \_\_\_\_\_

**ACCORDING TO THE PENAL RECORDS KEPT AT THIS POLICE DEPARTMENT, THE ABOVE-NAMED HAS NO CRIMINAL CONVICTIONS.**

This Certificate has been issued to regulate citizen rights.

Tax under tariff No. 1 and 48 of the Law on the Republic Administrative Taxes ("Official Gazette of the Republic of Serbia" Nos. 43/03, 53/04, 42/05, 42/06, 47/07, 5/09, 35/10, 70/11 and 55/12) in the amount of RSD has been paid.

Signed by \_\_\_\_\_, Chief Police Counsellor at the Police Department



National Protective  
Security Authority

**SECURITY** **WATCHDOG**  
Part of Capita plc

# Singapore

## How to obtain a criminal record check - detailed guidance

Individual/third party may apply online using the website relevant to their circumstances

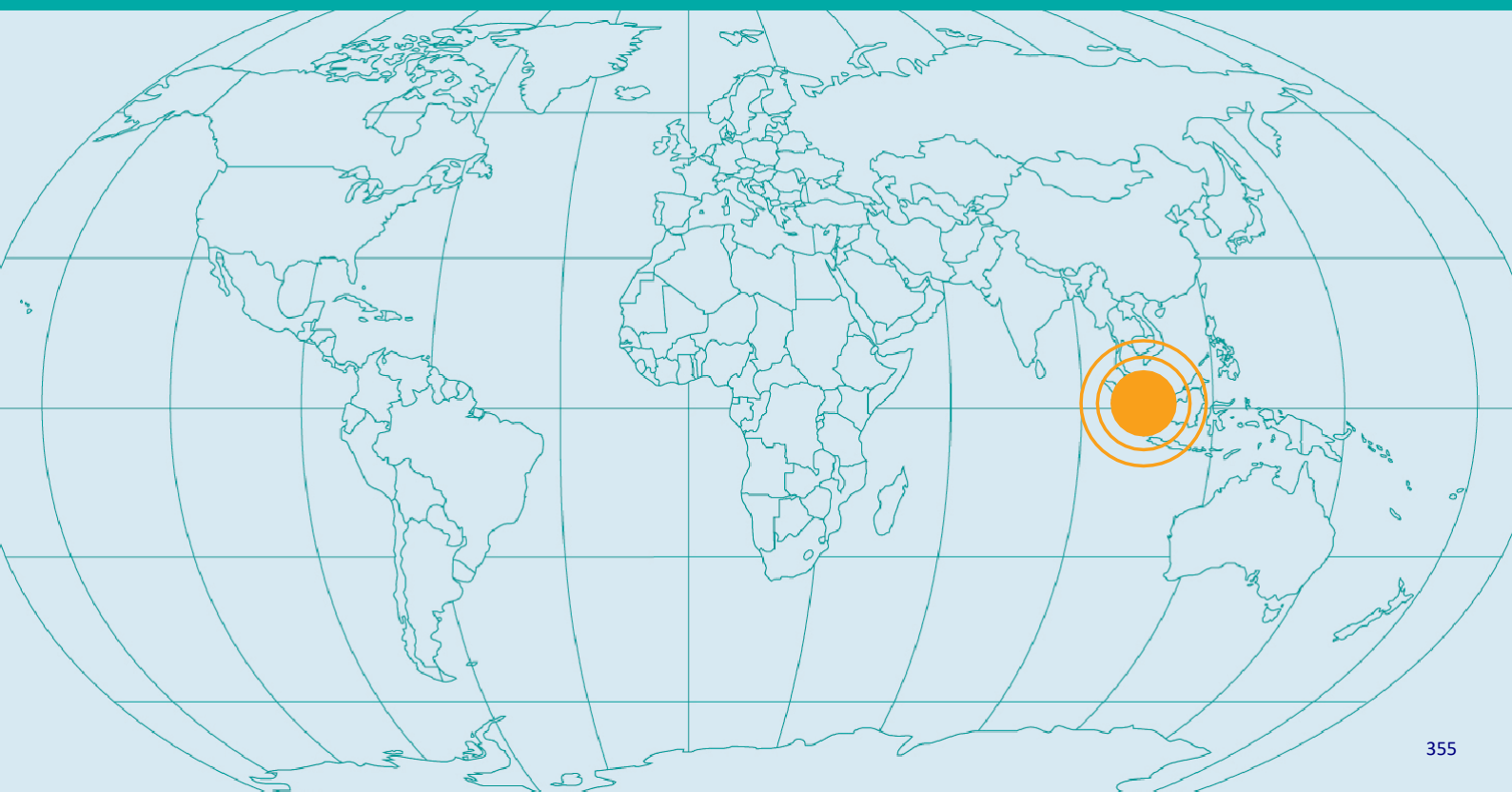
Applications from UK online via the eCOC portal only

Fingerprints required

Cost 55 SGD/60 SGD if posted abroad

Certificate issued in English

Turnaround 10 working days/fast-track may be available



# Singapore

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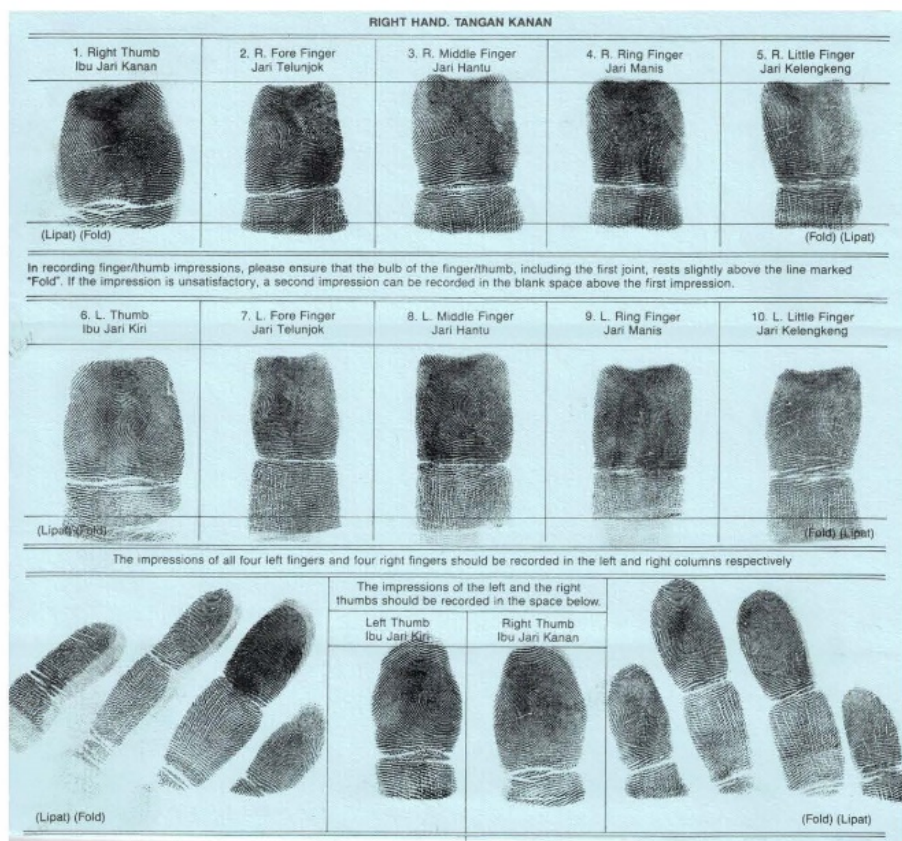
1	<b>Name of certificate</b>	Certificate of Clearance (COC)
2	<b>Department responsible for criminal records</b>	Criminal Investigation Department of the Singapore Police Force
3	<b>Where to apply in country</b>	<p>Criminal Investigation Department Blk D, #02-07/08 Police Cantonment Complex, 391 New Bridge Road, Singapore 088762.</p> <p>Email: <a href="mailto:SPF_CID_COC@spf.gov.sg">SPF_CID_COC@spf.gov.sg</a> Web: <a href="http://www.spf.gov.sg/epc/cert_issued.htm">www.spf.gov.sg/epc/cert_issued.htm</a></p>
4	<b>How to apply in country</b>	<p>Applicants who have met the eligibility criteria may apply for COC using one of the links below. Once your application is accepted, you will receive an email/SMS notification to book an appointment to have your fingerprint impressions taken at Police Cantonment Complex. The COC will be issued to you after verification of your fingerprint impressions.</p> <p>For Singapore residents logging in using SingPass, <b>please click here</b>. Non- Singapore Residents should <b>click here</b> to login via FIN.</p> <p>Applicants should prepare the following documents beforehand, with all such documents translated to the English language, if written in any other languages.</p> <ul style="list-style-type: none"> <li>• SingPass and/or Foreign Identification Number (FIN)</li> <li>• Scanned documentary proof indicating that a COC is required and for what purpose in pdf format of not more than 2MB in size, e.g. letter from embassy, overseas offer letter for employment/education, etc.</li> <li>• Scanned biometric page of applicant’s valid passport in pdf format not more than 2MB in size. Provide front page with photo and particulars only.</li> <li>• Scanned Identification Document (ID), front and back in pdf format not more than 2MB in size, e.g NRIC, Work Permit, etc.</li> <li>• Scanned or digital passport-sized photograph in JPEG format of not more than 60kb in size, preferably with the dimensions of 400 by 514 pixels. This image should have been taken within the last 3 months. The image should have a formal facial expression on a white borderless background, displaying the full face without any obstructing headgear (headgear worn due racial or religious customs are acceptable but must not hide facial features).</li> <li>• Valid Credit/Debit Card (VISA/MASTERCARD) or i-Banking account for online payment.</li> <li>• Original hardcopy fingerprint impressions (Optional) This is</li> </ul>

		<p>only applicable only for applicants residing overseas who are required to mail the hardcopy fingerprints with their eCOC Acknowledgement Slip. Fingerprint impressions refer to fingerprints of right and left thumbs, and the 4 fingers of both the right and left hands, and fingerprints must be taken by a certified/registered fingerprint taker, and not to be self-taken by the applicant.</p>
5	<b>Where to apply in the UK</b>	Online via the eCOC online portal only.
6	<b>How to apply in the UK</b>	<p>Applicants residing overseas can apply and pay for COC via the eCOC webpage. Upon successful submission of the application, the Acknowledgment Slip must then be printed out and mailed to COC office, along with the applicant's hardcopy fingerprint impressions taken by an authorised institution at the country of residence.</p> <p>Below is a walk-through of the process:</p> <ol style="list-style-type: none"> <li>1. Apply for COC at the SPF eServices webpage</li> <li>2. Complete the online forms &amp; make payment via Credit/Debit Card or I-Banking</li> <li>3. Print the Acknowledgement Slip</li> <li>4. Take fingerprint impressions at an authorised institution</li> <li>5. Mail the Acknowledgement Slip and hardcopy fingerprint impression to COC office:</li> </ol> <p>Criminal Records Office, CID (COC), Block D Police Cantonment Complex, #02-07/08, 391 New Bridge Road, Singapore 088762</p> <ol style="list-style-type: none"> <li>6. COC office will mail the COC upon receipt of the Acknowledgement Slip and hardcopy fingerprint impression</li> </ol>
7	<b>Who can apply</b>	<ul style="list-style-type: none"> <li>• Individuals (Singaporean citizens only)</li> <li>• Third parties (with consent)</li> <li>• Non-Singapore Citizens can still apply for the police clearance. Applicants who are Non-Singapore Citizens are no longer required to submit a hardcopy appeal. Such applicants are now required to submit an online appeal via the COC eService webpage at <a href="http://www.police.gov.sg/e-services/apply/certificate-of-clearance/apply-for-certificate-of-clearance">http://www.police.gov.sg/e-services/apply/certificate-of-clearance/apply-for-certificate-of-clearance</a>.</li> </ul>

8	<b>Cost, payment and turnaround</b>	<p><b>Cost</b></p> <p>The processing fee of each COC application is SGD 55.00, if the certificate is to be collected locally, in person or by a proxy; and SGD 60.00 for the certificate to be mailed to an overseas address. No refund is applicable if the applicant fails to provide fingerprint impressions for verification within 6 months from the date of COC application, or if the COC application is rejected for incomplete / fraudulent submission of documents.</p> <p><b>Payment</b></p> <p>Payments can be made by credit/debit cards (VISA/MASTERCARD) as well as internet banking at the end of the online application. Other modes of payment such as cash, cheque and bank draft are not acceptable.</p> <p><b>Turnaround</b></p> <ul style="list-style-type: none"> <li>• The turnaround time is approximately 10 working days.</li> <li>• Fast-track can be requested when submitting an application. All requests are determined on a case-by-case basis.</li> </ul>
9	<b>How results are presented and security features</b>	<p>Individuals in Singapore must collect the certificate in person or authorise a third party to do so. An authorisation letter is required for collection by a third party.</p> <p>Applicants residing overseas will have the COC sent by registered mail through 'SingPost' to the overseas address indicated in the COC eService webpage. Applicants may track the mail via 'SingPost' at <a href="http://www.singpost.com">www.singpost.com</a>. Please note that our office will not be able to track the location of mails out of Singapore.</p>
10	<b>Languages</b>	The certificate is available in English.
11	<b>Criminal convictions listed on certificate</b>	No prescriptive guidance on specific convictions available.
12	<b>Confirming authenticity</b>	No prescriptive guidance on confirming authenticity available.
13	<b>Official bodies providing advice on interpretation of criminal records</b>	None
14	<b>Legislation</b>	Singapore Penal Code (Chapter 224) 30th November 2008
15	<b>Pending changes</b>	None

16	<b>Sources of information</b>	Singapore High Commission London <a href="http://www.mfa.gov.sg/content/mfa/overseasmission/london.html">http://www.mfa.gov.sg/content/mfa/overseasmission/london.html</a> Singapore Police Force <a href="http://www.spf.gov.sg/epc">www.spf.gov.sg/epc</a>
17	<b>Sample documents</b>	Example of correctly completed fingerprint form

## THE PROPER WAY OF TAKING ROLLED and PLAIN FINGERPRINT IMPRESSIONS



FINGERS SHOULD BE ROLLED FULLY FROM ONE SIDE TO THE OTHER AND TO INK THE WHOLE AREA FROM TIP TO BELOW THE FIRST FISSURE. THE FOCAL POINTS OF THE IMPRESSIONS THE DELTAS OR CORES SHOULD APPEAR.





National Protective  
Security Authority

**SECURITY** **WATCHDOG**  
Part of Capita plc

# Slovakia

## How to obtain a criminal record check - detailed guidance

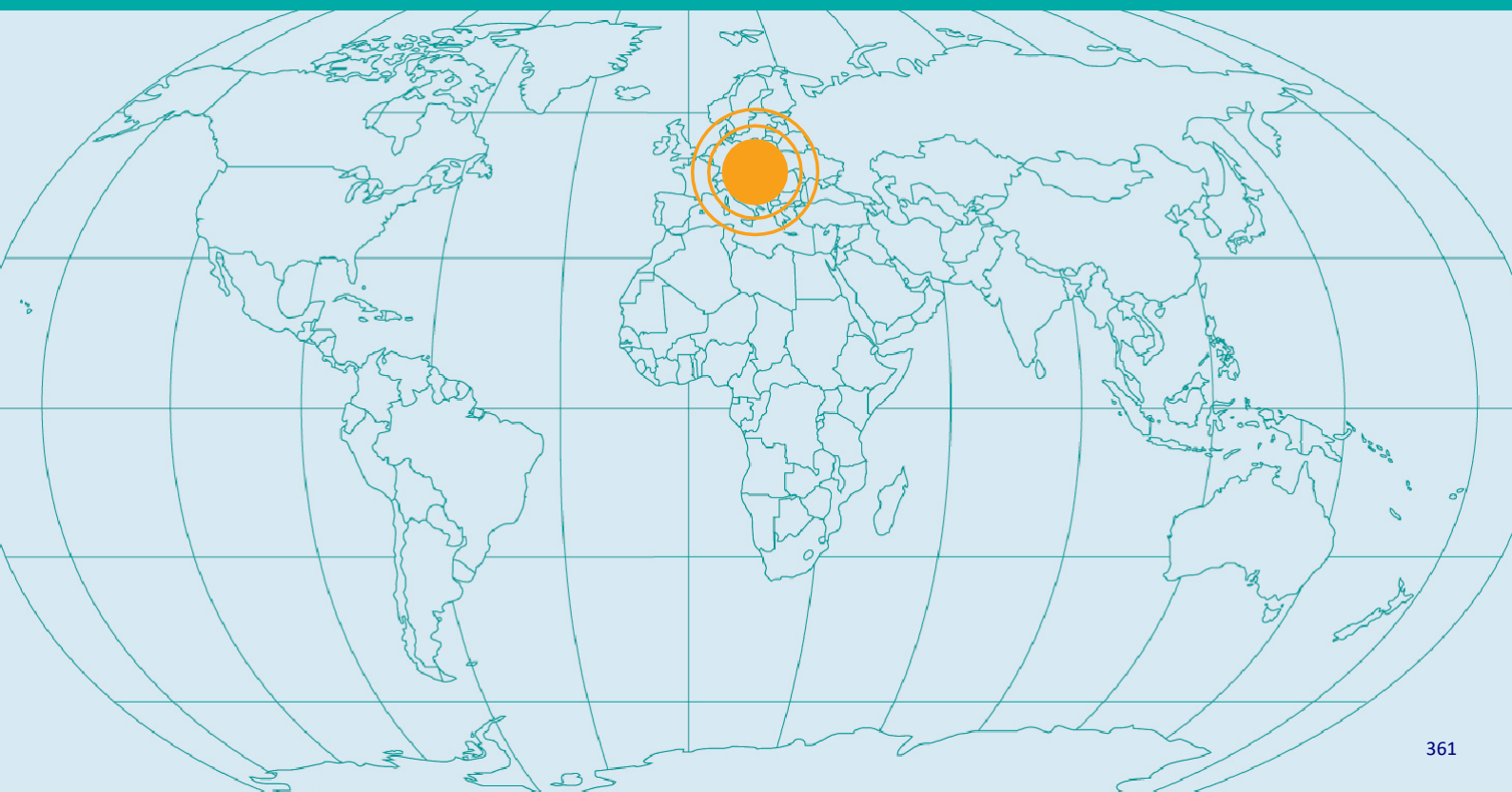
Individual/third party (with written consent) applies by post/in person to any municipality register/prosecutor's office/Headquarters of the Criminal Register

Applications from the UK in person to Embassy

Cost €4/£9 from UK

Certificate issued in Slovak

Turnaround Slovakia same day



# Slovakia

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1	<b>Name of certificate</b>	<p>Extract from the Criminal Record (<i>Výpis z registra trestov</i>)</p> <p>Full Copy of Criminal Record (<i>Odpis registra trestov</i>)</p>
2	<b>Department responsible for criminal records</b>	<p>Criminal Register of General Prosecutor's Office of the Slovak Republic (<i>Register trestov Generálnej prokuratúry Slovenskej republiky</i>)</p>
3	<b>Where to apply in country</b>	<p>Headquarters of the criminal register: Register trestov Generálnej prokuratúry Slovenskej republiky</p> <p>Kvetná 13, 814 23 Bratislava, Slovak Republic</p> <p>tel.: +421(2)55425649, +421(2)208 37129, +421(2)20837133</p> <p>Office Hours: <a href="https://www.genpro.gov.sk/register-trestov/kontakt-a-uradne-hodiny-1ded.html">https://www.genpro.gov.sk/register-trestov/kontakt-a-uradne-hodiny-1ded.html</a></p> <ul style="list-style-type: none"> <li>- Every local municipality</li> <li>- More than 300 post offices in Slovakia:</li> </ul> <p><a href="https://www.posta.sk/sluzby/sluzby-statu-na-poste">https://www.posta.sk/sluzby/sluzby-statu-na-poste</a></p>
4	<b>How to apply in country</b>	<p><b>NOT BY POST</b></p> <p>Application must be submitted personally (or via the authorised person - signature must be verified by a public notary)</p> <ul style="list-style-type: none"> <li>- at the criminal register Headquarters (see address in the section 3)</li> <li>- at the post office (the list of post offices can be found at the link in section 3)</li> <li>- at the local municipality</li> </ul> <p><b>Individual must provide the following:</b></p> <ul style="list-style-type: none"> <li>- valid Slovak ID card or passport and birth certificate;</li> </ul> <p>All documents (incl. authorisation of a third person if applicable) must be submitted in Slovak language. If they are in a different language, they must be officially translated for submission (official translators can be found at the website of the Ministry of Justice of Slovakia</p> <ul style="list-style-type: none"> <li>- <a href="http://jaspi.justice.gov.sk/jaspiw1/htm_reg/jaspiw_mini_regt_vyber_hl1.asp?clear=Y&amp;cball=Y&amp;oddiel=tl">http://jaspi.justice.gov.sk/jaspiw1/htm_reg/jaspiw_mini_regt_vyber_hl1.asp?clear=Y&amp;cball=Y&amp;oddiel=tl</a>).</li> </ul> <p>Only original documents will be accepted.</p>
5	<b>Where to apply in the UK</b>	<p>The Embassy of the Slovak Republic, 25 Kensington Palace Gardens, London, W8 4QY</p> <p>Tel: +44 (0)207 313 6470 Email: <a href="mailto:cons.london@mzv.sk">cons.london@mzv.sk</a> Web: <a href="http://www.mzv.sk/londyn">www.mzv.sk/londyn</a></p>

6	<b>How to apply in the UK</b>	<p>In person, after filling in the electronic application and booking an appointment</p> <p>Online application for an extract from the Criminal Record:  <a href="https://www.mzv.sk/web/londyn/konzularne_informacie/vypis_z_registra_trestov">https://www.mzv.sk/web/londyn/konzularne_informacie/vypis_z_registra_trestov</a>.</p> <p>The relevant fee must be paid. If an Apostille is not required, the extract from the Criminal Record is issued usually in the same day. If an Apostille is required, the document will be verified by the Ministry of Foreign and European Affairs of the Slovak Republic and afterwards sent to the Slovak Embassy in London. This procedure usually takes about 1 month.</p>
7	<b>Who can apply</b>	<p>Individuals and personas authorised by the individual. Please note that a Full Copy of a Criminal Record (Odpis z registra trestov) can be issued only to persons entitled by the law and only for the purpose stipulated by the law.</p>
8	<b>Cost, payment and turnaround</b>	<p><b>Cost</b></p> <ul style="list-style-type: none"> <li>• In Slovakia, the cost is €4</li> <li>• At the Embassy, the cost is £9 (however, this varies monthly due to currency fluctuations)</li> </ul> <p><b>Payment</b></p> <ul style="list-style-type: none"> <li>• Cash</li> <li>• Cash via special machine (at the headquarters, local municipalities and post offices)</li> </ul> <ul style="list-style-type: none"> <li>• <b>Turnaround</b> In the same day usually (if no Apostille is required)</li> <li>• There is no system in place for fast track cases</li> </ul>
9	<b>How results are presented and security features</b>	<p>The results are presented in paper form. If there is no conviction in the register, the result is presented with the stamp “No Criminal Record”. If there are any convictions in the register, these will be listed.</p> <p>The following information is listed on the certificate:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Current surname</li> <li>• Birth/maiden surname</li> <li>• Date of birth</li> <li>• Gender</li> <li>• Address</li> <li>• Place of birth</li> <li>• Municipality of birth in Slovak republic or state of birth</li> <li>• Nationality</li> <li>• Personal ID number</li> <li>• First name and last name of father</li> <li>• First name, last name and maiden name of mother</li> <li>• Signature of applicant</li> </ul> <p>See samples in Section 17 - only the samples when an Extract from the Criminal Register is issued at the Embassy.</p>

10	Languages	The certificate is available in Slovak only. There is no translation service.
11	Criminal convictions listed on certificate	<ul style="list-style-type: none"> <li>• The Extract from Criminal Record shows all current convictions which are existing and valid</li> <li>• The Full Copy of Criminal Record shows all convictions, even if they have been expunged, for 100 years from the birth of the individual</li> </ul>
12	Confirming authenticity	If the document is to be used in the UK, it must be legalised using an Apostille from the Ministry of Foreign and European Affairs of the Slovak Republic. For more information see: <b><a href="http://www.foreign.gov.sk/en/consular_info/authentication_of_documents">www.foreign.gov.sk/en/consular_info/authentication_of_documents</a></b>  The Apostille can be managed by the Embassy, an applicant must ask for it at the time of an application submission.
13	Official bodies providing advice on interpretation of criminal records	None
14	Legislation	<ul style="list-style-type: none"> <li>• Act 330/2007 Coll. Criminal Register</li> <li>• Act 300/2005 Coll. Criminal Code</li> <li>• Act 301/2005 Coll. Criminal Procedure</li> <li>• Act 215/2004 Coll. Protection of Classified Information</li> <li>• Act 122/2013 Coll. Data Privacy</li> <li>• Act 305/2013 Coll. On E-Government</li> </ul>
15	Pending changes	None
16	Sources of information	Post offices: <b><a href="https://www.posta.sk/sluzby/sluzby-statu-na-poste">https://www.posta.sk/sluzby/sluzby-statu-na-poste</a></b> Criminal Register: <b><a href="https://www.genpro.gov.sk/register-trestov-12ad.html">https://www.genpro.gov.sk/register-trestov-12ad.html</a></b> Embassy of Slovakia in London: <b><a href="https://www.mzv.sk/web/londyn/konzularne_informacie/vypis_z_registra_trestov">https://www.mzv.sk/web/londyn/konzularne_informacie/vypis_z_registra_trestov</a></b>
17	Sample documents	Sample Criminal Record Certificate



### Register trestov Generálnej prokuratúry Slovenskej republiky

Kvetná 13, 814 23 Bratislava

Číslo žiadosti

Kód RT

Počet strán

Dátum a čas

RT\_201646297072

AS004LL8FE08

1

01.07.2016 07:21

### Výpis z registra trestov

(údaje podľa § 10 ods. 1 až 11 a § 11 zákona č. 330/2007 Z. z. z 20. júna 2007 o registri trestov)

#### Žiadateľ (osobné údaje):

Meno: Mária  
Priezvisko: Nová  
Rodné priezvisko: Stará  
Dátum narodenia: 8.9.1957  
Rodné číslo: 575908/6336  
Pohlavie: Žena

Miesto narodenia: Trenčín  
Štát narodenia: Slovensko  
Štátne občianstvo: Slovensko  
Číslo OP/pasu:

#### Záznam registra trestov:

Vykázaný počet záznamov: 0

### Nemá záznam v Registri trestov GP SR

Strana 1 z 1



pečiatka a podpis zodpovedného pracovníka



MINISTERSTVO ZAHRANIČNÝCH VECÍ  
A EURÓPSKÝCH ZÁLEŽITOSTÍ  
SLOVENSKEJ REPUBLIKY

**Osvedčovacia doložka k výstupu podľa § 9 zákona č. 275/2006 Z. z. v znení  
neskorších predpisov (Výpis z registra trestov č. AS004LL8FE08)**

**Údaje osvedčovacej doložky**

Číslo žiadosti o výpis z registra trestov RT\_201646297072  
Počet listov/neprázdnych strán: 1/1  
Doložka osvedčuje Elektronický odpis z informačného  
systému registra trestov  
Spisová značka: 10280/2016-CZVV

Na základe žiadosti Mária Nová, r.č.: 57590 /6336 bol podľa § 7 zákona 275/2006 Z. z. v znení  
neskorších predpisov Generálnou prokuratúrou Slovenskej republiky vydaný elektronický odpis  
z informačného systému registra trestov, podpísaný zaručeným elektronickým podpisom/zaručenou  
elektronickou pečaťou, ktorý bol prevedený do listinnej podoby a opatrený touto osvedčovacou doložkou  
osvedčujúcou osobou na pracovisku Veľvyslanectvo Slovenskej republiky v Prahe. Údaje vo výstupe sa  
doslovné zhodujú s údajmi uvedenými v elektronickom odpise. Vydaný výstup je zapísaný v evidencii  
osvedčujúcej osoby pod poradovým číslom: RT\_2016070182091114

Dátum vyhotovenia: 01.07.2016

Čas vyhotovenia el. odpisu: 07:55

Miesto vyhotovenia: Veľvyslanectvo Slovenskej republiky v Prahe

Meno osvedčujúcej osoby: Emilia Šrámková

.....  
Podpis osvedčujúcej osoby  
a odtlačok pečiatky





National Protective  
Security Authority

**SECURITY** **WATCHDOG**  
Part of Capita plc

# Slovenia

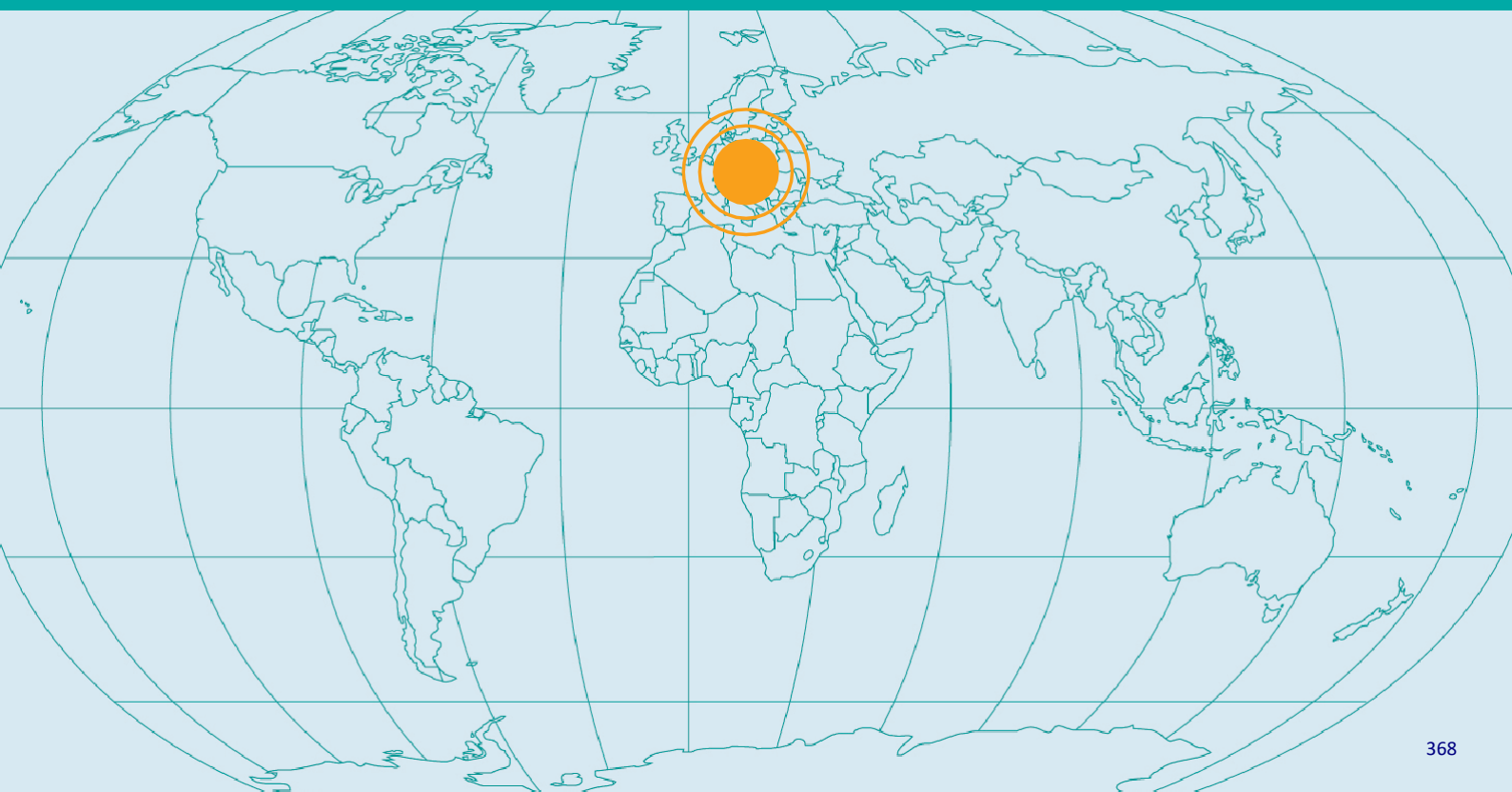
## How to obtain a criminal record check - detailed guidance

Individual applies by post/fax/email to the Ministrstvo za pravosodje  
(Ministry of Justice)

No cost

Certificate issued in Slovenian

Turnaround up to 2 weeks





# Slovenia

-  1 Name of certificate
-  2 Department responsible for criminal records
-  3 Where to apply in country
-  4 How to apply in country
-  5 Where to apply in the UK
-  6 How to apply in the UK
-  7 Who can apply
-  8 Cost, payment and turnaround
-  9 How results are presented and security features
-  10 Languages
-  11 Criminal convictions listed on certificate
-  12 Confirming authenticity
-  13 Official bodies providing advice on interpretation of criminal records
-  14 Legislation
-  15 Pending changes
-  16 Sources of information
-  17 Sample documents

## *Disclaimer*

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1	<b>Name of certificate</b>	Criminal Record Certificate ( <i>Potrdilo o nekaznovanosti</i> )
2	<b>Department responsible for criminal records</b>	Ministry of Justice ( <i>Ministrstvo za pravosodje</i> )
3	<b>Where to apply in country</b>	Ministrstvo za pravosodje (Ministry of Justice), Župančičeva 3, 1000 Ljubljana, Slovenia.  Tel: +386 (0)1 369 5342 Email: ke.mp@gov.si (general information) Web: <b>www.mp.gov.si</b>
4	<b>How to apply in country</b>	The application can be sent via post or secured email(evidence.mp@vep.si)  When sending the form to secure email it must be electronically signed by using SIGEN-CA (see <b>www.sigen-ca.si/</b> for details).  The application form can be found at:  <b><a href="http://www.mp.gov.si/fileadmin/mp.gov.si/pageuploads/mp.gov.si/PDF/obrazci/180127_zahtevek_cke_fizicne.pdf">http://www.mp.gov.si/fileadmin/mp.gov.si/pageuploads/mp.gov.si/PDF/obrazci/180127_zahtevek_cke_fizicne.pdf</a></b>  When filing in the application form it is important to encircle the record from which you wish to obtain the information (Criminal Record, The Special Record of Educational Measures or Special Record for criminal offenders, convicted for criminal acts referred to in Articles 170. to 173.a, paragraph two of Article 174, paragraph two of Article 175 for criminal offences committed against juveniles, and criminal offences referred to in Article 176 of the Slovenian Criminal Code).
5	<b>Where to apply in the UK</b>	Applications must be sent to the address, detailed in Section 3 or email address, detailed in Section 4.
6	<b>How to apply in the UK</b>	The Embassy/Consulate does not issue certificates; applications must be sent to the Ministry of Justice as outlined in Section 4 by post or secured email.
7	<b>Who can apply</b>	Only individuals can apply for a Criminal Record Certificate, unless it is needed by certain government institutions. The application process is the same for applicants under the age of 18.
8	<b>Cost, payment and turnaround</b>	The Criminal Record certificate is free of charge.  The turnaround time is a maximum of 15 days.  No fast-track available.

<p><b>9</b></p>	<p><b>How results are presented and security features</b></p>	<p>The certificate is issued on a prescribed form that has an official stamp of the Ministry of Justice.</p> <p>Results are sent to the individual to the address stated on the application form.</p> <p><b>The information contained in a Criminal Record Certificate is:</b></p> <ul style="list-style-type: none"> <li>• Name and surname of applicant</li> <li>• Previous surname (where relevant)</li> <li>• Unique personal identification number (if applicable)</li> <li>• Reason for request</li> <li>• Date</li> </ul> <p><b>and additionally, if an individual is registered in the Criminal Record</b></p> <ul style="list-style-type: none"> <li>• Date of birth</li> <li>• Place of birth</li> <li>• Municipality of birth</li> <li>• Country of birth</li> <li>• Address details</li> <li>• Convictions (containing information about the court that issued the conviction, information about the criminal offence and information about criminal sanctions imposed)</li> </ul> <p>No sample certificate is available.</p>
<p><b>10</b></p>	<p><b>Languages</b></p>	<p>The Criminal Record Certificate is available in Slovenian.</p> <p>There is no official translation service offered.</p>
<p><b>11</b></p>	<p><b>Criminal convictions listed on certificate</b></p>	<p>All categories of criminal conviction are listed on a Criminal Record Certificate.</p> <p>Convictions are removed from the criminal record after the following timeframes, unless the offender commits a further criminal offence:</p> <ul style="list-style-type: none"> <li>• 1 year from the expiry of the term of suspension if the sentence was suspended</li> <li>• 3 years for a fine, accessory sentence, or a prison sentence not exceeding one year</li> <li>• 5 years for a prison sentence above 1 year to 3 years</li> <li>• 8 years for a prison sentence above 3 years to 5 years</li> <li>• 10 years for a prison sentence above 5 years to 10 years</li> <li>• 15 years for a prison sentence above 10 to 15 years</li> <li>• a prison sentence of over 15 years shall not be removed from the criminal record</li> <li>• • the conviction may not be removed from the criminal record as long as safety measures apply to the offender</li> </ul>

12	<b>Confirming authenticity</b>	Slovenia has joined The Hague Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents. This enables criminal record checks to be authenticated by means of an Apostille. For further information on how to obtain an Apostille from this country, please see: <b><a href="http://www.hcch.net/index_en.php?act=authorities.details&amp;aid=344">www.hcch.net/index_en.php?act=authorities.details&amp;aid=344</a></b>
13	<b>Official bodies providing advice on interpretation of criminal records</b>	Ministry of Justice of the Republic of Slovenia. e-mail address: <b><a href="mailto:gp.mp@gov.si">gp.mp@gov.si</a></b> <b><a href="mailto:ke.mp@gov.si">ke.mp@gov.si</a></b>
14	<b>Legislation</b>	The Criminal Code 2009 can be found at: <b><a href="http://www.policija.si/eng/images/stories/Legislation/pdf/CriminalCode2009.pdf">www.policija.si/eng/images/stories/Legislation/pdf/CriminalCode2009.pdf</a></b>  The criminal record information is restricted by the law on Personal Data Protection which can be found at: <b><a href="http://ec.europa.eu/justice/policies/privacy/docs/implementation/personal_data_protection_act_rs_2004.pdf">http://ec.europa.eu/justice/policies/privacy/docs/implementation/personal_data_protection_act_rs_2004.pdf</a></b>
15	<b>Pending changes</b>	None
16	<b>Sources of information</b>	Slovenian Consul in London  NPSA Guidance Document 2014 Hague Conference on Private International Law website: <b><a href="http://www.hcch.net/index_en.php?act=authorities.details&amp;aid=344">www.hcch.net/index_en.php?act=authorities.details&amp;aid=344</a></b>
17	<b>Sample documents</b>	Sample application form

**REPUBLIKA SLOVENIJA**  
**MINISTRSTVO ZA PRAVOSODJE**  
**Župančičeva ulica 3, 1000 Ljubljana**

**ZADEVA: ZAHTEVA ZA PRIDOBITEV PODATKOV IZ KAZENSKIH EVIDENC – ZA FIZIČNE OSEBE**

Na podlagi 11. člena Pravilnika o kazenskih evidencah vlagam zahtevo za posredovanje podatkov iz (ustrezno obkrožiti):

- kazenske evidence,
- evidence izrečenih vzgojnih ukrepov,
- evidence izbrisanih obsodb za kazniva dejanja zoper spolno nedotakljivost za:

IME IN PRIIMEK: \_\_\_\_\_

EMŠO: \_\_\_\_\_

DRŽAVLJANSTVO: \_\_\_\_\_

NAMEN IN PRAVNA PODLAGA ZA PRIDOBITEV PODATKOV (ni treba izpolniti, če se zahteva nanaša na vpogled v lastne osebne podatke):<sup>1</sup>

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ŽELIM, DA MI POTRDILO POŠLJETE NA VARNI ELEKTRONSKI NASLOV:  
DA NE

Naslov varnega elektronskega predala (s tiskanimi črkami):<sup>2</sup>

\_\_\_\_\_

Datum:

\_\_\_\_\_  
Navedba vlagatelja (s tiskanimi črkami)

\_\_\_\_\_  
Podpis vlagatelja

<sup>1</sup> Obrazložitev zahteve in navedba zakonske določbe iz katere izhaja podlaga za posredovanje podatkov (npr. 88. člen Zakona o javnih uslužbencih (Uradni list RS, št. 63/07 – uradno prečiščeno besedilo, 65/08, 69/08 – ZTFI-A, 69/08 – ZZavar-E in 40/12 – ZUJF), 35.a člen Zakona o tajnih podatkih (Uradni list RS, št. 50/06 – uradno prečiščeno besedilo, 9/10 in 60/11), 16. člen Zakona o zasebnem varovanju (Uradni list RS, št. 17/11)).

<sup>2</sup> Varen elektronski predal je elektronski naslov uporabnika v informacijskem sistemu za varno elektronsko vročanje, ki ga upravlja izvajalec storitev varnega elektronskega vročanja (kot npr. VEP, POŠTA@CA).



National Protective  
Security Authority

**SECURITY** **WATCHDOG**  
Part of Capita plc

# South Africa

## How to obtain a criminal record check - detailed guidance

Individual/third party (with written consent) applies by post/in person to Head of the South African Criminal Record and Crime Scene Management/regional police station

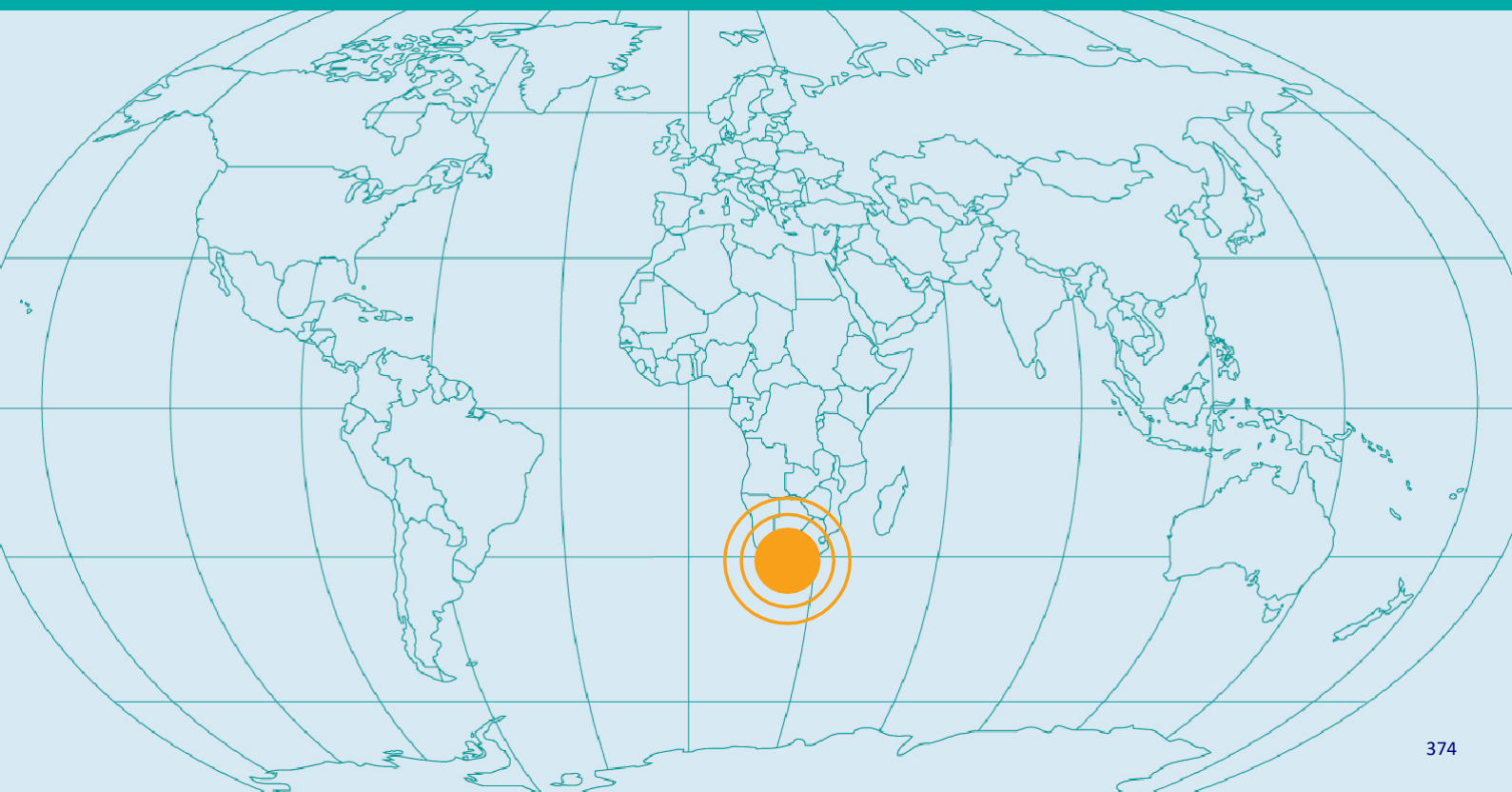
Applications from the UK in person to High Commission

Fingerprints required

Cost R114 plus fingerprints cost

Certificate issued in English

Turnaround 14 days (longer if previous convictions identified)



# South Africa

- 1 Name of certificate
- 2 Department responsible for criminal records
- 3 Where to apply in country
- 4 How to apply in country
- 5 Where to apply in the UK
- 6 How to apply in the UK
- 7 Who can apply
- 8 Cost, payment and turnaround
- 9 How results are presented and security features
- 10 Languages
- 11 Criminal convictions listed on certificate
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- 14 Legislation
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- 17 Sample documents

## *Disclaimer*

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1	<b>Name of certificate</b>	Police Clearance Certificate (PCC)
2	<b>Department responsible for criminal records</b>	South African Police Service (SAPS)
3	<b>Where to apply in country</b>	<p>The Head of the South African Criminal Record and Crime Scene Management,  (For attention: Police Clearance Certificates),  Bothongo Plaza West,  CRC Client Service Centre, 1st  Floor, Room 14,  271 Frances Baard Street,  Pretoria,  South Africa.</p> <p>Tel: +27 (0)12 393 3928  Fax: +27 (0)12 393 3909  Email: <a href="mailto:crc-nameclear@saps.org.za">crc-nameclear@saps.org.za</a>/<a href="mailto:crc.clientserv.sec@saps.org.za">crc.clientserv.sec@saps.org.za</a>/  Web: <a href="https://www.saps.gov.za/index.php">https://www.saps.gov.za/index.php</a></p> <p><b>In person</b></p> <p>A list of regional police stations can be found at  <a href="https://www.saps.gov.za/index.php">https://www.saps.gov.za/index.php</a></p> <p><b>By post</b></p> <p>The Head of the South African Criminal Record and Crime Scene Management,  (For attention: Police Clearance Certificates), Private  Bag X308,  0001 Pretoria,  South Africa</p>



4	<b>How to apply in country</b>	<p><b>In person</b></p> <p>The individual can apply at any of the police stations or the main address listed in Section 3. The individual needs to provide a full set of fingerprints (can be taken at a local police station). The individual's full name, surname, date of birth, place of birth and identity number (if available) must also be recorded on the fingerprint form. Original ID must be provided if the certificate is requested in person.</p> <p>There is no specific application form but the following information must be provided:</p> <ul style="list-style-type: none"> <li>• Surname</li> <li>• Maiden name (proof should be provided if you would like your maiden name to appear on the certificate)</li> <li>• Forenames</li> <li>• Date of birth</li> <li>• Place of birth</li> <li>• South African ID number (if applicable)</li> <li>• Date</li> <li>• Signature</li> <li>• Mailing address in the country of application</li> <li>• Zip/postal code</li> <li>• Telephone/mobile number (if the mobile number is South African, update texts will be sent)</li> <li>• Specify how the results should be issued, i.e. courier, self-addressed envelope, or counter collection etc. If it is to be sent by post, include a fee to cover this or a stamped self-addressed envelope</li> </ul> <p><b>By post</b></p> <p>The individual must submit the same information as listed in the "In person" section above and send it to the "By post" address in Section 3. A copy of the individual's ID and proof of payment must be included.</p> <p>The individual can track the application on the SAPS website using the link in Section 3 and by clicking on "behaviour certificate".</p>
5	<b>Where to apply in the UK</b>	<p>South African High Commission, South Africa House, Trafalgar Square, London, WC2N 5DP</p> <p>Tel: +44 (0) 20 7451 7299 Fax: +44 (0) 20 7839 5670 Web: <a href="http://southafricahouseuk.com/index.html">http://southafricahouseuk.com/index.html</a></p>
6	<b>How to apply in the UK</b>	<p>Individuals can apply at the South African High Commission, providing the same details as listed in Section 4.</p> <p>Fingerprints need to be taken at a local police station. In the UK, local police authorities charge £71.50. Fingerprints should be taken on official fingerprint forms. The fingerprint form must be signed by the person who took the fingerprints.</p> <p>Alternatively, applications can be made by post using the process in Section 4.</p>

7	<b>Who can apply</b>	<ul style="list-style-type: none"> <li>• Individuals over the age of 14 years</li> <li>• Third parties (with consent)</li> </ul>
8	<b>Cost, payment and turnaround</b>	<p><b>Cost</b></p> <p>R114 by bank guaranteed cheque, bankers draft or electronic payment into the South Africa Police Service account:</p> <ul style="list-style-type: none"> <li>• ABSA cheque account number 4054522787</li> <li>• Branch code 632005</li> <li>• Swift code ABSA ZAJJ</li> <li>• Payable to the National Commissioner of the South African Police Service</li> </ul> <p>In the case of an electronic payment, the letters “PCC” must be added together with the initials and surname of the applicant.</p> <p><b>Turnaround</b></p> <ul style="list-style-type: none"> <li>• 14 working days from receipt of the application at the Criminal Record Centre. Where previous convictions are identified, the processing time is longer</li> <li>• There is no fast-track service available</li> </ul>
9	<b>How results are presented and security features</b>	<p>If no previous convictions are identified, an A4 certificate stating that the individual has no convictions recorded is issued. The certificate will be signed and have a SAPS date stamp.</p> <p>If previous convictions are identified, the certificate will consist of at least 2 A4 pages. The first page will state that the conviction(s) appearing on the annexed pages were committed in the Republic of South Africa. The additional pages will show details of the convictions and sentences. Each page of the certificate will be signed and stamped with a SAPS date stamp.</p> <p>The following information will appear on a South African Police Clearance Certificate:</p> <ul style="list-style-type: none"> <li>• Enquiry number</li> <li>• Transaction number (for office use)</li> <li>• Country of birth</li> <li>• Title</li> <li>• Surname/s</li> <li>• Maiden name/s (if proof is provided)</li> <li>• Name/s</li> <li>• Signature by authorised commissioned officer (in blue)</li> <li>• SAPS date stamp of issue</li> </ul> <p><b>Security features</b></p> <ul style="list-style-type: none"> <li>• The Police Clearance Certificates (SAPS 365) is issued on unique paper with water markings on it</li> <li>• All individuals applying for a Police Clearance Certificate receive a unique reference number relevant only to their Police Clearance Certificate</li> <li>• Only a limited amount of authorised commissioned officers may sign Police Clearance Certificates on behalf of the National Commissioner of the South African Police Service</li> </ul>
10	<b>Languages</b>	Certificates are only available in English.

11	<b>Criminal convictions listed on certificate</b>	<p>Any criminal offence or “admission of guilt payment” made for an offence in the Republic of South Africa will appear on the certificate.</p> <p>Convictions are not automatically removed. A person can, under certain circumstances, after a period of 10 years after the last conviction, apply at the Department of Justice for convictions to be expunged. If the application is successful then this conviction will be removed from the record. All other convictions remain on an individual’s record until death.</p>
12	<b>Confirming authenticity</b>	<p>The correct department to notarise and confirm a PCC is:</p> <p>The Department of International Relations and Cooperation (DIRCO),  Consular Services (Legislation Section),  OR Tambo Building,  460 Soutpansberg Road,  Rietondale,  Pretoria,  South Africa.</p> <p>Tel: +27 (0)12 351 1726 or +27 (0)12 351-1232 ext. 1231/1268/1269/1490/0595  Email: <a href="mailto:legalisation@dirco.gov.za">legalisation@dirco.gov.za</a>  Web: <a href="http://www.dirco.gov.za">www.dirco.gov.za</a> – under Consular Information – Legalisation of Documents</p> <p>Police Clearance Certificates for use abroad should be submitted to DIRCO – Legalisation Section. Processing time is 30–45 minutes and the service is free of charge. It is imperative to know in which country your Police Clearance Certificate will be used.</p>
13	<b>Official bodies providing advice on interpretation of criminal records</b>	None
14	<b>Legislation</b>	Access to Information Act 2000 (Act No 2 of 2000)
15	<b>Pending changes</b>	None
16	<b>Sources of information</b>	South African Police Service (SAPS)
17	<b>Sample documents</b>	None



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# South Korea (Republic of Korea)

## How to obtain a criminal record check - detailed guidance

Individual applies in person to local police station

Applications from UK in person at Embassy

No cost

Certificate issued in Korean

Turnaround 1 week in country/UK 3 months



# South Korea (Republic of Korea)

-  1 Name of certificate
-  2 Department responsible for criminal records
-  3 Where to apply in country
-  4 How to apply in country
-  5 Where to apply in the UK
-  6 How to apply in the UK
-  7 Who can apply
-  8 Cost, payment and turnaround
-  9 How results are presented and security features
-  10 Languages
-  11 Criminal convictions listed on certificate
-  12 Confirming authenticity
-  13 Official bodies providing advice on interpretation of criminal records
-  14 Legislation
-  15 Pending changes
-  16 Sources of information
-  17 Sample documents

## *Disclaimer*

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1	<b>Name of certificate</b>	National Police Clearance Certificate
2	<b>Department responsible for criminal records</b>	Korean National Police Agency, Sinwonban, Foreign Affairs and Planning Division, 97 Tongil-ro, Seodaemun-gu, Seoul 120-704, Korea.  Tel: +82 (0) 2 3150 2676
3	<b>Where to apply in country</b>	Local Korean Police Stations. A list can be found at: <ul style="list-style-type: none"> <li>• <a href="http://www.police.go.kr/eng/main.do">www.police.go.kr/eng/main.do</a></li> <li>• By calling +82 (0) 2 3150 1960 Extn 1.</li> </ul>
4	<b>How to apply in country</b>	Individuals must visit the local police station in Korea (contact details can be found in Section 3).  Complete an application form (a sample form can be found in Section 17).  Required documents: <ul style="list-style-type: none"> <li>• Photograph of the individual (3 x 4cm) taken in the last 6 months</li> <li>• Passport and 1 photocopy of the passport (non-Korean nationals must bring the passport they used when they lived in Korea)</li> <li>• A list of all addresses lived at in Korea.</li> </ul>
5	<b>Where to apply in the UK</b>	Embassy of the Republic of Korea, 60 Buckingham Gate, London, SW1 6AJ  Tel: +44 (0) 207 227 5505  Fax: +44 020 7227 5504  E-mail: <a href="mailto:koreaneminuk@mofat.go.kr">koreaneminuk@mofat.go.kr</a>
6	<b>How to apply in the UK</b>	The individual must visit the Korean Embassy (see contact details in Section 5) and complete an application form (see sample form in Section 17). The application form will be verified by a stamp/seal by Korean Embassy staff.  Required documents: <ul style="list-style-type: none"> <li>• Photograph of the individual (3 x 4cm) taken in the last 6 months</li> <li>• Passport and 1 photocopy of the passport (non-Korean nationals must bring the passport they used when living in Korea)</li> <li>• A list of all addresses lived at in Korea</li> </ul>
7	<b>Who can apply</b>	Individuals only

8	<b>Cost, payment and turnaround</b>	<p>There is no charge to obtain a certificate.</p> <p>Turnaround times are:</p> <ul style="list-style-type: none"> <li>• In country – 1 week</li> <li>• From UK – approximately 3 months</li> </ul>
9	<b>How results are presented and security features</b>	<p>Certificates are returned:</p> <ul style="list-style-type: none"> <li>• In person – the individual must check with the Korean National Police Agency/Embassy that the certificate is ready for collection</li> <li>• By post – a stamped addressed envelope must be supplied with the application and the certificate will be returned to the individual's address</li> </ul> <p>The certificate is presented as a hard-copy document.</p>
10	<b>Languages</b>	The certificate is only issued in Korean.
11	<b>Criminal convictions listed on certificate</b>	No prescriptive guidance on specific convictions available.
12	<b>Confirming authenticity</b>	This country has joined <i>The Hague Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents</i> . This enables criminal record checks to be authenticated by means of an Apostille. For further information on how to obtain an Apostille from this country, please see: <a href="http://www.hcch.net/index_en.php?act=authorities.details&amp;aid=706">www.hcch.net/index_en.php?act=authorities.details&amp;aid=706</a>
13	<b>Official bodies providing advice on interpretation of criminal records</b>	None
14	<b>Legislation</b>	Personal Information Protection Act 2011
15	<b>Pending changes</b>	None
16	<b>Sources of information</b>	<p>Embassy of the Republic of Korea</p> <p>Korean National Police Agency: <a href="http://www.police.go.kr/eng/main.do">www.police.go.kr/eng/main.do</a></p> <p>Hague Conference on Private International Law: <a href="http://www.hcch.net">www.hcch.net</a></p>
17	<b>Sample documents</b>	Sample application form

[별지 제1호 서식]

**범죄경력증명신청서 APPLICATION FOR CRIMINAL RECORDS CERTIFICATE**

성명 FULL NAME		한자성명 CHINESE CHARACTERS		사진 PHOTO																				
다른 성명 ALIAS		출생지 PLACE OF BIRTH CITY :																						
주민등록번호 NATIONAL ID NO		COUNTRY :																						
외국인 등록번호 FOREIGN REGISTRATION NO		생년월일 DATE OF BIRTH (Month/ Day/ Year )																						
성별 GENDER [ ] M / [ ] F	국적 NATIONALITY	직업 OCCUPATION	연락처 MOBILE PHONE NO. * - - - -																					
재류국 주소 ADDRESS IN CURRENT COUNTRY.																								
한국 내 현주소(최종 주소지) PRESENT ADDRESS IN KOREA(LAST ADDRESS IN KOREA)																								
등록기준지 PERMANENT ADDRESS																								
배우자의 성명 NAME OF SPOUSE		아버지의 성명 NAME OF FATHER																						
		어머니의 성명 NAME OF MOTHER																						
요청 기관 및 사용목적 REQUESTING AGENCY AND PURPOSE OF THIS FORM																								
<table border="1"> <thead> <tr> <th>가족사항 NAME OF FAMILY MEMBERS</th> <th>관계 RELATION</th> <th>생년월일 DATE OF BIRTH</th> <th>직업 OCCUPATION</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>					가족사항 NAME OF FAMILY MEMBERS	관계 RELATION	생년월일 DATE OF BIRTH	직업 OCCUPATION																
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범죄경력증명서 작성을 위한 개인정보제공에 동의합니다. I AGREE TO PROVIDE MY PERSONAL INFORMATION TO PRODUCE CRIMINAL BACKGROUND CERTIFICATE.																								
(DATE) . . .		(APPLICANT SIGNATURE)																						
<b>공용란 FOR OFFICIAL USE ONLY</b>																								
대한민국 외교공관 직인(확인자 소속·직위·서명 기재)		경찰청 담당자 확인란(접수번호: )																						

**INSTRUCTION :**

- Please fill out this form by typing or handwriting with black or blue ink.
- Attach a photo(3 x 4cm) taken within the last 6 months.
- If you obtain a new passport after you departed from Korea, you should present the old passport you had in Korea.





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# Spain

## How to obtain a criminal record check - detailed guidance

Individual/third party (with written consent) applies in person/by post/online to Ministry of Justice

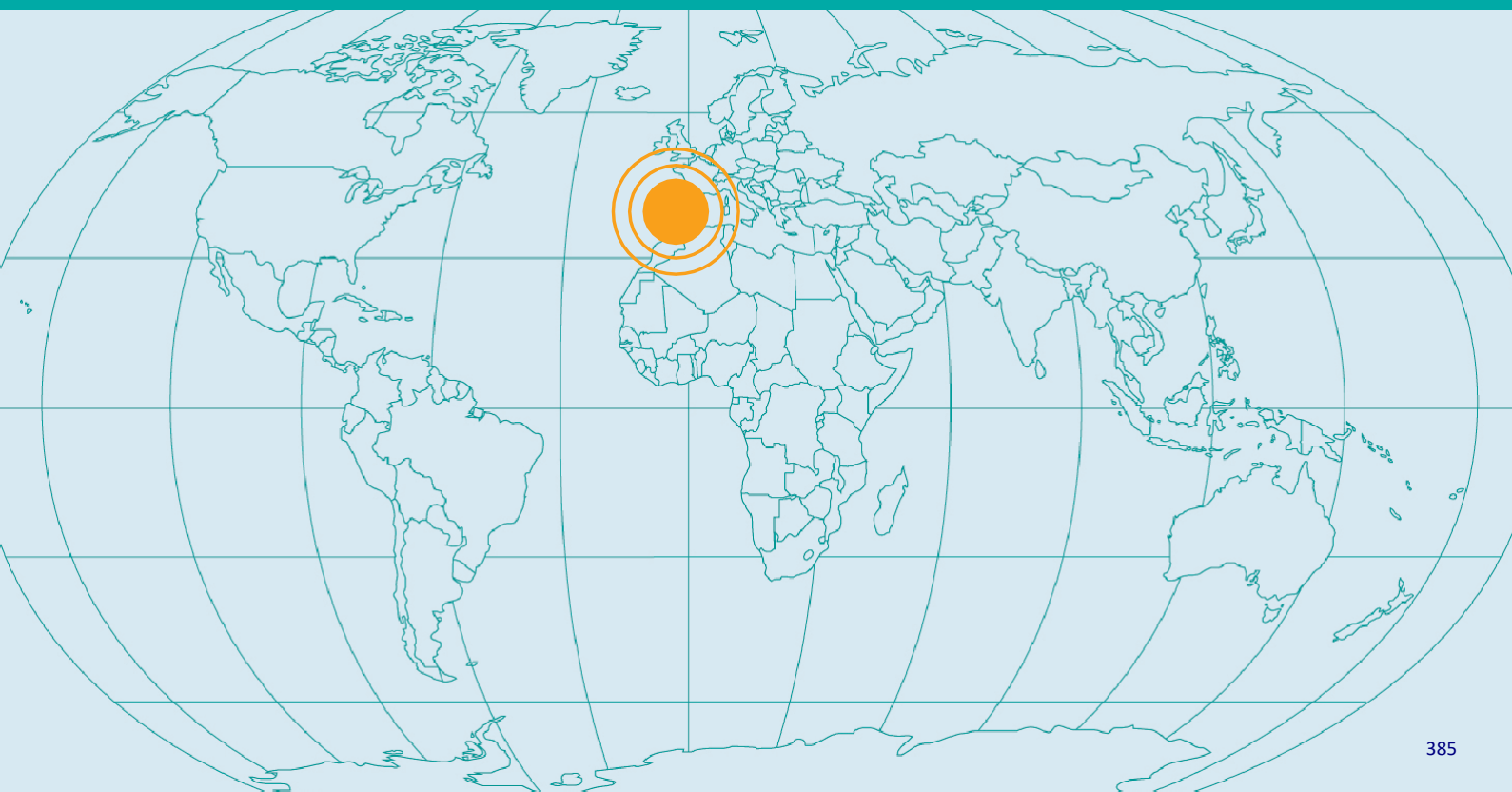
Applications from UK by post to Ministry of Justice (documents require prior certification at Consulate for a fee)

Cost €3.62

Certificate issued in Spanish

Turnaround instant

10 working days plus postage



# Spain

- 1 Name of certificate
- 2 Department responsible for criminal records
- 3 Where to apply in country
- 4 How to apply in country
- 5 Where to apply in the UK
- 6 How to apply in the UK
- 7 Who can apply
- 8 Cost, payment and turnaround
- 9 How results are presented and security features
- 10 Languages
- 11 Criminal convictions listed on certificate
- 12 Confirming authenticity
- 13 Official bodies providing advice on interpretation of criminal records
- 14 Legislation
- 15 Pending changes
- 16 Sources of information
- 17 Sample documents

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1	<b>Name of certificate</b>	Certificate of Convictions ( <i>Certificado de Antecedentes Penales</i> )
2	<b>Department responsible for criminal records</b>	Central Office of Citizens Advice, Ministry of Justice
3	<b>Where to apply in country</b>	<p>Central Office of Citizens Advice, Ministry of Justice, Calle Bolsa, 8. 28012, Madrid, Spain.</p> <p>Tel: +34 (0) 918372295 Web: <a href="http://www.mjusticia.gob.es">www.mjusticia.gob.es</a></p> <p>List of regional offices of the Ministry of Justice: <a href="http://www.mjusticia.gob.es/cs/Satellite/en/1288779908060/MuestraInformacion.html">www.mjusticia.gob.es/cs/Satellite/en/1288779908060/MuestraInformacion.html</a></p>
4	<b>How to apply in country</b>	<p>The application form (Form 790) can be found at <a href="https://sede.mjusticia.gob.es/ServidorFormularios/formularios?idFormulario=790&amp;lang=en_gb">https://sede.mjusticia.gob.es/ServidorFormularios/formularios?idFormulario=790&amp;lang=en_gb</a> or obtained from one of the offices listed in Section 3. A sample can be seen in Section 17.</p> <p><b>In person</b></p> <p>The individual must provide:</p> <ul style="list-style-type: none"> <li>• Original ID (eg. DNI [Documento Nacional de Identidad], residency card, passport, driver’s licence or EU identity document)</li> <li>• Application form</li> <li>• Proof of payment</li> </ul> <p>Applications can be made to the regional offices or address detailed in Section 3.</p> <p><b>By post</b></p> <p>Applications can be made by post to the address in Section 3 providing the same documents as details for “In person” applications but substituting original ID for copies, which are officially certified or verified.</p> <p><b>Online</b></p> <p>Applications can be made online at: <a href="https://sede.mjusticia.gob.es/cs/Satellite/Sede/en/tramites/certificado-antecedentes">https://sede.mjusticia.gob.es/cs/Satellite/Sede/en/tramites/certificado-antecedentes</a></p> <p>The individual must have a National ID (DNIE) or other cryptographic card to apply online.</p>

5	<b>Where to apply in the UK</b>	<p>Applications can be posted to the address listed in Section 3.</p> <p>Spanish Consulate General, 20 Draycott Place, London, SW3 2RZ</p> <p>Tel: +44 (0) 20 7589 8989 Fax: +44 (0) 20 7581 7888 Email: <a href="mailto:cog.londres@maec.es">cog.londres@maec.es</a></p>
6	<b>How to apply in the UK</b>	<p><b>By post</b></p> <p>The individual must send the following to the address in Section 3:</p> <ul style="list-style-type: none"> <li>• Copies of ID (eg. DNI [Documento Nacional de Identidad], residency card, passport, driver’s licence or EU identity document) which are officially certified or verified (see below)</li> <li>• Application form</li> <li>• Proof of payment</li> </ul> <p>The application form (Form 790) can be found at <a href="https://sede.mjusticia.gob.es/ServidorFormularios/formularios?idFormulario=790&amp;lang=en_gb">https://sede.mjusticia.gob.es/ServidorFormularios/formularios?idFormulario=790 &amp;lang=en_gb</a>. A sample can be seen in Section 17.</p> <p>The Spanish Consulate (see Section 5 for contact details) can legalise photocopies for this purpose if the following is supplied to them:</p> <ul style="list-style-type: none"> <li>• Original ID document and photocopy</li> <li>• The appropriate fee by cash or postal order <ul style="list-style-type: none"> <li>– For non-British passport holders, £2.45 per page</li> <li>– For British passport holders, £10.00 per page</li> </ul> </li> <li>• Originals are returned immediately, but legalised copies take two days to issue. If they need to be returned by post, a Special Delivery prepaid envelope should be supplied</li> </ul> <p>The criminal record certificate must be legalised if it is to have validity outside of Spain. This must be mentioned when making the application.</p> <p><b>At the Consulate (Spanish nationals only)</b></p> <p>Spanish nationals can apply directly through the Spanish Consulate.</p> <p>They have to appoint a representative in Spain to collect their criminal record certificate and need to go in person to the Consulate (see Section 5 for details) to request this.</p>
7	<b>Who can apply</b>	<ul style="list-style-type: none"> <li>• Individuals</li> <li>• Third parties with notarised written consent</li> </ul> <p>Individuals under the age of 18 cannot apply.</p>

8	<p><b>Cost, payment and turnaround</b></p>	<p><b>Cost</b></p> <p>The cost of the criminal record certificate is €3.62.</p> <p><b>Payment</b></p> <ul style="list-style-type: none"> <li>• Proof of payment must be submitted with all applications. Payment can be made in the following ways:</li> <li>• For online applications, the fee must be paid at <a href="https://sede.mjusticia.gob.es/cs/Satellite/Sede/en/tramites/certificado-antecedentes">https://sede.mjusticia.gob.es/cs/Satellite/Sede/en/tramites/certificado-antecedentes</a></li> <li>• signature allowing you to use the services provided by any of the financial entities collaborating with the Tax Agency, you can make the payment through their online banking services. On the 790 application form, fill in the receipt Nnumber (Número de Justificante) in the <i>Tasas Administrativas</i></li> <li>• 790 field of your online banking system. If there is an option called <i>Código 006 Tasas Administrativas Ministerio de Justicia</i>, complete this also</li> <li>• In person to a Tax Agency authorised bank</li> <li>• Bank transfer (for accounts open in banks located outside of Spanish territory) to the following account: <ul style="list-style-type: none"> <li>○ BANK: BBVA</li> <li>○ ACCOUNT HOLDER: Ministerio de Justicia – Cuenta Restringida Recaudación Tasas Extranjero (Ministry of Justice – Blocked Account for the Collection of Fees from Abroad)</li> <li>○ Tax Identification Number of the Account Holder: S-2813610-I</li> <li>○ IBAN or International Bank Account number: IBAN ES62 0182 2370 4202 0800 0060</li> <li>○ BBVA Bank Identification Code (BIC): BBVAESMMXXX</li> </ul> </li> </ul> <p><b>Turnaround</b></p> <p>When the application is made in person in Spain, the certificate is usually issued immediately. However, it can take up to 10 working days.</p> <p>The turnaround time when the application is made by post is 10 working days from the date the application was received.</p>
9	<p><b>How results are presented and security features</b></p>	<p>Certificates requested by post will be returned free of charge to the address stated on the application form in the “Identification” section. In other cases, they will be returned via the same channel through which the application was made, unless expressly stated.</p> <p>The certificate contains the following information:</p> <ul style="list-style-type: none"> <li>• Full name</li> <li>• Date of application</li> <li>• Place of birth</li> <li>• Date of birth</li> <li>• Identity number</li> <li>• Criminal history of the individual (if applicable)</li> </ul>

10	<b>Languages</b>	<p>The criminal record certificate is available in Spanish only.</p> <p>There is no official translation service, but the Spanish Consulate can provide a list of recommended translators.</p>
11	<b>Criminal convictions listed on certificate</b>	<p>All categories of criminal conviction are listed on the criminal record certificate. Expired convictions will also appear unless the subject has requested the cancellation of these.</p> <p>Expiry periods vary according to the type of punishment and range from between 6 months (for minor offences) to 5 years (for serious offences) provided no further offence has been committed.</p>
12	<b>Confirming authenticity</b>	<p>The criminal record certificate must be legalised with an Apostille if it is to have validity outside of Spain. This must be mentioned when making the application.</p> <p>This country has joined the <i>Hague Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents</i>. This enables criminal record checks to be authenticated by means of an Apostille. For further information on how to obtain an Apostille from this country, please see <a href="http://www.mjusticia.gob.es/cs/Satellite/en/1200666550200/Tramite_C/1215326297910/Detalle.html#como">www.mjusticia.gob.es/cs/Satellite/en/1200666550200/Tramite_C/1215326297910/Detalle.html#como</a></p>
13	<b>Official bodies providing advice on interpretation of criminal records</b>	None
14	<b>Legislation</b>	<ul style="list-style-type: none"> <li>• R.D.1611/2011, of 14 November, amending R.D. 95/2009, of 6 February, regulating the system of administrative records of the Justice Administration</li> <li>• Order JUS/2871/2010, of 2 November, establishing the requirements and conditions for online processing of applications for criminal record certificates</li> <li>• Royal Decree 95/2009, of 6 February, regulating the administrative records system of the Justice Administration</li> <li>• Royal Decree 1553/2005 of 23 December which regulates the issuing of National Identification Cards and electronic signature certificates</li> <li>• Organic Law 15/2003 of 25 November on the bribery of foreign officials</li> <li>• Organic Law 15/1999, of 13 December on Personal Data Protection</li> <li>• Organic Law 10/1995, dated 23 November, on the Criminal Code, specifically article 136.4 on the issuance of certificates</li> <li>• Ministerial Order of 22 March 1994, on the issuing of the certificate by post</li> <li>• Ministerial Orders of 6 April and 3 June 1993, on the issuing of the certificate by the Ministry of Justice</li> <li>• Law 30/92, dated 26 November, on the Judicial Regime of the</li> </ul>

		Public Administrations and Common Administrative Procedure. (Art. 35 f and 37.6 e)
		<ul style="list-style-type: none"> <li>• Organic Law 1/1982 of 5 May on Civil Protection of the right to honour, personal and family privacy and image; and</li> <li>• Royal Decree 2012/83 of 28 June on the cancellation of criminal records.</li> </ul>
15	Pending changes	None
16	Sources of information	<p>Spanish Consulate General (<i>Consulado General de España</i>)  <a href="http://www.mjusticia.gob.es/cs/Satellite/en/1200666550200/Tramite_C/1215326258560/Detalle.html">www.mjusticia.gob.es/cs/Satellite/en/1200666550200/Tramite_C/1215326258560/Detalle.html</a></p> <p>Hague Conference on Private International Law: <a href="http://www.hcch.net">www.hcch.net</a></p>
17	Sample documents	Sample certificate


  
**SUBDIRECCIÓN GENERAL DE  
INFORMACIÓN ADMINISTRATIVA  
E INSPECCIÓN GENERAL DE  
SERVICIOS**

**REGISTRO CENTRAL DE PENADOS**

Don/Doña \_\_\_\_\_ funcionario/a del MINISTERIO DE JUSTICIA en  
MADRID

**CERTIFICA:**

Que, en el día de la fecha, consultada la Base de Datos del Registro Central de Penados, **NO CONSTAN** antecedentes penales relativos a:

D./Dª \_\_\_\_\_ con NIF nº: \_\_\_\_\_

El presente certificado refleja la situación del titular interesado/a en la fecha de su expedición y se emite exclusivamente a efectos de

vºbº \_\_\_\_\_ MADRID a \_\_\_\_\_ de \_\_\_\_\_ El Funcionario  
El Subdirector General de 2

Fdo. \_\_\_\_\_ Fdo. \_\_\_\_\_



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# Sri Lanka

## How to obtain a criminal record check - detailed guidance

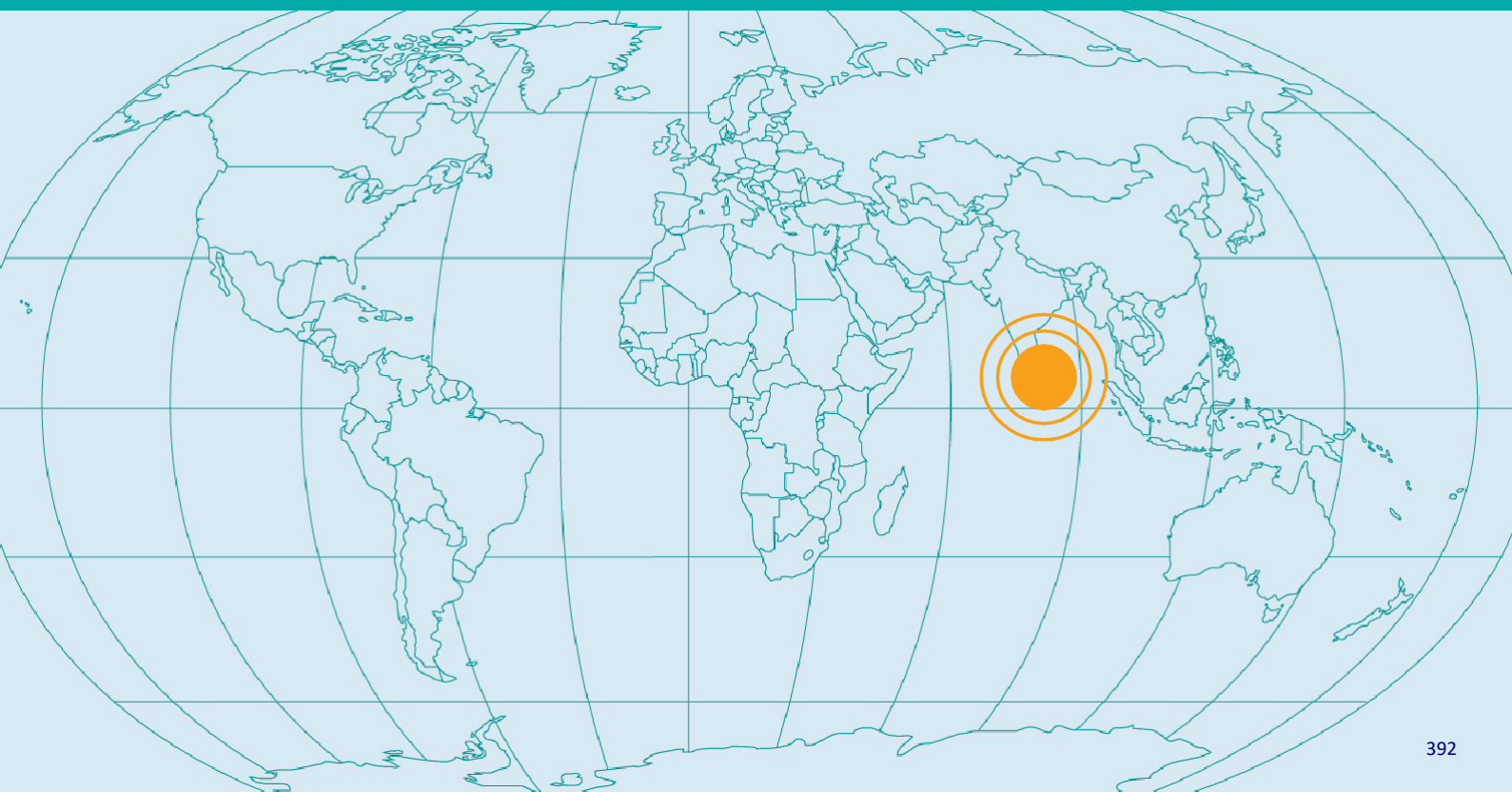
Individual/third party (with written authorisation) applies online or in person to Sri Lanka Police Service Headquarters/some local police stations

Applications from the UK online or in person/by post to High

Commission Cost 1500 LKR/£15 from UK

Certificate issued in English

Turnaround 14 working days





## Sri Lanka

-  1 Name of certificate
-  2 Department responsible for criminal records
-  3 Where to apply in country
-  4 How to apply in country
-  5 Where to apply in the UK
-  6 How to apply in the UK
-  7 Who can apply
-  8 Cost, payment and turnaround
-  9 How results are presented and security features
-  10 Languages
-  11 Criminal convictions listed on certificate
-  12 Confirming authenticity
-  13 Official bodies providing advice on interpretation of criminal records
-  14 Legislation
-  15 Pending changes
-  16 Sources of information
-  17 Sample documents

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1	<b>Name of certificate</b>	Police Clearance Certificate
2	<b>Department responsible for criminal records</b>	Sri Lanka Police Service
3	<b>Where to apply in country</b>	<p>Sri Lanka Police Service, Police Headquarters, Colombo – 01, Sri Lanka.</p> <p>Tel: +94 (0) 11 2439185 or +94 (0) 11 2421111 Fax: +94 (0) 11 2439186 or +94 (0) 112439188 Email: <a href="mailto:clear@police.lk">clear@police.lk</a> Web: <a href="https://www.police.lk/index.php/component/content/article/91">https://www.police.lk/index.php/component/content/article/91</a></p>
4	<b>How to apply in country</b>	<p>In person to the address in Section 3 with the following:</p> <ul style="list-style-type: none"> <li>• Completed application form (A blank application form can be found at <a href="https://www.police.lk/images/clearence/clearance_application.pdf">https://www.police.lk/images/clearence/clearance_application.pdf</a> or obtained from any police station in Sri Lanka (see Section 17 for a sample)</li> <li>• Two certified copies of the National Identity Card (NIC)</li> <li>• Copy of passport</li> <li>• A pre-paid self-addressed envelope for the return of the certificate</li> <li>• Individual's name</li> <li>• NIC number</li> <li>• Date of birth</li> <li>• Details of all addresses the individual has lived at in Sri Lanka</li> <li>• Relevant fee</li> <li>• Contact details so that the clearance unit can clarify information if necessary</li> <li>• Signature of the individual</li> </ul> <p>Via the online portal found here: <a href="https://eservices.police.lk/ClearanceCertificate/home.action">https://eservices.police.lk/ClearanceCertificate/home.action</a></p>
5	<b>Where to apply in the UK</b>	<p>High Commission of Sri Lanka, 13 Hyde Park Gardens, London, W2 2LU</p> <p>Tel: +44 (0) 20 7262 1841 Fax: +44 (0) 20 7262 7970 Email: <a href="mailto:consular@srilankahighcommission.co.uk">consular@srilankahighcommission.co.uk</a> Web: <a href="https://srilankahc.uk/">https://srilankahc.uk/</a></p>

6	<b>How to apply in the UK</b>	<p>In person or by post to the address in Section 5 with the following:</p> <ul style="list-style-type: none"> <li>• Completed application form (A blank application form can be found at <a href="https://www.police.lk/images/clearence/clearance_application.pdf">https://www.police.lk/images/clearence/clearance_application.pdf</a> (see Section 17 for a sample)</li> <li>• Two certified copies of the National Identity Card (NIC)</li> <li>• Copy of passport</li> <li>• A pre-paid self-addressed envelope for the return of the certificate</li> <li>• Individual's name</li> <li>• NIC number</li> <li>• Date of birth</li> <li>• Details of all addresses the individual has lived at in Sri Lanka</li> <li>• Relevant fee</li> <li>• Contact details so that the clearance unit can clarify information if necessary</li> <li>• Signature of the individual</li> </ul> <p>All original documents must be shown together with photocopies for review at the time of application.</p> <p>Via the online portal found here: <a href="https://eservices.police.lk/ClearanceCertificate/home.action">https://eservices.police.lk/ClearanceCertificate/home.action</a></p>
7	<b>Who can apply</b>	<ul style="list-style-type: none"> <li>• Individuals</li> <li>• Third parties with authorisation. A valid reason must be provided for the third-party request, including the relationship between the parties</li> </ul>
8	<b>Cost, payment and turnaround</b>	<p><b>Cost</b></p> <ul style="list-style-type: none"> <li>• In country: LKR 1500 paid using VISA/Master/American Express/ECash via the online portal</li> <li>• From the UK: £15 cash will need to be submitted. If applying by post, a postal order or bank draft to the "Sri Lanka High Commission – London" should be included</li> </ul> <p><b>Turnaround</b></p> <p>The turnaround time is 14 working days.</p>
9	<b>How results are presented and security features</b>	<p>The results are delivered by registered post or can be collected from the Consular Division of the High Commission (see contact details in Section 5).</p> <p>The information contained in a Police Clearance Certificate includes the following:</p> <ul style="list-style-type: none"> <li>• Name of applicant</li> <li>• Nature of offence (if applicable)</li> <li>• Results of check (if applicable)</li> </ul> <p>See Section 17 for a sample certificate.</p>

10	<b>Languages</b>	The certificate is issued in English.
11	<b>Criminal convictions listed on certificate</b>	<p>The following categories for conviction exist in Sri Lanka:</p> <ul style="list-style-type: none"> <li>• Violence against the person</li> <li>• Sexual offences</li> <li>• Burglary</li> <li>• Robbery</li> <li>• Theft and handling of stolen goods</li> <li>• Fraud and forgery</li> <li>• Criminal damage</li> <li>• Drug offences</li> <li>• Motoring offences</li> <li>• Possession of explosives, automatic weapons and firearms</li> </ul> <p>It is possible for criminal convictions to be removed from an individual's police record if the individual has not re-offended for the duration of a suspended sentence. Records are retained for a period of up to 10 years.</p>
12	<b>Confirming authenticity</b>	The Sri Lankan Police Service will verify that information contained in a Police Clearance Certificate matches that provided by the issuing authority. However, it is not possible for an employer to verify the authenticity of a certificate.
13	<b>Official bodies providing advice on interpretation of criminal records</b>	<p>There are 3 bodies that provide advice on the interpretation of criminal record information in Sri Lanka:</p> <ul style="list-style-type: none"> <li>• The Attorney General's Department</li> <li>• The Prison's Department</li> <li>• Ministry of Defence, Public Security, Law and Order</li> </ul>
14	<b>Legislation</b>	<p>Internal Police Department Orders and Police Ordinance No 16 of 1956</p> <p>Penal Code of Sri Lanka Ordinance No 2 of 1956</p> <p>Section 303 of the Criminal Procedure Code No 15 of 1956, as amended</p>
15	<b>Pending changes</b>	None
16	<b>Sources of information</b>	<p>NPSA Guidance Document 2014</p> <p>Sri Lankan Police:  <a href="https://www.police.lk/index.php/component/content/article/91">https://www.police.lk/index.php/component/content/article/91</a></p> <p>Sri Lankan High Commission: <a href="https://srilankahc.uk/wpnew/police-clearance-certificate/">https://srilankahc.uk/wpnew/police-clearance-certificate/</a></p>
17	<b>Sample documents</b>	Sample application form

Official use only.	
Date	-
Checked by	-



ලේඛන අංකය : .....  
 குறிப்பு இல : .....  
 Reference No: .....

පොලීස් දෙපාර්තමේන්තුව  
 பொலிஸ் திணைக்களம்  
 Police Department

පොලීස් නිකුත්කළ කෙරුණු දිනය  
 පොලීස් මූලධර්මය කොටස 01 / ඉංග්‍රීසි / දෙමළ

**பொலிஸ் இசைவு சான்றிதழ் கோரிக்கான விண்ணப்பப் படிவம்**  
**பொலிஸ் தலைமையகம் கொழும்பு 01. இலங்கை**  
 POLICE CLEARANCE CERTIFICATE REQUEST APPLICATION  
 POLICE HEADQUARTERS, COLOMBO 01, SRI LANKA

ලක්ෂ්‍ය සහ තොරතුරු ඉංග්‍රීසි භාෂාවේ පමණක් පිරිවැනෙන බව කෙරේ. එම නිසා අයදුම්පත ඉංග්‍රීසි බසින් සම්පූර්ණ කළ යුතුය. එබැවින් පිටු 05, 06 සහ 07 යන පිටු මත ඇති උපදෙස් කියවන්න. (සිංහල / ඉංග්‍රීසි / දෙමළ)

தரவுகள் மற்றும் தகவல்கள் ஆங்கில மொழியில் மட்டுமே பதிவு செய்யப்படும். ஆகையால் விண்ணப்பப் படிவம் ஆங்கில மொழியில் மாத்திரம் நிரப்பவேண்டும். மேலதிக விளக்கத்திற்கு 05,06,07 ஆம் பக்கத்தில் உள்ள அறிவுறுத்தல்களை தயவுசெய்து வாசிக்கவும்.(சிங்களம்/தமிழ் / ஆங்கிலம்)

Application must be filled in English as all information will be computerized. Please read instructions at Page - 05, 06 and 07 for clarification. (Sinhala/Tamil/English) before filling the application.

**NOTE - PLEASE FILL ALL IN CAPITALS / අයදුම්පත ඉංග්‍රීසි මෙහෙයුම් අකුරින් (CAPITALS) සම්පූර්ණ කළ යුතුය.**

01. Nationality:

02. If not Sri Lankan, were you a Sri Lankan before: Yes  No

03. The date, Citizenship obtained from other country: 

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

04. Date of Birth: 

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

 05. Age: (Years)

06. i. NIC No:

ii. New NIC No:

07. Passport No:

08. Country:

09. Reference of the High Commission/Embassy/Consulate:

10. High Commission/Embassy/Consulate Name (Addressee & the Name of the authority):

11. Applicant's Name in full as appear in the NIC :

12. Applicant's Name in full as appear in the Passport:



National Protective  
Security Authority

**SECURITY** **WATCHDOG**  
Part of Capita plc

# Sweden

## How to obtain a criminal record check - detailed guidance

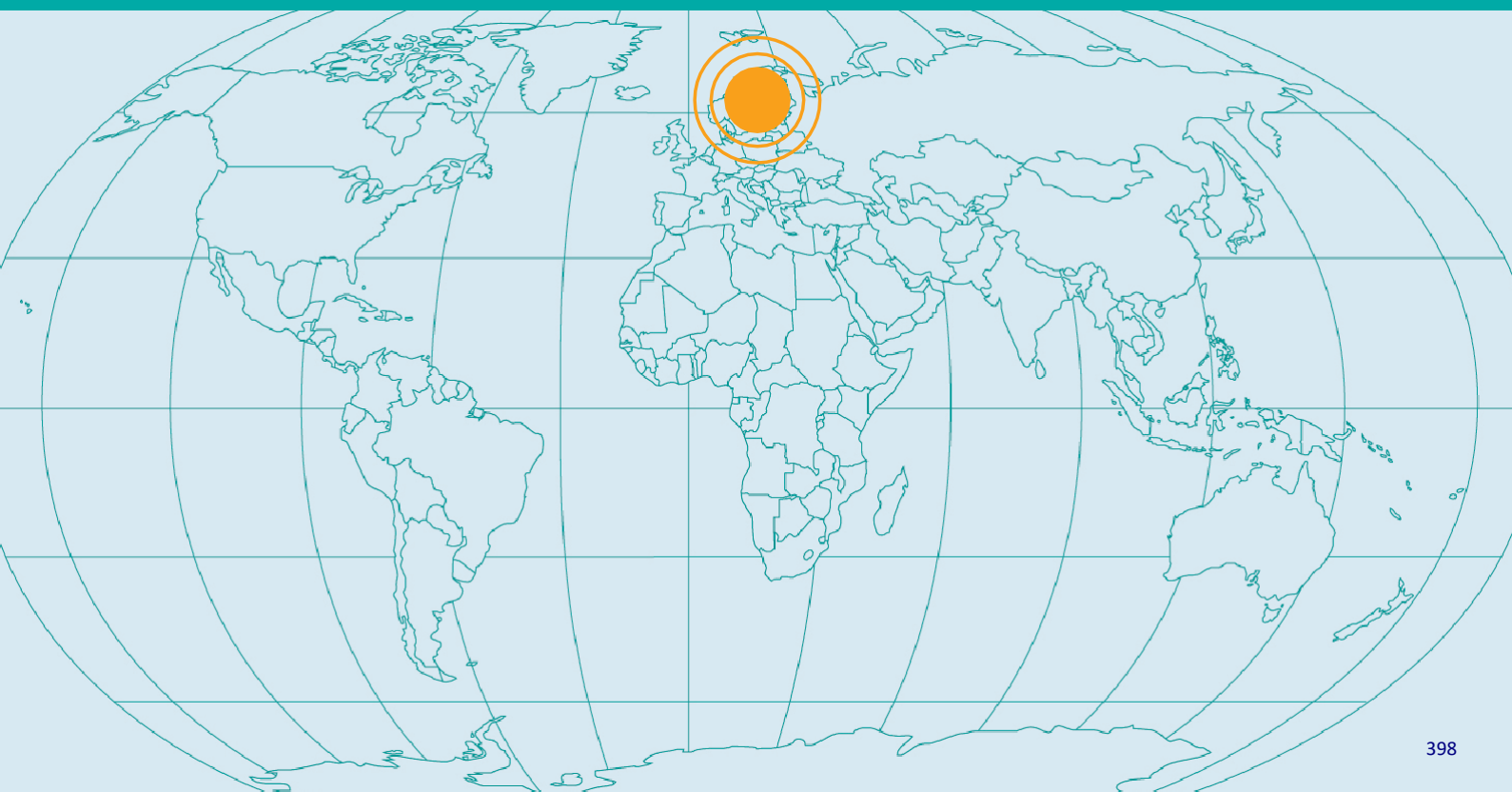
Individual applies by post/fax/email to Swedish National Police Board (Rikspolisstyrelsen)

Process same from UK (email address different)

Cost 180 SEK plus postage

Certificate issued in Swedish (English, French, German, Spanish if no convictions)

Turnaround 2–3 weeks



# Sweden

-  1 Name of certificate
-  2 Department responsible for criminal records
-  3 Where to apply in country
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-  5 Where to apply in the UK
-  6 How to apply in the UK
-  7 Who can apply
-  8 Cost, payment and turnaround
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1	Name of certificate	Extract from the Criminal Records Registry
2	Department responsible for criminal records	Swedish National Police Board ( <i>Rikspolisstyrelsen</i> )
3	Where to apply in country	Police Office International Exhibition Box 740 981 27 Kiruna Web: <a href="http://www.polisen.se">www.polisen.se</a>
4	How to apply in country	<p>Fill in the form 422.4 found at <a href="https://polisen.se/tjanster-tillstand/blanketter/">https://polisen.se/tjanster-tillstand/blanketter/</a> (example provided in section 17):</p> <ul style="list-style-type: none"> <li>• Fill in all the information on the application clearly.</li> <li>• Your signature is required for the application to be complete. Print the form and enter the application with a pen. A digital signature is not accepted.</li> <li>• If you do not have a Swedish social security number, you must also submit a copy of your passport or personal certificate.</li> <li>• Remember, you can only request registry extracts about yourself. A proxy for another person cannot not apply.</li> </ul> <p>Submit your application</p> <ul style="list-style-type: none"> <li>• Submit your application either by regular mail: Police Office International Exhibition Box 740 981 27 Kiruna</li> <li>• Or scan all documents, attach and send via e-mail to: <b>utlandsutdrag@polisen.se</b></li> </ul> <p>If you choose to submit the form by e-mail, it must be scanned. Send the form as attached PDF, JPEG, or TIFF file, which is max 2 MB. We cannot open files that are linked to the Internet or the like.</p>
5	Where to apply in the UK	Online
6	How to apply in the UK	Online using the process detailed in section 4.
7	Who can apply	Individuals over the age of 15 years.



8	<b>Cost, payment and turnaround</b>	<p><b>Cost</b></p> <ul style="list-style-type: none"> <li>• 180 SEK, excluding postage</li> <li>• Postage fees depend on where the extract is to be sent and whether it needs to be sent by registered post</li> <li>• Details of postage costs can be found on the application form</li> </ul> <p><b>Payment</b></p> <p>Information about payment and fees is provided on the application form. An invoice with payment information will be sent to the address stated under fee within a week of receiving the completed application. The invoice will be sent via e-mail if an e-mail address is provided otherwise it will be sent by regular mail.</p> <p><b>Turnaround</b></p> <ul style="list-style-type: none"> <li>• The extract within a week after receiving full payment.</li> <li>• In accordance with Swedish law, the faxing or emailing of extracts is not permitted.</li> </ul>
9	<b>How results are presented and security features</b>	<p>The certificate is sent by post on watermarked paper and signed by an administrator.</p>
10	<b>Languages</b>	<p>The extract is issued in Swedish, English, Spanish, German and French. Criminal convictions are not translated to other languages and appear only in Swedish.</p> <p>There is no official translation service.</p>
11	<b>Criminal convictions listed on certificate</b>	<p>Judgments, decisions and summary punishments are included in the extract. Normal fines are not included. Sentences are included, depending on the crime, for example:</p> <ul style="list-style-type: none"> <li>• Assault</li> <li>• Duress</li> <li>• Theft crimes</li> <li>• Fraud crimes</li> <li>• Blackmail</li> <li>• Other crimes</li> </ul> <p>The law regarding how long information is stored in the Swedish criminal record depends on the sentence given and varies between 3 and 20 years depending on the crime committed. The maximum length for a sentence to be held in the Swedish criminal record system is 20 years.</p> <p>If there is more than one criminal record for an individual, all information will remain visible until all the convictions are considered “spent”.</p>
12	<b>Confirming authenticity</b>	<p>The Swedish provincial government, <i>Länsstyrelsen</i>, can notarise a certificate. For further information about this procedure, please contact <i>Länsstyrelsen</i> at <a href="http://www.lansstyrelsen.se">www.lansstyrelsen.se</a></p>

13	<b>Official bodies providing advice on interpretation of criminal records</b>	None
14	<b>Legislation</b>	Personuppgiftslag (1998: 204); Law in lag (1998: 620) om belastningsregister; Förordning (1999: 1134) om belastningsregister; and Offentlighets – och sekretesslag (2009: 400). 35 Chapter, paragraph 3.
15	<b>Pending changes</b>	None
16	<b>Sources of information</b>	Department of Legal Affairs <b><a href="http://www.polisen.se">www.polisen.se</a></b>
17	<b>Sample documents</b>	Sample application form



**REQUEST FOR AN EXTRACT**

from the criminal records registry under section 9, second paragraph of the Criminal Records Act (1998:620) in order to assert rights in a foreign country or to obtain a permit to enter, settle or work there.

Date

A copy of a population registration certificate or a passport copy has to be enclosed with the application if you have not stated your Swedish id-number.

[Instructions](#)

POLISMYNDIGHETEN  
 Utlandsutdrag  
 Box 740  
 981 27 KIRUNA

**Do not forget to sign your application (this applies also to scanned applications sent by e-mail).** [?](#)

**Your personal details (Print clearly)**

Swedish Personal Identity number (or date)		Surname		All given names	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
Home address		Postal code	City		
<input type="text"/>		<input type="text"/>	<input type="text"/>		
Country		Place of birth			
<input type="text"/>		<input type="text"/>			
Telephone number		Email address			
<input type="text"/>		<input type="text"/>			

If you wish to have the extract sent to an address other than your home address, you state the delivery address here

**Fee**

The invoice is sent when we register your request. Invoice address (if different from your home address). Print clearly. Name ..... Address ..... Postcode ..... City ..... Country ..... Email address: .....	<b>Choose delivery method</b>			
		First class mail	Registered mail	Express mail
	Sweden	<input type="checkbox"/>	<input type="checkbox"/>	Unavailable in Sweden
	Europe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	North America/ Middle East	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other countries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you want to have more than one extract there is an additional fee of SEK 180/extract. Number of extracts:  originals

NOTE! The first section of the extract from the criminal records registry is always provided in five languages. Possible convictions are not translated and will appear only in Swedish.

The register extracts are only sent by post.

**Signature**

Date		Place		Your personal signature (compulsory)
<input type="text"/>		<input type="text"/>		
Name				
<input type="text"/>				

Telephone: +46(0)10 - 563 35 01

www.polisen.se

Email address: utlandsutdrag@polisen.se

We also accept your request scanned and sent as an email. The information you provide will be processed automatically under the Personal Data Act (1998:204).



**INSTRUCTIONS FOR COMPLETING PM 442.4**  
 "Request for extract from the criminal records registry for purposes in another country"

**Swedish Police Authority**

**Section of the law for extract**

Extracts from the criminal records registry, Section 9, second paragraph of the Criminal Records Act (1998:620) (for purposes in another country)

**General instructions for the form**

Fill in the whole form, print clearly and send one copy.

A population registration certificate or an equivalent document (a copy of a passport) containing the applicant's full name, Swedish personal identity number, and place of birth shall be enclosed if you have not stated your Swedish id-number.

You will receive the extract in five languages; Swedish, English, Spanish, French and German.

The normal processing time is about two weeks, but if the form is not complete or unclear, it may take longer.

Email address: [utlandsutdrag@polisen.se](mailto:utlandsutdrag@polisen.se)

**Completing the fields. Field name**

<i>Surname</i>	Complete surname.
<i>All given names</i>	Mark the name usually used.
<i>Birth year, month, day number</i>	Swedish personal identity number 10 digits. (Date of birth if you do not have a Swedish personal identity number.) If you do not have a Swedish personal identity number, the extract will be stamped with "Identity uncertain, complete Swedish personal identity number missing".
<i>Place of birth</i>	Place of birth.
<i>Telephone number</i>	Telephone number, including dialling code.
<i>Home address</i>	Postal address including postal code and country.
<i>To another address</i>	If you want to have the extract sent to an address other than your home address, you have to state this here
<i>Fee</i>	At present the fee is SEK 180 per extract plus the postage costs for one original extract. When we have registered your request, we send an invoice. State if the invoice is to be sent to some other address than your home address. Mark the delivery method you want - standard mail, registered mail or express mail. Registered mail and express mail are collected from the representative of the postal service on presentation of identification.

	<b>Fee/extract</b>	<b>First class mail</b>	<b>Registered mail</b>	<b>Express mail</b>
Sweden	180 kr	5 kr	46 kr	Unavailable in Sweden
Europe	180 kr	10 kr	87 kr	218 kr
North America/ Middle East	180 kr	10 kr	87 kr	273 kr
Other countries	180 kr	10 kr	87 kr	330 kr

**Number of extracts**

Here you state how many originals of the extract you want.

**Delivery**

The register extract is sent when we have received a full application. A full application means a completed and signed form with a passport copy or a population registration certificate attached and a full payment.

**Signature**

Your signature is compulsory. A power of attorney is not valid. If there is no signature, we will send the form back for signature and then it will take longer for you to receive your register extract.



National Protective  
Security Authority

**SECURITY** **WATCHDOG**  
Part of Capita plc

# Switzerland

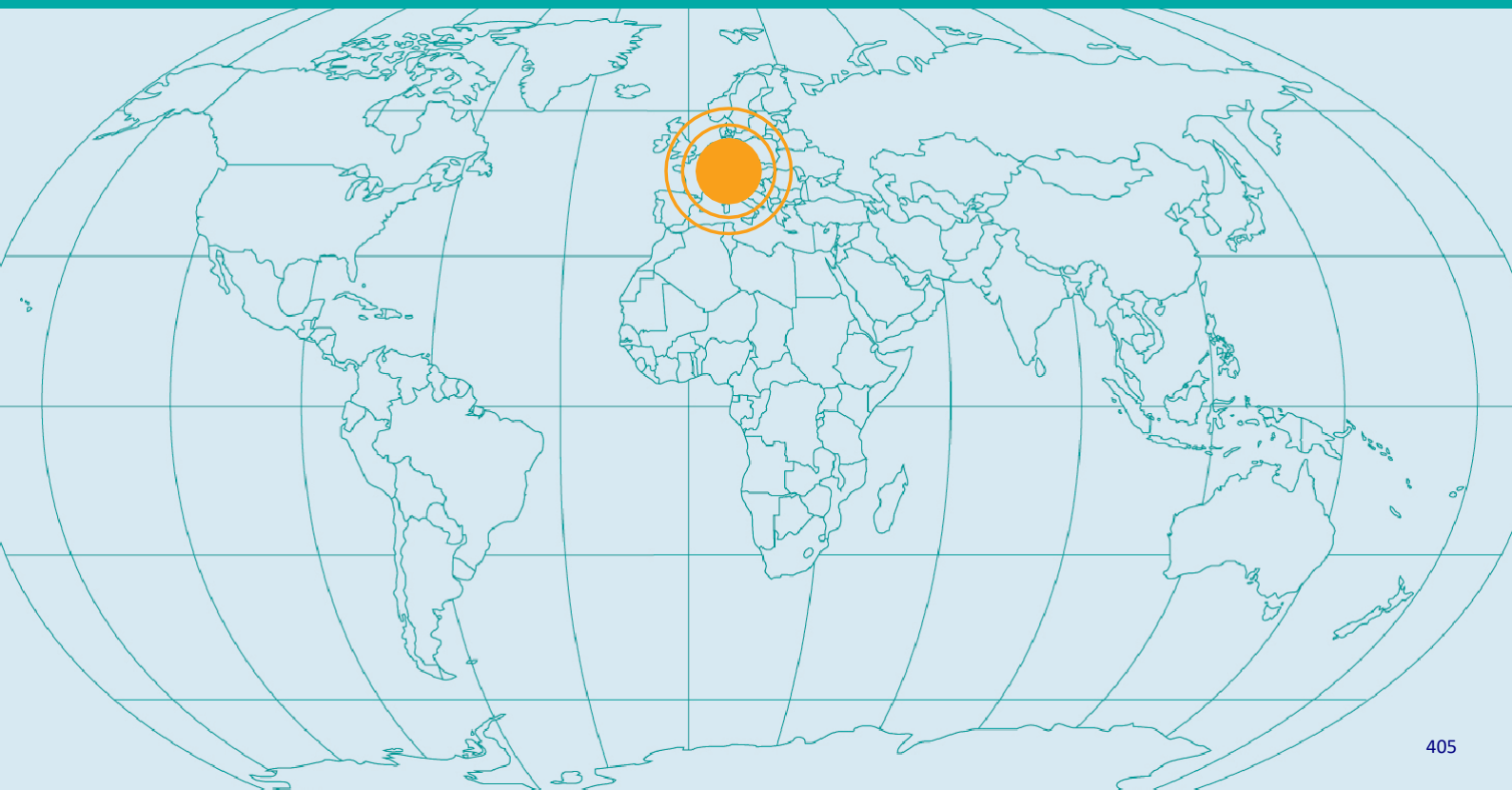
## How to obtain a criminal record check - detailed guidance

Individual/third party (with written consent) applies by post/online (if SuisseID holder)

Cost CHF20

Certificate issued in German, French, Italian (English if no convictions)

Turnaround 1 - 10 working days (fast-track available)



# Switzerland

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1	<b>Name of certificate</b>	Extract from the Criminal Records
2	<b>Department responsible for criminal records</b>	The Federal Office of Justice
3	<b>Where to apply in country</b>	<p>Federal Office of Justice, Swiss Criminal Records Section, Service for Private Individuals, Bundesrain 20, 3003 Berne, Switzerland.</p> <p>Tel: +41 (0) 31 325-0198 Email: <a href="mailto:strafregister@bj.admin.ch">strafregister@bj.admin.ch</a> Web: <a href="http://www.records.admin.ch">www.records.admin.ch</a></p>
4	<b>How to apply in country</b>	<p>The criminal records extract can be ordered as a digitally signed electronic document (PDF) or as a register extract on paper.</p> <p><b>By post</b></p> <p>The application form can be filled in online at <a href="http://www.e-service.admin.ch/crex/app/wizard/navigate.do">www.e-service.admin.ch/crex/app/wizard/navigate.do</a> It must then be printed, signed and posted to the address in Section 3. The following must be included in the application:</p> <ul style="list-style-type: none"> <li>• Receipt of payment</li> <li>• Proof of identity (ie. copy of passport or identity card)</li> <li>• Name of parents</li> <li>• Recipient's address (if not the individual's)</li> <li>• If the recipient is a foreign authority, whether an attestation is required</li> </ul> <p><b>Electronically</b></p> <p>If the individual is applying with a SuisseID, this can be submitted online at <a href="http://www.e-service.admin.ch/crex/cms/content/digital_in/suisseid_intro_en">www.e-service.admin.ch/crex/cms/content/digital_in/suisseid_intro_en</a>.</p> <p>The following is required:</p> <ul style="list-style-type: none"> <li>• SuisseID</li> <li>• Name of parents</li> <li>• If the recipient is a foreign authority, whether an attestation is required</li> <li>• Acrobat-Reader installed to show the receipt for the order</li> </ul>

		<p>A register extract on paper, ordered with a SuisseID, can only be delivered to the home address of the individual.</p> <p>Applications can be tracked at <a href="https://www.e-service.admin.ch/crex/app/wizard/navigate.do;jsessionid=87e1154b2cc099016a1f9b05713e">https://www.e-service.admin.ch/crex/app/wizard/navigate.do;jsessionid=87e1154b2cc099016a1f9b05713e</a>.</p> <p>Sample application forms can be seen in Section 17.</p>
5	<b>Where to apply in the UK</b>	Applications can be made to the contacts detailed in Section 3.
6	<b>How to apply in the UK</b>	The application process is the same as that for in country as detailed in Section 4.
7	<b>Who can apply</b>	<ul style="list-style-type: none"> <li>• Individuals</li> <li>• Parents can apply for a child under the age of 18 years old</li> <li>• Third parties can be nominated by the individual to obtain the extract for them, or it can be sent directly to a third party such as an employer</li> <li>• In the event that a third party requests an extract with the individual’s consent, the “delivery address” must be specified on the application form</li> </ul>
8	<b>Cost, payment and turnaround</b>	<p><b>Cost</b></p> <ul style="list-style-type: none"> <li>• The criminal record certificate costs CHF 20 per extract</li> <li>• The payment methods are: <ul style="list-style-type: none"> <li>○ Online payment with a credit card. If you submit an application from abroad, online payment is the only option; or</li> <li>○ Prepayment by mail transfer. Stamped vouchers (no copies) should be included with a postal application. See the system-generated application form for postal checking account number.</li> </ul> </li> </ul> <p><b>Turnaround</b></p> <p>Postal applications – 10 working days. Applications made online using SuisseID are issued and sent electronically the same day.</p> <p><b>Fast-track</b></p> <p>Postal applications sent by FEDEX, DHL or another international courier are treated with priority. It is also possible to request the results by FEDEX or DHL.</p>



<p><b>9</b></p>	<p><b>How results are presented and security features</b></p>	<ul style="list-style-type: none"> <li>• Postal results are printed on speciality paper, signed by hand and delivered to the address specified on the application form</li> <li>• A register extract on paper, ordered with a SuisseID, can only be delivered to the home address of the applicant</li> <li>• Digital results are sent by email, accessible only using a password or SuisseID</li> <li>• A sample certificate is available at: <a href="https://www.e-service.admin.ch/crex/cms/content/doc/Strafregauszug_Muster_E.pdf">https://www.e-service.admin.ch/crex/cms/content/doc/Strafregauszug_Muster_E.pdf</a> or in Section 17</li> </ul>																		
<p><b>10</b></p>	<p><b>Languages</b></p>	<p>Extracts with no criminal record are provided in German, French, Italian and English.</p> <p>If criminal record information is present, it is only issued in German, French and Italian.</p> <p>There is no official translation service.</p>																		
<p><b>11</b></p>	<p><b>Criminal convictions listed on certificate</b></p>	<ul style="list-style-type: none"> <li>• The extract contains convictions for crimes and misdemeanours</li> <li>• Convictions for infringements of the law appear only in cases where an individual is also banned from exercising a particular profession and</li> <li>• Information about pending criminal proceedings does not appear in the extract.</li> </ul> <p>The following table shows when convictions are deleted:</p> <table border="1" data-bbox="528 1200 1348 2123"> <thead> <tr> <th>Type of conviction</th> <th>Deleted after</th> </tr> </thead> <tbody> <tr> <td>Non-suspended custodial sentences</td> <td>20 years</td> </tr> <tr> <td>Over 5 years</td> <td>15 years</td> </tr> <tr> <td>1 to 5 years</td> <td>10 years</td> </tr> <tr> <td>Less than 1 year</td> <td>+ duration of sentence as per conviction + duration of custodial sentence already entered</td> </tr> <tr> <td>All other sentences: suspended and partially suspended custodial sentences, monetary sanctions, community service, fines</td> <td>10 years</td> </tr> <tr> <td>Special ruling in the case of inpatient treatment</td> <td>10 to 15 years</td> </tr> <tr> <td>Special ruling in cases where outpatient treatment only is ordered</td> <td>10 years</td> </tr> <tr> <td>Special ruling in the case of individuals being bound over to keep the peace, banned from exercising specific professions, banned from driving or excluded from the armed forces</td> <td>10 years</td> </tr> </tbody> </table>	Type of conviction	Deleted after	Non-suspended custodial sentences	20 years	Over 5 years	15 years	1 to 5 years	10 years	Less than 1 year	+ duration of sentence as per conviction + duration of custodial sentence already entered	All other sentences: suspended and partially suspended custodial sentences, monetary sanctions, community service, fines	10 years	Special ruling in the case of inpatient treatment	10 to 15 years	Special ruling in cases where outpatient treatment only is ordered	10 years	Special ruling in the case of individuals being bound over to keep the peace, banned from exercising specific professions, banned from driving or excluded from the armed forces	10 years
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Special ruling in the case of individuals being bound over to keep the peace, banned from exercising specific professions, banned from driving or excluded from the armed forces	10 years																			

12	<b>Confirming authenticity</b>	<p>Hard-copy certificates can be authenticated with an Apostille. This costs CHF 20 and can be requested at the time of application and may increase the turnaround time of applications. Digitally signed electronic criminal records extracts cannot be authenticated in this way.</p> <p><b>Verifying a digital extract:</b></p> <p>A digitally signed electronic criminal records extract is a PDF document, to which an electronic cryptographical seal has been applied. A qualified digital signature is a secure proof of the origin, validity and integrity of a digitally signed electronic document. It can be validated online at: <a href="https://www.e-service.admin.ch/validator/home/mandant/Strafregisterauszug/lang/en">https://www.e-service.admin.ch/validator/home/mandant/Strafregisterauszug/lang/en</a></p> <p><b>Verifying a paper extract:</b></p> <p>A paper extract containing no convictions issued on original paper (or a copy thereof) or one issued as printed, digitally signed electronic extract can be verified online at: <a href="https://www.e-service.admin.ch/crex/app/wizard/navigate.do">https://www.e-service.admin.ch/crex/app/wizard/navigate.do</a></p>
13	<b>Official bodies providing advice on interpretation of criminal records</b>	<p>For general information, the office of the Swiss Criminal Records (see Section 3 for contact details) can be contacted.</p>
14	<b>Legislation</b>	<p>The Swiss Penal Code applies and can be found at <a href="http://www.admin.ch/opc/de/classified-compilation/31.html#311">www.admin.ch/opc/de/classified-compilation/31.html#311</a></p>
15	<b>Pending changes</b>	<p>None</p>
16	<b>Sources of information</b>	<p>Federal Office of Justice: <a href="http://www.records.admin.ch">www.records.admin.ch</a></p> <p>Eidgenössisches Justiz- und Polizeidepartement EJPD</p> <p>Bundesamt für Justiz</p> <p>Schweizerisches Strafregister</p>
17	<b>Sample documents</b>	<p>Sample application form</p>



Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
Confederaziun svizra

Bundesamt für Justiz BJ  
Office fédéral de la justice OFJ  
Ufficio federale di giustizia UFG  
Federal Office of Justice FOJ



B4898080C42

**P.P.** CH-3003  
Bern

**A** Post-CH AG, BJ/SSR  
-Priority

strafregister@bj.admin.ch

www.strafregister.admin.ch  
www.casier-judiciaire.admin.ch  
www.casellario.admin.ch  
www.criminal-records.admin.ch

Test Muster  
Testgasse 1  
3011 Bern



Privatauszug aus dem Schweizerischen Strafregister  
Extrait du casier judiciaire suisse destiné à des particuliers  
Estratto del casellario giudiziale svizzero per privati  
Excerpt from the swiss criminal records for individual persons

über / concernant / riguardante / concerning

Name / Nom / Cognome / Name:

Vorname / Prénom / Nome / First name:

Geburtsdatum / Date de naissance / Data di nascita / Date of birth: 01.01.1910

Heimatort / Lieu d'origine / Luogo origine / Native place: Bern BE

Nationalität / Nationalité / Nazionalità / Nationality: CH

Muster

Test

ist im Strafregister nicht verzeichnet  
ne figure pas au casier judiciaire  
non figura nel casellario giudiziale  
is not registered in the criminal record

Überprüfung: [www.strafregister.admin.ch/validate](http://www.strafregister.admin.ch/validate)  
Vérification: [www.casier-judiciaire.admin.ch/validate](http://www.casier-judiciaire.admin.ch/validate)  
Verificazione: [www.casellario.admin.ch/validate](http://www.casellario.admin.ch/validate)  
Validation: [www.criminal-records.admin.ch/validate](http://www.criminal-records.admin.ch/validate)



Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
Confederaziun svizra

Bundesamt für Justiz BJ  
Office fédéral de la justice OFJ  
Ufficio federale di giustizia UFG  
Federal Office of Justice FOJ



8485067A428

**P.P.** CH-3003  
Bern

**A** Post-CH AG, BJ/SSR  
-Priority

strafregister@bj.admin.ch

www.strafregister.admin.ch  
www.casier-judiciaire.admin.ch  
www.casellario.admin.ch  
www.criminal-records.admin.ch

+41 (0)58 463 0900

Test Test  
Testgasse 1  
3000 Bern



**Privatauszug aus dem Schweizerischen Strafregister**  
**Extrait du casier judiciaire suisse destiné à des particuliers**  
**Estratto del casellario giudiziale svizzero per privati**  
**Excerpt from the swiss criminal records for individual persons**

Über / concernant / riguardante / concerning

Name / Nom / Cognome / Name:

Test

Vorname / Prénom / Nome / First name:

Test

Geburtsdatum / Date de naissance / Data di nascita / Date of birth:

01.01.1910

Heimatort / Lieu d'origine / Luogo d'origine / Native place:

Bern BE

Nationalität / Nationalité / Nazionalità / Nationality:

CH

**Urteile / Jugements / Sentenze / Judgments (1)**

1) 27.3.2014 Bundesamt für Justiz, Schweizerisches Strafregister

Eröffnet: 27.3.2014

Rechtskraft: 27.3.2014

Diebstahl

Unrechtmässige Aneignung

Freiheitsstrafe 2 Jahre

\*Urteil erscheint im Privatauszug voraussichtlich bis am: 26.7.2025

\*Falls ein weiteres Urteil dazu kommt (Artikel 371 Absatz 5 StGB) oder die zuständige Behörde eine Nichtbewährung feststellt (Artikel 371 Absatz 3bis StGB), kann sich der oben angegebene Termin für das Erscheinen des Urteils im Privatauszug ändern.

Falls der Privatauszug ein Urteil mit einer Landesverweisung enthält, ist die korrekte Berechnung des oben angegebenen Termins zurzeit nicht gewährleistet.

ID: 4705791

Ref: 83001458 / Isn

1/1

13.12.2016 / 08:44:45



National Protective  
Security Authority

**SECURITY** **WATCHDOG**  
Part of Capita plc

# Thailand

## How to obtain a criminal record check - detailed guidance

Individual/third party (with written consent) applies in person to the Police Clearance Service Centre

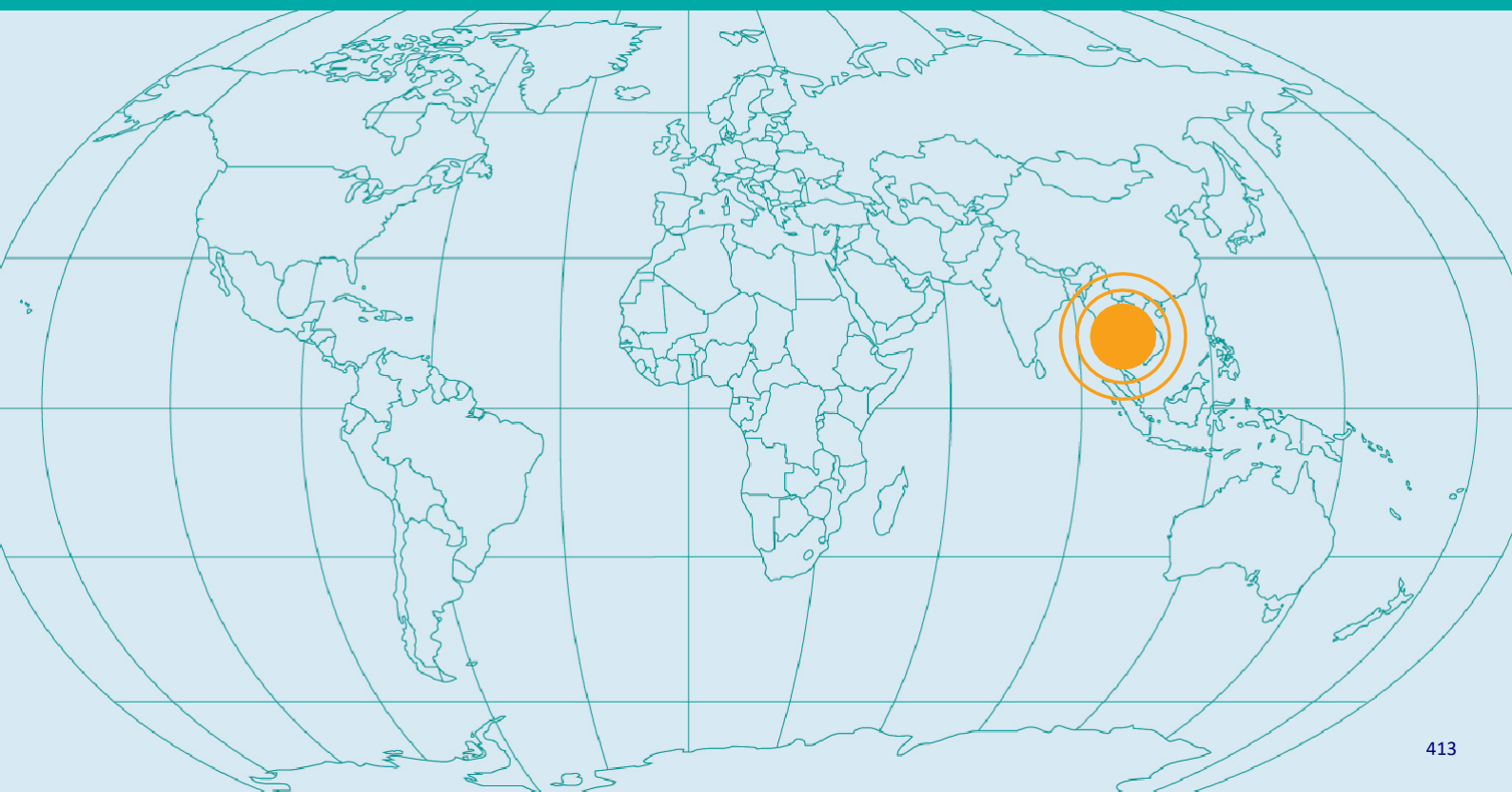
Applications from UK by post to Police Clearance Service Centre

Fingerprints required

Cost 100 THB

Certificate issued in English

Turnaround 3 weeks plus postage/Fast-track available through authorised agency



# Thailand

- 1 Name of certificate
- 2 Department responsible for criminal records
- 3 Where to apply in country
- 4 How to apply in country
- 5 Where to apply in the UK
- 6 How to apply in the UK
- 7 Who can apply
- 8 Cost, payment and turnaround
- 9 How results are presented and security features
- 10 Languages
- 11 Criminal convictions listed on certificate
- 12 Confirming authenticity
- 13 Official bodies providing advice on interpretation of criminal records
- 14 Legislation
- 15 Pending changes
- 16 Sources of information
- 17 Sample documents

## *Disclaimer*

Reference to any specific commercial product, process or service by trade name, trademark, manufacturer, or otherwise, does not constitute or imply its endorsement, recommendation, or favouring by NPSA. The views and opinions of authors expressed within this document shall not be used for advertising or product endorsement purposes. To the fullest extent permitted by law, NPSA accepts no liability for any loss or damage (whether direct, indirect or consequential and including, but not limited to, loss of profits or anticipated profits, loss of data, business or goodwill) incurred by any person and howsoever caused arising from or connected with any error or omission in this document or from any person acting, omitting to act or refraining from acting upon, or otherwise using, the information contained in this document or its references. You should make your own judgement as regards use of this document and seek independent professional advice on your particular circumstances.


1	<b>Name of certificate</b>	Police Clearance Certificate (Certificate of Conduct)
2	<b>Department responsible for criminal records</b>	Criminal Records Division within the Royal Thailand Police
3	<b>Where to apply in country</b>	<p>Police Clearance Service Centre,  Building 24,  Royal Thai Police Headquarters,  Rama 1 Road,  Pathumwan,  Bangkok 10330.</p> <p>Tel: +66 (0) 2 205 2168 9  Fax: +66 (0) 2 205 1295  Email: <a href="mailto:pcsc@police.go.th">pcsc@police.go.th</a> or <a href="mailto:pcsc.thaipolice@gmail.com">pcsc.thaipolice@gmail.com</a>  Internet: <a href="http://pcscenter.sb.police.go.th">http://pcscenter.sb.police.go.th</a></p>
4	<b>How to apply in country</b>	<p>In person to the address in Section 3 with the following:</p> <ul style="list-style-type: none"> <li>• Valid passport and a certified photocopy</li> <li>• Certified photocopy of a Thai Visa and last stamp (if applicable)</li> <li>• Documents certifying that the applicant is working, used to work or is residing in Thailand (if applicable)</li> <li>• Thai working permit and certified photocopy (if available)</li> <li>• Letter explaining the purpose of request and which country it is required for</li> <li>• For employment, a copy of a hire contract/work permit/job offer from the employer or a letter of guarantee from the employer</li> <li>• Two passport-size photographs</li> <li>• Three sets of original fingerprints. Fingerprints must be taken by the local police, Thai Consulate or Thai Embassy in the country of</li> <li>• application together with the official seal and signature of the official taking the fingerprints</li> <li>• Completed application form from: <a href="http://www.pcscenter.sb.police.go.th/filedownload/form_app.pdf">www.pcscenter.sb.police.go.th/filedownload/form_app.pdf</a> (see Section 17 for an example);</li> <li>• The relevant fee/receipt of payment</li> <li>• Self-addressed and stamped envelope if the results are required by post.</li> </ul>
5	<b>Where to apply in the UK</b>	By post to the address in Section 3.
6	<b>How to apply in the UK</b>	The process is the same as in Section 4, but the application must be posted to the address in Section 3. However, a certified photocopy of the passport is acceptable; the original does not need to be provided.

7	<b>Who can apply</b>	<ul style="list-style-type: none"> <li>• Individuals</li> <li>• Prospective employers (with written consent)</li> <li>• Third parties (with written consent)</li> </ul>
8	<b>Cost, payment and turnaround</b>	<p><b>Cost</b></p> <p>The cost of a criminal record check is 100 THB.</p> <p><b>Payment</b></p> <ul style="list-style-type: none"> <li>• This can be paid by bank transfer to the following bank: <ul style="list-style-type: none"> <li>○ Bank Name/Branch: UOB Bank/Siam Square</li> <li>○ Branch Bank Code: 024 Branch Code: 772</li> <li>○ Swift Code: UOVBTHBK</li> <li>○ Bank Address: 410–410/1 Siam Square Soi 6,</li> <li>○ Rama I Road, Patumwan Sub-District, Patumwan</li> <li>○ District, Bangkok, Thailand A/C Name: Police</li> <li>○ Clearance Service Center</li> <li>○ A/C No.: 772-163-299-0</li> <li>○ A/C Type: Saving</li> </ul> </li> <li>• If paying by bank transfer, the bank fee (check with your bank) and the fee for UOB bank (500 THB) must be included. Then email the contact in Section 3 with the payment document attached.</li> <li>• Alternatively, payment can be sent in cash to avoid bank charges.</li> </ul> <p><b>Turnaround</b></p> <p>The turnaround time is approximately 3 weeks, excluding postage times. It may take longer if a criminal record is found.</p> <p><b>Fast-track</b></p> <p>A fast-track service is available through an authorised third party processor at <a href="http://www.a-plusservice.com">www.a-plusservice.com</a></p>



9	<b>How results are presented and security features</b>	<p>Certificates are available in hard copy only.</p> <p>For overseas applications, the certificate will be returned in the self-addressed envelope provided. For applications in person, the certificate can be collected from the Police Clearance Service Centre.</p> <p>Police Clearance Certificates are printed on Garuda watermarked paper. They also include the signature and seal of the Major General who authorised the certificate. See Section 17 for a sample.</p> <p>If a criminal record is identified, the following information will be provided:</p> <ul style="list-style-type: none"> <li>• Case number</li> <li>• Charges</li> <li>• Court outcome of the charges (together with the dates and court)</li> <li>• Any sentence imposed</li> </ul>
10	<b>Languages</b>	The criminal record certificate is available in English.
11	<b>Criminal convictions listed on certificate</b>	<p>The categories of criminal conviction listed on a criminal record certificate in Thailand:</p> <ul style="list-style-type: none"> <li>• Violence against the person (คดีประทุษร้ายต่อชีวิตและร่างกาย);</li> <li>• Sexual offences (คดีอาชญากรรมทางเพศ);</li> <li>• Burglary (คดีย่องเบา);</li> <li>• Robbery (คดีปล้นทรัพย์);</li> <li>• Theft and handling of stolen goods (คดีโจรกรรมและรับของโจร);</li> <li>• Fraud and forgery (คดีฉ้อโกงประชาชนและปลอมแปลงเอกสาร);</li> <li>• Criminal damage (คดีประทุษร้ายต่อทรัพย์สิน);</li> <li>• Drug offences (คดียาเสพติด); and</li> <li>• Motoring offences (คดีผิดกฎจราจร).</li> </ul> <p>There is no obligation for the Thai Police Force to destroy criminal records information. Criminal record information includes the disclosure of historical offences. All criminal records remain until the person reaches 70 years old.</p>
12	<b>Confirming authenticity</b>	Employers can request that the Police Clearance Service Centre (See Section 3) verify that an application was made and the information on the certificate is correct.
13	<b>Official bodies providing advice on interpretation of criminal records</b>	None
14	<b>Legislation</b>	There is no legislation that specifically governs the disclosure of criminal records. However, the Official Information Act, B.E. 2540 issued in September 1997 does apply to disclosure of personal data.
15	<b>Pending changes</b>	None

16	Sources of information	NPSA Guidance Document 2014 Royal Thai Police <a href="http://www.pcscenter.sb.police.go.th/">www.pcscenter.sb.police.go.th/</a>
17	Sample documents	Sample application form Sample certificate



## คำร้องขอหนังสือรับรองความประพฤติ

### APPLICATION FOR THAI CLEARANCE CERTIFICATE

ศูนย์บริการออกหนังสือรับรองความประพฤติ  
กองบัญชาการตำรวจสันติบาล  
Police Clearance Certificate Center,  
Special Branch, Royal Thai Police

เลขบัตรประจำตัวประชาชน (Thai ID card Number)

-  -  -  -

วันที่ \_\_\_\_\_ เดือน \_\_\_\_\_ พ.ศ. \_\_\_\_\_  
 Date Month Year

เขียน ผู้บัญชาการ กองบัญชาการตำรวจสันติบาล  
TO Commissioner of Special Branch

ข้าพเจ้า (นาย/นาง/นางสาว) ชื่อตัว \_\_\_\_\_ ชื่อสกุล \_\_\_\_\_  
 I. (Mr./Mrs./Miss) First name Family name

อายุ \_\_\_\_\_ ปี เกิดวันที่ \_\_\_\_\_ เดือน \_\_\_\_\_ พ.ศ. \_\_\_\_\_ สัญชาติ \_\_\_\_\_ เชื้อชาติ \_\_\_\_\_  
 Age years Date of Birth Month Year Nationality Race

ศาสนา \_\_\_\_\_ ส่วนสูง \_\_\_\_\_ cms น้ำหนัก \_\_\_\_\_ kgs คีตพิ \_\_\_\_\_  
 Religion Height Weight Marks or Scar

ชื่อ สกุล ภาษาอังกฤษ ตัวพิมพ์ใหญ่ ( Name & Family name in English Capital Alphabets)

ที่อยู่ปัจจุบัน \_\_\_\_\_  
 Present address/ Address in Thailand

หมายเลขโทรศัพท์ที่ติดต่อได้ \_\_\_\_\_  
 Reachable Contact Number

บิดาชื่อ \_\_\_\_\_ มารดาชื่อ \_\_\_\_\_ สถานที่เกิด \_\_\_\_\_  
 Father's name Mother's name Place of Birth

สถานะ  โสด บุคคลที่ติดต่อได้ \_\_\_\_\_ เกี่ยวข้องเป็น \_\_\_\_\_ โทรศัพท์ \_\_\_\_\_  
 Single Other Contact person Relationship Contact Number

Status  แต่งงาน ชื่อสามี/ภรรยา \_\_\_\_\_ จำนวนบุตร \_\_\_\_\_ คน  
 Married Husband/ Wife's name Children

ชื่อบุตร \_\_\_\_\_  
 Children's name

วุฒิการศึกษา \_\_\_\_\_ อาชีพ \_\_\_\_\_  
 Education degree Occupation

ตำแหน่ง \_\_\_\_\_ รายได้ \_\_\_\_\_  
 Position Salary

สถานที่ทำงาน \_\_\_\_\_  
 Work address

2. วัตถุประสงค์ในการขอหนังสือรับรองความประพฤติ เพื่อ (Purpose of application, for...)

ศึกษาต่อ     สมรส     ทำงาน     ขอถิ่นที่อยู่     อื่น ๆ .....  
 Education    Marriage    Work    Resident    Others

โปรดคลิก

ระบุรายละเอียด  
Details  
เพื่อใช้สำหรับประเทศ  
To use for (one country only)

3. หนังสือเดินทางเลขที่.....ออกให้ที่.....  
Passport/ Travel document number Issued at  
เมื่อวันที่.....เดือน.....พ.ศ.....หมดอายุวันที่.....เดือน.....พ.ศ.....  
Date of issued Month Year Valid until Month Year  
เดินทางเข้ามาประเทศไทยเมื่อ.....ประเภทขอวีซ่า.....  
Entrance to Thailand on Visa type

4. พร้อมนี้ได้อ่านเอกสารประกอบการพิจารณา คือ (Herewith, I submit the related documents as follows :)

**บุคคลสัญชาติไทย**

สำเนาหนังสือเดินทาง  
 สำเนาบัตรประจำตัวประชาชน  
 สำเนาใบสำคัญการเปลี่ยนชื่อตัว/ ชื่อสกุล  
 สำเนาทะเบียนบ้าน  
 สำเนาทะเบียนสมรสหรือหย่า  
 สำเนาขึ้นทะเบียนทหาร (สศ.๖, ๗ หรือ สศ.๔๖)

กรณี **ศึกษาต่อ**  หนังสือตอบรับจากสถานศึกษาต่างประเทศ  
 คู่มือวิชาการศึกษา.....

กรณี **สมรส**  ใบทะเบียนสมรสประเทศ.....  
 หนังสือรับรอง/ เอกสารประจำตัวคู่สมรส

กรณี **ทำงาน**  หนังสือสัญญาการจ้างงาน  
 หนังสือรับรองจากบริษัทผู้จ้างงาน

กรณี **ขอมีเงินที่อยู่**  หนังสือรับรองจากสถานทูต.....  
 เอกสารการขอมีเงินที่อยู่สถานทูต.....

**FOREIGNER** (call document require certified photocopy)

Certified photocopy of current passport with Thai Visa  
 Letter from the Embassy

**For Education**

Letter from University offer  
 Transcript

**For Marriage**

Marriage Certificate from.....  
 Letter/ Personal identification of Spouse

**For Work**

Hire Contract / Work permit / Job offer  
 Letter guarantee from the employer company

**For Residence**

Residence application from.....  
 Letter from ..... Embassy

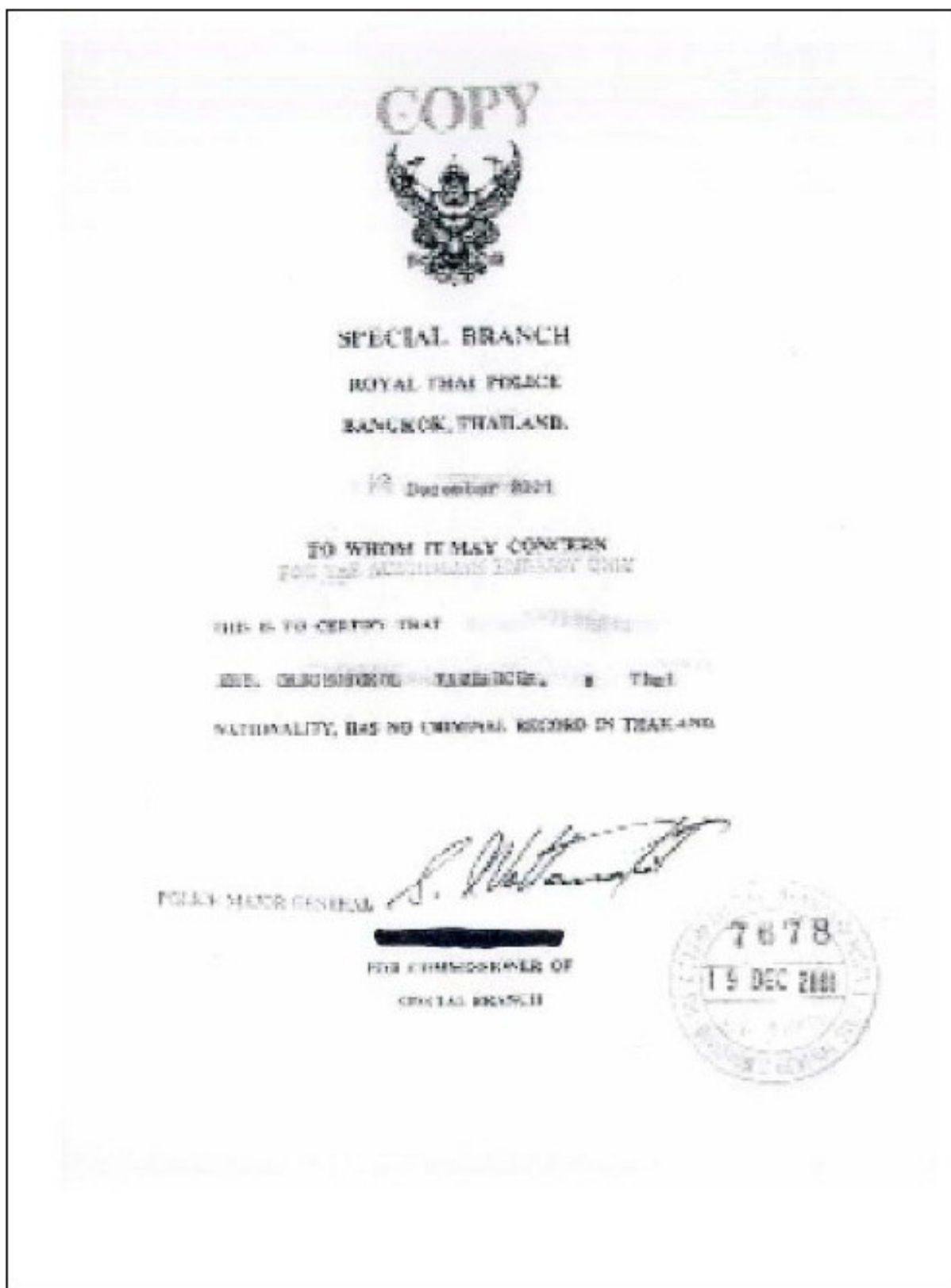
เอกสารอื่น ๆ (ระบุ).....  
Other documents

ข้าพเจ้าขอรับรองว่า ข้อมูลข้างต้นนี้ เป็นความจริงทุกประการและยินยอมให้นำข้อมูลไปใช้ในการตรวจสอบประวัติและพฤติกรรม  
I certify that all information above is all truth and Consent to the data used to examine the history and circumstances

ลงชื่อ .....ผู้ยื่นคำร้อง  
Signature (.....) Applicant

ทนายทนาย (สำหรับเจ้าหน้าที่).....

ลงชื่อ .....ผู้บันทึกข้อความ  
(.....)





National Protective  
Security Authority

**SECURITY** **WATCHDOG**  
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# Turkey

## How to obtain a criminal record check - detailed guidance

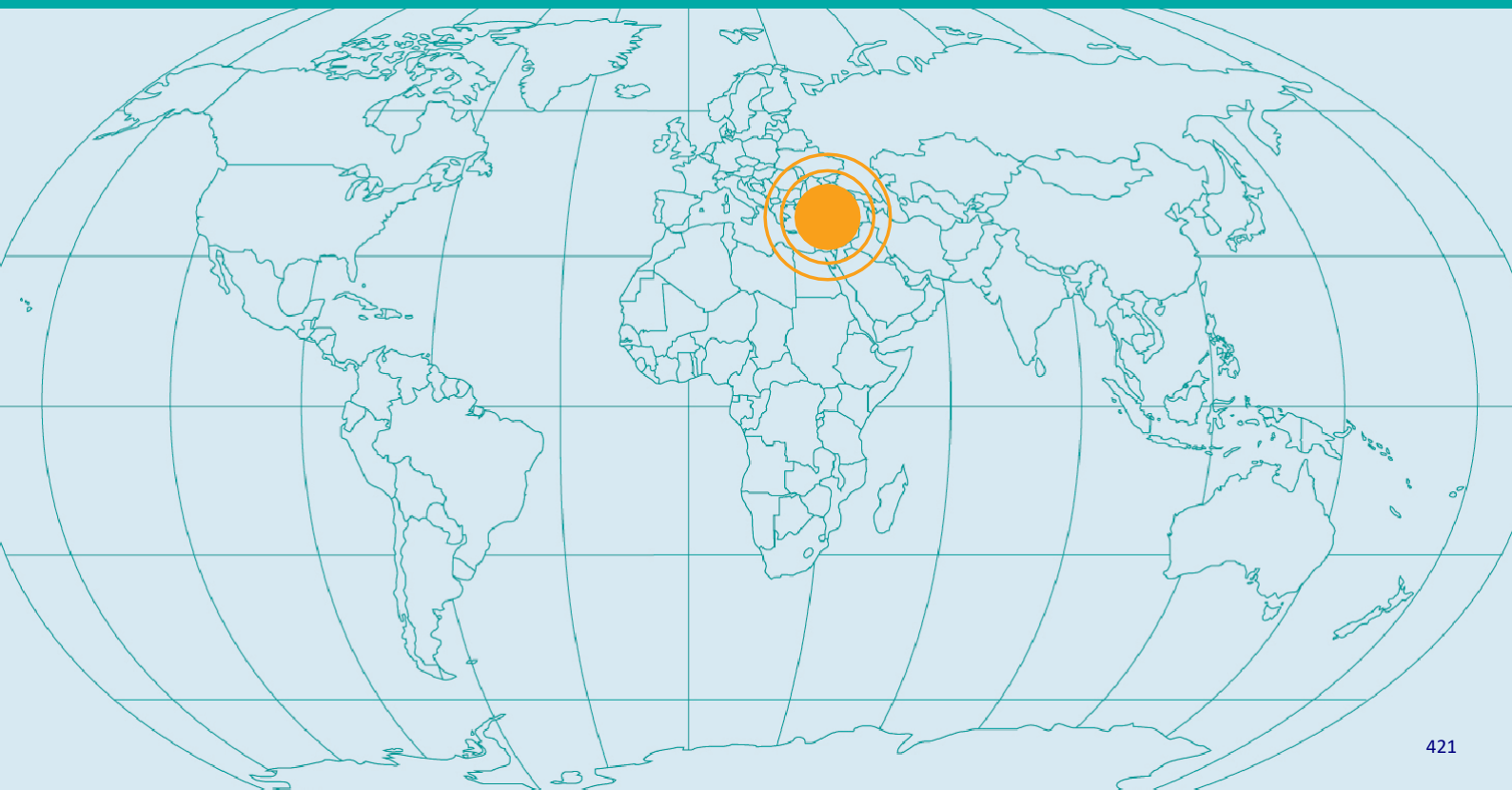
Individual/third party (with written consent) applies in person to Ministry of Justice/an office of Director of Public Prosecutions or online if in possession of an e-Government password

Applications from UK in person to Consulate

Cost TRY5/£6

Certificates issued in Turkish, English, German, French

Turnaround times instant in country/7–8 weeks UK



# Turkey

- 1 Name of certificate
- 2 Department responsible for criminal records
- 3 Where to apply in country
- 4 How to apply in country
- 5 Where to apply in the UK
- 6 How to apply in the UK
- 7 Who can apply
- 8 Cost, payment and turnaround
- 9 How results are presented and security features
- 10 Languages
- 11 Criminal convictions listed on certificate
- 12 Confirming authenticity
- 13 Official bodies providing advice on interpretation of criminal records
- 14 Legislation
- 15 Pending changes
- 16 Sources of information
- 17 Sample documents

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1	<b>Name of certificate</b>	Judicial Record Certificate ( <i>Adli Sicil Kaydı</i> or <i>Sabıka Kaydı</i> )
2	<b>Department responsible for criminal records</b>	Ministry of Justice, Department of Judicial Records and Statistics
3	<b>Where to apply in country</b>	<p>Ministry of Justice, Department of Judicial Records and Statistics, Tuna Caddesi No:10, 06100 Yenisehir, Ankara, Turkey.</p> <p>Tel: +90 (0) 312 431 6120 Fax: +90 (0) 312 435 7156 Internet: <a href="http://www.adlisicil.adalet.gov.tr/">www.adlisicil.adalet.gov.tr/</a></p> <p>At the offices of the Director of Public Prosecutions. The General Directorate of Judicial Records (Adli Sicil ve İstatistik Genel Müdürlüğü) provides a list of these cities at: <a href="http://www.adlisicil.adalet.gov.tr/">www.adlisicil.adalet.gov.tr/</a></p>
4	<b>How to apply in country</b>	<p>In person to either the address or offices detailed in Section 3.</p> <p>The individual must provide:</p> <ul style="list-style-type: none"> <li>• Passport or a Turkish photo identity card (<i>nüfus cüzdanı</i>)</li> <li>• Individual's Citizenship Number (<i>Kimlik Numarası</i>) if applicable</li> <li>• Personal details</li> <li>• Relevant fee</li> <li>• Reason for the request</li> </ul> <p>Applications can also be made online if the individual has an e-Government password or online ID documents at: <a href="https://www.turkiye.gov.tr/adli-sicil-kaydi">https://www.turkiye.gov.tr/adli-sicil-kaydi</a></p>
5	<b>Where to apply in the UK</b>	<p>The Consulate General for the Republic of Turkey, Rutland Lodge, Rutland Gardens, London, SW7 1BW</p> <p>Tel: +44 (0)20 7591 6900 Fax: +44 (0)20 7591 6911 Internet: <a href="http://www.turkishconsulate.org.uk/en/default.asp">http://www.turkishconsulate.org.uk/en/default.asp</a></p>
6	<b>How to apply in the UK</b>	<p>In person to the address in Section 5.</p> <p>The individual must:</p> <ul style="list-style-type: none"> <li>• Arrange an appointment with the Notary Section of the Consulate General online at <a href="http://www.turkishconsulate.org.uk/tr/noter/default.asp">www.turkishconsulate.org.uk/tr/noter/default.asp</a>;</li> <li>• Complete the application form at <a href="http://www.turkishconsulate.org.uk/tr/pdf/AdliSicil.pdf">www.turkishconsulate.org.uk/tr/pdf/AdliSicil.pdf</a> (see Section 17 for a sample);</li> <li>• Provide a copy of the passport;</li> <li>• Provide a pre-paid self-addressed envelope; and</li> <li>• Pay the relevant fee.</li> </ul>

7	<b>Who can apply</b>	<ul style="list-style-type: none"> <li>• Individuals</li> <li>• Third parties with consent (usually a close friend/relative)</li> </ul>
8	<b>Cost, payment and turnaround</b>	<p><b>Cost</b></p> <ul style="list-style-type: none"> <li>• In country: 5 TRY to be paid in cash</li> <li>• From the UK: £6 to be paid by postal order</li> </ul> <p><b>Turnaround</b></p> <ul style="list-style-type: none"> <li>• In country – immediately</li> <li>• From the UK – 7–8 weeks.</li> </ul> <p>There is no fast-track system in place.</p>
9	<b>How results are presented and security features</b>	<p>The results of a criminal record check are presented as a hard copy in person if the application was made in country; or by post if the application was made from the UK.</p> <p>Where applicable, the following information is provided on a criminal record certificate:</p> <ul style="list-style-type: none"> <li>• Conviction</li> <li>• Date of conviction</li> <li>• Court</li> <li>• Reference</li> <li>• Criminal act</li> <li>• Type of punishment</li> </ul> <p>A sample certificate can be seen in Section 17.</p>
10	<b>Languages</b>	<p>The certificate can be requested in Turkish, English, German or French.</p> <p>If individuals are already in possession of a valid Judicial Record Certificate, the Consulate General in London can provide translation into English (see Section 5 for contact details).</p>
11	<b>Criminal convictions listed on certificate</b>	<p>The categories of criminal conviction listed on a criminal record certificate in Turkey are:</p> <ul style="list-style-type: none"> <li>• Violence against the person (<i>Kişilere Karşı Suçlar</i>)</li> <li>• Sexual offences (<i>Cinse Dokunulmazlığa Karşı Suçlar</i>)</li> <li>• Burglary (<i>Haneye Tecavüz</i>)</li> <li>• Robbery (<i>Soygun</i>)</li> <li>• Theft and handling of stolen goods (<i>Gasp</i>)</li> <li>• Fraud and forgery (<i>Dolandırıcılık ve Sahtecilik</i>)</li> <li>• Criminal damage (<i>Mücrim Zarar</i>)</li> <li>• Drug offences (<i>Uyuşturucu Suçları</i>)</li> <li>• Motoring offences (<i>Trafik Güvenliğini Tehlikeye Sokma</i>)</li> </ul> <p>Convictions are removed from an individual’s criminal record when:</p> <ul style="list-style-type: none"> <li>• The offence is no longer a crime</li> <li>• After a period of 80 years has passed</li> </ul> <p>Each certificate carries the unique number of the public official who processed the application and the signature of a director of the General Directory of Judicial Records is a further security measure.</p>



12	<b>Confirming authenticity</b>	Employers can apply to the Ministry of Justice to confirm the validity of criminal record disclosures. See Section 3 for contact details.
13	<b>Official bodies providing advice on interpretation of criminal records</b>	None
14	<b>Legislation</b>	Judicial Records Law No: 5352 (Adli Sicil Kanunu) 2005 – <a href="http://www.adlisicil.adalet.gov.tr/">www.adlisicil.adalet.gov.tr/</a>
15	<b>Pending changes</b>	None
16	<b>Sources of information</b>	NPSA Guidance Document 2014 Ministry of Justice <a href="https://www.turkiye.gov.tr/adli-sicil-kaydi">https://www.turkiye.gov.tr/adli-sicil-kaydi</a> General Directorate of Judicial Records and Statistics <a href="http://www.adlisicil.adalet.gov.tr/">www.adlisicil.adalet.gov.tr/</a>
17	<b>Sample documents</b>	Sample application form (from UK only) Sample certificate

ADLI SİCİL VE İSTATİSTİK GENEL MÜDÜRLÜĞÜNE  
GENERAL DIRECTORY OF CRIMINAL RECORDS

ANKARA

.....verilmek üzere, sabıka kaydım olup, olmadığının tarafıma bildirilmesini saygılarımla arz ederim.

I would like to ask for a Police Clearance Report to be submitted to .....

.../.../200...  
Adı ve Soyadı  
Name and Surname  
İmza/Signature

**Açık Kimliği**  
**Identity Details** :

T.C.Kimlik No :  
TR Citizenship No :

Soyadı :  
Surname :

Adı :  
Name :

Baba Adı :  
Father's Name :

Ana Adı :  
Mother's Name :

Doğum Yeri :  
Place of Birth :

Doğum Tarihi :  
Date of Birth :

Nüfusa kayıtlı  
Olduğu Yer (İl-İlçesi) :  
Address(es) in Turkey :

**Önemli Not** :

Dilekçe ile birlikte Nüfus Cüzdanı fotokopisinin ibrazı gerekmektedir.

It is obligatory to present a copy of the passport together with this letter.

(1)

T.C  
SARIYER  
CUMHURİYET BAŞSAVCILIĞI  
ADLI SİCİL BÜROSU

SAYI : 6252-2008-020467 / 14:32  
KONU : ÖZEL İŞ - İŞÇİ  
VERİLECEĞİ KURUM :  
KİMLİK TÜRÜ : NÜPUS ÇÖZDANI

SARIYER  
27.08.2008

SONGULANMAYA ESAS KİMLİK BİLGİLERİ :

T.C.Sİ : DOĞUM TAR. :  
SOYAD AD :  
BABA ADI : ANA ADI :  
DOĞUM YERİ : NÜPUS K.Y. : /

ADLI SİCİL KAYDI SORĞULANMA SORUÇLARI :

YUKARIDA KİMLİK BİLGİLERİ BİZANLIK KİŞİNİN ADLI SİCİL KAYDI YOKTUR.

27.08.2008  
SİGOS A.O.

CUMHURİYET BAŞSAVCISI Y.  
NE

NOT : BU SORĞULARA YUKARIDAKİ SORĞULANMAYA ESAS KİMLİK BİLGİLERİNE GÖRE YAPILMIŞTIR.



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# United Arab Emirates

## How to obtain a criminal record check - detailed guidance

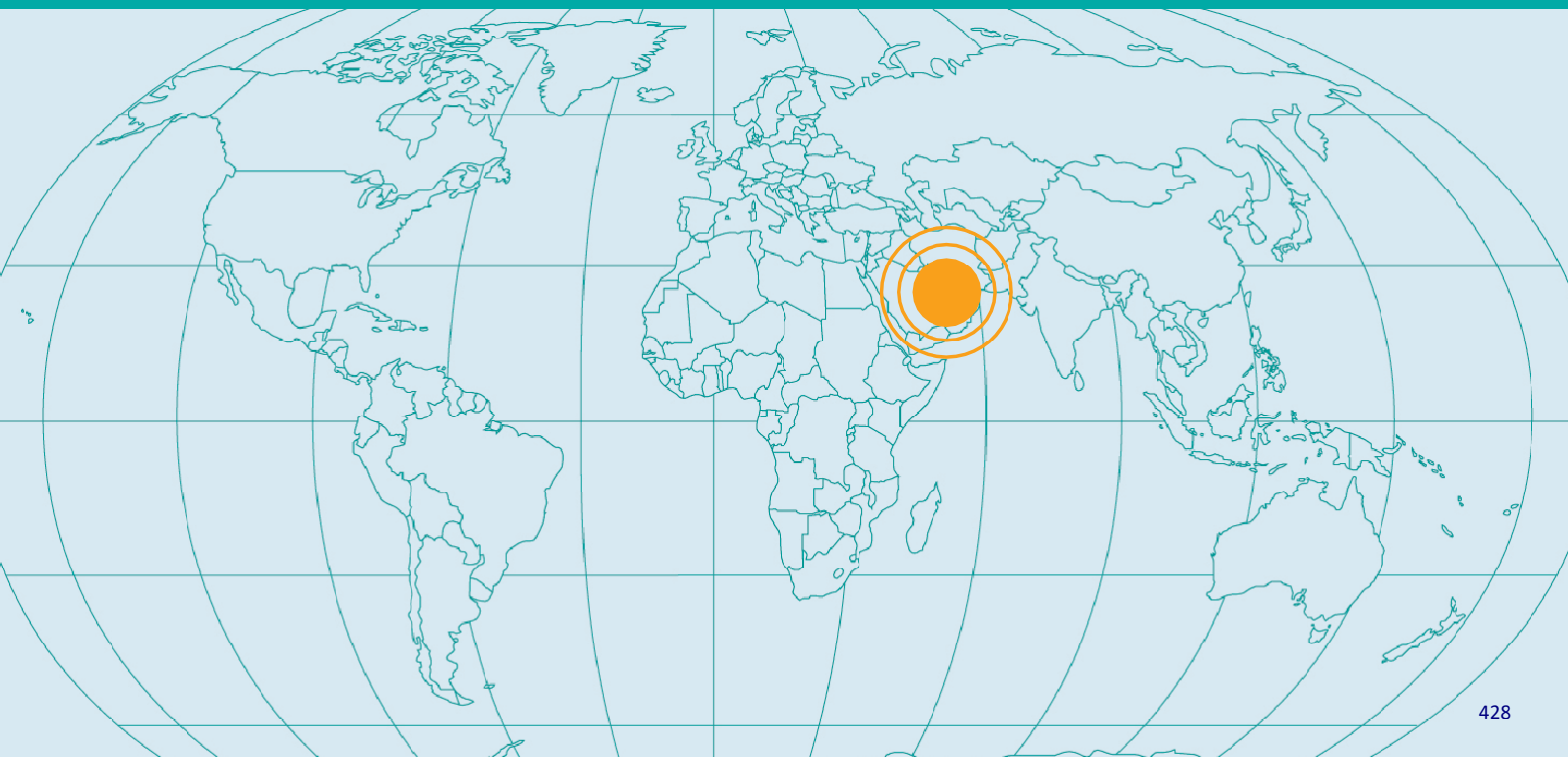
Individual applies online or via the Dubai Police smartphone app

Applications from the UK in person to Embassy or online

Cost varies depending on residential status

Certificate issued in Arabic or English

Same day turnaround



# United Arab Emirates

-  1 Name of certificate
-  2 Department responsible for criminal records
-  3 Where to apply in country
-  4 How to apply in country
-  5 Where to apply in the UK
-  6 How to apply in the UK
-  7 Who can apply
-  8 Cost, payment and turnaround
-  9 How results are presented and security features
-  10 Languages
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-  13 Official bodies providing advice on interpretation of criminal records
-  14 Legislation
-  15 Pending changes
-  16 Sources of information
-  17 Sample documents

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1	<b>Name of certificate</b>	Certificate of Good Conduct/Police Clearance Certificate
2	<b>Department responsible for criminal records</b>	<ul style="list-style-type: none"> <li>• Police stations</li> <li>• General Directorate of Criminal Investigation and Investigation</li> </ul>
3	<b>Where to apply in country</b>	Certificates can be applied for either through the <b>Dubai Police website</b> or through its smartphone app, available on <b>Google Play</b> and the <b>Apple Store</b> .
4	<b>How to apply in country</b>	<p>To apply through the website, you need to access your user profile through MYID link or apply directly by completing the form.</p> <p>The confirmation screen will send you an activation code through as an SMS message. You must enter the activation code in the code box.</p> <p>After this, you will be directed to the payment screen, through which you can evaluate the service then follow up on the payment process by clicking on the payment button. You will then be directed to the Smart Government Payment Screen to complete the payment process.</p> <p>When applying, you will need the following documents:</p> <ul style="list-style-type: none"> <li>• A valid Emirates ID</li> <li>• An active email address</li> <li>• 2 recent passport-size photographs</li> <li>• A copy of your passport</li> </ul>
5	<b>Where to apply in the UK</b>	Online using the Dubai Police GHQ website.
6	<b>How to apply in the UK</b>	<p>Those applying from another country will need:</p> <ul style="list-style-type: none"> <li>• A fingerprint card approved by the UAE or any GCC council</li> <li>• 2 recent passport-sized photographs</li> <li>• Valid passport copy</li> <li>• UAE visa copy, if possible</li> <li>• Purpose for applying.</li> </ul> <p>This can be done online through the Dubai Police GHQ website, found <b>here or at the UAE embassy</b> in the country of residence.</p> <p>For those outside the country, you will have to get fingerprints taken at any police station within the country of residence. After this, you will have to attest the fingerprint card by the UAE embassy in the country of residence.</p> <p>Once the attestation has been done, you can send the application along with the required documents to the General Directorate of Abu Dhabi Police.</p>
7	<b>Who can apply</b>	UAE nationals and residents

8	Cost, payment and turnaround	<p><b>Cost</b></p> <ul style="list-style-type: none"> <li>• Certificate - UAE national: 100 Dirhams</li> <li>• Certificate – Resident: 200 Dirhams</li> <li>• Certificate – From outside country: 300 Dirhams</li> <li>• Knowledge Fee: 10 Dirhams</li> <li>• Innovation Fee: 10 Dirhams</li> </ul> <p><b>Turnaround</b></p> <ul style="list-style-type: none"> <li>• 5 minutes for Dubai Police Website</li> <li>• 5 minutes for smartphone app</li> <li>• 15 minutes for applications made in person at a police station</li> <li>• working days for applications made at external points of police stations</li> </ul>
9	How results are presented and security features	Certificates are issued electronically
10	Languages	<ul style="list-style-type: none"> <li>• Arabic</li> <li>• English</li> </ul>
11	Criminal convictions listed on certificate	
12	Confirming authenticity	To verify the authenticity of a certificate, visit the e-Document Inquiry Service website, found here: <a href="https://www.dubaipolice.gov.ae/wps/portal/home/services/institutionsservices/documentinquiryservice?firstView=true">https://www.dubaipolice.gov.ae/wps/portal/home/services/institutionsservices/documentinquiryservice?firstView=true</a>
13	Official bodies providing advice on interpretation of criminal records	None
14	Legislation	No prescriptive guidance on specific legislation available.
15	Pending changes	None
16	Sources of information	Dubai police
17	Sample documents	Sample certificate

Reference No: [REDACTED]  
Security Code: [REDACTED]  
Receipt No: [REDACTED]  
Date: [REDACTED]

### Police Clearance Certificate

Name: [REDACTED]  
Nationality: [REDACTED]  
National ID: [REDACTED]  
Passport No: [REDACTED]  
Issued To: [REDACTED]



PCC

General Department of Criminal Investigation certifies that the above mentioned individual is of good conduct and behavior until the issuance date of this certificate. This certificate is issued upon individual's request. The department is not liable towards any legal rights of others.

SPECIMEN

Acting Director, General Dept. of Criminal Investigation

#### Note

This certificate is issued electronically and does not require a stamp

- \* To verify this certificate validity, visit our website and use e-Document Inquiry Service.
- \* Any erasure or amendment in this certificate makes it invalid.
- \* This certificate is valid for three month.





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# Ukraine

## How to obtain a criminal record check - detailed guidance

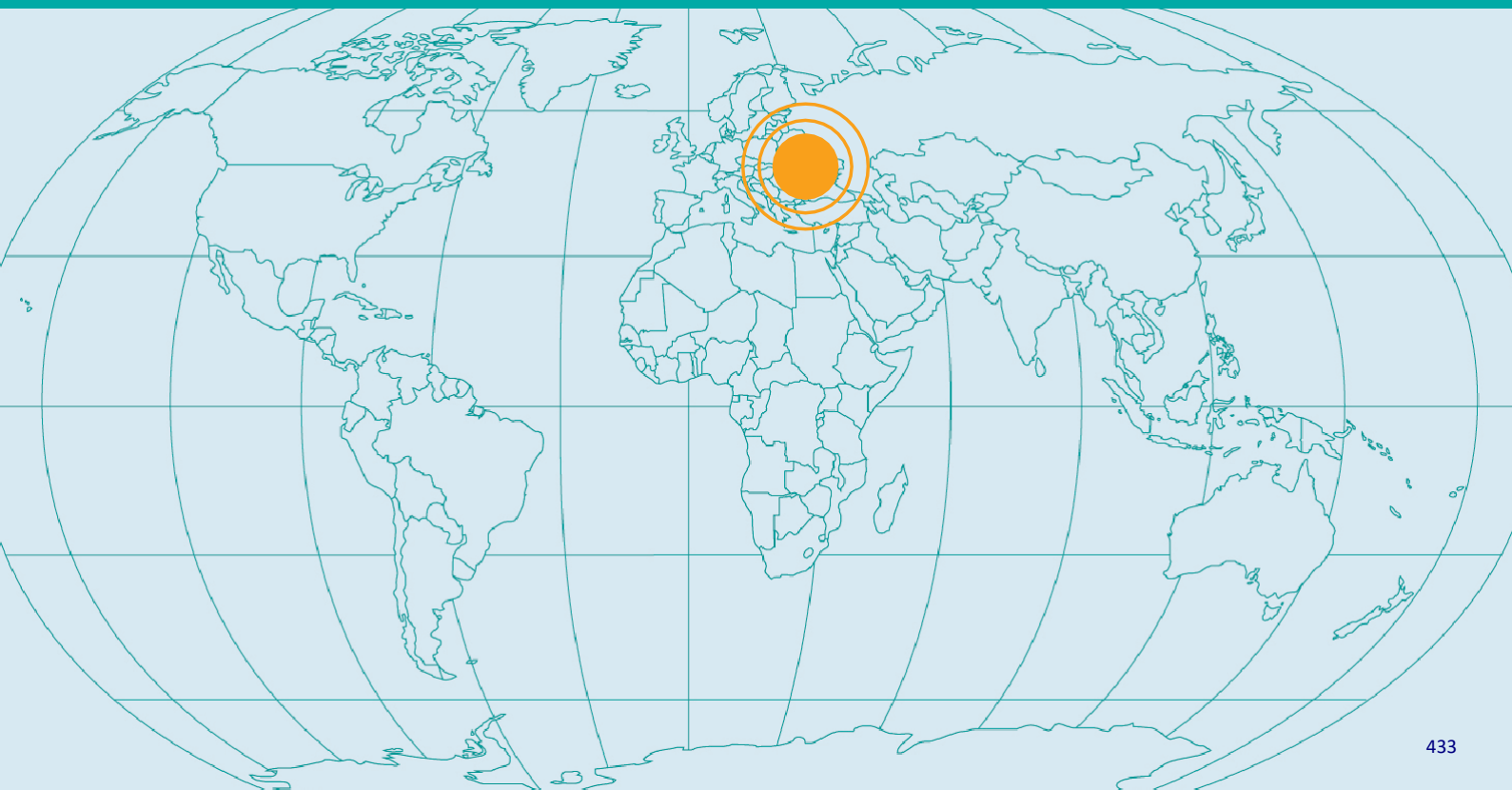
Individual/third party (with power of attorney) applies in person to  
Department of Informational Technologies Head Office/Regional DIT Office

Applications from the UK in person to Embassy

Cost varies/£64 at Embassy

Certificate issued in Ukrainian/English if applied through Embassy

Turnaround up to 10 working days



# Ukraine

- 1 Name of certificate
- 2 Department responsible for criminal records
- 3 Where to apply in country
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1	<b>Name of certificate</b>	Certificate of Conviction or No Conviction
2	<b>Department responsible for criminal records</b>	Administration of Operational Information, Ministry of Interior 34T Shevchenko Avenue Kiev 01030 Ukraine
3	<b>Where to apply in country</b>	Police certificates are available from the regional militia division (Rayonne Viddilennya) of the region of your residence permit Propyska).  Police certificates may also be obtained by all Ukraine residents at the centralized office in Kyiv at:  10 Bogomoltsya street, Kyiv <b>Tel: +38044 256 0333</b>  Website:
4	<b>How to apply in country</b>	In person to the DIT head office in Kiev or via any of the regional DIT offices detailed in Section 3. The individual must provide: <ul style="list-style-type: none"> <li>• Completed application form (application forms can be obtained from any of the offices in Section 3)</li> <li>• The individual's original passport</li> <li>• Exact dates of residence and address details for the individual's time in Ukraine</li> </ul> <p>If the application is being made by a third party, their original passport and a document reflecting the power of attorney are required in addition to the above.</p>
5	<b>Where to apply in the UK</b>	Consular/Visa Section, Embassy of Ukraine, Ground Floor, 78 Kensington Park Road, London, W11 2PL  Tel: +44 (0)207 243 8923 Fax: +44 (0)207 727 3567 Email: gc_gb@mfa.gov.ua Website: <a href="http://mfa.gov.ua.en">http://mfa.gov.ua.en</a>
6	<b>How to apply in the UK</b>	In order to get the criminal record check certificate from Ukraine an applicant should address the Consular Section in person and fill in relevant forms (Note: the forms are to be completed in Ukrainian).  A valid passport is required as an ID proof and should be presented on the day of application.  Also, the applicants are expected to provide the Consular Section with the exact address of the applicant's former residence address in Ukraine.  The Consular Section will be in position to issue respective document after the required data has been received from Ukraine's competent authorities.

7	<b>Who can apply</b>	<ul style="list-style-type: none"> <li>• Individuals</li> <li>• Third parties with power of attorney</li> </ul> <p>If the individual is under 18 years old or subject to guardianship, a parent/guardian may apply on behalf of the individual. The parent/guardian is required to present papers confirming their status as a parent/guardian.</p>
8	<b>Cost, payment and turnaround</b>	<p><b>Cost</b></p> <p>The cost for an application for a Notice of Conviction varies per region. The regional office should be contacted for prices (see Section 3).</p> <p>The cost to apply at the Embassy in London is £64.00 to be paid by credit/ debit card or bank order.</p> <p><b>Turnaround</b></p> <p>The turnaround time is up to ten working days</p> <p>There is no fast-track system available.</p>
9	<b>How results are presented and security features</b>	<p>The results of an application for a Notice of Conviction are available in hard copy only. The certificate features are:</p> <ul style="list-style-type: none"> <li>• Landscape A4 paper</li> <li>• Gold-coloured frame set slightly in from the border of the page</li> <li>• An impression of the national coat of arms of Ukraine is set into the middle of the top border</li> <li>• A unique registration number in the top left-hand corner of the certificate</li> <li>• An official stamp with the signature of the head of the DIT office that processed the request in the bottom right hand corner of the page</li> <li>• Only one copy is issued</li> </ul> <p>In the case of an application from the UK, the consular division of the Ukrainian Embassy will contact the applicant when the certificate is ready for collection.</p> <p>For applications made within Ukraine, the relevant DIT office will notify the applicant when the certificate is ready.</p> <p>The certificate can be collected in person or mailed to the individual if a prepaid envelope is provided or the postage fee is paid.</p> <p>The Notice of Conviction will provide details of any records that have been identified. If no records are identified, the Notice of Conviction will state that the DIT does not have any information regarding convictions for this individual.</p> <p>If any criminal records are identified, the following information for each record will be provided:</p> <ul style="list-style-type: none"> <li>• Type of conviction (both spent and unspent)</li> <li>• Reference to the Article of the Criminal Code of Ukraine under which the applicant has been convicted</li> <li>• Date and place of the conviction (including name of the court)</li> <li>• Period and place of imprisonment (if applicable)</li> <li>• Date of release (if applicable)</li> </ul>

10	<b>Languages</b>	<p>The criminal record certificate is available in Ukrainian only.</p> <p>If the application was made through the Consulate in London, translation into English and notarisation is included in the price of the application.</p> <p>For applications by UK citizens who live in Ukraine, the certificate can be translated by the Consular Section of the British Embassy in Kiev at:</p> <p>Consular Section of the British Embassy, Artyom Business Centre, 4 Glybochytska Street, Kiev 04050, Ukraine.</p> <p>Tel: +380 (0) 44 494 3422 Fax: +380 (0) 44 494 3418 Email: <a href="mailto:britconsular.kiev@fco.gov.uk">britconsular.kiev@fco.gov.uk</a></p>
11	<b>Criminal convictions listed on certificate</b>	<p>The main categories of criminal conviction listed on a criminal record certificate are:</p> <ul style="list-style-type: none"> <li>• Violence against the person (<i>Злочин проти життя та здоров'я особи</i>)</li> <li>• Sexual offences (<i>Злочин проти статевої свободи та статевої недоторканості</i>)</li> <li>• Burglary (<i>Грабіж</i>)</li> <li>• Robbery (<i>Крадіжка</i>)</li> <li>• Theft and handling of stolen goods (<i>Придбання, отримання, зберігання чи збут майна одержаного злочинним шляхом</i>);</li> <li>• Fraud (<i>Шахрайство</i>)</li> <li>• Criminal damage (<i>Умисне знищення або пошкодження майна</i>)</li> <li>• Drug offences (<i>Злочини у сфері обігу наркотичних засобів, психотропних речовин, їх аналогів або прекурсорів</i>)</li> <li>• Motoring offences are not regulated by the Criminal Code and will not appear on the criminal record certificate.</li> </ul> <p>There is no obligation on the DIT to destroy criminal records information. Criminal records generally remain on record at the DIT for the duration of the life of the individual.</p>
12	<b>Confirming authenticity</b>	<p>An Apostille can be requested at the time of ordering a criminal record check from the UK at the Consulate.</p> <p>Furthermore, this country has joined The Hague Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents. This enables criminal record checks to be authenticated by means of an Apostille. For further information on how to obtain an Apostille from this country, please see: <a href="https://www.hcch.net/en/states/authorities/details3/?aid=351">https://www.hcch.net/en/states/authorities/details3/?aid=351</a></p>

<b>13</b>	<b>Official bodies providing advice on interpretation of criminal records</b>	None
<b>14</b>	<b>Legislation</b>	Decree (no 795) of the Cabinet of Ministers of Ukraine dated 4 July 2004
<b>15</b>	<b>Pending changes</b>	None
<b>16</b>	<b>Sources of information</b>	NPSA Guidance Document 2014 Embassy of Ukraine, Consular and Visa Section Hague Conference on Private International Law website: <a href="http://www.hcch.net/index_en.php?act=authorities.details&amp;aid=351">www.hcch.net/index_en.php?act=authorities.details&amp;aid=351</a>
<b>17</b>	<b>Sample documents</b>	Application form

форма № 3

**АНКЕТА**

по витребуванню документів з-за кордону  
Заповнюється у 2-х примірниках на кожен документ окремо.  
Відповіді на питання слід давати повними і точними.

ПИТАННЯ	ВІДПОВІДЬ
Прізвище, ім'я та по батькові особи, на ім'я якої витребується документ (укр. та іноз. мовами). Зазначте всі прізвища, які має чи мала ця особа.	
Рік, місяць, число народження	
Місце народження (область, район, місто, село, селище).	
Громадянство цієї особи (якщо змінювалось, зазначити їх всі).	
Національність	
Який документ витребується	
<p>Важлива інформація</p> <p>якщо витребується документ про реєстрацію народження, шлюбу, смерті та інш., зазначити точно місце та час реєстрації народження, шлюбу і розірвання шлюбу, смерті та інш., а також прізвище, ім'я та по батькові батьків при витребуванні документа про народження;</p> <p>якщо витребується документ про освіту, зазначити точну назву та адресу навчального закладу, дату вступу і закінчення його;</p> <p>якщо витребується документ про стаж роботи, про перебування на примусових роботах, зазначити точну назву та адресу підприємства, установи, час роботи та посаду.</p>	
З якою метою витребується документ	
Точна адреса місця проживання особи, на яку витребується документ	



National Protective  
Security Authority

**SECURITY** **WATCHDOG**  
Part of Capita plc

# United States of America

## How to obtain a criminal record check - detailed guidance

Individual applies online/by post/through authorised FBI-approved channeler to Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS) Division

Cost \$18 plus fingerprints cost/varies through channeler

Certificate issued in English

Turnaround 5–6 weeks (varies through channeler)





# United States of America

-  1 Name of certificate
-  2 Department responsible for criminal records
-  3 Where to apply in country
-  4 How to apply in country
-  5 Where to apply in the UK
-  6 How to apply in the UK
-  7 Who can apply
-  8 Cost, payment and turnaround
-  9 How results are presented and security features
-  10 Languages
-  11 Criminal convictions listed on certificate
-  12 Confirming authenticity
-  13 Official bodies providing advice on interpretation of criminal records
-  14 Legislation
-  15 Pending changes
-  16 Sources of information
-  17 Sample documents

## *Disclaimer*

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1	<b>Name of certificate</b>	Criminal History Summary (Rap Sheet)
2	<b>Department responsible for criminal records</b>	Federal Bureau of Investigation (FBI) – Criminal Justice Information Services (CJIS) Division
3	<b>Where to apply in country</b>	<p>FBI CJIS Division – Summary Request, 1000 Custer Hollow Road, Clarksburg, WV 26306, USA.</p> <p>Tel: +1 (0) 304 625 5590 Email: <a href="mailto:liaison@leo.gov">liaison@leo.gov</a> Web: <a href="https://www.fbi.gov/services/cjis/identity-history-summary-checks">https://www.fbi.gov/services/cjis/identity-history-summary-checks</a></p> <p>List of FBI Approved Channelers: <a href="https://www.fbi.gov/services/cjis/identity-history-summary-checks/list-of-fbi-approved-channelers-for-departmental-order-submissions">https://www.fbi.gov/services/cjis/identity-history-summary-checks/list-of-fbi-approved-channelers-for-departmental-order-submissions</a></p>
4	<b>How to apply in country</b>	<p><b>Online</b></p> <p>The FBI has implemented a new option to electronically submit requests and receive responses for Identity History Summary Checks and Identity History Summary Challenges. The new eDO option allows for faster processing of requests. Visit <a href="https://www.edo.cjis.gov">https://www.edo.cjis.gov</a></p> <p><b>By post</b></p> <ul style="list-style-type: none"> <li>• Complete the application form from <a href="https://forms.fbi.gov/identity-history-summary-checks-review/q384893984839334.pdf">https://forms.fbi.gov/identity-history-summary-checks-review/q384893984839334.pdf</a> A sample can be seen in Section 17</li> <li>• Obtain a set of current fingerprints. The original fingerprint card must include the individual’s name and date of birth. A standard fingerprint form can be found at: <a href="https://www.fbi.gov/file-repository/standard-fingerprint-form-fd-258-1.pdf/view">https://www.fbi.gov/file-repository/standard-fingerprint-form-fd-258-1.pdf/view</a>. A local, county, or state law enforcement agency can take fingerprints for a fee</li> <li>• Include payment or proof of payment</li> <li>• Post the signed applicant information form, fingerprint card, and payment to the address in Section 3</li> </ul> <p><b>Through an authorised FBI Channeller</b></p> <ul style="list-style-type: none"> <li>• Submit to an FBI-Approved Channeler (a private business that has contracted with the FBI to expedite the delivery of Criminal History Summary)</li> <li>• A list of FBI-Approved Channelers for Departmental Order Submissions can be found in Section 3</li> <li>• An FBI-Approved Channeler may only process requests for a US citizen (lawful permanent resident of the US)</li> </ul>

5	<b>Where to apply in the UK</b>	Applications are made through the same contacts as detailed in Section 3.
6	<b>How to apply in the UK</b>	The process is the same as detailed in Section 4.
7	<b>Who can apply</b>	Individuals only
8	<b>Cost, payment and turnaround</b>	<p><b>Cost</b></p> <ul style="list-style-type: none"> <li>• \$18 per application</li> <li>• Fees may vary through an FBI-Approved Channeler</li> </ul> <p><b>Payment</b></p> <ul style="list-style-type: none"> <li>• By credit card, using the form at <a href="https://www.fbi.gov/file-repository/idhsc-credit-card-payment-form.pdf/view">https://www.fbi.gov/file-repository/idhsc-credit-card-payment-form.pdf/view</a></li> <li>• Money order</li> <li>• Certified cheque made payable to the Treasury of the United States.</li> </ul> <p><b>Turnaround</b></p> <ul style="list-style-type: none"> <li>• 5–6 weeks</li> </ul> <p><b>Fast-track</b></p> <ul style="list-style-type: none"> <li>• There is no official fast-track service</li> <li>• However, applications through an FBI-Approved Channeler can yield a faster response</li> </ul>
9	<b>How results are presented and security features</b>	<p>Results are provided in the format of a letter stating if there is a criminal record. Details will be attached in the case of a record. If there are fingerprints related to an arrest, the following will be stated:</p> <ul style="list-style-type: none"> <li>• Name of the agency that submitted the fingerprints to the FBI</li> <li>• Date of the arrest</li> <li>• Arrest charge</li> <li>• Disposition of the arrest, if known to the FBI</li> </ul> <p>The results are presented on standard white paper.</p>
10	<b>Languages</b>	The certificate is available in English only.
11	<b>Criminal convictions listed on certificate</b>	<p>All instances of arrest and fingerprinting where the information is submitted to the FBI will appear on an individual's record.</p> <p>Convictions stay on an individual's record for 110 years, unless the arresting agency or State Bureau request that it is removed.</p>
12	<b>Confirming authenticity</b>	<p>The FBI will authenticate all U.S. Department of Justice Order 556-73 fingerprint search results by placing the FBI seal and the signature of a division official on the results at the time of submission.</p> <p>Note: The FBI seal is no longer a raised seal. Documents authenticated by the FBI may then be sent to the U.S. Department of State by the requestor to obtain an apostille if necessary. Requests to authenticate previously processed results will not be accepted.</p>

13	Official bodies providing advice on interpretation of criminal records	None
14	Legislation	US Department of Justice Order 556-73 1973 Public Law 92-544 2013 The Privacy Act of 1974
15	Pending changes	None
16	Sources of information	www.fbi.gov NPSA Document 2014
17	Sample documents	Sample application form Sample fingerprint form

I 783 (Rev. 04-02-2014)

OMB 1110-0052

**PRIVACY ACT STATEMENT**

The FBI's acquisition, retention, and sharing of information submitted on this form is generally authorized under 28 USC 534 and 28 CFR 16.30-16.34. The purpose for requesting this information from you is to provide the FBI with a minimum of identifying data to permit an accurate and timely search of identity history identification records. Providing this information (including your Social Security Account Number) is voluntary; however, failure to provide the information may affect the completion of your request. The information reported on this form may be disclosed pursuant to your consent, and may also be disclosed by the FBI without your consent pursuant to the Privacy Act of 1974 and all applicable routine uses. Under the Paperwork Reduction Act, you are not required to complete this form unless it contains a valid OMB control number. The form takes approximately 5 minutes to complete.

**Applicant Information \* Denotes Required Fields**

\*Last Name \_\_\_\_\_ \*First Name \_\_\_\_\_  
Middle Name 1 \_\_\_\_\_ Middle Name 2 \_\_\_\_\_

\*Date of Birth: \_\_\_\_\_ \*Place of Birth: \_\_\_\_\_ U.S. Citizen or Legal Permanent Resident:  
Yes  No

\*Country of Citizenship: \_\_\_\_\_ Country of Residence: \_\_\_\_\_ Prisoner Number (if applicable): \_\_\_\_\_

\*Last Four Digits of Social Security Number: \_\_\_\_\_

\*Height: \_\_\_\_\_ \*Weight: \_\_\_\_\_

**\*Hair (please check appropriate box):**

Bald  Black  Blonde/Strawberry  Blue  Brown  Gray  Green  Orange  Pink  
 Purple  Red/Auburn  Sandy  Unknown  White

**\*Eyes (please check appropriate box):**

Black  Blue  Brown  Gray  Green  Hazel  Maroon  Multicolored  Pink  Unknown

**Applicant Home Address**

\*Address \_\_\_\_\_

\*City \_\_\_\_\_ \*State \_\_\_\_\_

\*Postal (Zip) Code \_\_\_\_\_ \*Country \_\_\_\_\_

Phone Number \_\_\_\_\_ E-Mail \_\_\_\_\_

**Mail Results to Address**

C/O \_\_\_\_\_ ATTN \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Postal (Zip) Code \_\_\_\_\_ Country \_\_\_\_\_

Phone Number (if different from above) \_\_\_\_\_

**Payment Enclosed: (please check appropriate box)**

CERTIFIED CHECK  MONEY ORDER  CREDIT CARD FORM

**Reason for Request:**

Personal review  Challenge information on your record  Adoption of a child in the U.S.  
 International adoption  Live, work, or travel in a foreign country  Other

\* APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Mail the signed applicant information form, fingerprint card, and payment of \$18 U.S. dollars to the following address:

FBI CJIS Division – Summary Request  
1000 Custer Hollow Road  
Clarksburg, West Virginia 26306

You may request a copy of your own Identity History Summary to review it or obtain a change, correction, or an update to the summary.

<b>APPLICANT</b> <small>* See Privacy Act Notice on Back</small>		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK				FBI		LEAVE BLANK	
FD-258 (Rev. 5-15-17) 1110-0046		SIGNATURE OF PERSON FINGERPRINTED		LAST NAME NAM		FIRST NAME		MIDDLE NAME			
RESIDENCE OF PERSON FINGERPRINTED		ALIASES AKA		O		R		I		DATE OF BIRTH Month Day Year	
DATE		SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		CITIZENSHIP CTZ		SEX	RACE	HGT.	WGT.	EYES	HAIR
EMPLOYER AND ADDRESS		YOUR NO. OCA		UNIVERSAL CONTROL NO. UCN		ARMED FORCES NO. MNU		SOCIAL SECURITY NO. SOC		MISCELLANEOUS NO. MNU	
REASON FINGERPRINTED		CLASS		REF.		LEAVE BLANK					
1. R. THUMB		2. R. INDEX		3. R. MIDDLE		4. R. RING		5. R. LITTLE			
6. L. THUMB		7. L. INDEX		8. L. MIDDLE		9. L. RING		10. L. LITTLE			
LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY				L. THUMB		R. THUMB		RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY			

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