



National Protective
Security Authority

SECURITY
WATCHDOG
Part of Capita plc

How to obtain an Overseas Criminal Record Check

Quick Reference Guide

● May 2018

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Introduction

Summary Overviews

This summary overview document on how to obtain criminal records disclosure on individuals in 64 countries is a quick reference tool to the guidance for employers and employees issued in May 2018 by NPSA.

This guidance is aimed to assist employers and employees gain an immediate appreciation of the processes involved in obtaining criminal record checks in specific country 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.

Benefits

Having a short overview of each country's process for obtaining a criminal record check allows managers within UK businesses and institutions to plan and resource accordingly and manages expectations of colleagues, employees and prospective candidates.

Disclaimer

We have been instructed by the National Protective Security Authority (NPSA) to undertake confirmatory research into overseas criminal record checks in various locations worldwide.

The information contained in this report reflects previous studies commissioned by NPSA which have been updated and was compiled during April – May 2018. This information should be considered current as at the date the research was undertaken.

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Country Overviews

Albania

Individual/third party (with written consent) applies in person at post office in Albania • process same from UK • Cost 420 ALL • Certificate issued in Albanian • Turnaround 1 week

Argentina

Individual/third party (with authorisation) applies in person to National Recidivism Registry Offices or via online form • Applications from UK made to Consulate • Fingerprints required • Cost typically 70 ARS • Certificate issued in Spanish only • Turnaround 1 – 5 days

Australia

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

Austria

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 EUR/42 GBP • Certificate issued in German or English • Turnaround Austria Instant/ UK 1 to 2 weeks

Bangladesh

Individual/third party (with written consent) applies in person at regional police stations/high commission from UK or online • Cost 500 BDT or £3 from UK • Certificate issued in English • Turnaround times vary

Belarus

Individual/third party (with power of attorney) applies in person to the Internal Affairs Department of Minsk Executive Committee • Applications from UK – in person at the Embassy of the Republic of Belarus, London • Cost–in country 65 BYR/130 BYR (fast track)/ from UK 35-£70 GBP • Certificate issued in Russian • Turnaround time is approximately two weeks

Belgium

Individual/ third party (with written permission) applies in person/by post/by fax/email to the Casier Judiciaire Central/ Dienst Centraal Strafregister • No process from UK • No cost • Certificate issued in French/Dutch/German • Turnaround times in person same day/other methods same day plus postage

Bosnia - Herzegovina

Individual/third party (with written consent) applies in person to Ministry of Internal Affairs/Regional Courts • Applications from UK to embassy (Bosnia-Herzegovinian nationals only)/others through respective embassy in Bosnia-Herzegovina • Cost 5 – 10 BAM • Certificate issued in Bosnian • Turnaround in 1 -5 working days

Brazil

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 instant to 15 days

Bulgaria

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 embassy/online • Cost 5 BGL or 21 GBP in UK • Turnaround 1-3 days/UK plus postage time

Canada

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

China (Peoples Republic of)

Individual applies at Public Security Bureau (PSB) in country • some PSBs allow application by third party • Application process, cost, turnaround time and documentation required varies locally • Check with individual PSB for details

Croatia

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/post 1 week

Cyprus

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 EUR • Certificate issued in Greek or English • Turnaround from Cyprus same day - UK 1 – 2 months

Czech Republic

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 - 200 CZK • Certificate issued in Czech • Turnaround in country instant - 20 days/ UK 4 weeks

Denmark

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

Estonia

Individual/third party (with power of attorney) applies online/by post/by email to the Karistusregister • Process same from UK • Cost 0 – 4 EUR • Certificate issued in Estonian • Turnaround Instant - 2 working days

Finland

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 from Finnish Police • Cost 12 EUR • Certificate issued in English, Finnish, French, German, Spanish, Swedish • Turnaround seven working days plus posting time

France

Individual applies online to the National Judicial Record (Casier Judiciaire National – CJN) • Same process for UK • No cost • Certificates issued in French • Turnaround Instant - 2 weeks

Germany

Individual applies in person to local registry office • Applications from the UK by post to Federal Office of Justice • Cost 13 EUR • Certificate issued in German • Turnaround 1-4 weeks/fast track 3 days

Ghana

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 up to 5 days

Greece

Individual applies online/in person/by telephone to Ministry of Justice/ Citizen Service Centre • Applications from UK to Embassy in person • No cost • Certificate issued in Greek • Turnaround 10 working days in country/UK plus postage times

Hungary

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 in country/ UK Cost varies • Certificate issued in Hungarian • Turnaround Hungary 0 - 30 days/UK a few weeks

Iceland

Individual/third party (with written consent) applies by post/email/in person to District Commissioners Office • Applications from UK made by post/email/in person to Embassy in London • Cost 2000 ISK • Certificate issued in Icelandic (English or Danish if no convictions) • Turnaround - in person instant/by post a few weeks

India

Individual/employer (with written consent) applies in person to local police station/regional passport office • Application from UK online via VFSGlobal website • Cost varies locally • Certificate issued in English • Turnaround 7 - 10 working days

Indonesia

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

Ireland

Individual applies online or by post for Data Access Request (Police certificate not issued for employment screening) • Process same from UK • Cost 6.35 EUR • Data Access Request issued in English • Turnaround up to 40 days

Italy

Individual/third party (with written consent) in person/by post/email to Criminal Record Local Office • Process same from UK • Cost 19.54/23.08 EUR fast track • Certificate issued in Italian • Turnaround 1 day/fast track same day

Japan

Individual applies in person to National Police Agency/local police authority • Applications from UK in person to embassy • Fingerprints required • Cost varies by location • Certificate issued in Japanese, English, Spanish, French, German • Turnaround Japan 1-2 weeks/embassy 2-3 months

Latvia

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 – 12.81 EUR • Certificate issued in Latvian, English, Russian • Turnaround Latvia five working days/fast track available UK five working days plus postage time

Liechtenstein

Individual/third party (with written consent) applies online/by post to Fürstliches Landgericht • Process same from UK • Cost 9 CHF • Certificate issued in German • Turnaround in person/online instant, post 1-3 days plus postage time

Lithuania

Individual/third party (with written consent) applies by post/in person to Ministry of Interior/by e-way (Lithuanian Nationals only) • Cost 4.34 – 6.52 EUR/UK 27 GBP • Certificate issued in Lithuanian • Turnaround 10 days/1 day (fast track)

Luxembourg

Individual/third party (with written consent) applies in person/by post/email/fax/online to the Criminal Records Department • Process same from UK • No cost • Certificate issued in French only • Turnaround same day/ delivery to UK 1-2 weeks

Macedonia

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/UK 18 GBP • Certificate issued in Macedonian • Turnaround time 3 days/2 -3 months from UK

Malaysia

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/UK 5 GBP • Certificate issued in English • Turnaround same day/2 -3 weeks from UK

Malta

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 EUR • Certificate issued in English/Maltese • Turnaround up to 3 weeks

Mexico

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, for third party in person application in Mexico • Cost \$165 MXN • Certificate issued in Spanish • Turnaround 10 working days plus postage

Moldova (Republic of)

Individual/third party (with power of attorney) applies in person/online (Moldovan citizens only) to Ministry of Internal Affairs/Local police authorities • Applications from UK in person/by post to embassy/online for Moldovan citizens • Cost 30 MDL/60 MDL for fast track/from embassy 37 GBP • Certificate issued in Romanian, Moldovan or Russian • Turnaround In country 10 days/1 day fast track/embassy 10 – 14 days

Montenegro

Individual applies in person to local police station/by post/email • Cost 5 EUR • Certificate issued in Montenegrin • Turnaround 2 -5 days

Netherlands

Individual/third party (with written consent) applies online/by post/in person to the Population Affairs Department/COVOG • Process same from UK • Cost 41.35 EUR • Certificate issued in Dutch • Turnaround • 4-8 weeks/Fast track 10 days

New Zealand

Individual/third party (with written consent) applies by fax/email/post to Criminal Records Unit • Process same from UK • No cost

- Certificate issued in English • Turnaround 5-20 working days

Nigeria

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 1500 N • Certificate issued in English • No official turnaround time available

Norway

Individuals apply by post or online to the Police Unit for Monitoring and Police Testing • No cost • Certificate issued in Norwegian (English, French, German, Spanish if no convictions) • Turnaround 14 days

Pakistan

Individual/third party (with written consent) applies in person at regional police office • Applications from UK to High Commission • Fingerprints may be required • Cost varies by location/UK 15 GBP • Certificates issued in English • Turnaround typically 10 – 15 days

Philippines

Individual applies in person to any National Bureau of Investigation (NBI) Office • Applications from UK online or in person at Embassy •

Cost 130 PHP • Certificate issued in English • Turnaround 1-7 days in country/2-3 weeks UK

Poland

Individual/third party (with power of attorney) applies to an Information Point of The National Criminal Register in person/by post to main Information Office • Applications from UK by same process/by post to Embassy/consulate • Cost 50 PLN • Certificate issued in Polish • Turnaround 7 days

Portugal

Individual/third party (with power of attorney) applies in person to the Direção-Geral da Administração da Justiça or any or any of the network of Citizens' Shops and Citizens' Service Counters • Applications from the UK by post or in person at Embassy/ Consulate • Cost 5 EUR in Portugal/8.25 EUR from UK • Certificate issued in Portuguese (English if no convictions) • Turnaround instant - 3 days plus postage

Romania

Application process dependant on individual's place of birth - Individual/third party (with power of attorney) applies to any police station in person • Applications from the UK through Embassy/Consulate • No cost • Certificate issued in Romanian • Turnaround in Romania 3-10 working days/UK 30 days

Russia

Individual/third party (with power of attorney) applies in person/online (in some circumstances) 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

Serbia

Individual/third party (with power of attorney) applies in person to local police station • Applications from UK in person to embassy • Cost 520 RSD/25 GBP • Certificate issued in Serbian • Turnaround 15 days if born in Serbia/1-3 months if born abroad

Singapore

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

Slovakia

Individual/third party (with written consent) applies by post/in person to any municipality register/prosecutors office/Headquarters of the Criminal Register • Applications from the UK in person to Embassy • Cost 4 EUR/9 GBP from UK • Certificate issued in Slovak • Turnaround in Slovakia same day

Slovenia

Individual applies by post/fax/email to the Ministrstvo za pravosodje (Ministry of Justice) • Process same from UK • No cost • Certificate issued in Slovenian • Turnaround up to two weeks

South Africa (Republic of)

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 114 R plus fingerprints cost • Certificate issued in English • Turnaround 14 days (longer if previous convictions identified)

South Korea

Individual applies in person to local police station • Applications from UK in person at Embassy • No cost • Certificate issued in Korean • Turnaround times 1 week in country/UK 3 months

Spain

Individual/third party (with written consent) applies in person/by post/online to Ministry of Justice • Applications from UK by post to Ministry of Interior (documents require prior certification at consulate for a fee) • Cost 3.62 EUR plus cost for document certification • Certificate issued in Spanish • Turnaround is instant in country or 10 working days plus postage in UK

Sri Lanka

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 GBP from UK • Certificate issued in English • Turnaround 14 working days

Sweden

Individual applies by post/fax/email to Swedish National Police Board (Rikspolisstyrelsen) • Process same from UK (email address is different) • cost 180 SEK plus postage • Certificate issued in Swedish (English, French, German, Spanish if no convictions) • Turnaround 2 - 3 weeks

Switzerland

Individual/third party (with written consent) • Applies by post/online (if SuisseID holder) • Process same from UK • Cost 20 CHF • Certificate issued in German, French, Italian (English if no convictions) • Turnaround 1 - 10 working days (fast track available)

Thailand

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

Turkey

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 5 TRY/6 GBP from UK • Certificates issued in Turkish, English, German, French • Turnaround times instant in country/7 - 8 weeks UK

United Arab Emirates

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

Ukraine

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/53 GBP at Embassy • Certificate issued in Ukrainian/English if applied through Embassy • Turnaround up to 10 working days

United States of America

Individual applies by online/by post/through authorised FBI-approved channeler to Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS) Division • Process same from UK • Fingerprints required • Cost 18 USD plus fingerprints cost • Certificate issued in English • Turnaround 5 - 6 weeks (varies through channeler)

View the full guide at <https://www.npsa.gov.uk/employment-screening>

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