



Australian Government

Department of Immigration  
and Citizenship

## Character requirements penal clearance certificates

Form

47P

Everyone who wishes to enter Australia is required to be of good character.

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

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

If a country is not listed, please contact the nearest office of the department for further information.

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

**Note:** The term 'residents' under each country listing refers to applicants who are currently residing in that particular country.

Details shown are subject to change without notice by the authorities of the relevant country, and the Australian government can take no responsibility for their accuracy.

All details concerning you that are provided to the Australian government by a foreign government or law enforcement authority will be treated as confidential. For further details, see information form 993i, *Safeguarding your personal information*. This form is available on the department's website [www.immi.gov.au/allforms/](http://www.immi.gov.au/allforms/)

### COUNTRIES AND AREAS WHERE POLICE CERTIFICATES MUST BE OBTAINED BY VISA APPLICANTS

#### AFRICA AND MIDDLE EAST

Algeria, Bahrain, Botswana, Burkina Faso, Cape Verde, Egypt, Eritrea, Gambia (The), Ghana, Guinea, Guinea-Bissau, Iran, Israel, Ivory Coast, Jordan, Kenya, Kuwait, Lebanon, Lesotho, Liberia, Libya, Malawi, Mali, Mauritius, Morocco, Namibia, Nigeria, Oman, Qatar, Reunion, Saudi Arabia, Senegal, Seychelles, Sierra Leone, South Africa, Swaziland, Syria, Tanzania, Togo, Tunisia, Uganda, United Arab Emirates, Zambia, Zimbabwe.

#### SOUTH AMERICA AND CARIBBEAN

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

#### EUROPE AND NORTH AMERICA

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

#### ASIA/PACIFIC

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

If a country or area is not listed, please contact the nearest departmental office for further information

# Police Addresses

## AFGHANISTAN

**Relevant document** – ‘Certificate’  
**Apply** **Residents** Deputy Commissioner (SECURITY)  
**At** Local Police station or the nearest Ministry of Interior Office  
**Apply** **Non-residents** to their nearest Afghan consulate/embassy  
**Fee** nil  
**Form** apply in writing enclosing a letter of introduction from the department

## ALBANIA

**Relevant document** – ‘Certificate of the Judicial status’ (Vertetim i Gjendjes Gjyqesore)  
**Apply** to the Ministry of Justice in person or through an immediate family member or a friend who must present a power of attorney  
**Fee** payable  
**Form** obtained on application

## ALGERIA

**Resident and Non-resident citizens**  
**Relevant document** – ‘Judicial Certificate’ (Certificat du Casier Judiciaire)  
**Apply** Ministry of Justice  
**At** Tribunal Office Department (Wilaya) in place of residence in Algeria

## ANDORRA

**Relevant document** – ‘Good Conduct Certificate’ (Certificat de Bonne Conduite)  
**Apply** in person or by mail to La Battlie,  
**At** Avenue Tarragona 62  
Edefici Les Columnes  
Andorre La Vieille  
Principaute D’Andorre  
**Provide** copy of identity card, passport or residence card  
**Fee** payable

## ANGUILLA

**Apply** in person or by mail to Police Headquarters  
**At** The Valley  
**Phone** 809-497 2333  
**Provide** full personal and passport details  
**Fee** payable

## ANTIGUA AND BARBUDA

**Apply** in person or by mail to Police Headquarters  
**At** American Road  
St John’s  
Antigua  
**Phone** 809-462 2095  
**Provide** a copy of your birth certificate and 2 photographs. Persons applying by mail may also need to provide a set of fingerprints certified by a recognised police authority and a list of places and dates of residence  
**Fee** payable

## ARGENTINA

**Relevant document** – ‘Certificado de Antecedentes Penales’  
**Apply** **Residents** in person to the Registro Nacional de Reincidencia Tucuman 1353, Capital Federal – Buenos Aires or Registro Provincial de las Personas  
**Website** [www.dnrec.jus.gov.ar](http://www.dnrec.jus.gov.ar)  
**Provide** Document of National Identity (DNI)  
**Apply** **Non-residents** at the Argentine Embassy or Consulate or use form 80 with Consent form attached at the departmental office/Post processing your application  
**Provide** DNI number must be included on form 80 and Consent form signed and witnessed  
**Fee** payable  
**Form** form 80 available from the department or website [www.immi.gov.au](http://www.immi.gov.au)  
**Note** clearances issued by any other authority will not be accepted

## ARMENIA

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

## AUSTRALIA

**Relevant document** – ‘Certificate of No Criminal Record’  
**Apply** by mail to Criminal Records  
Australian Federal Police  
**At** Locked Bag 1  
WESTON ACT 2611  
**Provide** a completed form 1101, obtainable from the nearest departmental office or Australian mission overseas plus evidence of identity.  
**Resident** applicants should provide a stamped self-addressed envelope.  
**Non-resident** applicants should provide an international postal reply coupon  
**Fee** payable by bank cheque or international money order (if non-resident)

## AUSTRIA

**Relevant document** – ‘Certificate of the Penal Registry’ (Strafregisterbescheinigung)  
**Apply** **Residents**  
1 Bundespolizei kommissariat and  
2 Bezirkshauptmannschaft  
**Non-residents** in person at the nearest Austrian Embassy or Consulate  
**At** the police station or local government at last registered residential address  
**Provide** passport or Austrian ID with photograph  
**Fee** payable  
**Form** from local police station/local government or Austrian representatives abroad

## AZERBAIJAN

**Relevant document** – ‘Police certificate’  
**Apply** **Residents** Administration of Operational Statistic Information of Ministry of Interior  
**At** 7 Gusi Gadjeva Street  
Baku 370005  
**Phone** (99412) 986396, 909285  
**Non-residents** through relatives in Azerbaijan, or by mail as above, or to Moscow, or nearest Consulate of Azerbaijan Republic  
**Provide** passport or ‘query’ with indication of name, patronymic, surname, maiden name, date and place of birth, purpose of stay in Azerbaijan  
**Form** standard ‘query’ or free form of ‘query’

## BAHAMAS

**Apply** Officer in Charge  
Criminal Records Office  
**At** PO Box N 458  
Nassau  
**Provide** name, date and place of birth, passport number, place of residence in the Bahamas, one photograph and a certified set of fingerprints  
**Fee** payable

## BAHRAIN

**Relevant document** – ‘Good Conduct Certificate’  
**Apply** **Residents** in person or by mail to the Ministry of Interior  
Public Security  
Criminal Investigation Directorate  
**Non-residents** in person to any Bahraini Embassy  
**Provide** **Residents** copy of passport with information pages and the pages with Bahraini resident stamps, 2 passport size photos, non-glossy with a blue background, full set of fingerprints taken at local police station, must have police stamp on card containing fingerprints  
**Non-residents** copy of current and all previous passports that contain Bahraini residence permits, copy of latest Bahraini resident permit, 3 non-glossy passport size photos with a blue background  
**Form** to be completed and signed by the applicant at the Embassy  
**Fee** payable

## BANGLADESH

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

**Apply** **Resident citizens** contact local police station

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

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

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

**Provide** **Resident citizens, resident non-citizens and non-resident citizens** upon application, authorities will advise what information/documents should be provided, if any  
**Non-resident non-citizens** a photograph plus full personal details including addresses in Bangladesh

## BARBADOS

**Apply** Commissioner of Police

**At** PO Box 84

Bridgetown

**Phone** 246 430 7100

**Provide** 2 photographs and a set of fingerprints

**Fee** payable

## BELARUS

**Relevant document** – ‘Police certificate’

**Apply** **Residents** in person to Central Information and Analytical Administration of the Ministry of Interior

**At** Minsk or any regional city

**Non-residents** in person or by mail to nearest Belarus Embassy in country of residence, or via relatives in Belarus, or by mail to Ministry of Interior Gorodskoy val, 2 Minsk

**Provide** passport original or certified copy, application

**Phone** 222 2665

## BELGIUM

**Relevant document** – ‘Extract from Judicial Record’ (Extrait du Casier Judiciaire [French], ‘Uittreksel uit het Strafregerister’ [Flemish])

**Apply** by mail or by fax (0032 2 542 7297)

**At** Service public fédéral Justice

Service du Casier judiciaire central

Porte de Hal 5–8

1060 Bruxelles

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

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

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

**Fee** none payable (no need to provide coupons)

## BELIZE

**Apply** Immigration Office

**At** Barrack Road

Belize City

**Provide** full name (including former name(s) if applicable), date and place of birth, passport number, period of residence in Belize, a set of fingerprints and 3 photographs

**Fee** payable

## BERMUDA

**Apply** Commissioner of Police (Attention: Admin Dept Police HQ)

**At** PO Box 530

Hamilton 5

**Provide** full names (including previous and maiden names), date and place of birth, nationality, dates and addresses of residence in Bermuda, as well as the full address of the office or post where the application to enter Australia is being processed. Police will send details directly to the office or post

## BOLIVIA

**Relevant document** – Certificado de Antecedentes

**Apply** **Residents** in person to Policía Nacional Dirección Nacional de Fiscalización y Recaudaciones

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

**At** the nearest Policía Técnica Judicial

**Fee** payable

## BOSNIA-HERZEGOVINA

**Relevant document** – ‘Certificate of No Conviction’ (Uvjerenje o Nekaznjavanju)

**For any prior conviction**

**Apply** **Residents** Ministry of Internal Affairs (MUP), at Police station in place of residence or birth

**Non-residents** Ministry of Internal Affairs (MUP), at Police station in place of last residence or birth, in person or authority may be given to a relative, friend or lawyer in Bosnia to act on the applicant’s behalf

**For any current legal proceedings/charges**

**Apply** **Residents** Municipal Court at the place of residence (Opcinski Sud/Osnovni Sud)  
**Non-residents** Municipal Court at the place of last residence (Opcinski Sud/Osnovni Sud) in person or authority may be given to a relative, friend or lawyer in Bosnia to act on the applicant’s behalf

**Provide** ID card, birth certificate or citizenship certificate

**Fee** payable

**Form** application form, requiring full details of applicant, obtainable at police stations and courts

## BOTSWANA

**Apply** Criminal Investigation Dept

**At** Botswana Police Force

PO Box 1082

Gaborone

**Provide** full name, date and place of birth, dates of residence in Botswana, by whom employed and place of residence

## BRAZIL

**Relevant document** – ‘Atestado de Antecedentes Criminais’

**Apply** **Residents** in person to the office of the ‘Secretaria da Segurança Pública’ in the state/city of residence. This document is also available via the internet in some areas.

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

**Fee** nil

**Provide** certified copies of National ID card (both sides), Brazilian Tax card (CPF) and Passport ID page to the Department of Immigration and Citizenship’s processing office

## BRUNEI DARUSSALAM

**Relevant document** – ‘Police Certificate of Good Conduct’

**Apply** **Residents** in person to: Director of Criminal Investigation Department Commissioner of Police, Police Headquarters Gadong, Bandar Seri Begawan,

Negara Brunei Darussalam BE 1710

Phone 673 245 9500 ext 324

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

**www.mfa.gov.bn** for details

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

**Fee** payable

## BULGARIA

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

**Apply** **Resident citizens** local Court in area of residence (under the jurisdiction of the Ministry of Justice)

**Non-resident citizens** in person at a Bulgarian Embassy or Consulate in the area of residence

**Fee** payable

## BURKINA FASO

**Relevant Document** – Casier Judiciaire

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

**Phone** +226 50 32 42 17

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

**Note** Police clearances cannot be obtained outside Burkina Faso. Police certificates issued within Burkina Faso are only valid for a period of 3 months

## BURMA (MYANMAR)

**Relevant document** – Police Clearance/ Recommendation free of criminal offence in person to the local township police office

**Provide** proof of identity (resident: NRC, resident non-citizen: passport)

**Fee** payable

## BURUNDI

**Relevant document** – Extract of Police Record

**Apply** **Resident and non-resident citizens**  
Commisariat General de le Police Judiciare  
Police HQ

**At** BP417 Bujumbura  
Burundi  
While applications by post will be accepted, it is preferred that non-resident citizens have a Burundi resident apply in person at Police HQ Bujumbura on their behalf

**Provide** A letter of introduction and explanation of why the Police Certificate is required, 2 passport photographs, certified copy of ID card, certified copy of passport if not living in Burundi

**Fee** BIF 1000

## CAMBODIA

**Apply** **Residents residing in Phnom Penh and non-citizens**

**At** Ministry of Justice  
Sothearos Bldg  
Phnom Penh

**Apply** **Residents residing outside of Phnom Penh**

**At** Chief of Police of local police authority

**Fee** payable

## CANADA

**Relevant document** – Police Certificate for Visa Purposes (**residents with no prior record**), OR Certified Criminal Record Check (**residents with prior record and non-residents**)

**Apply** **Residents** with no prior record in person to local police or provincial police station.

**Residents** with prior record and **Non-Residents** by mail to:

PO Box 8885  
Ottawa, Ontario K1G 3M8  
CANADA

Attn: Civil Fingerprint Screening Services  
By messenger/courier:

RCMP  
National Police Services Building  
Loading Dock #1  
Information and Identification Services  
Civil Fingerprint Screening Services

1200 Vanier Parkway  
Ottawa, Ontario, K1A 0R2  
CANADA

**Website** [www.rcmp-grc.gc.ca](http://www.rcmp-grc.gc.ca)

**Provide** in Canada, if required, fingerprints on Form C-216C  
Outside Canada, provide fingerprints signed by police officer taking prints, full name, date of birth, gender, telephone information and clear reason for application

**Fee** payable

## CAPE VERDE ISLANDS

**Apply** to Ministry of Justice  
**At** Praia

## CAYMAN ISLANDS

**Apply** Police Headquarters  
Fingerprint Bureau  
Royal Cayman Islands Police

**At** PO Box 909  
George Town  
Grand Cayman  
British West Indies

**Provide** full name, passport number, nationality, period of residence and a full set of fingerprints

## CHILE

**Apply** using form 80  
**At** the departmental office/post processing your application

**Provide** proof of identity  
**Form** form 80 from the department or website [www.immi.gov.au](http://www.immi.gov.au)

## CHINA, PEOPLE'S REPUBLIC OF

**Relevant document** – ‘Notary Certificate of No Criminal Convictions’

**Apply** Applicants (or authorised person) must apply in person at the Notary Public Office in the province/city/district of previous residence in China. Application by mail will not be accepted

**Provide** **Citizens** original ID card, original Permanent Residence Registration (*hukou*) booklet, original ‘No Criminal Convictions’ certificate (*wu fan zui zheng ming*) from the Personal Dossier Department, and authorisation letter (if applying via a third party). To obtain the ‘No Criminal Convictions’ certificate from Personal Dossier Department, applicants must apply with the following documents: original ID card, original file card (*cun tang ka*), and the authorisation letter (if applying via a third party)

**Non-citizens** original passport (or copy of passport, original Temporary Residence Card (*ju liu zheng*) or Temporary Residence Permit (*wu fan zui ji lu zheng ming*) from the Chinese Public Security Bureau (PSB), and authorisation letter (if applying via a third party cable).

To obtain the Police Clearance certificate from the PSB, non-citizens must provide the following documents: original passport(s) (or copy of passport(s) – including both the current passport and any old passports in which the Chinese visa was attached, a letter from the work unit or university/school where the non-citizen worked or studied while in China, and an authorisation letter (if applying via a third party). The PSB will only issue Police Clearance certificates to applicants with Z (Work), X (Student) and J1 (Journalist) visa classes. Holders of other classes of visa will need to enquire directly with the PSB for local procedures to obtain police clearance certificates

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

**Fee** payable

## HONG KONG (SPECIAL ADMINISTRATIVE REGION)

**Relevant document** – ‘Certificate of No Criminal Conviction’ (CNCC)

**Apply** Hong Kong (SAR) Police Identification Bureau,

**Residents** in person to the CNCC Office

**Non-residents** by mail to

The Commissioner of Police

(Att: OIC CNCC)

**At** 14/F, Arsenal House

Police Headquarters

1 Arsenal Street, Wan Chai

Hong Kong

**Phone** (852) 2860 6557 (local)

or (852) 2860 6558 (overseas)

**Fax** (852) 2200 4321

**Provide** passport or Hong Kong ID card, original and photocopy of the referral letter from the departmental office processing your application. Fingerprints: **Residents** taken at interview, **Non-residents** must obtain and send fingerprints certified (name, rank, full name of agency and date) by the police agency of the country of residence

**Note** **Residents** Where an applicant is seeking to obtain ‘Certificates of No Criminal Conviction’ for him/herself, a spouse and/or children, original proof of the applicant’s marriage and the children’s relationship to the applicant (marriage and birth certificates) must be provided. In the case of a step-child, the original and a photocopy of the relevant marriage certificate and documentary proof of the step-child’s relationship to the applicant must be provided. The original documents will be returned

**Applicants residing in Australia** who need to obtain a Hong Kong police clearance must firstly lodge their visa application. A letter of referral from the visa office requesting the clearance must be issued before a clearance can be applied for and this referral letter must be submitted when applying to the Hong Kong authorities payable

**Fee** **Residents** obtained at a pre-arranged interview with HKP or can be downloaded from the following website

[www.info.gov.hk/police](http://www.info.gov.hk/police). The email

address for further info is

[eo-cncc-ib@police.gov.hk](mailto:eo-cncc-ib@police.gov.hk)

**Non-residents** obtained from email above

## MACAU

**Relevant document** – ‘Certificate of criminal record’

**Apply** **Residents** over 16 to:

Avenida da Praia Grande

No. 804 Edf China Plaza 1

Andar Macau

**Non-residents** over 16 to:

Avenida da Praia Grande

No. 804 Edf China Plaza 1

Andar Macau

or by mail - PO Box 1089 Macau SAR

(if outside Macau)

**Provide** **Residents** Macau Resident Identity Card (BIR)

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

**Form** further information is available on the following website [www.dsi.gov.mo](http://www.dsi.gov.mo)

**Fee** payable

## COLOMBIA

**Citizens and Non-citizens over 18 residing in Colombia**

**Relevant document** – Certificado Judicial

**Apply** in person at the regional centres of Departamento Administrativo de Seguridad (DAS) – appointment required, refer to [www.das.gov.co](http://www.das.gov.co)

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

**Fee** no fee

**Citizens and former residents outside Columbia:**

**Relevant document** – Certificado Judicial Consular

**Apply** at the nearest Columbian consulate

**Provide** a signed application with a photo and fingerprints

**Fee** no fee

**Website** applicants can obtain further information from [www.das.gov.co](http://www.das.gov.co)

## COSTA RICA

**Apply** **Residents** in person to Suprema Corte de Justicia (Supreme Court)

**At** Registro Judicial

300 mts sur de la Asamblea Legislativa

Edificio OIJ 3° Piso

Corte Suprema de Justicia

San José

**Phone** (506) 295 3460

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

**Fee** payable

**Non-residents** apply in person to the

nearest Costa Rica Embassy or Consulate

**Provide** proof of identity and present passport

**Fee** payable

## CROATIA

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

**Apply** *For any prior conviction*

Ministry of Justice (Ministarstvo Pravosuđa)

Department for Penal Law, Criminal Records

Section (Uprava za kazneno pravo,

Odjel za kaznenu evidenciju)

Savska 41/25 (‘Zagrepcanka’)

10000 Zagreb

*For any current legal proceedings/charges*

Municipal Court at the place of residence

(Opcinski Sud)

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

**Non-residents** in person or by mail at

nearest Croatian Embassy/Consulate

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

**Fee** payable

**Form** application form can be downloaded from [www.pravosuđe.hr](http://www.pravosuđe.hr)

## CUBA

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

**Apply** **Residents** in Ministerio de Justicia

**At** Ministerio de Justicia

Prado y Carcel

**Provide** proof of identity

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

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

**Fee** payable

## CYPRUS, REPUBLIC OF

**Relevant document** – ‘Police Clearance’ (form P. 8)

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

**Non-residents** by mail to Police

Headquarters

**At** Nicosia

**Provide** full name, full names of parents, date and place of birth, passport number and place of issue, ID card number, current and permanent addresses, reason for request, 2 current passport size photos, which have been certified by an authorised person

**Fee** payable

**Form** application forms available, but not essential

## CYPRUS

### (TURKISH OCCUPIED AREAS)

**Relevant document** – *Resident 'nationals'* -

'Police Clearance' (form P.19)

**Apply** by mail to Divisional Police Headquarters  
Nicosia

**Provide** full name, full names of parents, date and place of birth, passport number and place of issue, ID card number, current and permanent addresses, reason for request, profession, army number, desired language for certificate, 2 photos attested by the mukhtar and initialled by the applicant

**Fee** payable

## CZECH REPUBLIC

**Relevant document** – 'Police Clearance Certificate' (Zádost o Vypis z Rejstríku Trestu)

**Apply** *Residents* Rejstrík Trestu GP CR, in person or by mail

**At** Soudni 1  
145 00 Praha 4

*Non-residents* in person at the nearest Czech diplomatic mission

**Provide** *Residents* Czech ID or birth certificate  
*Non-residents* passport and original birth certificate accompanied by a certified Czech translation

**Fee** payable

**Forms** available in Prague at Rejstrík Trestu or any Registrar's office (matrika) or District Prosecutor's office (Statni zastupitelstvi) in town of residence

## DENMARK

**Relevant document** – Crime Certificate (Straffeattest)

**Apply** *Residents* the local Police Station  
*Non-residents* in person or by mail to Rigspolitiet, IT og Tele Kriminalregisteret  
Postboks 93

DK - 2650 Hvidovre, Denmark  
Requests may also be faxed to:  
46 33 14 76

*Non-citizen* applicants apply to:  
Domhuset Nytorv  
1450 Copenhagen K  
Denmark

**Provide** written and signed request together with copy of passport, birth certificate, Central Person Register number (CPR), non-citizen applicants provide details of passport identification and Danish visa pages

**Website** www.politi.dk

## DOMINICA

**Apply** Commissioner of Police  
Criminal Investigation Department

**At** Police Headquarters Roseau

**Phone** 809-448 2222

**Provide** full personal details, a set of fingerprints and 2 photographs authenticated on the reverse by a Justice of the Peace, Notary Public or Solicitor

**Fee** payable

## DJIBOUTI

Police certificates are issued by the Tribunal de Djibouti

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

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

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

## DOMINICAN REPUBLIC

**Apply** Gabinete de Identificación Personal

**At** Policía Nacional  
Santo Domingo

**Provide** photocopies of passport pages showing personal particulars, a set of fingerprints certified by police and 3 5cm x 5cm photographs (one in profile)

**Fee** payable

## EAST TIMOR

**Relevant document** – Police clearance

**Apply** in person at the Office of Civil Registrations, Ministry of Justice  
Dili, East Timor

**Note** certificates cannot be obtained for persons not physically resident in the country

**Provide** Timor Leste ID card, passport, 2 colour photographs sized 3 x 4 cm

## ECUADOR

**Relevant document** – Certificado de Antecedentes Personales

*Citizens and non-citizens (over 18 years of age) residing in Ecuador*

**Apply** in person through Policía Nacional del Ecuador  
Direccion Nacional de la Policia Nacional

**At** Jefaturas y Subjefaturas Provinciales de la Policia Judicial

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

**Fee** payable  
*Citizens (over 18 years of age) not residing in Ecuador*

**Apply** through the nearest Ecuadorian Consulate  
**At** Agregaduria de Policia (if available in the Consulate)

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

## EGYPT

**Relevant document** – a 'Certificate of Criminal Status'

**Apply** *Residents* Ministry of Interior

**At** the local Police Station  
(will forward to Department of Criminal Investigations, Cairo)

*Non-residents* Egyptian Embassy or Consulate, in person

**Provide** fingerprints from local police

**Fee** payable

**Form** can be bought and stamp duty paid at post offices in Egypt

## EL SALVADOR

**Relevant document** – Good Conduct Certificate (Solvencia de la Policía)

**Apply** in person to the  
Director General of National Police

**At** Cuartel Central  
San Salvador

**Provide** *Residents* identity card (cedula), fingerprints taken at the local police station, 4 identical passport-size, full-face photographs and one (1) of a side profile.

*Non-residents* should give a power of attorney to a Salvadoran resident

**Provide** original documents (Salvadoran birth certificate, cedula and passport), photographs to the nearest Salvadoran Embassy or Consulate, where fingerprints will be taken. Documents can then be forwarded by applicant to Salvadoran resident

**Fee** payable

## ERITREA

**Apply** *Residents*  
Criminal Investigation Department  
Crime Record Office  
PO Box 1223  
Asmara, Eritrea

*Non-residents* nearest Eritrean mission  
full set of fingerprints

**Provide** payable

## ESTONIA

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

**Apply** in person, by mail or e-mail

**At** Karistusregister  
(Criminal Records Register)

Politseiamet  
(Estonian Police Board)  
Pärnu mnt 139  
15060 Tallinn, Estonia  
Phone: 612 3468

**Form/Further information** www.pol.ee

**Fee** payable (see website)

## ETHIOPIA

**Relevant document** – Police certificate

**Apply** **Citizens and non-citizens residing in Ethiopia for 6 months or longer** –

Forensic Investigation Department

**At** Federal Police of Ethiopia

PO Box 5068

Addis Ababa

Ethiopia

**Phone** 251-11-1113494, 251-11-1110156,

251-11-1551200 extension 280 or 244

**Provide** **Citizens residing in Ethiopia** – 2 passport size photos, copies of any passport, national identity cards and correspondence from the office requesting the clearance papers

**Citizens not residing in Ethiopia** – original fingerprints document from the police authority in resident country, copies of relevant passport pages and correspondence from the office requesting the clearance papers

## FIJI

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

**Apply** **Residents** in person to

Central Police Station

Joske Street, Suva

**Non-residents** by mail to

Commissioner of Police

GPO Box 239, Suva, Fiji

**Provide** **All** letter from Processing office requesting penal clearance, a passport sized photo, original or certified copy of Birth Certificate and/or certified copy of passport bio data page

**Residents** complete form ‘A’ at the Central Police Station

**Fee** payable

**Form** form ‘A’ obtainable from Central Police Station, Suva

**Note** Decision makers should be aware that a clear Fiji police clearance may not in some circumstances mean a person has no convictions. If they have any case where there is information available that suggests the police clearance does not accurately reflect the real history they can refer the document to post for checking together with the information that creates the concern eg. Dobin.

## FINLAND

**Relevant document** – ‘Extract from Criminal Records’ (Rikosrekisteriote)

**Apply** by mail or fax to  
Legal Register Centre (Oikeusrekisterikeskus)

**At** PL 157

FIN-13101 Hameenlinna

**Phone** 010 36 65 662

**Fax** 010 36 65 783

**E-mail** oikeusrekisterikeskus@om.fi

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

**Fee** payable (currently EUR 60.60)

## FRANCE

**Relevant document** – ‘Extract from Police records’ (Extrait du Casier Judiciaire n° 3)

**Apply** **Residents** and **Non-Residents** by mail to  
Casier Judiciaire National

**At** 107 rue du Landreau

44317 Nantes Cedex 3

(Note: French citizens born in France or in the territories may apply directly at [www.cjn.justice.gouv.fr](http://www.cjn.justice.gouv.fr))

**Provide** hand written signed letter indicating residential address, photocopy of an identity document in French.

For French Nationals applying by mail, it is recommended to provide a copy of civil service (piece d’etat civil)

**Note** French Nationals born in France or a DOM may apply on the internet. If born in a French territory, contact the ‘tribunal d’instance’ in your country of birth

**Form** not compulsory, providing letter of request indicates residential address. See also [www.cjn.justice.gouv.fr](http://www.cjn.justice.gouv.fr)

## FRENCH GUYANA

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

**Apply** by mail to  
Casier Judiciaire National

**At** 107 rue du Landreau

44079 Nantes Cedex 01

France

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

**Form** ‘Request for a bulletin no 3’ (Demande de B3)

**French citizens born in French Guyana**

**Apply** by mail to Tribunal de Grande Instance de Cayenne

**At** Avenue General de Gaulle

97300 Cayenne

**Provide** identification – full name, date and place of birth, current address and full names of parents

**Form** ‘Request for a bulletin no 3’ (Demande de B3)

## FRENCH POLYNESIA

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

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

**Apply** by mail to

Casier Judiciaire National

107 rue du Landreau

or through the internet at the

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

**At** 44079 Nantes Cedex 01

France

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

**Fee** payable

**Form** ‘Request for a bulletin no 3’ (Demande de B3)

**French citizens born in French Polynesia**

**Apply** in person or by mail to

Greffier en chef de la cour

**At** Cour D’Appel du

Tribunal de Tahiti

B.P. 101

Papeete

**Fee** payable

**Form** ‘Request for a bulletin no 3’ (Demande de B3)

## FUTUNA ISLAND

(See WALLIS & FUTUNA ISLANDS)

## GAMBIA

**Apply** Ministry of Justice

**At** Banjul

**Provide** **Local residents:** fingerprints, which can be taken at the local police station

**Overseas requests:** fingerprints

**Fee** payable

## GEORGIA

**Apply** **Residents** Information Centre of

Ministry of Interior

**At** 10 General Gia Guluva Street

Tbilisi 380014

**Phone** (995 32) 996233

**Fax** (995 32) 931617

**Non-residents** to nearest Consulate of Georgia

**Provide** request letter from the department

## GERMANY

- Relevant document – Residents –** the 'Police Good Conduct Certificate' (Polizeiliches Führungszeugnis)
- Apply** in person to the local registration office (Einwohnermeldeamt) with personal ID card or passport
- At** town/city of residence
- Fee** payable (currently EUR 13)
- Relevant document – Non-residents –** the 'Police Good Conduct Certificate' (Polizeiliches Führungszeugnis)
- German citizens or former residents outside Germany**
- Apply** nearest German Embassy/Consulate or directly by mail (not fax) to Bundesamt für Justiz Sachgebiet IV 21/IR 53094 Bonn, Germany
- Provide** full personal details and signature officially witnessed by a German diplomatic or consular mission, foreign government agency or a Notary Public. Alternatively, enclose an officially certified copy of passport or ID card containing personal details. The certificate will be issued in German only
- Fee** payable (currently EUR 13)
- Website** www.bundesjustizamt.de

## GHANA

- Relevant document –** Police clearance certificate
- Apply** **Residents** in person  
**Non-residents** by mail to Commissioner of Police Ghana Police Service (Headquarters) Criminal Investigation Department
- At** PO Box 505 Accra, Ghana
- Provide** a certified set of the applicant's fingerprints taken by a recognised police department in resident country, full name, date of birth, place of birth, addresses in Ghana for the last 10 years. A refugee can apply for a Ghana police certificate. The applicant must provide the UNHCR identification with/in lieu of a passport
- Fee** payable

## GREECE

- Relevant document –** 'Penal Certificate for General Use'
- Apply** **Residents of Greece (including non Greek citizens)** in person at any KEP (Client Service Centre) or by phone to KEP on 1502
- Non-citizens living in Athens** can also apply in person at the Ministry of Justice 96 Mesogion Street Athens, 11527
- Provide** Identity Card for Greek citizens or passport/resident permit for foreigners
- Apply** **Non-residents** in person at a Greek Embassy/Consulate
- Provide** Identity Card or passport

## GRENADA

- Apply** Certificate Records Office
- At** Police Headquarters St George's
- Phone** 809-440 1043
- Provide** details of passport, copy of birth certificate, 2 photographs, a full set of fingerprints (non-residents: prints by recognised police authority), period and addresses of residence
- Fee** payable

## GUADELOUPE

- Relevant document –** 'Good Conduct Certificate' (Certificat de Bonnes Vies et Moeurs)
- Apply** by mail to Casier Judiciaire National
- At** 107 rue du Landreau 44079 Nantes Cedex 01 France
- Provide** proof of identity or resident status in country (photocopy of passport or identity card and 'Carte de Séjour')

## GUAM

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

## GUATEMALA

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

## GUINEA

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

## GUINEA - BISSAU

- Apply** Ministry of Justice
- At** Bissau

## GUYANA

- Apply** **Residents** in person to Police Headquarters
- At** Eve Leary Kingston Georgetown (Clearance Office)
- Provide** right thumbprint and 3 photographs (taken at the time of application)
- Fee** payable

## HAITI

- Apply** Certificate Records Office
- At** Police Headquarters Port-au-Prince
- Provide** photocopied pages of passport and birth certificate extract, a set of fingerprints and 3 photographs
- Fee** payable

## HONDURAS

- Residents –** 'Certificate of Good Conduct' (Certificado de Buena Conducta)
- Apply** in person to the National Bureau of Investigations (Dirección Nacional de Investigaciones), Tegucigalpa
- At** Tegucigalpa
- Provide** passport residence book (carnet de residencia), certificates from Honduran 'Ministerio de Gobernación y Inmigración'
- Non-citizen married to a Honduran** marriage certificate, birth certificates of Honduran children, letters of employment /study, one (1) photo 7.5 x 9 cm, fingerprints taken
- Fee** payable

## HUNGARY

- Relevant document –** 'Police Penal Certificate' (Hatózági Erkölcsi Bizonyítvány)
- Apply** **Residents** Ministry of the Interior (Belügyminisztérium)
- Non-residents** Hungarian foreign mission, or authorise a family member to apply on applicant's behalf. Post application form by registered mail to:
- At** Belügyminisztérium PO Box 1943 Budapest
- Provide** ID number, full names (current and previous), date and place of birth, mother's maiden name, permanent address
- Fee** payable
- Form** **Residents** obtain a 'Police penal certificate request form' (Hatózági Erkölcsi Bizonyítvány Kérelap) from any post office
- Non-residents** complete application form at the foreign mission for forwarding on to the appropriate authorities

## ICELAND

**Relevant document** – Crime Certificate (Sakavottord)  
**Apply** **Residents and non-residents** in person in Reykjavik:  
Borgartun 7b, 150 Reykjavik, Iceland  
Tel. + 354 444 1000 (switchboard)  
Outside Reykjavik:  
District Commission's offices (Syslumadur) (currently) – ISK 1.350,00  
**Fee**  
**Apply** **Non-residents** by mail to:  
Prosecutor General  
(Sakaskra Ríkisins)  
**At** Hverfisgata 6, IS – 150 Reykjavik, Iceland  
**Fee** payable

## INDIA

**Relevant document** – 'Police Clearance Certificate'  
**Apply** **Citizens** Regional Passport Office in person  
**Resident non-citizens** in person at the Ministry of Home Affairs of their state  
**Non-residents (citizens)** nearest Indian High Commission or Consulate or Embassy in country of residence  
**Non-residents (other national)** in writing with relevant information concerning the stay period (address/time spent) along with personal particulars and reason for the issuance of PCC to Foreigners Division, Ministry of Home Affairs, Jaisalmer House, Mansingh Road, New Delhi. Non-residents can also obtain a Police Clearance Certificate from Senior Superintendent of Police (SSP) if there is no FRRO office in their location  
**At** Foreigners Division  
Ministry of Home Affairs  
Jaisalmer House  
26 Mansingh Road (opposite Taj Mansingh Hotel)  
New Delhi – 110 001  
**Phone**  
**Or at** 91-011-23389517 / 23385741  
Foreigner Regional Registration Office  
East Block VIII  
Level II  
R.K. Puram, Sector-1  
New Delhi – 110 022  
**Phone**  
**Form** 91-011-26711443  
depends on the office conducting the check/producing the certificate

## INDONESIA

**Relevant document** – 'Good Conduct Certificate'  
Surat Keterangan Catatan Kepolisian (SKCK)  
**Citizen residents** (and citizen non-residents if they maintain their Kartu Tanda Penduduk, citizen non-residents without KTP follow procedures for non-citizens)  
**Apply** local district and sub-district police office  
OR Police Headquarters (Mabes Polri)  
**Non-citizens** Badan Intelijen Keamanan Mabes Polri  
Building D, Room 1013  
**At** Jln Trunojoyo No 3  
Kebayoran Baru  
Jakarta Selatan  
12110  
**Phone** 021 7218270 or 7398181  
**Provide** **Citizen residents** (and citizen non-residents if they maintain their Kartu Tanda Penduduk) resident identification card (KTP).  
**Non-citizens** resident in Indonesia 4 months or longer – letter of application, photocopy of passport (including biodata page and page(s) containing the Indonesian visa and arrival/departure stamps), photocopy of Indonesian residence permit – Karta Izin Tinggal Terbatas (KITAS), photocopy of Indonesian police registration certificate – Surat Keterangan Lapor Diri (SKLD), reference letter from company where person worked (optional) and 2 colour photos (4 cm X 6 cm)  
**Fee** payable  
**Form** obtained from the police office  
**Tourists** Not normally registered with police and cannot obtain clearance  
**Refugees** Apply through UNHCR Jakarta

## IRAN

**Relevant document** – 'Penal Certificate'  
**Apply** **Residents** in person to nearest office of Penal Record and Amnesty Department  
Justice Administration Department  
Judicial Power  
**Non-residents** to Iranian Embassy in country of residence (Embassy will forward request to Iranian MFA for PR&AD), or to Interpol in country of residence (that agency will forward request to Interpol Tehran)  
**Provide** 2 photographs and ID card issued by the General Department of Civil Status and Census Registration. Personal details and fingerprints for Interpol  
**Fee** payable

## IRELAND

**Relevant document** – Police Certificate of Character  
**Apply** **Residents** in person  
**At** local Garda Station at place of residence.  
Garda Headquarters can provide contact details for local Garda Stations  
**Apply** **Non-residents** by mail  
**At** Write to Superintendent in charge of district covering the area of your principal place of former residence in Ireland  
**Website** www.garda.ie

## ISRAEL

**Relevant document** – 'Certificate Attesting Existence/Non-Existence of a Criminal Record' (Teudat Hameidah Al Rishoum/Header Rishoum Pili)  
**Apply** **Residents** any police station  
**Non-residents** nearest Israeli diplomatic/consular mission, in person  
**Provide** 3 recent passport size photographs and passport, and  
**Citizens** provide identity card or passport  
**Form** an application form must be completed by the applicant at the police station/Israeli diplomatic/consular mission  
**Note** Police Certificates will be provided directly to the Australian Embassy in Tel Aviv for on-forwarding to the relevant departmental processing office in Australia. Police certificates received at the Australian Embassy in Tel Aviv will be forwarded to the relevant processing office in Australia on request from the processing office in Australia through the internal departmental ICSE referrals system. Police certificates will not be provided directly to applicants

## PALESTINIANS RESIDENT IN SELF GOVERNMENT RULE AREAS

**Relevant document** – 'Police certificate'  
**Apply** Director of Police  
Gaza (for Gaza Strip)  
Jericho (for West Bank)  
**At** Central Police Stations in major cities  
**Provide** **Residents** ID or passport and 2 passport size photos  
**Non-residents** (via relatives/friends/contacts) 2 photos, copy of travel documents, list of work/home addresses and Power of Attorney giving the relatives/friends/contacts authority to apply for the certificate  
**Non-resident non-citizens** (via friends/contacts) 2 passport size photos certified, copy of travel documents, list of work/home addresses and Power of Attorney giving the relatives/friends authority to apply for the certificate  
**Fee** payable  
**Form** letter of application

## ITALY

**Relevant document** – (1) ‘General Penal Certificate’ (Certificato Generale del Casellario Giudiziale)

(2) ‘Solicitor General’s Certificate of Pending Charges’ (Certificato dei Carichi Pendenti della Procura)

**Apply** (1) provincial criminal records office (Casellario giudiziale)

(2) Solicitor General’s office (Procura). Both certificates can be obtained in person, or through an authorised friend, relative or services agency in Italy, or through the nearest Italian diplomatic/consular authority

**At** place of residence

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

**Fee** payable

## IVORY COAST (COTE D'IVOIRE)

**Apply** **Residents** at their local police station  
**Non-residents in a country in which there is a Cote d'Ivoire Embassy or Consulate** can approach the Embassy or Consulate who will issue them a police certificate. **Note:** The Embassy or Consulate can only issue the certificate if the applicant is resident in that country

**Non-residents in a county with no Cote d'Ivoire Embassy or Consulate** will be unable to obtain a police certificate

## JAMAICA

**Apply** Jamaica Constabulary Force

**At** Criminal Investigations Branch  
Criminal Records Office  
East Queen Street  
PO Box 462

Kingston, Jamaica W.I.

**Phone** (876) 922 3221 or (876) 922 2944

**Provide** fingerprints (authenticated by police or immigration authority in country of residence), 2 passport size photos (one must be notarised), date and place of birth, address of residence in Jamaica, maiden name if applicable, name and address of Embassy, Consulate or Immigration authority processing visa application

**Fee** payable

## JAPAN

**Relevant document** – Police Clearance Certificate (Tokou Shoumei)

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

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

**Other cities**

**At** each prefectural Police Office

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

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

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

**Fee Form** payable at some prefectures in Japan obtained when applying

www.keishicho.metro.tokyo.jp

*For English version*

www.keishicho.metro.tokyo.jp/foreign/apply/tokoue.htm

*For Japanese version*

www.keishicho.metro.tokyo.jp/tetuzuki/tokou/tokou.htm

## JORDAN

**Relevant document** – Penal Clearance/ Non-Conviction Certificate

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

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

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

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

**Fee** payable

**Form** obtained on application

**Time frame** same day

**Note** The above information is for applicants who want to obtain this certificate from inside Jordan. Applicants can obtain a Non-Conviction Certificate from outside Jordan through any Jordanian Embassy abroad by providing the same documents. This process could take up to 2 months

## KAZAKHSTAN

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

**At** any regional city

**Non-residents** as above by mail or to (nearest) Consulate of Kazakhstan

**Provide** passport, an official request from the Australian Embassy with reason for the demand, and evidence that the applicant lived in Kazakhstan, full explanation of reasons for living in Kazakhstan. Address of registration, names of organisations where the applicant worked or studied and the applicant’s maiden name (if changed)

**Fee** payable

## KENYA

**Relevant document** – Kenya Certificate of Good Conduct

**Apply** Director of Criminal Investigations Department

**At** PO Box 30036  
Nairobi  
Kenya

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

**Fee** payable

## KIRIBATI

**Relevant document** – Police Clearance Certificate (CR Form 16)

**Apply** using form 80

**At** the department office/post processing your application

**Form** form 80 from the department or website **www.immi.gov.au**

## KOREA, REPUBLIC OF (SOUTH KOREA)

**Apply** **Residents** in person or by mail to Australian Embassy, Visa Section

**At** 1 Chongro 1KA  
Chongro-Ku  
K.P.O. Box 562  
Seoul 110-714

**Non-residents** by mail to Sinwon Ban of Korean National Police Agency (KNPA)

**At** No 209, Migeum-Dong  
Sodaemun-Ku  
Seoul 120-704  
Republic of Korea

**Provide** application form(s), one (1) passport size photo (attached to each application form), original family census register and resident register (**citizens**), certified copy of passport (**non-citizens**) and a self-addressed envelope and registration stamps or coupons-response international (CN01) for sending back the criminal background check (**non-resident citizens**).

**Non-residents** must first attend a Korean Government office (Korean consulate or Embassy) in order to have their application form stamped – if this is not possible, applicant should apply through Australian Embassy and include their visa application number and name of the office of the department where application was lodged  
Application for Criminal Background Check – in duplicate – **non-residents** Request for a Korean National ‘Police certificate’ – in duplicate for **residents**.

**Forms**

**Citizens** must also provide the Korean language cover sheet. Available at Korean Government offices (Korean consulate or Embassy) or Australian Embassy

## KOSOVO

**Relevant document** – Penal Certificate

**Apply** **Residents**

Applicant's local Municipality Court

**Provide** UNMIK Registration paper

Other identification such as passport, utility bill, bank account, etc.

**Fee** payable

## KUWAIT

**Relevant document** – 'Criminal Status Certificate'

**Apply** **Residents** in person to Ministry of Interior

**At** General Department of Criminal Evidence  
Kuwait

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

**Provide** **Residents** letter from Australian Embassy, passport or identity card and one copy, 2 photos 4 x 6cm

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

## KYRGYZSTAN

**Relevant document** – 'Police certificate'

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

Information Centre  
Ministry of Interior

**At** Frunze Street 469

Bishkek 720011

**Phone** 265013, 265343

**Non-residents** as above or to nearest

Kyrgyzstan Consulate  
(Consulate nearest Australia is Kuala Lumpur  
Malaysia)

**Phone** (00603) 21632012

**Fax** (00603) 21632024

**Provide** passport or copy, application

**Fee** payable

## LAOS

**Relevant document** – Penal Certificate

**Apply** in person

**At** **Residents** located in Vientiane to the

Vientiane Municipality Peoples' Court.  
Those residents not located in Vientiane can apply to the local/village authorities

**Non-residents** can ask relatives and/or friends in Laos to obtain a penal certificate on their behalf. The relative/friend must first confirm the applicant's previous residence with the authority and then seek the certificate

## LATVIA

**Relevant document** – 'Criminal History Check'

**Apply** **Resident citizens** in person to

Ministry of Interior Information Centre

Bruninieku Street 72b

LV 1009

Riga

**Phone** 3717 208 218

**Apply** **Non-residents** as above or at the nearest

Latvian Embassy/Consulate

## LEBANON

**Relevant document** – 'Non-Conviction Certificate'

**Apply** **Residents** in person

**At** **Beirut** Furn El Chebbak Police Station

(Beirut)

**Tripoli** El Tal Police Station (North Lebanon)

**Zahle** Zahle Police Station, Serial (Bekaa)

**Nabatieh** Nabatieh Police Station, Serial  
(South Lebanon)

**Saida** Sahet Saida Police Station, Serial

(South Lebanon)

**Or** in person at any Liban Post office in  
Lebanon

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

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

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

**Processing time**

**Residents** on the spot

**Non-residents** 15 days

## LESOTHO

**Apply** Commissioner of Police

(Attention: Criminal Records Bureau)

Police Headquarters

**At** Maseru

**Provide** personal details of residence and  
employment in Lesotho, and photographs.

Fingerprints may subsequently be requested  
payable

## LIBERIA

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

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

## LIBYA

**Relevant document** – **Residents** –

'Anthropometrical Record'

**Apply** in person to Police Station

**At** **Citizens** area of residence

**Non-citizens** Police headquarters, Tripoli

**Provide** completed application form and birth

certificate or passport

## LIECHTENSTEIN

**Relevant document** – Extract from the Police Register  
(Gesuch um Strafregisterauszug)

**Apply** in person

Fürstlich Liechtensteinisches Landgericht

**At** Spaniergasse 1

9490 Vaduz FL

**Fee** payable (currently CHF 9)

**Website** www.gerichte.li

## LITHUANIA

**Relevant document** – **Resident citizens** – Data record

**Apply** the Ministry of Internal Affairs

Information Service (Informatikos tarnyba)

**At** Sverentagio g. 2

LT 01510 Vilnius

**Phone** (+370) 5 271 7177

## LUXEMBOURG

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

**Apply** in person or by mail to

Palais de Justice

**At** 18 Cote d'Eich

L-1450 Luxembourg

**Provide** a letter requesting the document giving  
reason for request, photocopy of passport or  
identity card

## MACEDONIA, FORMER YUGOSLAV REPUBLIC OF

**Relevant document** – 'Certificate' (Uverenie)

**Apply** **Residents** in person to the Ministry of  
Internal Affairs, (Police Station),

**At** place of residence

**Non-residents** – Macedonian Consulate,  
or family/friends may apply on the  
applicant's behalf

**Provide** ID card

**Fee** payable

**Form** obtained on application

## MALAWI

**Apply** Office of the Inspector General

Malawi Police

**At** Private Bag 305

Capital City

Lilongwe 3

**Provide** 2 photographs and a complete set of  
fingerprints certified by police. Details of  
previous and/or current addresses in  
Malawi, including dates of residence at  
these addresses

## MALAYSIA

**Relevant document** – Certificate of Good Conduct

**Apply** **Residents** Consular Division,  
Ministry of Foreign Affairs,  
Malaysia

**At** Wisma Putra  
No 1, Jalan Wisma Putra  
Precinct 2  
62602 Putrajaya  
Malaysia

**Phone** (603) 88874000

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

**Provide** 2 copies of Certificate of Good Conduct form, 2 passport size photos, 2 photocopies of Identification Card, 2 photocopies of passport (non-citizens must photocopy all pages), a stamped, self-addressed envelope and an introduction letter from employer (non-citizens only)

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

**Fee** payable

**Form** Certificate of Good Conduct form from above address, website [www.kln.gov.my/files/sijilkelakuanbaik.pdf](http://www.kln.gov.my/files/sijilkelakuanbaik.pdf), or Malaysian diplomatic missions

## MALDIVES

**Relevant document** – Police clearance certificate

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

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

or submitted to [records@police.gov.mv](mailto:records@police.gov.mv)

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

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

**Phone** + 960 3322112 (Ext. 3733)

**Note** If applicants require Police Certificate to be posted directly to them, they are requested to submit a stamped self-addressed envelope with the application.

If the certificate is to be collected by a person on behalf of the applicant the name of the person should be mentioned in the fourth section of the application form. Incomplete applications may delay the processing of Police Certificates

## MALI

**Apply** Ministry of Justice  
**At** Bamako

**Non-residents** are advised to contact their nearest Embassy or Consulate as they cannot obtain a police certificate directly from Mali

## MALTA

**Relevant document** – Conduct Certificate/  
Certifikat Ta'Kondotta

**Apply** in person

**At** General Police Headquarters, Floriana

**Provide** *If the certificate is required for Malta or any European country, provide ID card ONLY*  
*If the certificate is required for a country other than Malta or a European country, provide a valid passport*

*If applying from outside Malta provide a copy of valid passport biodata page, and a fee of One Maltese Lira (MLT 1) either by money order or by cheque made payable to Commissioner of Police*

**Note:** A certificate may be collected by a close relative on behalf of an applicant who lives outside Malta. The applicant should give a letter of authorisation addressed to Secretariat Office, General Police Headquarters, Floriana to the relative. The relative will also need to present their ID Card

**Fee** payable

## MARSHALL ISLANDS

**Relevant document** – 'Police certificate'

**Apply** Police Commissioner  
**At** Department of Public Safety  
PO Box 1222  
Majuro  
Marshall Islands MH 96960  
**Phone** (692) 625 4049  
**Fax** (692) 625 5134

## MARTINIQUE

**Relevant document** – 'Good Conduct Certificate' (Certificat de Bonnes Vies et Moeurs)

**Apply** by mail to  
Casier Judiciaire National,  
**At** 107 rue du Landreau  
44079 Nantes Cedex 01  
France

**Provide** proof of identity or residence status in country (photocopy of passport or identity card and 'Carte de Sejour')

**Fee** payable

## MAURITIUS

**Relevant document** – **Residents** – Certificate from the Director of Public Prosecutions, previously called 'Certificate of Morality' (Certificat de Moralité)

**Apply** in person or by mail (or a close family member can apply on the applicant's behalf) to Director of Public Prosecutions,  
**At** Jules Koenig Street  
Port Louis

**Provide** birth certificate, ID Card, marriage certificate and fingerprints if non-resident

**Fee** payable

## MAYOTTE

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

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

**Apply** by mail to  
Casier Judiciaire National

**At** 107 rue du Landreau  
44079 Nantes Cedex 01  
France

**Provide** identification

**Forms** 'Request for a bulletin No 3' (Demande de B3)

**French citizens born on Mayotte**

**Apply** in person or by mail to  
Tribunal de Premiere Instance de  
Mamoudzou,

**At** B.P. 106  
97600 Mayotte

**Provide** identification

**Form** 'Request for a Bulletin no 3' (Demande de B3)

## MEXICO

**Relevant document** – Certificate of Non-Criminal Record (Certificado de No Antecedentes Penales)

**Apply** **Mexican citizens resident in Mexico and Non-Mexican citizens** in person or by power of attorney to the Office of the Attorney General of the State of residence  
Secretaría de Seguridad Pública

Dirección General de Prevención y Readaptación Social  
Atención Oficialia de Partes  
Coordinación de Archivo Nacional de Sentenciados  
Londres No. 102 Col. Juárez  
Delegación Cuauhtémoc  
Cp 06600 México D.F.

**Mexican citizens outside Mexico** to the nearest Mexican Embassy/Consulate

**Provide** full personal details, official ID (passport, Birth certificate, Mexican voter's card, Mexican Military Service Certificate), 3 full front view and 3 full right profile pictures, a full set of fingerprints, obtained at the local police station. The certificate will be issued in Spanish only

**Fee** payable

## MICRONESIA, FEDERATED STATES OF

**Relevant document** – ‘Police Clearance’

**Apply** in person or by mail to  
Chief of Police

**At** Pohnpei State  
Kolonia

**Provide** full name, date of birth, present and  
previous addresses, social security number  
**Non-citizens** passport and entry permit  
number

**Fee** payable

**Form** obtained from checking officer at Police  
station

## MOLDOVA

**Relevant document** – ‘Police certificate’

**Apply** **Residents, non-residents** in person or by  
mail (resident relatives of **non-residents**  
can apply on their behalf) to  
Administration of Information  
Ministry of Interior

**At** Shtefan Chel Mare Ave 75  
Chisinau 2012

**Phone** (103732) 255517, 255852

**Fax** (103732) 226639

**Provide** passport or certified copy, proxy for a  
relative, full name, patronymic surname,  
maiden name, date and place of birth,  
reason certificate required and language of  
wording

**Form** standard application form

**Fee** payable

## MONACO

**Relevant document** – Extract from Police Records  
(Extrait du Casier Judiciaire)

**Apply** applicants should contact the  
Palais de Justice prior to lodging a  
request in person or by mail to  
Grefe Generale

**At** Palais de Justice  
5, Rue Colonel Bellando de Castro  
MC 98015 Monaco Cedex

**Phone** (+377) 93 15 8400

**Provide** written request giving personal details  
including father’s name, mother’s maiden  
and given names, plus  
**Residents** photocopy of ID card  
**Resident non-citizens** photocopy of both  
sides of residence card  
**Non-residents** written request should  
indicate dates of residence

**Fee** payable

## MONTserrat

**Relevant document** – ‘Police certificate’

**Apply** Office of the Commissioner  
Police Headquarters

**At** PO Box 177  
Plymouth

**Phone** 809 491-2555

**Provide** photocopy of passport or birth certificate,  
a set of fingerprints and 4 photographs

**Fee** payable

## MONTENEGRO, REPUBLIC OF

**Relevant document** – Certificate (Uverenje)

**Apply** **Residents**  
Ministry of Internal Affairs (police station)

**Non-residents**  
Montenegro Embassy, in person

**At** place of residence

**Form** obtained at time of application

**Fee** payable

## MOROCCO

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

**Citizens (resident and non-resident)**

**Apply** Monsieur le President du Tribunal de  
Premier Instant

**At** place of birth

**Resident non-citizens**

**Apply** to Service Centrale

**At** Casier Judiciale  
Rabat

**Non-resident non-citizens**

**Apply** to nearest Moroccan Embassy/Consulate

**Non-resident non-citizen in Australia**

**Apply** to Moroccan Consulate  
(in person or by phone)

**At** Unit 2/11 West Street  
North Sydney  
(02) 9922 4999

**Phone**

**Provide** National ID Card (**citizens**), photocopy of  
passport, birth certificate, details of period of  
stay, place of work and residence in  
Morocco (**non-citizens**)

## MYANMAR (BURMA)

(See BURMA)

## NAMIBIA

**Relevant document** – ‘Police Clearance’

**Apply** by mail to Namibian Police  
Criminal Records Centre

**At** Private Bag 12024  
Ausspanplatz  
Windhoek 9000

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

**Provide** ID number and date of birth, fingerprints  
taken by a police officer

**Fee** payable

## NAURU

**Relevant document** – ‘National Police certificate’

**Apply** to Director of Police

**At** Nauru Police Force  
Government Offices  
Yaren District, Republic of Nauru

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

**Fee** AUD60 is payable in cash to the Revenue  
office at Government offices

## NEPAL

**Apply** **Citizen** in person or in writing to  
Verification Section  
Crime Investigation Department  
Police Headquarters  
Naxal Kathmandu

**Resident non-citizen** can request their  
embassy to write to  
Interpol Section  
Police Headquarters  
Naxal

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

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

**Forms**

**Provide** copy of citizenship certificate, passport and  
3 passport size photos

## NETHERLANDS ANTILLES

**Apply** Lieutenant-Governor  
of the Island of Curacao

**At** Netherlands Antilles

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

**Fee** payable

## NETHERLANDS, THE

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

**Apply** **Residents** at the Population Affairs  
Department (Burgerzaken/Publiekszaken) of  
the municipality where you are registered

**Non-residents** directly at  
COVOG  
PO Box 16115  
2500 BC Den Haag, Netherlands

**Provide** application form (downloadable from  
website) and valid ID document  
(eg. passport)

**Note** the application form for the VOG contains  
sections that need to be completed by the  
organisation that is asking you to provide the  
certificate. Before submitting your  
application form to the municipality or  
COVOG, you therefore need to send the form  
to your nearest Australian Embassy/ visa  
office for completion. Please include a  
stamped and self-addressed envelope for  
the return of the application

**Fee** currently EUR 30.05 (please check website)

**Website** further information can be obtained at:  
www.justitie.nl/vog (also available in English)

**Contact** COVOG (Central Body Certificate of Good  
Conduct)

**Phone** +31 (0)70 - 370 7234

**E-mail** frontdesk.justis@minjus.nl

## NEW CALEDONIA

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

- Relevant document** – ‘Extract from Police records’ (Extrait du Casier Judiciaire)
- Apply** by mail to Casier Judiciaire National or through the internet at the website [www.justice.gouv.fr/cjn/](http://www.justice.gouv.fr/cjn/)
- At** 107 rue du Landreau  
44079 Nantes Cedex 01  
France
- Provide** identification
- Form** ‘Request for a bulletin No 3’ (Demande de B3).  
**French citizens born in New Caledonia**
- Apply** in person or by mail to Tribunal Civil
- At** B.P. F4  
Noumea Cedex
- Provide** identification
- Form** Request for a bulletin No 3 (Demande de B3)

## NEW ZEALAND

- Apply** Privacy Unit  
Ministry of Justice  
National Office  
PO Box 2750  
Wellington
- Provide** Applications must be made using form F1 and the request must be for a Full Record of Convictions (you must tick the Full Record of Convictions box on form F1). Forms can be obtained from either:
- [www.justice.govt.nz/privacy/](http://www.justice.govt.nz/privacy/)
  - the Ministry of Justice at the above address
  - by phoning +64 4 9188800
  - by fax + 64 4 9188974

## NICARAGUA

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

## NIGERIA

- Relevant document** – ‘Police Character Certificate’
- Apply** in person or by mail to:  
The Public Relations Officer  
Zone 7 Police Command Headquarters  
Wuse  
Abuja, Nigeria
- Provide** **Residents** application and fingerprint form (including full set of fingerprints) obtainable from local police station, and 4 passport photographs  
**Non-residents** a covering letter formally requesting a Nigerian Police Clearance or alternatively a copy of the department’s letter addressed to the applicant requesting that a police clearance from Nigeria be provided,  
4 x passport size photographs, copy of passport (bio-page and entry and departure stamps from Nigeria, and Nigerian visas or

evidence of lawful stay if not a Nigerian national), and full set of fingerprints taken by the police in country of current residence  
Western Union bank draft for the amount of USD10.00 made payable to Police Command Headquarters

**Fee**

## NORWAY

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

## OMAN

- Relevant document** – ‘Clearance Certificate’
- Apply** **Residents** Royal Oman Police at place of residence  
**Non-residents** applicants who wish to obtain a police clearance from the Sultanate of Oman should fulfil the following requirements and post to the Consulate-General of the Sultanate of Oman in Melbourne or the nearest Omani Embassy
- Provide** – a letter of request  
– 4 passport size photos (colour and recent)  
– original fingerprints from each finger on both hands, then a print of all fingers on the one hand at the same time for both hands. Fingerprints can be obtained from local police, which later has to be authenticated from the Australian Department of Foreign Affairs and Trade (DFAT) in one of the capital cities of the Australian States  
– a copy of your passport including a copy of the visa page  
– enclose a pre-paid self-addressed return envelope  
– enclose a ‘Registered Post International’ envelope B4 (353 x 250 mm)  
– enclose US\$10 (only US dollars are acceptable)
- Note** please allow the process to take some time

## PAKISTAN

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

## PANAMA

- Apply** in person to El Departamento Nacional de Investigaciones,  
**Non-residents** who have a relative (up to fourth degree) living in Panama should arrange power of attorney for that person to request and obtain the certificate on their behalf
- At** Ave 5a No 10-45  
Panama City
- Provide** full name, nationality, sex, date of birth, reason for requesting certificate and (for **non-citizens**) date of entry into Panama
- Fee** payable

## PAPUA NEW GUINEA

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

## PARAGUAY

- Relevant document** – ‘Certificado de Antecedentes’
- Apply** **Residents** Departamento de Identificaciones  
Av. Boggiani y Ri 2, Ytororo,  
Villa Aurelia, Asuncion
- Provide** ID-cedula
- Fee** payable
- Apply** **Non-residents** using form 80
- At** the departmental office/Post processing your application
- Provide** ID Number must be included on form 80
- Form** form 80 available from the department or website [www.immi.gov.au](http://www.immi.gov.au)

## PERU

- Relevant document** – ‘Certificado de Antecedentes Policiales’
- Apply** **Residents** in person providing current documentation – see [www.pnp.gob.pe/comunidad/tramites.asp](http://www.pnp.gob.pe/comunidad/tramites.asp)  
**Non-residents** can authorise a friend/relative in Peru to present all the necessary documentation. The friend/relative must coordinate the provision of documentation and forms with the requesting individual who must have information stamped and legalised by the Peruvian Consulate in their country of residence. If the requesting individual does not have any relatives or friends in Peru they can request a penal clearance through the Peruvian Consulate in their country of residence

**At** Sede Central de la División Central de Identificación Policial de la Dirección de Criminalística PNP  
Avenida Aramburú 550, Surquillo, Lima

**Phone** 222 7364 for the Dependencia Policial PNP in provincial areas

**Fee** payable

## PHILIPPINES, THE

**Relevant document** – ‘NBI Clearance’

**Apply** National Bureau of Investigations (NBI) **Residents** in person  
**Non-residents** by mail or through Philippine Consulate  
For a complete list of NBI Regional/District/Satellite Offices, visit the website [www.nbi.gov.ph](http://www.nbi.gov.ph)

**Form** available from NBI offices and Philippine consulates

**Provide** **Residents** the completed application form, fingerprints and a photograph must be taken to the nearest office of the NBI  
**Non-residents** return completed application and fingerprints to the NBI with the fee plus return postage (stamped self-addressed envelope or money). The application should show the certificate is required for entry to Australia

**Fee** payable

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

**Phone** Trunkline: 523-8231 to 38

**Fax** 526-1216, 523-7414

## POLAND

**Relevant document** – ‘Criminal Record Inquiry’ (Zapytanie o Karalnosc – Zapytanie o udzielenie Informacji o Osobie)

**Apply** in person or by mail to Ministry of Justice (Centralny rejestr skazanych CRS)  
ul, Zwycieczow 34  
03 – 938 Warszawa

**At**

**Provide** full name, date and place of birth, current residential address and occupation details  
At point 12 you must request a check in box 1, 2 (if under 16 years of age) and 3.  
At point 13, you must indicate ‘full range’

**Fee** payable

**Form** application forms can be obtained directly from the CRS, Polish Ministry of Justice website [www.ms.gov.pl](http://www.ms.gov.pl) or from the Australian Embassy Warsaw along with a covering letter

## PORTUGAL

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

**Apply** **Residents** in person to General Department for Justice Administration (Direção Geral da Administração da Justiça – DGAJ).  
Other offices of the DGAJ at Coimbra and Porto, in judicial courts or municipal chambers for those in rural localities  
**Non-residents** by mail to Department for Criminal Identification Services (Direção Serviços de Identificação Criminal)

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

**Phone** 351 21 790 6200

**Fax** 351 21 790 6460

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

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

**Fee** payable

## QATAR

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

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

**At** PO Box 6797, Doha

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

**Apply** in person

**At** any Qatari Embassy

**Provide** a set of fingerprints taken by local police or law enforcement agency and attested by the Ministry of Foreign Affairs in country of current residence, 4 passport size photos, copy of applicant’s current passport, copy of applicant’s passport which held the most recent residence permit, letter addressed to the Qatari Ambassador explaining the reason for obtaining the certificate and a copy of a police clearance certificate from home country of nationality

**Fee** payable

## REUNION

**Apply** by mail to Casier Judiciaire National

**At** 107 rue du Landreau  
44079 Nantes Cedex 01  
France

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

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

## ROMANIA

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

**Apply** in person or, if **non-resident**, through an authorised person to the Ministry of Interior, General Inspector of Police

**At** Convictions Register,  
at place of birth or residence

**Fee** payable

**Form** obtainable on application

## RUSSIAN FEDERATION

**Relevant document** – ‘Police certificate’

**Apply** **Residents** to main Information Centre for Ministry of Interior  
Novocheryomushinskaya Street 67  
Moscow

**Phone** (095) 3323058, 3323029,  
or regional Information Centres,  
Ministry of Interior located in any regional centre, or local police departments.  
**Non-residents** to nearest Russian consulate in country of residence,  
(in Australia, Sydney phone 02 93261188,  
02 93261866, Canberra 02 62959474)

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

**Fee** payable

## RWANDA

**Relevant document** – Police Certificate

**Apply** **Residents** Police Department in local district OR  
Department of Police  
Ministry of Local Government  
PO Box 3445  
Kigali, Rwanda  
**Non-residents** Ministry of Justice letter signed by nearest Rwandese Embassy representative enclosing a power of attorney for a Rwanda citizen to collect  
**Non-resident/non-citizen** apply by letter from Ministry of Justice signed in the Rwandese Embassy in residence country

**Phone** 250 85406

**Provide** certificate of identity, 2 passport photos, identification card, passport  
Non-residents/non-citizens should also provide service or residence visa and work permit

**Fee** payable

## SAMOA (US)

**Apply** by mail or fax to American Samoan Police Department

**Phone** 686 633 1111

**Fax** 684 633 7296

**Provide** copy of passport (first page important) and clear statement of reason for clearance

**Fee** payable

## SAMOA

<b>Apply</b>	Police, Prisons and Fire Services
<b>At</b>	Criminal Registration Office PO Box 53 Apia The department post collects certificates from police and forwards to processing office/post
<b>Provide</b>	certified copy of birth certificate and one passport size photograph
<b>Fee</b>	payable
<b>Form</b>	form 80 from the department or website <a href="http://www.immi.gov.au">www.immi.gov.au</a>

## SAN MARINO

<b>Apply</b>	as for ITALY
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## SAUDI ARABIA

<b>Relevant document</b>	– <b>Current residents</b> – ‘Criminal Status Certificate’
<b>Apply</b>	in person to main police department according to district of residence in Kingdom of Saudi Arabia
<b>Provide</b>	Iqama, letter from Australian Embassy Riyadh attested by Ministry of Foreign Affairs, passport size photo and fingerprints obtainable from local police
<b>Fee</b>	payable
<b>Forms</b>	instructions and a letter are given to applicant by Australian Embassy Riyadh. Apply to Embassy in person, or fax required details and arrange for collection
<b>Note</b>	<b>Non-residents</b> – once a person has left Saudi Arabia no procedures exist to obtain a certificate

## SENEGAL

<b>Apply</b>	Ministry of Justice
<b>At</b>	Dakar
<b>Fee</b>	payable

## SERBIA, REPUBLIC OF

<b>Relevant document</b>	– Certificate (Uverenje)
<b>Apply</b>	<b>Residents</b> Ministry of Internal Affairs (police station)
	<b>Non-residents</b> Serbian Embassy, in person
<b>At</b>	place of residence
<b>Form</b>	obtained at time of application
<b>Fee</b>	payable

## SEYCHELLES

<b>Relevant document</b>	– Police clearance certificate
<b>Apply</b>	by mail to Commissioner of Police
<b>At</b>	Seychelles Police Police Headquarters PO Box 46 Republic of Seychelles
<b>Provide</b>	identity card with the application
<b>Fee</b>	payable

## SIERRA LEONE

<b>Apply</b>	<b>Residents</b> can obtain a police certificate from the Criminal Investigation Headquarters in Freetown
	<b>Non-residents</b> can either contact relatives or friends in Sierra Leone to assist in obtaining the certificate or approach the nearest Sierra Leone Embassy or Consulate abroad
<b>Provide</b>	fingerprints including the whole hand taken from a police station in the country of residence, written request outlining the reason for obtaining the police certificate, certified copy of passport bio-data page, certified copy of passport pages showing legal status and visa in Sierra Leone and required fee
<b>Fee</b>	payable

## SINGAPORE

<b>Relevant document</b>	– ‘Good Conduct Certificate’ or ‘Certificate of No Criminal Conviction’
<b>Apply</b>	Singapore Police Force
<b>At</b>	Criminal Investigation Department <a href="http://www.spf.gov.sg/epc/cert_issued.htm">www.spf.gov.sg/epc/cert_issued.htm</a>
<b>Provide</b>	2 recent passport photos, current and past international passports/travel documents showing immigration endorsements for computation of period stayed in Singapore, signed letter from the departmental processing post office specifying reason for request
	<b>Citizens</b> Identity card, valid exit permit/exemption certificate issued by CMPB, MINDEF for male Singaporeans liable for National Service
	<b>Non-citizens</b> Singapore employment pass, work permit or evidence of authority to reside in Singapore
	<b>Applicants residing in Australia</b> who want a Singaporean police clearance need to lodge their application then obtain a letter of authority from the department for the clearance. The letter can then be used to obtain the police clearance
<b>Fee</b>	payable
<b>Forms</b>	available from website

## SLOVAK REPUBLIC

<b>Relevant document</b>	– Police clearance (Odpis z registra trestov)
<b>Apply</b>	<b>Residents</b> Public Prosecutor’s Office – Register Trestov GP SR
	<b>Non-residents</b> nearest Slovak Embassy/Consulate, in person or by mail
<b>At</b>	Kvetna 13, 81423 Bratislava, Slovak Republic
<b>Provide</b>	<b>Citizens</b> Slovak ID and birth certificate
	<b>Non-citizens</b> passport and birth certificate accompanied by a certified Slovak translation
<b>Form</b>	available directly at Register Trestov GP SR, or at local Prosecutor’s office in town of residence
<b>Fee</b>	payable

## SLOVENIA

<b>Relevant document</b>	– ‘Certificate of No Convictions’ (Potrdilo o Nekaznovanju)
<b>Apply</b>	in person, by mail or telephone to the Ministry of Justice
<b>At</b>	Zupanciceva 3 Ljubljana 1000
<b>Phone</b>	(386) 1 3695200
<b>Provide</b>	Document/certificate of identity and reason for request
<b>Fee</b>	payable
<b>Form</b>	application for police certificate available at local registrar’s office at police stations

## SOLOMON ISLANDS

<b>Relevant document</b>	– ‘Police Clearance Certificate’
<b>Apply</b>	Royal Solomon Island Police Headquarters Attn: CID Officer
<b>At</b>	PO Box G3 Honiara
<b>Provide</b>	fingerprints
<b>Fee</b>	payable
<b>Form</b>	‘Police consent form’ available from the police CID officer

## SOMALIA

<b>Somaliland</b>	– there is a functioning government including police and judiciary. It is likely police certificates are available but this information has not been confirmed
<b>Puntland</b>	– while it may be possible that authorities are issuing police certificates it is less likely and the Security Office was unable to confirm
<b>South/Central Somalia</b>	– a variety of regional administration exist but are unlikely to issue police certificates. All ‘official’ documents are easily forged

## SOUTH AFRICA

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

## SPAIN

- Relevant document** – ‘Certificado de Antecedentes Penales’
- Apply** **Residents** in person to the Ministerio de Justicia or Ministerio del Interior, in most provincial capitals in Spain  
**Non-residents** using form 80 with Consent form attached
- At** the departmental office/post processing your application
- Website** www.mju.es or www.mir.es
- Provide** National Identity Document (DNI) or passport
- Fee** nil
- Form** form 80 available from the department or website [www.immi.gov.au](http://www.immi.gov.au)

## SRI LANKA

- Relevant document** – Police Clearance Certificate
- Apply** **Residents** – in person or by mail  
Police Headquarters, Colombo – 01, Sri Lanka  
**Non-residents** – submit form to Sri Lanka Embassy/High Commission in country of residence
- Form** available from Sri Lanka Police website [www.police.lk](http://www.police.lk)
- Fee** payable – see Sri Lanka Police website
- Notes** Provide Police Clearance Certificate and completed form 80 to the departmental office/post processing your application
- Form** form 80 available from the department or website [www.immi.gov.au](http://www.immi.gov.au)

## ST KITTS AND NEVIS

- Apply** in person to  
Police Headquarters
- At** PO Box 189  
Basseterre  
St Kitts
- Phone** 809-465 2241
- Provide** valid photographic ID and any documents relating to change of name. Overseas applicants must provide fingerprints and a certified photograph. All applicants must provide a forwarding address in St Kitts
- Fee** payable

## ST LUCIA

- Apply** Commissioner of Police
- At** Police Headquarters  
Bridge Street  
Castries
- Phone** 809-452 2855
- Provide** personal particulars (date of birth, addresses), in addition to full set of fingerprints and 2 photographs
- Fee** payable

## ST VINCENT & THE GRENADINES

- Apply** Commissioner of Police
- At** Police Headquarters  
Kingston  
St Vincent
- Phone** 809-457 1211
- Provide** 2 photographs, one of which must be notarised
- Fee** payable

## SURINAME

- Apply** District Governor of Paramaribo
- At** Klaina Combeweg  
Paramaribo
- Provide** birth certificate and 2 photographs
- Fee** payable

## SWAZILAND

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

## SWEDEN

- Relevant document** – ‘Extract from the criminal records registry’ for purposes in another country (utdrag ur, belastnings registret)
- Apply** by mail or fax to  
Rikspolisstyrelsen  
Kirunaenheten/Utlandsaerenden
- At** S - 981 81 Kiruna  
SWEDEN
- Provide** application form RPS447.3, certified copy of passport or birth certificate showing full name, date and place of birth and personal identification number
- Fee** payable
- Form** available from website [www.polisen.se](http://www.polisen.se) or at the nearest police office or an Embassy of Sweden

## SWITZERLAND

- Relevant document** – ‘Extract From Swiss Police Records’ (Gesuch um Auszug as dem schweizerischen Strafregister/Demande d’extraire du Casier Judiciaire Suisse/ Domanda d’estratto del Casellario Giudiziale Svizzero)
- Apply** in person
- At** Schweizerisches Strafregister  
Dienst für Auszüge an Privatpersonen  
Bundesrain 20  
CH - 3003 Bern
- Phone** 031 322 46 53
- Provide** confirmation of identity (eg. passport or ID card)
- Form** downloadable from  
[www.strafregister.admin.ch](http://www.strafregister.admin.ch)
- Fee** payable (currently CHF 20)

## SYRIA

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

## TAIWAN

- Relevant document** – Police Criminal Record Certificate
- Apply** at the Foreign Affairs Division of any city or provincial police headquarters. These include (but are not limited to):
- Taipei**  
96 Yen Ping South Road, Taipei  
Phone (02) 23817494
- Kaohsiung**  
260 Chung Cheng 4th Road, Kaohsiung  
Phone (07) 2120800
- Provide** application form and supporting documentation. Contact relevant authority for current instructions on the supporting documentation required
- Form** available from the relevant city or provincial police headquarters, or from the Taipei City Police website
- Fee** payable
- Website references** Taipei City Police (bilingual information, includes internet application facility)  
[www.tcpd.gov.tw/tcpd\\_english/all-tcpd.php?topage=1&id=24&t\\_type=d](http://www.tcpd.gov.tw/tcpd_english/all-tcpd.php?topage=1&id=24&t_type=d)
- Apply** **Non-residents** without a friend/agent in Taiwan to apply on their behalf can apply by mail to:  
Foreign Affairs Division  
Taipei City Police Department  
(Police Criminal Record Certificate)  
96 Yanping South Road,  
Jhongjheng District, Taipei City 100, Taiwan  
To apply by mail, applicants should provide the following:
1. Written statement explaining purpose of the application. The applicant’s signature on the statement must be the same as the signature on the applicant’s passport
  2. Copy of the applicant’s passport bio-data page
  3. Application form (downloaded from the Taipei City Police website listed above)
  4. A self-addressed return envelope (pre-paid postage not required)
  5. US\$11 in cash

## TAJIKISTAN

- Relevant document** – ‘Police certificate’ (record of convictions)
- Apply** **Residents, non-residents** in person or by mail (resident relatives of **non-residents** can apply on their behalf) to:  
Information Administration of  
Ministry of Interior
- At** Rudaki Street 42  
Dushanbe
- Provide** written request from the department with the reason for request, passport or copy, all personal details, place of residence in Tadjikistan

## TANZANIA

- Apply** Ministry of Public Safety and Security  
**At** Officer-in-charge  
Forensic Bureau  
Criminal Investigations Department  
PO Box 9094  
Dar es Salaam  
Tanzania
- Provide** Letter of introduction and explanation as to why the Police Certificate is required, an international money order for USD25 made payable to the Director of Criminal Investigations Department, a certified copy of the bio-data page from their passport and certified fingerprints from a local police station in their country of residence

## THAILAND

- Apply** Police Clearance Service Centre  
**At** Special Branch (Building 24)  
Royal Thai Police Headquarters  
Rama 1  
Pathumwan, Bangkok 10330
- Provide** **Resident citizens** – passport, Thai ID card, house registration, evidence of name change, evidence of military service (Sor Dor 8 or Sor Dor 43 etc.), marriage certificate or divorce certificate if available, in case of minor, the parents or the guardian must be present to give consent  
**Resident non-citizens** – passport, documents certify that the applicant is working, used to work or residing in Thailand, Thai work permit, if available  
**Non-resident citizens** – 2 full sets of fingerprints (fingerprints must be taken at local police station or Thai Consulate or Thai Embassy in country of residence), 2 photographs (1 inch by 2 inches), Thai ID card and house registration, evidence of any change of name, certificate of marriage or divorce if available, evidence of military service (Sor Dor 8 or Sor Dor 43 etc.), an envelope with pre-paid stamps and applicant's address to mail certificate back to applicant  
**Non-resident non-citizens** – 2 full sets of fingerprints (fingerprints must be taken at local police station or Thai Consulate or Thai Embassy in country of residence), 2 photographs (1 inch by 2 inches), valid passport, document stating the applicant used to work or live in Thailand, Thai working permit if available, an envelope with pre-paid stamps and applicant's address to mail certificate back to applicant
- Note** The Police Clearance Service Centre open: Monday to Friday from 08:30–18:30 hours (no lunch break) (closed on public holidays) Saturday from 09:00–12:00 hours  
Phone: 02-2052168 and 02-2052169  
Fax: +66 02 2051295  
Internet: www.sb.police.go.th  
E-mail: pcsc@police.go.th
- Fee** nil – Processing period is 10 working days

## TOGO

- Apply** Ministry of Justice  
**At** Lome

## TONGA

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

## TRINIDAD & TOBAGO

- Apply** Police Headquarters  
**At** St Vincent Street  
Port of Spain,  
Trinidad
- Provide** fingerprints and 3 photos  
**Fee** payable

## TUNISIA

- Relevant document** – extract from Judicial Certificate (Certificat du Casier Judiciaire)
- Apply** **Residents**  
to Ministry of Justice Tribunal in area of residence
- Provide** National Identification Card  
**Non-residents**  
to nearest Tunisian Embassy to complete card number 3

## TURKEY

- Relevant document** – **Resident citizens and resident non-citizens** – 'Criminal Record' (Sabika Kaydi)
- Apply** in person to the Public Prosecutor's Office in each city  
**Residents of Ankara**
- At** Ankara Cumhuriyet Bas  
Savciligi  
Zemin Kat,  
Sihhiye – Ankara
- Provide** identity card (name, surname, mother's name, father's name, date and place of birth and registration details)
- Fee** payable

**Relevant document** – **Non-residents currently residing in Turkey** – Criminal Record in Foreign Languages

- Apply** In person to the General Directory of Criminal Records and Statistics  
**At** Adli Sicil ve Istatistik Genel Mudurlugu  
Tuna Caddesi, No 10  
Ankara
- Provide** identity card (name, surname, mother's name, father's name, date and place of birth and registration details)
- Fee** payable

**Relevant document** – **Non-residents currently residing outside of Turkey** – 'Criminal Record' (Sabika Kaydi)

- Apply** Turkish Overseas Mission  
**Provide** identity card (name, surname, mother's name, father's name, date and place of birth and registration details).
- Fee** payable

## TURKMENISTAN

- Relevant document** – 'Police certificate'
- Apply** **Residents** Ministry of Interior or local police departments.  
**Non-residents** through proxy to above or to nearest Turkmenistan Consulate
- At** country of residence or Moscow consulate (Consulate nearest Australia is India – Shanty Niketan 1/13, Delhi, phone 6118054, 6118409, fax 6118332)
- Provide** official request from the department, passport or copy, name, patronymic surname, maiden name, date and place of birth, place of registration

## TURKS & CAICOS ISLAND

- Apply** Commissioner of Police  
**At** Police Headquarters  
Grand Turk
- Provide** full set of fingerprints, one photograph, letter with personal details (name, date and place of birth)
- Fee** payable

## TUVALU

- Relevant document** – Police Clearance Report
- Apply** in person or by mail to Office of the Commissioner of Police,  
**At** Funafuti
- Provide** full name, citizenship, date of birth and address in Tuvalu where applicant lives or lived
- Fee** payable

## UGANDA

- Relevant document** – Certificate of Good Conduct
- Apply** National Central Bureau of Interpol Kampala  
Directorate of Criminal Investigations  
Uganda Police Force
- At** PO Box 2973  
Kampala, Uganda
- Provide** if by mail, include 2 passport size photos, copy of applicant details from passport, fingerprints from police in country of residence, and required fee
- Fee** payable
- Note** applicants can obtain further information from email address: genpol7@utonline.co.ug

## UKRAINE

- Apply** **Residents** to local police departments or Administration of Operational Information, Ministry of Interior
- At** 34T Shevchenko Avenue  
Kiev 01030,  
or Administration Departments in any regional centre
- Non-residents** to nearest Ukrainian Consulate in country of residence, in Australia, General Consulate Sydney, phone 02 9388 9177, fax 02 9388 9577

## UNITED ARAB EMIRATES

- Relevant document** – ‘Criminal Status Certificate’ (or ‘Criminal Clearance Certificate’ which can be obtained from the Directorate General for Criminal Security, Ministry of Interior, Abu Dhabi only)
- Apply** **Residents** in person to  
*Dubai*  
Ministry of Interior  
Criminal Investigation Affairs  
Dubai Police General Headquarters  
PO Box 2533  
*Abu Dhabi*  
Ministry of Interior  
General Police Directorate  
Criminal Investigation Section  
*Sharjah*  
Sharjah Police  
Ministry of Interior
- Non-residents** at any UAE Embassy
- Provide** 2 passport size photos, form to be completed by applicant in person, copy of valid current passport and certified fingerprints form
- Fee** payable
- Note** Ras Al Kaimah, Umm Al Quwain, Fujairah and Ajman: Check with local police department.  
The Dubai Police have an email address for persons seeking to obtain a penal certificate. This can only be used by current or former residents of Dubai. Please note that this applies to Dubai only and not the entire UAE (Dubai is one of seven separate Emirates that make up the UAE)
- E-mail** [mail@dubaipolice.ae](mailto:mail@dubaipolice.ae)

## UNITED KINGDOM

- There is currently no national conviction database in the UK. Residents of the UK require a separate check for each jurisdiction in which they have lived
- For residence in each of: England and/or Wales, Scotland, Northern Ireland, Isle of Man**
- Relevant document** – ‘Subject Access Request’ made under s7 of the *Data Protection Act 1998*
- For residence in Gibraltar**
- Relevant document** – ‘Royal Gibraltar Police – No Conviction Certificate’
- For residence in the Falkland Islands**
- Relevant document** – ‘Royal Falkland Islands Police – Personnel Vetting’
- For residence in the Channel Islands**
- Relevant document** – Letter issued by Guernsey or Jersey Police confirming results of local police records checks
- Apply** **Residents** in person or by mail to the local police station in the jurisdiction in which you reside. If you have lived in another jurisdiction, you should apply to the local police station at the last place you resided in that jurisdiction
- Non-Residents** apply by mail as above to the local police station at the last place in which you resided in that jurisdiction
- Forms** obtainable on application
- Fee** payable
- Website** Scotland: [www.scottish.police.uk](http://www.scottish.police.uk)  
Northern Ireland: [www.psn.police.uk](http://www.psn.police.uk)  
Guernsey: [www.guernsey.police.uk](http://www.guernsey.police.uk)

## UNITED STATES OF AMERICA

- Non-residents**
- Relevant document** – Criminal History Record Check
- Apply** Federal Bureau of Investigation (FBI)  
Criminal Justice Information Services (CJIS)  
Division  
SCU Mod D-2  
1000 Cluster Hollow Road  
Clarksburg, West Virginia, 26306
- Provide** a set of *both* rolled/inked *and* plain fingerprint impressions placed on a standard paper fingerprint card, satisfactory proof of identity, consisting of full name, date and place of birth, postal address for return of results
- Non-residents will need to make arrangements for the return postage of results
- Fee** payable
- Phone** 1304 625 5590 – general enquiries
- Form** if a blank fingerprint card cannot be obtained from the local police authority, further information and blank FBI fingerprint forms are available on [www.fbi.gov](http://www.fbi.gov)
- Residents**
- Residents of the USA will need to provide *both* a Criminal History Record Check (as per the procedures above) *and* also obtain a State Police clearance document from each state of residence in the past 12 months
- Relevant document** – Clearance Letter/s
- Apply** in person or by mail to Local or State Police Department, depending on the procedure used in that state

## URUGUAY

- Relevant document** – ‘Certificado de Antecedentes Judiciales’, legalised by Ministerio de Relaciones Exteriores, Depto de documentación Consular
- Apply** **Residents** Dirección Nacional de Policía  
Ténica  
Guadalupe 1513, esq. Av San Martin, Montevideo or Shopping Tres Cruces, local 31, Montevideo
- Provide** ID-cedula
- Fee** payable
- Apply** **Non-residents** using form 80
- At** the departmental office/Post processing your application
- Provide** ID Number must be included on form 80
- Form** form 80 available from the department or website [www.immi.gov.au](http://www.immi.gov.au)

## UZBEKISTAN

- Relevant document** – ‘Police certificate’ (data of existence or absence of conviction)
- Apply** **Residents** in person or by mail to:  
Central Department of Ministry of Interior  
Radjab Street 1  
Tashkent 700000
- At** (99871) 1333882
- Phone** **Non-residents** by proxy to above, or to nearest Uzbekistan mission (nearest mission to Australia is Bangkok, phone (810662) 7128883, 3916848, fax (810662) 3913323)
- Provide** written request from the department, passport or copy, copy of Uzbekistan residence registration stamp from internal passport or copy of ‘address leave certificate’ or exact dates of entry and departure from Uzbekistan
- Forms** 2 application forms (available from the Uzbekistan Embassy website – [www.uzembassy.ru](http://www.uzembassy.ru)) must be completed
- Fee** payable

## VANUATU

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

## VATICAN CITY

- Apply** as for ITALY

## VENEZUALA

**Relevant document** – ‘Certificado de Antecedentes Penales’

**Apply** **Residents** request penal clearance certificate by writing a letter directed to the Viceministro de Seguridad Juridica del Ministerio del Interior y Justicia indicating the date and reason for the request, attaching a photocopy of their Identity Card. The request can be made by the individual person but must be made in the name of the Australian Embassy due to the fact that these certificates must be issued only to public authorities

**Non-residents** must appoint a Notary Public in Venezuela to act on their behalf

**At** Viceministro de Seguridad Juridica del Ministerio del Interior y Justicia

**Fee** payable

## VIETNAM

**Relevant document** – Judicial Curriculum Vitae

**Apply** **Vietnamese citizens/residents** – complete a standard application form (Đơn xin cấp Phiếu Lý Lịch T Pháp – provided by the Service of Justice free of charge). Application must be completed fully, clearly and accurately. Submit with the application a copy of the Vietnamese National Identity Card and a copy of the Household Registration where the applicant registers his/her permanent residence or other evidence of the applicant’s (permanent) residential status

**Non-Vietnamese citizens** – complete a standard application form (provided by the Service of Justice free of charge). Application must be completed fully, clearly and accurately. Enclose with the application a copy of the passport and a copy of the permanent/temporary residence Identity Card in Vietnam

**Power of Attorney** **Vietnamese citizens residing in Vietnam** – Power of Attorney must be certified by the People’s Committee at the Ward/Village level, where the primary applicants or the authorised recipients reside

**Vietnamese citizens residing overseas** – Power of Attorney must be certified by the Diplomatic Missions (Embassy, Consulate, High Commission, etc.) of the Socialist Republic of Vietnam in that country

**Non-Vietnamese citizens who have left Vietnam** – Power of Attorney must be certified by the appropriate authorities of their home country and must be verified/stamped by Vietnamese Consular Officials in accordance with the Vietnamese law and regulations

## Lodgements *Vietnamese citizens residing in*

**Vietnam** – lodge applications for Judicial Curriculum Vitae at the Service of Justice of the City/Province where they reside

**Vietnamese citizens residing overseas** – lodge applications with the Service of Justice of the last City/Province where they resided permanently before departure from Vietnam

**Non-Vietnamese citizens residing in**

**Vietnam** – lodge with the Service of Justice of the City/Province where they stay

**Non-Vietnamese citizens who have left Vietnam** – lodge applications with the Service of Justice of the last City/Province where they resided before departure from Vietnam

**Time** – 12 working days for Vietnamese citizens permanently residing in Vietnam

– 26 working days for Vietnamese citizens residing overseas and non-Vietnamese citizens residing in Vietnam

– maximum of 45 days for non-Vietnamese citizens residing overseas

**Fee** VND 100,000.00/time/person

## VIRGIN ISLANDS (BRITISH)

**Relevant document** – ‘Police certificate’

**Apply** in person or by mail to Police Headquarters

**At** Road Town Tortola

**Phone** 809-494 3822

**Provide** **Residents** apply in person with passport

**Non-residents** apply in writing with certified copy of first 5 pages of passport

**Fee** payable

## WALLIS & FUTUNA ISLANDS

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

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

**Apply** by mail to 20 Casier Judiciaire National or through the internet at the website [www.justice.gouv.fr/cjn/](http://www.justice.gouv.fr/cjn/)

**At** 107 rue du Landreau 44079 Nantes Cedex 01 France

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

**French citizens born on Wallis and Futuna islands**

**Apply** in person or by mail to Greffier en chef de la cour

**At** B.P. 12 Mata Utu 98600 Uve

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

## YEMEN

No established procedures exist for former residents of Yemen to obtain a penal clearance

## ZAMBIA

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

**Apply** in person or by mail to Zambia Police Headquarters, Office of the Inspector-General, PO Box 50104

**At** Lusaka

**Provide** identification

**Non-residents** a standard fingerprinting form of an overseas country must be used and signed by the police officer taking fingerprints. An application must accompany the form stating that the applicant needs a ‘Police Clearance Certificate’

**Fee** payable

## ZIMBABWE

**Apply** **Residents** Criminal Records Office

**At** CID Headquarters PO Box CY 683 Causeway Harare Zimbabwe

**Non-residents** nearest Zimbabwean Embassy or Consulate, or to PO Box 8125 Causeway Harare

**Provide** full name, date and place of birth, any previous names, and dates and addresses of residence in Zimbabwe

**Fee** payable