



## Character Requirements Penal Clearance Certificates (formerly known as 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

**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 Gjqesore)
- Apply** application with a copy of an ID document (birth certificate, family certificate or ID card)
- At** local post office in Albania in person or through any relative or friend
- Fee** payable
- Form** obtained at post office. The completed form must be signed by the applicant

**ALGERIA***Resident and Non-resident citizens*

Relevant document – 'Judicial Certificate' (Certificat du Casier Judiciaire)

- Apply** 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, Avenue Tarragona 62 Edefici Les Columnes Andorre La Vieille
- At** Principaute D'Andorre
- Provide** copy of identity card, passport or residence card
- Fee** payable

**ANGUILLA**

- Apply** in person or by mail to The Commissioner of Police
- At** Police Headquarters  
The Valley, Anguilla
- Phone** 809 497 2333
- Provide** full name and alias(es), place(s) of residence(s), purpose of the request and passport details
- Fee** payable

**ANTIGUA and BARBUDA***Residents and Non-residents*

- Apply** Criminal Records Office
- At** Police Headquarters  
American Road  
St Johns, Antigua
- Phone** 462 0125 (local calls)  
(809) 462 2095 (overseas calls)
- Residents*
- Provide** Valid passport
- Non-residents*
- Provide** copy of birth certificate, a list of places and dates of residence in Antigua and Barbuda, two passport-type photos, a full set of fingerprints taken by a recognised police authority
- 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 in person* at the Argentine Consulate or provide form 80 (including DNI number) with Original Consent form (signed and witnessed) to Processing Office.
- 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 – 'National Police Check'

- Applicants who are required to provide an Australian penal clearance certificate must complete the National Police Check Application Form which is available from the Australian Federal Police website.
- [http://www.afp.gov.au/\\_\\_data/assets/pdf\\_file/90/643/NPC-Application\\_form.pdf](http://www.afp.gov.au/__data/assets/pdf_file/90/643/NPC-Application_form.pdf)
- Apply** by mail to  
Australian Federal Police  
Locked Bag 1  
WESTON ACT 2611
- Fee** For details of the charges payable, see [http://www.afp.gov.au/business/national\\_police\\_checks#forms](http://www.afp.gov.au/business/national_police_checks#forms)
- Note** Fingerprints are not required  
Use Code 33 when completing this form.

**AUSTRIA**

Relevant document – 'Certificate of the Penal Registry' (Strafregisterbescheinigung)

- Apply** *Residents*  
Bundespolizeikommissariat or  
Bezirkshauptmanschaft
- At** the police station or local government at last registered residential address
- Apply** *Non-residents* in person at the nearest Austrian Embassy or Consulate
- Provide** passport or Austrian ID with photograph
- Fee** payable
- Form** from local police station/local government, Austrian representatives abroad or [www.help.gv.at/content/node/documents/strafreg.pdf](http://www.help.gv.at/content/node/documents/strafreg.pdf)
- Website** <http://www.help.gv.at>

**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**

Relevant Document - Police Character Certificate

- Apply** *Residents* in person
- At** any police station/division in Bahamas
- Provide** *Bahamian applicant* must be in possession of a passport, drivers license or voters cards to apply.  
*Non-Bahamian applicant* must be in possession of a valid passport
- Applicants who require fingerprint checks should apply in person at the Criminal Records Office, Thompson Boulevard so that their fingerprint can be scanned on the application, and certificate can be ready on the pick-up date. A passport, drivers license or voters card must be submitted for identification before fingerprints are checked.
- Applicants who applied for their certificates at a particular station will collect them from the same station where they applied except where a fingerprint check is required. The certificate will be collected from the Criminal Records Office, Thompson Boulevard.
- Apply** *Non-residents* in writing or online
- At** Royal Bahamas Police Force Headquarters  
East Street  
PO Box N 458  
Nassau, Bahamas
- Website** [info@rbpf.org](mailto:info@rbpf.org)
- Provide** Overseas applicants, in addition to the information submitted, must forward a set of fingerprint and copies of the first four pages of a valid passport plus mailing cost before the certificate can be issued.
- Fee** Payable (cheque and international money order payable to Bahamas Public Treasury)
- Form** Obtained on application or online at <http://forms.bahamas.gov.bs>

**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

Form	resident permit, 3 non-glossy passport size photos with a blue background to be completed and signed by the applicant at the Embassy	BELARUS Relevant document – ‘Police certificate’ Apply <i>Residents</i> in person to Central Information and Analytical Administration of the Ministry of Interior	Recaudaciones <i>Non-residents</i> 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 Policia Nacional Dirección Nacional de Fiscalización y Recaudaciones
Fee	payable	At Minsk or any regional city <i>Non-residents</i> 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	At Policia Nacional Dirección Nacional de Fiscalización y Recaudaciones
		Provide passport original or certified copy, application 222 2665	Fee payable
<b>BANGLADESH</b>			
	Relevant document – ‘Police Clearance Certificate’		
Apply	<i>Resident citizens</i> contact local police station <i>Resident non-citizens</i> contact Ministry of Foreign Affairs (MFA) in Dhaka <i>Non-resident citizens</i> contact local police station in Bangladesh via a relative/friend or via nearest Bangladeshi overseas mission <i>Non-resident non-citizens</i> write to MFA or approach nearest Bangladeshi mission, which will forward request to MFA Dhaka	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	BOSNIA-HERZEGOVINA Relevant Document – Certificate of non-conviction (Uvjerenje o nekaznivanju) Apply <i>Residents</i> Ministry of Internal Affairs (MUP) at place of residence or place of birth AND Municipal court at place of residence (Opcinski sud/Osnovni sud) <i>Non residents</i> Ministry of Internal Affairs (MUP) at place of last residence or place of birth; in person or authority may be given to a relative, friend or lawyer in Bosnia to act on applicant’s behalf
Provide	<i>Resident citizens, resident non-citizens and non-resident citizens</i> upon application, authorities will advise what information/documents should be provided, if any <i>Non-resident non-citizens</i> a photograph plus full personal details including addresses in Bangladesh	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	AND Municipal court (Opcinski sud/Osnovni sud) at place of last residence: in person or authority may be given to a relative, friend or lawyer in Bosnia to act on applicant’s behalf
		Fee none payable (no need to provide coupons)	Provide ID card, birth certificate or citizenship certificate Fee payable Form application form, requiring full applicant’s details, obtainable at police station or court
<b>BARBADOS</b>			
	Relevant Document – ‘Police Certificate of Character’		
Apply	<i>Residents</i>	BELIZE Immigration Office Apply Barrack Road At Belize City	BOTSWANA Apply Criminal Investigation Dept At Botswana Police Force PO Box 1082 Gabarone
At	<i>In person:</i> Bridgetown Division of the Royal Police Force White & Walcott Building Pinfold Street Bridgetown, St. Michael. <i>By mail:</i> The Commissioner of Police Police Headquarters BNB Building James Street Bridgetown, St. Michael, BARBADOS	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	Provide full name, date and place of birth, dates of residence in Botswana, by whom employed and place of residence
Apply	<i>Non-residents</i> by mail		
At	The Commissioner of Police Police Headquarters BNB Building James Street Bridgetown, St. Michael, BARBADOS		
Provide	Barbados Identification Card or passport, self-addressed envelope with sufficient return postage (if applying by mail) A set of original fingerprints taken by competent authorities (Police Department) with an official stamp or seal attached* * For persons living in the United Kingdom, requests for fingerprinting should be made to the Scotland Yard.	BERMUDA Relevant document – Police certificate Apply <i>Residents</i> in person At Police Headquarters Administration Department 10 Headquarters Hill Prospect Devonshire, DV 02 BERMUDA Apply <i>Non-residents</i> in writing At Bermuda Police Headquarters Administration Building PO Box HM 530 Hamilton HMCX Bermuda	Apply <i>Residents</i> in person to the office of the ‘Secretaria da Seguranca Publica’ in the state/city of residence (or via internet in some areas) <i>Non-residents</i> (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 must also provide certified copies of ID card (both sides), Brazilian tax card (CPF) and passport biodata page to the DIAC Processing Office.
Form	Application form available on www.foreign.gov.bb (under Travel Advice – Travelling Abroad) OR Apply in the form of a letter including the following information: Full name of applicant (Females must include all names: maiden names, surnames carried in previous marriages etc), date of birth, address while in Barbados, dates of arrival in and departure from Barbados (for non-nationals) Period of time spent outside of Barbados, if the period is six (6) months or longer ( for nationals)	Provide full name, including previous names and addresses in Bermuda, present and previous nationalities/citizenship, date and place of birth, date of arrival in Bermuda and date of departure, occupations and places of employment in Bermuda, written request from Australian office or post for the police certificate Note Certificates may need to be released directly to the Australian office or post	
Fee	Payable	BOLIVIA Relevant document – Certificado de Antecedentes Apply <i>Residents</i> in person to Policia Nacional Dirección Nacional de Fiscalización y	BRUNEI DARUSSALAM Relevant document – ‘Police Certificate of Good Conduct’ Apply <i>Residents</i> 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	<i>Non-residents</i> 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 <a href="http://www.mfa.gov.bn">www.mfa.gov.bn</a> 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			
<b>BULGARIA</b>				
	Relevant document – ‘Conviction Status Certificate’ (Svidetelstvo za Sudimost)			
Apply	<i>Resident citizens</i> local Court in area of residence (under the jurisdiction of the Ministry of Justice) <i>Non-resident citizens</i> in person at a Bulgarian Embassy or Consulate in the area of residence			
Fee	payable]			
<b>BURKINA FASO</b>				
	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			
<b>BURMA (MYANMAR)</b>				
	Relevant document – Police Clearance/ Recommendation free of criminal offence			
Apply	in person to the local township police office			
Provide	proof of identity (resident: NRC, resident non-citizen: passport)			
Fee	payable			
<b>BURUNDI</b>				
	Relevant document – Extract of Police Record			
Apply	<i>Resident and non-resident citizens</i> Commisariat General de le Police Judiciare			
At	Police HQ BP417 Bujumbura Burundi			
Note	While applications by post will be accepted, it is preferred that non-resident citizens have a Burundi resident apply in person at Police HQ Bujumbura on their behalf			
Provide	A letter of introduction and explanation of why the Police Certificate is required, 2 passport photographs, certified copy of ID card, certified copy of passport if not living in Burundi			
Fee	BIF 1000			
<b>CAMBODIA</b>				
Apply	<i>Residents residing in Phnom Penh and non-citizens</i>			
At	Ministry of Justice Sothearos Blde Phnom Penh			
Apply	<i>Residents residing outside of</i>			
			<i>Phnom Penh</i>	
At			Chief of Police of local police authority	
Fee			payable	
<b>CANADA</b>				
	Relevant document – Police Certificate for Visa Purposes ( <i>for residents with no prior record</i> ). OR Certified Criminal Record Verification ( <i>for residents with prior record or non-residents with or without prior record</i> )			
Apply	<i>Residents</i> with no prior record in person to local police or provincial police station. <i>Residents</i> with prior record and <i>Non-Residents</i> By mail to: RCMP Civil Fingerprinting Services PO Box 8885 Ottawa, ON K1G 3M8 By courier to: RCMP National Police Services Building Loading Dock #1 Information and Identification Services Civil Fingerprinting Services 1200 Vanier Parkway Ottawa, ON K1A 0R2			
Website	<a href="http://www.rcmp-grc.gc.ca">www.rcmp-grc.gc.ca</a>			
Provide	In Canada, you must have your fingerprints taken on form C-216C at your local police station or private accredited fingerprinting agency. Depending on the police jurisdiction, a fee may be required. Outside Canada, contact the nearest police force which offers fingerprint forms from foreign countries that contain the following: -rolled and flat impression of all ten fingers taken with black ink -full name, date of birth and sex of the applicant -the name and address of the police agency -the signature of the official taking the fingerprints			
Note:	Canadian embassies and consulates may not have adequate resources or facilities to provide this service.			
Fee	payable			
<b>CAPE VERDE ISLANDS</b>				
Apply	to Ministry of Justice			
At	Praia			
<b>CAYMAN ISLANDS</b>				
Apply	<i>Residents</i> in person <i>Non-residents</i> by mail			
At	Fingerprint Bureau Royal Cayman Islands Central Police Station PO Box 909 George Town, Grand Cayman CAYMAN ISLANDS, WEST INDIES			
Provide	full set of fingerprints taken by a recognised police authority, full name, date and place of birth, citizenship(s) held, dates and places of residence in the Cayman Islands			
Fee	payable			
<b>CHILE</b>				
Apply	using form 80			
At	the departmental office/post processing your application			
Provide	proof of identity			
Form	form 80 from the department or website <a href="http://www.immi.gov.au">www.immi.gov.au</a>			
<b>CHINA, PEOPLE’S REPUBLIC OF</b>				
	Relevant document – ‘Notary Certificate of No Criminal Convictions’			
Apply	Applicants (or authorised person) must apply in person at the Notary Public Office in the province/city/district of previous residence in China. Obtain the “No Criminal Convictions Certificate” from the local police station. Application by mail will not be accepted <i>Citizens</i> 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) <i>Non-citizens</i> original passport (or copy of passport, original Temporary Residence Card (ju liu zheng) or Temporary Residence Permit, original Police Clearance certificate (wu fan zui ji lu zheng ming) from the 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			
Provide				
Note	Application procedures may differ slightly between different provinces, districts or cities. Applicants are encouraged to confirm the procedure directly with the local PSB and/or Public Notary Office. Obtain a notarised translation of the certificate. Provide both the original and notarised translation of the “No Criminal Convictions Certificate” to the office processing the application.			
Fee	payable			
<b>HONG KONG (SPECIAL ADMINISTRATIVE REGION)</b>				
	Relevant document – ‘Certificate of No Criminal Conviction’ (CNCC)			
Apply	Hong Kong (SAR) Police Identification Bureau, <i>Residents</i> in person to the CNCC Office <i>Non-residents</i> 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)			

<p><b>Fax Provide</b> (852) 2200 4321 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, <b>Non-residents</b> must obtain and send fingerprints certified (name, rank, full name of agency and date) by the police agency of the country of residence</p> <p><b>Note</b> <i>Residents</i> 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 <i>Applicants residing in Australia</i> 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</p> <p><b>Fee Form</b> <i>Residents</i> obtained at a pre-arranged interview with HKP or can be downloaded from the following website <a href="http://www.info.gov.hk/police">www.info.gov.hk/police</a>. The email address for further info is <a href="mailto:eo-cncc-ib@police.gov.hk">eo-cncc-ib@police.gov.hk</a> <i>Non-residents</i> obtained from email above</p> <p><b>MACAU</b> Relevant document – 'Certificate of criminal record'</p> <p><b>Apply</b> <i>Residents</i> over 16 to: Avenida da Praia Grande No. 804 Edf China Plaza 1 Andar Macau <i>Non-residents</i> over 16 to: Avenida da Praia Grande No. 804 Edf China Plaza 1 Andar Macau or by mail - PO Box 1089 Macaur SAR (if outside Macau)</p> <p><b>Provide</b> <i>Residents</i> Macau Resident Identity Card (BIR) <i>Non-residents</i> present proof of residence in Macau (residence permit, Identity permit of non-resident worker and valid travel documents)</p> <p><b>Form</b> further information is available on the following website <a href="http://www.dsi.gov.mo">www.dsi.gov.mo</a></p> <p><b>Fee</b> payable</p> <p><b>COLOMBIA</b> Citizens and Non-citizens over 18 residing in Colombia Relevant document – Certificado Judicial</p> <p><b>Apply</b> in person at the regional centres of Departamento Administrativo de Seguridad (DAS) – appointment required, refer to <a href="http://www.das.gov.co">www.das.gov.co</a></p> <p><b>Provide</b> 2 photos, original of Cedula de Ciudadania (citizens only), passport, photocopy of passport ID page</p> <p><b>Fee</b> no fee</p> <p><b>Relevant document</b> – <i>Citizens and former residents outside Colombia</i>: Certificado Judicial Consular</p>	<p><b>Apply Provide</b> at the nearest Columbian consulate a signed application with a photo and fingerprints</p> <p><b>Fee</b> no fee</p> <p><b>Website</b> applicants can obtain further information from <a href="http://www.das.gov.co">www.das.gov.co</a></p> <p><b>COSTA RICA</b></p> <p><b>Apply</b> <i>Residents</i> in person to Suprema Corte de Justicia (Supreme Court)</p> <p><b>At</b> Registro Judicial 300 mts sur de la Asamblea Legislativa Edificio OIJ 3° Piso Corte Suprema de Justicia San José</p> <p><b>Phone Provide</b> (506) 295 3460 proof of identity and/or present passport and complete names of both parents</p> <p><b>Fee</b> payable <i>Non-residents</i> apply in person to the nearest Costa Rica Embassy or Consulate</p> <p><b>Provide</b> proof of identity and present passport</p> <p><b>Fee</b> payable</p> <p><b>CROATIA</b> Relevant document – 'Certificate of No Convictions' (Potvrda o Nekaznjavanju)</p> <p><b>Apply</b> For any prior conviction Ministry of Justice (Ministarstvo Pravosudja) Department for Penal Law, Criminal Records Section (Uprava za kazneno pravo, Odjel za kaznenu evidenciju) Savska 41/25 ('Zagrepanka') 10000 Zagreb For any current legal proceedings/charges Municipal Court at the place of residence (Opcinski Sud)</p> <p><b>At</b> <i>Residents</i> directly at the above address in person or by mail <i>Non-residents</i> in person or by mail at nearest Croatian Embassy/Consulate</p> <p><b>Provide</b> original or certified copy of ID card (Osobna Iskanczica), or passport (Putovnica)</p> <p><b>Fee</b> payable</p> <p><b>Form</b> application form can be downloaded from <a href="http://www.pravosudje.hr">www.pravosudje.hr</a></p> <p><b>CUBA</b> Relevant document – Police clearance 'Certificado de Antecedentes'</p> <p><b>Apply</b> <i>Residents</i> in Ministerio de Justicia</p> <p><b>At</b> Ministerio de Justicia Prado y Carcel</p> <p><b>Provide</b> proof of identity <i>Non-residents</i> through Cuban Consular Offices or Consultoria Juridica Internacional or through giving relative or friend in Cuba written authority</p> <p><b>Provide</b> evidence of their legal stay (temporary or definitive) and proof of identity</p> <p><b>Fee</b> payable</p> <p><b>CYPRUS, REPUBLIC OF</b> Relevant document - Police Clearance</p> <p><b>Apply</b> <i>Residents</i> in person at the local police station <i>Non-residents</i> by mail to the Police Headquarters in Nicosia, Cyprus OR at a Republic of Cyprus overseas mission</p> <p><b>Provide</b> <i>For citizens of the Republic of Cyprus</i> full name, full names of parents, date and place of birth, passport number and place of issue, Republic of Cyprus ID card number, current and permanent address, reason for request, 2 current passport size photos which have been certified by an authorised person <i>For citizens of a foreign country</i> full name, full names of parents, date and place of birth,</p>	<p>passport number and place of issue as well as the A.R.C number of the "Alien Book" OR the "Temporary Residence" slip OR the "M.P" number stamped in the passport, current and permanent address, reason for request, 2 current passport size photos which have been certified by an authorised person. A letter from DIAC must be provided to the client advising that a Police Clearance Certificate is required from the Republic of Cyprus Police authorities.</p> <p><b>Form</b> "Criminal Record Application" available from: <a href="http://www.police.gov.cy">www.police.gov.cy</a></p> <p><b>Fee</b> Payable (please confirm fee with the Republic of Cyprus Police Authorities)</p> <p><b>CYPRUS (TURKISH OCCUPIED AREAS)</b> Relevant document – 'Police Clearance' (form P.19)</p> <p><b>Apply</b> <i>Residents</i> In person to the local police station <i>Non-Residents</i> in person at an overseas representative office of the "Turkish Republic of Northern Cyprus" OR at a Republic of Turkey overseas mission full name, full names of parents, date and place of birth, passport number and place of issue, ID card number, current and permanent addresses, occupation, army number, 2 recent passport size photos attested by a certifying officer (muktar), reason for request. A letter from DIAC must be provided to the client advising that a Police Clearance Certificate is required from the "Turkish Republic of Northern Cyprus" Police authorities</p> <p><b>Fee</b> payable</p> <p><b>Form</b> available from the local police office OR from a Republic of Turkey overseas mission.</p> <p><b>CZECH REPUBLIC</b> Relevant Document – Police clearance certificate (Zadost o vyps z rejstriku trestu)</p> <p><b>Apply</b> <i>Residents</i> Applications for an excerpt from the Penal Register can be filed with a local authority, a municipal authority, a city authority, a district authority or local authority in the capital city of Prague, or in territorially segmented statutory cities by the city office or the city section office, which keeps the register or at the Penal Register in Prague 4, Soudni 1 (Pražského povstání metro station on the "C" line), at the branch office of the Penal Register in Brno, Husova 15 (building of Regional Court Brno), at the branch office of the Penal Register in Ostrava, Sokolská třída 16 (building B of Regional Court Ostrava), at the branch office of the Penal Register in Plzeň, Stehlikova 3/1148 (building of District Court Plzeň - sever) and at the branch office of the Penal Register in Karlovy Vary, Moskevská 17 (building of District Court Karlovy Vary).</p> <p><b>Note</b> Authority may be given to another person to act on applicant's behalf</p> <p><b>Apply</b> <i>Non residents</i> nearest Czech diplomatic mission, in person or authority may be given to another person to act on applicant's behalf</p> <p><b>Provide</b> <i>Residents</i> Czech ID or birth certificate <i>Non residents</i> passport or original birth certificate accompanied by a Czech translation</p> <p><b>Fee</b> payable</p> <p><b>Form</b> see above</p> <p><b>Processing time</b> 1 day to 3 weeks</p>
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Website <http://portal.justice.cz/soud/soud.aspx?i=213&o=203&k=2027&d=199013> (English)

#### 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](http://www.politi.dk)

#### DJIBOUTI

**Apply** 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** Ministère de l'Intérieur BCN – Interpol Djibouti B.P. 4239 Djibouti

#### DOMINICA

Relevant document – Certificate of No Criminal Record (Certificado de No Antecedentes Policiales)  
**Apply** *Residents and non-residents*  
**At** Criminal Investigations Department Police Headquarters Reseau, Dominica  
**Phone** 809 448 2222  
**Provide** passport, all previous names used, current and previous places of residence two photographs, full set of fingerprints taken by a recognised police authority (*for non-residents*)  
**Note** Certificates may need to be released directly to the Australian office or post  
**Fee** payable

#### DOMINICAN REPUBLIC

**Apply** *Residents* in person  
**At** Regional Police Office or Police Headquarters Policia Nacional Leopold Navarro No. 1 Santo Domingo, Dominican Republic  
**Phone** 809 221 2151  
*Non-residents* contact the Policia Nacional for instructions  
**Provide** cedula, valid passport, two passport-sized photographs  
*Foreign residents and former residents* should provide a resident card and a copy of their passport  
**Fee** payable

#### EAST TIMOR

Relevant document – Police clearance  
**At** Office of Civil Registrations Direcao Nacional dos Registos e do Notariado Registo Criminal (Criminal Registry) Ministerio da Justica (Ministry of Justice) Dili, East Timor  
**Provide** 2 x passport size photos; civil birth certificate; passport; Timor Leste ID card (for citizens) available from Office of Civil Registrations  
**Forms** Nil  
**Fee** Nil  
**Note** applicants may also be asked to provide a letter from the Chief of the applicant's village to confirm their identity and residence

#### ECUADOR

Relevant document – Certificado de Antecedentes Personales  
*Citizens and non-citizens (over 18 years of age) residing in Ecuador*  
**Apply** in person through Policia Nacional del Ecuador Direccion Nacional de la Policia Nacional  
**At** Jefaturas y Subjefaturas Provinciales de la Policia Judicial  
**Provide** Cedula de Identidad (ID) or passport, a passport size photo  
**Fee** payable  
*Citizens (over 18 years of age) not residing in Ecuador*  
**Apply** through the nearest Ecuadorian Consulate  
**At** Agregaduria de Policia (if available in the Consulate)  
**Provide** Cedula de Identidad (ID), passport  
**Note** Ecuadorians residing outside Ecuador can authorise a relative to obtain the certificate. They need to provide their ID (cedula) as proof of relationship. This form may be issued at a cost of US\$17.00 payable at Puente Portete Y Avenida Barcelona S/N, in Guayaquil, or at the Office of Archivo Central (Police central archive) located at Ave. Cuenca and Mideros St. in Quito. No certificates are obtainable for foreigners who reside in or have resided in Ecuador

#### EGYPT

Relevant document – 'Certificate of Criminal Status'  
**Apply** *Residents* Ministry of Interior  
**At** the local Police Station (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 Policia)  
**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 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 payable

#### ERITREA

**Apply** *Residents* Criminal Investigation Department Crime Record Office PO Box 1223 Asmara, Eritrea  
*Non-residents* nearest Eritrean mission  
**Provide** full set of fingerprints  
**Fee** 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  
**Website:** [www.politsei.ee](http://www.politsei.ee)  
**Email:** [karistusregister@pol.ee](mailto:karistusregister@pol.ee)  
**Fee** payable (see website)

#### ETHIOPIA

Relevant document – Police certificate  
**Apply** *Citizens and non-citizens residing in Ethiopia for 6 months or longer* – Ethiopian Federal Commission Forensic Investigation Department PO Box 199 Addis Ababa Ethiopia  
**Provide** Phone 251-115-512744  
*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** A letter from the departmental office/post processing your application requesting the penal clearance; a passport sized photo; original or certified copy of Birth Certificate and/or certified copy of passport bio data page  
*Residents* complete form 'A' at the Central Police Station  
**Fee** payable  
**Form** form 'A' obtainable from Central Police Station, Suva

#### FINLAND

Relevant document – 'Extract from Criminal Records' (Rikossektisteriote)  
**Apply** by mail, fax or email to

At	Legal Register Centre PO Box 157 13101 Hameenlinna	At	44079 Nantes Cedex 01 France	Provide	Accra, Ghana 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.
Phone	+358 (0) 10 36 65 662	Provide	proof of identity or residence status in country (photocopy of passport or identity card and 'Carte de Sejour')		A refugee can apply for a Ghana police certificate. The applicant must provide the UNHCR identification with/in lieu of a passport
Fax	+358 (0) 10 36 65 783	Fee	payable		
E-mail	<a href="mailto:oikeusrekisterikeskus@om.fi">oikeusrekisterikeskus@om.fi</a>	Form	'Request for a bulletin no 3' (Demande de B3)		
Website:	<a href="http://www.oikeus.fi/oikeusrekisterikeskus">www.oikeus.fi/oikeusrekisterikeskus</a>	Apply	<i>French citizens born in French Polynesia</i> in person or by mail to Greffier en chef de la cour Tribunal de Tahiti B.P. 101 Papeete	Apply	
Provide	reason for check, for which country and language of extract, Finnish security code (henkilötunnus), full name (including maiden/previously used names) date and place (city and country) of birth, citizenship, signature and return mailing address Applications can be lodged by mail, fax or e-mail. Forms can be downloaded from website in English.	At	Cour D'Appel du Tribunal de Tahiti B.P. 101 Papeete	Fee	payable
Fee	payable (currently EUR 60.60) Extract costs EUR 10.00	Fee	payable	GREECE	
FRANCE		Form	'Request for a bulletin no 3' (Demande de B3) FUTUNA ISLAND (See WALLIS & FUTUNA ISLANDS) GAMBIA	Relevant document – 'Penal Certificate for General Use'	
Relevant document – 'Extract from Police records' (Extrait du Casier Judiciaire n° 3)		Apply	Ministry of Justice	Apply	<i>Residents of Greece (including non Greek citizens)</i> in person at any KEP (Client Service Centre) or by phone to KEP on 1502 <i>Non-citizens living in Athens</i> can also apply in person at the Ministry of Justice 96 Mesogion Street Athens, 11527
Apply	<i>Residents and Non-Residents</i> by mail to Casier Judiciaire National	At	Banjul	Provide	Identity Card for Greek citizens or passport/resident permit for foreigners
At	107 rue du Landreau 44317 Nantes Cedex 3 (Note: French citizens born in France or in the territories may apply directly at <a href="http://www.cjn.justice.gouv.fr">www.cjn.justice.gouv.fr</a> )	Provide	<i>Local residents</i> : fingerprints, which can be taken at the local police station <i>Overseas requests</i> : fingerprints payable	Apply	<i>Non-residents</i> in person at a Greek Embassy/Consulate
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)	Fee		Provide	Identity Card or passport
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	GEORGIA		GRENADA	
Form	not compulsory, providing letter of request indicates residential address. See also <a href="http://www.cjn.justice.gouv.fr">www.cjn.justice.gouv.fr</a>	Apply	<i>Residents</i> Information Centre of Ministry of Interior	Apply	<i>Residents</i> in person
FRENCH GUYANA		At	10 General Gia Gulua Street Tbilisi 380014	At	Criminal Records Office Police Headquarters St Georges, GRENADA
<i>Non-French citizens and French citizens born outside French Guyana</i>		Phone	(995 32) 996233	Phone	809 440 2823
Apply	by mail to Casier Judiciaire National 107 rue du Landreau 44079 Nantes Cedex 01 France	Fax	(995 32) 931617	Provide	<i>Non-residents</i> to the Commissioner of Police at address above <i>Residents</i> 2 passport-sized photographs <i>Non-residents</i> 2 passport-sized photographs, full set of fingerprints taken by a recognised police authority, details of periods of residency, previous addresses payable
At		Provide	<i>Non-residents</i> to nearest Consulate of Georgia request letter from the department	Fee	
Provide	proof of identity or residence status in country (photocopy of passport or identity card and 'Carte de Sejour')	-		GUADELOUPE	
Form	'Request for a bulletin no 3' (Demande de B3)	GERMANY		Relevant document - Extrait de casier judiciaire	
Apply	<i>French citizens born in French Guyana</i> by mail to Tribunal de Grande Instance de Cayenne	Relevant document – <i>Residents</i> – the 'Police Good Conduct Certificate' (Polizeiliches Führungszeugnis)		Apply	<i>Residents</i> French citizens born in Guadeloupe may request the certificate
At	Avenue General de Gaulle 97300 Cayenne	Apply	in person to the local registration office (Einwohnermeldeamt) with personal ID card or passport	At	Tribunal de Grande Instance de Basse-Terre Boulevard Felix et Boe 97109 Basse Terre OR Tribunal de Grande Instance de Pointe-Pitre Place Gourbeyre 97110 Pointe-a-Pitre
Provide	identification – full name, date and place of birth, current address and full names of parents	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	Provide	<i>Non-residents</i> Non-French citizens and French citizens born outside Guadeloupe should apply by mail requesting a Bulletin no. 3
Form	'Request for a bulletin no 3' (Demande de B3)	Fee	payable (currently EUR 13)	Website	<a href="http://www.cjn.justice.gouv.fr">www.cjn.justice.gouv.fr</a>
FRENCH POLYNESIA		Website	<a href="http://www.bundesjustizamt.de">www.bundesjustizamt.de</a>	Fee	payable
Relevant document – 'Extract from Police records' (Extrait du Casier Judiciaire)		GHANA		GUAM	
<i>Non-French citizens and French citizens born outside French Polynesia</i>		Relevant document – Police clearance certificate		Relevant document – 'Court Record Clearance'	
Apply	by mail to Casier Judiciaire National 107 rue du Landreau or through the internet at the website - <a href="http://www.justice.gouv.fr/cjn/">www.justice.gouv.fr/cjn/</a>	Apply	<i>Residents</i> in person <i>Non-residents</i> by mail to Commissioner of Police Ghana Police Service (Headquarters) Criminal Investigation Department PO Box 505	Apply	<i>Residents</i> to the Local Police authority <i>Non-residents</i> Superior Court of Guam Records Division
		At		At	120 W O'Brien Drive Hagatna 96 910
				Provide	name, date of birth, social security number payable



	relevant processing office in Australia on request from the processing office in Australia through the internal departmental ICSE referrals system. Police certificates ill not be provided directly to applicants	At	Jamaica Constabulary Force Criminal Investigations Branch Criminal Records Office 34 Duke Street Kingston JAMAICA		
PALESTINIANS RESIDENT IN SELF GOVERNMENT RULE AREAS		Phone	876 922 3221 or 876 922 0125		KAZAKHSTAN
Relevant document – ‘Police certificate’		Provide	Two recent passport sized photographs, one of which must be notarised, Date and place of birth, Maiden name (if applicable), Addresses where you resided in Jamaica, Name and address of Australian office or post to which the certificate should be sent		Apply
Apply	Director of Police Gaza (for Gaza Strip) Jericho (for West Bank)				<i>Residents</i> to Centre of Legal Statistic and Information General Public Prosecutor’s office
At	Central Police Stations in major cities	Note	Certificates may need to be released directly to the Australian office or post		At
Provide	<i>Residents</i> ID or passport and 2 passport size photos <i>Non-residents</i> (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 <i>Non-resident non-citizens</i> (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		any regional city <i>Non-residents</i> as above by mail or to (nearest) Consulate of Kazakhstan 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				Provide
Form	letter of application				Fee
ITALY		JAPAN			KENYA
Relevant document – (1) ‘General Penal Certificate’ (Certificato Generale del Casellario Giudiziale)		Relevant document – Police Clearance Certificate (Tokou Shoumei)			Relevant document – Kenya Certificate of Good Conduct
(2) ‘Solicitor General’s Certificate of Pending Charges’ (Certificato dei Carichi Pendenti della Procura)		Apply	<i>Residents</i> Tokyo Public Safety Division, Metropolitan Police Department		Apply
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	2-1-1, Kasumigaseki Chiyoda-Ku Tokyo		At
At	place of residence	Provide	Other cities each prefectural Police Office <i>Non-residents</i> in person at Japanese Embassy or Consulate		Apply
Provide	identity documents and a statement authorising any third party to apply for the certificate		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. <i>Applicants residing in Australia</i> 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		Department PO Box 30036 Nairobi Kenya
Fee	payable	Fee	payable at some prefectures in Japan obtained when applying <a href="http://www.keishicho.metro.tokyo.jp">www.keishicho.metro.tokyo.jp</a> <i>For English version</i> <a href="http://www.keishicho.metro.tokyo.jp/foreign/apply/tokoue.htm">www.keishicho.metro.tokyo.jp/foreign/apply/tokoue.htm</a> <i>For Japanese version</i> <a href="http://www.keishicho.metro.tokyo.jp/tetuzuki/tokou/tokou.htm">www.keishicho.metro.tokyo.jp/tetuzuki/tokou/tokou.htm</a>		Provide
IVORY COAST (COTE D’IVOIRE)		Form			Fee
Apply	<i>Residents</i> at their local police station <i>Non-residents in a country in which there is a Cote d’Ivoire Embassy or Consulate</i> 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 <i>Non-residents in a county with no Cote d’Ivoire Embassy or Consulate</i> will be unable to obtain a police certificate				payable
JAMAICA		JORDAN			KIRIBATI
Apply	<i>Residents</i> in person	Relevant document – Penal Clearance/ Non-Conviction Certificate			Relevant document – Police Clearance Certificate (CR Form 16)
At	Ministry of National Security Mutual Life Building – North Tower 2 Oxford Road Kingston 5 JAMAICA Applicants will be issued a receipt, which they must then bring to: The Criminal Records Office Police Certificate Section 34 Duke Street Kingston JAMAICA <i>Non-residents</i> by mail	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)		Apply
		Provide	full name, date of birth, place of birth, parents’ names, fingerprints. <i>Citizens</i> identity documents (ID, passport) <i>Non-Citizens</i> identity documents (ID, passport) and Resident Permit		At
		Fee	payable		the department office/post processing your application
		Form	obtained on application		Form
		Time frame	same day		form 80 from the department or website <a href="http://www.immi.gov.au">www.immi.gov.au</a>
		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		KOREA, REPUBLIC OF (SOUTH KOREA)
					Relevant Document - Korean National Police Clearance
					Apply
					<i>Residents</i> (both Korean citizens and non-citizens) apply for Criminal History Information Record (CHIR).
					At
					The nearest police station
					Non- residents (both Korean citizens and non-citizens) request a Criminal History Information Record (CHIR).
					At
					the nearest Korean consulate or Embassy,
					Provide
					Korean identification card or Foreign registration card (residents); copy of passport (non-residents)
					Note
					When the CHIR is submitted to DIAC it should be accompanied by an official English translation.
					KOSOVO
					Relevant document – Police Certificate
					Apply
					<i>Residents</i> In person at local police station

Form	available at any police station in Kosovo	Latvian Embassy/Consulate.	Relevant document – Resident citizens – Data record
Fee	payable	Applications may be lodged in person or by fax, however the Certificate can only be received in person.	Apply the Ministry of Internal Affairs Information Service (Informatikos tarnyba)
<b>KUWAIT</b>		Website: <a href="http://www.ic.iem.gov.lv">www.ic.iem.gov.lv</a>	At Sverentagio g. 2 LT 01510 Vilnius
Relevant document – ‘Criminal Status Certificate’			Phone (+370) 5 271 7177
Apply <i>Residents</i> in person to Ministry of Interior		<b>LEBANON</b>	<b>LUXEMBOURG</b>
At General Department of Criminal Evidence Kuwait		Relevant document – ‘Non-Conviction Certificate’	Relevant document – ‘Penal Certificate’ (Bulletin No. 3 [Extrait du Casier Judiciaire])
<i>Non-residents</i> to nearest Kuwait Embassy		Apply <i>Residents</i> in person	Apply in person or by mail to Palais de Justice
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		At Beirut Furn El Chebbak Police Station (Beirut)	At 18 Cote d’Eich L-1450 Luxembourg
Provide <i>Residents</i> letter from Australian Embassy, passport or identity card and one copy, 2 photos 4 x 6cm		<i>Tripoli</i> El Tal Police Station (North Lebanon)	Provide a letter requesting the document giving reason for request, photocopy of passport or identity card
<i>Non-residents</i> documentation required must be confirmed with local authorities		<i>Zahle</i> Zahle Police Station, Serail (Bekaa)	
		<i>Nabatieh</i> Nabatieh Police Station, Serail (South Lebanon)	
		<i>Saida</i> Sahet Saida Police Station, Serail (South Lebanon)	
		Or in person at any Liban Post office in Lebanon	
		Fee there is a charge levied. In addition to standard charge Liban Post impose an additional service fee	
		Apply <i>Non-residents</i> to nearest Embassy of Lebanon/Consulate General	<b>MACEDONIA,</b>
		Provide <i>Residents</i> and <i>non-residents</i> are required to provide their ID or their passport	<b>FORMER YUGOSLAV REPUBLIC OF</b>
		Processing time <i>Residents</i> on the spot	Relevant document – ‘Certificate’ (Uverenie)
		<i>Non-residents</i> 15 days	Apply <i>Residents</i> in person to the Municipal Court
			At place of residence
			<i>Non-residents</i> – Macedonian diplomatic missions or family may apply on the applicant’s behalf
			Provide ID card or passport
			Fee payable
			Form obtained on application
<b>KYRGYZSTAN</b>		<b>LESOTHO</b>	<b>MALAWI</b>
Relevant document – ‘Police certificate’		Apply Commissioner of Police	Apply Office of the Inspector General
Apply <i>Residents</i> in person or by mail to Information Centre		(Attention: Criminal Records Bureau)	Malawi Police
At Ministry of Interior		Police Headquarters	At Private Bag 305
Frunze Street 469		At Maseru	Capital City
Bishkek 720011		Provide personal details of residence and employment in Lesotho, and photographs.	Lilongwe 3
Phone 265013, 265343		Fingerprints may subsequently be requested	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
<i>Non-residents</i> as above or to nearest Kyrgyzstan Consulate		Fee payable	
(Consulate nearest Australia is Kuala Lumpur Malaysia)			
Phone (00603) 21632012			
Fax (00603) 21632024			
Provide passport or copy, application			
Fee payable			
<b>LAOS</b>			
Relevant document – Penal Certificate			
Apply in person or by family/friends			
Form Collect from the People’s Supreme Court: KM3 Tha deua Road, Sisattanak District, Vientiane		<b>LIBERIA</b>	
At take the completed form to your Village Office with two passport sized photographs		<i>Non-residents</i> can seek assistance from their local Liberian Embassy or Consulate in obtaining a police certificate	<b>MALAYSIA</b>
<i>Citizens</i> take your Lao Family Book and ask the Village Chief to sign and stamp the form		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.	Relevant document – Certificate of Good Conduct
Lodge the completed form at the People’s Supreme Court.			Apply <i>Residents</i> Consular Division, Ministry of Foreign Affairs, Malaysia
<i>Non-citizens</i> the Village Office needs to be aware of your residence. If you have not already informed the village Chief you may be required to have your address certified.			At Wisma Putra
Without the village office being aware of your presence (current or past) in their village, the penal certificate cannot be issued. Take your Lao ID card and passport and ask the village chief to sign and stamp the form			No 1, Jalan Wisma Putra Precinct 2
Lodge the completed form at the People’s Supreme Court.			62602 Putrajaya
Fee Payable			Malaysia
Note The penal certificate is usually issued within a week.			Phone (603) 88874000
			Provide 2 copies of Certificate of Good Conduct form; 2 passport sized photos; 2 photocopies of Identification Card; 2 photocopies of passport (non-citizens must photocopy all pages); a stamped self-addressed envelope; an introduction letter from employer (non-citizens only) and a signed statutory declaration attested by a Commissioner for Oaths (for Malaysians)
			Apply <i>Non-residents</i> 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; an introduction letter from employer (non-citizens only) and a signed statutory declaration attested by a Commissioner for Oaths (for Malaysians), For Malaysians
<b>LATVIA</b>			
Relevant document – ‘Criminal History Check’			
Apply <i>Resident citizens</i> in person to Ministry of Interior Information Centre		<b>LIECHTENSTEIN</b>	
Brunnieku Street 72b		Relevant document – Extract from the Police Register (Gesuch um Strafregisterauszug)	
LV 1009		Apply in person	
Riga		At Fürstlich Liechtensteinisches Landgericht	
Phone +371 67208 219		Spaniergasse 1	
Fax: +371 67208219		9490 Vaduz FL	
Apply <i>Non-residents</i> as above or at the nearest		Fee payable (currently CHF 9)	
		Website <a href="http://www.gerichte.li">www.gerichte.li</a>	
		<b>LITHUANIA</b>	

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

Website For non-Malaysians

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

#### MALDIVES

Relevant document – Police clearance certificate

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

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

**Or Provide** submitted to records@police.gov.mv  
*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 Note** + 960 3322112 (Ext. 3733)  
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 At** Ministry of Justice  
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/

**Apply At** Certifikat Ta'Kondotta  
in person  
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 EURO 2.33 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 At** Police Commissioner  
Department of Public Safety  
PO Box 1222  
Majuro  
Marshall Islands MH 96960

**Phone Fax** (692) 625 4049  
(692) 625 5134

#### MARTINIQUE

Relevant document - Extrait de casier judiciaire

**Apply At** *Residents* French citizens born in Martinique may request the certificate  
B.P. 633  
97200 Fort de France

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

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

**Website Fee** www.cjn.justice.gouv.fr  
payable

#### MAURITIUS

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

**Apply At** in person or by mail (or a close family member can apply on the applicant's behalf) to Director of Public Prosecutions,  
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 At** by mail to  
Casier Judiciaire National  
107 rue du Landreau  
44079 Nantes Cedex 01  
France

**Provide Forms** identification  
'Request for a bulletin No 3' (Demande de B3)  
*French citizens born on Mayotte*

**Apply At** in person or by mail to  
Tribunal de Premiere Instance de Mamoudzou,  
B.P. 106  
97600 Mayotte

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

#### MEXICO

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

**Apply At** *Mexican citizens resident in Mexico and Non-Mexican citizens* in person or by power of attorney  
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 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

**Provide**

**Fee** payable

#### MICRONESIA, FEDERATED STATES OF

Relevant document – 'Police Clearance'

**Apply At** in person or by mail to  
Chief of Police  
Pohnpei State  
Kolonia

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

**Fee Form** payable  
obtained from checking officer at Police Station

#### MOLDOVA

Relevant document – 'Police certificate'

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

**Phone Fax** (103732) 255517, 255852  
(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 Fee** standard application form  
payable

#### MONACO

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

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

#### MONTSERAT

**Apply At** *Residents and non-residents*  
Criminal Investigation Department  
Police Headquarters  
PO Box 177



	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						(Centralny rejestr skazanych CRS) ul. Zwycięzcow 34 03 – 938 Warszawa
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)						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' payable
Note	please allow the process to take some time						application forms can be obtained directly from the CRS, Polish Ministry of Justice website <a href="http://www.ms.gov.pl">www.ms.gov.pl</a> or from the Australian Embassy Warsaw along with a covering letter
<b>PARAGUAY</b>							
	Relevant document – 'Certificado de Antecedentes'						
Apply	<i>Residents</i> in person to the Departamento de Identificaciones Av. Boggiani y Ri 2, Ytororo, Villa Aurelia, Asuncion						
Provide	ID-cedula						
Fee	payable						
Apply	<i>Non-residents</i> Complete Form 80 (including ID number) to the DIAC Processing Office.						
Provide	must provide completed Form 80 (including ID number) to DIAC Processing Office.						
Form	Form 80 available from the department or website <a href="http://www.immi.gov.au">www.immi.gov.au</a>						
<b>PERU</b>							
	Relevant document – 'Certificado de Antecedentes Policiales'						
Apply	<i>Residents</i> in person providing current documentation – see <a href="http://www.pnp.gob.pe/comunidad/tramites.asp">www.pnp.gob.pe/comunidad/tramites.asp</a> <i>Non-residents</i> 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 222 7364 for the Dependencia Policial PNP in provincial areas						
Phone							
Fee	payable						
<b>PHILIPPINES, THE</b>							
	Relevant document – 'NBI Clearance'						
Apply	National Bureau of Investigations (NBI) <i>Residents</i> in person <i>Non-residents</i> by mail or through Philippine Consulate For a complete list of NBI Regional/District/Satellite Offices, visit the website <a href="http://www.nbi.gov.ph">www.nbi.gov.ph</a>						
Form	available from NBI offices and Philippine consulates						
Provide	<i>Residents</i> the completed application form, fingerprints and a photograph must be taken to the nearest office of the NBI <i>Non-residents</i> 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						
<b>POLAND</b>							
	Relevant document – 'Criminal Record Inquiry' (Zapytanie o Karalność – Zapytanie o udzielenie Informacji o Osobie)						
Apply	in person or by mail to Ministry of Justice						
<b>PORTUGAL</b>							
	Relevant document – Criminal Record Certificate (certificado do registo criminal)						
Apply	<i>Residents</i> in person to General Department for Justice Administration (Direcção Geral da Administração da Justiça – DGAJ). Other offices of the DGAJ at Coimbra and Porto, in judicial courts or municipal chambers for those in rural localities <i>Non-residents</i> by mail to Department for Criminal Identification Services (Direcção Serviços de Identificação Criminal)						
At	Avenida 5 de Outubro, 125 1069-044 Lisboa Portugal						
Phone	351 21 790 6200						
Fax	351 21 790 6460						
Provide	<i>Residents</i> and <i>Non-residents</i> Identification card and passport						
Email	lojadocidadao@lojadocidadao.pt						
Website	<a href="http://www.lojadocidadao.pt">www.lojadocidadao.pt</a>						
Fee	payable						
<b>PUERTO RICO</b>							
	Relevant Document - Certificado de Antecedentes Penales						
Apply	<i>Residents</i> and <i>non-residents</i> to Negociado de Antecedentes Penales PO Box 70166, San Juan, PR 00936-8166 Attention: Ruben Morales						
Form	by email from the Ottawa Contact Centre at <a href="mailto:immigration.americas@dfat.gov.au">immigration.americas@dfat.gov.au</a> OR						
Fee	by telephone on 1 888 990 8888 (toll free) payable						
<b>QATAR</b>							
	Relevant document – <i>Residents</i> – 'Police Clearance Certificate'						
Apply	in person or by mail to Ministry of Interior Public Security General Administration Criminal Evidence Information Department PO Box 6797, Doha						
At	Relevant document – <i>Non-residents</i> – '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						

Fee	copy of a police clearance certificate from home country of nationality payable				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 payable
<b>REUNION</b>					
Apply	by mail to Casier Judiciaire National 107 rue du Landreau 44079 Nantes Cedex 01 France				
At					
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)				
<b>ROMANIA</b>					
Relevant document	– 'Certificate of Police Clearance' (Certificat de Cazier Judiciar)				
Apply	in person or, if <i>non-resident</i> , 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				
<b>RUSSIAN FEDERATION</b>					
Relevant document	– 'Police certificate'				
Apply	<i>Residents</i> 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. <i>Non-residents</i> to nearest Russian consulate in country of residence, (in Australia, Sydney phone 02 93261188, 02 93261866, Canberra 02 62959474)				
Provide	passport, application, <i>non-residents</i> also any evidence of residence in Russian Federation, the applicable visa and reason for stay				
Fee	payable				
<b>RWANDA</b>					
Relevant document	– Police Certificate				
Apply	<i>Residents</i> Police Department in local district OR Department of Police Ministry of Local Government PO Box 3445 Kigali, Rwanda <i>Non-residents</i> Ministry of Justice letter signed by nearest Rwandese Embassy representative enclosing a power of attorney for a Rwanda citizen to collect <i>Non-resident/non-citizen</i> 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 <i>Non-residents/non-citizens</i> should also provide service or residence visa and work permit				
Fee	payable				
<b>SAMOA (US)</b>					
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				
<b>SAMOA</b>					
Apply	Police, Prisons and Fire Services				
At	Criminal Registration Office PO Box 53 Apia The department post collects certificates from police and forwards to processing office/post				
Provide	certified copy of birth certificate and one passport size photograph				
Fee	payable				
Form	form 80 from the department or website <a href="http://www.immi.gov.au">www.immi.gov.au</a>				
<b>SAN MARINO</b>					
Apply as for	ITALY				
<b>SAUDI ARABIA</b>					
Relevant document	– <i>Current Residents</i> – 'No Previous Conviction Certificate'				
Apply	in person to Police General Headquarters or Police Quarters in the area of residence in Saudi Arabia				
Provide	Iqama, letter from Australian Embassy Riyadh, 2 passport size photos, fingerprints (obtainable at Police Department)				
Forms	instructions on how to seek a supporting letter from the Australian Embassy Riyadh are provided directly to the applicant by the case officer. A fee is payable to the Australian Embassy Riyadh (Department of Foreign Affairs and Trade)				
Fee	payable				
Note	<i>Non-residents</i> – once a person has left Saudi Arabia no procedures exist to obtain a Certificate				
<b>SENEGAL</b>					
Apply	Ministry of Justice				
At	Dakar				
Fee	payable				
<b>SERBIA, REPUBLIC OF</b>					
Relevant document	– Certificate (Uverenje)				
Apply	<i>Residents</i> Ministry of Internal Affairs (police station) <i>Non-residents</i> Serbian Embassy, in person				
At	place of residence				
Form	obtained at time of application				
Fee	payable				
<b>SEYCHELLES</b>					
Relevant document	– Police clearance certificate				
Apply	by mail to Commissioner of Police				
At	Seychelles Police Police Headquarters PO Box 46 Republic of Seychelles				
Provide	identity card with the application				
Fee	payable				
<b>SIERRA LEONE</b>					
Apply	<i>Residents</i> can obtain a police certificate from the Criminal Investigation Headquarters in Freetown <i>Non-residents</i> can either contact relatives or friends in Sierra Leone to assist in obtaining the certificate or approach the nearest Sierra Leone Embassy or Consulate abroad				
Provide	fingerprints including the whole hand taken from a police station in the country of				
<b>SINGAPORE</b>					
Relevant document	– 'Good Conduct Certificate'				
Apply	CNCC Office				
At	Criminal Investigations Department Block D, #02-01A Police Cantonment Complex 391 New Bridge Road Singapore 088762				
Phone	(65) 64358275/7 (direct lines)				
Website	<a href="http://www.spf.gov.sg">www.spf.gov.sg</a>				
Provide	2 recent passport photos, current and past international passports/travel documents showing immigration endorsements (to allow computation of period stayed in Singapore), <i>Citizens</i> Singapore NRIC, valid exit permit/exemption certificate issued by CMPB, MINDEF for male Singaporeans liable for National Service <i>Non-citizens</i> Singapore work pass, Singapore Permanent Residence pass or evidence of authority to reside in Singapore payable <i>Residents</i> – payment using NETS, Cashcard, Credit Cards - Visa or Mastercard only <i>Non-residents</i> – Payment using bankdraft/cheque only				
Processing time	- 2-3 weeks				
Forms	available from <a href="http://www.spinet.gov.sg">www.spinet.gov.sg</a> or provided by CID on production of request letter from Australian Mission or DIAC office				
<b>SLOVAK REPUBLIC</b>					
Relevant Document	- Police certificate (Vypis z registra trestov)				
Apply	<i>Residents</i> Public Prosecutor's office (Register trestov GP SR) <i>Non residents</i> nearest Slovak diplomatic mission in person or by mail				
At	Kvetna 13, 814 23 Bratislava				
Provide	<i>Non residents</i> Slovak ID or birth certificate <i>Non residents</i> passport or original birth certificate accompanied by a Slovak translation				
Fee	payable				
Form	available directly at Register trestov GP SR or at local prosecutor's office in town of residence				
Processing time	1-3 days if lodged in Slovak Republic				
Website	<a href="http://www.genpro.gov.sk/index/go.php?id=59">http://www.genpro.gov.sk/index/go.php?id=59</a> (in Slovak)				
<b>SLOVENIA</b>					
Relevant document	– 'Certificate of No Convictions' (Potrdilo o nekaznovanju)				
Apply	in person, by mail or fax to the Ministry of Justice				
At	Zupanciceva 3 1000 Ljubljana				
Phone	(386) 1 3695200				
Provide	Document/certificate of identity and reason for request				
Fee	nil				
Processing time	3 days				
Form	available at Ministry of Justice or website <a href="http://www.mp.gov.si">www.mp.gov.si</a> (Slovenian)				

**SOLOMON ISLANDS**

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

**SOUTH AFRICA**

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

**SPAIN**

Relevant document – ‘Certificado de Antecedentes Penales’  
 Apply *Residents* in person to the Ministerio de Justicia or Ministerio del Interior, in most provincial capitals in Spain  
*Non-residents* using form 80  
 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 *Residents and non-residents*  
 At Criminal Records Office  
 Police Headquarters  
 Royal St Kitts & Nevis Police Force

PO Box 189

Basseterre, ST KITTS  
 809 465 2241  
 Phone Provide  
 1. a certified photograph  
 2. if born in St Kitts, birth certificate along with a valid photo ID or passport  
 3. persons not born in St Kitts or Nevis MUST have a valid Temporary/Work Permit, letter of employment from employer and their passport  
 4. persons who are married and their passport does not bear their marriage title must present their marriage certificate  
 5. persons who have attained citizenship of St Kitts and Nevis must present their original certification  
 6. persons living overseas should provide a letter giving permission to send the certificate to the Australian office or post  
 7. students who are attending schools or colleges in St Kitts or Nevis and are not nationals must present their passport and a letter from the school or college indicating that they attend the said school or college  
 8. previous addresses in St Kitts and Nevis (*non-residents*)  
 9. a set of fingerprints taken by a recognised police authority (*non-residents*)  
 Fee payable  
 Notes - Certificates may need to be released directly to the Australian office or post  
 - A police certificate is valid for 3 months only.  
 - One must be living in St Kitts or Nevis for a period of 6 or more consecutive months in order to obtain a police certificate

**ST LUCIA**

Relevant Document – Certificate of character  
 Apply *Residents* in person  
 At Criminal Records Office  
 Police Headquarters  
 Castries St Lucia  
 809 452 2855  
 Phone Apply Provide  
*Non residents* by mail at the address above  
 application form obtained from address above (fee payable), two recent passport-sized photos, valid photo identification such as a National Identification Card, Driver’s licence or passport, residency details, a set of fingerprints taken by a recognised police authority (*non-residents*), additional funds to defray postal expenses if certificate is to be mailed  
 Note Certificates may need to be released directly to the Australian office or post  
 Fee payable

**ST VINCENT & THE GRENADINES**

Apply *Residents and non-residents*  
 Police Commissioner  
 Criminal Records Office  
 Police Headquarters  
 Kingstown, St Vincent  
 809 456 1810  
 Phone Provide  
 2 passport-type photographs, valid photo identification (eg passport)  
 a set of fingerprints taken by a recognised police authority (*non-residents*)  
 Note Certificates may need to be released directly to the Australian office or post  
 Fee payable

**SURINAME**

Apply District Governor of Paramaribo  
 At Klaina Combeweg  
 Paramaribo  
 Provide birth certificate and 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  
 Phone: +0046 (0)8504 45 103  
 Fax: +0046 (0)8504 45 111  
 At S - 981 81 Kiruna  
 SWEDEN  
 9:00-11:30am and 12:30-2:30 pm weekdays only  
 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  
 Provide *Non-residents* – Ministry of Foreign Affairs  
 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	divorce certificate (if available), evidence of military service (Sor Dor 9, Sor Dor 8 or Sor Dor 48 etc.), written request from the embassy of the country intended to travel, in case of minor, the parents or the guardian must be present to give consent, in case of travelling to work, the agreement from employer must be provided.	Provide	valid Trinidad and Tobago identification card, driver's permit or passport
Form available from the relevant city or provincial police headquarters, or from the Taipei City Police website		Apply	<i>Non-residents</i> through a representative in the country or by mail
Fee payable		At	Office of the Senior Superintendent Criminal Investigations Department and Criminal Records Office Police Headquarters Corner St Vincent and Sackville Streets Port of Spain, Trinidad 868 627 4140
Website references Taipei City Police (bilingual information, includes internet application facility) <a href="http://English.taipei.gov.tw/tcpd/index.jsp?cate_gid=4840">http://English.taipei.gov.tw/tcpd/index.jsp?cate_gid=4840</a>	<i>Resident non-citizens</i> – passport, and a copy, document(s) certifying that the applicant is working, used to work or residing in Thailand, Thai work permit, if available	Phone	
Apply <i>Non-residents</i> 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	<i>Non-resident citizens</i> – copy of passport, copy of Thai ID card and house registration, copy of evidence of name change (if available), copy of marriage or divorce certificate (if available), copy of military service (Sor Dor 9, Sor Dor 8 or Sor Dor 48 etc.), 2 photographs (1 or 2 inch size), 2 full sets of fingerprints (fingerprints must be taken at local police station or Thai Consulate or Thai Embassy in country of residence). All copies required to be certified. In the case that the applicant required the certificate to be returned via post, please include a self addressed envelope enclosed with the postage fee (equivalent to 5 international postage vouchers which can be purchased at your local office). <i>Non-resident non-citizens</i> – copy of passport, document(s) certifying that applicant is working, used to work or residing in Thailand, copy of Thai work permit (if available), 2 photographs (1 or 2 inch size), 2 full sets of fingerprints (fingerprints must be taken at local police station or Thai Consulate or Thai Embassy in country of residence), a self addressed envelope enclosed with the postage fee (equivalent to 5 international postage vouchers which can be purchased at your local office).	Provide	a set of fingerprints taken by a recognised police authority stamped with the authorised agency's seal, a copy of your passport showing photograph, passport number, expiry date, date of birth and signature and MUST be attached to the fingerprint slip payable <a href="http://www.gov.tt/nonnational">http://www.gov.tt/nonnational</a>
		Fee	
		Website	
			TUNISIA
			Relevant document – extract from Judicial Certificate (Certificat du Casier Judiciaire)
		Apply	<i>Residents</i> to Ministry of Justice Tribunal in area of residence
		Provide	National Identification Card <i>Non-residents</i> to nearest Tunisian Embassy to complete card number 3
			TURKEY
			Relevant document – <i>Resident citizens and resident non-citizens</i> – 'Criminal Record' (Sabika Kaydi)
TAJKISTAN		Apply	in person to the Public Prosecutor's Office in each city <i>Residents of Ankara</i>
Relevant document – 'Police certificate' (record of convictions)		At	Ankara Cumhuriyet Bas Saviciligi Zemin Kat, Sihhiye – Ankara
Apply <i>Residents, non-residents</i> in person or by mail (resident relatives of <i>non-residents</i> can apply on their behalf) to: Information Administration of Ministry of Interior	Note	Provide	identity card (name, surname, mother's name, father's name, date and place of birth and registration details) payable
At Rudaki Street 42 Dushanbe	The Police Clearance Service Centre open: Monday to Friday from 08:00–16:30 hours (no lunch break) (closed on public holidays) Phone: +66 (0)2205-2168-9 Fax: +66 (0)22051295, (0)22052165 Internet: <a href="http://www.pcscentre.sb.police.go.th">www.pcscentre.sb.police.go.th</a> E-mail: <a href="mailto:pcsc@police.go.th">pcsc@police.go.th</a>	Fee	Relevant document – <i>Non-residents currently residing in Turkey</i> – Criminal Record in Foreign Languages
Provide written request from the department with the reason for request, passport or copy, all personal details, place of residence in Tadjikistan	Fee	Apply	In person to the General Directory of Criminal Records and Statistics
	nil – processing period is 7 working days	At	Adli Sicil ve Istatistik Genel Mudurlugu Tuna Caddesi, No 10 Ankara
TANZANIA		Provide	identity card (name, surname, mother's name, father's name, date and place of birth and registration details) payable
Apply Ministry of Public Safety and Security	TOGO		Relevant document – <i>Non-residents currently residing outside of Turkey</i> – 'Criminal Record' (Sabika Kaydi)
At Officer-in-charge Forensic Bureau Criminal Investigations Department PO Box 9094 Dar es Salaam Tanzania	Apply	Apply	In person to the Turkish Overseas Mission
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	At	Provide	identity card (name, surname, mother's name, father's name, date and place of birth and registration details). payable
	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		
	<i>Residents</i> obtainable from the Australian High Commission, Nuku'alofa <i>Non-residents</i> must write directly to the Officer-In-Charge of Criminal Record to request a certificate		
THAILAND			
Apply Police Clearance Service Centre			
At 1st Floor (Building 24) Royal Thai Police Headquarters Rama 1 Pathumwan, Bangkok 10330	Fee		
Provide <i>Resident citizens</i> – passport, Thai ID card, household registration, evidence of name change, marriage certificate or	payable		
	TRINIDAD & TOBAGO		
	Relevant document – Police certificate of character		
	Apply <i>Residents</i> in person		
	At any police station in the country		
		At	TURKMENISTAN Relevant document – 'Police certificate' Apply <i>Residents</i> Ministry of Interior or local police departments. <i>Non-residents</i> through proxy to above or to nearest Turkmenistan Consulate country of residence or Moscow consulate (Consulate nearest Australia is India – Shanty Niketan 1/13, Delhi, phone



Fee payable		authorised recipients reside	<i>Islands</i>
VATICAN CITY		<i>Vietnamese citizens residing overseas</i>	Relevant document – ‘Extract from Police records’ (Extrait du Casier Judiciaire)
Apply as for ITALY		– Power of Attorney must be certified by the Diplomatic Missions (Embassy, Consulate, High Commission, etc.) of the Socialist Republic of Vietnam in that country	Apply by mail to 20 Casier Judiciaire National or through the internet at the website <a href="http://www.justice.gouv.fr/cjn/">www.justice.gouv.fr/cjn/</a> 107 rue du Landreau 44079 Nantes Cedex 01 France
VENEZUELA		<i>Non-Vietnamese citizens who have left Vietnam</i> – 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	At 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)
Relevant document – ‘Certificado de Antecedentes Penales’		The appropriate Service of Justice Office for your circumstances, as outlined below.	Provide
Apply		<i>Vietnamese citizens residing in Vietnam</i> – lodge applications for Judicial Curriculum Vitae at the Service of Justice of the City/Province where they reside	Apply in person or by mail to Greffier en chef de la cour
		<i>Non-residents</i> must appoint a relative or friend to act on their behalf.	At B.P. 12 Mata Utu 98600 Uve
At		Viceministro de Seguridad Juridica del Ministerio del Interior y Justicia	Provide identification
Fee payable		More info at: <a href="http://www.gobiernoenlinea.ve/misc-view/index.pag">http://www.gobiernoenlinea.ve/misc-view/index.pag</a>	Form ‘Demande de B3’ (request for a bulletin No 3)
VIETNAM			YEMEN
Relevant document – Judicial Curriculum Vitae		<i>Non-Vietnamese citizens residing in Vietnam</i> – lodge with the Service of Justice of the City/Province where they stay	No established procedures exist for former residents of Yemen to obtain a penal clearance
Apply		<i>Non-Vietnamese citizens who have left Vietnam</i> – lodge applications with the Service for Justice of the last City/Province where they resided before departure from Vietnam	ZAMBIA
		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	Relevant document – ‘Police Clearance Certificate’
		Fee VND 100,000.00/time/person	Apply in person or by mail to Zambia Police Headquarters, Office of the Inspector-General, PO Box 50104 Lusaka
		Note There is no central contact point for the Service of Justice; the contact details for the Service of Justice in each local province can be found on their individual websites. The website of each province can be found by searching for “Sở Tư Pháp” and the name of your local province.	At identification
		VIRGIN ISLANDS (BRITISH)	Provide <i>Non-residents</i> 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’
		Apply in person or by mail to Police Headquarters	Fee payable
		At Road Town Tortola, BVI	ZIMBABWE
		Phone 809 494 3822	Apply <i>Residents</i> Criminal Records Office CID Headquarters PO Box CY 683 Causeway Harare Zimbabwe
		Provide <i>Residents</i> valid passport and written request from Australian office or post for the police certificate	At nearest Zimbabwean Embassy or Consulate, or to PO Box 8125 Causeway Harare
		<i>Non-residents</i> certified copies of the first 5 pages of passport and written request from Australian office or post for the police certificate	Provide full name, date and place of birth, any previous names, and dates and addresses of residence in Zimbabwe
Power of Attorney		WALLIS & FUTUNA ISLANDS	Fee payable
		<i>Non-French citizens and French citizens born outside Wallis and Futuna</i>	