



Australian Government

Department of Immigration
and Multicultural Affairs

Character requirements penal clearance certificates

Form

47P

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

In order for the Australian Government to determine whether you are of good character, you may be asked to provide a police certificate. **Unless otherwise advised by the Department of Immigration and Multicultural Affairs (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/

COUNTRIES 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 Christopher & Nevis, St Lucia, St Vincent & The Grenadines, Surinam, 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, Monaco, Netherlands (The), Norway, Poland, Portugal, Romania, Russian Federation, San Marino, Serbia and Montenegro, 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, Cambodia, China (People's Republic of), The Hong Kong Special Administrative Region, Taiwan and Macau, Fiji, French Polynesia, Guam, India, Indonesia, Japan, Kiribati, Korea (Republic of), Laos, Malaysia, Marshall Islands (Republic of), Micronesia (Federated States of), Myanmar, Nauru, Nepal, New Caledonia, New Zealand, Pakistan, Papua New Guinea, Philippines, Samoa (US), Samoa (Western), Singapore, Solomon Islands, Sri Lanka, Thailand, Tonga, Tuvalu, Vanuatu, Vietnam, Wallis & Futuna.

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

Police Addresses

AFGHANISTAN

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

ALBANIA

Relevant document – ‘Certificate of the Judicial status’ (Vertetim i Gjendjes Gjyqesore)
Apply In person to Judicial State Offices, (Zyra e Gjendjes Gjyqesore), Ministry of Justice, Tirana
Fee payable
Form obtained on application

ALGERIA

Resident and Non-resident citizens

Relevant document – ‘Judicial Certificate’ (Certificat du Casier Judiciaire)
Apply Ministry of Justice
At Tribunal Office Department (Wilaya) in place of residence in Algeria

ANDORRA

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

ANGUILLA

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

ANTIGUA AND BARBUDA

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

ARGENTINA

Relevant document – ‘Certificado de Reincidencia’
Apply **Residents** in person to the Registro Nacional de Reincidencia Tucuman 1353, Capital Federal – Buenos Aires or local police station as per place of residence
Provide Document of National Identity (DNI)
Apply **Non-residents** at the Argentine Embassy or Consulate or use form 80 with Consent form attached at the departmental office/Post processing your application
Provide DNI number must be included on form 80 and Consent form signed and witnessed
Fee payable
Form form 80 available from the department or website www.immi.gov.au

ARMENIA

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

AUSTRALIA

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

AUSTRIA

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

AZERBAIJAN

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

BAHAMAS

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

BAHRAIN

Relevant document – ‘Good Conduct Certificate’
Apply In person
At any Bahraini Embassy
Provide Copy of current and all previous passports that contain Bahraini residence permits, copy of latest Bahraini residence permit, 3 non-glossy passport size photos with a blue background
Form to be completed and signed by the applicant at the Embassy
Fee payable

BANGLADESH

Relevant document – ‘Police certificate’

Apply **Resident citizens** contact local police station

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

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

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

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

BARBADOS

Apply Commissioner of Police

At PO Box 84
Bridgetown

Phone 246 430 7100

Provide 2 photographs and a set of fingerprints

Fee payable

BELARUS

Relevant document – ‘Police certificate’

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

At Minsk or any regional city

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

Provide passport original or certified copy, application

Phone 222 2665

BELGIUM

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

Apply in person or by mail to

At Service public fédéral Justice
Service du Casier judiciaire central
Porte de Hal 5
1060 Bruxelles-Belgique

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 a self-addressed envelope with sufficient return postage

BELIZE

Apply Immigration Office

At Barrack Road
Belize City

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

Fee payable

BERMUDA

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

At PO Box 530
Hamilton 5

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

BOLIVIA

Relevant document – Certificado de Antecedentes

Apply **Residents** in person to Policia Nacional
Direccion Nacional de Fiscalización y
Recaudaciones

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

the nearest Policia Tecnica Judicial

At payable

BOSNIA HERZEGOVINA

Relevant document – Certificate (Uvjerenje O
Nekaznjavanju)

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

Non-residents Bosnian Embassy or
Consulate, in person, or authority may be
given to a relative, friend or lawyer in Bosnia
to act on the applicant’s behalf

Provide ID card, birth certificate or citizenship
certificate

Fee payable

Form application form, requiring full details of
applicant, obtainable at police stations and
courts (MUP & SUP)

BOTSWANA

Apply Criminal Investigation Dept

At Botswana Police Force
PO Box 1082
Gaborone

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

BRAZIL

Relevant document – ‘Police certificate’

Apply for State Clearance

Residents apply directly to Secretaria de
Seguranca Publica or Policia Federal do
Brazil in the state where they reside

Non-residents will need to give power of
attorney to a relative or friend to request the
certificate on their behalf

Provide **All applicants** State Clearance and
completed form 80 attaching non-certified
copies of:

–Identity card (both sides)
–Tax registration code (CPF)
–Passport ID page

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

Fee Nil

BRUNEI DARUSSALAM

Relevant document – ‘Police Certificate of Good
Conduct’

Apply **Residents** in person to:
Director of Criminal Investigation Department
Commissioner of Police,
Police Headquarters Gadong,
Bandar Seri Begawan,
Negara Brunei Darussalam BE 1710
Phone 673 245 9500 ext 324

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

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

Fee payable

BULGARIA

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

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

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

Fee payable

BURKINA FASO

Apply Ministry of Justice

At Ouagadougou

BURMA

(See MYANMAR)

BURUNDI

- Relevant document** – Extract of Police Record
- Apply** **Resident and non-resident citizens** apply to the Commissioner
Mr DoYI DOYI Salvator
or to the deputy Commissioner
Mr SEKAGNADA Bernard
- Provide** National identity card or a completed certificate of identity. For first time applicants a passport photograph is needed
- Fee** 100 Bundian francs (1000fbu)

CAMBODIA

- Apply** **Residents**
- At** Ministry of Justice
Sothearos Bide
Phnom Penh
- Non-residents**
Chief of Police of local Sangkat (Province)
- Fee** payable

CANADA

- Relevant document** – Police Certificate for Visa Purposes (**residents with no prior record**), OR Certified Criminal Record Check (**residents with prior record and non-residents**)
- Apply** **Residents** with no prior record in person to local police or provincial police station.
Residents with prior record and
Non-Residents by mail to:
PO Box 8885
Ottawa, Ontario K1G 3M8
CANADA
Attn: Civil Fingerprint Screening Services
By messenger/courier:
RCMP
National Police Services Building
Loading Dock #1
Information and Identification Services
Civil Fingerprint Screening Services
1200 Vanier Parkway
Ottawa, Ontario, K1A 0R2
CANADA
- Website** www.rcmp-grc.gc.ca
- Provide** in Canada, if required, fingerprints on Form C-216C
Outside Canada, provide fingerprints signed by police officer taking prints, full name, date of birth, gender, telephone information and clear reason for application
- Fee** payable

CAPE VERDE ISLANDS

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

CAYMAN ISLANDS

- Apply** Police Headquarters
Fingerprint Bureau
Royal Cayman Islands Police
- At** PO Box 909
George Town
Grand Cayman
British West Indies
- Provide** full name, passport number, nationality, period of residence and a full set of fingerprints

CHILE

- Apply** using form 80
- At** the departmental office/post processing your application
- Provide** proof of identity
- Form** form 80 from the department or website www.immi.gov.au

CHINA, PEOPLE'S REPUBLIC OF

- Relevant document** – 'Notary Certificate of No Criminal Convictions'
- Apply** in person (applicant or authorised person) to the Notary Public office in province/city/district
- Provide** **Resident citizens** ID card or permanent residence registration booklet and a letter from work unit or local police (public security) office
Non-resident citizens ID card, a letter from work unit, passport and Chinese resident permit
Resident non-citizens Registration booklet of temporary residence, notarised copy of passport, and police clearance statement from Public Security Criminal Inquiry Office
Non-resident non-citizens Statement of details of entry and departure from China, residential address and workplace in China, registration booklet of temporary residence, notarised copy of passport & Chinese visa, and police clearance statement from Public Security Criminal Inquiry Office
- Fee** payable
- Form** the form, called 'Wei Tuo Shu', is obtainable at Notary Public Office in person. If unable to do so, the applicant can nominate a relative or colleague to obtain the notary certificate for them. The relative/colleague needs a letter of authority from the applicant.

HONG KONG

(SPECIAL ADMINISTRATIVE REGION)

- Relevant document** – 'Certificate of No Criminal Conviction' (CNCC)
- Apply** Hong Kong (SAR) Police Identification Bureau,
Residents in person to the CNCC Office
Non-residents by mail to
The Commissioner of Police
(Att: OIC CNCC)
- At** 14/F, Arsenal House
Police Headquarters
1 Arsenal Street, Wan Chai
Hong Kong
- Phone** (852) 2860 6557 (local)
or (852) 2860 6558 (overseas)
- Fax** (852) 2200 4321
- Provide** passport or Hong Kong ID card, original and photocopy of the referral letter from the departmental office processing your application. Fingerprints: **Residents** taken at interview; **Non-residents** must obtain and send fingerprints certified (name, rank, full name of agency and date) by the police agency of the country of residence
- Note** **Residents** Where an applicant is seeking to obtain 'Certificates of No Criminal Conviction' for him/herself, a spouse and/or children, original proof of the applicant's marriage and the children's relationship to the applicant (marriage and birth certificates) must be provided. In the case of a step-child, the original and a photocopy of the relevant marriage certificate and documentary proof of the step-child's relationship to the applicant must be provided. The original documents will be returned
Applicants residing in Australia who want a Hong Kong police clearance need to lodge their application then obtain a letter of authority from the department for the clearance. The letter can then be used to obtain the police clearance
- Fee** payable
- Form** **Residents** obtained at a pre-arranged interview with HKP or can be downloaded from the following website www.info.gov.hk/police. The email address for further info is eo-cncc-ib@police.gov.hk
Non-residents obtained from email above

TAIWAN

Relevant document – Police Criminal Record Certificate

Apply Municipal Police Headquarters

For Taipei residents

At 96 Yen Ping South Road
Taipei

Phone (02) 2381 8341

For Kaohsiung residents

No 260, Chung Cheng 4th Rd,
Kaohsiung

Phone (07) 212 0800

persons with household registrations elsewhere should apply to the relevant provincial police headquarters

Provide application form, available from the relevant office, and supporting documentation. Contact relevant authority for current instructions

Fee payable

MACAU

Relevant document – ‘Certificate of criminal record’

Apply **Residents** over 16 to:

Avenida da Praia Grande
No. 804 Edf China Plaza 1
Andar Macau

Non-residents over 16 to:

Avenida da Praia Grande
No. 804 Edf China Plaza 1
Andar Macau

or by mail - PO Box 1089 Macaur SAR
(if outside Macau)

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

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

Form further information is available on the following website www.dsi.gov.mo

Fee payable

COLOMBIA

Citizens and Non-citizens over 18 residing in Colombia

Relevant document – Certificado Judicial

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

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

Fee no fee

Citizens and former residents outside Colombia:

Relevant document – Certificado Judicial Consular

Apply at the nearest Colombian consulate

Provide a signed application with a photo and fingerprints

Fee no fee

Note applicants can obtain further information from www.das.gov.co

COSTA RICA

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

At Registro Judicial
300 mts sur de la Asamblea Legislativa
Edificio OIJ 3° Piso
Corte Suprema de Justicia
San José

Phone (506) 295 3460

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

Fee payable

Non-residents apply in person to the nearest Costa Rica Embassy or Consulate

Provide proof of identity and present passport

Fee payable

CROATIA

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

Apply *For any prior conviction*

Ministry of Justice (Ministarstvo Pravosudja)
Department for Penal Law Section for Criminal Records (Uprava za Kazneno pravo odjel za kaznenu evidenciju)
Savska 41/25 (‘Zagrepcanka’)
10000 Zagreb

For any current legal proceedings/charges
Municipal Court at the place of residence (Opcinski Sud)

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

Non-residents at the nearest Croatian Embassy/Consulate

Provide ID card (Osobna Iskaznica), Citizenship Certificate (Domovnica) or birth certificate payable

Form available only if applying in person, no form required if applying by mail

CUBA

Relevant document – Police clearance ‘Certificado de Antecedentes’

Apply **Residents** in Ministerio de Justicia

At Ministerio de Justicia
Prado y Carcel

Provide proof of identity
Non-residents through Cuban Consular Offices or Consultoria Juridica Internacional or through giving relative or friend in Cuba written authority

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

Fee payable

CYPRUS, REPUBLIC OF

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

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

Non-residents by mail to Police Headquarters

At Nicosia

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

Fee payable

Form application forms available, but not essential

CYPRUS

(TURKISH OCCUPIED AREAS)

Relevant document – **Resident ‘nationals’** - ‘Police Clearance’ (form P.19)

Apply by mail to Divisional Police Headquarters
Nicosia

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

Fee payable

CZECH REPUBLIC

Relevant document – ‘Police Clearance Certificate’ (Zádost o Vypis z Rejstriku Trestu)

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

At Soudni 1
145 00 Praha 4

Non-residents in person at the nearest Czech diplomatic mission

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

Fee payable

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

DENMARK

Relevant document – Crime Certificate (Straffeattest)

Apply **Residents** the local Police Station
Non-residents in person or by mail to Rigspolitichefen

At Afdeling D Kriminalregistret
Post Box 93
2650 Hvidovre

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

Provide copy of passport, birth certificate, Central Persons Register number (CPR), non-citizen applicants provide details of passport identification and Danish visa pages

DOMINICA

Apply Commissioner of Police
Criminal Investigation Department

At Police Headquarters Roseau

Phone 809-448 2222

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

Fee payable

DJIBOUTI

Relevant document – Certificate of non-conviction or Extract of Police Record

Apply **Residents** Ministry of Justice
Non-residents Apply for a Certificate of non-conviction for the time of their stay

Provide national identity card, certificate of nationality. Foreign residents should send a copy of their foreign identity card

DOMINICAN REPUBLIC

Apply Gabinete de Identificación Personal

At Policía Nacional
Santo Domingo

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

Fee payable

EAST TIMOR

Relevant document – Police clearance

Apply **Residents** in person at the Office of the Criminal Investigations Unit
National Police of Timor Leste (PNTL), Dili.

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

Note individuals may be asked to provide a blood sample

ECUADOR

Relevant document – Certificado de Antecedentes Personales

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

in person through Policía Nacional del Ecuador Dirección Nacional de la Policía Nacional

At Jefaturas y Subjefaturas Provinciales de la Policía 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 Agregaduría de Policía (if available in the Consulate)

Provide Cedula de Identidad (ID), passport
Note Ecuadorians residing outside Ecuador can authorise a relative to obtain the certificate.

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

EGYPT

Relevant document – a 'Certificate of Criminal Status'

Apply **Residents** Ministry of Interior

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

Non-residents Egyptian Embassy or Consulate, in person

Provide fingerprints from local police

Fee payable

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

EL SALVADOR

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

Apply in person to the
Director General of National Police

At Cuartel Central
San Salvador

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

Non-residents should give a power of attorney to a Salvadoran resident
Provide original documents (Salvadoran birth certificate, cedula and passport), photographs to the nearest Salvadoran Embassy or Consulate, where fingerprints will be taken. Documents can then be forwarded by applicant to Salvadoran resident

Fee payable

ERITREA

Apply **Residents**

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

Provide **Non-residents** nearest Eritrean mission

full set of fingerprints

Fee payable

ESTONIA

Relevant document – Resident citizens 'Criminal Record Check'

Apply National Police Board
(Eesti Riiklik Politseiamet)
Bureau of Information
(Teabe-ja Analuusiburoo)

At Pagari tn. 1

EE0102 Tallinn

Phone 663859/663455

ETHIOPIA

Relevant document – Police certificate

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

Federal Police Forensic Department

At Ethiopian Federal Police Commission

Forensic Investigation Department

PO Box 29507 Addis Ababa

Phone 251 1 518000

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

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

FIJI

Relevant document – 'Police Clearance Certificate'

Apply in person or by mail to the

Commissioner of Police

Police Headquarters Police HQ

3rd Floor, Ratu Sukuna House,

or PO Box 239

Suva

Provide completed form 'A'; passport-sized photo that has been stamped by the department

Fee payable

Form form 'A' obtainable from the department
(note that this form must be stamped with the return address of the issuing departmental office, or else an envelope with that address must be provided with the form)

FINLAND

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

Apply by mail or fax to
Legal Register Centre (Oikeusrekisterikeskus)
Criminal Records (Rikosrekisteri)

At PL 157
FIN-13101 Hameenlinna

Phone 03-622 3770

Fax 03-622 3783

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

Fee payable

FRANCE

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

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

At 107 rue du Landreau
44317 Nantes Cedex 3
(Note: French citizens born in France or in the territories may apply directly at www.cjn.justice.gouv.fr)

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

Form not compulsory, providing letter of request indicates residential address. See also www.cjn.justice.gouv.fr

FRENCH GUYANA

Non-French citizens and French citizens born outside French Guyana

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

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

Form ‘Request for a bulletin no 3’ (Demande de B3)
French citizens born in French Guyana

Apply by mail to Tribunal de Grande Instance de Cayenne

At Avenue General de Gaulle
97300 Cayenne

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

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

FRENCH POLYNESIA

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

Non-French citizens and French citizens born outside French Polynesia

Apply by mail to
Casier Judiciaire National
107 rue du Landreau
or through the internet at the
website - www.justice.gouv.fr/cjn/

At 44079 Nantes Cedex 01
France

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

Fee payable
Form ‘Request for a bulletin no 3’ (Demande de B3)
French citizens born in French Polynesia

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

At Cour D’Appel du
Tribunal de Tahiti
B.P. 101
Papeete

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

FUTUNA ISLAND

(See WALLIS & FUTUNA ISLANDS)

GAMBIA

Apply Ministry of Justice

At Banjul

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

Fee payable

GEORGIA

Apply **Residents** Information Centre of
Ministry of Interior

At 10 General Gia Gulua Street
Tbilisi 380014

Phone (995 32) 996233.

Fax (995 32) 931617

Non-residents to nearest Consulate of
Georgia

Provide request letter from the department

GERMANY

Relevant document – **Residents** –

the ‘Police Good Conduct Certificate’ (Polizeiliches Führungszeugnis)
Apply in person to the local registration office (Einwohnermeldeamt)

At town/city of residence

Fee payable

Relevant document – **Non-residents** –

the ‘Police Good Conduct Certificate’ (Polizeiliches Führungszeugnis)
German citizens or former residents outside Germany

Apply nearest German Embassy/Consulate or directly by mail (not fax) to
Der Generalbundesanwalt beim
Bundesgerichtshof

At Dienststelle
Bundeszentralregister
Adenauerallee 99-103
53113 Bonn

Provide full personal details and signature officially witnessed by a German diplomatic or consular mission, foreign government agency or a Notary Public. Alternatively, enclose an officially certified copy of passport or ID card containing personal details. The certificate will be issued in German only

Fee payable

GHANA

Relevant document – Police clearance certificate

Apply **Residents** in person
Non-residents by mail to
Commissioner of Police
Ghana Police Service (Headquarters)
Criminal Investigation Department

At PO Box 505
Accra, Ghana

Provide a certified set of the applicant’s fingerprints taken by a recognised police department in resident country, full name, date of birth, place of birth, addresses in Ghana for the last 10 years.

A refugee can apply for a Ghana police certificate. The applicant must provide the UNHCR identification with/in lieu of a passport

Fee payable

GREECE

Relevant document – ‘Penal Certificate for General Use’

Apply **Residents** in person

Non-residents by mail to
Prosecutor’s Office
Ministry of Justice

At **Citizens** Sokratous 65,
Athens 10431

Non-citizens Mesogion 96,
Athens 11526

Provide full name/s, full name/s of parents, date and place of birth of applicant and applicant’s parents, last address and details of identity card. For applicants without any form of Greek ID, IOM provides a standard letter of request to the authorities which includes an IOM-allocated registration number

Non-residents may also apply in person at a Greek Embassy/Consulate

Form available from Prosecutor’s office and Greek Embassies/Consulates

GRENADA

Apply Certificate Records Office

At Police Headquarters
St George’s

Phone 809-440 1043

Provide details of passport, copy of birth certificate, 2 photographs, a full set of fingerprints (non-residents: prints by recognised police authority), period and addresses of residence

Fee payable

GUADELOUPE

Relevant document – ‘Good Conduct Certificate’ (Certificat de Bonnes Vies et Moeurs)

Apply by mail to
Casier Judiciaire National

At 107 rue du Landreau
44079 Nantes Cedex 01
France

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

GUAM

Relevant document – ‘Court Record Clearance’

Apply **Residents** to the Local Police authority
Non-residents Superior Court of Guam
Records Division

At 120 W O’Brien Drive
Hagatna 96 910

Provide name, date of birth, social security number

Fee payable

GUATEMALA

Relevant document – (1) ‘Police Clearance’,

(‘Antecedentes Policiacos’) available from National Police, and

(2) Penal clearance ‘Antecedentes Penales’ (indicating whether judicial process underway or outstanding) from Supreme Court)

Apply (1) Secretaria de la Policía Nacional;

(2) Corte Supreme de Justicia, in person
Certificates may be issued to a third party in possession of written authorisation from the applicant

At (1) Guatemala City, or Regional Headquarters (Jefatura Nacional) National Police (Policía Nacional), in capital of relevant province

(2) National Supreme Court,
Guatemala City

Provide (1) national ID card (cedula de vecindad) or passport, 2 sheets of stamped legal paper (papel sellado)

(2) national ID or passport

Fee payable

GUINEA

Apply Guinea Ministry of Justice

At Conakry

GUINEA - BISSAU

Apply Ministry of Justice

At Bissau

GUYANA

Apply **Residents** in person to Police Headquarters

At Eve Leary Kingston
Georgetown (Clearance Office)

Provide right thumbprint and 3 photographs (taken at the time of application)

Fee payable

HAITI

Apply Certificate Records Office

At Police Headquarters
Port-au-Prince

Provide photocopied pages of passport and birth certificate extract, a set of fingerprints and 3 photographs

Fee payable

HONDURAS

Residents – ‘Certificate of Good Conduct’ (Certificado de Buena Conducta)

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

At Tegucigalpa

Provide passport residence book (carnet de residencia), certificates from Honduran ‘Ministerio de Gobernacion y Inmigracion’

Non-citizen married to a Honduran marriage certificate, birth certificates of Honduran children, letters of employment /study, one (1) photo 7.5 x 9 cm, fingerprints taken

Fee payable

HUNGARY

Relevant document – ‘Police Penal Certificate’ (Hatósági Erkölcsi Bizonyítvány)

Apply **Residents** Ministry of the Interior (Belügyminisztérium)

Non-residents Hungarian foreign mission, or authorise a family member to apply on applicant’s behalf. Post application form by registered mail to:

At Belügyminisztérium
PO Box 1943
Budapest

Provide ID number, full names (current and previous), date and place of birth, mother’s maiden name, permanent address

Fee payable

Form **Residents** obtain a ‘Police penal certificate request form’ (Hátósági Erkölcsi Bizonyítvány Kérolap) from any post office

Non-residents complete application form at the foreign mission for forwarding on to the appropriate authorities

ICELAND

Relevant document – ‘Crime Certificate’ (Vottord)

Apply **Residents** the local Police Station in the area of residence

Non-residents in person or by mail to
Prosecutor General
(Sakasdra Ríkisins),

At Hverfisgata 6
Is-150 Reykjavik

Fee payable

INDIA

Relevant document – ‘Police Clearance Certificate’

Apply **Citizens** Regional Passport Office in person
Resident non-citizens in person at the Ministry of Home Affairs of their state

Non-residents (citizens) nearest Indian High Commission or Consulate or Embassy in country of residence

Non-residents (other national) in writing with relevant information concerning to the stay period (address/time spent) along with personal particulars and reason for the issuance of PCC to Foreigners Division, Ministry of Home Affairs, Jaisalmer House, Man Singh Road, New Delhi

At Foreigners Division
Ministry of Home Affairs
Jaisalmer House
Man Singh Road
New Delhi – 110 001

Phone 91-011-23385748 / 23385741

Form depends on the office conducting the check/producing the certificate

INDONESIA

Relevant document – ‘Good Conduct Certificate’
Surat Keterangan Catatan Kepolisian (SKCK)
Citizen residents (and citizen non-residents if they maintain their Kartu Tanda Penduduk; citizen non-residents without KTP follow procedures for non-citizens)

Apply local district and sub-district police office OR Police Headquarters (Mabes Polri)
Non-citizens Badan Intelijen Keamanan Mabes Polri

At Jln Trunojoyo No 3
Kebayoran Baru
Jakarta Selatan
12110

Phone 021 7218117 or 7218037

Provide **Citizen residents** (and citizen non-residents if they maintain their Kartu Tanda Penduduk) resident identification card (KTP).
Non-citizens resident in Indonesia 4 months or longer – letter of application; photocopy of passport (including biodata page and page(s) containing the Indonesian visa and arrival/departure stamps); photocopy of Indonesian residence permit – Kartu Izin Tinggal Terbatas (KITAS); photocopy of Indonesian police registration certificate – Surat Keterangan Lapor Diri (SKLD); reference letter from company where person worked (optional); 2 colour photos (4 cm X 6 cm) with a RED background

Fee Form payable
obtained from the police office
Tourists Not normally registered with police and cannot obtain clearance
Refugees Apply through UNHCR Jakarta

IRAN

Relevant document – ‘Penal Certificate’

Apply **Residents** in person to nearest office of Penal Record and Amnesty Department
Justice Administration Department
Judicial Power
Non-residents to Iranian Embassy in country of residence (Embassy will forward request to Iranian MFA for PR&AD), or to Interpol in country of residence (that agency will forward request to Interpol Tehran)

Provide 2 photographs and ID card issued by the General Department of Civil Status and Census Registration. Personal details and fingerprints for Interpol

Fee payable

IRELAND

Relevant document – Police Certificate of Character

Apply **Residents** in person
At local Garda Station at place of residence. Garda Headquarters can provide contact details for local Garda Stations
phone (01) 666 2842 www.garda.ie
Apply **Non-residents** by mail
At Write to Superintendent in charge of district covering the area of your principal place of former residence in Ireland
Provide letter of introduction from the department

ISRAEL

Relevant document – ‘Certificate Attesting Existence/Non-Existence of a Criminal Record’ (Teudat Hameidah Al Rishoum/Header Rishoum Pliil)

Apply **Residents** any police station
Non-residents nearest Israeli diplomatic/consular mission, in person

Provide 3 recent passport size photographs and passport, and
Citizens provide identity card or passport

Form an application form must be completed by the applicant at the police station/Israeli diplomatic/consular mission

Note Police Certificates will be provided directly to the Australian Embassy in Tel Aviv or the Israeli Embassy in Canberra for on-forwarding to the relevant departmental processing office in Australia. Police certificates received at the Australian Embassy in Tel Aviv will be forwarded to the relevant processing office in Australia on request from the processing office in Australia through the internal departmental referrals system. Police certificates will not be provided directly to applicants

PALESTINIANS RESIDENT IN SELF GOVERNMENT RULE AREAS

Relevant document – ‘Police certificate’

Apply Director of Police
Gaza (for Gaza Strip)
Jericho (for West Bank)

At Central Police Stations in major cities

Provide **Residents** ID or passport and 2 passport size photos
Non-residents (via relatives/friends) 2 photos, copy of travel documents, list of work/home addresses and Power of Attorney
Non-resident non-citizens (via friends/contacts or the Australian Embassy Tel Aviv) 2 passport size photos, copy of travel documents, list of work/home addresses and Power of Attorney

Fee Form payable
letter of application

ITALY

Relevant document – (1) ‘General Penal Certificate’ (Certificato Generale del Casellario Giudiziale)
(2) ‘Solicitor General’s Certificate of Pending Charges’ (Certificato dei Carichi Pendenti della Procura)

Apply (1) provincial criminal records office (Casellario giudiziale)
(2) Solicitor General’s office (Procura). Both certificates can be obtained in person, or through an authorised friend or relative in Italy, or through the nearest Italian diplomatic/consular authority

At place of residence
Provide identity documents
Fee payable

IVORY COAST

Apply Casier Central Ministry of Justice
At BP V 107 Abidjan
Phone (225) 20 32 08 88
Fee payable

JAMAICA

Apply Jamaica Constabulary Force
At Criminal Investigations Branch
Criminal Records Office
East Queen Street
PO Box 462
Kingston, Jamaica W.I.

Phone (876) 922 3221 or (876) 922 2944
Provide fingerprints (authenticated by police or immigration authority in country of residence); 2 passport size photos (one must be notarised); date and place of birth; address of residence in Jamaica; maiden name, if applicable; name and address of Embassy, Consulate or Immigration authority processing visa application

Fee payable

JAPAN

Relevant document – ‘No Criminal Record Certificate’ (NCRC), ‘Police Clearance’ (Keisatsu Shomeisho, Hanzai Keirei Shomeisho or Muchanzai Shomeisho)

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

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

Other cities
At each prefectural Police Office
Non-residents in person at Japanese Embassy or Consulate

Provide family register, residential certificate, official seal, passport or alien registration card, a letter/evidence from the Australian processing office, fingerprints (taken where you apply for NCRC)
Applicants residing in Australia who want a Japan police clearance need to lodge their application then obtain a letter of authority from the department for the clearance. The letter can then be used to obtain the police clearance payable at some prefectures in Japan obtained when applying
www.keishicho.metro.tokyo.jp
For English version
www.keishicho.metro.tokyo.jp/foreign/apply/tokoue.htm
For Japanese version
www.keishicho.metro.tokyo.jp/tetuzuki/tokou/tokou.htm

JORDAN

Relevant document – Penal Clearance/Certificate of Non-Conviction

Apply in person (applicant, male relative or friend, or legal representative) to relevant office of the Jordanian Ministry of Justice

Provide full name, date of birth, place of birth, parents' names, details of legal residence in Jordan and evidence (if applicable) that the male relative/friend/legal representative is authorised to act on the applicant's behalf
Citizens identity document or passport
Non-citizens resident permit

Fee payable

Form obtained on application

KAZAKHSTAN

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

At any regional city

Non-residents as above by mail or to (nearest) Consulate of Kazakhstan
Provide passport, an official request from the Australian Embassy with reason for the demand, and evidence that the applicant lived in Kazakhstan, full explanation of reasons for living in Kazakhstan. Address of registration, names of organisations where the applicant worked or studied and the applicant's maiden name (if changed)

Fee payable

KENYA

Relevant document – Kenya Certificate of Good Conduct

Apply Director of Criminal Investigations Department

At PO Box 30036
Nairobi
Kenya

Provide full set of fingerprints taken at any police station

Fee payable

KIRIBATI

Relevant document – Police Clearance Certificate (CR Form 16)

Apply using form 80

At the department office/post processing your application

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

KOREA, REPUBLIC OF (SOUTH KOREA)

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

At 1 Chongro 1KA

Chongro-Ku

K.P.O. Box 562

Seoul 110-714

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

At No 209, Migeum-Dong

Sodaemun-Ku

Seoul 120-704

Republic of Korea

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

Non-residents must first attend a Korean Government office (Korean consulate or Embassy) in order to have their application form stamped – if this is not possible, applicant should apply through Australian Embassy and include their visa application number and name of the office of the department where application was lodged

Forms Application for Criminal Background Check – in duplicate – **non-residents** Request for a Korean National 'Police certificate' – in duplicate for **residents**.

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

KOSOVO

Relevant document – Penal Certificate

Apply **Residents**

Applicant's local Municipality Court

Provide UNMIK Registration paper

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

Fee payable

KUWAIT

Relevant document – 'Criminal Status Certificate'

Apply **Residents** in person to

Ministry of Interior,

any Kuwait Embassy

Two options are available:

(1) applications may be accepted by some Kuwaiti missions (but responses by the Kuwaiti MFA are unreliable), or

(2) 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.

Provide Documentation required must be confirmed with local authorities.

KYRGYZSTAN

Relevant document – 'Police certificate'

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

Information Centre

Ministry of Interior

At Frunze Street 469

Bishkek 720011

Phone 265013, 265343

Non-residents as above or to nearest Kyrgyzstan Consulate (Consulate nearest Australia is Kuala Lumpur Malaysia)

Phone (00603) 21632012

Fax (00603) 21632024

Provide passport or copy, application

Fee payable

LAOS

Relevant document – Penal Certificate

Apply in person

At **Residents** located in Vientiane to the Vientiane Municipality Peoples' Court.

Those residents not located in Vientiane can apply to the local/village authorities

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

LATVIA

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

Apply in person to Ministry of Interior Information Centre
Bruninieku Street 72b
LV 1009

Riga

Phone 3717 208 218

Forms available on Australian Embassy Warsaw website www.australia.pl

LEBANON

Relevant document – 'Non-Conviction Certificates'

Apply **Residents** in person

At Furn El Chebbak Police Station in Beirut

Non-residents to nearest Lebanese

Embassy

Provide ID and passport (and individual census documents for **non-residents**)

LESOTHO

Apply Commissioner of Police (Attention: Criminal Records Bureau) Police Headquarters

At Maseru

Provide personal details of residence and employment in Lesotho, and photographs. Fingerprints may subsequently be requested

Fee payable

LIBERIA

Apply Ministry of Justice
At Monrovia

LIBYA

Relevant document – Residents –
'Anthropometrical Record'
Apply in person to Police Station
At **Citizens** area of residence
Non-citizens Police headquarters, Tripoli
Provide completed application form and birth certificate or passport

LIECHTENSTEIN

Relevant document – Extract from the Police Register (Gesuch um Auszug aus dem Strafgericht)
Apply by mail to
Fuerstlich Liechtensteinisches Landgericht
At 9490 Vaduz FL
Fee payable

LITHUANIA

Relevant document – Resident citizens – Data record
Apply the Ministry of Internal Affairs
Information Service (Informatikos tarnyba)
At Sverentagio g. 2
LT 01510 Vilnius
Phone (+370) 5 271 7177

LUXEMBOURG

Relevant document – 'Penal Certificate' (Bulletin No. 3 [Extrait du Casier Judiciaire])
Apply in person or by mail to
Palais de Justice
At 18 Cote d'Eich
L-1450 Luxembourg
Provide a letter requesting the document giving reason for request, photocopy of passport or identity card

MACEDONIA, FORMER YUGOSLAV REPUBLIC OF

Relevant document – 'Certificate' (Uverenie)
Apply **Residents** in person to the Ministry of Internal Affairs, (Police Station),
place of residence
Non-residents – Macedonian Consulate, or family/friends may apply on the applicant's behalf
Provide ID card
Fee payable
Form obtained on application

MALAWI

Apply Office of the Inspector General
Malawi Police
At Private Bag 305
Capital City
Lilongwe 3
Provide 2 photographs and a complete set of fingerprints certified by police. Details of previous and/or current addresses in Malawi, including dates of residence at these addresses

MALAYSIA

Relevant document – Certificate of Good Conduct
Apply **Residents** Consular Division,
Ministry of Foreign Affairs,
Malaysia
At Wisma Putra
No 1, Jalan Wisma Putra
Precinct 2
62602 Putrajaya
Malaysia
Phone (603) 88874000
Non-residents should apply at the Malaysian Embassy or High Commission in their country of residence
Provide 2 copies of Certificate of Good Conduct form; 2 passport size photos; 2 photocopies of Identification Card; 2 photocopies of passport (non-citizens must photocopy all pages); a stamped, self-addressed envelope; an introduction letter from employer (non-citizens only)
Applicants residing in Australia who want a Malaysian police clearance need to lodge their application then obtain a letter of authority from the department for the clearance. The letter can then be used to obtain the police clearance
Fee payable
Form Certificate of Good Conduct form from above address, website www.kln.gov.my/english/services/consular/consular7.html, or Malaysian diplomatic missions

MALDIVES

Relevant document – Police clearance certificate
Apply Ministry of Defence and National Security
Male
Republic of the Maldives
Phone 960 322607 or 960 325525
Provide written request including copy of bio page of passport and page containing Maldivian visa, evidence of employment in the Maldives, period of stay and residential address
Form nil
Fee nil

MALI

Apply Ministry of Justice
At Bamako

MALTA

Relevant document – 'Certificate of Good Conduct'
Apply in person
At General Police Headquarters, Floriana
Provide *If the certificate is required for Malta or any European country, provide ID card ONLY*
If the certificate is required for a country other than Malta or a European country, provide a valid passport
If applying from outside Malta provide a copy of valid passport particulars including a photo, and a fee of One Maltese Livia (MLT 1) either by money order or by cheque made payable to Commissioner of Police
Note: A certificate may be collected by a close relative on behalf of an applicant who lives outside Malta. The applicant should give a letter of authorisation addressed to 'Segreteria' General Police Headquarters, Floriana to the relative. The relative will also need to present their ID Card.
Fee payable if applying from outside Malta

MARSHALL ISLANDS

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

MARTINIQUE

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

MAURITIUS

Relevant document – Residents – Certificate from the Director of Public Prosecutions, previously called 'Certificate of Morality' (Certificat de Moralit'e)
Apply in person or by mail (or a close family member can apply on the applicant's behalf) to Director of Public Prosecutions,
At Jules Koenig Street
Port Louis
Provide birth certificate, ID Card, marriage certificate and fingerprints if non-resident
Fee payable

MAYOTTE

Non-French citizens and French citizens born outside Mayotte

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

Apply by mail to
Casier Judiciaire National

At 107 rue du Landreau
44079 Nantes Cedex 01
France

Provide identification

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

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

At B.P. 106
97600 Mayotte

Provide identification

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

MEXICO

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

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

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

Mexican citizens outside Mexico to the nearest Mexican Embassy/Consulate

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

Fee payable

MICRONESIA, FEDERATED STATES OF

Relevant document – 'Police Clearance'

Apply in person or by mail to
Chief of Police

At Pohnpei State
Kolonía

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

Fee payable

Form obtained from checking officer at Police station

MOLDOVA

Relevant document – 'Police certificate'

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

Ministry of Interior
At Shtefan Chel Mare Ave 75
Chisinau 2012

Phone (103732) 255517, 255852,

Fax (103732) 226639

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

Form standard application form

Fee payable

MONACO

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

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

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

Phone (+377) 93 15 8400

Provide written request giving personal details including father's name, mother's maiden and given names, plus

Residents photocopy of ID card

Resident non-citizens photocopy of both sides of residence card

Non-residents written request should indicate dates of residence

Fee payable

MONTSERRAT

Relevant document – 'Police certificate'

Apply Office of the Commissioner
Police Headquarters

At PO Box 177
Plymouth

Phone 809 491-2555

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

Fee payable

MOROCCO

Relevant document – Police Clearance (Fiches Anthropométriques)

Citizens (resident and non-resident)

Apply Monsieur le Président du Tribunal de Premier Instant

At place of birth

Resident non-citizens

Apply to Service Centrale

At Casier Judiciale
Rabat

Non-resident non-citizens

Apply to nearest Moroccan Embassy/Consulate

Non-resident non-citizen in Australia

Apply to Moroccan Consulate

(in person or by phone)

At Unit 2/11 West Street

North Sydney

Phone (02) 9922 4999

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

MYANMAR

Apply in person to the local police office

Provide proof of identity

Fee payable

NAMIBIA

Relevant document – 'Police Clearance'

Apply by mail to Namibian Police
Criminal Records Centre

At Private Bag 12024

Ausspanplatz

Windhoek 9000

Phone 061-220296/7/8

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

Fee payable

NAURU

Relevant document – 'National Police certificate'

Apply to Director of Police

At Nauru Police Force

Government Offices

Yaren District, Republic of Nauru

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

Fee A\$60 is payable in cash to the Revenue office at Government offices

NEPAL

- Apply** **Citizen** in person or in writing to Verification Section
Crime Investigation Department
Police Headquarters
Naxal Kathmandu
Resident non-citizen can request their embassy to write to
Interpol Section
Police Headquarters
Naxal
- Phone** +977-1-4412602 or 4420538 on their behalf
Non-residents by next of kin to the Verification Section, with a copy of passport and page with departure stamp from Nepal or apply to nearest Nepalese overseas mission – mission forwards correspondence to Police Headquarters, Kathmandu
- Forms** from Police Headquarters Department, Naxal
Provide copy of citizenship certificate, passport and 3 passport size photos

NETHERLANDS ANTILLES

- Apply** Lieutenant-Governor of the Island of Curacao
- At** Netherlands Antilles
- Provide** full name, date and place of birth, nationality, profession, name of last employer in Netherlands Antilles, dates of arrival and departure from Netherlands Antilles
- Fee** payable

NETHERLANDS, THE

- Relevant document** – ‘Police Good Conduct Certificate’
- Apply** to the Town Hall, in person or by mail:
Residents to the Netherlands municipality where registered
Non-residents to the Netherlands municipality where last registered
(Note: Applicants absent from The Netherlands for over 5 years need to apply at The Hague Town Hall or to the Ministry of Justice via e-mail (www.justitie.nl) and include their return address and personal data)
- Provide** photocopy of passport; letter from Australian Embassy or Mission that is requesting the police certificate
- Fee** payable

NEW CALEDONIA

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

NEW ZEALAND

- Apply** using ‘Consent to Disclosure of Information’ and form 80
- At** the departmental office/post processing your application
- Provide** completed ‘Consent to Disclosure of Information’ form and form 80 to the Australian Consulate General Office in Auckland to initiate penal clearance. Form 80 must include details of the originating office and case officer
- Forms** form 80 available from the department or website www.immi.gov.au and ‘Consent to Disclosure of Information’ form available from the department office/post processing your application

NICARAGUA

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

NIGERIA

- Relevant document** – **Residents** – ‘Police Character Certificate’
- Apply** Nigeria Police Force Headquarters, Abuja
- Provide** application and fingerprint form (including full set of fingerprints) obtainable from local police station; 4 passport photos
- Fee** payable

NORWAY

- Relevant document** – ‘Transcript from Police Records’ (Politiattest)
- Apply** in person or by mail to your local police station
- Provide** a copy of your birth certificate, personal ID number, date of birth, driver’s licence, bank card, passport or other ID papers

OMAN

- Relevant document** – **Residents** – ‘Clearance Certificate’
- Apply** Royal Oman Police
- At** place of residence
- No established procedures exist for former residents of Oman to obtain a penal certificate

PAKISTAN

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

PANAMA

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

PAPUA NEW GUINEA

- Relevant document** – ‘Character check’
- Apply** by mail to
National Criminal Records Office,
Royal Papua New Guinea Constabulary
PO Box 85 Konedobu NCD
- At**
- Provide** ‘Character check form’ available from the local police
- Fee** payable
- Form** available from Australian High Commission Port Moresby

PARAGUAY

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

PERU

Relevant document – ‘Certificado de Antecedentes’ Policiales

Apply Policía de Investigaciones del Peru, Sub Dirección de Identificación Policial

At refer to website

Provide www.peru.gob.pe/epsc/policial/ application form
pre-paid fee at Banco La Nacion (check website above)
passport size photo with blank background

Citizens – Original and a photocopy of Documento Nacional de Identidad (DNI) or Libreta Electoral (Electoral Booklet)

Residents – Carnet de Extranjeria and ID

Non-residents – need to provide fingerprints obtained through the Police in country of residence and approach the Peruvian Consulate

PHILIPPINES, THE

Relevant document – ‘Police Clearance Certificate’

Apply National Bureau of Investigations (NBI)
Residents in person
Non-residents by mail or through Philippine Consulate

At Department of Justice
Taft Avenue
Manila

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

Fee payable

Form available from NBI, and Philippine consulates

POLAND

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

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

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

Fee payable

Form application forms can be obtained directly from the CRS, Polish Ministry of Justice website www.ms.gov.pl or from the Australian Embassy Warsaw along with a covering letter

PORTUGAL

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

Apply **Residents** in person to General Department for Justice Administration (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
Non-residents 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
Email: lojadocidadao@lojadocidadao.pt
www.lojadocidadao.pt

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

Fee payable

QATAR

Relevant document – 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

Fee payable

REUNION

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

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

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

ROMANIA

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

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

At General Inspector of Police Convictions Register,
at place of birth or residence

Fee payable

Form obtainable on application

RUSSIAN FEDERATION

Relevant document – ‘Police certificate’

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

Phone (095) 3323058, 3323029,
or regional Information Centres,
Ministry of Interior located in any regional centre, or local police departments.

Non-residents to nearest Russian consulate in country of residence,
(in Australia, Sydney phone 02 93261188,
02 93261866, Canberra 02 62959474)

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

Fee payable

RWANDA

Relevant document – Police Certificate

Apply **Residents** Police Department in local district OR
Department of Police
Ministry of Local Government
PO Box 3445
Kigali, Rwanda

Non-residents Ministry of Justice letter signed by nearest Rwandese Embassy representative enclosing a power of attorney for a Rwanda citizen to collect

Non-resident/non-citizen apply by letter from Ministry of Justice signed in the Rwandese Embassy in residence country

Phone 250 85406

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

Fee payable

SAMOA (US)

Apply by mail or fax to
American Samoan Police Department
Phone 686 633 1111
Fax 684 633 7296
Provide copy of passport (first page important) and
clear statement of reason for clearance
Fee payable

SAMOA

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
www.immi.gov.au

SAN MARINO

Apply as for ITALY

SAUDI ARABIA

Relevant document – No Previous Conviction
Certificate
Apply **Residents/Non-residents**
At Missions in Dubai and Canberra
Provide copy of current passport; copy of all
previous Iqama's or residence permits in
Saudi Arabia; general letter from the
department requesting client approach the
Saudi authorities to obtain a penal clearance
(you may be asked for a specific letter from
the processing office); 2 passport size
photos; set of finger prints taken by the local
police

SENEGAL

Apply Ministry of Justice
At Dakar
Fee payable

SERBIA AND MONTENEGRO

Relevant document – Certificate (Uverenje)
Apply **Residents**
Ministry of Internal Affairs (police station)
Non-residents
Serbia and Montenegro Embassy, in person
At place of residence
Form obtained at time of application
Fee payable

SEYCHELLES

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

SIERRA LEONE

Apply **Residents** to Ministry of Justice
At Freetown

SINGAPORE

Relevant document – 'Good Conduct Certificate' or
'Certificate of No Criminal Conviction'
Apply Singapore Police Force
At Criminal Investigation Department
www.spf.gov.sg/service/cer1.html
Provide 2 recent passport photos, current and past
international passports/travel documents
showing immigration endorsements for
computation of period stayed in Singapore;
signed letter from the departmental
processing post office specifying reason for
request
Citizens Identity card, valid exit permit/
exemption certificate issued by CMPB,
MINDEF for male Singaporeans liable for
National Service
Non-citizens Singapore employment pass,
work permit or evidence of authority to
reside in Singapore

Applicants residing in Australia who
want a Singaporean police clearance need
to lodge their application then obtain a letter
of authority from the department for the
clearance. The letter can then be used to
obtain the police clearance
Fee payable
Forms available from website

SLOVAK REPUBLIC

Relevant document – 'Police certificate' (Ziadost o
Vypis z Registra Trestov)
Apply **Residents** Register Trestov GP SR
Non-residents nearest Slovak or Czech
Embassy/Consulate, in person or by mail
At Register Trestov GP SR – podatelna
Nitrianska ul
814 23 Bratislava
Provide **Citizens** Slovak ID and birth certificate
Non-citizens passport and birth certificate
accompanied by a certified Slovak
translation
Form available directly at Register Trestov GP SR,
or at local Prosecutor's office in town of
residence
Fee payable

SLOVENIA

Relevant document – 'Certificate of No Convictions'
(Potrdilo o Nekaznovanju)
Apply in person, by mail or telephone to the
Ministry of Justice
At Zupanicева 3
Ljubljana 1000
Phone (386)(61) 178 5211
Provide Document/certificate of identity and reason
for request
Fee payable
Form application for police certificate available at
local registrar's office at police stations

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

SOMALIA

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

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

Apply **Residents** apply for a 'certificado de
antecedentes penales' from the Ministerio
de Justicia in Spain)
Non-residents apply using form 80
At the departmental office/post processing
your application
Form form 80 available from the department or
website www.immi.gov.au
Fee nil

SRI LANKA

- Relevant document** – Police Clearance Certificate
- Apply** in person or by mail
- At** Police Headquarters, Colombo – 01, Sri Lanka
- Form** available from Sri Lanka Police website 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

ST CHRISTOPHER AND NEVIS

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

ST LUCIA

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

ST VINCENT & THE GRENADINES

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

SURINAM

- 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’ (‘Registerutdrag’)
- Apply** by mail or fax to Rikspolisstyrelsen Kirunaenheten/Utlandsaerenden
- At** S - 981 81 Kiruna SWEDEN
- Provide** application form RPS447.3, certified copy of passport or birth certificate showing full name, date and place of birth and personal identification number
- Fee** payable
- Form** available from website www.polisen.se or at the nearest police office or an Embassy of Sweden

SWITZERLAND

- Relevant document** – ‘Extract From Central Police Records’ (Gesuch um Auszug aus dem Zentralstrafregister/Demande d’extrait du Casier Judiciaire Central/ Domanda d’estratto del Casellario Giudiziale Centrale)
- Apply** by mail to Schweizerisches Zentralpolizeiburo/ Bureau central Suisse de police
- At** 3003 Berne
- Provide** confirmation of identity (eg. passport, driving licence)
- Fee** payable
- Form** obtained on application

SYRIA

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

TAJIKISTAN

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

TANZANIA

- Apply** Central Identification Bureau Ministry of Home Affairs
- At** PO Box 9492 Dar Es Salaam Tanzania
- Phone** 255 22 2110834 Ext 137
- Provide** full personal details, a set of fingerprints certified by local authorities, copy of passport
- Fee** payable

THAILAND

- Apply** Commander Special Branch
- At** Royal Thai Police Headquarters Rama I Road Bangkok 10330
- Provide** **Residents** – 3 passport photographs, a valid passport, a letter of introduction obtainable from the Australian Embassy Bangkok, identity card, household registration, evidence of any name change and any military service.
- Non-residents** – letter of request outlining periods of Thai residence, 2 full sets of fingerprints from local police in country of residence, 2 passport size photos and one copy of passport or travel document. For mailed results, send 50 Baht Thai stamp self-addressed envelope or equivalent value coupons from any post office. Non-residents may have representative submit request

TOGO

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

TONGA

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

TRINIDAD & TOBAGO

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

TUNISIA

Relevant document – extract from Judicial Certificate (Certificat du Casier Judiciaire)

Apply **Residents**
to Ministry of Justice Tribunal in area of residence

Provide National Identification Card
Non-residents
to nearest Tunisian Embassy to complete card number 3

TURKEY

Relevant document – **Resident citizens** – ‘Criminal Record’ (Sabika Kaydi)

Apply in person to the Public Prosecutor’s Office in each city

At **Residents of Ankara**
Ankara Cumhuriyet Bas Saviciligi
Zemin Kat,
Sihhiye – Ankara

Provide identity card (name, surname, mother’s name, father’s name, date and place of birth and registration details)

Fee payable

Relevant document – **Resident non-citizens** – ‘Criminal Record’

At Ankara Cumhuriyet Bas Saviciligi
Zemin Kat,
Sihhiye – Ankara

Provide identity card (name, surname, mother’s Name, father’s name, date and place of birth and registration details).

Fee payable

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

Apply In person to the General Directory of Criminal Records and Statistics

At Adli Sicil ve Istatistik Genel Mudurlugu
Tuna Caddesi, No 10
Ankara

Provide identity card (name, surname, mother’s name, father’s name, date and place of birth and registration details).

Fee payable

Relevant document – **Non-residents** – ‘Criminal Record’ (Sabika Kaydi)

Apply Turkish Overseas Mission

Provide identity card (name, surname, mother’s name, father’s name, date and place of birth and registration details).

Fee payable

TURKMENISTAN

Relevant document – ‘Police certificate’

Apply **Residents** Ministry of Interior or local police departments.

At **Non-residents** 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 6118054, 6118409, fax 6118332)

Provide official request from the department, passport or copy, name, patronymic surname, maiden name, date and place of birth, place of registration

TURKS & CAICOS ISLAND

Apply Commissioner of Police

At Police Headquarters
Grand Turk

Provide full set of fingerprints, one photograph, letter with personal details (name, date and place of birth)

Fee payable

TUVALU

Relevant document – Police Clearance Report

Apply in person or by mail to Office of the Commissioner of Police,
Funafuti

At Funafuti

Provide full name, citizenship, date of birth and address in Tuvalu where applicant lives or lived

Fee payable

UGANDA

Relevant document – Certificate of Good Conduct

Apply National Central Bureau of Interpol Kampala Directorate of Criminal Investigations
Uganda Police Force

At PO Box 2973
Kampala, Uganda

Provide if by mail, include 2 passport size photos, copy of applicant details from passport, fingerprints from police in country of residence, and required fee

Fee payable

Note applicants can obtain further information from email address: genpol7@utonline.co.ug

UKRAINE

Apply **Residents** to local police departments or Administration of Operational Information, Ministry of Interior

At 34T Shevchenko Avenue
Kiev 01030,
or Administration Departments in any regional centre

Non-residents to nearest Ukrainian Consulate in country of residence, in Australia, General Consulate Sydney, phone 02 9388 9177, fax 02 93889577

UNITED ARAB EMIRATES

Relevant document – ‘Criminal Antecedents Certificate’

At Any UAE Embassy

Provide 2 passport size photos; form to be completed by applicant in person; copy of passport including residence permit page; copy of valid current passport; certified fingerprints form

Fee payable

UNITED KINGDOM

Residents of the UK will require a separate check for each jurisdiction in which they have lived. If applying for multiple jurisdictions, they must indicate this on the application form to the local police.

For Residence in England, Wales, Scotland, Northern Ireland

Relevant document – ‘Subject Access/Person record’ obtained under s7 of the *Data Protection Act 1998*

For Residence in Channel Islands

Relevant document – Letter issued by Guernsey or Jersey Police confirming results of local police records checks

For Residence in Gibraltar, Isle of Man and Falkland Islands

Relevant document – ‘Subject Access/Person record’ obtained under s7 of the *Data Protection Act 1998*

Apply **Residents** in person or by mail to the local police station. You must specify for which part/s of the UK you are seeking a police clearance.

Non-Residents apply by mail as above to the local police station at last place of UK residence.

Forms obtainable on application

Fee payable

Notes website is www.police.uk

UNITED STATES OF AMERICA

Non-residents

Relevant document – Criminal History Record Check

Apply Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS) Division
SCU Mod D-2
1000 Cluster Hollow Road

Provide a set of *both* rolled/inked *and* plain fingerprint impressions placed on a standard paper fingerprint card; satisfactory proof of identity, consisting of full name, date and place of birth; postal address for return of results
Non-residents will need to make arrangements for the return postage of results

Fee payable

Phone 1304 625 5590 – general enquiries

Form if a blank fingerprint card cannot be obtained from the local police authority, further information and blank FBI fingerprint forms are available on www.fbi.gov

Residents

Residents of the USA will need to provide both a Criminal History Record Check (as per the procedures above) and also obtain a Clearance Letter for all places of residence in the USA during the last 12 months

Relevant document – Clearance Letter/s

Apply in person or by mail to Local or State Police Department, depending on the procedure used in that state

URUGUAY

Relevant document – ‘Certificado de Antecedentes’

Apply **Residents** Direccion Nacional de Policia Tecnica
San Martin 2676, Montevideo

Provide ID-cedula

Fee payable

Apply **Non-residents** using form 80

At the departmental office/Post processing your application

Provide ID Number must be included on form 80

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

UZBEKISTAN

Relevant document – ‘Police certificate’ (data of existence or absence of conviction)

Apply **Residents** in person or by mail to:
Central Department of Ministry of Interior

At Radjabi Street 1
Tashkent 700000

Phone (99871) 1333882

Non-residents by proxy to above, or to nearest Uzbekistan mission (nearest mission to Australia is Bangkok, phone (810662) 7128883, 3916848, fax (810662) 3913323)

Provide written request from the department, passport or copy, copy of Uzbekistan residence registration stamp from internal passport or copy of ‘address leave certificate’ or exact dates of entry and departure from Uzbekistan

Forms 2 application forms (available from the Uzbekistan Embassy website – www.uzembassy.ru) must be completed

Fee payable

VANUATU

Apply Commissioner of Police

At PO Box 226
Port Vila

Provide full personal details (full names, including any changes of name, date and place of birth)

Non-residents should include in the letter the full address of the office where the application to enter or stay in Australia was lodged, as police will send details direct to the processing office

Fee payable

VATICAN CITY

Apply as for ITALY

VENEZUELA

Relevant document – Antecedentes Penales

Apply **Residents** request antecedentes penales certificate in the name of the Australian Consulate, to Viceministro de Seguridad Juridica del Ministerio del Interior y Justicia indicating reason for request and providing photocopy of identity card
Non-residents must appoint a Notary Public in Venezuela to act on their behalf or they can obtain a copy of the antecedentes penales through the nearest Venezuelan Consulate

At the nearest Viceministro de Seguridad Juridica del Ministerio del Interior y Justicia

Fee payable

VIETNAM

Relevant document – Phieu Ly Lich Tu Phap

Residents or appointed representative

of **non-residents**

Apply in person to Service of Justice

Provide applicants outside of Vietnam need to provide an application form, certified copy of passport, and power of attorney from the applicant delegating power to a close relative/friend/colleague.

Power of Attorney must be certified by the Embassy/Consulate of Vietnam. If in English, power of attorney must be translated into Vietnamese and verification stamp provided by Vietnamese Consular Officials. Power of Attorney must include full name, date of birth and Vietnamese Identity Card number.

Non-resident non-citizens are also required to provide a certified copy of the passport used while in Vietnam, current passport if different, and evidence of temporary residence whilst in Vietnam.

A copy of the applicant’s household registration book and a copy of their Vietnamese ID card is also required

Fee payable

Form Don Xin Phieu Ly Lich Tu Phap

VIRGIN ISLANDS (BRITISH)

Relevant document – ‘Police certificate’

Apply in person or by mail to
Police Headquarters

At Road Town
Tortola

Phone 809-494 3822

Provide **Residents** apply in person with passport

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

Fee payable

WALLIS & FUTUNA ISLANDS

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

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

Apply by mail to
Casier Judiciaire National
or through the internet at the website www.justice.gouv.fr/cjn/

At 107 rue du Landreau
44079 Nantes Cedex 01
France

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

French citizens born on Wallis and Futuna islands

Apply in person or by mail to

Greffier en chef de la cour

At B.P. 12

Mata Utu
98600 Uve

Provide identification

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

YEMEN

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

ZAMBIA

Relevant document – ‘Police Clearance Certificate’

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

At Lusaka

Provide identification

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

Fee payable

ZIMBABWE

Apply **Residents** Criminal Records Office

At CID Headquarters
PO Box CY 683
Causeway Harare
Zimbabwe

Non-residents

At nearest Zimbabwean Embassy or Consulate, or to PO Box 8125

Causeway Harare

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

Fee payable