CPNI
Centre for the Protection of National Infrastructure

SECURITY WATCHDOG
Part of Capita plc

How to obtain an Overseas Criminal Record Check

Guidance for Employers and Employees

April 2014

Published by Security Watchdog, (part of Capita plc) on behalf of the Centre for the Protection of National Infrastructure (CPNI).

Executive Summary

Research Methodology

This report sets out guidance on how to obtain criminal records disclosure on individuals in 63 countries. It includes countries from both within the European Economic Area (EEA) and countries outside of the EEA selected due to the frequency by which nationals of those countries seek employment in the UK. The guidance is aimed to assist employers and employees, (including prospective employees as part of a recruitment process), to obtain criminal record checks from overseas locations.

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

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

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

Methods of Application

The application process for obtaining criminal record checks varies significantly between countries. All countries permitted the individual to obtain a copy of their own criminal record or confirmation of no penal record depending on the reporting requirement. However only a third of countries had an online process (including those that download application forms to then send in the post) and these were typically countries that had more sophisticated and centralised systems and databases for the management of criminal records.

Over half of countries compensated for not having an online presence by enabling checks to be initiated through their UK embassies and consulates. Typically those countries that insisted on individuals only applying directly and in person would largely be managing a more provincial system of criminal record management where individual records were kept at a local administrative office or police station.

Turnaround times were inconsistent across the range of countries however those countries offering online processes typically posted faster turnaround times that those operating a provincial and local process. Turnaround times would vary from instant to 3-6 months in some cases. The average turnaround time cited for countries was between 10-15 working days.

The reliability of data is often determined by the sophistication of record keeping and the systems that support the maintenance of criminal records in-country. Nationally held records are generally considered more reliable than locally held records, although they are reliant on being kept up to date. Provincial local records may vary within a country depending on the urban or rural nature of the local administration office or police office.

Disclaimer

We have been instructed by the Centre for the Protection of National Infrastructure (CPNI) to undertake confirmatory research into how to obtain overseas criminal record checks worldwide.

The information contained in this report reflects previous studies commissioned by CPNI which have been updated and was compiled during November 2013 – February 2014. This information should be considered current as at the date the research was undertaken.

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

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

Overseas criminal record checks jurisdiction by country

Quick links to country-specific information within this guide.

Albania
Argentina
Australia
Austria
Bangladesh
Belarus
Belgium
Bosnia- Herzegovina
Brazil
Bulgaria
Canada
China (Peoples Republic of)
Croatia
Cyprus
Czech Republic
Denmark
Estonia
Finland
France
Germany
Ghana
Greece
Hungary
Iceland
India
Indonesia
Ireland (Republic of)
Italy
Japan
Latvia
Liechtenstein
Lithuania
Luxembourg
Macedonia
Malaysia
Malta
Mexico
Moldova (Republic of)
Montenegro
Netherlands
New Zealand
Nigeria
Norway
Pakistan
Philippines
Poland
Portugal
Romania
Russia
Serbia
Singapore
Slovakia
Slovenia
South Africa (Republic of)
South Korea
Spain
Sri Lanka
Sweden
Switzerland
Thailand
Turkey
Ukraine
United States of America

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Albania

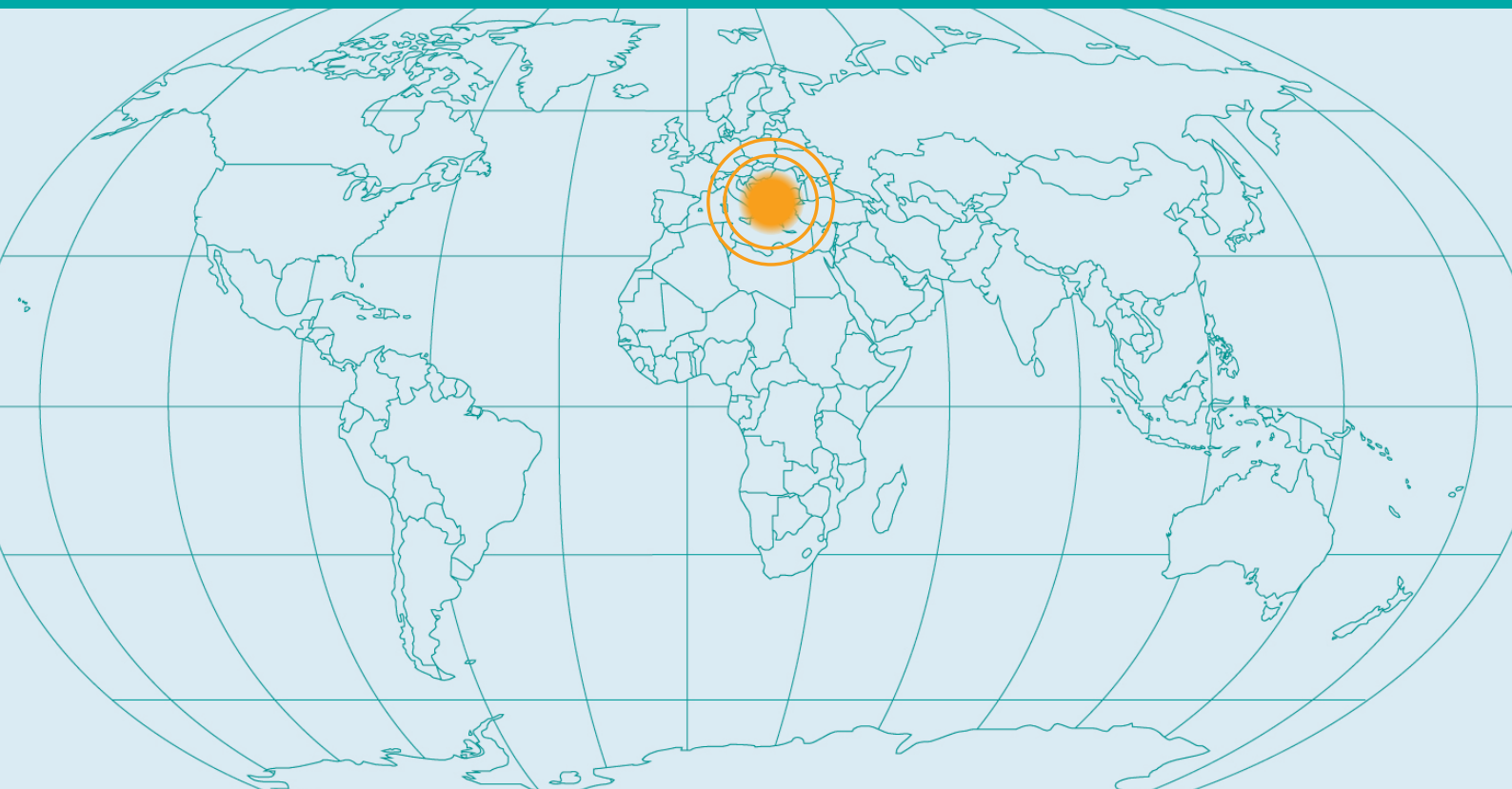
How to obtain a criminal record check - detailed guidance

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

Cost 500 ALL

Certificate issued in Albanian

Turnaround 1 week



Albania

1 Name of certificate

2 Department responsible for criminal records

3 Where to apply in country

4 How to apply in country

5 Where to apply in the UK

6 How to apply in the UK

7 Who can apply

8 Cost, payment and turnaround

9 How results are presented and security features

10 Languages

11 Criminal convictions listed on certificate

12 Confirming authenticity

13 Official bodies providing advice on interpretation of criminal records

14 Legislation

15 Pending changes

16 Sources of information

17 Sample documents

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1	**Name of certificate**	Criminal Certificate *(Deshmi Penaliteti)*
2	**Department responsible for criminal records**	Office of Judicial Status, Ministry of Justice, The Judicial Status Office, Abdi Toptani, Prane Torre, Drini, Tirana, Albania. Tel: +355 (0) 4 225 9384/8 Fax: +355 (0) 4 223 4560 Email: **mail@justice.gov.al** Web: **www.drejtesia.gov.al/**
3	**Where to apply in country**	At Albanian post offices. A link to branches is available at: **www.postashqiptare.al/**
4	**How to apply in country**	Obtain an application form from post office or online through Centre for Official Publications (Qendra e Publikimeve Zyrtare) at: **www.qpz.gov.al** • The following information must be provided on the form: • The individual's full name; • The name of the individual's father and mother; • The individual's date and place of birth; and • A statement that the applicant does/does not have criminal convictions. • When an application is made by the prospective employer, the name of the employer should be provided in the form. The individual is required to sign a declaration, authorising the prospective employer to make the application. Completed forms must be signed and submitted to any branch of the Albanian Post Office (see Section 3), either in person or by post, together with identification. The Office of Judicial Status does not accept direct applications. The process for confirming an individual's identity for a criminal records check is providing valid ID (passport, national ID card or birth certificate) with the application at the post office.

5	**Where to apply in the UK**	Information can be obtained from: Embassy of the Republic of Albania 33 St George's Drive London SW1V 4DG Tel: +44 (0) 20 7828 8897 Fax: +44 (0) 20 7828 8869 Email: **embassy.london@mfa.gov.al** Web: **www.albanianembassy.co.uk/** Applications must be made at Albanian post offices (see link to branches in Section 3).
6	**How to apply in the UK**	The application process is the same as that from Albania (see Section 4).
7	**Who can apply**	• Individuals; and • Prospective employers can apply (with written consent).
8	**Cost, payment and turnaround**	The cost of a criminal record check is 500 ALL. This must be paid in cash. The turnaround time for processing a criminal records check is approximately one week. There is no fast track service available.
9	**How results are presented and security features**	A Criminal Certificate will only be issued as a hard copy by post. The information provided on the criminal records certificate is: • A serial number; • Reference number; and • The date of issue. • It is authorised with a tax stamp and seal of the issuing authority.
10	**Languages**	Certificates are available only in Albanian. There is no official translation service available.

11	**Criminal convictions listed on certificate**	The categories of criminal conviction listed on a criminal record disclosure in Albania are: • Violence against the person *(Vepra penale kunder personit)*; • Sexual offences *(Krime seksuale)*; • Burglary – theft of goods *(Vjedhje e pasurise)*; • Robbery – theft by use of violence *(Vjedhje me dhune)*; • Theft by use of firearms *(Vjedhje me Arme)*; • Theft and handling stolen goods *(Vjedhje e pasurise)*; • Fraud and Forgery *(Mashtrimi dhe falsifikimi)*; • Criminal Damage – destruction of property *(Shkaterrimi i prones)*; • Manufacture and fabrication of narcotic and psychotropic substances *(Prodhimi dhe fabrikimi i substancave narkotike dhe psikotrope)*; • Production and trade of narcotics *(Prodhimi dhe shitja e narkotikeve)*; • Traffic in narcotics *(Trafikimi i narkotikeve)*; and • Motoring offences – Obstruction of means of transportation's circulation *(Pengimi i qarkullimit te mjeteve te transportit)*. A conviction stays on a criminal record for the following timeframes before becoming spent: • Convictions of 10 to 25 years – 10 years; • Convictions of 5 to 10 years – 7 years; • Convictions of 6 months to 5 years – 5 years; and • Convictions of 6 months or less – 2 years. In the case of individuals under 18 years of age, charges and fines for first time offences will cease to be disclosable after 1 year.
12	**Confirming authenticity**	The Legalisation Section of the Albanian Ministry of Foreign Affairs can legalise a Criminal Certificate with an Apostille. Legalisation can be carried out immediately. There is a fee of 200 ALL. Translated copies of a Criminal Certificate can be notarised at a cost of 200–400 ALL. The Ministry's contact details are: Ministry of Foreign Affairs, 6 Bulevardi "Gjergi Fishta", Tirana, Albania. Tel: +355 (0) 4 236 4090 Fax: +355 (0) 4 236 2084/ +355 (0) 4 236 2085 Email: **info@mfa.gov.al** Web: **http://mfa.gov.al/web/Ministry_of_Foreign_Affairs_of_Albania_1_2.php** It is not possible for employers to contact the Office of Judicial Status directly to confirm the authenticity of a certificate.

13	**Official bodies providing advice on interpretation of criminal records**	None
14	**Legislation**	Law on Personal Data Protection No. 9887 Data Protection Law No. 8517
15	**Pending changes**	None
16	**Sources of information**	CPNI Guidance Document 2009

17	**Sample documents**	None available

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Argentina

How to obtain a criminal record check - detailed guidance

Individual/third party (with authorisation) applies in person to National Recidivism Registry Offices

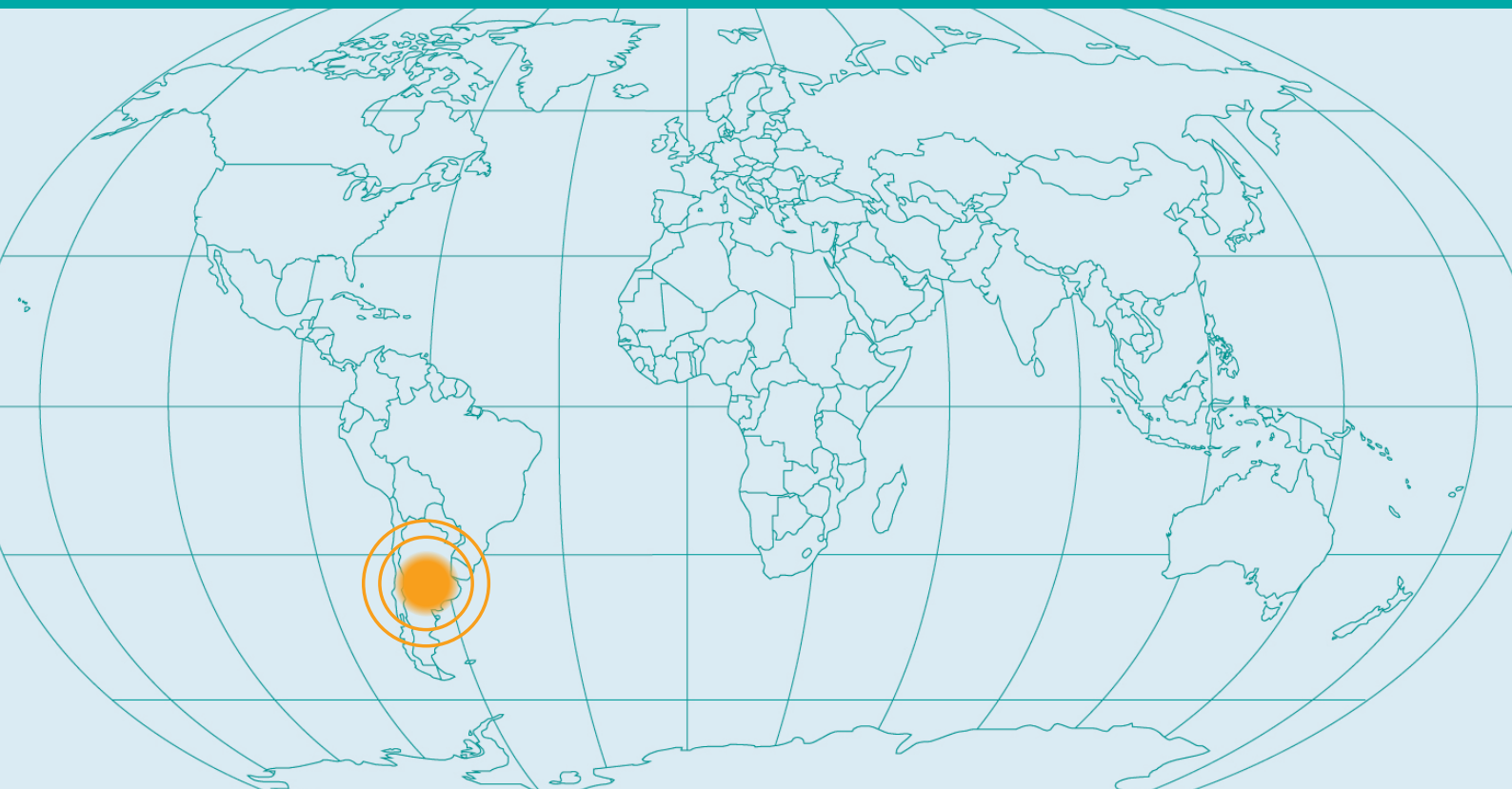
Applications from UK to Consulate

Fingerprints required

Cost $40–$150 ARS

Certificate issued in Spanish

Turnaround 1–5 days



Argentina

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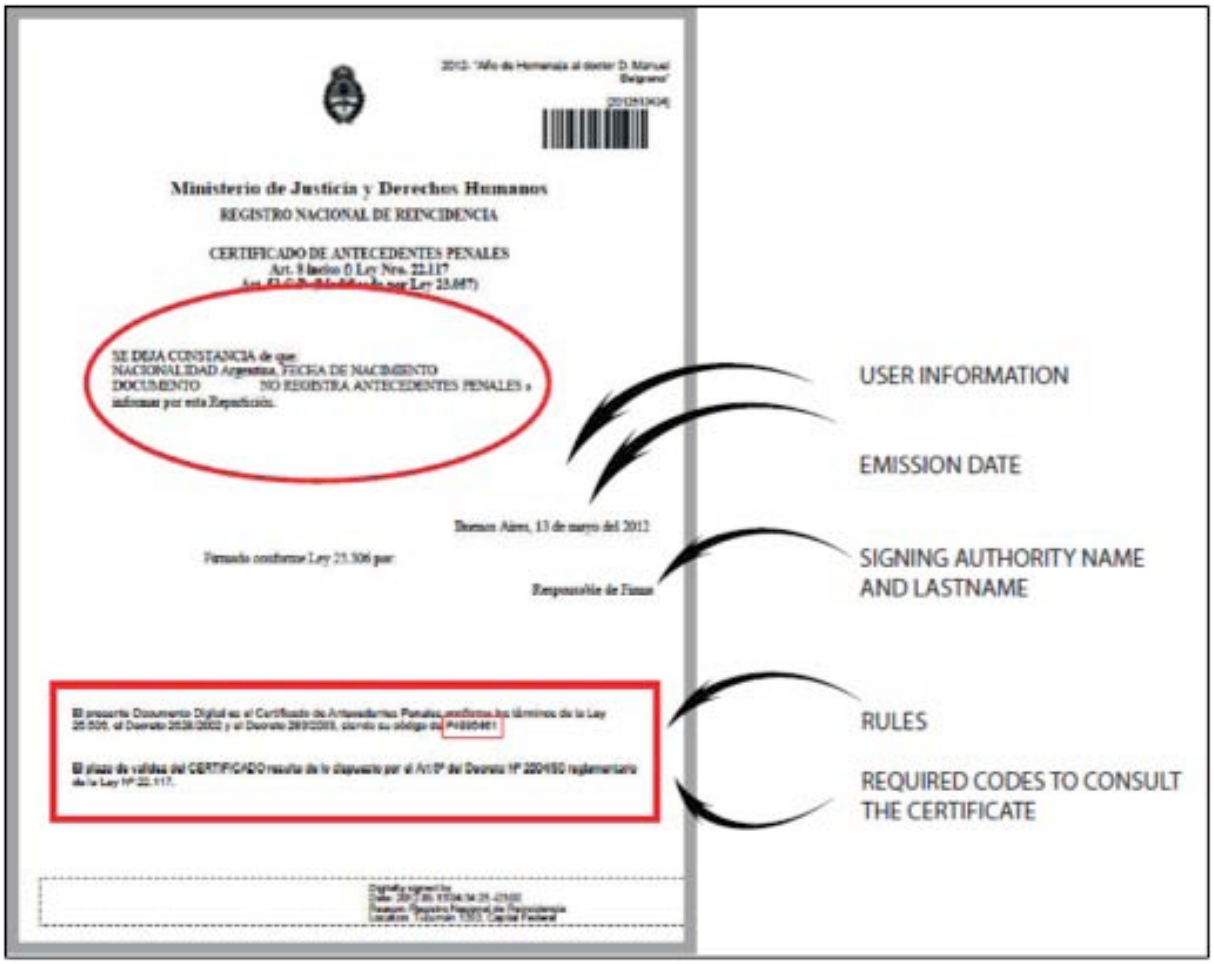
1	**Name of certificate**	Criminal Record Certificate *(Certificado de Antecedentes Penales)*
2	**Department responsible for criminal records**	National Recidivism Registry
3	**Where to apply in country**	RNR (National Recidivism Registry – Registro Nacional de Reincidencia), Tucumán 1353, Ciudad Autónoma de Buenos Aires, C1050AAA, Argentina. Tel: +54 (0)11 4123 3033 Fax: +54 (0)11 4123 3070/71/72 Email: **infodnr@dnrec.jus.gov.ar** Applications for a Criminal Record Certificate can be made at any of the following local offices: **www.dnrec.jus.gov.ar/Atencion_Particulares.aspx**
4	**How to apply in country**	In person to local offices (a weblink to addresses is in Section 3). Note that some local offices require an appointment to be made. Check with the individual office. The application form can be found online at: **www.dnrec.jus.gov.ar/SolicitudCertificado/Default.aspx.** The following must be provided: • Completed and signed application form; • Valid identity document and a copy of document; • Relevant fee/receipt of payment; • Full set of fingerprints (to be taken beforehand or at the office); and • Power of attorney authorisation form (for third party applications only). If a third party is applying, the following authorisation form must be completed: **www.dnrec.jus.gov.ar/atencion_particulares/Autorizacion.doc** Further information on the process can be found at: **www.dnrec.jus.gov.ar/Reincidencia/default_PDF/Instr_Ing.pdf.**
5	**Where to apply in the UK**	Argentine Consulate, 27 Three Kings Yard, London, W1K 4DF Tel: +44 (0) 20 7318 1340 Fax: +44 (0) 20 7318 1349 Email: **clond@mrecic.gov.ar**

6	**How to apply in the UK**	The process is the same as for in country (see Section 4) but applications must be made in person to the address in Section 5. Alternatively, the individual can authorise a third party to apply on their behalf in Argentina, using the process in Section 4. Further information on the process can be found at: **www.dnrec.jus.gov.ar/Reincidencia/default_PDF/Instr_Ing.pdf.**
7	**Who can apply**	• Individuals; • Authorised third party; or • If the individual is between 16 and 18 years old, they must be accompanied by a parent or tutor and provide their birth certificate.
8	**Cost, payment and turnaround**	The cost varies depending on turnaround time: • 6 hour process – $150 ARS (only available in Central, La Plata, Lomas de Zamora, San Martín, Morón, San Isidro and Migrations offices); • 24-hour process – $100 ARS; or • 5-day process – $40 ARS. Payment can be made: • Via **www.pagomiscuentas.com/**; • ATMs belonging to the Banelco banking network; or • Though the home banking services of Banelco or associated banks.
9	**How results are presented and security features**	The results are available to access online after the processing time has passed. A receipt will have been provided at the time of application which contains a unique number detailing how to access the result. Further information on the results can be found at: **www.dnrec.jus.gov.ar/Reincidencia/default_PDF/Instr_Ing.pdf.** A sample can be seen in Section 17.
10	**Languages**	The certificate is available in Spanish only.
11	**Criminal convictions listed on certificate**	All legal actions, sentences and rulings passed in all courts in the country with authority in criminal jurisdiction are listed on the criminal record certificate.
12	**Confirming authenticity**	Authenticity can be checked online at: **www.dnrec.jus.gov.ar/** by entering the certificate details.
13	**Official bodies providing advice on interpretation of criminal records**	None
14	**Legislation**	No prescriptive guidance on specific legislation available.

15	**Pending changes**	None
16	**Sources of information**	Atención e Información al Usuario Registro Nacional de Reincidencia **www.dnrec.jus.gov.ar/Default.aspx** **www.jus.gob.ar**

17	**Sample documents**



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Australia

How to obtain a criminal record check - detailed guidance

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

Cost $42 AUD

Certificate issued in English

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

Australia

1 Name of certificate

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1	**Name of certificate**	National Police Certificate (NPC)
2	**Department responsible for criminal records**	Each Australian Police Service holds its own records. For details see: **http://australia.gov.au/topics/law-and-justice/police-services/state-police-services**
3	**Where to apply in country**	Australian Federal Police, Criminal Records, Locked Bag 8550, CANBERRA CITY ACT 2601, Australia. Tel: +61 (0)2 6140 6502 Email: **AFP-NationalPoliceChecks@converga.com.au** Web: **https://afpnationalpolicechecks.converga.com.au/** The Australian Federal Police (AFP) can only provide NPCs for: • Residents of the Australian Capital Territory (ACT), Jervis Bay Territory and external Commonwealth territories; • People seeking employment with the Commonwealth Government; • People requiring a check under Commonwealth legislation; • Australian immigration purposes; • Where the applicant resides overseas; • Overseas employment; • Overseas adoption; and • Visa applications for overseas travel. All other applicants should contact the Criminal Records section of their relevant State or Territory police service. Each police force has a different application process. Details of the individual processes can be found at: **http://australia.gov.au/topics/law-and-justice/police-services/state-police-services**
4	**How to apply in country**	**Applying via the AFP** **Online** Via the application portal on AFP website – (see Section 3) • A consent form will be generated which must be printed, signed and uploaded. • Identification documents must be scanned and uploaded. • Payment must be made by credit card. • An email address must be provided which will be used to send a receipt of payment and to advise once processing of the application has been completed. Please note that the consent form generated during the online process must be used. *The downloadable application form for postal applications (see below) is not suitable for the online process.*

		By post Application forms can be downloaded from the application portal on AFP website (see Section 3) – **https://afpnationalpolicechecks.converga.com.au** • The consent form must be submitted no more than three months after signing it. • Ensure all paperwork, forms, payment, and identification is secured to the application. • Bank cheques and money orders are to be in Australian dollars ($AUD) and are to be made payable to the Australian Federal Police. • If paying by bank cheque, it must be from an Australian bank or financial institution affiliated with an Australian bank. Personal and company cheques will not be accepted. • Do not include self-addressed/stamped envelopes for return of certificates. These will not be used or returned. The completed form, along with copies of the nominated identity documents and the correct payment, must be posted to the relevant address in Section 3. The following requirements must be met when submitting a NPC application. Failure to meet the required standards will result in the application not being processed: • All other names by which they are known or have previously been known (such as maiden name), must be provided in full, including given names. • Date of birth. • Full payment must accompany the application. • Copies of identification documents totalling 100 points must be provided. Details of the points attributed to identification documents are provided as part of the application process and can be found at: **https://afpnationalpolicechecks.converga.com.au/static/images/afp/100_point_checklist.pdf** • Do not send original identification documents with the application. • Ensure all the necessary details are submitted, including signed consent and copies of identification documents. **Fingerprint checks** Certain background checks require fingerprint checks (usually for immigration purposes) however these are not normally required when the check id carried for employment application purposes. Please see the AFP website for further details (Section 3).
5	**Where to apply in the UK**	Applications from the UK are made at the same locations as those made in Australia (see Section 3).
6	**How to apply in the UK**	The application process is the same as that from Australia (see Section 4).

7	**Who can apply**	Individuals must make the application themselves. Employers and third parties cannot apply on an individual's behalf. Parental consent will be required if the applicant is under 18 years of age.
8	**Cost, payment and turnaround**	**Cost** • $42.00 for each NPC application from a non-government organisation (e.g. commercial entities like brokers, migration agents etc.), a government department or an individual. **Payment** Online application: • Visa; • MasterCard; or • American Express. Manual application: • Bank cheque, which must be in Australian dollars; or • Money order obtainable from Australia Post. • Personal and company cheques will not be accepted. Do not send cash. An employer can pay for this on behalf of an individual. **Turnaround** The current processing time for a routine NPC is approximately 15 working days from the date it is received by Criminal Records. Most applications are processed within 24–48 hours. There is no fast-track service.
9	**How results are presented and security features**	Results are posted to the applicant or to another person/organisation as authorised by the individual in the application. Certificates issued by all Australian Police services are printed on secure paper. The paper has a number of security features including: • A watermark consisting of multiple images of a padlock with two keys which is visible when held up to the light; • Fluorescent tricolour threads on both sides of the document glow blue, yellow and red when held under ultra violet light; • A border to the right of the police logos on the front of the document is printed in micro-type which can be read when viewed under magnification; • Images on the front are printed in heat sensitive ink and when moderate heat or friction is applied, they will fade or disappear momentarily; • Hidden images printed in fluorescent ink and will glow yellow when viewed under ultra violet light; and • The certificate is printed in solvent reactive ink. All certificates are issued as originals without any erasures or amendments.

10	**Languages**	Certificates are available in English.
11	**Criminal convictions listed on certificate**	**Spent conviction scheme** Only offences that are not "spent" may be released on certificates. Spent convictions are where a waiting period has passed and the individual in question has not re-offended. The waiting periods for convictions for a Commonwealth, Territory, State or foreign offence are when: • It has been 10 years from the date of the conviction (or 5 years for juvenile offenders); • The individual was not sentenced to imprisonment for more than 30 months; • The individual has not re-offended during the 10 year (5 years for juvenile offenders) waiting period; or • A statutory or regulatory exclusion does not apply. The scheme also covers convictions that have been set aside or pardoned under Part VIIC of the Crimes Act 1914. An individual whose conviction is protected does not have to disclose the conviction to any person, including a Commonwealth authority. **Exclusions** • There are some exceptions which require disclosure of a spent or protected conviction. • The Act includes specific exclusions for some positions of employment. The Attorney-General has also granted exclusions from the scheme for several categories of employment. • This means that people applying for such positions must declare all convictions, or any convictions for specific offences, as required for the specific position. • Details of exclusions should be provided to the applicant by the employing organisation before consent is sought to obtain a criminal history check. Criminal records are kept on file for 105 years.
12	**Confirming authenticity**	This country has joined the *Hague Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents*. This enables criminal record checks to be authenticated by means of an Apostille. For further information on how to obtain an Apostille, please see: **www.hcch.net/index_en.php?act=authorities.details&aid=307**
13	**Official bodies providing advice on interpretation of criminal records**	There are no official bodies that provide advice on the interpretation of criminal records information.

14	**Legislation**	• The Criminal Code Act 1995 – applicants must not provide false or misleading information; • Crimes Act 1914; and • The Privacy Act 1988 – Office of the Australian Information Commissioner (OAIC) is responsible for ensuring the protection of private information relating to individuals. An individual who believes the standards dealing with disclosure and use of old conviction information have been breached may apply to the OAIC for an investigation of the matter. (Handling of personal information by state and Northern Territory government agencies is not covered by the Privacy Act).
15	**Pending changes**	None
16	**Sources of information**	Australian Federal Police Australian Federal Police websites: **https://afpnationalpolicechecks.converga.com.au**; **www.afp.gov.au** Australian Government website: **http://australia.gov.au/topics/law-and-justice/police-services/state-police-services**

17	**Sample documents**	None

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Austria

How to obtain a criminal record check - detailed guidance

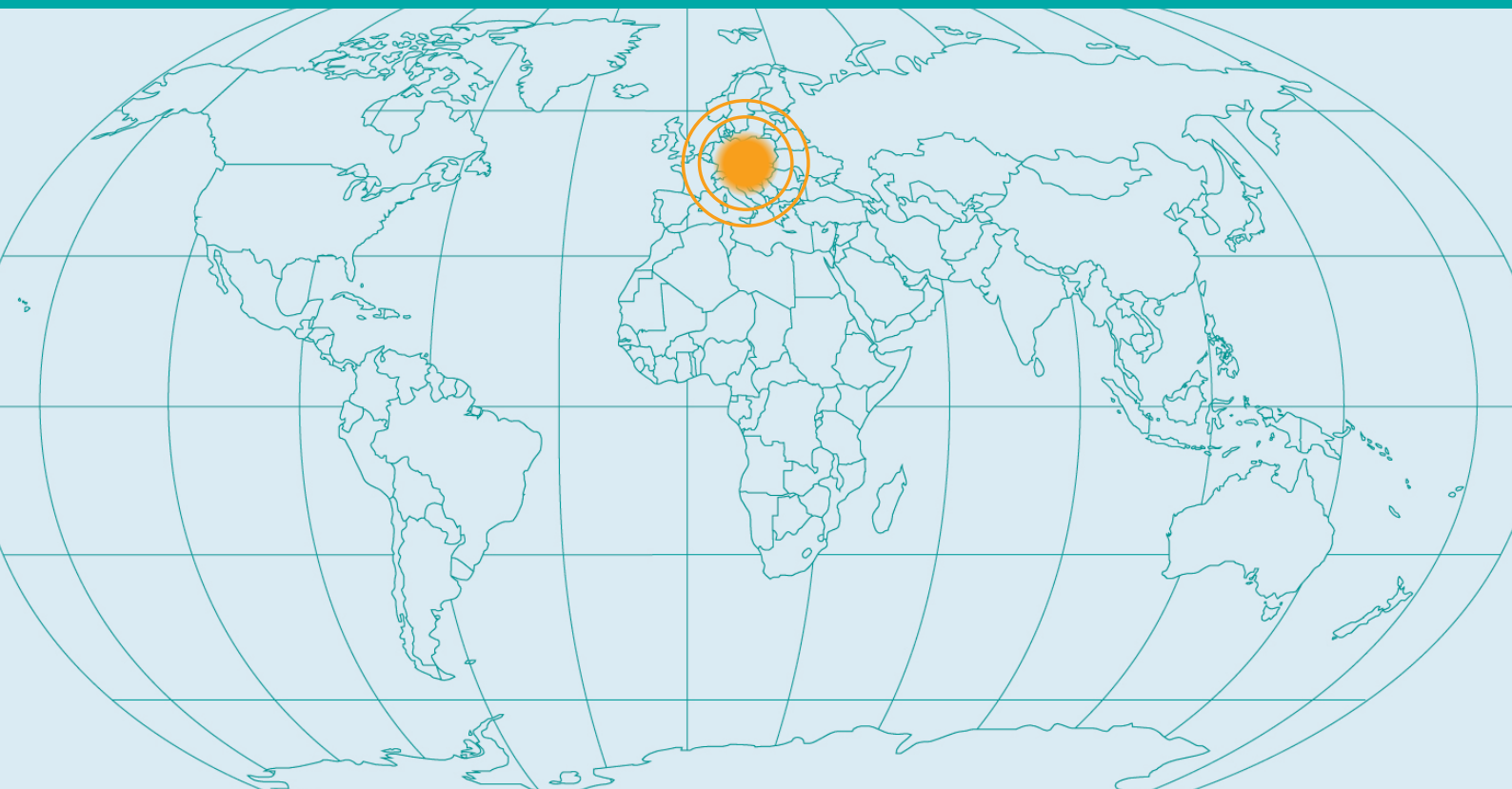
Individual applies online to Federal Police/in person at the police directorates or local authorities

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

Cost €16 or €30/UK £35.10

Certificate issued in German or English

Turnaround Austria instant/UK 1 to 2 weeks



Austria

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

		LPD Niederösterreich Neue Herrengasse 15 3100 St. Pölten Tel: +43 (0)59133/30/0 Fax: +43 (0)59133/30/1009 Email: **LPD-N@polizei.gv.at** **LPD Oberösterreich** Gruberstraße 35 4021 Linz Tel: +43 (0)59133/40/0 Fax: +43 (0)59133/40/1009 Email: **LPD-O@polizei.gv.at** **LPD Salzburg** Alpenstraße 90 5020 Salzburg Tel: +43 (0)59133/50/0 Fax: +43 (0)59133/50/1009 Email: **LPD-S@polizei.gv.at** **LPD Vorarlberg** Bahnhofstraße 45 6900 Bregenz Telephone: +43 (0)59133/80/0 Fax: +43 (0)59133/80/1009 Email: **LPD-V@polizei.gv.at** **LPD Wien** Schottenring 7–9 1010 Wien Tel: +43 (0)1 31310-0 Email: **LPD-W@polizei.gv.at** Contact details can be found at: **www.polizei.gv.at/alle/kontakt.aspx** Individuals can also apply online at: **https://apps.egiz.gv.at/strafregister/** using an electronic signature card/citizen card which can be obtained from **www.buergerkarte.at**
4	**How to apply in country**	Individuals can apply: **Online** At **https://apps.egiz.gv.at/strafregister/** using an electronic signature card/citizen card which can be obtained from **www.buergerkarte.at** **In person** • Application forms can be found at: **www.help.gv.at/linkaufloesung/applikation-flow?flow=FO&quelle=HELP&leistung=LA-HP-GL-Strafregisterbescheinigung** • Take form to local police station, the police directorates (*Landespolizeidirektionen*) or local authorities (municipals) (see Section 3). • Take photo ID (e.g. passport), birth certificate; and marriage certificate, or divorce decree (if applicable). • Make the payment in cash or credit card. • The certificate will be issued immediately.

5	**Where to apply in the UK**	**Online** At **https://apps.egiz.gv.at/strafregister/** using an electronic signature card/citizen card which can be obtained from **www.buergerkarte.at** **In person** Austrian Embassy, 18, Belgrave Mews West, London, SW1X 8HU Tel: +44 (0)207 344 3250 Fax: +44 (0)207 344 0292 Email: **london-ob@bmeia.gv.at** Web: **www.aussenministerium.at/london**
6	**How to apply in the UK**	**Online** see Section 4 **In person** The applicant has to appear at least once in person (either when filing the application or when picking up the certificate). It can take several weeks to receive the certificate. Take: • Application Form (in German) at: **www.help.gv.at/linkaufloesung/applikation-flow?flow=FO&quelle=HELP&leistung=LA-HP-GL-Strafregisterbescheinigung** ; (see sample in Section 17) and • ID (e.g. passport); birth certificate; and marriage certificate, or divorce decree (if applicable).
7	**Who can apply**	Individuals only
8	**Cost, payment and turnaround**	**Online or in person from Austria** **Cost** €30 (€16 if an employer asks an individual to obtain a certificate in order to get a job). **Payment** Online – by credit card In person – by cash or credit card **Turnaround** The certificate is available immediately. **From Austrian Embassy in UK** **Cost** Fee of £35,10 **Payment** In cash or by postal order (made out to the Austrian Embassy) **Turnaround** Turnaround time is approximately 1 to 2 weeks.

9	**How results are presented and security features**	**Online** • Certificate can be printed **In person** • A paper hard copy **The certificate has:** • An Austrian cost of arms in the background; • A signature; and • A stamp.
10	**Languages**	The certificate is available in German and English.
11	**Criminal convictions listed on certificate**	All categories of conviction are listed on the certificate. Spent convictions are not included on the certificate.
12	**Confirming authenticity**	This country has joined the *Hague Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents*. This enables criminal record checks to be authenticated by means of an Apostille. For further information on how to obtain an Apostille from this country please see: **www.hcch.net/index_en.php?act=authorities.details&aid=308**
13	**Official bodies providing advice on interpretation of criminal records**	Federal Police Directorate of Vienna (see Section 2)
14	**Legislation**	*Strafregistergesetz 1968, Tilgungsgesetz 1972* (Criminal Record and Eradication Act)
15	**Pending changes**	None
16	**Sources of information**	Federal Police Bureau Vienna Austrian Embassy website **www.hcch.net** – Hague Convention website

17	Sample documents

Sample application form – page 1

Antrag

auf Ausstellung einer Strafregisterbescheinigung

An

Ich beantrage die Ausstellung einer

☐ Strafregisterbescheinigung gem. § 10 Abs.1 Strafregistergesetz

☐ Strafregisterbescheinigung „Kinder- und Jugendfürsorge" gem. § 10 Abs. 1a Strafregistergesetz und lege die dafür nötige Bestätigung des Dienstgebers/des künftigen Dienstgebers/der Organisation meiner ehrenamtlichen Tätigkeit bei [1]

Antragstellerin oder Antragsteller: ○ ☐ Zutreffendes bitte ankreuzen / auswählen!

Akademische(r) Grad(e) (vorangestellt)			
Familien- oder Nachname(n) zum Zeitpunkt der Antragstellung			
sämtliche früheren Familien-/Nachnamen			
Vorname(n)			
Akademische(r) Grad(e) (nachgestellt)			
Geburtsdatum (TT.MM.JJJJ)		Geschlecht:	○ männlich ○ weblich
Geburtsort (Ort, polit. Bezirk, Land, Staat)			
Staatsangehörigkeit(en)			
Vornamen der leiblichen Eltern	Vater:	Mutter:	
Vorgewiesene Dokumente Daten der vorgewiesenen Dokumente (Nachweise der Identität, Staatsangehörigkeit(en) und früherer Namen; Datumsangaben bitte in der Form TT.MM.JJJJ)	Art: Nummer:	Ausstellende Behörde: Ausstellungsdatum:	
	Art: Nummer:	Ausstellende Behörde: Ausstellungsdatum:	
	Art: Nummer:	Ausstellende Behörde: Ausstellungsdatum:	

Für den Fall, dass die Bescheinigung(en) nicht sofort ausgefolgt werden kann (können), ersuche ich um Zustellung
(Eine Zustelladresse bei von Angehörigen anderer EU-Mitgliedstaaten jedenfalls einzutragen!)

mittels	○ RSa (eigenhändig) ○ Normalbrief
Adressat	
Straße, Hausnummer, Stiege, Tür	
Postleitzahl, Ort, Staat	

Bitte wenden!

1 Gemäß § 10 Abs.1b Strafregistergesetz darf eine Strafregisterbescheinigung „Kinder- und Jugendfürsorge" nur ausgestellt werden, wenn aus dieser Bestätigung hervorgeht, dass sie benötigt wird, um ihre Eignung für eine bestimmte berufliche oder organisierte ehrenamtliche Tätigkeit, die hauptsächlich die Beaufsichtigung, Betreuung, Erziehung, Pflege oder Ausbildung Minderjähriger umfasst, zu prüfen.

Sample application form – page 2

Nur für eine Strafregisterbescheinigung gem. § 10 Abs. 1 Strafregistergesetz:

Die Bescheinigung dient

- ◯ als Zeugnis (gegenüber jedermann; die Angabe einer bestimmten Stelle entfällt).
- ◯ nur zur Vorlage bei... (genaue Bezeichnung der Stelle)

Bezeichnung des Adressaten [2]	
Straße, Hausnummer, Stiege, Tür	
Postleitzahl, Ort, Staat	

Nur für eine Strafregisterbescheinigung "Kinder- und Jugendfürsorge" gem. § 10 Abs. 1a Strafregistergesetz:

Die Bescheinigung dient

- ◯ als Zeugnis (gegenüber jedermann).
- ◯ nur zur Vorlage bei der in der Bestätigung angeführten Stelle.

Nur für Angehörige anderer EU-Mitgliedstaaten:

Sollte mein Herkunftsstaat meine Zustimmung zur Erteilung der Auskunft aus seinem Strafregister benötigen, erteile ich diese: [3]	◯ Ja ◯ Nein
Nationale Identitätsnummer: [4] (sofern im Herkunftsstaat vorgesehen)	

Ort, Datum

Unterschrift

2 Als Adressat ist eine natürliche oder juristische Person, nicht aber die Antragstellerin oder der Antragsteller anzugeben.

3 Die Anfrage an Ihren Herkunftsstaat ist nach dem Strafregistergesetz verpflichtend. Ob Ihr Herkunftsstaat trotz Verweigerung der Zustimmung Auskunft aus seinem Strafregister erteilt, richtet sich allein nach den Gesetzen dieses Staates. Die Antwort Ihres Herkunftsstaates wird Ihnen an die oa. Adresse in der gewählten Art zugestellt.

4 Wenn in Ihrem Herkunftsstaat eine Identitätsnummer (persönliche Identifikationsnummer, Personenkennziffer o. ä.; meist im Reisedokument enthalten) vorgesehen ist, geben Sie diese hier an.

CPNI
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SECURITY WATCHDOG
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Bangladesh

How to obtain a criminal record check - detailed guidance

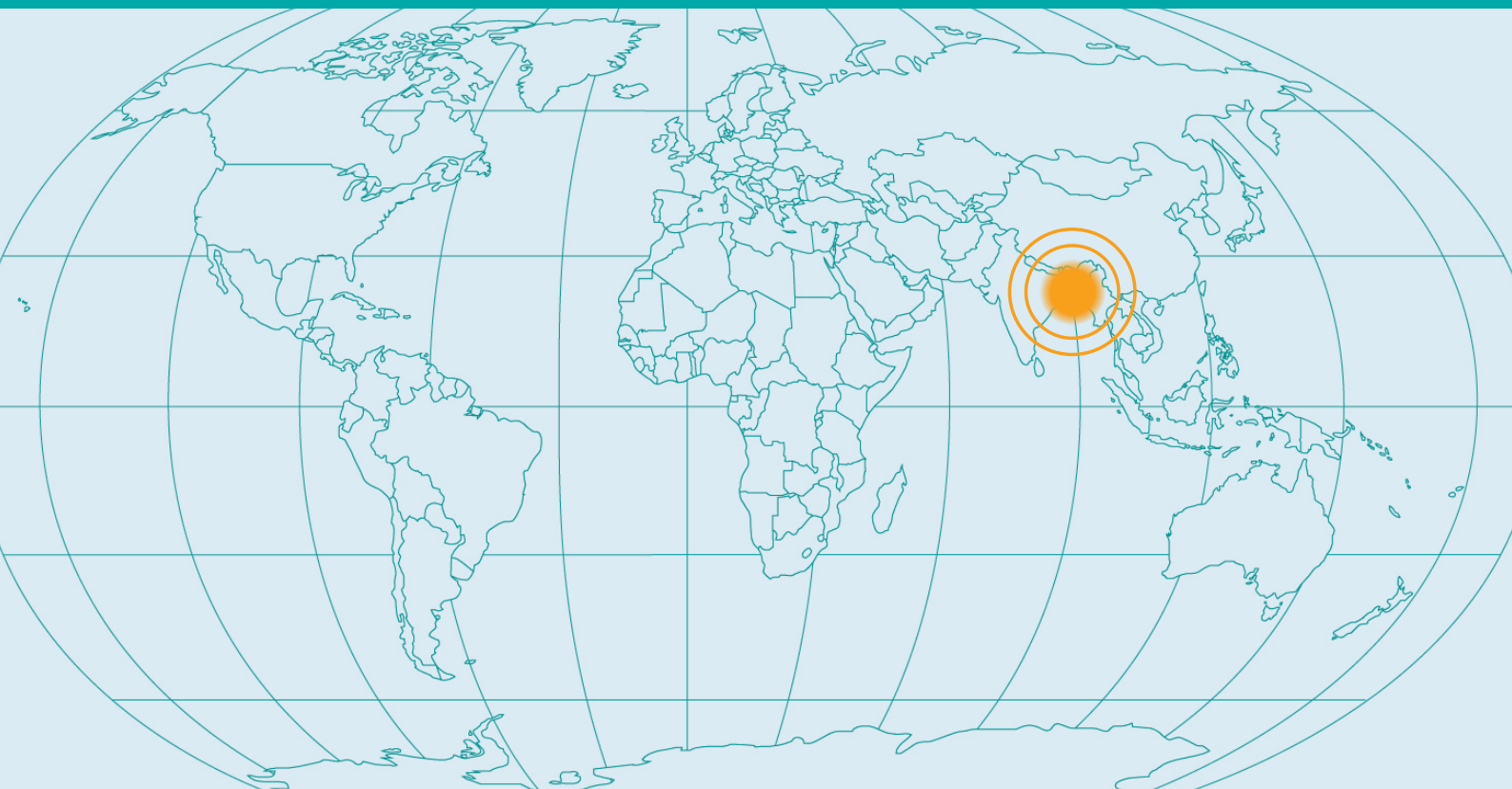
Individual/third party (with written consent) applies in person at regional police stations

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

Cost 500 BDT or £3 from UK

Certificate issued in English

Turnaround varies



Bangladesh

1 Name of certificate

2 Department responsible for criminal records

3 Where to apply in country

4 How to apply in country

5 Where to apply in the UK

6 How to apply in the UK

7 Who can apply

8 Cost, payment and turnaround

9 How results are presented and security features

10 Languages

11 Criminal convictions listed on certificate

12 Confirming authenticity

13 Official bodies providing advice on interpretation of criminal records

14 Legislation

15 Pending changes

16 Sources of information

17 Sample documents

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1	**Name of certificate**	Police Clearance Certificate (PCC)
2	**Department responsible for criminal records**	The department responsible for criminal records is: Dhaka Metropolitan Police (DMP), 36 Shaheed Captain Mansur Ali Soroni, Ramna, Dhaka – 1217, Bangladesh. Tel: +88 (0) 2831 4128 Web: **www.dmp.gov.bd** There is no central repository of criminal record information in Bangladesh. Criminal records are held at regional police stations across Bangladesh. Each police station maintains a database called the Village Criminal Note Book (VCNB) which is updated annually. Records are not held electronically and searches of criminal record information are conducted manually, subsequently information may not be up to date.
3	**Where to apply in country**	At regional police stations, details of which can be found at: **www.dmp.gov.bd/application/index/findstation**
4	**How to apply in country**	The application form is available from regional police stations or at: **www.police.gov.bd/userfiles/police_english2.png** (see sample form in Section 17). Applications are made in person at the local police station where the individual has a registered address. The completed application form must be submitted with: • A copy of the personal details page from the individual's valid passport (attested by an official); • A copy of a national ID card, birth certificate, or certificate from a local ward councillor; and • Proof of payment. The DMP will provide a token with a date, serial number and details of when the applicant must collect the certificate.
5	**Where to apply in the UK**	Through a third party (relative or friend) at the local police station in Bangladesh (see contact details in Section 3). Individuals can also apply at: High Commission for Bangladesh, 28 Queens Gate, London, SW7 5JA Tel: +44 (0) 207 584 0081 Email: **crconsular@bhclondon.org.uk** Web: **www.bhclondon.org.uk**

6	**How to apply in the UK**	**In person** **Individuals** Complete an application form available at: **www.police.gov.bd/userfiles/police_english2.png** (see sample form in Section 17) and submit to the High Commission (see contact details in Section 5) together with: • A valid passport; • A national ID card/birth certificate; and • The relevant fee. The application will be sent to the Police Headquarters in Bangladesh then forwarded to a local police station. The completed certificate is then sent to the Ministry of Foreign Affairs for the certificate to be legalised and then returned to the High Commission in London. **By post** **Individuals** Complete and send the application form (available at: **www.police.gov.bd/userfiles/police_english2.png** or see sample form in Section 17) to the High Commission (see contact details in Section 5) together with: • A copy of valid passport; • A copy of a national ID card/birth certificate; • Postal order or bank draft for payment; and • A self-addressed next day delivery special service envelope. **Third party** Applications through a third party in Bangladesh can be made if the individual has the following documents attested at the High Commission in London: • The application form; • A copy of the individual's valid passport; and • A recent photograph. These documents must then be sent, together with written consent, to the third party representative in Bangladesh who follows the in country process in Section 4 and returns the certificate to the individual.
7	**Who can apply**	• Individuals; or • Third parties (with written consent).

8	**Cost, payment and turnaround**	**In country** The cost is 500 BDT. Payment can be made by bank transfer through any branch of Bangladesh Bank or Sonali Bank to account code 1-2201-0001-2681. **From UK** • In person the cost is £3 payable by debit/credit card at the counter of the consular of Bangladesh High Commission. • By post the cost is £3 payable by postal order/bank draft payable to the "Bangladesh High Commission, London". Turnaround times are not pre-determined.
9	**How results are presented and security features**	The results of a Police Clearance Certificate are provided as a hard copy only. The information contained in a Police Clearance Certificate includes the following: • Name of individual; • Results of check; • Name and rank of investigating officer; • Name of the issuing police station; • Name of the district; • Date of issue; and • Certificate number. Where a criminal record has been identified, the certificate includes the following: • Full details of father; • Type of crime; • Nature of offence; • Result of case; • Social status; • Political involvement/activities; • Opinion on moral good standing; • Full name and rank of investigation officer; and • Name of magistrate and date of sentencing (if relevant). Security features contained in a Police Clearance Certificate include four seals which represent the following government institutions: • The government of the People's Republic of Bangladesh; • The relevant Police Commissioner, Police Superintendent, Deputy Police Commissioner or Deputy Police Superintendent; • The issuing police station; and • The officer in charge responsible for verifying the information.
10	**Languages**	Certificates are issued in English only.

11	**Criminal convictions listed on certificate**	The following categories for conviction exist in Bangladesh: • Violence against the person; • Sexual offences; • Burglary; • Robbery; • Theft and handling of stolen goods; • Fraud and forgery; • Criminal damage; • Drug offences; and • Motoring offences. Police Clearance Certificates show all historic and current criminal convictions. Old convictions are listed on criminal record certificates and criminal convictions remain on record in the database for an indefinite period.
12	**Confirming authenticity**	Certificates can be authenticated by the High Commission in London (see contact detail in Section 5).
13	**Official bodies providing advice on interpretation of criminal records**	None
14	**Legislation**	The Police Act No V of 1861 (amended)
15	**Pending changes**	None
16	**Sources of information**	High Commission for Bangladesh Bangladesh Police Dhaka Metropolitan Police CPNI Guidance Document 2009

17	Sample documents

Sample application form

To
Police Commissioner/Superintendent of Police
.....
.....

Subject: Application for Police Clearance Certificate

Sir

I/We would like to state that I/We want to go abroad for .....and stay in..... I/WE need Police Clearance Certificate for this reason.According to my/our passport..... my particulars are given below for your kind consideration.
Name .....Parents' name.....Address [present and permanent].....
.....Passport no .....date and place of issue.

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

Sincerely yours

.....

Date.....
Phone.....

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Belarus

How to obtain a criminal record check - detailed guidance

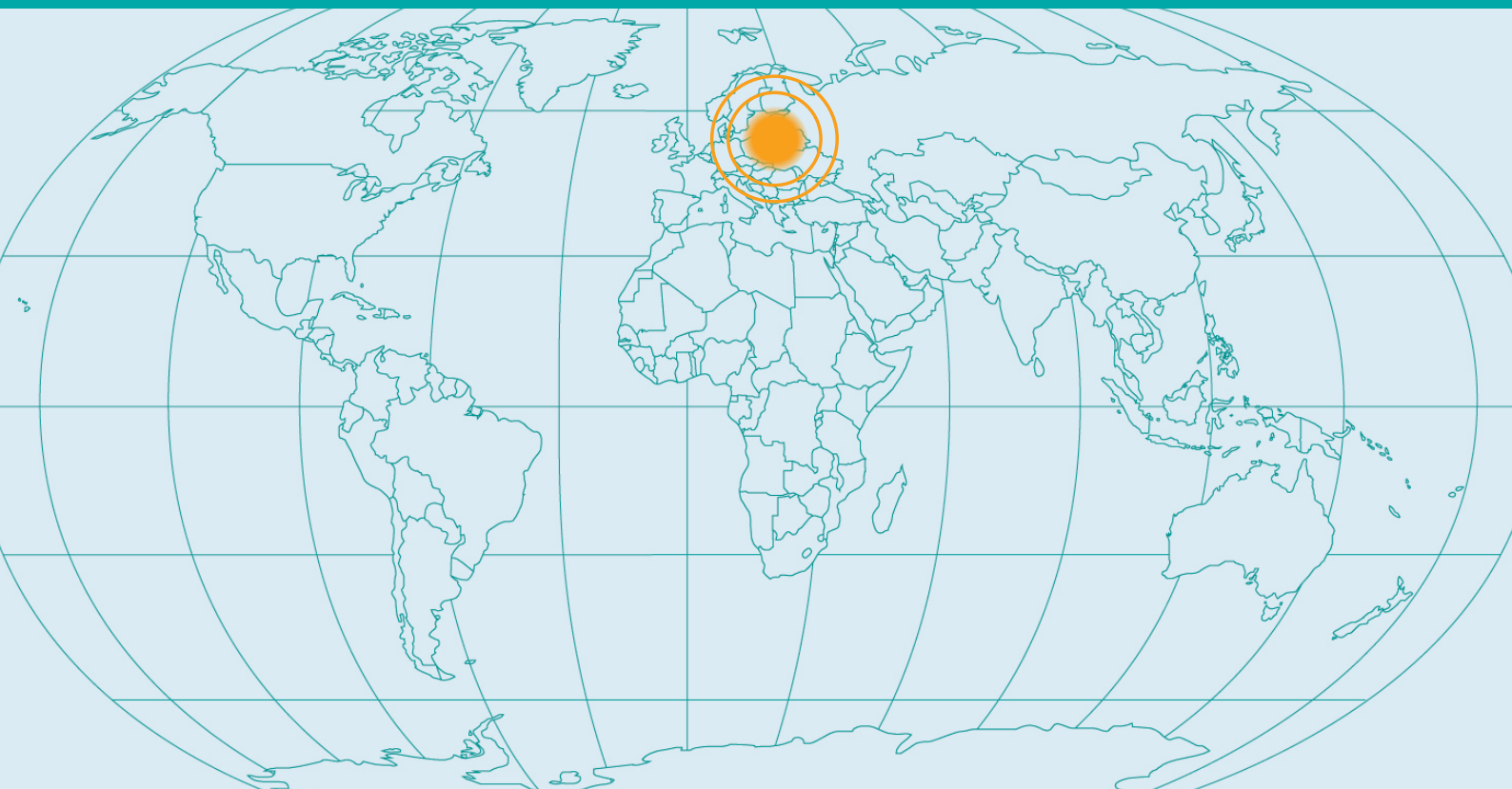
Individual/third party (with power of attorney) applies in person to the Internal Affairs Department of Minsk Executive Committee

Applications from UK – individual applies in person to the Embassy

Cost 65,000 BYR/130,000 BYR (fast-track)/from UK £35–70

Certificate issued in Russian

Turnaround times 7–15 days/3 days (fast-track) from UK 6 weeks



Belarus

1 Name of certificate

2 Department responsible for criminal records

3 Where to apply in country

4 How to apply in country

5 Where to apply in the UK

6 How to apply in the UK

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8 Cost, payment and turnaround

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16 Sources of information

17 Sample documents

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1	**Name of certificate**	Certificate of Conviction *(Справки о судимости)*
2	**Department responsible for criminal records**	Ministry of Foreign Affairs of the Republic of Belarus
3	**Where to apply in country**	Internal Affairs Department of Minsk Executive Committee, Iaskovshchina pereulok, 5, 220007 Minsk, Belarus. Email: **pismo_guvd_minsk@mia.by**
4	**How to apply in country**	Individual must apply in person to the address in Section 3. With: • Evidence that payment has been made as per Section 8; and • Their passport. Information required: • Surname; • First name; • Patronymic; • Date and place of birth; • Current place of residence; and • Place of residence for the past 15 years.
5	**Where to apply in the UK**	Embassy of the Republic of Belarus, 6 Kensington Court, London, W8 5DL Tel: +44 (0)207 938 5984
6	**How to apply in the UK**	• In person at the address in Section 5. • Complete 2 x hard-copy application form (available from the Embassy) see Section 5. • The individual must: – Take their passport as ID. – Make the required payment as per Section 8. • The process is the same for nationals and non-nationals.
7	**Who can apply**	**In Belarus** Applications can be made by: • The individual; or • A third party with a notarised power of attorney and a copy of the passport of the individual whose criminal record is being requested. **In the UK** Applications can be made by the individual only.

8	**Cost, payment and turnaround**	**In Belarus** **Cost** 65,000 BYR. **Method of payment** By bank transfer to: Seller: Minsk UNN 100582346 Bank: Dept. No. 539-JSC "Belinvestbank" P/s: 3632900417019 CODE 739 **Turnaround** 7 to 15 days. A fast track service (3 working days) is available at a cost of 130,000 BYR. **In UK** **Cost** • £35 for citizens of Belarus. • £70 for other citizens. **Method of payment** • Cash; • Debit card; • Bank transfer to: – Sort code: 60 95 87 – Account number: 40000301 – Account name: Embassy of the Republic of Belarus; or • Postal order, which must not be crossed, payable to the Embassy of Belarus. **Turnaround** Approximately 1½ months.
9	**How results are presented and security features**	The certificate is issued as a hard copy which is collected from the issuing office/Embassy. Security features include an official stamp, a reference number and a signature.
10	**Languages**	The certificate is available in Russian. There is no official translation service.
11	**Criminal convictions listed on certificate**	All criminal convictions are listed on the certificate. Convictions remain on record indefinitely.

12	**Confirming authenticity**	Applicants can apply for an Apostille: **In Belarus** At: Ministry of Foreign Affairs of the Republic of Belarus ul.Lenina, 19, Minsk 220030, Republic of Belarus Tel: +375 (0)17 327 29 22 Fax: +375 (0)17 210 42 50/ 327 45 21 The cost for this service is 65,000 BYR. **In UK** At the address in Section 5. The cost for this service is £5.
13	**Official bodies providing advice on interpretation of criminal records**	None
14	**Legislation**	Law No. 94 of the Republic of Belarus, State United System of Registration of Law Violation Acts. Council of Ministers Regulation no. 909 of the Republic of Belarus, Provisions for the order of State United Registration System of Law Violation Acts.
15	**Pending changes**	None
16	**Sources of information**	Embassy of the Republic of Belarus. Belarusian Police website: **www.guvd.gov.by/analitic/** CPNI Guidance Document 2009.

Application forms

Начальнику главного
консульского управления
МИД Республики Беларусь

_____ ,
(ФИО)
адрес места жительства:
_____
_____ ,
контактный телефон:
_____

ЗАЯВЛЕНИЕ

Прошу оказать содействие в истребовании

_____
(название истребуемого документа)
выданного на территории _____ .

Консульские сборы за истребование документов обязуюсь оплатить.

Дата:_____ Подпись: _____

Форма № 1

АНКЕТА
ПО ИСТРЕБОВАНИЮ ДОКУМЕНТА ИЗ-ЗА ГРАНИЦЫ

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

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

Вопросы	Ответы
в) если истребуется документ о стаже работы, то укажите название и адрес предприятия, учреждения; время работы и в качестве кого работали. Если работали у частных лиц, то укажите фамилию, имя, отчество и адрес работодателя; г) если истребуется документ о пенсии, назначенной за границей, то укажите, когда, за что и какая организация назначила пенсию; какая организация выплатила пенсию в последний раз	
Примечание. Название предприятия, учреждения и учебного заведения желательно дать и на иностранном языке	
1. Для какой цели истребуется документ	
2. Адрес местожительства	
Если истребуете не свой лично документ, то дайте ответы еще и на следующие вопросы	
3. Ваша фамилия, имя и отчество	
4. Год и место Вашего рождения	
5. Ваше гражданство	
6. Ваши родственные отношения к лицу, на имя которого истребуете документ	
7. Адрес Вашего местожительства	

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Belgium

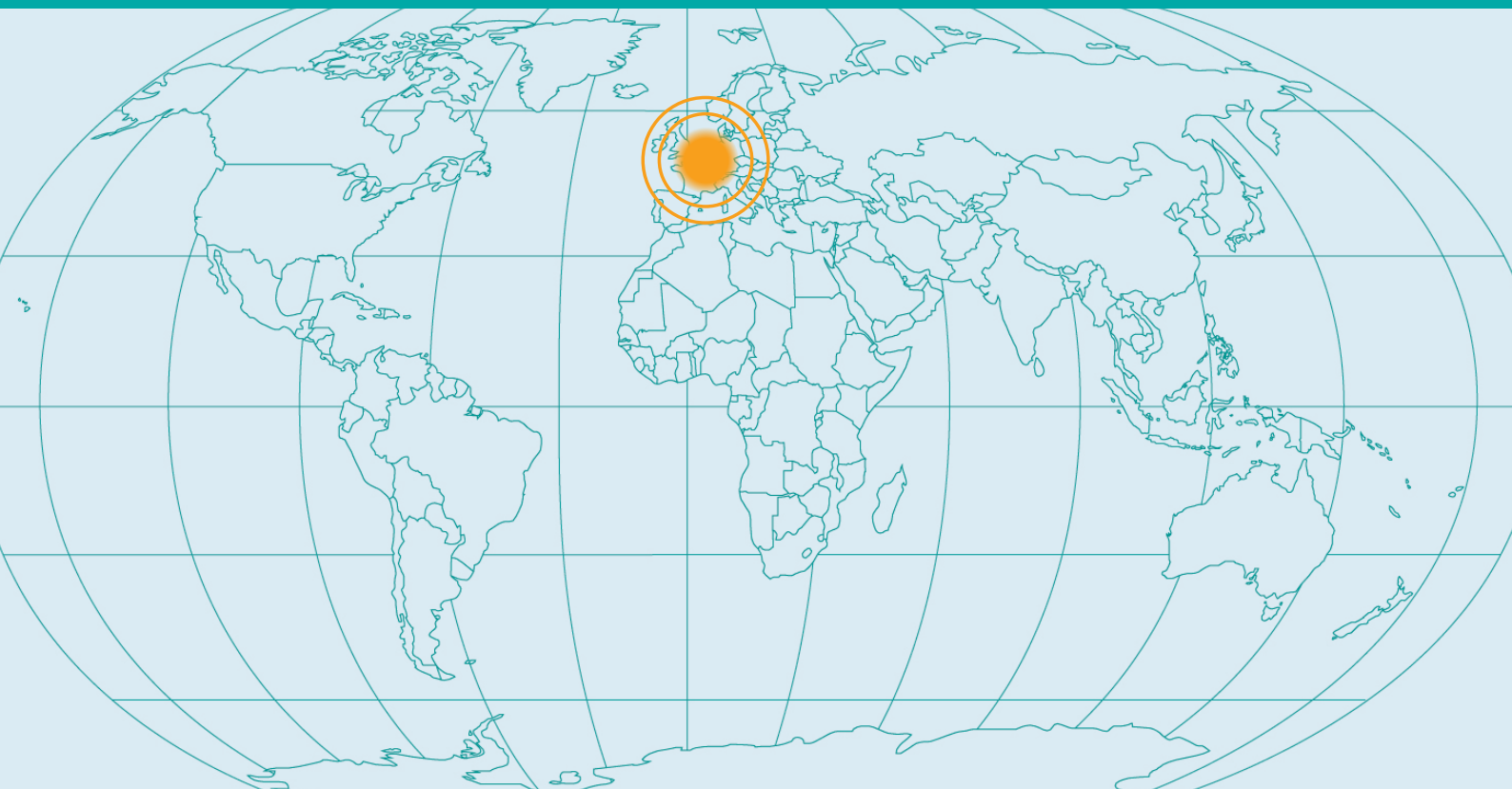
How to obtain a criminal record check - detailed guidance

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

No cost

Certificate issued in French/Dutch/German

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



Belgium

1 Name of certificate

2 Department responsible for criminal records

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1	**Name of certificate**	*Extrait du Casier Judiciaire* (in French) *Uittreksel Uit Het Strafregister* (in Dutch)
2	**Department responsible for criminal records**	Casier Judiciaire Central (CJC) or Dienst Centraal Strafregister (CSR). The CJC/CSR is a service of the Judicial Department of the Ministry of Justice. *French-speaking* SPF Justice, DG Organisation Judiciaire, Casier Judiciaire Central, 115 Boulevard de Waterloo, 1000 Bruxelles, Belgium. Tel: +32 (0) 2 552 27 47 Fax: +32 (0) 2 552 27 82 Internet: **www.just.fgov.be/index_fr.htm** Email: **cjc-csr@just.fgov.be** Dutch-speaking FOD Justitie, DG Rechterlijke Organisatie, Dienst Centraal Strafregister, Waterloolaan 115, 1000 Brussel, Belgium. Tel: +32 (0) 2 552 27 48 Fax: +32 (0) 2 552 27 82 Internet: **www.just.fgov.be/index_nl.htm** Email: **cjc-csr@just.fgov.be**
3	**Where to apply in country**	Criminal records in Belgium are held both centrally in Brussels and locally in the 589 communes (districts) of Belgium. Belgians requiring a criminal records certificate to work in Belgium must apply to the commune where they reside. A list of communes can be found at: **www.belgium.be/fr/adresses_et_sites/overview.jsp?f=YXV0aG9yaXR5TGV2ZWw9L1ZpbGxlcyBldCBjb21tdW5lcw==&s.**
4	**How to apply in country**	There is no application form. Applicants must write a letter, fax or email including the following information: • Full name; • Address; • Date and place of birth; • Reason for the request (e.g. employment); • Signature of the applicant; and • Photocopy of the applicant's national ID card.

		Applicants can apply by post, email, fax or in person. With the exception of applications made in person, where the certificate is issued immediately, certificates are only delivered by post. **Post** • Applications for requests made by post are sent to the CJC/CSR address given in Section 2. **Fax** • Applications for a certificate are sent to: +32 (0) 2 552 27 82. **Email** • The applicant's ID card must be scanned and sent as an attachment in the email. • Email applications are sent to: **cjc-csr@just.fgov.be** NOTE: the certificate itself cannot be delivered by email since it is an authentic official document. **In person** • Individual – the individual must present themselves to the CJC/CSR (address in Section 2) with their national ID card. • Third parties – the third party must take copies of both their and the individual's national ID card, in addition to signed written authorisation. The written authorisation should contain all the information requested for postal applications. • For applications in person, the certificate is issued immediately.
5	**Where to apply in the UK**	Requests for a criminal records certificate must be made with the central electronic register (CJC/CSR) (see Section 2).
6	**How to apply in the UK**	The process is the same as applying from within Belgium (see Section 4) except that individuals cannot apply in person.
7	**Who can apply**	• Individuals; and • Any third party when given written permission by the individual. In addition, a series of public institutions (e.g. public administrative bodies, judicial authorities, and foreign governments) can also request an individual's criminal record certificate in specific circumstances as defined in international agreements.

8	**Cost, payment and turnaround**	**Costs** Criminal record certificates in Belgium are issued free of charge by the CJC/CSR. Postal costs must be paid for certificates sent out by the communes. **Turnaround** Criminal record certificates are issued immediately for applications made in person. Certificates which are posted will incur postage time, but can be expected to be received within a few days. There is no available fast-track service.
9	**How results are presented and security features**	The certificate will contain the following personal information: • Full name; • Place of birth; • Date of birth; • Profession; • Nationality; • Commune; • Address; and • National number (not the same as ID-card number). The certificate is issued with a stamp and signature from the CJC/CSR. The certificate also contains the date of issue. The certificate is valid for three months. The commune can either issue the certificate in person or post it to the individual. If an authorised public institution has requested the certificate, the certificate is posted to the institution.
10	**Languages**	French, Dutch or German No translation service is available.
11	**Criminal convictions listed on certificate**	Categories of criminal conviction in Belgium are broadly similar to those in the UK. Examples (in English, Dutch and French) include: • Violence against the person (NL: *geweld tegen personen* FR: *violence contre les personnes*) • Sexual offences (NL: *sexuele delicten* FR: *les infractions sexuelles*) • Burglary (NL: *inbraak* FR: *cambriolage*) • Robbery (NL: *diefstal* FR: *vol*) • Theft and handling stolen goods (NL: *heling* FR: *recel*) • Fraud and forgery (NL: *namaak/vervalsing* FR: *contrefaçon de biens/ falsification*) • Criminal damage (NL: *vandalisme* FR: *vandalisme*) • Drug offences (NL: *drugsdelicten* FR: *les infractions des drogue*) • Motoring offences (NL: *verkeersdelicten* FR: *les infractions de traffic*) Convictions are removed automatically when they become “spent”.

12	**Confirming authenticity**	This country has joined the *Hague Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents*. This enables criminal record checks to be authenticated by means of an Apostille. For further information on how to obtain an Apostille from this country, please see: **www.hcch.net/index_en.php?act=authorities.details&aid=310**
13	**Official bodies providing advice on interpretation of criminal records**	None
14	**Legislation**	The Loi relative au Casier judiciaire central passed on 8 August 1997 forms the governing legislation regarding disclosure of criminal records in Belgium. The relevant legislation is published online in French and Dutch at: **www.ejustice.just.fgov.be/cgi_loi/loi_a1.pl?language=fr&la=F&table_name=loi&cn=2001071965&&caller=list&fromtab=loi&tri=dd+AS+RANK** (French) **www.ejustice.just.fgov.be/cgi_loi/change_lg.pl?language=nl&la=N&cn=2001071965&table_name=wet** (Dutch)
15	**Pending changes**	From 2015 the communal registers will disappear following the connection of the communes to the central register (CJC/CSR). This will leave one national database.
16	**Sources of information**	Casier Judiciaire Central Hague Conference on Private International Law **www.hcch.net**

17	**Sample documents**	None

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Bosnia-Herzegovina

How to obtain a criminal record check - detailed guidance

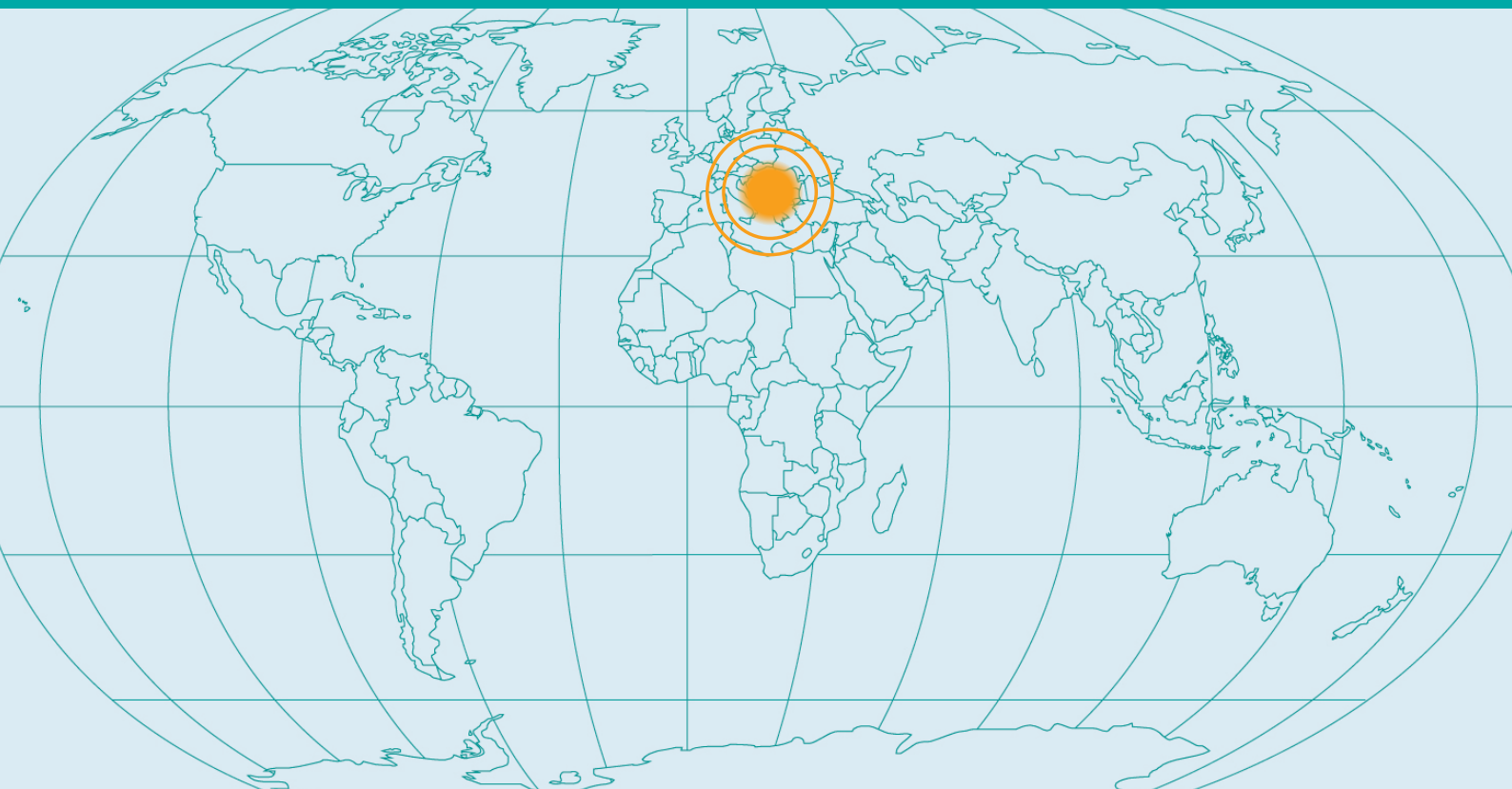
Individual/third party (with written consent) applies in person to Ministry of Internal Affairs/Regional Courts in Bosnia-Herzegovina

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

Cost 6–10 BAM

Certificate issued in Bosnian

Turnaround varies



Bosnia-Herzegovina

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1	**Name of certificate**	Certificate of No Criminal Conviction or Sentencing Certificate
2	**Department responsible for criminal records**	The Ministry of Justice, Valtera Perića 15, Sarajevo, Bosnia and Herzegovina. Tel: +387 (0) 33 213 151 Fax: +387 (0) 33 213 155 Web: **www.fmp.gov.ba** Also maintained locally at the regional offices of the Ministry of Internal Affairs (MIA) or the relevant Regional Court.
3	**Where to apply in country**	Ministry of Internal Affairs (regional offices): MIA Unsko-sanskog kantona +387 (0)37 223 223; **portparol@mupusk.gov.ba** MIA Posavskog kantona/zupanije +387 (0)31 712 544; **mup.zupanije.posavske@tel.net.ba** MIA Tuzlanskog kantona +387 (0) 35 255 877; **portparol@muptk.ba** MIA Zenicko-dobojskog kantona +387 (0) 32 449 249; **press@mupzdk.gov.ba** MIA Bosansko-podrinjskog kantona +387 (0) 38 221 125; **mupbpk@bih.net.ba** MIA Srednjebosanskog kantona +387 (0) 30 518 245; **mupsbk@bih.net.ba** MIA Hercegovacko-neretvanskog kantona +387 (0) 36 383 232; **infomup@muphnk.ba** MIA Zapadnohercegovackog kantona +387 (0) 39 830803; **mup.zzh@tel.net.ba** MIA Kantona Sarajevo +387 (0) 33 664 211; **zornicjusuf@hs-hkb.ba** MIA Livanjskog kantona +387 (0) 34 203 673; **muplivno@yahoo.com** Regional courts: The link below contains a list of all municipal courts in Bosnia and Herzegovina: **http://www.mpr.gov.ba/Default.aspx?langTag=en-US&template_id=115&pageIndex=1**
4	**How to apply in country**	**Certificate of No Conviction** Individuals must apply in person at the regional office (which office is determined by the individual's place of birth) of Ministry of Internal Affairs (see contact details in Section 3). The process is as follows: • Complete application form (available at regional Ministry of Internal Affairs offices) in the presence of an official; • Pay the relevant fee; and • Provide ID documentation.

		Sentencing Certificate Individuals follow the same process as above but applications are made at the relevant municipal court (see contact details in Section 3). If a third party is applying, the following is required: • ID documents for the third party; • Power of Attorney letter; • Birth certificate of the individual; and • The individual's personal details (in some circumstances).
5	**Where to apply in the UK**	**Individuals – citizens of Bosnia and Herzegovina** can apply at: The Embassy of Bosnia and Herzegovina, 5–7 Lexham Gardens, London, W8 5JJ Tel: + 44 (0)207 373 08 67 Fax: + 44 (0)207 373 08 71 Email: **embassy@bhembassy.co.uk** Web: **www.bhembassy.co.uk/** **Individuals – foreign citizens** Through their home country embassy in Bosnia and Herzegovina and apply for issuance of a Certificate of No Criminal Conviction or a Sentencing Certificate. UK citizens can apply through: British Embassy Sarajevo, 39a, Hamdije Cemerlica Street, 71000 Sarajevo, Bosnia and Herzegovina. Tel: +387 (0) 33 282 200 Fax: +387 (0) 33 282 203 Email: **britemb@bih.net.ba** Web: **https://www.gov.uk/government/world/bosnia-and-herzegovina** Third party applications can be made through the contact details in Section 3.

6	**How to apply in the UK**	**Individuals – citizens of Bosnia and Herzegovina** apply through Embassy of Bosnia and Herzegovina **Individuals – foreign citizens** must contact their home country embassy in Bosnia and Herzegovina and apply for issuance of Certificate of No Criminal Conviction and Sentencing Certificate. They must provide: • Written consent; • State the purpose and legal basis for the application; and • Submit valid evidence of the legal basis for the data processing (e.g. "processing is necessary for the performance of a contract to which the data holder is party or in order to take steps at the request of the data holder prior to entering into a contract"). **Third parties** in Bosnia and Herzegovina can apply on behalf of individuals by following the process in Section 4.
7	**Who can apply**	• Individuals; and • Third parties (with authorisation and ID).
8	**Cost, payment and turnaround**	The cost of obtaining a criminal record certificate in Bosnia is determined by each regional authority and varies between 6 and 10 BAM. Payment can be made by: • Cash; or • Bank transfer. The turnaround time for applications can vary between different regions; however, in most instances the expected turnaround for a request for criminal record disclosure is one day. There is no fast-track service available.
9	**How results are presented and security features**	The results are issued as a hard copy and collected in person (with the individual's signature). A Certificate of No Conviction will state whether or not there is a conviction registered against the individual's name. A Sentencing Certificate will state if there are any ongoing proceedings against the individual. Certificates of No Conviction contain the following security features: • The name of the issuing court in the top left hand corner; • An identification number ("Broj") which consists of four letters; • The city and date of issuance; • The word "Uvjerenje" (Certificate) which appears about halfway through in the text of the document; • A round stamp containing the name of the issuing court with a coat of arms in the shape of a shield in its centre; • The signature of the issuing officer; and • A statement that the individual has had no convictions.

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

15	**Pending changes**	Pending changes were advised but no further information was provided.
16	**Sources of information**	Bosnia and Herzegovina Embassy CPNI Guidance Document 2009 Hague Conference on Private International Law **www.hcch.net**

17	**Sample documents**	None

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Brazil

How to obtain a criminal record check - detailed guidance

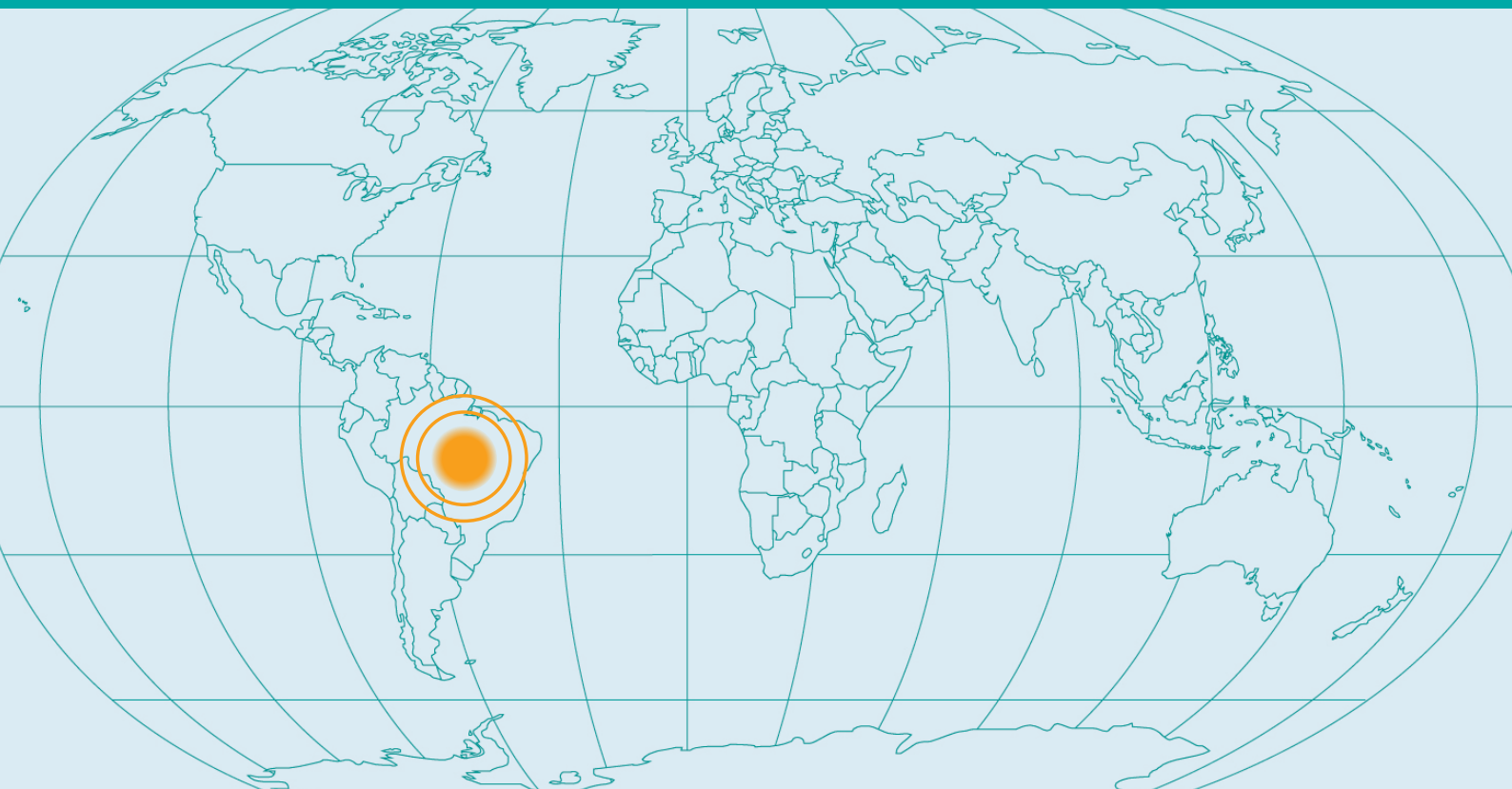
Individual/third party (with power of attorney) applies online/in person at a local police station

Online only from UK

No cost

Certificate issued in Portuguese

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



Brazil

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1	**Name of certificate**	Criminal Record Certificate (*Certidão de Antecedentes Criminais*)
2	**Department responsible for criminal records**	The Department of Federal Police issues the criminal record certificates and holds the records.
3	**Where to apply in country**	The Federal Police has a national jurisdiction. However, there is a regional office in each state and several branches all over the country. The official website lists all the branches: **www.dpf.gov.br/institucional/pf-pelo-brasil/pf-pelo-brasil**
4	**How to apply in country**	**In person** • Download, print, fill in application form at: **www.dpf.gov.br/servicos/antecedentes-criminais/** and sign it; • Take to regional office (see Section 3); and • Present original ID document plus a photocopy of the identity card, authenticated by the unit. If the request is made in person by a power of attorney, the following must be provided: • Completed application form, printed and signed by the attorney; • Power of attorney granting specific powers to the expedition of the certificate of criminal records, with notarised, or similar body abroad; • Legible photocopy of the identity card of the applicant; and • Legible photocopy of the identity card of the attorney. **Online** • Via the application portal – **www.dpf.gov.br/servicos/antecedentes-criminais/** • Providing details of : – Name of mother and father; – Date of birth; – Nationality; – Birth state; and – Passport number. • Online applications may be rejected for a number of reasons, e.g. if a record of another individual with the same name is found. The application form can be found online: **www.dpf.gov.br/servicos/antecedentes-criminais/**
5	**Where to apply in the UK**	Online only at: **www.dpf.gov.br/servicos/antecedentes-criminais/**
6	**How to apply in the UK**	Applications can be made online as detailed in Section 4.
7	**Who can apply**	Individuals; and Third party or employer (with notarised power of attorney)

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

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

17	Sample documents

MINISTÉRIO DA JUSTIÇA
DEPARTAMENTO DE POLÍCIA FEDERAL

CERTIDÃO DE ANTECEDENTES CRIMINAIS

Nº [redacted] - INI/DPF

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

Observações:

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

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

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

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Bulgaria

How to obtain a criminal record check - detailed guidance

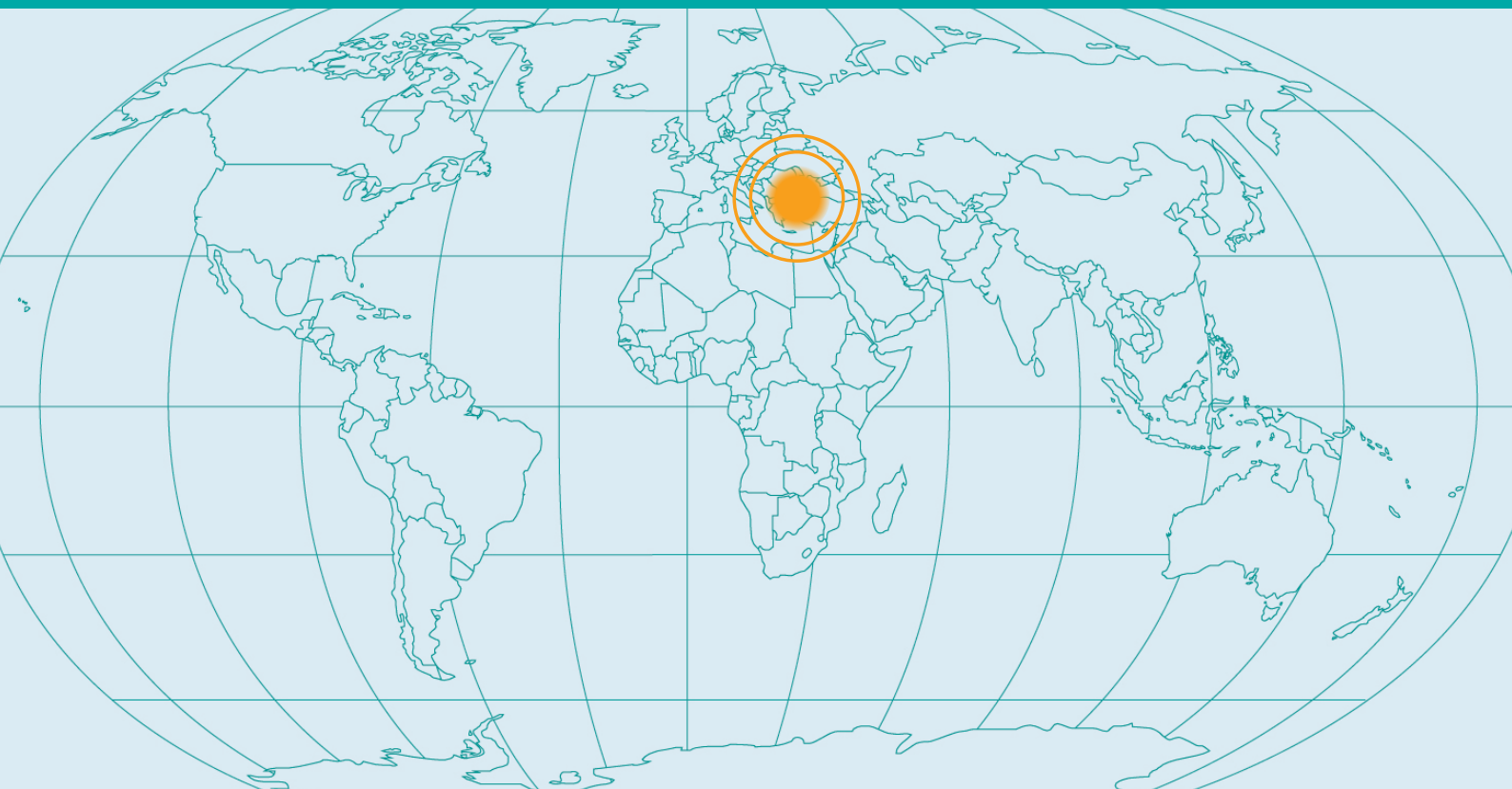
Individual/third party (with power of attorney) applies in person to Central Office of Criminal Records/Local Criminal Records Offices of the Regional Courts/online to Ministry of Justice

Applications from UK in person to the Embassy/online

Cost 3 BGL

Certificate issued in Bulgarian

Turnaround 1 to 3 days/UK plus postage time



Bulgaria

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1	**Name of certificate**	Conviction Status Certificate (*Свидетелство за съдимост*)
2	**Department responsible for criminal records**	Central Office of Criminal Records and All Regional Courts in Bulgaria
3	**Where to apply in country**	Individuals born outside Bulgaria or with an unknown place of birth apply at: Central Office of Criminal Records, Ministry of Justice, 5 Aksakov Street, 1040 Sofia, Bulgaria. Tel: +359 (0) 2 92 37 355 Web: **www.justice.government.bg/44/** Email: **pr@justice.government.bg** or **priemna@justice.government.bg** Individuals born in Bulgaria apply at: Local Criminal Records Offices to the Regional Courts. A list of which can be found at: **www.vss.justice.bg/bg/start.htm**
4	**How to apply in country**	The individual submits an application form (available from the contacts in Section 3) in the following ways: **In person** To a local Criminal Records Office of the Regional Courts or the Central Office of Criminal Records (see contact details in Section 3). Together with the individual's: • ID card; • Original birth certificate; and • Proof of payment. Third parties should present a power of attorney, authorising them to obtain the certificate. **Online** Applications are made through the Ministry of Justice website at: **https://cs.mjs.bg/** This is only available for individuals who have no convictions or administrative sanctions imposed.
5	**Where to apply in the UK**	Embassy of the Republic of Bulgaria, 186–188 Queen's Gate, London, SW7 5HL Tel: +44 (0) 20 7581 3144/ +44 (0) 20 7584 9400 Fax: +44 (0) 20 7584 4948 Web: **www.bulgarianembassy-london.org/**

6	**How to apply in the UK**	The application process is the same as the in person process detailed in Section 4 but must be made at the address in Section 5.
7	**Who can apply**	Individuals; or Third parties (with consent).
8	**Cost, payment and turnaround**	**Cost** • 3 BGL (additional fees may be levied through the Bulgarian Embassy). **Payment** • Central Office of Criminal Records: – Bank transfer to: – Bank account of the Central Office of Criminal Records – IBAN: BG09BNBG96613000173701 – BIC: BNBGBGSD • Criminal Records Offices to the Regional Courts: – Bank transfer to the bank account of the respective Regional Court (contact the Court for details – see contact details in Section 3). • Bulgarian Embassy in the UK: – The fees shall be transferred to the bank account of the Embassy (contact the Embassy for details – see contact details in Section 5). **Turnaround** The certificate shall be issued on the same day or no later than 3 working days after the application has been submitted.
9	**How results are presented and security features**	A certificate may be issued: • As a hard copy for personal collection; or • As an electronic document, if the application is submitted online. The certificate contains the following details: • The individual's full name; • The individual's personal identification number; • The individual's date and place of birth; • The individual's nationality; • The names of the individual's parents; • Details of any convictions; • The purpose for which the certificate is issued (if this is employment, the exact job title will be indicated); and • A stamp and signature of an official.

		The Conviction Status Certificate contains the following security features: • Signature of two officials from the respective Criminal Records Office; • A registration number located in the upper left corner under the name of the Criminal Records Office; • Date of issue; and • Two stamps; round and rectangular. Both stamps contain the name of the Regional Court and Criminal Records Office and the rectangular stamp also has the word "ТАКСУВАНО" ("Fee Paid"). Spent convictions will be removed except when the rehabilitation does not erase the consequences of the conviction.
10	**Languages**	Certificates are issued only in Bulgarian. There is no official translation service.
11	**Criminal convictions listed on certificate**	Categories of criminal conviction in Bulgaria include: • Crimes against the person (*Престъпления против личността*); • Sexual offences (*Разврат*); • Theft (*Кражба*); • Robbery (*Грабеж*); • Handling of stolen goods (*Вещно укривателство*); • Fraud and crimes related to documents (*Измама и Документни престъпления*); • Destruction and damage (*Унищожаване и повреждане)*; • Crimes related to the use and distribution of drugs (*Престъпления свързани с употреба и пренасяне на наркотици*); and • Transport and communications crimes (*Престъпления по транспорта и съобщенията*). Other major categories of offence include crimes against: the Republic; the rights of the citizens; the economy; the financial, tax and insurance systems; peace and humanity. Judgments will be removed from a criminal record when: • The individual is rehabilitated, due to a change in legislation or when awarded by a court of law, and the conviction is erased and other associated consequences are revoked; and • The sentence has been served and the following periods of time have elapsed: • 20 years – for life imprisonment; • 15 years – for imprisonment of over 10 years; • 10 years – for imprisonment of between 3 and 10 years; • 5 years – for imprisonment of less than 3 years; and • 2 years – all other instances.

12	**Confirming authenticity**	This country has joined the *Hague Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents*. This enables criminal record checks to be authenticated by means of an Apostille. For further information on how to obtain an Apostille from this country, please see: **www.hcch.net/index_en.php?act=authorities.details&aid=312** Please note that the online application process issues the Conviction Status Certificate as an electronic document, therefore it is not possible to obtain an Apostille for this type of certificate; however, verification can be made at: **https://cs.mjs.bg/**
13	**Official bodies providing advice on interpretation of criminal records**	None
14	**Legislation**	Penal Code of Bulgaria Law on Electronic Document and Electronic Signature Law on Protection of Personal Data
15	**Pending changes**	None
16	**Sources of information**	CPNI Guidance Document 2009 In country legal resource Hague Conference on Private International Law: **www.hcch.net**

17	Sample documents

Sample online certificate

ОБРАЗЕЦ
SAMPLE

Регистрационен номер: 13021500014
Registration number: 13021500014

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

ЕЛЕКТРОННО СВИДЕТЕЛСТВО ЗА СЪДИМОСТ
ELECTRONIC CONVICTION STATUS CERTIFICATE

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

Удостоверява, че лицето:
Certifies that the person:

НИКОЛАЙ ИВАНОВ ПЕТРОВ
(име, презиме и фамилия)

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

ЕГН: **8406123846**
Personal number: **8406123846**

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

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

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

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

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

Код за достъп: **1A1A1A1A1A**
Access code: **1A1A1A1A1A**

Забележка: Електронното свидетелство за съдимост само в електронен от вид достъпно на обявените от Министерството на правосъдието интернет страници, има същата сила, като свидетелствата за съдимост, нарисувани на хартиен носител.

Електронните свидетелства за съдимост е достъпно от заинтересованите лица на страниците на Министерство на правосъдието, чрез предоставяния код за достъп.

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

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

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Centre for the Protection of National Infrastructure

SECURITY WATCHDOG
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Canada

How to obtain a criminal record check - detailed guidance

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

Fingerprints required

Cost $25 CAD + fingerprinting costs

Certificate issued in English/French

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

Canada

1 Name of certificate

2 Department responsible for criminal records

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6 How to apply in the UK

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13 Official bodies providing advice on interpretation of criminal records

14 Legislation

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1	**Name of certificate**	Criminal Record Check (C-480)
2	**Department responsible for criminal records**	Canadian Criminal Real Time Identification Services (CCRTIS) part of the Royal Canadian Mounted Police (RCMP)
3	**Where to apply in country**	**By post** Director General, Canadian Criminal Real Time Identification Services (CCRTIS), RCMP, NPS Bldg, 1200 Vanier Parkway, Ottawa ON K1A 0R2, Canada. Email: **civilnps@rcmp-grc.gc.ca** Tel: + 613-998-6362 **By courier** Director General, Canadian Criminal Real Time Identification Services (CCRTIS), RCMP, NPS Bldg., Loading Dock #1, 1200 Vanier Parkway, Ottawa ON K1A 0R2, Canada.
4	**How to apply in country**	**Information required** The individual must: • Clearly indicate the reason for the certified criminal record check: e.g. Employment – (the job title or position sought must be stated in the "REASON FOR APPLICATION" portion of the fingerprint form). • Provide: – Full name; – Date of birth; – Gender; – Mailing address; – Phone number; – Fax number; – Email address; – Processing fee; and – Third-party consent letter (if applicable). • A full set of fingerprints is required. **Method of application** • Applications can be sent by post or by courier to the addresses in Section 3. • Although fingerprint submissions are accepted by courier, results will be returned by regular mail and not by courier.

		Third parties/employers The information may be released to a third party as long as: • The individual has provided provide written consent authorizing the RCMP to release their criminal record information to the third party/ employer. • The consent must contain a statement that the individual is aware that refusal to give consent to release information to a third party will not negatively affect their request. • The consent must be an original document. **Fingerprints** • A full set of fingerprints is required, including both rolled and flat impressions of all ten fingers. • Fingerprints are taken on form C-216C at local police station or private accredited fingerprinting agency. • Complete all fields on the fingerprint form. Incomplete forms will be returned to the applicant unprocessed. • Depending on the police jurisdiction, a fee may be required. Individuals must verify the information recorded by the official taking the fingerprints and ensure that the official's name, signature and the name of the agency is indicated on the fingerprint form. **Electronic civil fingerprinting** Electronic processing significantly reduces processing times when there is no match to an RCMP fingerprint holding. Authorised police services which offer this service can be found at: **www.rcmp-grc.gc.ca/cr-cj/ps-sp-elect-eng.htm** Further information can be found at: **www.rcmp-grc.gc.ca/cr-cj/fing-empr2-eng.htm**
5	**Where to apply in the UK**	Applications must be made to the addresses in Section 3.
6	**How to apply in the UK**	**Application process** The application process is the same as that from Canada (see Section 4). **Fingerprinting** Contact the local UK police authority to ascertain which police stations to obtain fingerprints. To be accepted by the RCMP the form must contain: – rolled and flat impressions of all 10 fingers taken with black ink; – full name, date of birth and sex of the applicant; – the name and address of the police agency; and – the name and signature of the official taking the fingerprints.

		Electronic processing significantly reduces processing times (from 22 weeks to less than 3 business days) when there is no match to an RCMP fingerprint holding. See Section 15 for changes
7	**Who can apply**	• Individuals; and • Third parties/employers (with signed consent).
8	**Cost, payment and turnaround**	**Cost** $25 CAD **Methods of payment** Payment by cheque, money order or American Express Travellers Cheques made payable to "Receiver General for Canada". **Fingerprinting costs** In Canada – cost depends on the police jurisdiction. In UK – local police authorities charge £71.50. **Turnaround** Turnaround times vary depending on many different factors such as: • The type of submission received: paper fingerprint or electronic fingerprint; • The number of applications received at different times of the year; • The amount of manual processing related to the application. The approximate wait times for fingerprint submissions received by the RCMP when there is no match to an RCMP fingerprint are: • Paper fingerprint submission – 22 weeks; • Electronic fingerprint submission - 3 business days or less. There is no process for fast-tracking a request.
9	**How results are presented and security features**	The criminal record is divided into two sections: a listing of all names the individual has been convicted under; and then a listing of all charges, dates and place of sentence and the resulting penalties. The certificate has two sections: • A page indicating the return mailing address, name and date of birth for the individual and the reason for the application along with 4 fingerprints; and • The Criminal Record Certificate (C-480). • If there are no criminal convictions the return mailing address page will have an embossment of the RCMP logo in the bottom right hand corner. • If there are convictions the embossment will be on the C-480.
10	**Languages**	The certificate is issued in English and French. Any criminal convictions will be listed in the language that the criminal charges were presented to the CCRIS. There is no official translation service provided.

11	**Criminal convictions listed on certificate**	All convictions are listed on the certificate. A conviction will stay on a criminal record until the individual reaches 80 years of age. An individual may apply for a record suspension that will sequester their file.
12	**Confirming authenticity**	There is no service to confirm the authenticity of a criminal record certificate.
13	**Official bodies providing advice on interpretation of criminal records**	None
14	**Legislation**	The Identification of Criminals Act 1985 The Criminal Records Act 1985 (Amended 2013) The Youth Criminal Justice Act 2002 The Privacy Act 1985 (Amended 2013) The Ministerial Directive on the Release of Criminal Record Information
15	**Pending changes**	From 1st July 2014, CCRTIS will no longer be accepting paper fingerprint submissions for civil purposes, including criminal record checks. Electronic fingerprint submission capabilities do not currently exist outside of Canada. However, individuals may contact third party agencies within Canada who will digitise ink fingerprints and submit them electronically to the RCMP.
16	**Sources of information**	RCMP **www.rcmp-grc.gc.ca/cr-cj/fing-empr2-eng.htm**

17	**Sample documents**	None available

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China (People's Republic of)

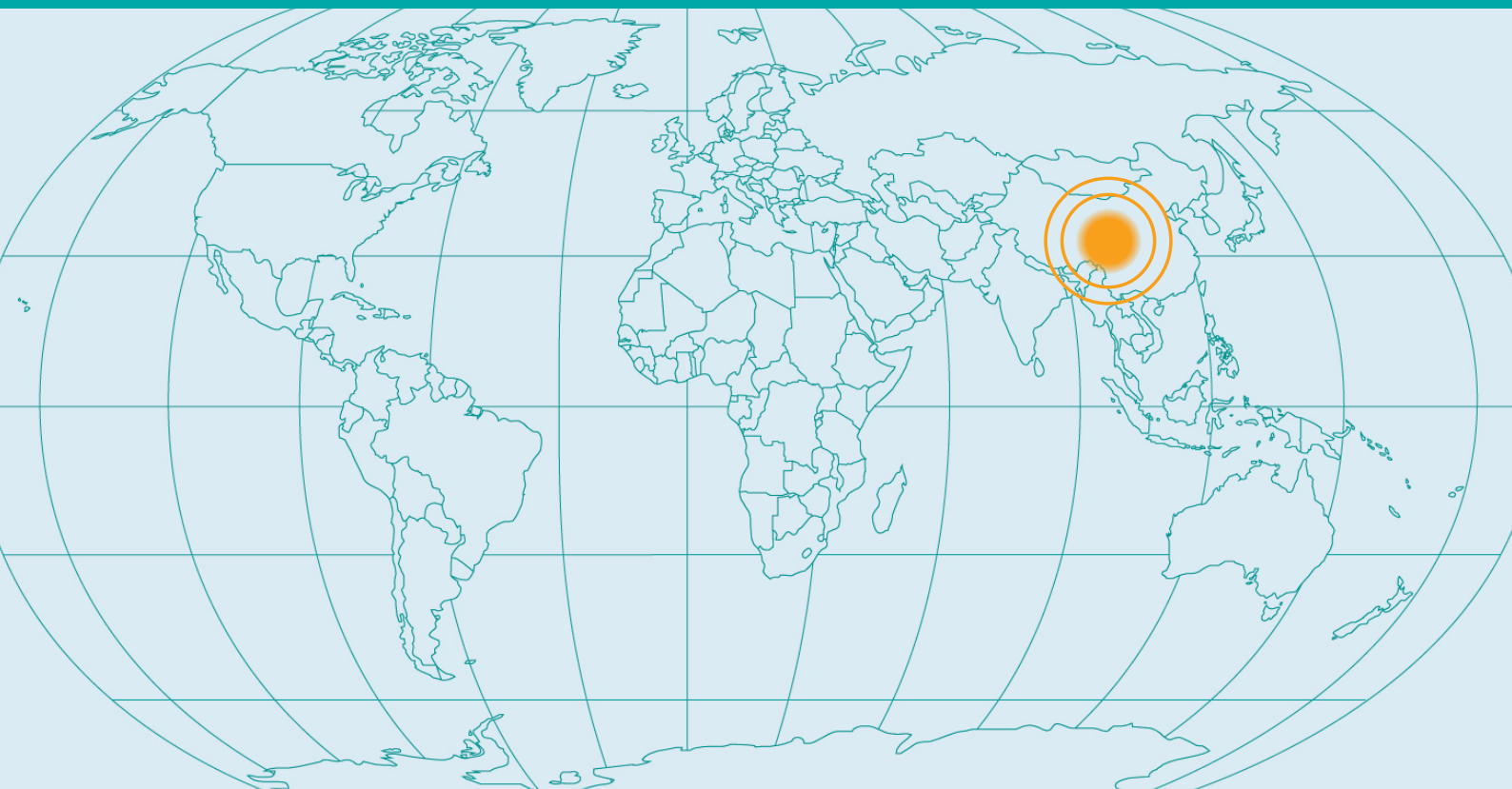
How to obtain a criminal record check - detailed guidance

Individual applies at Public Security Bureau (PSB) in country

Some PSBs allow applications by third party

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

Check with individual PSB for details



China (People's Republic of)

1 Name of certificate

2 Department responsible for criminal records

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6 How to apply in the UK

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1	**Name of certificate**	Certificate of No-Criminal Record (无犯罪记录证明)
2	**Department responsible for criminal records**	There are separate local authorities covering each region.
3	**Where to apply in country**	Each regional Public Security Bureau (PSB) (GongAn Ju). There is no list of all the PSBs; however contact details for the Beijing Public Security Bureau are: 2 Andingmen Avenue (East), Dongcheng District, Beijing, China.
4	**How to apply in country**	The process is different in each city and the individual will need to confirm it with their local PSB (see Section 3). Applications can be made in person only. Required documents vary at each PSB; however, the following are usually required for non-Chinese nationals: • Original passport with residence permit; • Photocopies of the passport photo page, Chinese visa and Chinese entry/exit stamps; • Original work permit; • Original temporary residence registration form; and • Original letter of verification issued by the employer stating that the individual has no criminal record.
5	**Where to apply in the UK**	Applications can only be made in country (see Section 3).
6	**How to apply in the UK**	Applications can only be made in country (see Section 4).
7	**Who can apply**	• Individuals; and • Employers or third parties can apply to the PSB in Beijing or Shanghai (this may not be possible at other PSB offices).
8	**Cost, payment and turnaround**	**Cost** The cost varies at each PSB. The fee must be paid in cash in local currency. **Turnaround** The turnaround time varies at each PSB. For Beijing and Shanghai, the turnaround time is 7–15 working days.

9	**How results are presented and security features**	The individual will receive a telephone call from the PSB to confirm the certificate is ready for collection. As the PSB only issue certificates of no convictions, if the individual has a criminal record, no certificate will be issued. If the individual does not have a criminal record, the following information will be provided on the certificate: • Individual's full name; • Nationality; • Passport number; • Date of birth; and • Duration of stay. See Section 17 for a sample certificate.
10	**Languages**	Certificates are only available in Chinese. There is no official translation service available.
11	**Criminal convictions listed on certificate**	No criminal convictions are listed on the certificate as a certificate will only be issued if the individual does not have a criminal record. Criminal record information is not removed from the records.
12	**Confirming authenticity**	The Public Notary Office offers this service. The cost and turnaround time varies between offices around the country. The Chinese Embassy or Consulate can also authenticate a certificate.
13	**Official bodies providing advice on interpretation of criminal records**	None
14	**Legislation**	There are no specific provisions in the current laws, rules or regulations which apply to criminal record checks.
15	**Pending changes**	None
16	**Sources of information**	In Country Legal Resource

17	Sample documents

Sample certificates

公　证　书

(2013)沪浦证外字第　　号

申请人：　　，一九七四年八月二日出生，所持德国护照号码：　　，原德国护照号码

公证事项：无犯罪记录

兹证明德国公民　　从二〇〇五年九月二十一日至二〇〇九年十一月六日在中华人民共和国居住期间无犯罪记录。

中华人民共和国上海市浦东公证处

公证员 王志辉

二〇一三年一月廿一日

上海市浦东公证处

(12086200)

anslation

Notarial Certificate

(2013) H.P.Z.W.Z.No.

Applicant , born on August 2, 1974, German Passport No.: , former German Passport No.:

Notarial Matters: Not Having Criminal Record

This is to certify that German Citizen had no criminal record during his residence in the People's Republic of China from September 21, 2005 to November 6, 2009.

Notary Public: WANG Zhihui
(sealed)

Shanghai Pudong Notary Public Office
The People's Republic of China
(sealed)

Dated this on January 31, 2013

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SECURITY WATCHDOG
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Croatia

How to obtain a criminal record check - detailed guidance

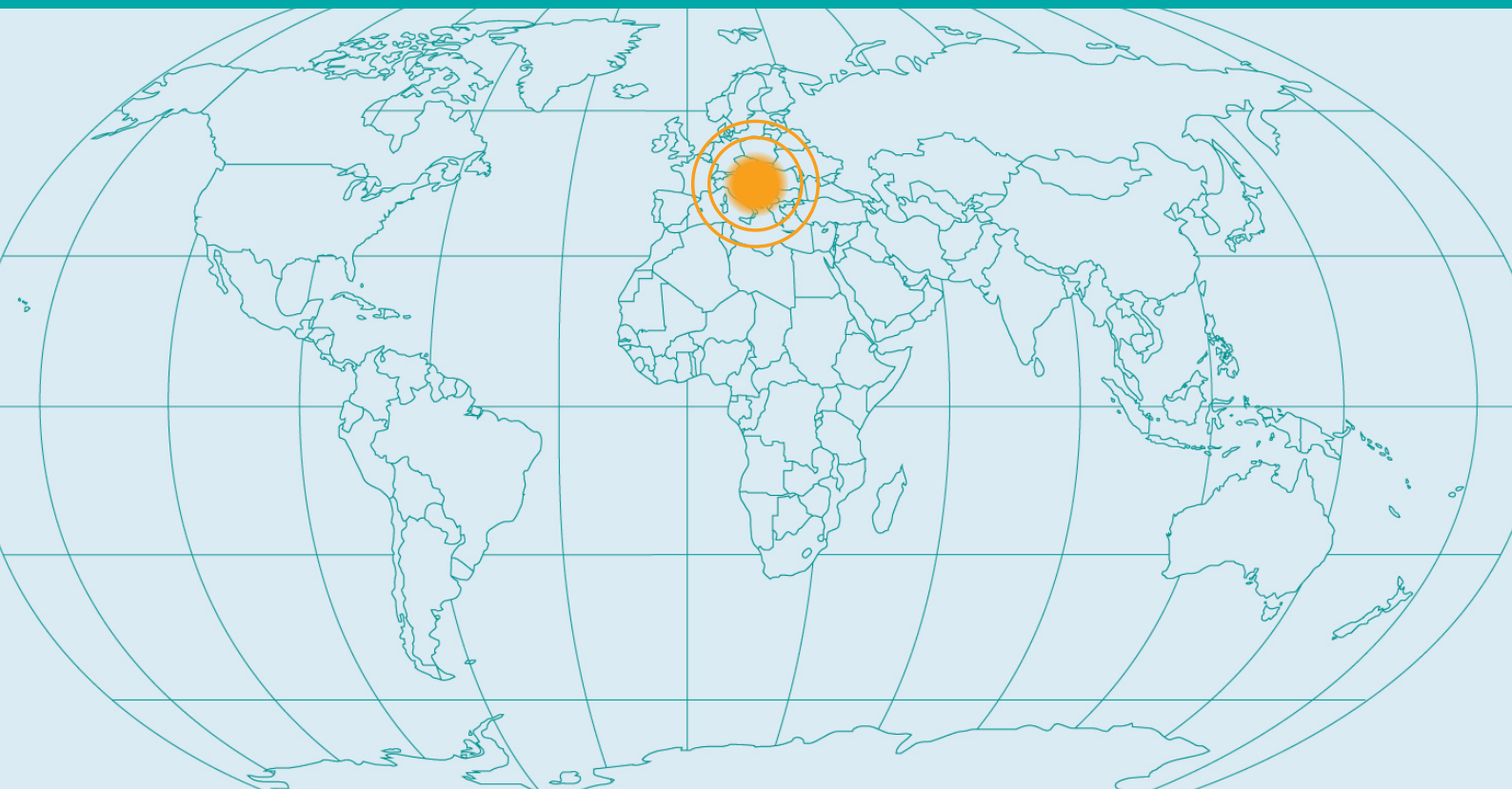
Individual/third party (with written consent) applies in person/by post to Department for Criminal Records

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

Cost 40 HRK

Certificate issued in Croatian

Turnaround in person instant/by post 1 week



Croatia

1 Name of certificate

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1	**Name of certificate**	Certificate of No Convictions (CNO) (*Potvrda o nekaznjavanju*)
2	**Department responsible for criminal records**	Ministry of Justice Department for Criminal Records (*Odjel Kaznene Evidencije*)
3	**Where to apply in country**	The Department for Criminal Records (Odjel Kaznene Evidencije), Ministarstvo Pravosudja, Subsection for Administrative Tasks, Zagreb, Ulica grada Vukovara 49, Croatia. Web: **www.pravosudje.hr**
4	**How to apply in country**	The Department for Criminal Records accepts requests for criminal records disclosure by registered mail or in person. An applicant is required to complete an application form available from the Department for Criminal Records and submit identity documents.
5	**Where to apply in the UK**	**In person** at: Embassy of Croatia, 21 Conway Street, London, W1T 6BN Tel: +44 (0) 20 7387 2022 Fax: +44 (0) 20 7387 0310 Email: **vrhlon@mvep.**hr Web: **http://uk.mvep.hr/en** **By post** to the Department for Criminal Records (see Section 3).
6	**How to apply in the UK**	Applications can be made: • In person at the Embassy of Croatia (see contact details in Section 5); or • By post to the Department for Criminal Records (see contact details in Section 3). There is no formal process for overseas applications of criminal records disclosure. Applicants must provide identification documents and are advised to contact the UK embassy for further information.

7	**Who can apply**	A CNO can be obtained for residents, non-residents, citizens and non-citizens who have resided in Croatia for a significant period. Applications can be made by: • Individuals; and • Third parties (with the written consent of an individual and identification documents relating to the applicant).
8	**Cost, payment and turnaround**	**Cost** The cost is 40 HRK. **Turnaround** In person – issued immediately. By post – approximately 1 week.
9	**How results are presented and security features**	The CNO is issued as a hard copy which can be collected or posted to the individual. A CNO is printed on A4 white paper. Each page of the certificate is stamped and signed by a court official. The information contained in CNO includes the following: • Name of the individual; • Address; • Details of convictions (where relevant); and • Details of proceedings which may restrict an individual from performing certain duties (where relevant).
10	**Languages**	Certificates are issued only in Croatian.
11	**Criminal convictions listed on certificate**	The following major categories of conviction exist in Croatia under various sections of the Criminal Code 1998, as amended: • Violence against the person (*Tjelesna ozljeda*); • Bodily injury (*Teška tjelesna ozljeda*); • Aggravated bodily injury; • Sexual offences (*Kaznena djela protiv spolne slobode I spolnog cudoreda*); • Criminal offences against sexual freedom and sexual morality; • Burglary, robbery, theft and handling of stolen goods (*Kaznena djela protiv imovine*); • Criminal offences against property; • Fraud and forgery (*Ostecenje i uporaba tudih podataka, Prijevara*); • Computer forgery, fraud; • Criminal damage (*Unistenje i ostecenje tude stvari*) • Malicious mischief; • Drug offences (*Zlouporaba opojnih droga*) • Abuse of narcotic drugs; • Motoring offences (*Izazivanje prometne nesrece*); and • Endangering road traffic.

		Criminal convictions remain on record in the database for an indefinite period unless they have been removed under the following conditions: • The conviction is deemed to be "spent"; • A court overturned the conviction; or • A court decided to remove the conviction from the record.
12	**Confirming authenticity**	This country has joined the *Hague Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents*. This enables criminal record checks to be authenticated by means of an Apostille. For further information on how to obtain an Apostille from this country, please see: **www.hcch.net/index_en.php?act=authorities.details&aid=315**
13	**Official bodies providing advice on interpretation of criminal records**	The Department for Criminal Records (*Odjel Kaznene Evidencije*) (see contact details in Section 3).
14	**Legislation**	Croatian Criminal Code 1998, as amended
15	**Pending changes**	None
16	**Sources of information**	Ministry of Justice – Republic of Croatia Criminal Code CPNI Guidance Document 2009 **www.hcch.net** – Hague Convention website

17	**Sample documents**	None available

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Cyprus

How to obtain a criminal record check - detailed guidance

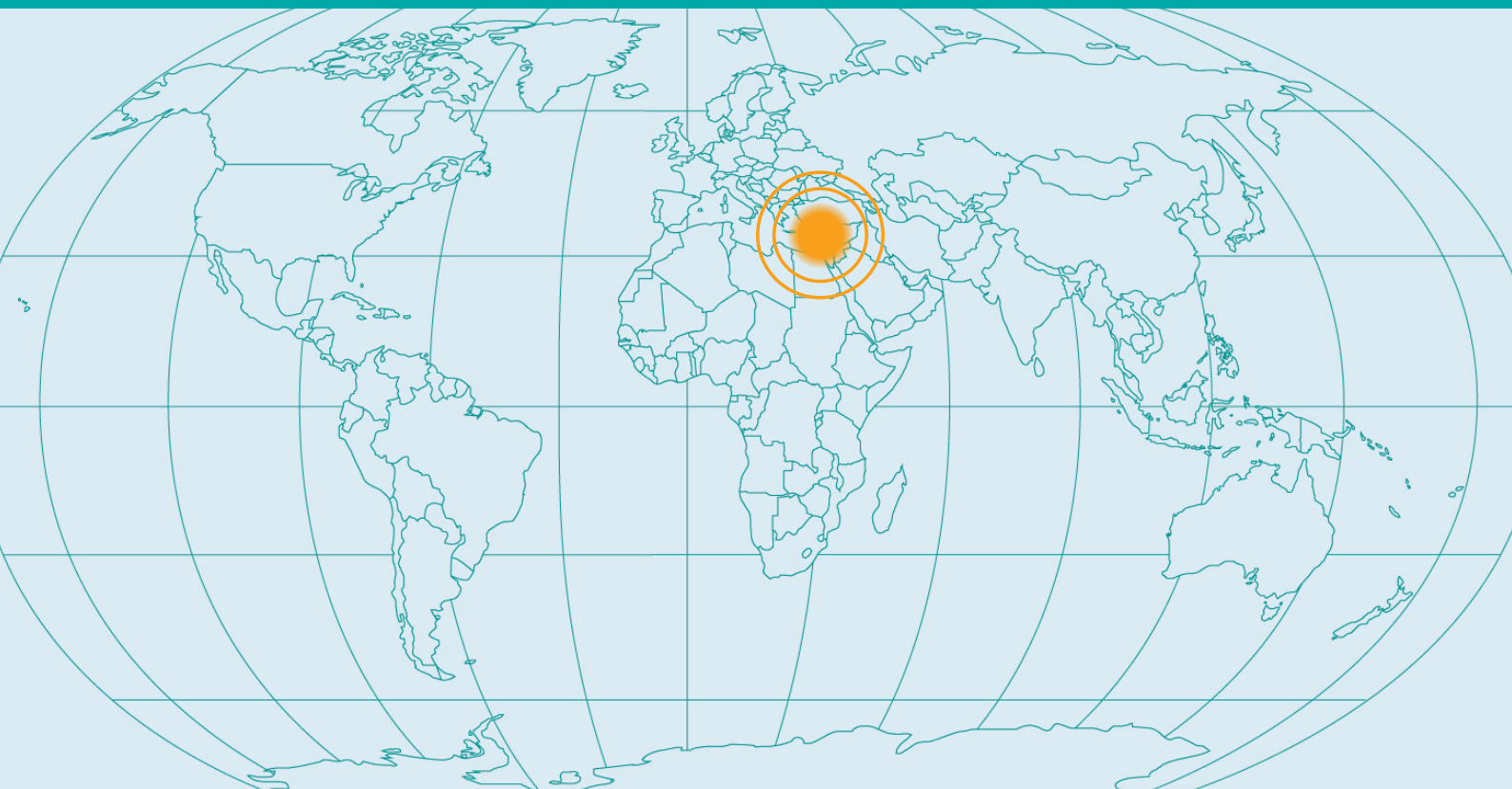
Individual/third party (with written authorisation) applies in person at Divisional Police Headquarters/Criminal Record Office

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

Cost €20

Certificate issued in Greek or English

Turnaround from Cyprus same day – UK 1–2months



Cyprus

1 Name of certificate

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1	**Name of certificate**	Police Clearance Certificate
2	**Department responsible for criminal records**	Criminal Record Office in Nicosia (see Section 3)
3	**Where to apply in country**	**Cypriot citizens** Apply for certificates at the Divisional Police Headquarters in Nicosia, Limassol, Larnaca, Paphos, Ammochostos and Morfou. A link to these can be found at: **www.police.gov.cy/police/police.nsf/dmllefkosia_en/dmllefkosia_en?OpenDocument** under "District Departments". **Other citizens** must apply at: Criminal Record Office, Police Headquarters, Department C, Evangelou Floraki Street, 1478 Nicosia, Cyprus.
4	**How to apply in country**	**In person** An application form must be completed and taken to the Criminal Record Office or Divisional Police Headquarters to the addresses in Section 3. Application forms can be obtained from any Police Station or from the Official Police website at: **www.police.gov.cy/police/police.nsf/All/9D5F063F1BCD709BC22578A900272470?OpenDocument** (see sample form in Section 17). Every application must be accompanied by: • An official receipt for the payment of the amount of €20; • A copy of an identity card or passport for Cypriot citizens; • If applicable, a copy of an Alien Book, Pink Slip or Yellow Slip and passport for Aliens; • The application can be submitted by the individual or a person authorised by the individual.
5	**Where to apply in the UK**	By post to the Criminal Record Office at the address in Section 3. In person at the: High Commission for the Republic of Cyprus, 13 St James' Square, London, SW1Y 4LB Tel: +44 (0) 20 7321 4100 Fax: +44 (0) 20 7321 4165/4164 Email: **cyphclondon@btconnect.com**

6	**How to apply in the UK**	**Post** To the Criminal Record Office at the address in Section 3. **In person** At the High Commission for the Republic of Cyprus (address listed in Section 5). The application will be sent by the diplomatic bag to the Criminal Record Office in Cyprus. The information required is the same as that for applications in Cyprus (see Section 4).
7	**Who can apply**	The application can be submitted by the individual or a person authorised by the applicant. An employer or a third party can apply on behalf of an individual only if they have a written authorisation by the applicant.
8	**Cost, payment and turnaround**	The cost is €20. **Payment** **Individuals living in Cyprus** • The payment can be made by the individual or a person authorised by the individual. • Pay in cash at the Criminal Record Office or in any Divisional Police Headquarters **Individuals living in the UK** • Payment by Bank Transfer: – Remittance to the Central Bank of Cyprus – Name: The Chief of Cyprus Police – SWIFT CODE. CBCYCY2NFBU – Government General Account – Account no. CY16001000010000000006001010 – The bank charges must be paid by the applicant. **Turnaround** • In Cyprus – the same day • From the UK – the procedure takes 1–2 months.

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

16	**Sources of information**	Criminal Records Office

17	**Sample documents**	Application form – page 1

REPUBLIC OF CYPRUS

MINISTRY OF JUSTICE
AND PUBLIC ORDER

CYPRUS POLICE

APPLICATION FOR THE ISSUANCE OF A CLEAR CRIMINAL RECORD CERTIFICATE

1. **Full name**.....
   (Capital letters)
2. **Present residence and since when**.....
   (Quote village/Town, street, number, & Post code)

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

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

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

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

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

5. **Object of certificate required**.....

6. **ARC Number**.....

Date ....
Signature of applicant

Application forms can be obtained from any Police Station, or through the Internet from the Official Police website www.police.gov.cy
Every application must be accompanied by:

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

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

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

REPORT OF CRIMINAL RECORD OFFICE

A. Checking of Particulars:

I. Date of receipt.....

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

Date..... .....
Signature

B. Result of Criminal record check:

I. The applicant has no convictions.
II. The applicant has convictions.
(vide C.R. No.....)

Conviction

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

Date..... .....
Signature

C. Certificate details

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

Date..... .....
Signature

Sample - Certificate of Clear Criminal Record

REPUBLIC OF CYPRUS

CYPRUS POLICE

S/N: ΤΜΗΜΑ Γ-ΕΓΚ/ΛΗΜΑΤΟΛΟΓΙΚΟ ΑΡΧΕΙΟ (C.R.O) - / 2013

MINISTRY OF JUSTICE
& PUBLIC ORDER

Receipt No:

Date of issue:

CERTIFICATE OF CLEAR CRIMINAL RECORD

It is hereby certified that of has not had any previous criminal convictions up until the issuance day of this certificate.

The check carried out was based on the Records kept by the Criminal Record Office of the Cyprus Police.

IDENTITY CARD / PASSPORT DETAILS

I.C. No.:

Passport No.:

Date of Issue:

Place of issue:

NATIONALITY
(Only for Aliens)

For the Chief of Police

SAMPLE

User: 1906

Sample – Certificate of Criminal Record

REPUBLIC OF CYPRUS

CYPRUS POLICE

S/N: ΤΜΗΜΑ Γ-ΕΓΚΛΗΜΑΤΟΛΟΓΙΚΟ ΑΡΧΕΙΟ (C.R.O) - / 2013

MINISTRY OF JUSTICE
& PUBLIC ORDER

Receipt No:

Date of issue:

CERTIFICATE OF CRIMINAL RECORD

I certify that of , up until the date of issuance of this certificate, has been found guilty of the following criminal convictions.

The check carried out was based on the Records kept by the Criminal Record Office of the Cyprus Police.

IDENTITY CARD / PASSPORT DETAILS

I.C. No:

Passport No:

Date of issue:

Place of issued:

NATIONALITY
(Only for Aliens)

.....

For the Chief of Police

SAMPLE

User: 1906

CPNI
Centre for the Protection of National Infrastructure

SECURITY WATCHDOG
Part of Capita plc

Czech Republic

How to obtain a criminal record check - detailed guidance

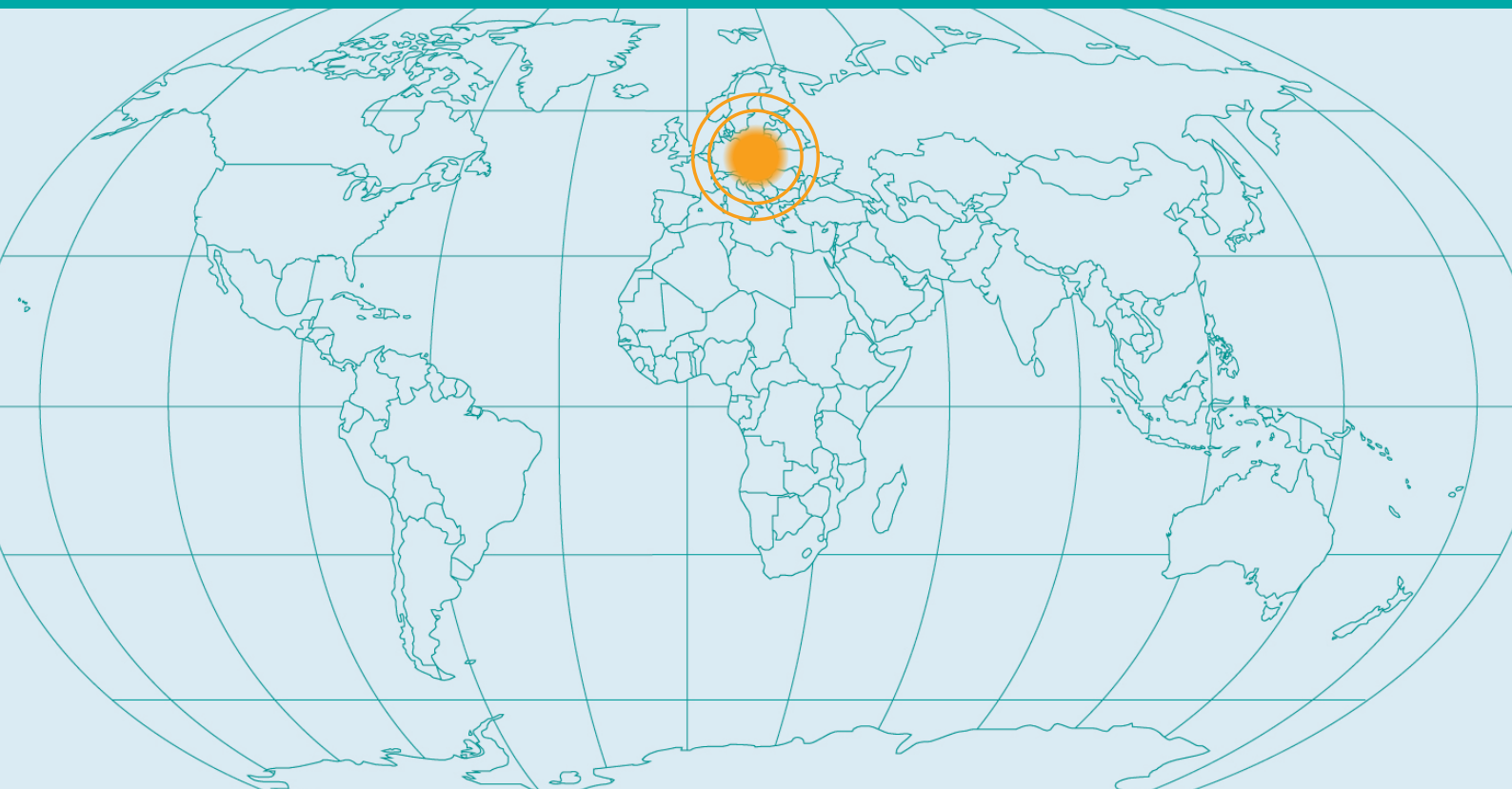
Individual/third party (with power of attorney) applies in person at a contact point of the CzechPOINT system/online

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

Cost 100–200 CZK

Certificate issued in Czech

Turnaround in country instant –20 days/UK 4 weeks



Czech Republic

1 Name of certificate

2 Department responsible for criminal records

3 Where to apply in country

4 How to apply in country

5 Where to apply in the UK

6 How to apply in the UK

7 Who can apply

8 Cost, payment and turnaround

9 How results are presented and security features

10 Languages

11 Criminal convictions listed on certificate

12 Confirming authenticity

13 Official bodies providing advice on interpretation of criminal records

14 Legislation

15 Pending changes

16 Sources of information

17 Sample documents

Disclaimer

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1	**Name of certificate**	Extract of Criminal Record (*Opis z Rejstříku Trestů*)
2	**Department responsible for criminal records**	Criminal Register of the Czech Republic (*Rejstřík trestů*)
3	**Where to apply in country**	Rejstřík trestů, Soudní 1, 140 66 Praha 4, Data box: vtqabcz, Czech Republic. Email: **rejstrik@rejtr.justice.cz** Web: **http://portal.justice.cz**
4	**How to apply in country**	**In person** • At a contact point of the CzechPOINT system (local and municipal authority, branch office of the CzechPost and the Czech chamber of commerce, notary). Addresses and business hours of contact points are presented on: **www.czechpoint.cz/**. Extracts issued in contact point of the CzechPOINT system are primarily designed for usage in the territory of the Czech Republic. For usage outside of the Czech Republic, an Extract should be obtained from the Criminal Register (see Section 3). • From a local and municipal authority. Addresses and business hours of local and municipal authorities are available at: http://portal.gov.cz • From the Criminal Register of the Czech Republic (see Section 3). **Online** • At **http://eservice-fo.rejtr.justice.cz/webform/ (only for holders of valid electronic signature**). **Verifying identity – in person** • An individual's identity is verified by an original and valid form of ID (e.g. citizen's identity card, passport, foreigner's residence permit, etc.) which includes a photograph of the individual. • Third-party applications – the third party must provide an officially authenticated power of attorney in Czech. • The information presented in an application is verified according to an original and valid ID containing at least the name, current surname, surname at birth, date and place of birth, birth number and state citizenship of the individual. If any data is missing, the individual or their third-party representative can submit a birth certificate, birth and baptism certificate, confirmation of birth, marriage certificate, etc. • Citizens of the Czech Republic and the Slovak Republic must submit original documents or their officially authenticated copies. Citizens of other states must submit original documents or officially authenticated copies, including sworn translations into the Czech language.

		Verifying identity – online • As for in person, however scanned copies of original documents are acceptable.
5	**Where to apply in the UK**	**In person** Embassy of the Czech Republic, 26–30 Kensington Palace Gardens, London, W8 4QY Tel: (+44) 20 7243 1115 Fax: (+44) 20 7727 9654 Email: **london@embassy.mzv.cz** **Online** At **http://eservice-fo.rejtr.justice.cz/webform/** (only for holders of a valid electronic signature).
6	**How to apply in the UK**	**In person** Extracts of Criminal Records may be obtained through the Consular Section of the Embassy of the Czech Republic in London. An appointment is required for the Consular Section of the Embassy of the Czech Republic in London and can be made by email at: **consulate.london@embassy.mzv.cz** providing the reason for the appointment and a contact telephone number. • Print and complete the application form (see Section 18). It is only necessary to complete the following fields: • Name and surname at birth – *Jméno a původní* (*rodné příjmení*); • Present surname – *Nynější příjmení*; • Personal ID number (applicable only to persons born in the Czech Republic) – *Rodné číslo*; • Date of birth – *Den, měsíc a rok narození*; • Place of birth (city, district, country) – *Místo narození*; • Forename and surname of father – *Jméno a příjmení otce*; • Forename and surname of mother – *Jméno a příjmení matky*; • Mother´s maiden surname – *Rodné příjmení matky*; • Individual's permanent address – *Trvalý pobyt žadatele*; and • Individual's signature – *Podpis žadatele*. • Take a valid passport or ID card. • The Extract can be returned to the individual´s home address if they provide prepaid special delivery envelope.

		Online • At **http://eservice-fo.rejtr.justice.cz/webform/ (only for holders of valid electronic signature**). **Verifying identity – in person** • An individual's identity is verified by an original and valid form of ID (e.g. citizen's identity card, passport, foreigner's residence permit, etc.) which includes a photograph of the individual. • Third-party applications – the third party must provide an officially authenticated power of attorney in Czech. • The information presented in an application is verified according to an original and valid ID containing at least the name, current surname, surname at birth, date and place of birth, birth number and state citizenship of the individual. If any data is missing, the individual or their third-party representative can submit a birth certificate, birth and baptism certificate, confirmation of birth, marriage certificate, etc. • Citizens of the Czech Republic and the Slovak Republic must submit original documents or their officially authenticated copies. Citizens of other states must submit original documents or officially authenticated copies, including sworn translations into the Czech language. **Verifying identity – online** • As for in person, however scanned copies of original documents are acceptable.
7	**Who can apply**	• Individuals. • Employers can apply on behalf of an individual provided that the individual grants the officially authenticated power of attorney to the employer. • Third parties can apply on behalf of an individual provided that the individual grants the officially authenticated power of attorney to a third party.
8	**Cost, payment and turnaround**	**From the Czech Republic** **Cost** 100 CZK. **Payment methods** Payment can be made by: • Cash; or • For a holder of a valid electronic signature, a transfer payment can be made. A bank account within the Czech Republic is not required.

		Turnaround Certificates can usually be issued immediately except in the following circumstances: • If the Extract is requested with an attachment containing records from other EU members states; or • Persons born in the territory of the Slovak Republic who do not hold Slovak citizenship and whose records have not been yet transferred from the Criminal Register of Bratislava to the Criminal Register of Prague. – An Extract processed on the basis of the request filed on location of the Criminal Register of the Czech Republic is posted to the individual's address. – This may delay the Extract of Criminal Record by up to a week. **From the UK** **Cost** • Online 100 CZK; or • From the Czech embassy in the UK 200 CZK. **Payment methods:** • Cash; or • Postal order to the "Czech Embassy". • For a holder of a valid electronic signature, a transfer payment can be made. A bank account within the Czech Republic is not required. **Turnaround** • Applications made at the Czech Embassy are sent to the Czech Republic where they are then processed. It takes approximately 4 weeks to obtain the Extract.
9	**How results are presented and security features**	The certificate includes: • The date and time of the request; • The individual's name; • Date of birth; • A statement as to whether the individual does/does not have a criminal record; and • An official stamp and signature. Sample Extracts of Criminal Record can be found at: **http://portal.justice.cz/Justice2/Soud/soud.aspx?o=203&j=213&k=5757&d=284858** (see also Section 17).
10	**Languages**	The Extract of Criminal Record is only available in Czech. There is no official translation service.
11	**Criminal convictions listed on certificate**	All criminal convictions which are not considered to be spent according to Section 105 of the Penal Code are included on Extracts of Criminal Records. The criminal records related to individuals are stored for 100 years from birth.

12	**Confirming authenticity**	The authenticity of an Extract of Criminal Record can be confirmed immediately at: **https://eservice-fo.rejtr.justice.cz/webform/zadostAutent.jsp** This is a free service.
13	**Official bodies providing advice on interpretation of criminal records**	The Criminal Register of the Czech Republic can provide advice on interpretation of criminal records (see Section 3).
14	**Legislation**	• Act No. 269/1994 of the Collection of Laws (Coll.) on the Criminal Register • Act No. 40/2009 of the Collection of Laws (Coll.) Penal Code • Act No. 141/1961 of the Collection of Laws (Coll.) on Criminal procedure • Act No. 101/2000 of the Collection of Laws (Coll.) on Protection of Personal Data • Act No. 499/2004 of the Collection of Laws (Coll.) on archives and records management and on amendments to certain laws • Act No. 500/2004 of the Collection of Laws (Coll.) Administrative Procedure Code • Personal Data Protection Act • The Office for Personal Data Protection exercises the competence of a supervisory authority for the area of personal data protection: – The Office for Personal Data Protection – Pplk. Sochora 27,170 00 Praha 7
15	**Pending changes**	None
16	**Sources of information**	Criminal Register of the Czech Republic

17	Sample documents

Sample application form

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

ŽÁDOST O VÝPIS Z REJSTŘÍKU TRESTŮ

Místo pro kolkovou známku

50 Kč

UPOZORNĚNÍ

Adresu žadatele, na kterou se má výpis zaslat, uvádějte ve tvaru:

jméno, příjmení
název ulice, číslo domu
PSČ název města nebo obce

Adresa žadatele

Vyplní žadatel

Jméno a původní (rodné) příjmení		Nynější příjmení	Rodné číslo
Den, měsíc, rok narození	Místo narození	Okres	Pohlaví * Muž Žena / Státní občanství
Jméno a příjmení otce	Jméno a příjmení matky		Rodné příjmení matky
Trvalý pobyt žadatele			Podpis žadatele

Vyplní ověřující orgán

Razítko orgánu, který ověřil správnost údajů a totožnost žadatele

Ověřeno podle

Účel žádosti **

Spisová značka - č.j. **

Datum a podpis zodpovědného pracovníka

ZÁZNAM REJSTŘÍKU TRESTŮ

* Nehodící se škrtněte ** Poučení níže Tisk: MZV ČR

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

1. Na písemnou žádost osoby, jejíž totožnost byla ověřena, se vydá výpis z evidence Rejstříku (dále jen výpis) týkající se této osoby. Za vydání výpisu se platí poplatek podle zákona o správních poplatcích kolkovou známkou. Správnost údajů uvedených v této žádosti a totožnost žadatele bezplatně ověřují okresní státní zastupitelství, obecní úřad, městský úřad, úřad města, v hl. m. Praze obvodní úřad nebo místní úřad, v územně členěných statutárních městech úřad městského obvodu nebo úřad městské části, který vede matriku. Ověření se provede podle občanského průkazu, rodného listu nebo jiného dokladu. Tyto orgány po ověření správnosti údajů žádost žadateli nevracejí, ale zasílají ji Rejstříku trestů.

2. Výpis se dále vydává na žádost soudu pro potřeby jiného než trestního řízení a orgánu veřejné správy pro potřeby řízení a přestupku. Pro jiné účely lze výpis vydat, stanoví-li tak zvláštní zákon. Orgán, který žádá o výpis, uvede účel žádosti a spisovou značku.

Sample Certificate (No Convictions Present)

ČESKÁ REPUBLIKA * REJSTŘÍK TRESTŮ * 140 66 PRAHA 4 * SOUDNÍ 1
TELEFON: +420 244 006 111 * FAX: +420 244 006 260 * E-MAIL: rejstrik@rejtr.justice.cz

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

František Novák
Augustinova 2057/28
148 00 Praha 4

Na žádost osoby s údaji níže uvedenými se vydává:

VÝPIS Z EVIDENCE REJSTŘÍKU TRESTŮ

Osobní údaje:

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

Obsah:

Nemá záznam v Rejstříku trestů ČR

Konec sestavy

ČESKÁ REPUBLIKA * REJSTŘÍK TRESTŮ 90

Kulaté razítko a podpis

Strana 1 z 1

Případné nepřesné údaje ihned sdělte na shora uvedenou adresu, aby mohlo být okamžitě provedeno přetištění.

CPNI
Centre for the Protection of National Infrastructure

SECURITY WATCHDOG
Part of Capita plc

Denmark

How to obtain a criminal record check - detailed guidance

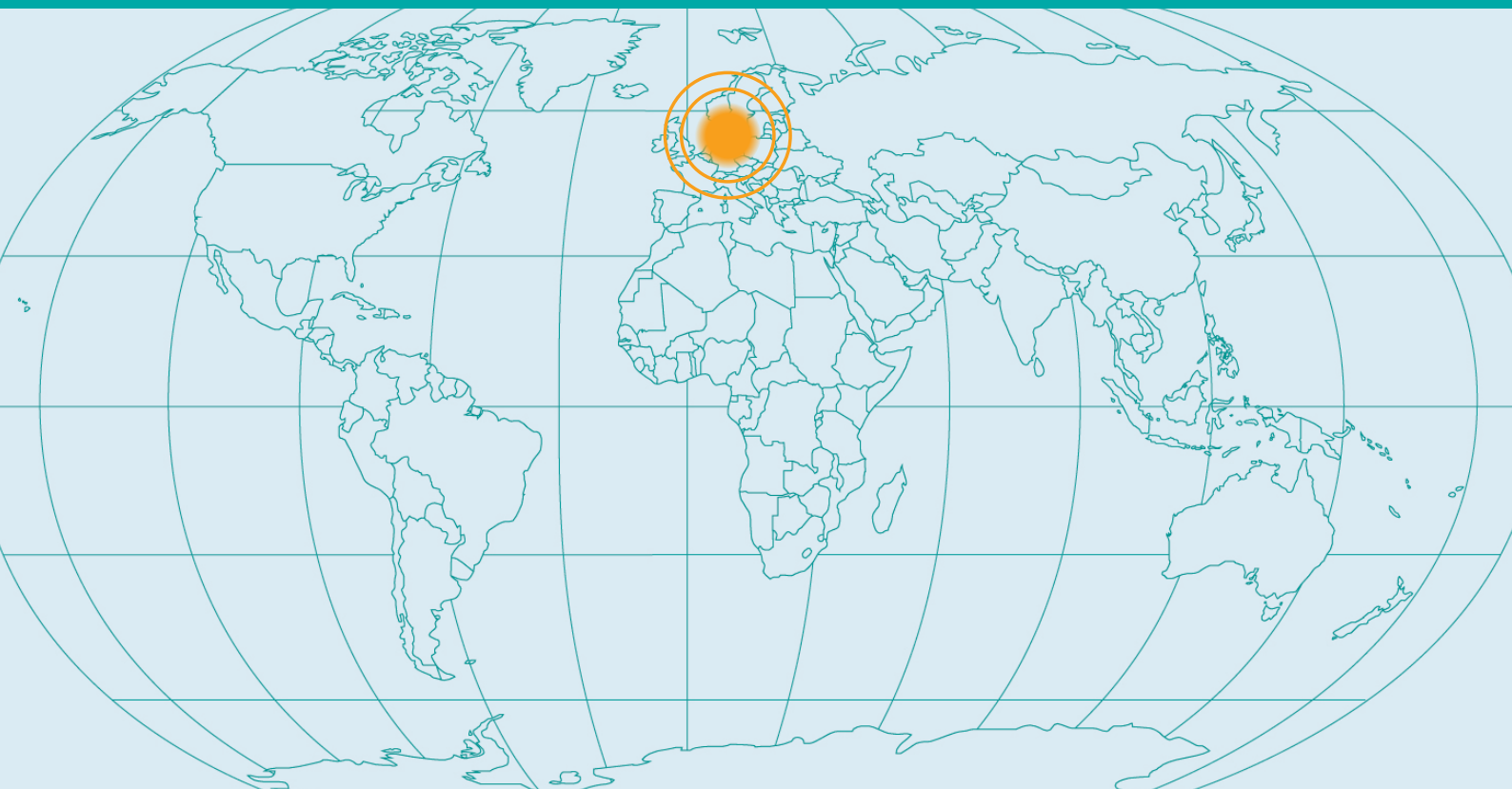
Individual/third party (with written consent) applies in person at local police station/by email to the National Police Authority

Applications from UK by email/post to National Police Authority

No cost

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

Turnaround instant to 2 days



Denmark

1 Name of certificate

2 Department responsible for criminal records

3 Where to apply in country

4 How to apply in country

5 Where to apply in the UK

6 How to apply in the UK

7 Who can apply

8 Cost, payment and turnaround

9 How results are presented and security features

10 Languages

11 Criminal convictions listed on certificate

12 Confirming authenticity

13 Official bodies providing advice on interpretation of criminal records

14 Legislation

15 Pending changes

16 Sources of information

17 Sample documents

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1	**Name of certificate**	*Privat Straffeattest*
2	**Department responsible for criminal records**	National Police Authority (*Rigspolitiet*)
3	**Where to apply in country**	Rigspolitiet, Center for Almen Jura, Kriminalregisteret, Polititorvet 14, 1780 København V, Denmark. Email: **adm_kr@politi.dk** Individual police districts can be found at: **www.politi.dk/en/servicemenu/contact/**
4	**How to apply in country**	Applications can be made in the following ways: **In person** • At the nearest police station (see contact details in Section 3). • Take identification. • If there are no criminal convictions, the certificate will be issued immediately. • If there are convictions, the certificate will be issued by post. **By email** • Send an email to address in Section 3 • Include the following: – Name; – Date of birth; – Postal address; and – A copy of the individual's passport. • The email must be electronically signed by the individual. • The certificate will be returned by post.
5	**Where to apply in the UK**	By email or post to the contacts in Section 3.
6	**How to apply in the UK**	**By email** The process is the same as in Section 4. **By post** A free-form letter which must include: • Name; • Date of birth; • Postal address; • A copy of the individual's passport. The letter must be signed by the individual. The certificate will be returned by post.

7	**Who can apply**	• Individuals who are Danish citizens or others who have lived in Denmark for more than 6 months. • Employers/third parties with the individual's consent and a copy of their passport.
8	**Cost, payment and turnaround**	A criminal record certificate is issued free of charge. The certificate is issued immediately (in person) or within 2 days of receipt of the application (by post).
9	**How results are presented and security features**	Certificates are issued on A4 paper with: • The individual's name; • Address; • Date of birth; • Place of birth; • Date of issue of the certificate; • A statement that no criminal conviction are found, or a list of criminal convictions; • The signature of an official; and • An official stamp. A sample certificate can be found in Section 17.
10	**Languages**	Certificates with no convictions are issued in Danish, English, German, French and Spanish. Certificates containing convictions are issued in Danish only. There is no official translation service.
11	**Criminal convictions listed on certificate**	All violations of the Denmark Criminal Code are listed on a certificate. Convictions remain on the record for the following timescales: • Fines – 2 years from date of payment; • Suspended sentences – 3 years from the conviction date; and • Unconditional convictions – 5 years from the date of release from prison. Old convictions are removed from the criminal record.
12	**Confirming authenticity**	Authenticity can be confirmed at: Ministry of Foreign Affairs, Legaliseringen, Asiatisk Plads 2B, DK-1448 København K, Denmark. Tel: +45 (0) 33 92 12 33 Fax: +45 (0) 33 92 01 38 Email: **legalisering@um.dk** Cost is 190 DKK and the turnaround time is 5–10 working days.

13	**Official bodies providing advice on interpretation of criminal records**	Any questions about criminal records can be addressed to **adm-kr@politi.dk**
14	**Legislation**	Legislation regarding criminal records is restricted under the Danish Data Protection Agency.
15	**Pending changes**	None
16	**Sources of information**	Ministry of Foreign Affairs: **http://um.dk/en/travel-and-residence/legalisation/** Danish National Police – Center of Public Law

Sample application form

Ansøgning om STRAFFEATTEST til privat brug.

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

Udfyldes tydeligt, evt. med blokbogstaver.

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

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

FORBEHOLDT POLITIET

Modtaget dato	Forevist legitimation	
Kendt i KR med ENR:	Blank straffeattest Udstedt: ☐	Straffeattest rekvireret: ☐
Stempel		Underskrift

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

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

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

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

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

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

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

Stk. 5. Rigspolitichefen kan efter ansøgning fra den pågældende i særlige tilfælde meddele dispensation fra de i stk. 2 og stk. 3 anførte tidsfrister".

P 366(06/06)

Sample Certificate

RIGSPOLITIET

POLITI

Donald Duck
Blomstervej 27
2610 Rødovre

DANMARK
CERTIFICATE OF CRIMINAL RECORD/
EXTRAIT DU CASIER JUDICIAIRE NATIONAL/
AUSZUG AUS DEM STRAFREGISTER/
CERTIFICACIÓN DE ANTECEDENTES PENALES

Date/Date/Tag/Fecha
30.10.2013

For/pour/über/de

Full name/Nom et prénoms/Voller Name/Nombres y apellidos
Donald Duck

Date, Month and Year of Birth-Civil Registration No. (if any).
Date et année de naissance, éventuellement numéro d'entité
Geburtsdatum und-jahr, gegebenenfalls Personalkennzeichen-Nr.
Dia, mes y año de nacimiento (en su caso, número de identidad personal)
123456-7890

Place of Birth/ Lieu de naissance/Geburtsort/Lugar de nacimiento
Hvidovre

No entry appears in the Central Crime Register.
Issued under Section 11 of Ministry of Justice Circular on the Central Crime Register. (Please find Section 11 printed overleaf).

Aucune inscription n'a été portée au casier judiciaire national.
Délivré en vertu de l'art. 11 de l'arrêté du Ministère de la Justice sur le casier judiciaire national. (Voir au verso le texte de l'article susmentionné).

Sind im Strafregister keine Eintragungen.
Nach § 11 im justizministeriellen Runderlaß über das zentrale Kriminalregister ausgefertigt. (Dieser Paragraph ist auf der Rückseite abgedruckt).

Consultadas las notas que obran en el Registro Central de lo Criminal no aparece ninguna que haga referencia a la persona arriba indicada.
Expedida en virtud del artículo 11 del reglamento del Ministerio de Justicia referente al Registro Central de lo Criminal. (Véase al dorso donde queda citado el artículo).

Signature/Signature/Unterschrift/Firma

P 358 U (09/06)

CPNI
Centre for the Protection of National Infrastructure

SECURITY WATCHDOG
Part of Capita plc

Estonia

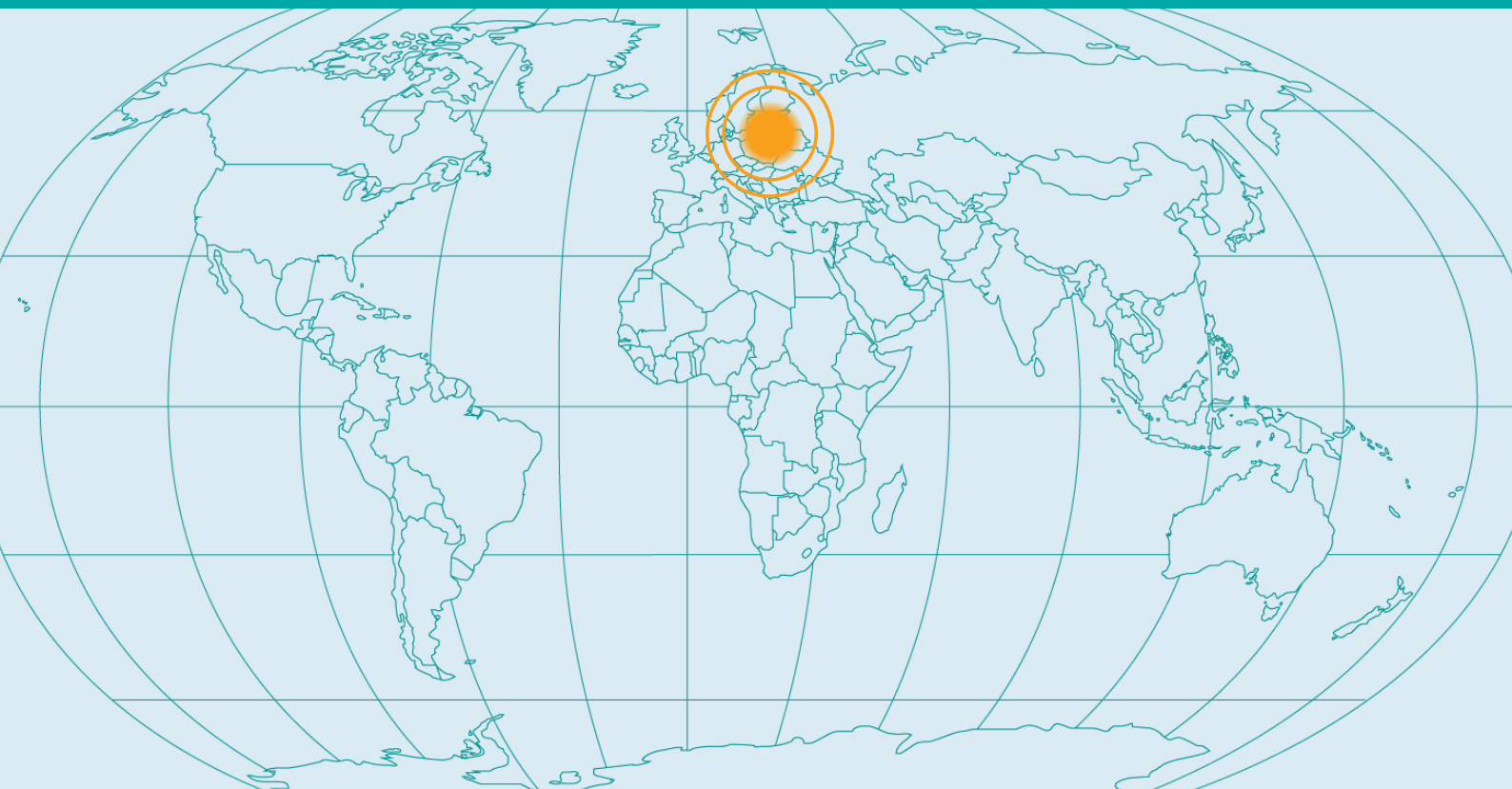
How to obtain a criminal record check - detailed guidance

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

Cost €0–4

Certificate issued in Estonian

Turnaround instant–2 working days



Estonia

1 Name of certificate

2 Department responsible for criminal records

3 Where to apply in country

4 How to apply in country

5 Where to apply in the UK

6 How to apply in the UK

7 Who can apply

8 Cost, payment and turnaround

9 How results are presented and security features

10 Languages

11 Criminal convictions listed on certificate

12 Confirming authenticity

13 Official bodies providing advice on interpretation of criminal records

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16 Sources of information

17 Sample documents

Disclaimer

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1	**Name of certificate**	Certified Extract from the Punishment Register (*Karistusregister*)
2	**Department responsible for criminal records**	Centre of Registers and Information Systems – on behalf of the Ministry of Justice, Karistusregister, Lõkke 4, 19081, Tallinn, Estonia. Tel: +372 663 6300 Fax: +372 646 0165 Email: **rik@just.ee** Webpage: **www.rik.ee** For information Tel: +372 680 3160 Email: **rik.info@just.ee**
3	**Where to apply in country**	Applications can be made through the e-File website: **https://www.e-toimik.ee/** (in Estonian). By post: Karistusregister PO Box 1563 Toompuiestee 33A, 10402, Tallinn, Estonia Email: **paring@karistusregister.ee**
4	**How to apply in country**	**Online** Via the e-File website: **https://www.e-toimik.ee/** (in Estonian). **By post** Send application form to the Karistusregister (see Section 3). **By email** Send application form to the following address: **paring@karistusregister.ee** An application form is available at: **www.rik.ee/sites/www.rik.ee/files/elfinder/article_files/P%C3%A4ringuvorm.doc** A sample can be seen in Section 17. For all methods of application, payment must be made prior to applying and, where possible, proof of payment should be enclosed. Applications must contain: • Forename, surname and personal ID code of the individual; • Paper applications must contain a signature. When a query is submitted via email it must be signed digitally; and • Name and number of the ID document (passport or ID card) must be provided.

5	**Where to apply in the UK**	Apply using the same details as those from Estonia (see Section 3).
6	**How to apply in the UK**	The application process is the same as that from Estonia (see Section 4).
7	**Who can apply**	• Individuals; • Third parties (with power of attorney); and • Under-18s cannot request the information themselves; a parent/ guardian can apply on their behalf.
8	**Cost, payment and turnaround**	**Costs** **Individual** **Via e-File website** • The certificate is free. **Via email or by post** • The first enquiry is free. • Subsequent enquiries are €3.19. **Third parties** **Via e-File website** • Through the e-File system: – Free to €4 **Via email or post** – €3.19 For both types of applicant, payment should be made prior to making the application and, where possible, a copy of the proof of payment should be enclosed. **Payment** Payment can be made through the following Institutions (in person or online): • SEB Pank – 10220034796011; (IBAN EE 89 1010 2200 3479 6011) • Swedbank – 221023778606; (IBAN EE93 2200 2210 2377 8606) • Danske Bank A/S Estonia – 333416110002; (IBAN EE 40 3300 3334 1611 0002) • Nordea Bank Finland PLC Estonia – 17001577198; (IBAN EE 701 7000 1700 1577 198) Reference number: 2900082388 Recipient: Rahandusministeerium (Ministry of Finances) **Turnaround** **Via e-File** • Immediately **Via email or post** • Issued within 2 working days after the date of receipt of the request.

9	**How results are presented and security features**	• The certificate contains: – A list of convictions or statement that the individual has not been entered on the register; – Individual's given name and surname; – Personal ID code or date and place of birth; – Sex; – Name of the court which made the judgment etc.; – Section, subsection and clause of the Penal Code or other Act which is the basis for the judgment etc; and – Date on which the judgment etc. enters into force (from Punishment Act). • The certificate is issued on paper or electronically (depending on the method of application). • To get a certified extract on paper, the application must include the postal address and state that the request should be responded to by post. • All certificates are certified by the seal of the register and the signature of the authorised processor of the register.
10	**Languages**	The certificate is only available in Estonian. Individuals may apply at the Estonian Embassy in London to have the certificate translated into English. The Embassy can issue a "Statement of circumstances known to the Consul" which confirms the data from the certificate in English. This can be ordered by post by sending the original certificate; a copy of a passport or ID card; and a postal order to: Estonian Embassy, 16 Hyde Park Gate, London, SW7 5DG Tel: +44 (0) 207 838 5388 Fax: +44 (0) 207 589 3430 Email: **embassy.london@mfa.ee** Website URL: **www.estonia.gov.uk** It is advised to check the cost of this service direct with the Embassy. The cost at the time of this report is approximately £17.
11	**Criminal convictions listed on certificate**	All criminal convictions are listed on the certificate except: • Misdemeanour cases where the person has only one valid misdemeanour record with the main punishment being less than 200€ (50 fine units) and with no additional punishment; and • Details of the punishment of minors. Convictions stay on the register until: • 1 year – After enforcement of a fine, service of detention or completion of community service or service of suspension of driving licence (as main punishment) imposed for a misdemeanour.

		• 2 years – After payment of a fine or service of detention imposed for a misdemeanour concerning tax; – After coercive psychiatric punishment of an individual or application of a sanction to a person under 18 years old; and – After the termination of administration of addiction treatment of drug addicts or complex treatment of sex offenders. • 3 years – After the enforcement of a pecuniary punishment or a judgment for compulsory dissolution imposed for a criminal offence; – After the end of the probationary period determined upon release on parole or conditional release from a pecuniary punishment; and – After the performance of community service. • 5 years – After imprisonment of up to 3 to 5 years was served. • 10 years – After imprisonment of 5 to 20 years was served. • 15 years – After imprisonment of more than 20 years was served. • The limitation period for the execution of a judgment has expired (under s82 of the Penal Code). • A supplementary punishment shall be deleted after service of the supplementary punishment. • The individual has been pardoned. If a person was a minor during the offence then these convictions stay on the register for: • 1 year – After enforcement of a fine, service of detention or completion of community service or service of suspension of driving licence (as main punishment) imposed for a misdemeanour; – After coercive psychiatric punishment of an individual; and – After the termination of administration of addiction treatment of drug addicts. • 2 years – After the enforcement of a pecuniary punishment imposed for a criminal offence; – After the end of the probationary period determined upon release on parole or conditional release from a pecuniary punishment; and – After the performance of community service. • 3 years – After imprisonment of up to 5 years was served. • 5 years – After imprisonment of 5 to 10 years was served. Old convictions are not listed on Extracts of the Registry.
12	**Confirming authenticity**	A query can be made to the Department of the Punishment Register of the Centre of Registers and Information Systems (see Section 2).

13	**Official bodies providing advice on interpretation of criminal records**	Advice can be obtained from the Department of the Punishment Register of the Centre of Registers and Information Systems (see Section 2). There is no fee for this and the turnaround time is up to 30 days.
14	**Legislation**	• Punishment Register Act 2011 • Penal Code 2001 • Archives Act 1935 Criminal Records information is not restricted, but the Data Protection Inspectorate can supervise the process of issuing the certificates to ensure that it is performed according to law under §33 & 34 of Supervision The Punishment Register Act.
15	**Pending changes**	None
16	**Sources of information**	Centre of Registers and Information Systems

Sample application – page 1

Karistusregister
Регистр наказаний

Registrite ja Infosüsteemide Keskus

AVALDUS
ЗАЯВЛЕНИЕ

Karistusregistri andmete saamiseks.
для получения данных регистра наказаний.

NB! Palume avalduse täita ladina tähestiku suurtähtedega.
Заявление просим заполнять большими буквами латинского алфавита.

1. Päringu taotleja andmed/ Данные лица, делающего запрос

Eesnimi Имя	Perekonnanimi Фамилия	Isikukood (selle puuduumisel sünniaeg) Личный код (при его отсутствии – дата рождения)
Telefoni number Номер телефона	E-posti aadress Адрес эл. Почты	Elukoha aadress Адрес местожительства

2. Isiku andmed, kelle kohta päring tehakse/ Данные лица, в отношении которого делается запрос

Eesnimi Имя	Perekonnanimi või juriidiline isiku nimi Фамилия или название юридического лица
Isikukood (selle puuduumisel sünniaeg) või juriidiline isiku registrikood Личный код (при его отсутствии – дата рождения) или регистровый код юридического лица	

Sample application – page 2

3. **Soovin päringu tulemusi saada** (märkida sobiv):
Хочу получить результаты запроса (указать желаемое):

e-posti aadressile на адрес эл. почты		**tavapostiga** обычной почтой	

4. **Täiendav info/** Дополнительная информация

- Karistusregistri seaduse kohaselt on isik enda või lapsevanem oma alaealise lapse kohta andmete pärimisel (paberkandjal või e-posti vahendusel) riigilõivust vabastatud üks kord aastas.

  В соответствии с законом о Регистре наказания лицо при запросе данных, касающихся его самого, или родитель при запросе данных о своем несовершеннолетнем ребенке (на бумажном носителе или посредством эл. почты) освобождается от уплаты государственной пошлины один раз в год.

- Kui olete käesoleval aastal andmeid enda kohta juba pärinud või küsite andmeid teise isiku kohta siis tasuge riigilõiv ja lisage võimalusel koopia/väljatrükk maksekorraldusest käesolevale avaldusele.

  Если в этом году Вы уже делали запрос данных о себе или если Вы запрашиваете данные о другом лице, то заплатите государственную пошлину, и, при возможности, приложите к настоящему заявлению копию/распечатку платежного распоряжения.

Kinnitan karistusregistrile esitatud andmete õigsust.
Подтверждаю правильность данных, представленных регистру наказаний.

Kuupäev
Дата

Allkiri
Подпись

CPNI
Centre for the Protection of National Infrastructure

SECURITY WATCHDOG
Part of Capita plc

Finland

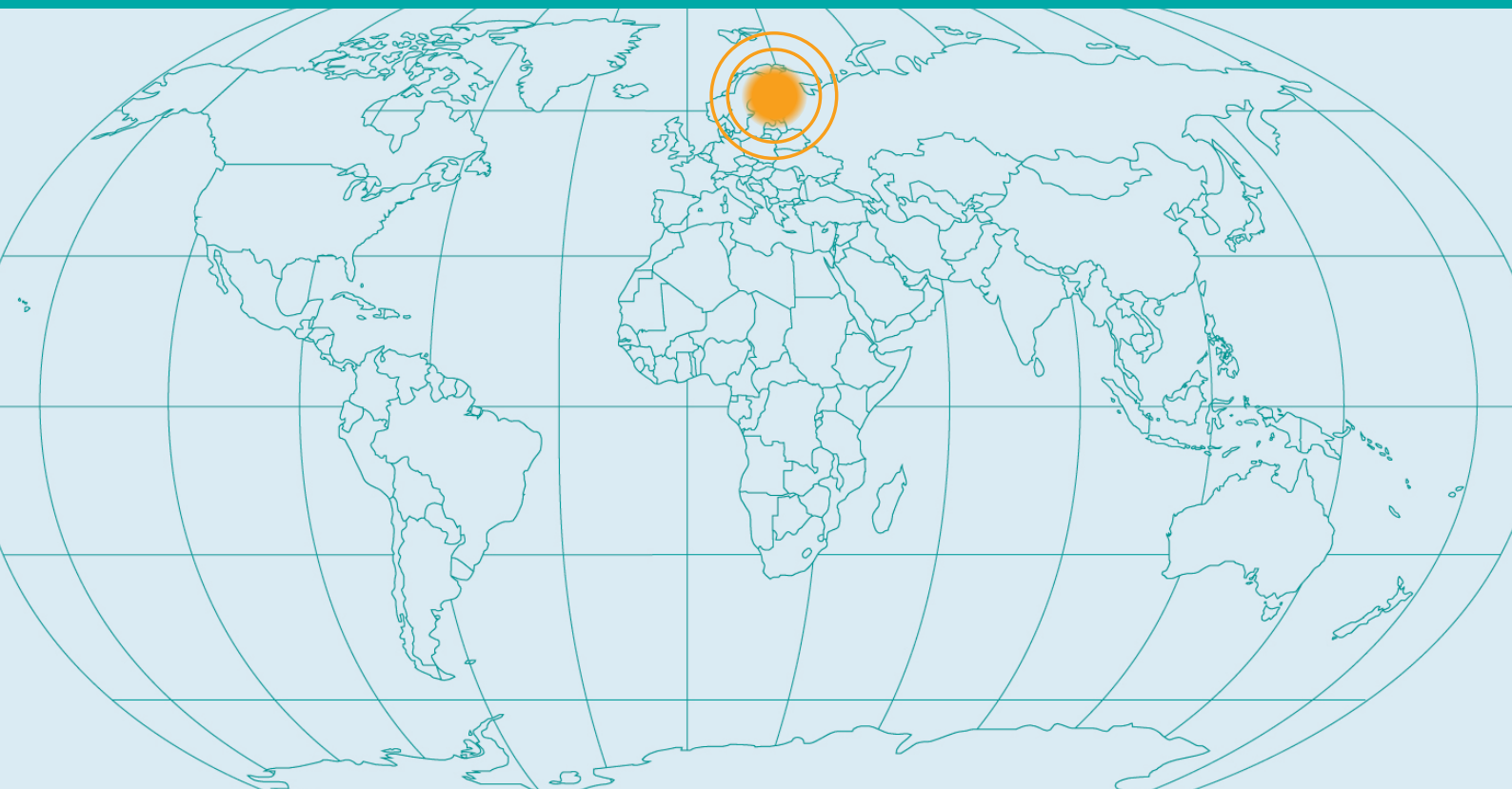
How to obtain a criminal record check - detailed guidance

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

Cost €12–15

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

Turnaround 7 working days plus postage time



Finland

1 Name of certificate

2 Department responsible for criminal records

3 Where to apply in country

4 How to apply in country

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1	**Name of certificate**	Extract from the Criminal Record and Security Clearances
2	**Department responsible for criminal records**	Legal Register Centre (*Oikeusrekisterikeskus*)
3	**Where to apply in country**	**Extract from the Criminal Record** The correct jurisdictional authority to contact for obtaining a criminal record certificate is the Legal Register Centre (Oikeusrekisterikeskus). The contact details are: Legal Register Centre, Vanajantie 10 B, P.O. Box 157, FI-13101 Hämeenlinna, Finland. Tel: +358 (0) 29 566 5770 Fax: +358 (0) 29 56 65 783 Internet: **www.oikeusrekisterikeskus.fi** Email: **oikeusrekisterikeskus@om.fi** Online: **www.suomi.fi/suomifi/english/eservices/forms/ork_ork01/index.html** [Extract from the Criminal Background]; or **www.suomi.fi/suomifi/english/eservices/forms/ork_ork02/index.html** [Criminal Record Extract for a Visa Application]. **Security Clearance Checks** Applications for basic or extended security clearance checks (see Section 4) are accepted by the Finnish Security Police. The contact details are: Finnish Security Police, Ratakatu 12, P.O. Box 151, FI-00121 Helsinki, Finland. Tel: +358 (0) 71 878 0131 Fax: +358 (0) 71 878 4850 Email: **suojelupoliisi@poliisi.fi** Web: **www.poliisi.fi** Applications for limited security clearance checks are handled by local police stations. Links to local police stations can be found (in Finnish only) on the Finnish police service website via the link below: **www.poliisi.fi/poliisi/home.nsf/pages/0C8BF3843A3BDD28C2257530002EC9AC?opendocument**

4	**How to apply in country**	**Types of certificate** – The type of criminal record certificates available for employment purposes are: **Extract from the Criminal Record** Issued to employees who will have regular contact with children. It only contains information that is judged to be relevant to the type of employment. This check is available for domestic and overseas employment. **Criminal Record Extract for a Visa Application** Issued for a visa, work or resident permit application. This extract will contain information about all recorded convictions, or it will state that no disclosable information exists. For the purposes of employment overseas, the Legal Register Centre will consider applications where local laws require criminal record disclosure. This requirement should be clearly stated in the application. **Security Clearance Check** UK companies that have a branch office in Finland may be entitled to apply for a security clearance check on a prospective employee (with the individual's written consent). The Finnish police service provides three levels of check: limited, basic and extended. This form of disclosure is only available for certain types of employment within Finland. Further details on security clearance checks are provided on the Finnish police service website at: **www.poliisi.fi/poliisi/supo/home.nsf/pages/FCBCB8E0FB91412CC2256F5E004DE724?opendocument** **Application process** **Extract for Criminal Record** **Online applications** The process for applying for a criminal record extract is a free-form letter or through an application form which can be found online at: **www.suomi.fi/suomifi/english/eservices/forms/ork_ork01/index.html** [Extract from the Criminal Record]; or **www.suomi.fi/suomifi/english/eservices/forms/ork_ork02/index.html** [Criminal Record Extract for a Visa Application]. These are available in Finnish, Swedish and English. Both application forms should be completed electronically in PDF format. **Hard-copy applications** Free-form letters or hard-copy application forms must be signed and may be delivered to the Legal Register Centre in the following ways: • In person; • By post; • By fax; or • By email – Unsigned email applications will be accepted if the applicant's contact details are provided, and if there are no grounds to doubt the authenticity of the request.

		The following information is required for all applications: • Full name, including previous names if appropriate; • Social security number or date and place of birth; • Nationality; • Address and telephone number; and • Date and signature. • An application for an Extract from the Criminal Record must include the name of the employer or authority requesting it and details of the office or duty for whom/which the extract is requested. It is recommended that details of relevant UK laws and regulations concerning the requirement for criminal record disclosure are provided. **Security Clearance Check** Application forms can be found at: **www.poliisi.fi/poliisi/home.nsf/ExternalFiles/Standard_security/$file/Standard_security.pdf** This application cannot be submitted online. The form must be taken in person to the Finnish Police (see Section 3) and signed by the individual on whom the check is being made.
5	**Where to apply in the UK**	Applications are made in the same way as those from Finland (see Section 3).
6	**How to apply in the UK**	The correct process for applying for a criminal record certificate from the UK is the same as from Finland by email, fax or post (see Section 4). The Legal Register Centre provides basic information in English about the application process for criminal record extracts. This includes details of what information will be disclosed in accordance with Finnish legislation. However, it does not address the subject of overseas applications, or applications for overseas employment. The guidance can be reached via: **www.oikeus.fi/oikeusrekisterikeskus/18593.htm**
7	**Who can apply**	**Extract from the Criminal Record** – Only individuals can apply. **Security Clearance Check** – If certain conditions are met, employers may apply the Finnish Police. Individuals cannot apply. A security clearance check requires the consent of the subject.

8	**Cost, payment and turnaround**	**Cost and payment** An Extract from the Criminal Record – €15.00 Criminal Record Extract for a Visa Application – €12.00 Payable by the applicant – an invoice for the fee will be sent to the applicant separately. Payment must be made by bank transfer. **Turnaround** Processing time for both types of criminal record extract is approximately 7 working days plus posting time. The Legal Register Centre does not provide a fast-track disclosure service.
9	**How results are presented and security features**	The certificate is printed on A4 paper, which is violet at the top and bottom and white in the middle, with a signature of the official and the official stamp of the Legal Register Centre. Both types of criminal record extract will include the subject's full name, date of birth, social security number and birthplace. The certificate will be posted to the mailing address provided in the application.
10	**Languages**	**Language** Certificates may be requested in English/Finnish/French/German/Spanish. Additionally the Extract from the Criminal Record may be requested in Swedish. For the Extract from the Criminal Record, language requirements need to be stated on a separate sheet.
11	**Criminal convictions listed on certificate**	**Categories of Criminal Conviction** An Extract from the Criminal Record will contain information about the following types of convictions: • Offences against children; • Sexual offences; • Violent offences; and • Narcotics offences. If no offences in these categories are recorded, this will be stated on the certificate. However, the existence of any other types of conviction will not be indicated. A Criminal Record Extract for a Visa Application contains details of all disclosable judgments. These include: • Custodial or suspended sentences; • Community service;

		• Fines, community service or supervisions supplementary to a suspended sentence; • Juvenile punishments or fines in lieu of juvenile punishment; • Dismissals from office; • Sentences waived on the grounds of criminal irresponsibility; and • Overseas decisions against Finnish citizens or permanent residents. The following glossary covers major categories of conviction in the UK and their Finnish equivalents: • Violence against the person (Henkeen ja terveyteen kohdistuva rikos); • Sexual offences (Seksuaalirikos); • Burglary (Murto); • Robbery (Ryöstö); • Theft and handling stolen goods (Varkaus ja kätkemisrikos); • Fraud and forgery (Petos ja väärennys); • Criminal damage (Rikokseen perustuva vahingonkorvaus); • Drug offences (Huumausainerikos); and • Motoring offences (Liikennerikos). **Length of time convictions kept on record** Judgments will be removed from a criminal record after 5, 10 or 20 years, or at the age of 90 (or upon death) if no recent convictions have been added. Periods for which types of conviction remain disclosable are: • 5 years – Suspended sentences; – Fines, community service or supervision supplementary to a suspended sentence; – Juvenile punishments or fines in lieu of juvenile punishment; and – Dismissals from office. • 10 years – Custodial sentences of not more than 2 years; and – Community service. • 20 years – Custodial sentences of more than 2 but not more than 5 years; and – A waiver of sentencing under chapter 3, section 3 of the penal code.
12	**Confirming authenticity**	Authenticity can be confirmed at: **www.maistraatti.fi/en/List-of-local-register-offices/** **Apostille** The notary public of a local register office can certify that the signatory of a given document is authorised to do so and provide an Apostille. The price for an Apostille is €12.00.

13	**Official bodies providing advice on interpretation of criminal records**	Legal Register Centre (see Section 3)
14	**Legislation**	• The Penal Code of Finland 1889 • The Criminal Records Act 1993 • Act on Background Checks 2002 • Investigation of the Criminal History of Persons Working with Children (504/2002). This Act partly implements the Directive 2011/93/EU • Chapter 6 of The Personal Data Act 1999, see **www.tietosuoja.fi/1560.htm** • Information regarding Finnish legislation can be found at: **www.finlex.fi**
15	**Pending changes**	None
16	**Sources of information**	Legal Register Centre (Oikeusrekisterikeskus) **http://lomake.fi** **www.suomi.fi**

17	Sample documents

Sample application form

Empty Form

APPLICATION FOR A CRIMINAL RECORDS EXTRACT: VISA, WORKPERMIT ETC.

Legal Register Centre
PO BOX 157
FI -13101 HÄMEENLINNA
FINLAND

Fax: 029 56 65783

I request a criminal records extract on myself for the application of visa, work permit or residence permit, or for an equivalent reason, to be presented for foreign authorities.

Family Name (also former names)	Smith
First Names	John
ID Code or Date of Birth and the Place of Birth in the Passport	01/01/1980 London, UK
Nationality	British
Mailing Address	1 Acacia Avenue, London, SW52 A45
Telephone Number	+44 123 4567890
Exact Use of the Criminal Records Extract e.g. visa application for Canada:	Employment application - for a bus driver
Preference *	[X] English [ ] German [ ] French [ ] Spanish
Date and Signature	

The extract costs 12.00 euros.

* It only applies to extracts with no entries. Court decisions, if any, are not translated into other languages.

Print

CPNI
Centre for the Protection of National Infrastructure

SECURITY WATCHDOG
Part of Capita plc

France

How to obtain a criminal record check - detailed guidance

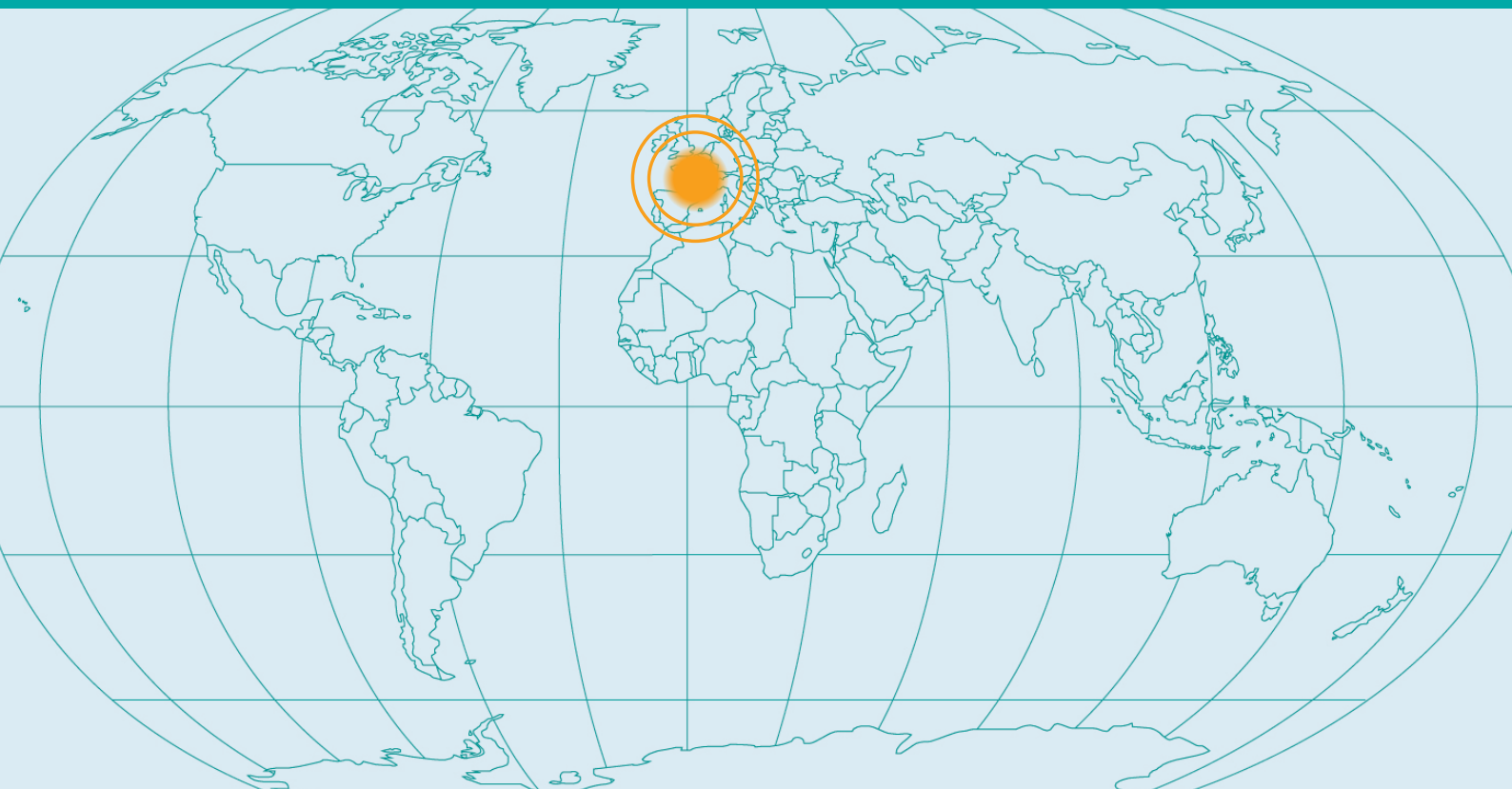
Application process dependent on individual's place of birth

Majority of applications, Individual/third party (with written consent) applies online/by post/by email/by fax/ in person to the Casier Judiciaire National

No cost

Certificates issued in French

Turnaround instant–2 weeks



France

1 Name of certificate

2 Department responsible for criminal records

3 Where to apply in country

4 How to apply in country

5 Where to apply in the UK

6 How to apply in the UK

7 Who can apply

8 Cost, payment and turnaround

9 How results are presented and security features

10 Languages

11 Criminal convictions listed on certificate

12 Confirming authenticity

13 Official bodies providing advice on interpretation of criminal records

14 Legislation

15 Pending changes

16 Sources of information

17 Sample documents

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1	**Name of certificate**	Bulletin n°3 (*Extrait de Casier Judiciaire*)
2	**Department responsible for criminal records**	The criminal records of all French citizens and all non-nationals sentenced in France are maintained in a central electronic register by the Ministry of Justice at: Department of Justice, 13 Place Vendôme, 75042 Paris Cedex 01, France.
3	**Where to apply in country**	The correct central authority to contact for obtaining a criminal record certificate is National Judicial Record (Casier Judiciaire National – CJN). This is a national government authority covering the whole country. The contact details for the CJN are: Casier Judiciaire National, 107 rue du Landreau, BP 11621, 44317 Nantes Cedex 3, France. Tel: +33 (0) 2 51 89 89 51 Fax: +33 (0) 2 51 89 89 17/18 Email: **cjn@justice.gouv.fr** Internet: **www.cjn.justice.gouv.fr**
4	**How to apply in country**	The application process depends upon the individual's place of birth. **Individuals born in France or in a French overseas territory (French Guiana, Guadeloupe, Martinique, and Réunion), Saint-Pierre-et-Miquelon or Mayotte:** The information required is: • The individual's gender; • The individual's full name, and maiden name (if applicable); • The individual's place of birth (town + the exact district for Paris, Lyon and Marseille); • The individual's date of birth; • The postal address to which the Bulletin 3 should be sent; Individuals can elect to receive up to three copies of the certificate. **Online** Applications can be made online at: **www.cjn.justice.gouv.fr/cjn/b3/eje20** Confirmation of identity (passport or national ID card) is not required except for the persons born abroad.

By post

Applications by post must be sent to the address in Section 3.

A photocopy of the individual's passport or national ID card is obligatory when applying by post for a person who was not born in France.

The application form is available at: **www.vos-droits.justice.gouv.fr/art_pix/Form10071v04.pdf**

A sample application form can be found in Section 17.

Applications using the postal form require two additional pieces of information:

- Details of the individual's parents' names;
- The signature of the individual.

It is also possible for individuals to apply by letter. The individual must include the same details as those required in the online/postal application form. It is mandatory to include a photocopy of the individual's passport or national ID card for a person who was not born in France.

Fax/email

The application form sent can also be sent by fax to 00 33 (0)2 51 89 89 18 or emailed to **cjn@justice.gouv.fr**.

ID, signature and details of parents' names must be included. Including a photocopy of individual's passport or national ID card is not obligatory but it is advisable in order to prevent delays.

In person

- The individual must present themselves at the CJN with their passport or national ID card.
- It is also possible for the individual to give a third party written authorisation to request the Bulletin 3 on their behalf. In this case, the third party must take copies of both theirs and the individual's passport or national ID card, in addition to the written authorisation.

Individuals born in French overseas territories (Polynésie Française, Wallis et Futuna, Nouvelle Calédonie, Saint Martin and Saint Barthelemy):

Applications for a Bulletin 3 should be addressed to the greffe of the tribunal de première instance (court of the first instance and judicial administrative body of the court) of their place of birth. It is advisable to contact the greffe in question for procedural details particular to that territory.

Individuals born outside of France and its overseas territories:

Individuals cannot apply online but can use the postal form to apply by letter, fax, in person or email to the contact details in Section 3.

Applications must be accompanied by a photocopy (or scan if applying by email) of the individual's passport or national ID card.

5	**Where to apply in the UK**	Applications can be made by post, email, fax or online as detailed in Section 4.
6	**How to apply in the UK**	Applications can be made by post, email, fax or online as detailed in Section 4.
7	**Who can apply**	• Individuals. • Third parties can apply in person with written consent. • For under-18s, the application must be made by one of the parents.
8	**Cost, payment and turnaround**	**Costs** All extracts are free of charge. **Turnaround** With the exception of in-person applications, where the certificate is produced immediately, Bulletin 3 certificates are posted to the individual with a turnaround time of up to 2 weeks.
9	**How results are presented and security features**	A Bulletin 3 will contain the following personal information: • Full name; • Date of birth; and • Place of birth. Bulletin 3 certificates with no criminal record are sent by regular post; certificates with a published record are sent by registered post. If no disclosable information is held at the CJN, this will be shown as "néant" immediately beneath the personal information with a thick diagonal line running top-left to bottom-right. The Bulletin 3 contains a stamp of the Ministry of Justice and the name of the magistrate in charge of maintaining the records held by the CJN. Each document has a unique reference number. A sample certificate can be seen in Section 17.
10	**Languages**	**Languages** The criminal record certificate is issued in French. **Translation** Certified translations of certificates are available. Each tribunal de grande instance has a list of "sworn" translators. A list of these translators is also available online at the following address: **www.tti-network.com/annuaire-traducteur-assermente-france/**

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

16	**Sources of information**	Magistrat, chargé de mission DACG/CJN Ministry of Justice CPNI Guidance Document 2009

17	**Sample documents**	Sample application form

Liberté • Égalité • Fraternité
RÉPUBLIQUE FRANÇAISE
MINISTÈRE DE LA JUSTICE

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

cerfa
N° 10071*09

VOUS POUVEZ EFFECTUER VOTRE DEMANDE

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

Remplissez toutes les rubriques en caractères d'imprimerie

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

NOM |_____|
PRÉNOM(S) |_____|
NOM D'USAGE (ex : nom marital) |_____|
NÉ(E) LE |_|_| |_|_| |_|_|_|_|
A |_____| ARRONDISSEMENT (PARIS, LYON) |_|_|
N° DÉPARTEMENT |_|_|_| DOM TOM OU PAYS autre que France |_____|
SEXE ☐ Masculin ☐ Féminin
Filiation |_____| |_____|
Nom du père — prénom
|_____| |_____|
Nom de la mère — prénom

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

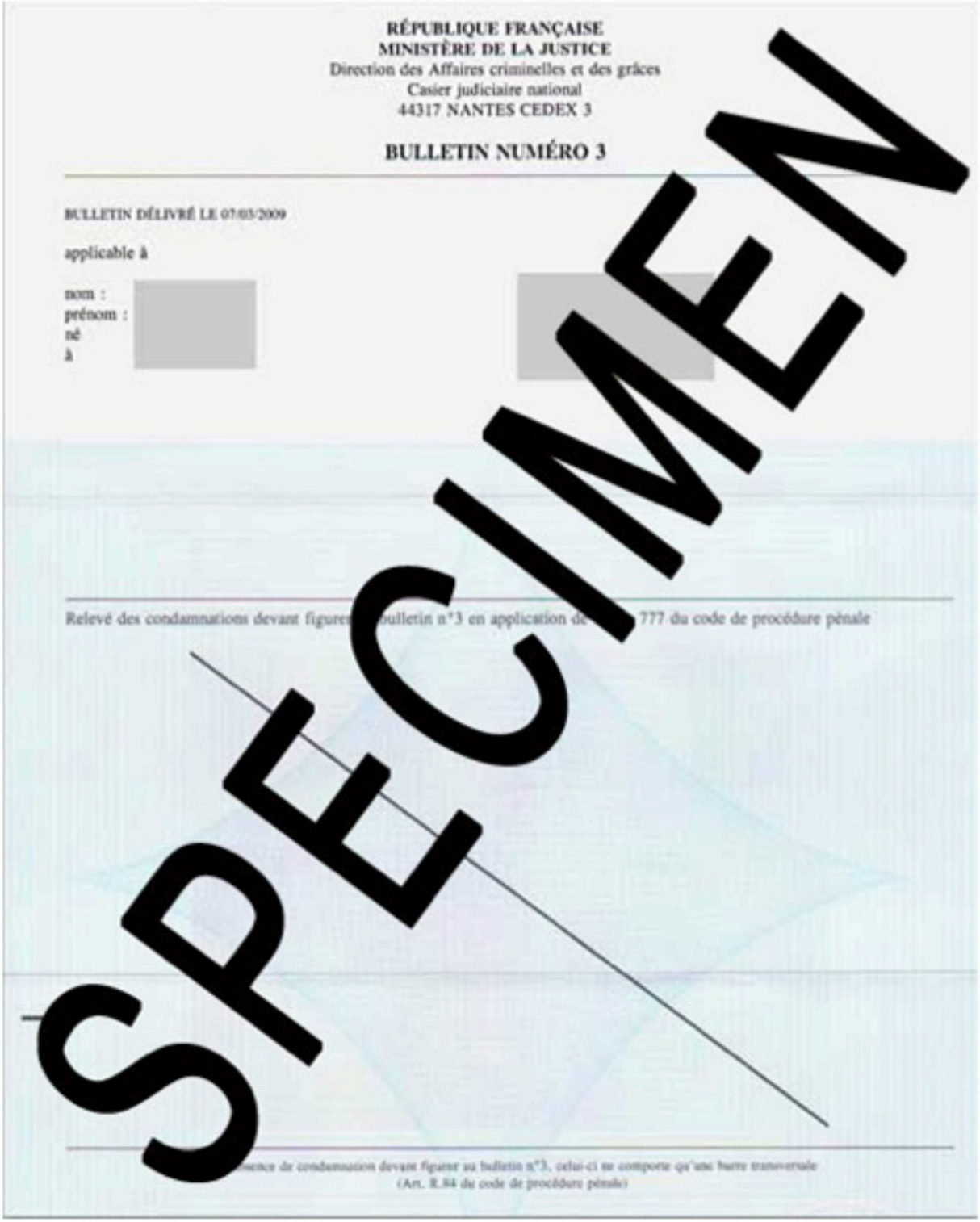
|_____|
N° et Voie |_____|
Code postal |_|_|_|_|_|
Ville |_____|
Pays |_____|

NOMBRE D'EXTRAITS DEMANDÉS |_| Le |_____|

Signature du demandeur :

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

Sample Certificate



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

BULLETIN NUMÉRO 3

BULLETIN DÉLIVRÉ LE 07/03/2009

applicable à

nom :
prénom :
né
à

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

SPECIMEN

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

CPNI
Centre for the Protection of National Infrastructure

SECURITY WATCHDOG
Part of Capita plc

Germany

How to obtain a criminal record check - detailed guidance

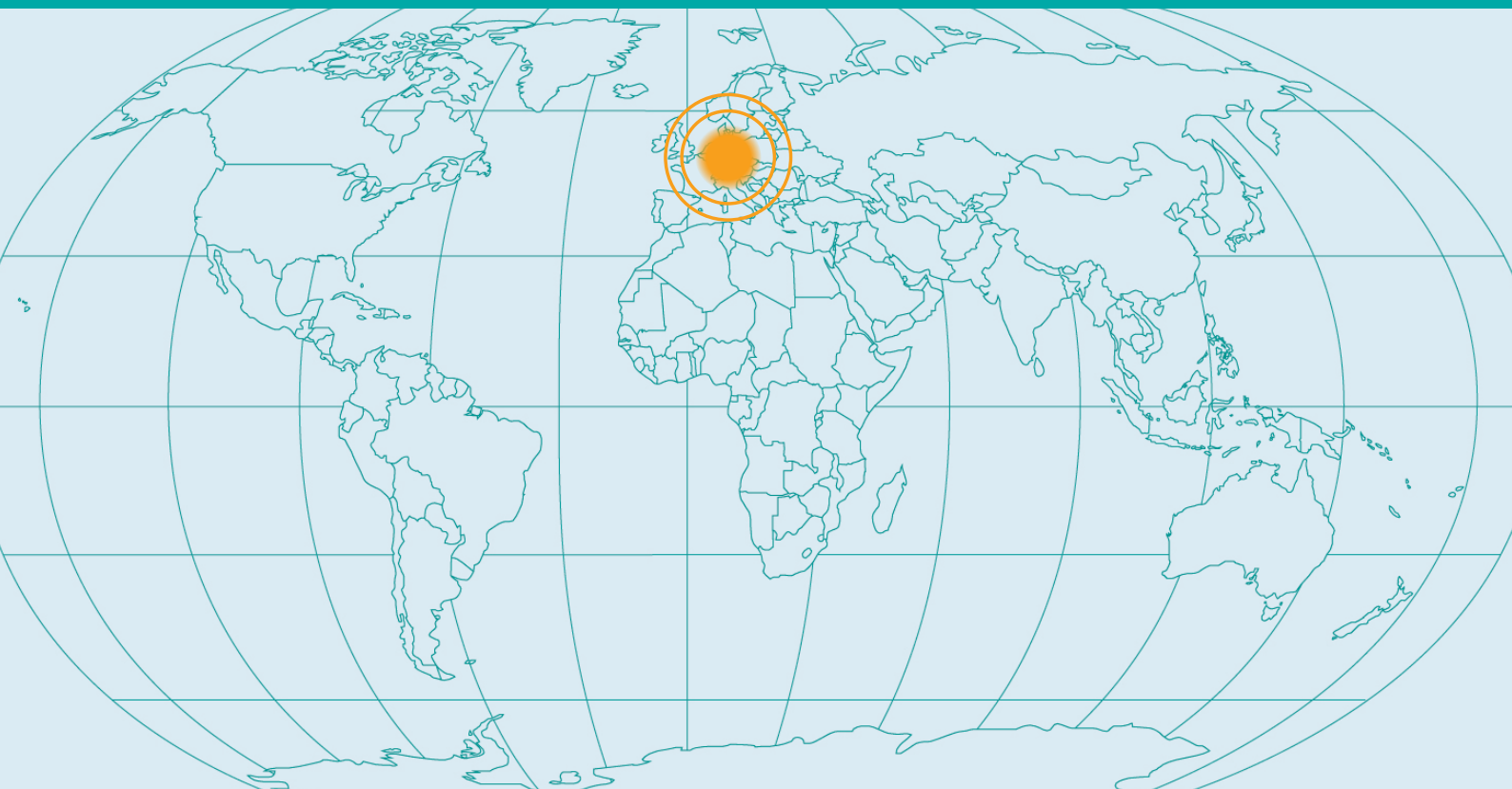
Individual applies in person to local registry office

Applications from the UK by post to Federal Office of Justice

Cost €13

Certificate issued in German

Turnaround 1–4 weeks/fast-track 3 days



Germany

1 Name of certificate

2 Department responsible for criminal records

3 Where to apply in country

4 How to apply in country

5 Where to apply in the UK

6 How to apply in the UK

7 Who can apply

8 Cost, payment and turnaround

9 How results are presented and security features

10 Languages

11 Criminal convictions listed on certificate

12 Confirming authenticity

13 Official bodies providing advice on interpretation of criminal records

14 Legislation

15 Pending changes

16 Sources of information

17 Sample documents

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1	**Name of certificate**	Certificate of Conduct (*Führungszeugnis*)
2	**Department responsible for criminal records**	Federal Central Criminal Register (Bundeszentralregister), Federal Office of Justice, Visitors Service, Adenauerallee 99–103, 53113 Bonn, Germany. Tel: +49 (0) 228 99 410-5668 Web: **https://www.bundesjustizamt.de/EN/Topics/citizen_services/BZR/BZR_node.html**
3	**Where to apply in country**	At the individual's local registry office (*örtliche Meldebehörde or Bürgerbüro*). There are around 5,283 local registry offices in Germany and there is no list of these offices. The application should be filed with the registration authority in which the individual is registered or resides.
4	**How to apply in country**	In person to the office detailed in Section 3 with: • Proof of identity (Personalausweis or passport); • Relevant fee or proof of payment; and • An indication of the purpose of the request.
5	**Where to apply in the UK**	Federal Office of Justice, Referat IV 2, 53094 Bonn, Germany. Tel: +49 (0) 228 99 410-5668 Web: **https://www.bundesjustizamt.de/EN/Topics/citizen_services/BZR/BZR_node.html**
6	**How to apply in the UK**	By post to the address in Section 5 using the application form from **https://www.bundesjustizamt.de/EN/Topics/citizen_services/BZR/Resident_abroad/Resident_abroad_node.html** (available in French, German and English). A sample can be seen in Section 17. The individual must include: • A certified copy of ID; • Reason for the request; • Relevant fee or proof of payment; • Personal data (on the application form); and • Signature which must be officially confirmed (along with the ID) by the German Embassy for a fee of €15 payable in £GBP. See **www.london.diplo.de/Vertretung/london/en/07/06__A__Z/O__P/Police__clearance__certificate.html** for information.
7	**Who can apply**	Individuals over the age of 14 years only

8	**Cost, payment and turnaround**	**Cost** €13 per certificate **Payment** **In country** – by cash or bank transfer to the Federal Office of Justice: Bank: Deutsche Bundesbank, Cologne Branch IBAN No.: DE49370000000038001005 BIC/swift No.: MARKDEF1370 Purpose: (File reference of the event – if known – or the forename and the surname of the person making the application) A carbon copy of the transfer order must be submitted with the application. **From the UK** – bank transfer using the details above or by cheque. Cheques must be paid in Euros and be drawn from a German bank. **Turnaround** Turnaround times range from 1 to 4 weeks. The individual can indicate that the criminal record disclosure is urgent. Some local registry offices offer a "speedy certificate of conduct" for an additional €2. In this case the turnaround time is 3 days.
9	**How results are presented and security features**	The certificate is issued as a hard copy by post to the individual only. Information on the certificate includes (if applicable): • Conviction; • Date of conviction; • Court; • Reference; • Criminal Act; and • Type of punishment (imprisonment or fine). The Certificate of Conduct is printed on green anti-counterfeiting paper from the Federal Printing Office (*Bundesdruckerei*) and features the federal eagle. See Section 17 for a sample certificate.
10	**Languages**	The certificate is issued in German only. There is no official translation service available.

11	**Criminal convictions listed on certificate**	The main categories of criminal conviction listed on a criminal record certificate are: • Violence against the person (*Körperverletzung*); • Sexual offences (*Sexualstraftaten*); • Burglary (*Diebstahl/Einbruch*); • Robbery (*Raub*); • Theft and handling of stolen goods (*Hehlerei*); • Fraud and forgery (*Betrug und Fälschung*); • Criminal damage (*Sachbeschädigung*); • Drug offences (*Drogenstraftaten*); and • Motoring offences (*Verkehrsstraftaten*). Judgments will be removed from a criminal record after 5, 10, 15 or 20 years dependent on the crime, if no recent convictions have been added; or at the age of 90. Once a conviction has been removed, the relevant entry in the Central Criminal Registry will be removed within one year and the conviction will cease to appear on the criminal record disclosure documents. The following convictions are never removed: • Lifetime imprisonment; • Preventive detention; and • Accommodation in a psychiatric hospital.
12	**Confirming authenticity**	An Apostille can be obtained to authenticate the certificate. Before applying for an Apostille, the certificate must be overauthenticated. **Overauthentication** Overauthentication can be applied for either: • When filing the application to issue the Certificate of Conduct; or • After the certificate has been issued by presenting the original certificate of conduct. The application may be made verbally, in person, or by single written form to: Federal Office of Justice, Besucherservice, Adenauerallee 99–103, 53113 Bonn, Germany. Applications for overauthentication and Apostilles must state the country where the certificate of conduct is to be presented. The fee for overauthentication is €20.

		Apostille The application to request an Apostille should be sent to: Federal Office of Administration Cologne, Division II B 4, 50728 Köln, Germany. If the Apostille and overauthentication applications are made at the same time, they can both be forwarded to the Federal Office of Justice in order to simplify matters. The certificate of conduct is then forwarded to the Federal Office of Administration in Cologne for an Apostille. The fee for issuing the Apostille must be paid to the Federal Office of Administration in Cologne. It does not have to be paid in advance.
13	**Official bodies providing advice on interpretation of criminal records**	An employer can contact the Federal Office of Justice (see Section 2 for contact details). Verification is free of charge.
14	**Legislation**	• Article 3 of the Federal Central Criminal Register Act 1971 • Article 4 of the Federal Central Criminal Register Act 1971 • Article 46 (*Länge der Tilgungsfrist*) of the Federal Central Criminal Register Act 1971 • German Federal Data Protection Act (*Bundesdatenschutzgesetz*) 1990 **www.gesetze-im-internet.de/bdsg_1990/**
15	**Pending changes**	None
16	**Sources of information**	International Criminal Record Affairs (*Internationale Registerangelegenheiten*) CPNI Guidance Document 2009 **www.bundesjustizamt.de**

17	Sample documents

Sample application form (from the UK)

Bundesamt für Justiz
- Bundeszentralregister -
Referat IV 2
53094 Bonn

Sender: (please state your current home address)

Reference no. (if known): IV2 - _____ D _____

☐ I hereby apply for the following to be issued (please mark with a cross as appropriate):

Certificate of good conduct

☐ Extended certificate of good conduct
(**Written confirmation** that the conditions for application for an extended certificate of good conduct are fulfilled **must be supplied**).

☐ Please send the certificate to my home address as stated above.

☐ Please send the certificate to the **German authority** indicated below (**certificate of good conduct for official purposes**). It is not possible to send a certificate to foreign authorities.

☐ Should the certificate contain any entries, please send it to the

☐ German Embassy / ☐ German Consulate in _____ (place)
for prior inspection of the information (please consult the notes on page 2 of this form).

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

☐ has already been paid.

☐ was transferred on (date) _____ to the account of the
Bundesamt für Justiz
Deutsche Bundesbank – Cologne branch –
BIC: MARKDEF1370, IBAN: DE49370000000038001005.

☐ is enclosed (cheque).

My personal details are as follows:

Surname at birth:
(Required field)

Surname:

First name(s):

Date of birth:
(DD/MM/YYYY)

Place of birth:

Nationality:

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

Applicant's signature: .....

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

Seal

Date

Embassy **Consulate**
Police station **Authority** **Notary public**

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

Reference or file no., if known:

Name of authority:

Address of authority:

Street address:	**Postal address:**	**Tel. no.:**	**Opening hours:**
Adenauerallee 99-103 53113 Bonn www.bundesjustizamt.de	53094 Bonn Germany	+49 228 99 410-5666 Fax no.: +49 228 99 410-5050	Mon-Fri 9 a.m. – 11 a.m. Mon-Thu 1:30 p.m. – 3 p.m.

Sample Certificate

Bundesamt für Justiz

Bundesamt für Justiz, 53094 Bonn

Herrn/Frau
Paul Mustermann

Musterstraße 3

53113 Bonn

Bonn, den 31.10.2008

Hausanschrift: Adenauerallee 99-103, 53113 Bonn
Telefon: 01888 410 40 (Zentrale)
01888 410 5331 (Durchwahl)
Telefax: 01888 410 5050
Aktenzeichen:
U9999-0531400000--
31102008-09535801-NB-PAP-KRH/-/A
(bei Rückfragen bitte angeben)

Führungszeugnis

über

Paul Mustermann

MUSTER

Angaben zur Person

Geburtsname	:	Mustermann
Familienname	:	./.
Vorname(n)	:	Paul
Geburtsdatum	:	01.01.1952
Geburtsort	:	Musterstadt
Staatsangehörigkeit	:	deutsch
Anschrift	:	Musterstraße 3 53113 Bonn

Inhalt: **Keine Eintragung**

Bitte prüfen Sie die Angaben zur Person, um Verwechselungen zu vermeiden. Offensichtliche Fehler, auch im Hinblick auf den Inhalt des Führungszeugnisses sollen Sie mir unverzüglich - ggf. telefonisch - anzeigen, um eine sichere Übersendung zu ermöglichen.

Dieses Führungszeugnis wurde mit Hilfe automatischer Einrichtungen erteilt und nicht unterschrieben.

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SECURITY WATCHDOG
Part of Capita plc

Ghana

How to obtain a criminal record check - detailed guidance

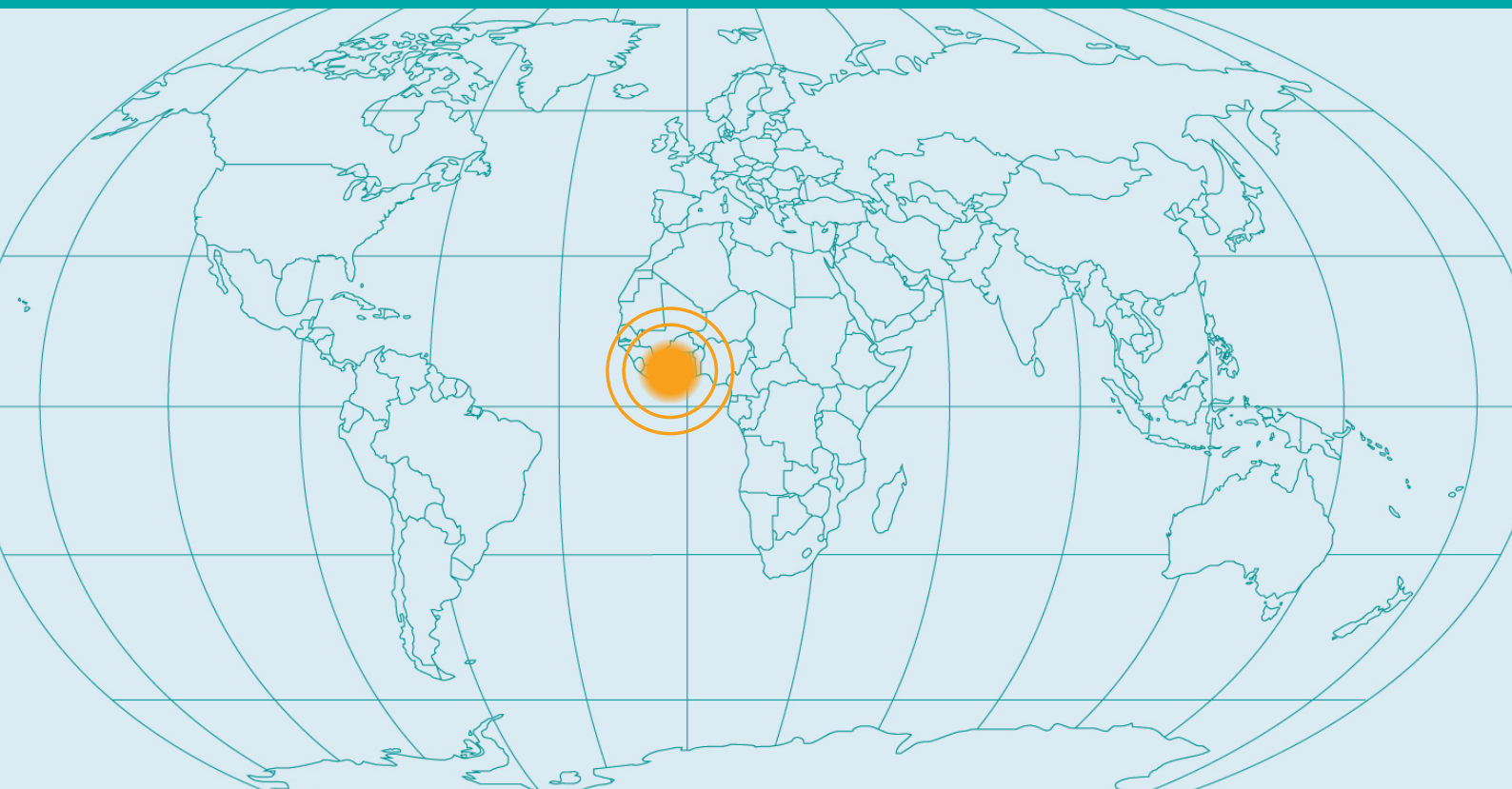
Individual/third party (with written consent) applies in person to Ghana Police Service/local police station

Fingerprints required

Variable fee payable

Certificates issued in English

Turnaround 5 days



Ghana

1 Name of certificate

2 Department responsible for criminal records

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1	**Name of certificate**	Police Clearance Certificate or Criminal Check Report
2	**Department responsible for criminal records**	The Criminal Records Bureau (CRB) in Accra handles all applications for criminal record checks for individuals resident in Ghana and overseas. The Criminal Records Bureau is operated by the Criminal Investigations Department (CID) of the Ghana Police Service (GPS) and provides criminal records disclosure for Ghanaians and non-Ghanaians who have resided in Ghana for a significant period. The Ghana Police Service is organised on a national basis.
3	**Where to apply in country**	The contact details for the CRB are: The Director General, Criminal Records Bureau, Criminal Investigations Department, Ghana Police Headquarters, Cantonments (near Ako Adjei interchange), Box GP0116, Accra, Ghana. Tel: +233 (0)21 761250/773906 Fax: +233 (0)21 776672 Web: **http://www.eservices.gov.gh/GPS/SitePages/GPS-Home.aspx**
4	**How to apply in country**	**Residents** Apply for criminal records disclosure via the Ghana Police Service or at their local police station. **Non-residents** Apply to the Ghana Police Service. • In person by visiting the Criminal Records Bureau. • Application forms for criminal records disclosure are provided by the offices of the Criminal Investigations Department. • The forms are completed and submitted by the individual in the presence of a Criminal Investigations Department official. • For security reasons, individuals are not permitted to leave the premises of the Ghana Police Service with an application form. Individuals must provide: • Three recent passport photographs. One of the photographs is validated with the official stamp of the Criminal Investigations Department on the reverse. The validated photograph is returned to the individual who is subsequently advised of a date of return to collect the Criminal Check Report. • A certified copy of the passport. • Full set of fingerprints.
5	**Where to apply in the UK**	Not applicable

6	**How to apply in the UK**	UK police authorities can assist with the taking of fingerprints, for which a fee is payable, to be submitted by an authorised third party in Ghana.
7	**Who can apply**	• Individuals. • A prospective UK employer can submit an application to the Criminal Records Bureau; however, the individual will have to appear in person. • Third parties (with written consent). • Under-18s must be accompanied by a parent or guardian.
8	**Cost, payment and turnaround**	**Cost** The estimated cost is approximately USD$430. This fee will vary depending on the region and changes on an annual basis. This must be paid in cash. **Turnaround** It can take up to 5 working days to receive a Police Clearance Certificate or a Criminal Check Report. However, the process can sometimes take longer. There is no system in place for fast-track disclosure of priority cases.
9	**How results are presented and security features**	The results are provided as a hard copy only. The individual or the authorised third party is required to collect the results from the Criminal Records Bureau. The certificate contains: • Name of individual; • Fingerprints; • Results of check; and • Official stamp of the issuing authority. If a conviction is identified against the individual, the following information will be included: • Nature of the offence; • Date of conviction; • Punishable offences; and • Name, designation and signature of issuing officer.
10	**Languages**	Certificates are available in English.

11	**Criminal convictions listed on certificate**	The categories of criminal conviction listed on a criminal record certificate are: • Violence against the person; • Sexual offences; • Burglary; • Robbery; • Theft and handling of stolen goods; • Fraud and forgery; • Criminal damage; • Drug offences; and • Motoring offences. The official requirement is for criminal conviction details to be held on record for a period of 10 years. However, it is common practice for the Criminal Records Bureau to list all offences registered against an individual including those that go beyond the 10 year limit.
12	**Confirming authenticity**	Police Clearance Certificates and Criminal Check Reports are issued with a unique reference number. The unique reference number on a Police Clearance Certificate is shown on the top, left hand corner of the document as follows: My Ref No: CID/VET/SF.8/v.00/00 A description of each section follows: • *CID*: is a permanent fixture in the unique reference number. • *VET*: indicates the department or division of the CID that handled the application. This section of the reference can either be VET for the Vetting Division or CDSB (Criminal Data Services Bureau) for the Fingerprints Unit. • *SF.8*: is a country reference, referring to the country that the individual is travelling to or for which the individual is applying for criminal records disclosure. • *v.00*: v is followed by a two-digit number, which represents the volume number of the file. This information is used for administrative purposes by the CRB. • *00*: this section is a number unique to the individual of the check. The unique reference number shown on a Criminal Check Report is shown on the top, left hand corner of the document as follows: *Ref No: CID/CDSB/CC/AM/v.00/00* A description of each section follows: • *CID*: is a permanent fixture in the unique reference number. • *CDSB*: indicates the department or division of the CID that handled the application. • *AM*: is a country or organisation reference. In this example, it refers to the American Embassy. • *v.00*: v is followed by a two digit number which represents the volume number of the file. This information is used for administrative purposes by the CRB.

		• *00*: this section is a number unique to the individual of the check. A prospective UK employer can contact the CRB quoting the unique reference number to authenticate a Police Clearance Certificate or a Criminal Check Report.
13	**Official bodies providing advice on interpretation of criminal records**	None available
14	**Legislation**	The release of criminal records information is at the discretion of the Criminal Records Bureau. All public and government bodies in Ghana are bound by the State Secrets Act 1967 (Act 107), Civil Service Law 1993 (PNDCL327) and Civil Service Interim Regulations 1960 (LI 147) which prevent the unauthorised disclosure of information. There is no specific legislation governing criminal records disclosure in Ghana. However, as stated above, there is legislation that prevents the unauthorised disclosure of information.
15	**Pending changes**	None
16	**Sources of information**	In Country Legal Resource CPNI Advice Document 2009

17	**Sample documents**	None available

CPNI
Centre for the Protection of National Infrastructure

SECURITY WATCHDOG
Part of Capita plc

Greece

How to obtain a criminal record check - detailed guidance

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

Applications from UK in person/by post to Embassy

No cost

Certificate issued in Greek

Turnaround 10 working days in country/UK plus postage times

Greece

1 Name of certificate

2 Department responsible for criminal records

3 Where to apply in country

4 How to apply in country

5 Where to apply in the UK

6 How to apply in the UK

7 Who can apply

8 Cost, payment and turnaround

9 How results are presented and security features

10 Languages

11 Criminal convictions listed on certificate

12 Confirming authenticity

13 Official bodies providing advice on interpretation of criminal records

14 Legislation

15 Pending changes

16 Sources of information

17 Sample documents

Disclaimer

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1	**Name of certificate**	Penal Record Copy (*Αντίγραφο Ποινικού Μητρώο/ Antigrafo Pinikou Mitroou*)
2	**Department responsible for criminal records**	Ministry of Justice
3	**Where to apply in country**	• At any Citizen Service Centre in Greece (*Κέντρο Εξυπηρέτησης Πολιτών – Kentro Exipiretisis Politon*): – In person; a list can be found at: **www.kep.gov.gr**; or – By phone to 1502 (inside Greece only). • In person to: Ministry of Justice, 96 Mesogion Street, Athens, 11527, Greece. Tel: +30 (0)2107 767300 Web: **www.ministryofjustice.gr**
4	**How to apply in country**	Apply by any of the methods outlined in Section 3. For applications in person, an application form is available from the Ministry of Justice website (see Section 2). Proof of identification must be provided when the application is submitted.
5	**Where to apply in the UK**	Embassy of Greece, Consular Office, Penal Record Certificate Department, 1A Holland Park, London, W11 3TP Tel: + 44 (0)20 7313 5600 Fax: + 44 (0)20 7313 8990 Web: **www.greekembassy.org.uk**
6	**How to apply in the UK**	In person or by post to the address in Section 5. The following should be provided: • Certified copy of passport (A UK passport may be certified either by the British Police or by a solicitor. A Greek passport may be certified by the Consular Office of the Embassy of Greece); and • Completed application form which can be found at: **www.greekembassy.org.uk/Portals/0/Gen_appl_form.pdf** or see Section 17 for a sample.
7	**Who can apply**	Individuals only

8	**Cost, payment and turnaround**	**Cost** There is no charge for a Penal Record Copy; however, postage fees will need to be paid if the certificate is returned by post. **Turnaround** A Penal Record Copy is issued within 10 working days from receipt of the application, although this may take longer from the UK. There is no fast-track system in place.
9	**How results are presented and security features**	Results can be returned by post or collected in person. **In Greece** If applications are made by telephone or post, results are returned to the requested post office via registered post. The individual must provide a form of identification in order to collect the document from the post office. **From the UK** The individual may collect their Penal Record from the Greek Embassy or any of the Greek consulates in the UK on presentation of identification. The Penal Record Copy will contain: • First name; • Surname; • Father's name; • Mother's name; • Place and date of birth; • ID number or passport number; and • Details of any criminal convictions. If no offences are present, the word "ZERO" (*ΜΗΔΕΝ – MIDEN*) will appear, indicating that the record is blank. Security features include: • Official stamp of the authorised public authority (Public Prosecutor's Office of District Court Judges – (*Εισαγγελία Πρωτοδικών - Isaggela Protodikon*) or Ministry of Justice); and • Signature of the authorised public officer. A sample can be seen in Section 17.

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

14	**Legislation**	Protection of individuals against processing of personal data – The Data Protection Act (Law 2472/1997), as amended by Law 3471/2006 (G.G. 133A'/28.06.06) and Law 3625/2007 (G.G. 290A'/24.12.2007), (collectively, the "DPA")
15	**Pending changes**	Plans are underway to introduce an online application process before 2018.
16	**Sources of information**	CPNI Guidance Document 2009 Ministry of Justice, Greece **www.greekembassy.org.uk** Hague Conference on Private International Law website: **www.hcch.net/**

17	Sample documents

Sample application form (from the UK)

ΑΙΤΗΣΗ
APPLICATION FORM

ΠΡΟΣ: Γενικό
Προξενείο Λονδίνου

Λονδίνο – London , .../.../.....

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

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

Όνομα / Name
.....

Επώνυμο / Surname
.....

Όνομα και επώνυμο πατέρα
Father's name & surname
.....

Όνομα και επώνυμο μητέρας
Mother's name & surname
.....

Το γένος της μητέρας
Mother's maiden name
.....

Επάγγελμα / Profession
.....

Τόπος και ημερομηνία γέννησης
Date & place of birth
.....

Όνομα και επώνυμο συζύγου
Spouse's name & surname
.....

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

Τηλέφωνο / Telephone number
.....

Αριθμός διαβατηρίου
Passport no
.....

Ημερομηνία έκδοσης
Date of issue
.....

Υπηκοότητα / Nationality
.....

Ο Αιτών/ Η Αιτούσα Signature

.....

Sample Certificate

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

ΑΙΤΗΣΗ

ΠΑΤΡΙΚΟ ΕΠΩΝΥΜΟ (FAMILY NAME):
.....
ΚΥΡΙΟ ΟΝΟΜΑ (NAME):
.....
ΟΝΟΜΑ ΠΑΤΕΡΑ (FATHER'S NAME):
.....
ΟΝΟΜΑ ΚΑΙ ΕΠΩΝΥΜΟ ΜΗΤΕΡΑΣ (MOTHER'S FIRST AND FAMILY NAME):
.....
ΟΝΟΜΑ ΚΑΙ ΕΠΩΝΥΜΟ ΣΥΖΥΓΟΥ (HUSBAND'S NAME AND SURNAME):
.....
ΤΟΠΟΣ ΓΕΝΝΗΣΗΣ - ΕΤΟΣ ΓΕΝΝΗΣΗΣ (PLACE OF BIRTH - YEAR OF BIRTH):
.....
ΑΡ. ΔΕΛΤΙΟΥ ΤΑΥΤΟΤΗΤΑΣ ΚΑΙ ΑΡΧΗ ΕΚΔΟΣΗΣ:
.....
PASSPORT NUMBER/COUNTRY:
.....
ΔΙΕΥΘΥΝΣΗ ΑΠΟΣΤΟΛΗΣ ΠΙΣΤΟΠΟΙΗΤΙΚΩΝ/ΔΙΟΙΚΗΤΙΚΩΝ ΕΓΓΡΑΦΩΝ
(ADDRESS FOR RESPONDING RECORD/ ADMINISTRATIVE DOCUMENTS):
.....
ΤΗΛΕΦΩΝΟ (TELEPHONE NUMBER):
.....

ΠΡΟΣ:
Το Υπουργείο Δικαιοσύνης,
Αυτοτελές Τμήμα Ποινικού Μητρώου

Παρακαλώ να μου χορηγήσετε αντίγραφο ποινικού μητρώου.
- γενικής
- δικαστικής χρήσης

♦Το αιτούμενο αντίγραφο ποινικού μητρώου θα υποβληθεί ως απαιτούμενο κατά νόμο δικαιολογητικό στο/στην .....
.....

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

Αθήνα, 2003

Ο/Η Αιτών/ούσα

(Υπογραφή)

▲ Συμπληρώνεται από τις αιτούσες που έχουν τελέσει γάμο, είτε είναι έγγαμες, είτε είναι διαζευγμένες κατά το χρόνο υποβολής της αίτησης.
♦Αναγράφεται ο τίτλος της διοικητικής αρχής στην οποία θα υποβληθεί το αιτούμενο αντίγραφο ποινικού μητρώου.
♦♦Αναγράφονται τα πλήρη στοιχεία (τίτλος ταχυδρομική διεύθυνση) της Υπηρεσίας που είναι καθ' ύλην αρμόδια για τον διορισμό του/της αιτούντος/αιτούσας.

CPNI
Centre for the Protection of National Infrastructure

SECURITY WATCHDOG
Part of Capita plc

Hungary

How to obtain a criminal record check - detailed guidance

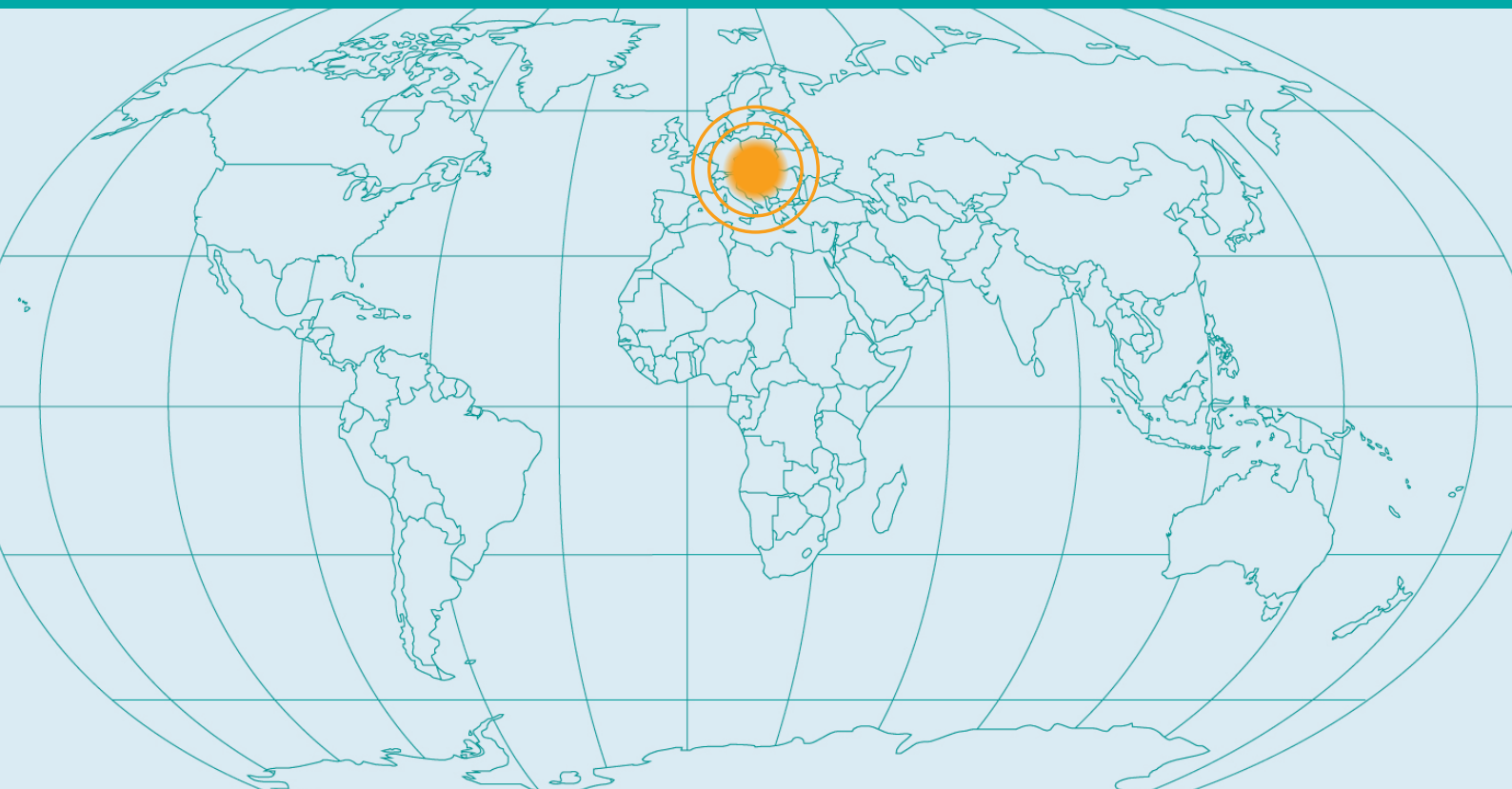
Individual/third party (with written consent) applies in person/by post/ online to the Criminal Records Authority/Central Document Office

Applications from UK in person/ by post to the Embassy in London

Cost 3100–4400 HUF/UK Cost varies

Certificate issued in Hungarian

Turnaround Hungary 0–30 days/UK a few weeks



Hungary

1 Name of certificate

2 Department responsible for criminal records

3 Where to apply in country

4 How to apply in country

5 Where to apply in the UK

6 How to apply in the UK

7 Who can apply

8 Cost, payment and turnaround

9 How results are presented and security features

10 Languages

11 Criminal convictions listed on certificate

12 Confirming authenticity

13 Official bodies providing advice on interpretation of criminal records

14 Legislation

15 Pending changes

16 Sources of information

17 Sample documents

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1	**Name of certificate**	Certificate of Good Conduct (*Hatósági Erkölcsi Bizonyítvány*)
2	**Department responsible for criminal records**	Criminal Records Authority, Central Office for Administrative and Electronic Public Services, 1097 Budapest, Vaskapu utca 30/A, Hungary.
3	**Where to apply in country**	**By post** Közigazgatási és Elektronikus Közszolgáltatások Központi Hivatala, Bűnügyi Nyilvántartó Hatóság, 1476 Budapest, Pf. 380, Hungary. **In person** The Central Document Office, 1133 Budapest, Visegrádi utca 110-112, Hungary. Web: **www.nyilvantarto.hu/en/certificate_good_conduct**
4	**How to apply in country**	**By post** The individual must buy an envelope from the Hungarian Post Office, which contains an application form and a bank transfer slip. After the form is completed and receipt for payment obtained, both must be sent to the address in Section 3. **In person** The certificate can be applied for at the address in Section 3. **Online** The application can be submitted online only if the applicant has access to the Client Gate (this can be requested from Hungary or on the Hungarian Embassies). For all methods of application the applicant must complete and sign the application form. The provided data is used as identification, which is carried out using the Population Register. If the individual is applying in person they must show their ID card, driving licence or passport. Sample application forms can be seen in Section 17.

5	**Where to apply in the UK**	Hungarian Embassy, 35 Eaton Place, London, SW1X 8BY Tel: +44 (0) 20 7201 3440 Fax: +44 (0) 20 7823 1348 Web: **www.mfa.gov.hu/kulkepviselet/UK/hu/Konzuliinfo/**
6	**How to apply in the UK**	The certificate can be applied for at the Hungarian Embassy using an online application form (*Hatósági erkölcsi bizonyítvány kiállítása iránti kérőlap*) which is available on the Embassy website (see Section 5). The individual must complete the application form and attach a copy of their passport. A stamped addressed envelope (recorded mail) must also be enclosed. A short cover letter should also be provided including a contact telephone number and/or email address, should further information be required. Applications can be made to the address in Section 5: • In person (a prior appointment is necessary); or • By post.
7	**Who can apply**	The following people can apply for a Certificate of Good Conduct: • Individuals; • Third parties (with valid authorisation); and • Employers – in certain situations. There are several professions, for which the law stipulates a special legal condition which has to be fulfilled to take the job. In those cases the future employee has to require that condition to be verified by the certificate.
8	**Cost, payment and turnaround**	**In country** The fee is 3100 HUF. If the certificate is applied for in person at the Central Document Office, the fee is 4400 HUF. The applicant can pay the administrative service fee by: • Postal order or cheque attached to the application form; • Bank transfer to the bank account of the Central Office for Administrative and Electronic Public Services; or • In person, the fee can be paid by cheque or by credit card. The turnaround time is between 8 and 30 days. For in person applications, the turnaround time is 5 days, but certificates are usually issued immediately.

		From the UK Fees for applications made at the Embassy vary. Check for details. Payment can be made at the Embassy by cash or credit card or postal order made payable to "The Embassy of Hungary". Turnaround time from the Embassy is a few weeks.
9	**How results are presented and security features**	Certificates contain the following information: • Name of the issuing authority; • Name and surname; • Place of birth and date of birth; • Birth name of mother; • Nationality; • Permanent address according to the Population Register; • Statement according to the application; • Date and place of issuance; • Name, position and signature of the Head of the Criminal Records Authority; and • Legal information. Security features include special ink, a watermark and a unique identifier number.
10	**Languages**	Certificates are only available in Hungarian. There is no official translation service.
11	**Criminal convictions listed on certificate**	The certificate does not contain details of convictions, but shows whether the individual is restricted from a particular profession. Convictions remain on record for 3–12 years from the end of the expiry period depending on the offence and the penalty.
12	**Confirming authenticity**	Authenticity of certificates can be ascertained online using the service Web Assistant Application (*webes ügysegéd*) on the Central Office for Administrative and Electronic Public Services website at: **www.nyilvantarto.hu/en/certificate_good_conduct_online_checking** This service is free.
13	**Official bodies providing advice on interpretation of criminal records**	The Criminal Records Authority and the Central Document Office (both are bodies of the Central Office for Administrative and Electronic Public Services) can provide assistance. See **www.nyilvantarto.hu/en/web_assistant** for more details.
14	**Legislation**	Act C of 2012 (Criminal Code of Hungary) Act XLVII of 2009 (Act on Criminal Registers) Act CXII of 2011 (Act on Data Protection)

15	**Pending changes**	There are plans to issue an electronic Certificate of Good Conduct with an electronic signature for applications from abroad. No further information was available at the time of publication.
16	**Sources of information**	Central Office for Administrative and Electronic Public Services, Criminal Records Authority, Hungary

Sample application form (English) – page 1

Application for
Certificate of Good Conduct

I. Personal data

1. Personal identifier (if any):

Please fill the form in BLOCK letters!

2. Name:

If you complete fields 1 and 2 correctly, there is no need to complete fields 3-7.

3. Birth family name

Birth forename 1:

Birth forename 2:

4. Place of birth (city and the country):

5. Date of birth: - -

6. Nationality:

7. Mother's birth family name:

Mother's birth forename 1:

Mother's birth forename 2:

8. Present Address:

Postcode: Town: District:

Name of street

Type of street (street, road, square etc.):

House: Building: Staircase: Floor: Door:

II. Internal address of recipient:

Please put an X in the circle of natural person, if you would like to receive your certificate at the customer service.

Please put an X in the circle of legal entity, if you would like to send your certificate to an authority or your employer etc.

natural person legal entity

Please leave the fields below blank if you would like to receive your certificate at the customer service or your present address given above.

Name of recipient:

Postcode: Town: District:

Name of street

Type of street (street, road, square etc.):

House: Building: Staircase: Floor: Door:

If you give your email address, you will be informed when your certificate has been posted.

E-mail:

Please continue in the next page

Sample Application Form (English) – Page 2

THE FACTS YOU WOULD LIKE TO BE VERIFIED:

III. Please verify compliance with specific conditions defined by law:

Please put an X in the circle whether you would like compliance with specific conditions defined by law or only data to be verified.

- ◯ **Yes - compliance with specific conditions defined by law** shall be verified in your certificate. Please continue at **field IV**.
- ◯ **No – only data** shall be verified. Please continue at **field V**.

IV. **Please indicate the special conditions defined by law you would like to be verified.**

Please put an X in one of the following circles:

- ◯ personal and property security or private investigation as professional activity
- ◯ firearm acquisition, keeping or possession
- ◯ employment as an armed security guard
- ◯ contracting as a professional law enforcement service officer
- ◯ contracting as public servant
- ◯ contracting as public administration officer

If you want to be verified for anything other than the abovementioned acts, please write here the name of that act!
Attention! You can read more act samples in the Hungarian guide of the application form.

act

Please take into consideration, if you filled field IV., you should not fill field V.
Even if you fill field V., we are not able to consider data you indicated there for compliance with the acts.

V. Please verify the facts according to the data of the Criminal Register:

- ◯ **B - no data in the Record of Convicted Persons**
- ◯ **C –not under the effect of deprivation of civil rights**
- ◯ **D – not under the effect of restraint from profession** OR ◯ **E - verify what kind of profession**

Please put an X in the circle the facts you would like to be verified
B", „C", „D" and „E" points of field V. can be indicated independently or you can indicate "D" and "E" points together.

VI. Invoice data: Pease leave the fields below blank if you do not need any invoice about the payment of your certificate.

Name:

Postcode: Town: District:

Name of street:

Type of street (street, road, square etc.):

House: Building: Stair: Floor: Door:

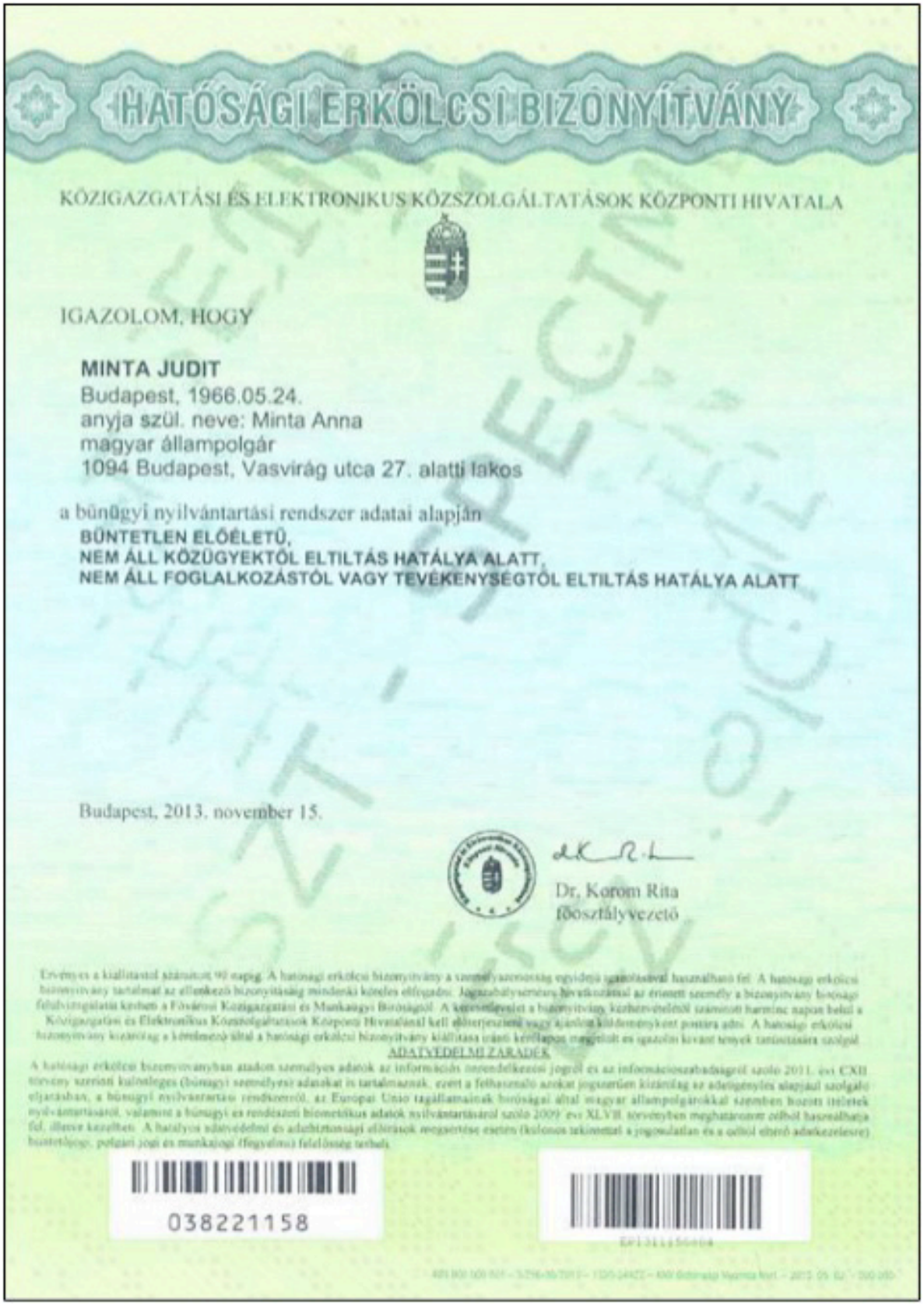
I hereby verify that my personal data are correct!

Date: year month day

Signature:

Feladóvevény

Sample Certificate



HATÓSÁGI ERKÖLCSI BIZONYÍTVÁNY

KÖZIGAZGATÁSI ÉS ELEKTRONIKUS KÖZSZOLGÁLTATÁSOK KÖZPONTI HIVATALA

IGAZOLOM, HOGY

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

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

Budapest, 2013. november 15.

Dr. Korom Rita
főosztályvezető

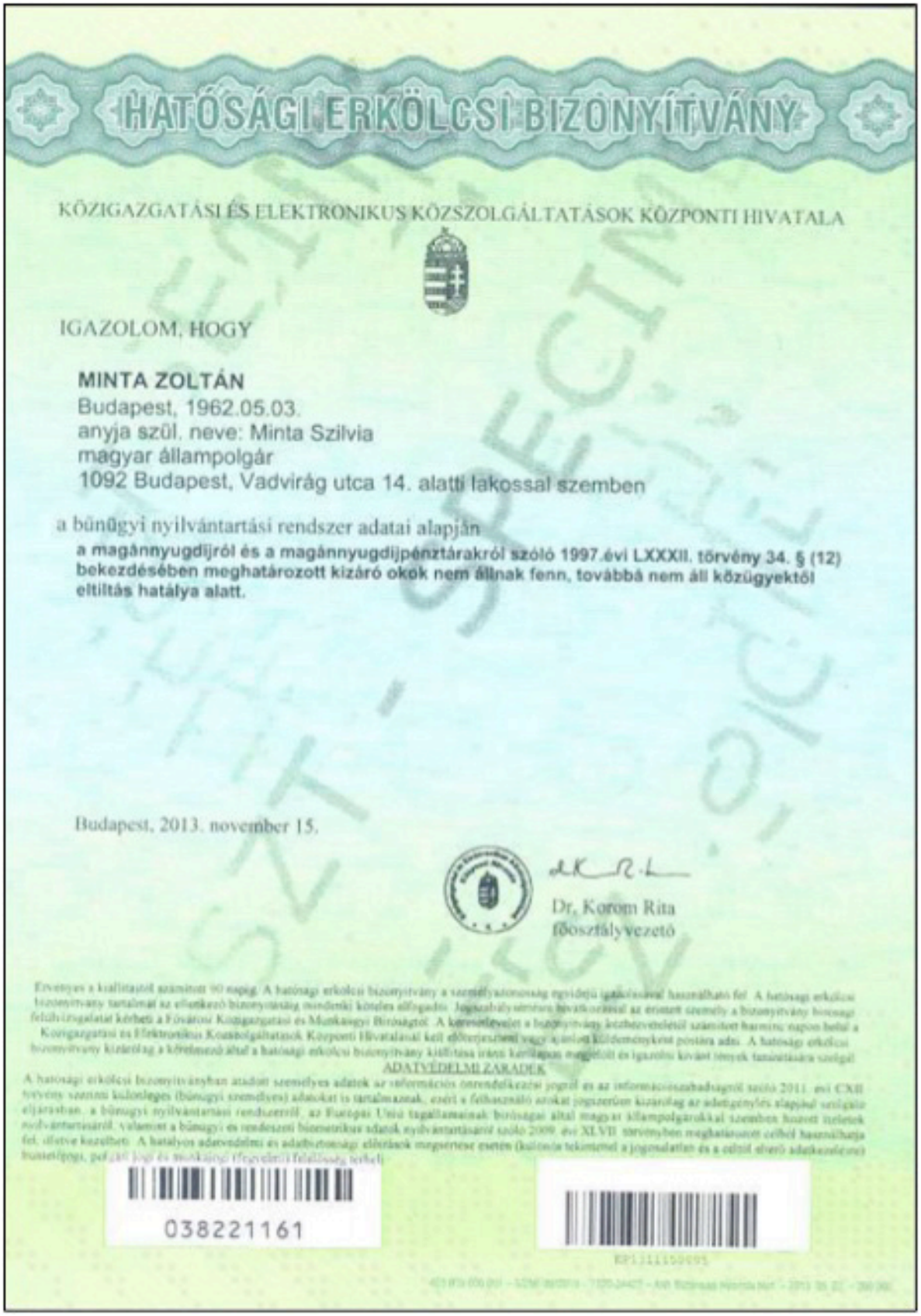
Érvényes a kiállítástól számított 90 napig. A hatósági erkölcsi bizonyítvány a személyazonosság egyidejű igazolásával használható fel. A hatósági erkölcsi bizonyítvány tartalmát az ellenőrző bizonyítékság mindenki köteles elfogadni. Jogszabályszerűen hivatkozással az érintett személy a bizonyítvány bírósági felülvizsgálata kérheti a Fővárosi Közigazgatási és Munkaügyi Bíróságtól. A kérelmet a bizonyítvány kézhezvételétől számított harminc napon belül a Közigazgatási és Elektronikus Közszolgáltatások Központi Hivatalánál kell előterjeszteni vagy szóban kifogásként postára adni. A hatósági erkölcsi bizonyítvány kizárólag a kérelmező által a hatósági erkölcsi bizonyítvány kiállítása iránti kérelmére megjelölt és igazolni kívánt tények tanúsítására szolgál.

ADATVÉDELMI ZÁRADÉK

A hatósági erkölcsi bizonyítványban átadott személyes adatok az információs önrendelkezési jogról és az információszabadságról szóló 2011. évi CXII. törvény szerinti különleges (bűnügyi személyes) adatokat is tartalmaznak, ezért a felhasználó azokat jogszerűen kizárólag az adatigénylés alapjául szolgáló eljárásban, a bűnügyi nyilvántartási rendszerről, az Európai Unió tagállamainak bírósági által magyar állampolgárokkal szemben hozott ítéletek nyilvántartásáról, valamint a bűnügyi és rendészeti biometrikus adatok nyilvántartásáról szóló 2009. évi XLVII. törvényben meghatározott célból használhatja fel, illetve kezelhet. A hatályos adatvédelmi és adatbiztonsági előírások megsértése esetén (különös tekintettel a jogosulatlan és a célhoz kötött adatkezelésre) büntetőjogi, polgári jogi és munkajogi (fegyelmi) felelősség terheli.

038221158

Sample Certificate



HATÓSÁGI ERKÖLCSI BIZONYÍTVÁNY

KÖZIGAZGATÁSI ÉS ELEKTRONIKUS KÖZSZOLGÁLTATÁSOK KÖZPONTI HIVATALA

IGAZOLOM, HOGY

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

a bűnügyi nyilvántartási rendszer adatai alapján

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

Budapest, 2013. november 15.

Dr. Korom Rita
főosztályvezető

038221161

CPNI
Centre for the Protection of National Infrastructure

SECURITY WATCHDOG
Part of Capita plc

Iceland

How to obtain a criminal record check - detailed guidance

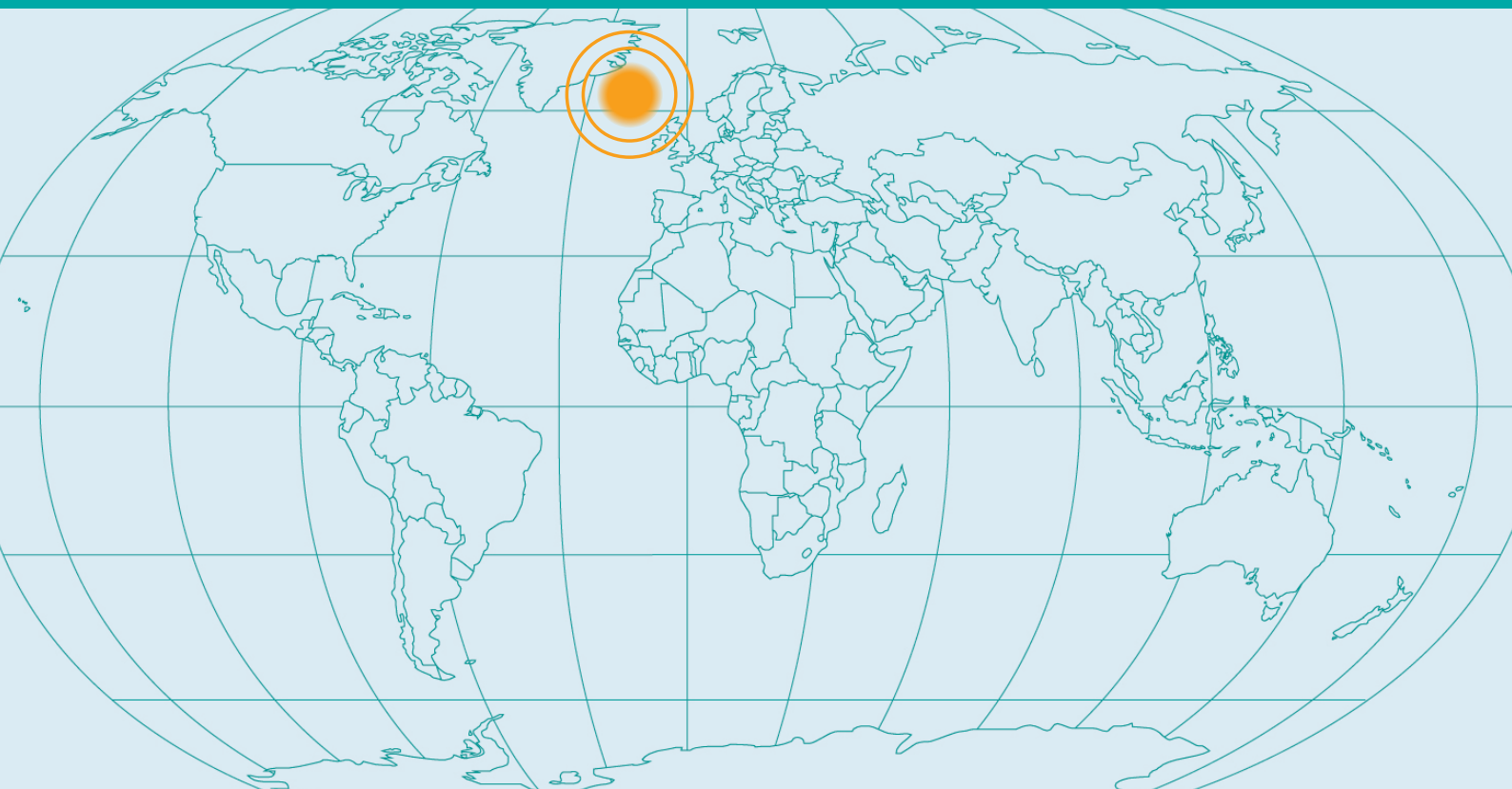
Individual/third party (with written consent) applies by post/email/in person to District Commissioner's Office

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

Cost 2000 ISK

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

Turnaround - in person instant/by post a few weeks



Iceland

1 Name of certificate

2 Department responsible for criminal records

3 Where to apply in country

4 How to apply in country

5 Where to apply in the UK

6 How to apply in the UK

7 Who can apply

8 Cost, payment and turnaround

9 How results are presented and security features

10 Languages

11 Criminal convictions listed on certificate

12 Confirming authenticity

13 Official bodies providing advice on interpretation of criminal records

14 Legislation

15 Pending changes

16 Sources of information

17 Sample documents

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1	**Name of certificate**	Criminal Record Certificate for Private Use (*Sakavottorð-Einkavottorð*)
2	**Department responsible for criminal records**	Ríkissaksóknari (Director of Public Prosecution), Hverfisgötu 6, 101 Reykjavík, Iceland. Tel: +354 530 1600 Fax: +354 530 1606 Email: **rsak@tmd.is**
3	**Where to apply in country**	**District Commissioner in Akranes Stillholti** 16–18 – 300 Akranes Tel: +354 444-0100 Fax: +354 444-0126 Email: **akranes@syslumenn.is** Bank details: ID no.: 490169-5399 – Bank: 0186 – hb. 26 – Account no. 35 **District Commissioner in Blönduós** Hnjúkabyggð 33–540 Blönduós Tel: +354 455-2600 Fax: +354 455-2601 Email: **blonduos@syslumenn.is** Bank details: ID no 570269-5269 – Bank 0307 – hb. 26 – Account no. 995 **District Commissioner in Borgarnes** Bjarnarbraut 2–310 Borgarnes Tel: +354 433 7600 Fax: +354 437 1309 Email: **borgarnes@syslumenn.is** Bank details: ID No 570269-4539 – Bank 0354 – hb. 26 – Account no. 238. **District Commissioner in Búðardalur** Miðbraut 11–370 Búðardalur Tel: +354 433 2700 Fax: +354 434 1403 Email: **budardalur@syslumenn.is** Bank details: ID no. 570269-4889 – Bank 0312 – hb. 26 – Account no. 10907 **District Commissioner in Hafnarfjörður** Bæjarhrauni 18–220 Hafnarfjörður Tel: +354 565 2400 Fax: +354 565 119 Email: **hafnarfjordur@syslumenn.is** Bank details: ID no. 490169-5559 – Bank 544 – hb. 26 – Account no. 600 **District Commissioner in Húsavík** Útgarði 1 – 640 Húsavík Tel: +354 464 5000 Fax: +354 464 1678 Email: **husavik@syslumenn.is** Bank details: ID no. 490169-3779 – Bank 0192 – hb. 26 – Account no. 94 **District Commissioner in Höfn** Hafnarbraut 36–780 Höfn Tel: +354 478-1373 Fax: +354 478-1366 Email: **hofn@syslumenn.is** Bank details: ID no. 531276-0279 – Bank 0172 – hb. 26 – Account no. 1200 **District Commissioner in Keflavík** Vatnsnesvegi 33–230 Keflavík Tel: +354 420-2400 Fax: +354 420 2401 Email **keflavik@syslumenn.is** Bank details: ID no. 610576-0369 – Bank 0121 – hb. 26 – Account no. 3160

Branch Office in Grindavík – Víkurbraut 25 – 240 Grindavík
Tel: +354 420-2440
Fax: +354 420-2441

District Commissioner in Sauðárkrókur Suðurgötu 1–550 Sauðárkrókur
Tel: +354 455-3300
Fax: +354 455-3301
Email: **Saudarkrokur@syslumenn.is**
Bank details: ID no. 490169-5639 – Bank 0310, hb. 26, Account no. 788 and Bank 0161, hb. 26, Account no. 49

District Commissioner in Seyðisfjörður Bjólfsgötu 7–710 Seyðisfjörður
Tel: +354 470-2100
Fax: +354 472-1113
Email: **seydisfjordur@syslumenn.is**
Bank details: ID no. 490169-5479 – Bank 0176 – hb. 26 – Account no. 511

Branch office in Egilsstaðir – Lyngási 15, 700 Egilsstaðir
Tel: +354 470 2130
Fax: +354 470 2131
Email: **elvas@syslumenn.is**

Branch office in Vopnafjörður – Lónabraut 2, 690 Vopnafjörður
Tel: +354 470 2120
Fax: +354 473 1359
Email: **hrafnhildurh@syslumenn.is**

600 Akureyri
Tel: + 354 464-6900
Fax: +354 464 6901
Email: **akureyri@syslumenn.is**
Bank details: ID no.: 490169-4749 – Bank: 0565 – hb. 26 – Account no. 10660

Branch office in Dalvík
Gunnarsbraut 6, 620 Dalvík
Tel: +354 466 1640
Fax: +354 466-164
Email: **svavai@syslumenn.is**

District Commissioner in Bolungarvík Aðalstræti 12–415 Bolungarvík
Tel: +354 456-1200
Fax: +354 456-7573
Email: **bolungarvik@syslumenn.is**
Bank details: ID no. 500674-0599 – Bank 1176 – hb. 26 – Account no. 1

District Commissioner in Eskifjörður Strandgötu 52– 735 Eskifjörður
Tel: +354 470-6100
Fax: +354 476 1539
Email: **eskifjordur@syslumenn.is**
Bank details: ID no. 560276-0449 – Bank 0166 – hb. 26 – Account no. 565

District Commissioner in Hólmavík Hafnarbraut 25 – 510 Hólmavík
Tel: +354 455-3500
Fax: +354 455-3509
Email: **holmavik@syslumenn.is**
Bank details: ID no. 570269-5189 – Bank 0316 – hb. 26 – Account no. 21

District Commissioner in Hvolsvöllur Austurvegi 6–860 Hvolsvöllur
Tel: +354 488 4100
Fax: +354 488-410
Email: **hvolsvollur@syslumenn.is**
Bank details: ID no. 570269-5509 – Bank 0182 – hb. 26 – Account no. 110

District Commissioner in Ísafjörður Hafnarstræti 1–400 Ísafjörður
Tel: +354 450 3700
Fax: +354 456 4795
Email: **isafjordur@syslumenn.is**
Bank details: ID no. 490169-6799 – Bank 0556 – hb. 26 – Account no 71

District Commissioner in Kópavogur Dalvegi 18–201 Kópavogur
Tel: +354 560 3000
Fax: +354 560 3090
Email: **kopavogur@syslumenn.is**
Bank details: ID no. 490169-4159 – Bank 0322, hb. 26, Account no. 15913

District Commissioner in Patreksfjörður – Aðalstræti 92 – 450 Patreksfjörður
Tel: +354 450-2200
Fax: +354 456-1550
Email: **patreksfjordur@syslumenn.is**
Bank details: ID no. 570269-4969 – Bank 0153, hb. 26, Account no. 301

District Commissioner in Selfossi Hörðuvöllum 1 - 800 Selfoss
Tel: +354 480 1000
Fax: +354 480 1003
Email. **selfoss@syslumenn.is**
Bank details: ID no. 461278-0279 – Bank 0325 – hb. 26 – Account no. 701

District Commissioner in Siglufjörður Gránugötu 6– 580 Siglufjörður
Tel: +354 460-3900
Fax: +354 460-3901
Email: **siglufjordur@syslumenn.is**
Bank details: ID no. 490169-5049 – Bank 1102, hb. 26, Account no. 1

District Commissioner in Snæfellsnes – Borgarbraut 2 – 340 Stykkishólmur
Tel: +354 430-4100
Fax: +354 430-4101
Email: **oko@syslumenn.is**
Bank details: ID no. 570269-4619 - Bank no. 0309, hb. 26, Account no. 10404

Branch office in Ólafsvík – Bankastræti 1a – 355 Ólafsvík
Tel: +354 430-4126
Fax: +354 436-1360

District Commissioner in Vestmannaeyjar - Heiðarvegi 15–900 Vestmannaeyjar
Tel: +354 488 1000
Email: **vestmannaeyjar@syslumenn.is**
Bank details: ID no 490169-7339 – Bank 0582 – hb. 26 – Account no. 2

District Commissioner in Vík – Ránarbraut 1 – 870 Vík
Tel: +354 488-4300
Fax: +354 488-4301
Email **vik@syslumenn.is**
Bank details: ID no. 570269-5349 – Bank 0317 – hb. 26 – Account no. 101

4	**How to apply in country**	There is no application form. **In person** • At any District Commissioner's Office (see Section 3) • Show valid ID (e.g. passport, driver's licence). **By post/email** • To any District Commissioner's Office (see Section 3) • Include: – Reason for request; – Name; – Address; – Date of Birth; and – A signature.
5	**Where to apply in the UK**	Embassy of Iceland 2A Hans Street, London, SW1X 0JE Tel: +44 (0) 207 259 3999 Fax: +44 (0) 207 7245 9649 Email: **emb.london@mfa.is**
6	**How to apply in the UK**	There is no application form. **In person** • Visit the embassy. • Show valid ID (e.g. passport, driver's licence). • Make payment. • The application is sent to Iceland for processing. • The embassy will contact the individual when the record is ready for collection. • ID must be shown when collecting the record. **By post/email** • Send request to embassy. • Make payment. • The application is sent to Iceland for processing. • The embassy will contact the individual when the record is ready for collection. • ID must be shown when collecting the record. • A third party can collect the record on the individual's behalf with written consent.
7	**Who can apply**	• Individuals; or • Third parties/employers with written consent If the individual is under 18 years old, a parent/guardian must apply on their behalf and show a valid ID document.

8	**Cost, payment and turnaround**	**Cost** 2000 ISK **Payment** • Cash; • Debit/credit card; or • Bank transfer (see Section 3 for account details). **Turnaround** **From Iceland** • In person – records are issued immediately; • By post/email – records issued immediately and posted to the individual's address. Postal times may delay the process by a few weeks. **From the UK** • The record is issued as soon as payment is received. Postal times may delay the application by a few weeks.
9	**How results are presented and security features**	The certificate contains: • Name; • Date of birth; • Date and place of issue of the certificate; • The local stamp of the district´s commissioner and signature; and • If there is a conviction the certificates will also include: – Date; – Place; – Number and details of the conviction; and – Stamp from the Public Prosecutor and a signature. A sample certificates can be seen in Section 17.
10	**Languages**	Icelandic; or English and Danish if there are no convictions. There is no official translation service.
11	**Criminal convictions listed on certificate**	All convictions are listed on the certificate. A conviction stays on an individual´s criminal record for: • 3 years for fines; • 5 years for conditional sentences; and • 5 years after the sentence is completed, for unconditional sentences.

12	**Confirming authenticity**	Authenticity can be confirmed by: The Ministry of Foreign Affairs, Rauðararstigur 25, Reykjavík, Iceland. Tel: +354-545-9900 Fax: +354-562-2373 and +354-562-2386 Email: **postur@utn.stjr.is** Web: **www.utanrikisraduneyti.is/** The cost is 2000 ISK for each document. The turnaround time is between 6 hours and a few days.
13	**Official bodies providing advice on interpretation of criminal records**	Director of Public Prosecution (see Section 2).
14	**Legislation**	• Rules nr. 680/2009 on the National Judicial Record in Iceland • Law on Criminal Procedure No. 88/2005, Article 225 • Act on the Protection of Privacy as regards the Processing of Personal Data No. 77/2000
15	**Pending changes**	None
16	**Sources of information**	Director of Public Prosecution

17	**Sample documents**

Sample certificate

THE STATE CRIMINAL REGISTRY

CRIMINAL RECORD CERTIFICATE

For Private Use

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

Name

[redacted]

born [redacted], birth nbr. [redacted]

Conclusion

No violation.

Kópavogi, 26.11.2013

Sýslumaðurinn í Kópavogi, Iceland

As Agent

CPNI
Centre for the Protection of National Infrastructure

SECURITY WATCHDOG
Part of Capita plc

India

How to obtain a criminal record check - detailed guidance

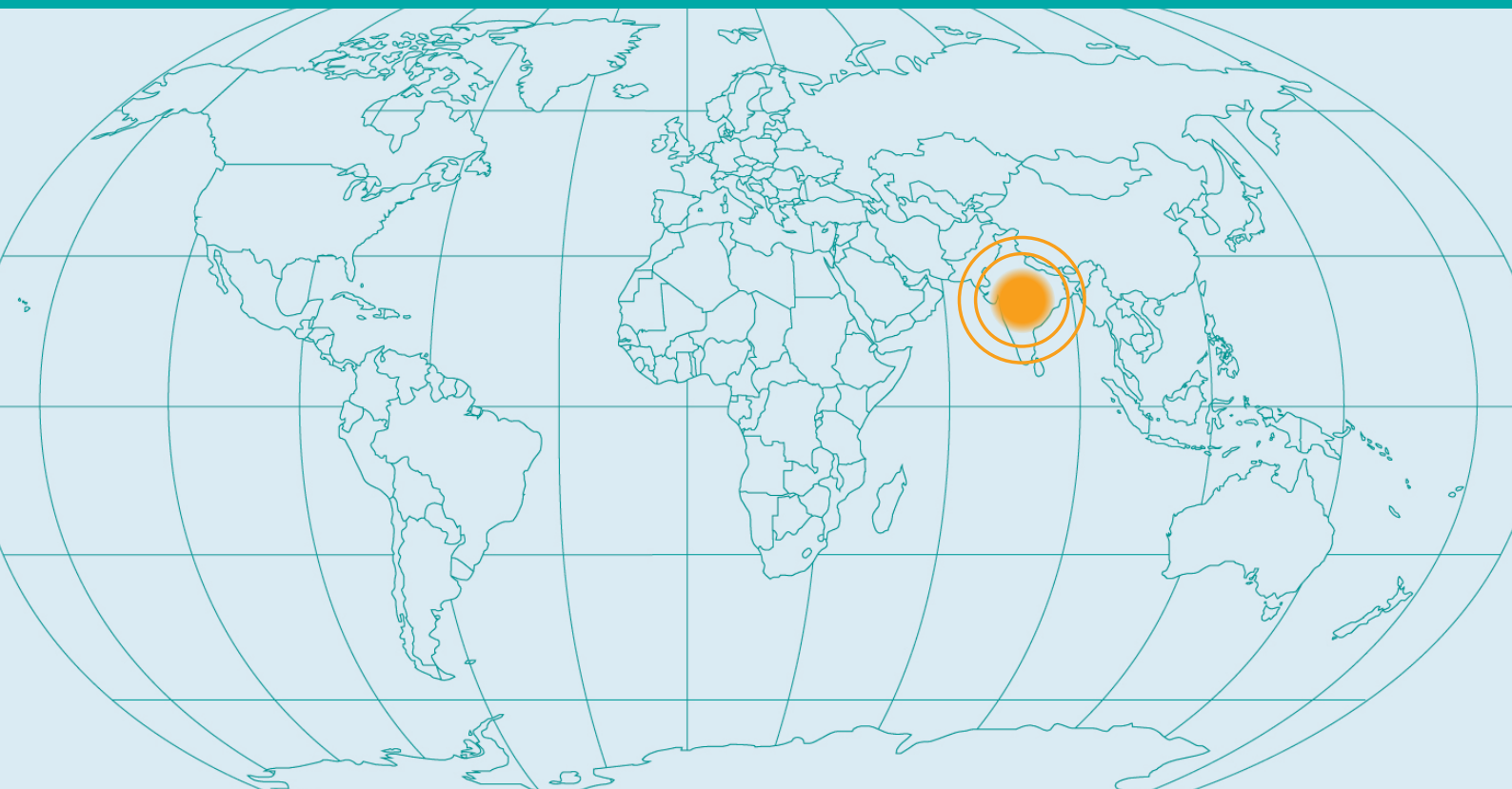
Individual/employer (with consent) applies in person at a local police station or Regional Passport Office

Application from UK in person to High Commission

Cost between 10 to 3000 INR/From UK £22

Certificate issued in English

Turnaround 7–30 working days



India

1 Name of certificate

2 Department responsible for criminal records

3 Where to apply in country

4 How to apply in country

5 Where to apply in the UK

6 How to apply in the UK

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1	**Name of certificate**	Local Police Certificate (also known as Police Clearance Certificate or Character Verification Record)
2	**Department responsible for criminal records**	The National Crime Records Bureau (NCRB), East Block-7, R.K. Puram, New Delhi-110066, India. Tel: +91 (0) 11 26172324/+91 (0) 11 26105353 Fax: +91 (0) 11 26186576/+91 (0) 11 26197984 Email: **comm@ncrb.nic.in** Web: **http://ncrb.nic.in**
3	**Where to apply in country**	Through a local Indian police station (no contact details available) or a Regional Passport Office details of which can be found at: **www.passportindia.gov.in/AppOnlineProject/welcomeLink**
4	**How to apply in country**	**Applications via the local police station** Application forms are obtained from the local police station (see sample in Section 17). An individual must complete the application form and include the following: • A passport sized photograph; • A certified copy of the individual's passport, driver's licence, voter's identification card, PAN card or ration card; • Current address; • Previous address and other residential history to cover a 10 year period; • Name and date of birth of the individual's father; and • Proof of payment. For employment purposes, a prospective employer is required to submit an application form that has been completed and signed by the individual. The form must be accompanied by a covering letter typed on company letterhead. The letter must be signed by an authorised signatory. It is advisable for authorised company personnel to visit the police station to follow up approximately seven days after an application has been made. **Applications via the Regional Passport Office** • Individuals may submit an application for criminal records disclosure via the Regional Passport Office (see link to contact details in Section 3). • The same application process applies as for applications via the local police station. • The Regional Passport Office will verify the information with the local police station. Prospective UK employers cannot submit a request for criminal records disclosure on behalf of an individual via this route.

5	**Where to apply in the UK**	High Commission of India, India House, Aldwych, London, WC2B 4NA Tel: +44 (0) 20 7836 8484 Fax: +44 (0) 20 7836 4331 Email: **administration@hcilondon.in** Web: **www.hcilondon.in**
6	**How to apply in the UK**	Applications must be made in person to the address in Section 5 providing the same documents as for applications from India (see Section 4).
7	**Who can apply**	• Individuals; or • Employers (with consent).
8	**Cost, payment and turnaround**	**Cost** • In country – there is no standard fee and cost varies between 10 INR and 3000 INR; or • From UK – £22. **Payment** • In country – methods of payment vary between police stations, but payment is usually by a bank draft or postal order; or • From UK – bank draft, postal order or credit/debit card. **Turnaround** In person, the certificate can be collected from the local police station within 7 to 10 working days. Individuals can request that the Indian Police Service sends results by post, which can take up to 30 working days which would be the case with applications from the UK. There is a fast-track system in place for the disclosure of priority cases. However, there is no specific time-frame for such requests.
9	**How results are presented and security features**	The results are produced as a hard copy and can be collected in person or posted to the individual. The information contained in a Local Police Certificate includes the following: • Date; • Name of applicant; • Results of check; • Certificate number; and • Official Stamp of the Deputy Commissioner of Police. Where no criminal record is registered against the name of an individual, the certificate will state that no such information has been found.

		In the case where a criminal procedure is pending against an individual, this will be identified on the certificate. If an individual has been convicted for such offences, various sections of the relevant law under which the person has been convicted will be specified. Criminal record information released by the police is dated, numbered and stamped by a Deputy Commissioner of Police or other police officer of similar status. The document will also contain the signature of the relevant police officer.
10	**Languages**	Certificates are available only in English.
11	**Criminal convictions listed on certificate**	The following categories for conviction exist in India: • Violence against the person; • Sexual offences; • Burglary, robbery, theft and handling stolen goods; • Fraud and forgery; • Criminal damage; • Cyber-crime; • Corruption; • Drug offences; and • Motoring offences. Convictions are never removed from the record and remain indefinitely in the Crime Record Office (CRO) and National Crime Record Bureau (NCRB).
12	**Confirming authenticity**	A prospective employer can confirm the authenticity of a certificate with the issuing authority by supplying the date and certificate number. The police station will either authenticate or invalidate the document on the basis of their records. This country has joined the *Hague Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents*. This enables criminal record checks to be authenticated by means of an Apostille. For further information on how to obtain an Apostille from this country, please see: **www.hcch.net/index_en.php?act=authorities.details&aid=643**
13	**Official bodies providing advice on interpretation of criminal records**	If further clarification is required, a written request can be addressed to: • The Area Deputy Commissioner of Police, in cities; and • The District Magistrate or the Senior Superintendent of Police, in other towns.
14	**Legislation**	Indian Penal Code 1860
15	**Pending changes**	None

16	Sources of information	High Commission of India, London Ministry of External Affairs CPNI Guidance Document 2009 Hague Conference on Private International Law: **www.hcch.net**

17	Sample documents	Sample application form – page 1

HIGH COMMISSION OF INDIA
(CONSULAR WING)
INDIA HOUSE,ALDWYCH,LONDON WC2B 4NA

APPLICATION FORM FOR POLICE CLEARENCE CERTIFICATE

1. Name(block letters) Mr./Mrs./Miss.----------

1a. Marital Status----------

2. Father's name andnationality----------

3. Profession of the applicant----------

4. If a married women, please state:(a) Maiden name----------

(b) Husband's name----------(c) Nationality of the husband----------

5. (a) Nationality of the applicant----------

(b) Country place and date of birth----------

(c) Passport No.----------(1)Authority and place of issue----------

(ii) Date of issue----------(ii)Valid till----------

(d) (i) Previous nationality,if you have changed your nationality----------

(ii) Particulars of passport ----------
(No,place and date of issue)

(e) Have you beento India since you changed your nationality?----------

NOTE:Applicant must present his/her passport for verification.

6. FOR NON-INDIAN APPLICANTS
Place of residence(with full postal addresses) whilst in India,with dates

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Sample application form – page 2

7. Purpose of this application(Delete whichever not applicates):

(i) Wishing to proceed to----------(country)

(ii) For study in(subject)----------

(iii)For permanent settlement as an immigrant YES/NO

(iv) For seeking employment YES/NO

(v) For any other purpose(state the details)----------

Date----------Signature----------

Address in U.K.----------

Telephone (if any)----------

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Indonesia

How to obtain a criminal record check - detailed guidance

Individual applies through local police station (options vary)

Applications from UK in person/by email to Embassy

Fingerprints required in country

Cost 35,000 IDR plus 10,000 IDR for fingerprints

Certificates issued in Indonesian

Turnaround Indonesia 1 week/embassy 4 weeks

Indonesia

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1	**Name of certificate**	Surat Keterangan Catatan Kepolisian (SKCK)
2	**Department responsible for criminal records**	Indonesian National Police
3	**Where to apply in country**	Applications are made through the local police station of the Indonesian National Police where the individual lived. A list of local police stations can be found at: **www.polri.go.id/polda/**
4	**How to apply in country**	The individual must contact the local police station (see contact details in Section 3) in Indonesia for the area where they last lived. Applications can be made in person or by post. Each police station works differently and some have different application methods and a facility for online applications. The individual usually has to provide: • Copy of ID card/passport or driving licence; • Copy of a family card; • Copy of birth certificate; • Three recent photographs (4 x 6 cm); • Details of dates and addresses individual lived in Indonesia; and • A copy of the individual's fingerprints.
5	**Where to apply in the UK**	Indonesian Embassy, 38 Grosvenor Square, London, W1K 2HW Tel: +44 (0)207 499 7661 Fax: +44 (0) 207 491 4993 Email: **kbri@btconnect.com** Web: **www.indonesianembassy.org.uk**
6	**How to apply in the UK**	The request can be made in person or by email to the address in Section 5. The individual must provide: • Full name; • Current address and contact details; • Exact address(es), and dates when living at each, for time spent in Indonesia; • Copy of ID card/passport or driving licence; • Copy of a family card (where applicable); • Copy of birth certificate; • Three recent photographs (4 x 6 cm); and • Proof of payment. Payment can be made at the Embassy either by a postal order or a bank draft payable to the Indonesian Embassy.

		The Embassy will forward the request to the police headquarters in Jakarta who will deal with the request or forward it to the relevant regional police station. The certificate will be returned to the individual's home address. Check with the embassy if fingerprints are required.
7	**Who can apply**	Individuals only
8	**Cost, payment and turnaround**	**Cost** To issue the certificate – 35,000 IDR To take fingerprints – 10,000 IDR **Payment** • From Indonesia – made at the local police station. The payment methods available vary between stations; or • From the UK – payment can be made at the Embassy either by a postal order or a bank draft payable to the Indonesian Embassy. **Turnaround** • From Indonesia – up to one week; or • From UK – approximately 4 weeks.
9	**How results are presented and security features**	The SKCK is a paper certificate which will be returned to the individual in person or by post. The certificate contains the following information: • Name; • Place and date of birth; • Occupations; • Current address; • Nationality; • Date of issue of the certificate; and • Details of any criminal convictions. The SKCK will be stamped and signed by a police station official.
10	**Languages**	The certificate is only issued in Indonesian.
11	**Criminal convictions listed on certificate**	All serious convictions excluding traffic violations are included on the certificate.
12	**Confirming authenticity**	There is no service to confirm the authenticity of the certificate.

13	**Official bodies providing advice on interpretation of criminal records**	None
14	**Legislation**	No prescriptive guidance on specific legislation available.
15	**Pending changes**	None
16	**Sources of information**	Indonesian Embassy Indonesian National Police

17	**Sample documents**	None available

CPNI
Centre for the Protection of National Infrastructure

SECURITY WATCHDOG
Part of Capita plc

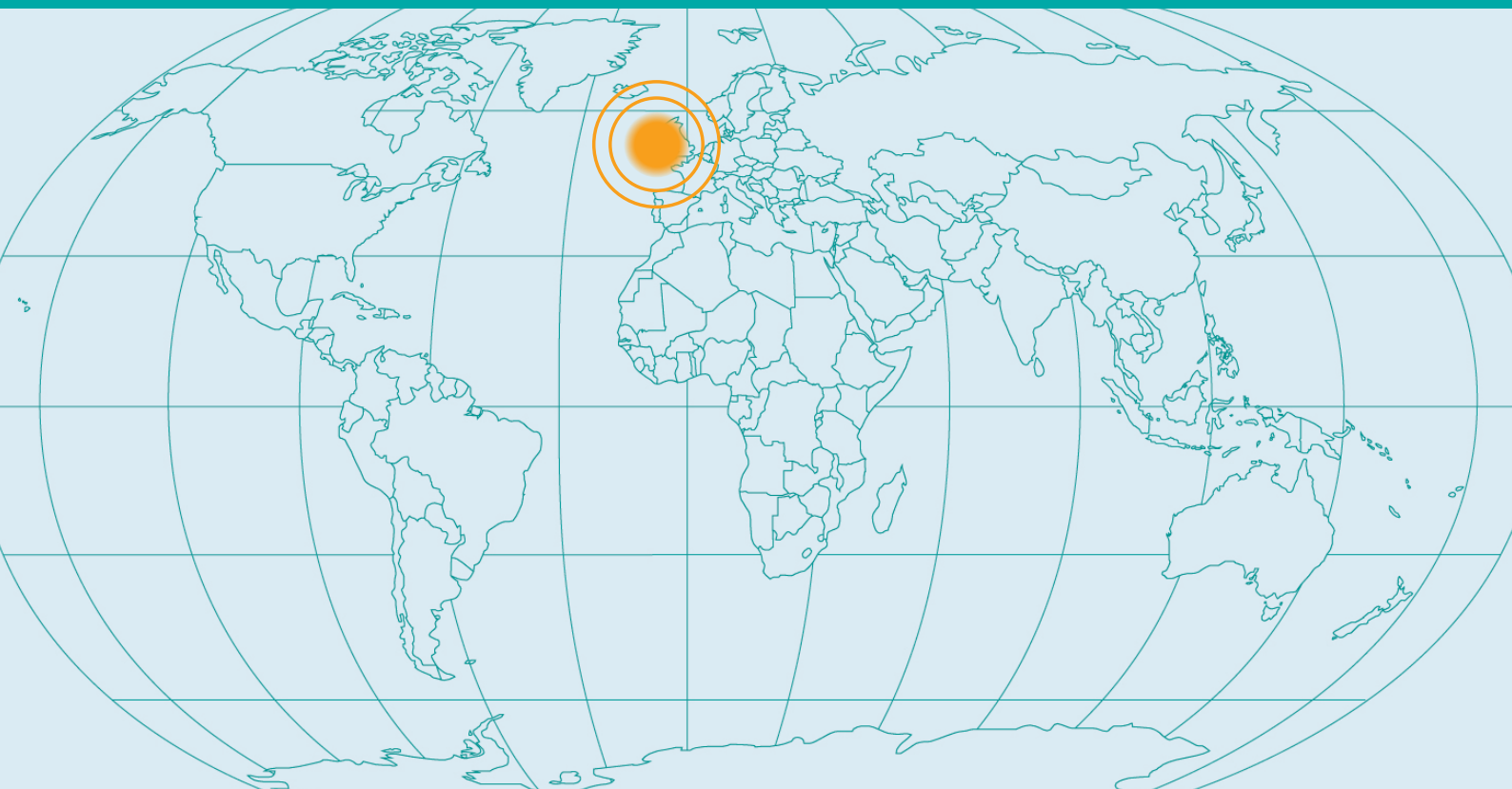
Ireland (Republic of)

How to obtain a criminal record check - detailed guidance

Individual applies by post to Garda Central Vetting Unit for Data Access Request (Police Certificate not issued for employment screening)

Cost €6.35

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



Ireland (Republic of)

1 Name of certificate

2 Department responsible for criminal records

3 Where to apply in country

4 How to apply in country

5 Where to apply in the UK

6 How to apply in the UK

7 Who can apply

8 Cost, payment and turnaround

9 How results are presented and security features

10 Languages

11 Criminal convictions listed on certificate

12 Confirming authenticity

13 Official bodies providing advice on interpretation of criminal records

14 Legislation

15 Pending changes

16 Sources of information

17 Sample documents

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1	**Name of certificate**	Police Certificate or Data Access Request
2	**Department responsible for criminal records**	Garda Central Vetting Unit
3	**Where to apply in country**	Garda Central Vetting Unit, Garda Criminal Records Office, Data Protection Processing Unit, Racecourse Road, Thurles, Co. Tipperary, Ireland. Web: **www.garda.ie/Controller.aspx?Page=66** Local Garda Stations – a link to their contact details can be found at: **www.garda.ie/Stations/Default.aspx**
4	**How to apply in country**	**Police Certificate** Individuals may also apply to their local district superintendent for a Police Certificate. Officially (see contact details in Section 3), a Police Certificate will not be issued for pre-employment screening processes. However, it is understood that certificates may have been obtained for this reason. The application is a free-form letter which must include: • The individual's full name (including maiden name where necessary); • Date and place of birth (or a copy of the birth certificate); • Current address; • All addresses lived at in Ireland and the dates for each; • The place and purpose for requesting a certificate; • A copy of a passport, driving licence or similar type of identification; and • A stamped, self-addressed envelope. **Data Access Request** Applications must be made in writing, either in free-form or using the application form provided on the Garda website. This is available at: **www.garda.ie/Documents/User/Data%20Protection%20F20%20-%20Nov%2012.pdf** (see sample in Section 17). The form should printed and completed, providing the following information: • The type of information request (i.e. a request for all criminal record data under the Data Protection Act 1988/2003); • Full name, including any previous names where applicable; • Date of birth; • Address(es); • Date of application; • Return address; and • The individual's signature.

		The completed application form should be posted to the Garda Central Vetting Unit (contact details in Section 3) along with payment of the required fee and a copy of the individual's: • Passport; • Birth certificate; and • Driving licence or other form of identification.
5	**Where to apply in the UK**	To the addresses in Section 3.
6	**How to apply in the UK**	The application process is the same as that from Ireland (see Section 4).
7	**Who can apply**	Access to criminal record data for UK employment purposes is restricted. The Garda advises that the only form of disclosure available to British employers is a Data Access Request under data protection legislation. However, the same legislation prohibits employers from requesting this from prospective employees. The Garda Central Vetting Unit provides vetting disclosure for certain types of employment. Individuals may also apply to their local district superintendent for a Police Certificate. Officially, a Police Certificate will not be issued for pre-employment screening processes. However, it is understood that certificates may have been obtained for this reason. Any individual may obtain access to their own criminal record under the provisions of the Data Protection Act 1988/2003. Irish legislation allows an individual to provide consent for disclosure to be made to a third party.
8	**Cost, payment and turnaround**	**Police Certificate** The certificate is issued free of charge. The certificate is issued within three weeks. **Data Access Request** There is a processing fee of €6.35 for a Data Access Request. A personal cheque, money order or postal order made payable to "The Accountant, Department of Justice" should be attached to the application form. The results of a Data Access Request will be issued within 40 days.

9	**How results are presented and security features**	**Police Certificate** The certificate is issued as a hard copy by post to the address provided in the application form. The certificate will state the individual's: • Name; • Address; • Date of birth; and • Whether they have a criminal record. **Data Access Request** The results of a Data Access Request will be issued in hard copy by post to the address provided in the application form. Since convictions remain on record for the lifetime of the convicted individual, the results of a Data Access Request may constitute full criminal record disclosure. A letter issued as a result of a Data Access Request will either state that no data has been found, based on information provided by the applicant; or it will give details of recorded convictions and/or prosecutions. These will be provided on a separate sheet of paper, and will include (in respect of convictions): • Date of decision; • Name of court; • Offence; and • Outcome. The results of a Data Access Request will be issued as a letter bearing the electronic signature of the Superintendent in charge. The letter does not contain any other notable security features.
10	**Languages**	The results of the Data Access Request are issued in English.
11	**Criminal convictions listed on certificate**	Categories of criminal conviction in Ireland are broadly equivalent to those in the UK. Convictions remain on record for the lifetime of the convicted individual. The results of a Data Access Request therefore constitute full disclosure.
12	**Confirming authenticity**	The Garda Central Vetting Unit will accept enquiries from employers about the authenticity of a disclosure and will confirm that a request from a named individual has been processed and issued.
13	**Official bodies providing advice on interpretation of criminal records**	The Garda Central Vetting Unit (see contact details in Section 3).
14	**Legislation**	Data Protection Act 1988 and the Data Protection Amendment Act 2003

15	**Pending changes**	None
16	**Sources of information**	Garda Information Vetting Unit **www.garda.ie**

17	**Sample documents**	Sample application form

An Garda Síochána

Data Protection Access Request

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

Please Specify: _____

_____

_____

Full Name: _____

Previous or other name(s) (if applicable: _____

_____

Date of Birth: _____

_____

Address(es): _____

_____

_____

_____

I attach the following:

1. Personal Cheque/Money Order/Postal Order for €6.35, made payable to "The Accountant, Department of Justice"
2. Photocopy of Passport or Birth Certificate or Driving License or Other I.D.

Signed: _____ Date: _____

Return Address: _____

Please Note:

1. Request in writing should be made and signed by the applicant in person.
2. A disclosure of personal data under the Data Protection Act 1988/2003 should not be construed as Garda Vetting, Police Certificate, Garda Reference or Security Clearance.
3. Within the terms of the Data Protection Act 1988/2003, An Garda Siochana will respond to your request for personal data within 40 days.
4. Requests should be submitted to: Data Protection Processing Unit, Garda Criminal Records Office, Racecourse Road, Thurles, Co. Tipperary.

F20- Nov 2012

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SECURITY WATCHDOG
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Italy

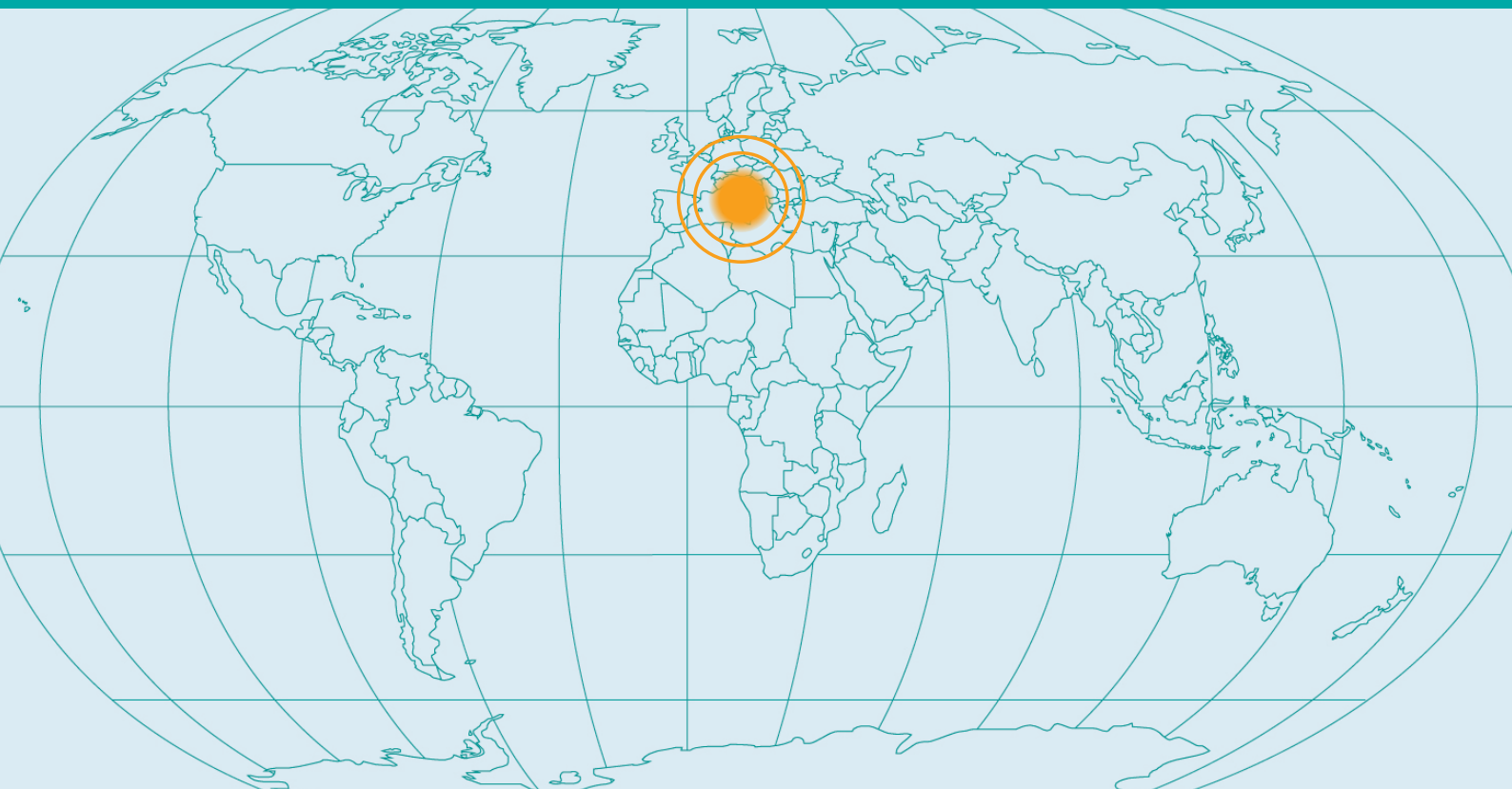
How to obtain a criminal record check - detailed guidance

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

Cost €19.54/€23.08 (fast-track)

Certificate issued in Italian

Turnaround 1 day/fast-track same day



Italy

1 Name of certificate

2 Department responsible for criminal records

3 Where to apply in country

4 How to apply in country

5 Where to apply in the UK

6 How to apply in the UK

7 Who can apply

8 Cost, payment and turnaround

9 How results are presented and security features

10 Languages

11 Criminal convictions listed on certificate

12 Confirming authenticity

13 Official bodies providing advice on interpretation of criminal records

14 Legislation

15 Pending changes

16 Sources of information

17 Sample documents

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1	**Name of certificate**	Pending Prosecutions Certificate (*Certificato dei carichi pendenti*) or Criminal Record Certificate (*Certificato del Casellario giudiziale*)
2	**Department responsible for criminal records**	**Criminal Record Bureau** Sistema Informativo del Casellario (SIC), Ministry of Justice, Dipartimento per gli Affari di Giustizia, Direzione Generale della Giustizia Penale, Ufficio III - Casellario Centrale, 27 p.zza di Firenze, 00186 Roma, Italy. Tel: +39 (0) 6 68189217 Email: **Casellario.centrale@giustizia.it** **Pending Prosecutions Certificate** Criminal Record Local Office attached to the Prosecutor's Office (Ufficio Locale del Casellario Giudiziale presso la Procura della Repubblica). Contact details for each office can be found at: **www.giustizia.it/giustizia/**
3	**Where to apply in country**	Criminal Record Local Office (see link to contact details in Section 3). The Criminal Record Certificate is the same wherever it is requested because the data base is centralised. The Pending Prosecutions Certificate is different depending on from which Criminal Record Local Office it is requested. Each Prosecutor's Office issues a certificate that shows running processes before the Court to which the Prosecutor's Office is attached.
4	**How to apply in country**	At the Criminal Record Local Office (see contact details in Section 3). **In person/by post/email** The application can be made using: • An application form (available from **www.giustizia.it** under section *Come fare per – Certificati* or see sample in Section 17); or • A free form letter including the following details: – Name; – Place and date of birth; – Current address (where the certificate is to be posted); – The reason for requesting the certificate; – The individual's signature; and – The type of certificate requested. The application must also include: • A valid identity document (a copy is acceptable for applications by post/email); • Proof of payment; and • A stamped, self-addressed envelope to return the certificate (not necessary if collecting in person).

5	**Where to apply in the UK**	To the Criminal Record Office (see Section 3).
6	**How to apply in the UK**	The application process is the same as that from Italy (see Section 4).
7	**Who can apply**	• Individuals; • Third parties (with written consent); or • Employers (if it is a Public Administration body).
8	**Cost, payment and turnaround**	**Cost** • €19.54; or • €23.08 for fast-track applications. **Payment** Contact the Criminal Record Local Office (see Section 3) for acceptable methods. **Turnaround** Certificates are released the day after the receipt of the application. Fast-track certificates are released the same day.
9	**How results are presented and security features**	The results of a criminal record check are presented as a hard copy. A certificate of criminal records disclosure is issued on official paper of the Ministry of Justice and contains: • Name; • Date and place of birth; • Sex; • Tax code for Italian citizens and citizens who are domiciled for tax purposes in Italy; • The official stamp of the judicial records office; • A unique reference number in the top right hand corner which relates specifically to each application; and • A signature of the issuing officer. If there is no criminal record, “Null” will be written on the certificate. If there is a criminal record, the following details will be shown: • Date of the judicial decision, name and location of the judge, date of irrevocability, type of judicial decision; • Description of the crime and the relevant law; • Any penalty/punishment; • Additional penalties, alternative sanctions, benefits, safety measures, the declaration of habitual or professional tendency to commit crime; and • A list of other subsequent judicial decisions which may modify execution of the sentences or the principal judicial decision. A sample certificate can be seen in Section 17.

10	**Languages**	The certificate is issued in Italian. If the application is made through the Prosecutor's Office in Bolzano, it can also be issued in German. There is no official translation service available.
11	**Criminal convictions listed on certificate**	**Pending Prosecutions Certificate** Each Prosecutor's Office issues a certificate that shows current investigations only for the Court to which the Prosecutor's Office is attached. **Criminal Record Certificate** A Criminal Record Certificate contains all categories of criminal conviction existing in the criminal record database. Convictions are removed when: • An individual reaches 80 years of age; • Sentences issued by a Justice of Peace after: – 5 years from the period the sentence is invoked (if the sentence is a fine); or – After 10 years (if the sentence is not a fine or imprisonment); • Bankruptcy offences where the bankruptcy verdict is revoked; • Sentences are cancelled due to the trial being declared invalid; and • No guilty verdicts are issued due to lack of evidence. In such cases, records are written off between 3 and 10 years (where 3 years relates to a fine, 10 years in more extreme cases such as murder).
12	**Confirming authenticity**	There is a service of legalisation, through the use of an Apostille, which attests the legal quality of the person who has affixed a signature on the act and the authenticity of their signature. This is a free service, provided by the Legalisation Office attached to the Prosecutor's Office, which takes up to 3 days (see contact details in Section 3).
13	**Official bodies providing advice on interpretation of criminal records**	The offices listed in Section 3
14	**Legislation**	Decree of the President of Republic n. 313 of 2002 Criminal Code of Italy Data Protection and Data Privacy legislation, Legislative Decree No. 193/2006, Italian Privacy Code
15	**Pending changes**	None
16	**Sources of information**	General Directorate of Criminal Justice

Sample application form – page 1

Modello N. 3 - CASELLARIO GIUDIZIALE

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

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

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

☐ GENERALE (art. 24 T.U.) ☐ PENALE (art. 25 T.U.) ☐ CIVILE (art. 26 T.U.)

☐ VISURA (art. 33 T.U.) ☐ RICHIESTO DAL DIFENSORE (art. 22 T.U.)

☐ PER USO ELETTORALE (art. 29 T.U.) *(T.U. = D.P.R. 14/11/2002, N. 313)*

_____
(cognome e nome dell'interessato)

Nat_ il ___ /___ /_____ in _____

(se nato all'estero indicare anche lo Stato) _____

Sesso: ☐ Maschile ☐ Femminile Codice fiscale _____

Residenza _____

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

☐ N.ro copie _____

☐ Esente dal bollo per .....*(indicare la motivazione)*

☐ Esente dal bollo e diritti per ..... *(indicare la motivazione)*

☐ Con URGENZA

(data) _____ _____
(firma dell'interessato)

☐ Allego fotocopia non autenticata del documento di riconoscimento *oppure*

☐ nel caso di esibizione del documento indicare gli estremi:
Tipo ..... N.ro .....
rilasciato da: ..... il .....

MINISTERO DELLA GIUSTIZIA – SISTEMA INFORMATIVO DEL CASELLARIO (SIC)

Sample Application Form – Page 2

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

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

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

MINISTERO DELLA GIUSTIZIA – SISTEMA INFORMATIVO DEL CASELLARIO (SIC)

Sample Certificate – No Convictions

Ministero della Giustizia

Sistema Informativo del Casellario

Certificato del Casellario Giudiziale

(ART. 21 D.P.R. 14/11/2002 N.313)

FAC SIMILE

CERTIFICATO NUMERO: 12/2014/R

Al nome di:

Cognome	PROVA
Nome	CERTIFICATO
Data di nascita	02/05/1957
Luogo di Nascita	ROMA (RM) - ITALIA
Sesso	M

sulla richiesta di:	AUTORITA' GIUDIZIARIA (Numero registro 1255/2013)
per uso:	GIUSTIZIA PENALE (ART. 21 D.P.R. 14/11/2002 N.313)

Si attesta che nella Banca dati del Casellario giudiziale risulta:

NULLA

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

ROMA, 10/02/2014 08:27

IL RESPONSABILE DEL SERVIZIO CERTIFICATIVO

Sample Certificate – With Convictions

Ministero della Giustizia

Sistema Informativo del Casellario

Certificato del Casellario Giudiziale

(ART. 21 D.P.R. 14/11/2002 N.313)

FAC SIMILE

CERTIFICATO NUMERO: 15/2014/R

Al nome di:

Cognome [redacted]

Nome [redacted]

Data di nascita 01/01/1977

Luogo di Nascita ROMA (RM) - ITALIA

Sesso M

sulla richiesta di: AUTORITA' GIUDIZIARIA (Numero registro 222/2012)

per uso: GIUSTIZIA PENALE (ART. 21 D.P.R. 14/11/2002 N.313)

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

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

---

2) **04/04/2004** SENTENZA DELLA CORTE MILITARE DI APPELLO DI ROMA IRREVOCABILE IL 05/05/2004
- IN RIFORMA DELLA SENTENZA EMESSA IN DATA 02/02/2002 DAL TRIBUNALE MILITARE DI ROMA
1° reato) DIFFAMAZIONE Art. 227 CODICE PENALE MILITARE DI PACE (COMMESSO IL 2/2/2000 IN ROMA)
2° reato) RIFIUTO DI PRESTARE SERVIZIO DA PARTE DEL PILOTA Art. 254 CODICE PENALE MILITARE DI PACE (COMMESSO FINO AL 2/2/2000 IN ROMA)
Dispositivo: RITENUTA LA CONTINUAZIONE TRA I REATI DI CUI AI PUNTI: 1), 2) RECLUSIONE MESI 2
SOSTITUITA LA PENA: L'INTERA RECLUSIONE CON LA MULTA 15.000,00 EURO
Benefici: SOSPENSIONE CONDIZIONALE DELLA PENA AI SENSI DELL'Art. 163 C.P.

TOTALE PROVVEDIMENTI PRESENTI: 2

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

ROMA, 10/02/2014 08:44

IL RESPONSABILE DEL SERVIZIO CERTIFICATIVO

CPNI
Centre for the Protection of National Infrastructure

SECURITY WATCHDOG
Part of Capita plc

Japan

How to obtain a criminal record check - detailed guidance

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

Applications from UK in person to Embassy

Fingerprints required

Cost JPY0–JPY700

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

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

Japan

1 Name of certificate

2 Department responsible for criminal records

3 Where to apply in country

4 How to apply in country

5 Where to apply in the UK

6 How to apply in the UK

7 Who can apply

8 Cost, payment and turnaround

9 How results are presented and security features

10 Languages

11 Criminal convictions listed on certificate

12 Confirming authenticity

13 Official bodies providing advice on interpretation of criminal records

14 Legislation

15 Pending changes

16 Sources of information

17 Sample documents

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1	**Name of certificate**	Certificate of Criminal Record – Police Certificate (*Hanzai Keireki Shomeisho*)
2	**Department responsible for criminal records**	National Police Agency (NPA)
3	**Where to apply in country**	National Police Agency, 〒*100-8974 2-1-2*, Kasumigaseki Chiyoda-ku, Tokyo, Japan. Tel: +81 (0) 3 3581 0141 Fax: 020 7491 9238 Web: **www.uk.embassy-jap.go.jp** For a list of local police authorities, see **www.npa.go.jp**.
4	**How to apply in country**	In person to the address or local police authorities detailed in Section 3. The individual must: • Complete the application form (see Section 17 for a sample); • Show their passport; • Fingerprints will also be taken; and • Pay the fee (if applicable). The process varies at each police station.
5	**Where to apply in the UK**	Consular Section, Embassy of Japan, 101–104 Piccadilly, London, W1J 7JT Tel: +44 (0)20 7465 6565
6	**How to apply in the UK**	In person to the Embassy as detailed in Section 5. The individual must: • Complete the application form (see Section 17 for a sample); • Show their passport; and • Provide fingerprints on an Embassy provided fingerprint form, taken and stamped by the UK police. The Embassy forwards the application to NPA in Japan.
7	**Who can apply**	Individuals over the age of 14 only

8	**Cost, payment and turnaround**	**Cost** The cost varies from JPY0 to JPY700 dependent on the local office. Cost and payment methods should be checked with the local police department as listed in Section 3 or the Embassy as listed in Section 5. **Turnaround** • 2–3 months from the Embassy; • 1–2 weeks from within Japan; and A request can be made for a fast-track certificate, but this is at the discretion of NPA.
9	**How results are presented and security features**	The certificate is issued in a sealed envelope. If the application is sent via the Embassy, the certificate is collected in person from the Embassy by the individual or a third party named in the application. See Section 17 for a sample.
10	**Languages**	The certificate is provided in Japanese, English, Spanish, French and German.
11	**Criminal convictions listed on certificate**	All convictions which result in imprisonment or a fine are listed on the certificate. Convictions are listed indefinitely.
12	**Confirming authenticity**	Apostilles can be issued by: Certification Section, Consular Service Division, Ministry of Foreign Affairs, 2-2-1 Kasumigaseki, Chiyoda-ku, Tokyo, 100-8919, Japan. Tel: +81 (0)3 3580 3311 Web: **www.mofa.go.jp** For UK applicants, an Apostille can be applied for from the Embassy at the same time as the Police Certificate. Apostilles are free of charge.
13	**Official bodies providing advice on interpretation of criminal records**	None

14	**Legislation**	• Domestic data protection legislation applies which can be found at **www.npa.go.jp/pdc/pdc.htm** • Memorandum for Issuing the Hanzai Keireki Shomeisho • Act on the Protection of Personal Information Held by Administrative Bodies
15	**Pending changes**	None
16	**Sources of information**	Embassy of Japan, Consular Section Tokyo Metropolitan Police Department

17	Sample documents

Sample application form

別記様式第１号

犯罪経歴証明書発給申請書

（Application Form for Certificate of Criminal Record）

殿

私は、下記の目的のため、私の指紋を添えて犯罪経歴証書を申請します。

I apply for a certificate of criminal record for the reason stated below.

I'll submit a digital record of my fingerprints or a sheet with my fingerprints on it.

注意： 楷書（欧文は活字体）で記入して下さい。

NOTE : Please fill out blanks in BLOCK LETTERS.

申請日（西暦） Date of application	(year) 年 (month) 月 (day) 日		
氏名 （戸籍の氏名のつづり） Name	漢字 (姓) (名) ローマ字 (Family) (First) (Middle)		
生年月日 Date of birth	(year) 年 (month) 月 (day) 日	性別 Sex	男 (M) ・ 女 (F)
国籍等 Nationality		本籍地 Domicile	都道府県
現住所 Current address			
旅券番号 Passport number			
申請目的 Reason for application			
提出先 Country (area) to which the certificate will be submitted			
連絡先 (Contact address & Telephone number)			
住所 Address			
電話番号 Telephone number			

（注）恩赦を受けている場合は、特赦状、復権状等を添えて申し出てください。

Note: If a pardon has been granted, please produce a writ concerning the pardon.

Sample Certificates (without convictions)

別記様式第４号

犯罪経歴証明書

Certificate of Criminal Record

氏名
Name

性別
Sex

生年月日
Date of birth

国籍等
Nationality

旅券番号
Passport No.

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

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

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

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

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

発行日（西暦）　　年　月　日
Date of issue　　（　．　．　）

警察庁長官

氏　名　　公印

Commissioner General of National Police Agency

別記様式第２号

犯罪経歴証明書

Certificate of Criminal Record

氏名
Name

性別
Sex

生年月日
Date of birth

国籍等
Nationality

旅券番号
Passport No.

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

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

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

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

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

発行日（西暦）
Date of issue

年　月　日
（　．　．　）

（都道府県方面）警察本部長
階級　　氏　名

公印

Chief of　　Prefectural Police Headquarter

Sample Certificates (with convictions)

別記様式第５号

犯罪経歴証明書

Certificate of Criminal Record

氏名
Name

性別
Sex

生年月日
Date of birth

国籍等
Nationality

旅券番号
Passport No.

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

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

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

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

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

言渡年月日 Date of judgment	罪名 Offense	刑 Penalty

発行日（西暦）　　年　月　日
Date of issue

（　　）
警察庁長官
氏　名

公印

Commissoner General of National Police Agency

別記様式第３号

犯罪経歴証明書
Certificate of Criminal Record

氏名
Name

性別
Sex

生年月日
Date of birth

国籍等
Nationality

旅券番号
Passport No.

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

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

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

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

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

言渡年月日 Date of judgment	罪名 Offense	刑 Penalty

発行日（西暦）　　年　月　日
Date of issue　　（　　）

（都道府県方面）警察本部長
階級　　氏　名

公印

Chief of　　Prefectural Police Headquarter

CPNI
Centre for the Protection of National Infrastructure

SECURITY WATCHDOG
Part of Capita plc

Latvia

How to obtain a criminal record check - detailed guidance

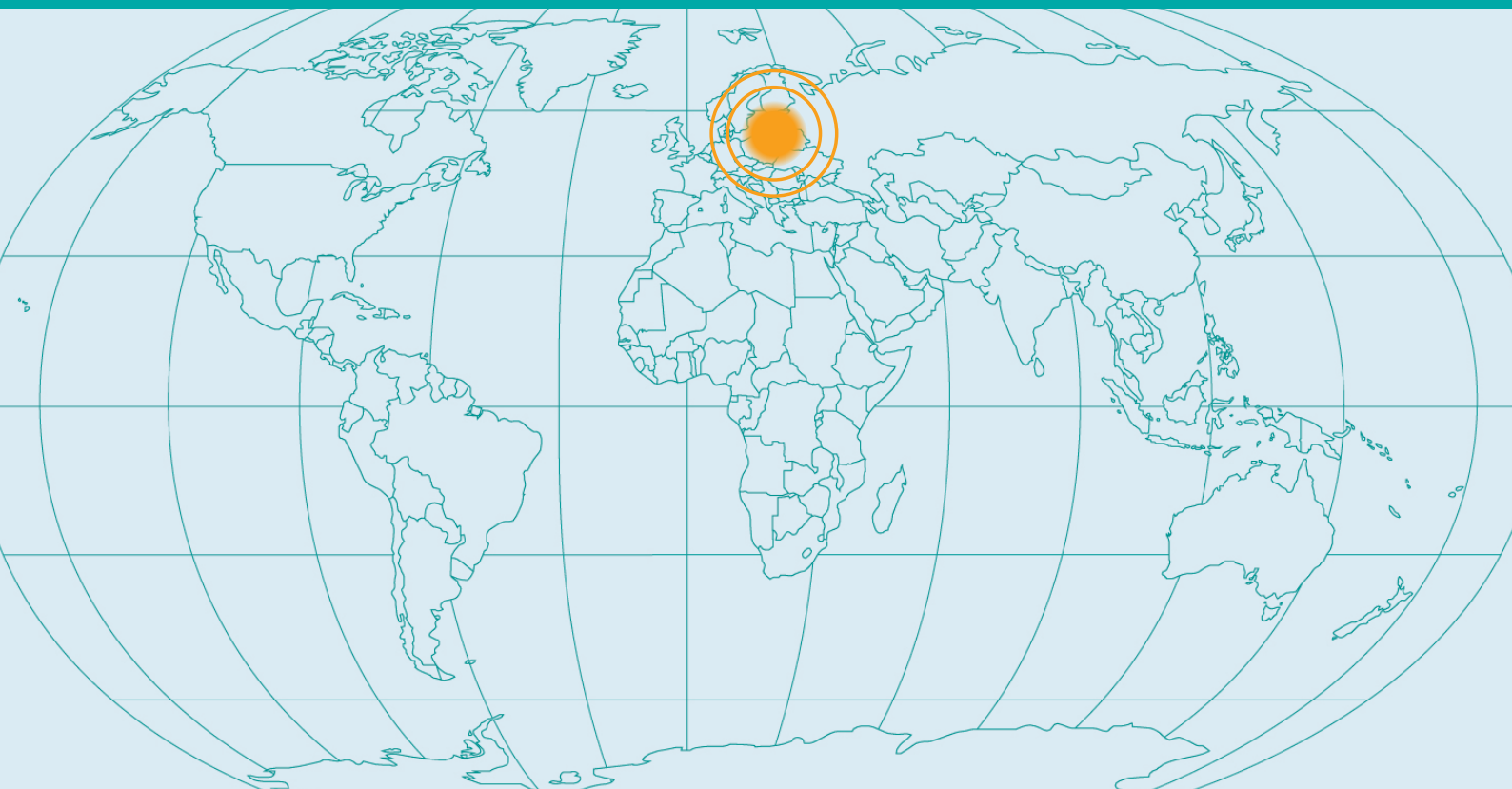
Individual/third party (with power of attorney) applies online/in person/ by post/by fax to the Information Centre of the Ministry of the Interior

Applications from UK by post/in person to Embassy

Cost €4.31 to €14.36

Certificate issued in Latvian, English, Russian

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



Latvia

1 Name of certificate

2 Department responsible for criminal records

3 Where to apply in country

4 How to apply in country

5 Where to apply in the UK

6 How to apply in the UK

7 Who can apply

8 Cost, payment and turnaround

9 How results are presented and security features

10 Languages

11 Criminal convictions listed on certificate

12 Confirming authenticity

13 Official bodies providing advice on interpretation of criminal records

14 Legislation

15 Pending changes

16 Sources of information

17 Sample documents

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1	**Name of certificate**	Certificate of (Non) Convictions
2	**Department responsible for criminal records**	Information Centre of the Ministry of the Interior
3	**Where to apply in country**	Information Centre of the Ministry of the Interior, Bruņinieku iela 72b, Riga, LV-1009, Latvia. Tel: +371 (0) 67208216, +371 (0) 67208218 Fax: + 371 (0) 67208219 Web: **www.ic.iem.gov.lv/en/node/33** (in Latvian, English & Russian)
4	**How to apply in country**	**Online** – make the application via the website in Section 3. **In person** – the individual must go to the address in Section 3. **By post** – the application form and required documents must be sent to the address in Section 3. **By fax** – to the number in Section 3. When requesting a Certificate of (Non) Convictions the following must be submitted: • Application form (see Section 17 for a sample) including: – Forename(s) and surname of the individual and all previous names; – Personal ID code or date of birth; – Residential address and telephone number of the individual; • Passport personal data page (page containing the photo, personal data and signature); • State tax payment order; and • Reason for issuance of the certificate and if any specific data needs to be included on the certificate. The certificate can be collected at the Information Centre by presenting originals of the request, payment order and the individual's passport. If the receiver of the certificate is in Latvia and wants to receive the certificate by registered mail, a pre-paid envelope must be attached to the application.
5	**Where to apply in the UK**	Embassy of the Republic of Latvia, 45 Nottingham Place, London, W1U 5LY Tel: +44 (0) 20 731 200 41 Fax: +44 (0) 20 731 200 42 Email: **consulate.uk@mfa.gov.lv** Web: **www.mfa.gov.lv/en/london**

6	**How to apply in the UK**	**In person** An appointment is necessary to make an application. Three copies of the application form must be taken to the Consular Department of the Embassy of the Republic of Latvia (see Section 5). One form must be completed in Latvian and two other forms in English. Application forms in Latvian, Russian, English, German and French are available at: **www.mfa.gov.lv/en/service/consular-services/requesting/#formas**. (see samples in Section 17) The forms can be completed electronically or by hand. All three forms must be originals. The forms must be signed by the applicant. The original passport of the individual must be presented when submitting the application and collecting the certificate. **By post** A person has to send the following to the Embassy (contact details in Section 5): • Copy of the individual's passport (On the copy you should write "*I, (name, surname), agree that my personal data will be used in order to obtain information for Criminal Records Certificates*"); • Signed application form; • The relevant fee; • Postal order payable to the Embassy of Latvia. Consular fee for CRC written in English will be £21 (7 working days) or £42 (2 working days); and • A pre-paid, self-addressed Special Delivery envelope for return of the results.
7	**Who can apply**	Anyone can apply. However, the certificate may be received only by the individual or an authorised person, presenting a certified Power of Attorney. A parent/guardian can submit an application and receive the certificate on behalf of individuals under the age of 18 years old.

8	**Cost, payment and turnaround**	**From Latvia** Payment can be made at the Information Centre (the state tax by payment card, the services in cash or by payment card) or the necessary payments may be made in credit institutions before submission of the documents. **Cost** • €12.93 – for issuing the certificate quickly (the following business day); or • €4.31 – for issuing the certificate according to standard tariffs (within 5 business days). **Payment** • Must be made either: – In the credit institution before the submission of the written request including: Beneficiary: the State Treasury, Registration Certificate No.:90000050138; Beneficiary(Bank): Code – TRELLV22; Sub-account – LV51TREL1060140919800; and The purpose of the payment order: CM Regulations No.323; or • When submitting documents to the Information Centre. **From the UK** **Cost** €14.36 per document requested Consular fees can be paid to the Consular Department of the Ministry of Foreign Affairs only by card or bank transfer to: Registration No.: 90000069065 Account No.: LV49TREL2110036038000 Valsts kase, Rīgas norēķinu centrs Bank code: TRELLV22 Purpose of Payment: "Consular services of document requisition" Beneficiary: "Ministry of Foreign Affairs" **Turnaround** • Within 5 business days; • A fast-track service can be requested. Express certificates can be issued within 1 business day; • Applications from the UK will take additional time due to postage.
9	**How results are presented and security features**	The information included on the certificate is: • Individual's name; • Surname; • Identity number; • Date of birth; • Information on the conviction and/or punishment; and • If requested – the purpose for the certificate.

10	**Languages**	Certificates are available in Latvian, English or Russian. Certificates in English and Russian are provided at an extra cost of: • €5.05 (translation provided within 5 working days); or • €10.11 (translation provided within 1 working day). If the certificate is required in English or Russian, the applicant must attach proof of payment. **Payment** Can be made in cash, card or by bank transfer at: Beneficiary: MI Information Centre, Registration Certificate No.:90000289913 Beneficiary institution (Bank): The State Treasury Code: TRELLV22 Sub-account: LV96TREL2140088026000 Purpose of the payment order: IKK 21399
11	**Criminal convictions listed on certificate**	The following information is included on the certificate: • Valid convictions (undeleted); • Administrative penalties applied in the past 12 months; • Deleted convictions; • Criminal proceedings where the person was acquitted; • Administrative penalties applied earlier than the past 12 months; • Executed educational compulsory measures; and • Termination of application of medical compulsory measures. The length of time a conviction stays on an individual's criminal record before removal depends on the offence.
12	**Confirming authenticity**	The Ministry of Foreign Affairs can confirm authenticity of the certificate (see contact details in Section 3 and Section 5). When submitting a document for legalisation, the following must be provided: • An identity document; • A completed application form; and • Payment in person or proof that payment has been made. Legalisation of the documents is processed within 2 working days from submission. The fee is €14.36. Payment can be made by card or bank transfer at: Receiver: State Treasury Registration no: 90000050138 Account no: LV81TREL1060110919100 Receiving Institution: State Treasury Receiver's BIC: TRELLV22

13	**Official bodies providing advice on interpretation of criminal records**	None
14	**Legislation**	Certificates are issued in accordance with the payment tariffs specified in Regulations No. 323 adopted on 25 April, 2006, by the Cabinet of Ministers "Regulations on the State Tax for the Issue of the Certificate from the Punishment Register". Paid services of the Information Centre of the Ministry of the Interior are rendered in accordance with the pay tariffs prescribed in the Regulations No. 656 adopted on 27 August, 2013, by the Cabinet of Ministers.
15	**Pending changes**	None
16	**Sources of information**	International Cooperation Division Information Centre Ministry of the Interior **www.ic.iem.gov.lv/en/node/367** **www.mfa.gov.lv/en/london/** CPNI Guidance Document 2009

17	Sample documents

Sample application form (Latvian)

	Iesniegums forma dokumentu izprasīšanai no ārvalstu arhīviem

Latvijas Republikas Ārlietu ministrijas
Konsulārajam Departamentam

_____
Uzvārds, vārds

_____
Adrese, tālrunis

IESNIEGUMS.

Lūdzu izprasīt

_____ _____
Datums Iesniedzēja paraksts

Dienesta atzīmes:

Iesniegumu pieņēma: datums	dokumentu(s) saņēmu:
samaksa par konsulāro pakalpojumu	Datums: Iesniedzēja paraksts:
samaksa par arhīva pakalpojumiem	

Sample Application form (English) – Page 1

APPLICATION FORM FOR REQUESTING DOCUMENTS

The form has to be filled in three copies for each document you request. Please, answer precisely and exhaustively to all the questions! Names, places of work, educational establishments and enterprises should be in the original language without any abbreviations!

QUESTIONS	ANSWERS
INFORMATION ON PERSON WHOSE DOCUMENT IS REQUESTED	
1. Surname, name, patronymic (in the original language and language of the country, from which the document is demanded). In case the family name has been changed, indicate all previous names as well.	
2. Date, month, year, place of birth, indicating the precise administrative subordination (village, town, district and region).	
3. Citizenship. All changes of citizenship, have to be indicated.	
4. Nationality.	
5. Address, postal (ZIP) code, phone number, e-mail.	
WHAT DOCUMENT IS REQUESTED Please, circumscribe corresponding number, given in the left side column and answer the questions using whole free space on the right side	
1. Certificates on birth, marriage, divorce, death. Indicate date and place of birth, marriage, divorce, death. For the certificate of birth, indicate parents' names, surnames, patronymics. If possible, person's religion, parish shall be indicated.	
2. Education document. Indicate the educational establishment, its address, date of enrolment and graduation.	
3. Employment document. Indicate the enterprise, its address, employment period, position of the person. If the person has worked for a private employer, surname, name, and address of the employer are requested.	

Sample Application form (English) – Page 2

4. Documents on pension. Indicate what organization, when and for what reason had granted the pension, and what organization had paid it the last	
5. Documents on military service. Indicate division, precise service period, place of military service, military rank and position etc.	
6. Documents on persecution. Indicate the place of residence before persecution, the type of persecution (concentration, filtration camps etc.), place and lenght of persecution.	
7. Documents about property, nationalization etc. Indicate the type estate, name, locality, legal status and changes thereof.	
IN CASE YOU REQUEST THE DOCUMENT OF ANOTHER PERSON, please, give precise and exhaustive information on yourself, answering the following questions!	
1. The degree of your relationship with the person, whose documents are requested or information on the letter of attorney.	
2. Reason for this request	
3. Your family name, given name and father's name.	
4. Date, month, year of your birth.	
5. Your citizenship.	
6. Your address, postal (ZIP) code, phone number, e-mail.	
Place	Date Signature

CPNI
Centre for the Protection of National Infrastructure

SECURITY WATCHDOG
Part of Capita plc

Liechtenstein

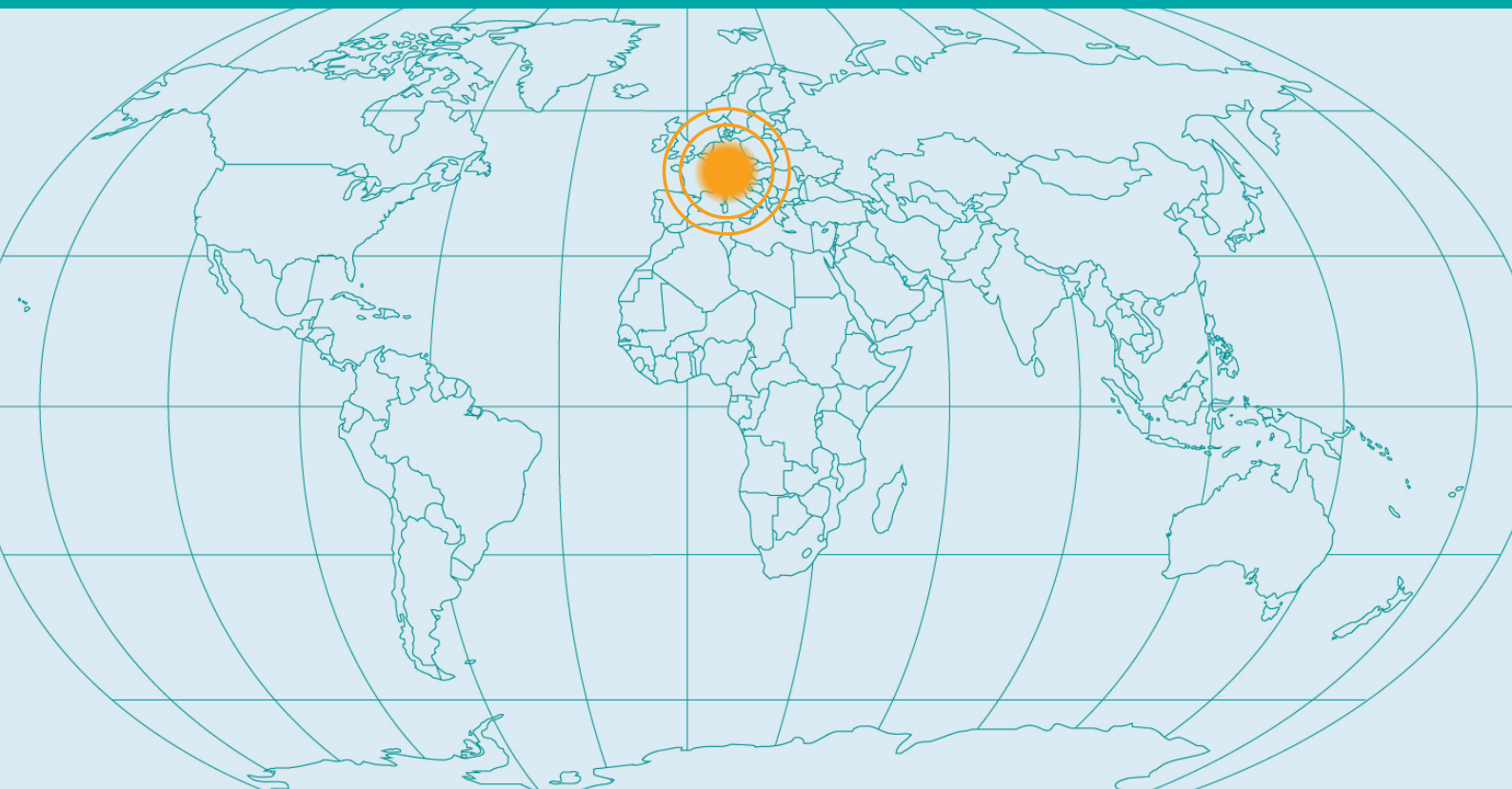
How to obtain a criminal record check - detailed guidance

Individual/third party (with written consent) applies online/by post/ in person to Liechtensteinische Landesverwaltung

Cost 9 CHF

Certificate issued in German

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



Liechtenstein

1 Name of certificate

2 Department responsible for criminal records

3 Where to apply in country

4 How to apply in country

5 Where to apply in the UK

6 How to apply in the UK

7 Who can apply

8 Cost, payment and turnaround

9 How results are presented and security features

10 Languages

11 Criminal convictions listed on certificate

12 Confirming authenticity

13 Official bodies providing advice on interpretation of criminal records

14 Legislation

15 Pending changes

16 Sources of information

17 Sample documents

Disclaimer

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1	**Name of certificate**	*Strafregisterbescheinigung*
2	**Department responsible for criminal records**	Liechtenstein National Administration (*Liechtensteinische Landesverwaltung*)
3	**Where to apply in country**	Liechtenstein National Administration (Liechtensteinische Landesverwaltung), Princely Court Vaduz, Spaniagasse 1, 9490 Vaduz, Liechtenstein. Tel: +423 (0) 236 71 59 Fax: +423 (0) 236 65 39 Web: **www.llv.li/strafregister**
4	**How to apply in country**	Applications can be made: • Online at **www.llv.li/strafregister** • In person by presenting an official photo ID (e.g. passport/ID Card) to the address in Section 3; or • By post to the address in Section 3 with the certified signature of the applicant. The individual must provide: • Full name; • Date of birth; • Address; • Email address; and • Proof of identity. An application reference number will be issued which must be quoted when making payment.
5	**Where to apply in the UK**	From the same addresses in Section 3.
6	**How to apply in the UK**	The application process from the UK is the same as that from Liechtenstein (see Section 4).
7	**Who can apply**	• Individuals over 14 years old; and • Employers and third parties with written consent.

8	**Cost, payment and turnaround**	**Cost** 9 CHF **Payment** The fee must be transferred to the following account with the application reference number (from the PDF in the confirmation email): BIC: LILA LI 2X Clearing: 8800 Konto-Nr: 209.408.08 IBAN: LI56 0880 0000 0209 4080 8 The application will be processed once payment has been made. **Turnaround** • In person and online – immediately • Postal applications – 1–3 days (plus postage time). Fast-track disclosure is possible if specific reasons are given.
9	**How results are presented and security features**	• Online – in electronic form (PDF document); or • In person/by post. The following information is provided on a criminal record certificate: • Name; • Previous names; • Date and place of birth; • Occupation; • Name of parents; • Nationality; • Address of the individual; • A reference number; and • Date, type and fine or custodial sentence given of any offence.
10	**Languages**	The certificate is available in German only.

11	**Criminal convictions listed on certificate**	Certificates contain details of: • All final convictions from Liechtenstein criminal courts in case of crimes and misdemeanours; and • All final convictions from foreign criminal courts regarding Liechtenstein nationals or persons residing in Liechtenstein if the committed crimes or misdemeanours are also punishable under Liechtenstein law. As soon as a conviction has become "spent" all the corresponding data will be removed. Convictions are "spent" after all imprisonment/fines have been completed plus the following timescales: • Fine or youth crime – after 3 years; • Up to 1 year imprisonment – after 5 years; • 1 to 3 years' imprisonment – after 10 years; • More than 3 years' imprisonment – after 15 years; and • Some sexual offences and all life imprisonment sentences are never spent. A *Strafregisterbescheinigung* does not include crimes committed under the age of 14.
12	**Confirming authenticity**	The Liechtensteinische Landesverwaltung (see contact details in Section 3) is able to confirm the authenticity of a criminal record. This service takes 1–3 days and is free of charge.
13	**Official bodies providing advice on interpretation of criminal records**	The Liechtensteinische Landesverwaltung (see contact details in Section 3) is able to provide advice on interpretation of a criminal record.
14	**Legislation**	Liechtenstein Law Gazette Year 1974 Nr. 46 issued on August 6th 1974 (*Gesetz vom 2. Juli 1974 über das Strafregister und die Tilgung gerichtlicher Verurteilungen*)
15	**Pending changes**	None
16	**Sources of information**	Office of Justice Liechtenstein National Law Journal

Sample certificate

Strafregisterbescheinigung

Familienname:	MUSTERMANN
Vorname:	Max
Geburtsdatum:	01.01.1950
Geburtsort:	Vaduz
Staatsangehörigkeit:	Fürstentum Liechtenstein
Wohnadresse:	FL-9490 Vaduz, Aeulestrasse 51

1. Verurteilende Behörde:	Landgericht, Vaduz
Aktenzeichen:	5 EU 1999.1133
Datum Urteil:	11.11.1999
Datum RK:	01.12.1999
Straftat:	Vergehen nach Art 63 Abs 1 lit b (iVm Art 3) Bankengesetz
Strafe:	Geldstrafe von 60 Tagessätzen à CHF 115.-- (UHF: 30 Tg.) Probezeit: 3 Jahre Beschluss vom 17.12.2001: Widerruf der bedingten Strafnachsicht; Vollzug der Geldstrafe in Höhe von CHF 6'900.-- angeordnet Beschluss vom 25.02.2004: Milderung der Geldstrafe: Geldstrafe von 60 Tagessätzen à CHF 10.-- (CHF 600.--) bezahlt am 24.06.2004
Vollzugsdatum:	24. Juni 2004

2. Verurteilende Behörde:	Landgericht Vaduz
Aktenzeichen:	01 KG.2000.13 (01 UR.1999.208)
Datum Urteil:	18.12.2000
Datum RK:	07.09.2001
Straftat:	Verbrechen der Untreue nach § 153 Abs 1 und 2 StGB; Vergehen der Begünstigung eines Gläubigers nach § 168 StGB; Vergehen nach Art 53 TrHG
Strafe:	Zusatzstrafe zum Urteil 5 EU.1999.1133 vom 11.11.1999 Freiheitsstrafe von 2 1/2 Jahren (Vorhaft vom 13.06.2000, 11.30 Uhr, bis 27.07.2000, 14.00 Uhr, wird auf die ausgesprochene Freiheitsstrafe angerechnet) Beschluss vom 26.06.2003: Nach Verbüssung von 2/3 der Freiheitsstrafe bedingte Entlassung am 31.07.2003, 12.00 Uhr. Für die Reststrafe von 10 Monaten gilt eine Probezeit von 3 Jahren. Beschluss vom 17.08.2006: endgültige Entlassung!
Vollzugsdatum:	31. Juli 2003
3. Verurteilende Behörde:	Landgericht, Vaduz
Aktenzeichen:	03 EU.2007.363
Datum Urteil:	22.06.2007
Datum RK:	22.06.2007
Straftat:	Vergehen nach Art 30 Abs 1 lit a und lit i SPG
Strafe:	Geldstrafe von 120 Tagessätzen à CHF 20.-- (CHF 2.400.--) UHF 60 Tage Ersatzfreiheitsstrafe bezahlt: 07.02.2008
Vollzugsdatum:	7. Februar 2008
4. Verurteilende Behörde:	Landgericht, Vaduz
Aktenzeichen:	08 EU.2009.112
Datum Urteil:	17.11.2009
Datum RK:	15.01.2010
Straftat:	Vergehen nach Art 20 Abs 1 lit f iVm Art 22 Abs 1 BPVG

Strafe:	(Geldstrafe von 120 Tagessätzen à CHF 20.-- (CHF 2.400.--) Im UHF 60 Tage Ersatzfreiheitsstrafe bezahlt: 09.02.2010
Vollzugsdatum:	9. Februar 2010
5. Verurteilende Behörde:	Land- als Kriminalgericht, Vaduz
Aktenzeichen:	01 KG.2011.30 (11 UR.2010.214)
Datum Urteil:	22.03.2013
Datum RK:	18.09.2013
Straftat:	Verbrechen der Untreue nach § 153 Abs 1 und 2 zweiter Fall StGB, Vergehen nach Art 30 Abs 1 lit a und b SPG
Strafe:	Freiheitsstrafe 2 Jahre Probezeit 3 Jahre
Vollzugsdatum:	

Fürstliches Landgericht
Vaduz, 3. Dezember 2013

Dr. Wilhelm Ungerank

CPNI
Centre for the Protection of National Infrastructure

SECURITY WATCHDOG
Part of Capita plc

Lithuania

How to obtain a criminal record check - detailed guidance

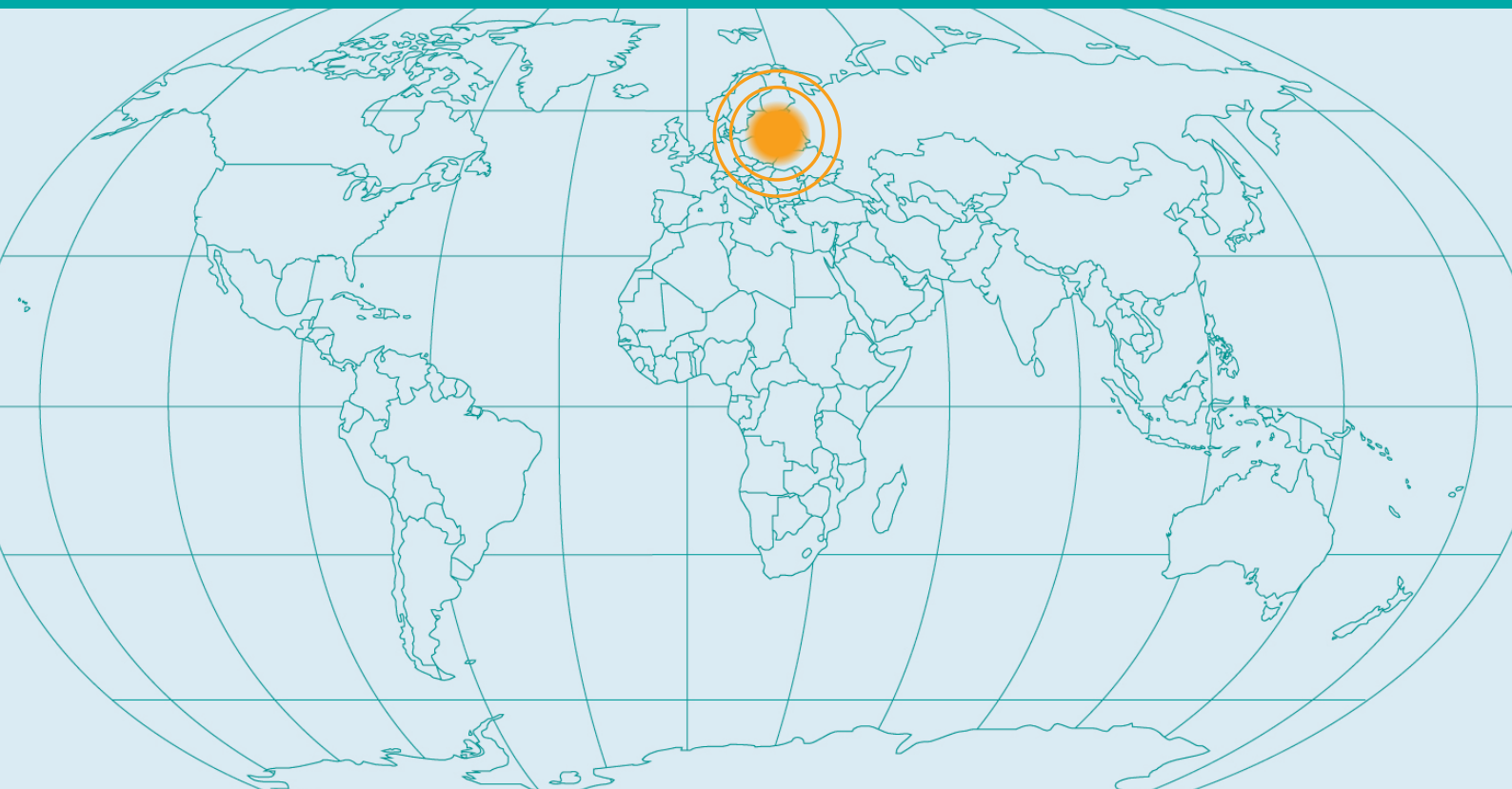
Individual/third party (with written consent) applies by post/in person – Ministry of the Interior/by e-way (Lithuanian nationals only)

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

Cost 15 to 33.93 LTL/UK £27

Certificate issued in Lithuanian

Turnaround 10 days/1 day (fast-track)



Lithuania

1 Name of certificate

2 Department responsible for criminal records

3 Where to apply in country

4 How to apply in country

5 Where to apply in the UK

6 How to apply in the UK

7 Who can apply

8 Cost, payment and turnaround

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10 Languages

11 Criminal convictions listed on certificate

12 Confirming authenticity

13 Official bodies providing advice on interpretation of criminal records

14 Legislation

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17 Sample documents

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1	**Name of certificate**	Certificate concerning the data on the Register of Suspects, Accused and Convicts about a natural person
2	**Department responsible for criminal records**	Information Technology and Communications Department – Ministry of the Interior of the Republic of Lithuania
3	**Where to apply in country**	Information Technology and Communications Department, Ministry of the Interior of the Republic of Lithuania, Šventaragio Street 2, LT-01510 Vilnius, Lithuania. Tel: +370 (0) 5 271 7177 Fax: +370 (0) 5 271 89 21 Email: **ird@vrm.lt** Web: **www.ird.lt/viewpage.php?page_id=1199&lang=en**
4	**How to apply in country**	Individuals can apply for a criminal record certificate: • in person, • by post or • by e-way (nationals of Lithuania only) at: **https://iktazr.vrm.lt/iktazr-epp-frontend/OpenPage?page=gyventojams** or at: **https://www.epaslaugos.lt/portal/citizen/service/184** In person or by post The individual should submit the application to the contact details in Section 3 together with: • Identification document (notarised copy by post); • Completed application form (see sample in Section 17); • Document confirming representation or a notarised duplicate when applying by post (in cases when the individual applies through a third party); and • Voucher of payment (only in cases of emergency procedure).
5	**Where to apply in the UK**	**In person/by post to** Embassy of the Republic of Lithuania, 2 Bessborough Gardens, Westminster, London SW1V 2JE Tel: +44 (0)20 7592 2840 Fax +44 (0)20 7592 2864 Web: **www.uk.mfa.lt www.lithuanianembassy.co.uk** **By post** to the address in Section 3. Nationals of Lithuania can also apply: By e-way at: **https://iktazr.vrm.lt/iktazr-epp-frontend/OpenPage?page=gyventojams**

6	**How to apply in the UK**	Applications can be made using the same methods as those from Lithuania (see Section 4). Applications may also be made throught the Embassy in the following ways: **In person or by post** to the address in Section 5. The following is required: • Complete application form (see Section 17); • A valid passport or ID card; • Consular fee; and • If the certificate is to returned by post, a self-addressed and prepaid envelope (special delivery) must also be submitted. Foreign citizens for the Consular Certificate can only apply at the Embassy if they have resided in Lithuania and have had a personal code assigned to them.
7	**Who can apply**	• Individuals; and • Third parties (with consent). A parent or guardian must apply if the individual is under 18 years old except when, in accordance with the Civil Code of the Republic of Lithuania, the individual is over 16 years old and is recognised by the court as fully capable.
8	**Cost, payment and turnaround**	**Cost from Lithuania** • 15.00 LTL – in person in 10 days; • 22.50 LTL – in person in 1 day (emergency procedure); • 14.00 LTL – by e-way (internet) in 10 days; • 21.00 LTL – by e-way (internet) in 1 day (emergency procedure); • 19.30 LTL – sending by registered mail in 10 days in Lithuania; • 26.80 LTL – sending by registered mail in 1 day (emergency procedure) in Lithuania; • 26.43 LTL – sending by registered mail in 10 days to European Union Member States; • 33.93 LTL – sending by registered mail in 1 day (emergency procedure) to European Union Member States; • 24.90 LTL – sending by registered mail in 10 days to non-European Union Member States; • 32.40 LTL – sending by registered mail in 1 day (emergency procedure) to non-European Union Member States. **Cost through Lithuanian Embassy** £27 **Payment** Payment can be made by the individual or by a third party (who must provide the name and surname of the individual). Payment can be made from a bank account in any country.

		The necessary information for payment: • Name of payee – Information Technology and Communications Department; • Code of payee – 188774822; • Account of payee – LT317300010099475423; • Bank of payee – AB "SWEDBANK"; • Code of bank – 73000; • Bank address – 19 Savanoriu Ave., 03502 Vilnius; • SWIFT code – HABALT22; • Details of payment – "TP" plus name and surname of the individual **Turnaround** Criminal record certificates are issued in 10 days (1 day if the emergency procedure is requested)
9	**How results are presented and security features**	The certificate can be returned to the individual: • By registered mail to the address the applicant; or • In person from the Information Technology and Communications Department (see contact details in Section 3); or • By e-way (signed by electronic signature).
10	**Languages**	Certificates are only available in Lithuanian. There is no translation service available.
11	**Criminal convictions listed on certificate**	All criminal convictions are listed on a criminal record certificate. Convictions remain on record after completing the sentence for the following periods: • 3 years if convicted of a minor crime; • 5–8 years if convicted of a serious crime; • 10 years if the individual is a dangerous repeat offender.
12	**Confirming authenticity**	The certificate can be authenticated by means of an Apostille issued by the Consular Department of the Ministry of Foreign Affairs of the Republic of Lithuania (see address in Section 3). The cost is €10 per certificate. The turnaround time is 5 working days.
13	**Official bodies providing advice on interpretation of criminal records**	The Information Technology and Communications Department (contact details in Section 3) can provide interpretation on criminal records.

14	**Legislation**	Consular Statute: **www3.lrs.lt/pls/inter3/dokpaieska.showdoc_l?p_id=362799** Description of Procedure for the issuance of consular certificates: **www3.lrs.lt/pls/inter3/dokpaieska.showdoc_l?p_id=289102&p_tr2=2** Criminal Code of the Republic of Lithuania Regulations for the Register of Suspects, Accused and Convicts
15	**Pending changes**	None
16	**Sources of information**	Information Technology and Communications Department Embassy of the Republic of Lithuania

17	Sample documents

Sample application form

_____
(Name and surname of applicant or representative of applicant)

_____
(Residence address / telephone number / e-mail)

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

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

_____
(Date)

_____
(Place where the request was written)

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

1.1. Name and surname: _____

1.2. Personal ID number if applicable: _____

1.3. Date of birth: _____

1.4. Place of birth: _____

1.5. Previous surname(s) if different: _____

2. Purpose of the request: _____

3. The certificate shall be served (please sign ☒):

☐ by registered mail to the address:

_____

_____

☐ while getting it personally (in the Department)

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

4. Number of certificates you need: _____

_____
(Signature of applicant or representative of applicant / name and surname)

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

CPNI
Centre for the Protection of National Infrastructure

SECURITY WATCHDOG
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Luxembourg

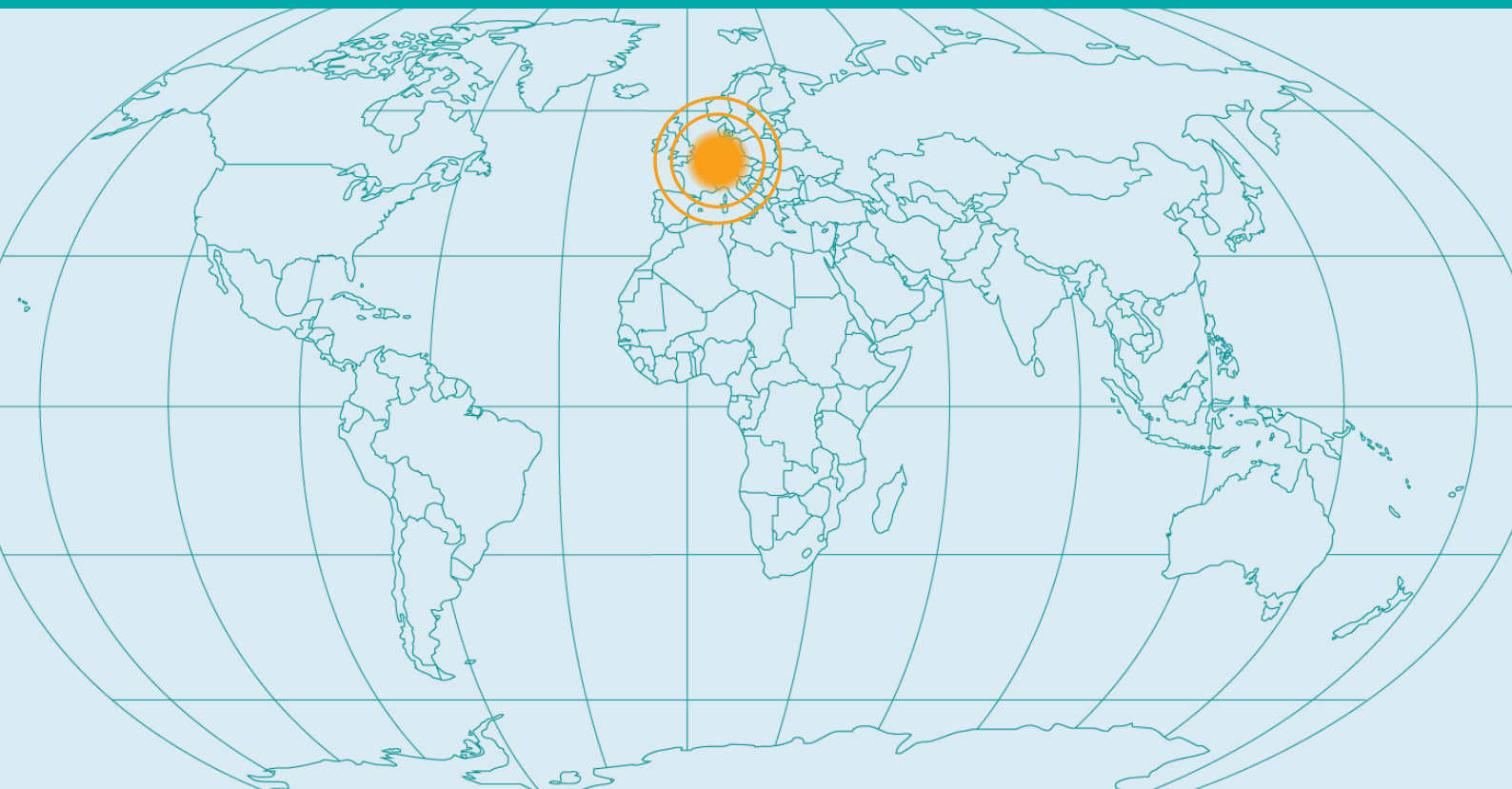
How to obtain a criminal record check - detailed guidance

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

No cost

Certificate issued in French and German

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



Luxembourg

1 Name of certificate

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1	**Name of certificate**	Criminal Record Extract – (*Strafregisterauszug*)
2	**Department responsible for criminal records**	Criminal Records Department (*Abteilung Strafregisterauszug*)
3	**Where to apply in country**	**Online** Applications can be made at: **http://www.guichet.public.lu/citoyens/fr/citoyennete/certificat-casier-judiciaire/casier-judiciaire/extrait-casier-judiciaire/index.html** **In person/by post/by email/by fax:** Criminal Records Department (Abteilung Strafregisterauszug) Cité judiciaire – Plateau du Saint-Esprit Gebäude BC – 1. Etage L-2080 Luxemburg Großherzogtum Luxembourg. Tel: (+352) 47 59 81-346 Fax: (+352) 47 59 81-248 Email: **casier.judiciaire@justice.etat.lu** **In person** The Citizen Advice Centre in Esch De Guichet in Esch-sur-Alzette Place de l'Hôtel de Ville L-4002 Esch-sur-Alzette Großherzogtum Luxembourg.
4	**How to apply in country**	**Online** • At the website in Section 3. • The individual must have a LuxTrust account and have activated the account. • A personal application has to undergo an authorisation process, which means that the designated form has to be signed electronically via LuxTrust. • The signed form will then be forwarded to the criminal records department, which will send the criminal record certificate back to the applicant through the post. • The online application does not require any further identification documents. **In person** • At the addresses in Section 3. • Complete the application form (see sample in Section 17). • The individual must verfiy their identity with a copy of their ID card, passport or Fremdenkarte. • Application through the Citizen Advice Centre will be forwarded to the Criminal Records Department and the record will be sent through the post to the applicant.

		By post/email or fax • To the contact details in Section 3. • Complete the application form (see sample in Section 17). • The individual must verfiy their identity with a copy of their ID card, passport or Fremdenkarte. Applicants have to confirm how many criminal records they need.
5	**Where to apply in the UK**	Applications from the UK are made through the same contacts as those for Luxembourg (see Section 3)
6	**How to apply in the UK**	The application process form the UK is the same as that from Luxembourg (see Section 4)
7	**Who can apply**	• Individuals; • Third party (by adding a scanned copy of an ID document of the person concerned to the online application. The individual will receive their criminal record certificate at their postal address). The process is the same for nationals and non-nationals. Those no longer residing in Luxembourg must prove their stay in Luxembourg using their old residence card or certificate of registration.
8	**Cost, payment and turnaround**	Certificates are issued free of charge. Applications are usually processed the same or next day. Delivery to the UK may take between 1 and 2 weeks.
9	**How results are presented and security features**	If the application is made by email, fax or post, the criminal record will be sent to the address listed on the application form.
10	**Languages**	Certificates are issued in French and German.
11	**Criminal convictions listed on certificate**	The Criminal Record Certificate is an index in which convictions of Luxembourgian and under certain circumstances, foreign jurisdictions are recorded. The following convictions can be found in a criminal record: • Any crime/offence according to Luxembourgian law; • Any fined penalty (except parking violations) • Foreign convictions can be found if: – The convict is Luxembourgian; and – The conviction is a crime according to Luxembourgian law. In case of rehabilitation, the conviction can be erased after 5 to 20 years (depending on the conviction and given sentence). Convictions from foreign jurisdictions are removed once they are erased in the country where the conviction took place.

12	**Confirming authenticity**	Certificates can be authenticated with an Apostille at: Ministère des Affaires Etrangères et de l'Immigration (Bureau des Passeports, Visas et Légalisations) Service Légalisations 43, boulevard Roosevelt L-2450 Luxembourg. Tel: +352 478 83 00 Fax: +352 467 467 Email: **boite.officielle@mae.etat.lu** Web: **www.mae.lu/** **Cost** €15 **Payment and turnaround** **By post** Through bank transfer to the account: IBAN 1111 3104 0606 0000 CCPLLULL LU62 Please specify in communication the number of authentications and the date of dispatch. The deadline for the return of the documents is 2–3 business days. **In person** By credit card. The deadline for legalisation is 1 working day.
13	**Official bodies providing advice on interpretation of criminal records**	Criminal Records Department (Abteilung Strafregisterauszug) (see contact details in Section 3)
14	**Legislation**	Recueil des lois spéciales en matière civile, commerciale et pénale Loi du 29 mars 2013 Arrêté ministériel du 23 avril 2013 Règlement grand-ducal du 29 avril 2013
15	**Pending changes**	None
16	**Sources of information**	Ministry of Justice Luxembourg Government website: **www.guichet.public.lu/citoyens/de/citoyennete/certificat-casier-judiciaire/casier-judiciaire/extrait-casier-judiciaire/index.html?highlight=F%C3%BChrungszeugnis** Hague Conference on Private International Law website: **www.hcch.net/index_en.php?act=authorities.details&aid=331**

17	Sample documents

Sample application form

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

DEMANDE D'EXTRAIT DE CASIER JUDICIAIRE POUR PERSONNE PHYSIQUE

1. Saisie

Les champs marqués d'un * sont obligatoires

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

Nom * :

Prénom * :

Date de naissance * :

Numéro, rue * :

Code postal * :

Localité * :

Pays * : LUXEMBOURG

Caractéristiques de la demande

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

Nombre d'extraits souhaités (maximum 5) * :

2. Pièces justificatives

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

☐ Carte d'identité

☐ Passeport

☐ Carte d'étranger

3. Signature

La signature ci-après certifie la conformité des données fournies

Fait à * : Le * :

Signature :

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

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SECURITY WATCHDOG
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Macedonia (The former Yugoslav Republic of)

How to obtain a criminal record check - detailed guidance

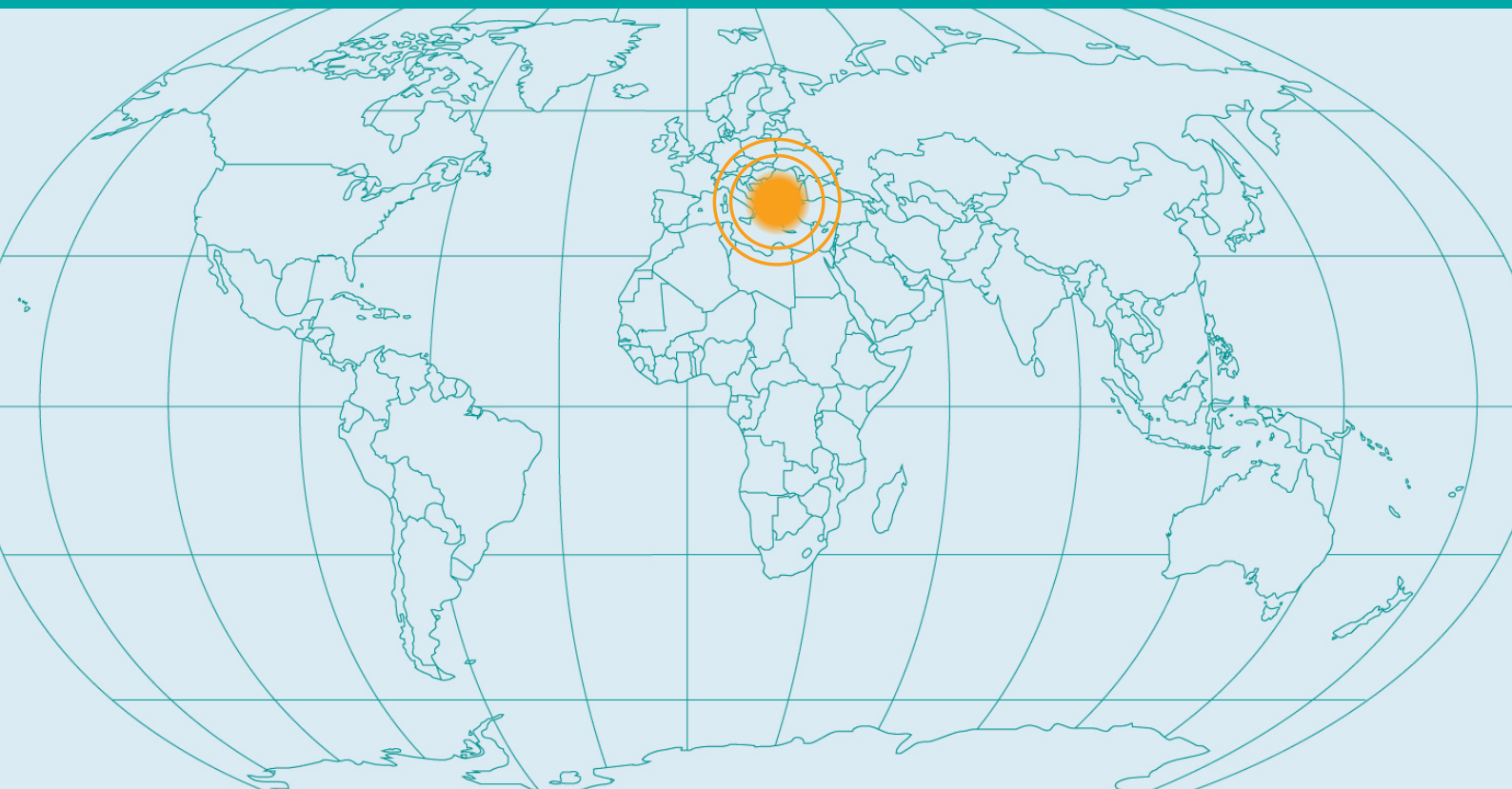
Individual/third party (with power of attorney) applies in person/ by post to regional Sector for Internal Affairs

Applications from UK in person to Embassy

Cost 150 MKD

Certificate issued in Macedonian

Turnaround time unspecified



Macedonia (The former Yugoslav Republic of)

1 Name of certificate

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1	**Name of certificate**	Non-Conviction Certificate
2	**Department responsible for criminal records**	The Sectors for Internal Affairs – Section for Criminal Intelligence Analysis
3	**Where to apply in country**	Applications must be made at the regional Sectors for Internal Affairs (SVRs) – excluding the SVR Prilep region, where checks are made in the police station and the Non-Conviction certificate is issued at the Prilep Basic Court. A list of SVRs can be found at: **www.moi.gov.mk**
4	**How to apply in country**	The individual must submit an application form (see sample form in Section 17) to the regional office of the Sector for Internal Affairs in person or by post. The individual's identity is confirmed against personal data and unique citizen registration number provided on the application form.
5	**Where to apply in the UK**	Applications from the UK can be made through the Macedonian Embassy in London: Suite 2.1 & 2.2, Buckingham Court, 75–83 Buckingham Gate, London, SW1E 6PE Tel: +44 (0)207 976 0535/+44 (0)207 976 0538 Fax: +44 (0)207 976 0539 Email: **london@mfa.gov.mk** Web: **www.missions.gov.mk/london/home**
6	**How to apply in the UK**	The application form (see Section 17) is submitted in person through the Macedonian Embassy (see Section 5 for contact details). The application is then sent to the Ministry of Foreign Affairs and then forwarded to the Ministry of Interior where the checks are made. After the checks are made, the certificate is prepared and returned to the Ministry of Foreign Affairs to be forwarded to the Embassy in London. The individual's identity is confirmed against personal data and unique citizen registration number provided on the application form.
7	**Who can apply**	• Individuals; and • Third parties (with a power of attorney).

8	**Cost, payment and turnaround**	The Non-Conviction Certificate costs 150 MKD and is paid with a public revenue payment order available from The Sector for Internal Affairs (contact details in Section 3) or the Embassy (contact details in Section 5). There is no specific turnaround time.
9	**How results are presented and security features**	The certificate contains the individual's name, date of birth and a list of convictions if present. Certificates are issued as a hard copy for collection only.
10	**Languages**	The certificate is only available in Macedonian.
11	**Criminal convictions listed on certificate**	Non-Conviction Certificates contain all enforceable verdicts. Spent convictions are not listed on the certificate.
12	**Confirming authenticity**	This country has joined the *Hague Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents*. This enables criminal record checks to be authenticated by means of an Apostille. For further information on how to obtain an Apostille from this country, please see: **www.hcch.net/index_en.php?act=authorities.details&aid=320**
13	**Official bodies providing advice on interpretation of criminal records**	The Sectors for Internal Affairs – Section for Criminal Intelligence Analysis (see Section 3 for contacts)
14	**Legislation**	Criminal record information in the Republic of Macedonia is regulated by the Criminal Procedure Law, the Law on Police and the Law on Internal Affairs.
15	**Pending changes**	None
16	**Sources of information**	Ministry of Internal Affairs – Department for Public Relations and Public Information

17	Sample documents

Sample application form

REPUBLIC OF MACEDONIA
MINISTRY OF INTERIOR
BUREAU OF PUBLIC SECURITY
SVR _____(write name of the Sector)
CRIMINAL INTELLIGENCE ANALYSIS SECTION
No._____
_____2013
Skopje

A P P L I C A T I O N

I hereby request a NON-CONVICTION/CONVICTION CERTIFICATE
be issued on my name
(the Certificate is only issued to be used abroad)

NAME AND SURNAME:
_____

FORMER SURNAME: _____
(Father) (Mother)

PARENTS' NAME AND SURNAME: _____

BORN (Day, month, year)_____
(Place, municipality, Republic) _____

ADDRESS OF LIVING AND MUNICIPALITY:
_____
_____
_____

PERSONAL ID (Reg.No.)_____Issued by
_____

I need this certificate for the purpose of:
_____
_____
____

Date:
_____
SKOPJE

REMARK: This application must be submitted personally

APPLICANT

_____

REPUBLIC OF MACEDONIA
MINISTRY OF INTERIOR
BUREAU OF PUBLIC SECURITY
SVR _____(write name of the Sector)
CRIMINAL INTELLIGENCE ANALYSIS SECTION
No._____
_____**2013**
Skopje

The Ministry of Interior of the Republic of Macedonia upon an application od _____ from Skopje, pursuant to Article 106, item 6 of the Criminal Code of the Republic of Macedonia ("Official Gazette of the Republic of Macedonia" No. 37/96) and Article 171 of the General Administrative Procedure ("Official Gazette of the Republic of Macedonia" No. 38/05) hereby issues the following:

C E R T I F I C A T E

That for _____ born _____in Skopje, municipality Skopje, permanent place of living _____municipality Skopje, the Republic of Macedonia, the criminal records

CONTAIN NO DATA THAT THE PERSON HAS BEEN CONVICTED

This certificate is issued to the applicant for the purpose of _____
_____.

Pursuant to the Law on Administrative Taxes of the Republic of Macedonia a fee has been paid and annulled upon application.

Prepared:
Approved:

HEAD OF SECTION
FOR CRIMINAL INTELLIGENCE ANALYSIS

CPNI
Centre for the Protection of National Infrastructure

SECURITY WATCHDOG
Part of Capita plc

Malaysia

How to obtain a criminal record check - detailed guidance

Individual applies online/by post/in person to the Ministry of Foreign Affairs

Applications from UK by post/in person to High Commission

Cost 20 MYR

Certificate issued in English

Turnaround 1–2 months

Malaysia

1 Name of certificate

2 Department responsible for criminal records

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1	**Name of certificate**	Certificate of Good Conduct (CGC) (*Sijil Kelakuan Baik*)
2	**Department responsible for criminal records**	Central Criminal Registry (CCR), Royal Malaysian Police (RMP), Bukit Aman 50 560, Kuala Lumpur, Malaysia. Tel: +60 (0) 3 2266 2222 Fax: +60 (0) 3 2070 7500 Email: **rmp@rmp.gov.my**
3	**Where to apply in country**	Consular Division, Ministry of Foreign Affairs, Wisma Putra, 1, Jalan Wisma Putra, Precinct 2, 62602 Putrajaya, Malaysia. Tel: +60 (0) 3 8887 4000/+60 (0) 3 8000 8000 Fax: +60 (0) 3 8889 1717 Email: **skb_admin@kln.gov.my** Web: **www.kln.gov.my/web/guest/home/** Sarawak Regional Office, Ministry of Foreign Affairs Malaysia, Level 14, Bangunan Sultan Iskandar, Jalan Simpang Tiga, 93300, Kuching, Malayasia. Tel: +60 (0) 82 236146 Fax: +60 (0) 82 236983 Email: **pwsarawak@kln.gov.my** Sabah Regional Office, Ministry of Foreign Affairs, Block A, 7th Floor, Kompleks Pentadbiran Kerajaan Persekutuan Sabah, Jalan UMS, 88400, Kota Kinabalu, Malaysia. Tel: +60 (0) 88 220018 Fax: +60 (0) 88 488518 Email: **pwsabah@kln.gov.my**

4	**How to apply in country**	**Online** Through the website at **www.kln.gov.my** (click on "Certificate of Good Conduct" under the "e-Consular" heading on the right-hand side of the page). The required documents are: • Identity card; • Passport details; • Last employer in Malaysia; • Details of higher education in Malaysia (if applicable); • An uploaded passport-sized photo. • Non-Malaysians must upload a scan of their passport. The application must then be submitted and the "Application Acknowledgement" printed (this must be presented when collecting the CGC). The application status will change to "Certificate is Ready for Collection" when the CGC is ready. The individual can obtain the CGC from the addresses in Section 3 in the following ways: • **In person** – Take Application Acknowledgement Slip; or – Third party collection – (must have a Letter of Authorisation for collection on behalf of the individual). • **By post** – Send the Application Acknowledgement Slip; and – An A4 stamped addressed envelope.
5	**Where to apply in the UK**	High Commission of Malaysia, 45-46 Belgrave Square, London, SW1X 8QT Tel: +44 (0) 20 7235 8033 Fax: +44 (0) 20 7235 5161 Email: **mwlon@btconnect.com** Web: **www.kln.gov.my/web/gbr_london/home**
6	**How to apply in the UK**	**Online** The application process is the same as that from Malaysia (see Section 4). To receive the CGC by post the individual must supply the following to the Malaysian High Commission (see Section 5): • Application Acknowledgement Slip; • Payment (see Section 8); and • An A4 self-addressed envelope with sufficient stamps. The application status will change to "Certificate is Ready for Collection" when the CGC is ready. The individual can receive the CGC in the following ways:

		• **In person** – Collect CGC from the Malaysian Embassy; – Take Application Acknowledgement Slip; or – Third party collection – (must have a Letter of Authorisation for collection on behalf of the individual). • **By post** – send the following to the Embassy (see Section 3): – Application Acknowledgement Slip; and – An A4 stamped addressed envelope.
7	**Who can apply**	Individuals only
8	**Cost, payment and turnaround**	**Cost** **From Malaysia** • In person – cash payment of 20 MYR, • By post – bank draft/money order for 20 MYR payable to "Akauntan Negara Malaysia". **From UK** Equivalent of 20 MYR in GBP (contact the Embassy for the exact amount) by bank draft/money order, payable to "Embassy of Malaysia/ High Commission of Malaysia/or Consulate General of Malaysia". **Turnaround** 1–2 months.
9	**How results are presented and security features**	The CGC is a hard-copy document printed on official A4 paper with the following details: • A government letter head; • A paragraph certifying that the individual is of good conduct; • The signature of the Commissioner of the Ministry of Foreign Affairs; and • The official stamp of the Ministry of Foreign Affairs with the logo of the Ministry in the middle. The CGC does not provide information about an individual's full criminal record but only states whether an individual has any identifiable records. Please Note: For Malaysian nationals, CGCs are issued based on a statutory declaration submitted by the individual stating that they do not have a criminal record. The certificate is issued and the records are subsequently checked to confirm the statutory declaration is truthful. The records are generally checked within 30 days of the certificate being issued. Individuals are liable for prosecution by the RMP if they are found to have provided incorrect information on the statutory declaration. For non-Malaysians, the certificate is issued after the records are checked.

10	**Languages**	CGCs are issued in English.
11	**Criminal convictions listed on certificate**	"Registrable offences" are defined under the Registration of Criminals and Undesirable Persons Act 1969. These include: • Violence against the person (*Darihal kesalahan terhadap tubuh manusia*); • Sexual offences (*Kesalahan-kesalahan mengenai tubuh manusia*); • Burglary (*Pecah Rumah*); • Robbery (*Rompak*); • Theft and handling of stolen goods (*Mencuri dan Menerima Harta Curi dengan Curang*); • Fraud and forgery (*Penipuan dan Pemalsuan*); • Criminal damage (*Khianat*); • Drug offences (*Kesalahan Dadah*); and • Motoring offences (*Kesalahan Lalulintas*).
12	**Confirming authenticity**	Prospective employers can write to the Consular Division of the Ministry of Foreign Affairs in Malaysia to verify the validity of a Certificate of Good Conduct (see contact details in Section 3).
13	**Official bodies providing advice on interpretation of criminal records**	Prospective employers can write to the Consular Division of the Ministry of Foreign Affairs in Malaysia to verify the validity of a Certificate of Good Conduct.
14	**Legislation**	Registration of Criminals and Undesirable Persons Act 1969
15	**Pending changes**	None
16	**Sources of information**	Ministry of Foreign Affairs **www.kln.gov.my/web/guest/home** CPNI Guidance Document 2009

17	**Sample documents**	None available

CPNI
Centre for the Protection of National Infrastructure

SECURITY WATCHDOG
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Malta

How to obtain a criminal record check - detailed guidance

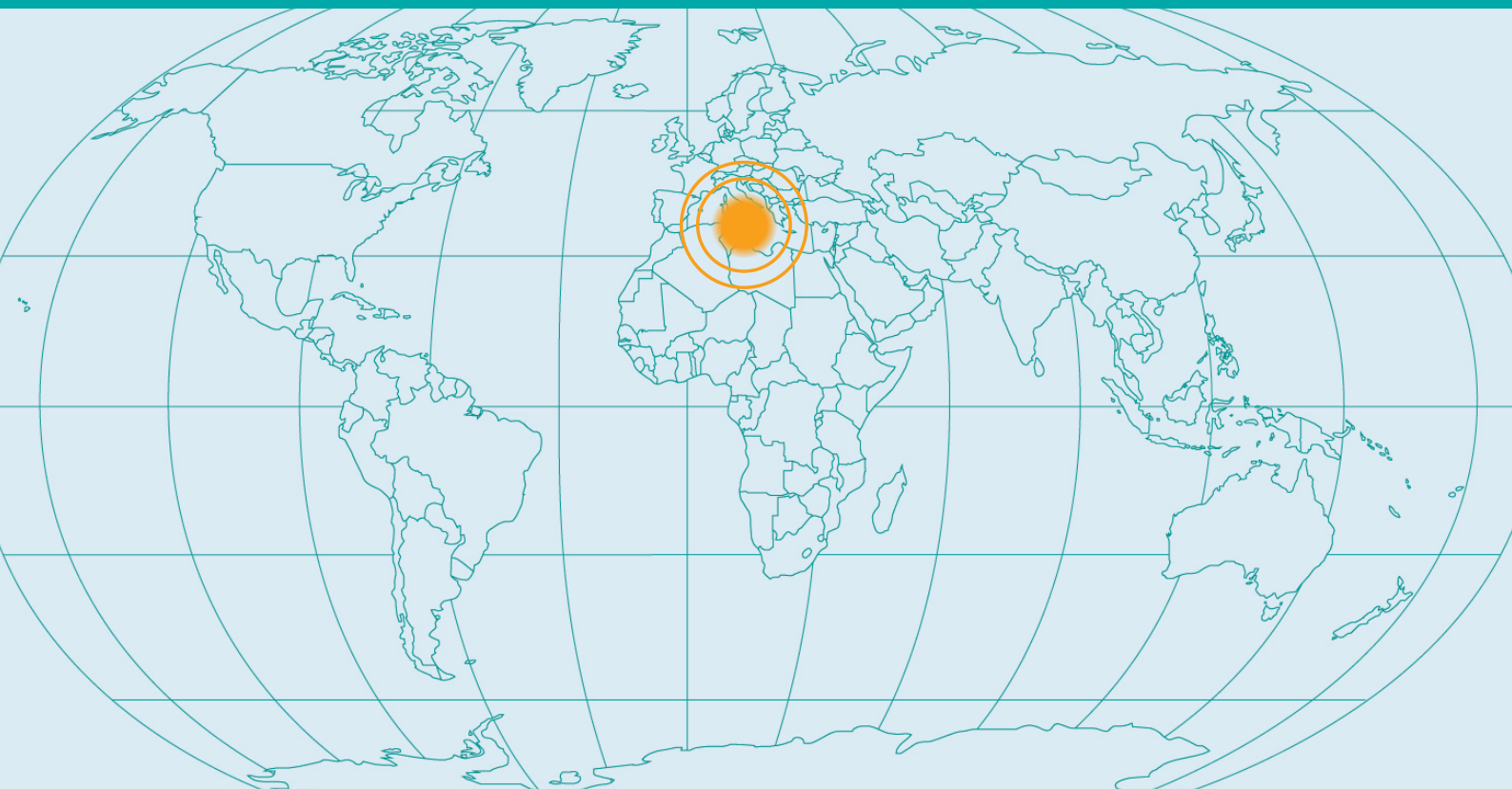
Individual/third party (with written consent) applies in person to the Criminal Records Office (CRO)

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

Cost €2.50

Certificate issued in English/Maltese

Turnaround up to 3 weeks



Malta

1 Name of certificate

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1	**Name of certificate**	Certificate of Conduct Subject Access Request
2	**Department responsible for criminal records**	Criminal Records Office (CRO)
3	**Where to apply in country**	Criminal Records Office (CRO), Malta Police General Headquarters, Floriana, CMR 02, Malta. Tel: +356 (0) 2294 2661/2 Fax: +356 (0) 2294 2678 Email: **cro.police@gov.mt** Web: **www.police.gov.mt/en-us/conductcertificate.aspx**
4	**How to apply in country**	Applications must be made in person at the CRO (see Section 3). Application forms are provided by the CRO. The individual must provide: • Identification in the form of: – An identity card; – A valid driving licence; or – A valid passport. • Their father's name.
5	**Where to apply in the UK**	**In person at the:** • The CRO (see Section 3); or • The High Commission of Malta, Malta House, 36–38 Piccadilly, Mayfair, London, W1J 0DP Tel: +44 (0)20 7292 4800 Fax: +44 (0)207 292 4803 Email: **maltahighcommission.london@gov.mt** Web: **www.foreign.gov.mt/uk** **By email/fax**: • To Mr Joseph Schembri (Head of the Secretariat Office) Tel: +356 (0) 2294 2342/ +356 (0) 2294 2343 Fax: +356 (0) 21 252 879 Email: **joseph.c.schembri@gov.mt**

6	**How to apply in the UK**	• From the CRO: – In person – through a third party (with written consent) using the same application process as from in Malta (see Section 4); or – By email/fax – To the Head of the Secretariat Office (see Section 5). • Through the High Commission of Malta in the UK (see Section 5) in the following way: – A written request for the information should be addressed to the Commissioner of Police at the CRO; and – A copy of the individual's passport and a letter authorising the High Commission to request the issuance of a certificate on behalf of an individual should also be provided. • The High Commission sends the letter to the CRO together with: • An authenticated copy of the individual's passport; • Details of all current and previous addresses in Malta; • Date and place of birth; • Father's name; and • Mother's name and maiden surname. – The certificate will be returned by registered post to the Maltese High Commission in the UK and the individual collects the certificate upon presentation of their passport.
7	**Who can apply**	• Individuals; • UK prospective employers; or • Third party (with written consent).
8	**Cost, payment and turnaround**	The cost is €2.50. Payment can be made by: • Cash – when collected in person; or • Cheque – when applying by email/fax. Turnaround time is up to 3 weeks from receipt of the application. There is no system in place for fast-track disclosure.
9	**How results are presented and security features**	Certificates are issued in hard copy only. The individual or third party is required to collect the results from the CRO. Applications filed overseas will be returned by registered post. The following information is provided on the certificate: • Name of individual; • ID card number (Maltese or relevant national ID card for non-citizens of Malta); • Father's name; • Date of birth; • Individual's address; and • Each certificate will contain information which provides: – A declaration that the individual is "of good conduct"; or – Details of convictions registered against the individual's name.

		Certificates are issued on official paper with the following security features: • Watermark of the Malta Police; • CRO stamp; • Date of issue; • Signature of issuing police officer; and • Signature of the Commissioner of Police.
10	**Languages**	Certificates are issued in English and Maltese.
11	**Criminal convictions listed on certificate**	The following major categories for conviction exist in Malta: • Violence against the person (*Delitti kontra il-persuna*); • Sexual offences (*Delitti kontra l-umanità)*; • Burglary, robbery, theft and handling of stolen goods (*serq*); • Fraud and forgery (*Delitti kontra l-Fiducja Pubblika*); • Criminal damage (*Delitti kontra s-Sigurtà Pubblika u fuq Hsarat fil-Proprjetà*); • Drug offences (*Ordinanza Dwar Il-Medicini Perikoluzi*); and • Motoring offences (*Ordinanza Dwar ir-Regolamenti Tat-Traffiku*). There are various guidelines under which details of a conviction may officially be held by the Criminal Records Office according to the length of a sentence. The maximum period for which a sentence can remain on record is 10 years. In certain circumstances, individuals can apply to have convictions removed from their record.
12	**Confirming authenticity**	Authenticity can be confirmed by: Ministry of Foreign Affairs, Palazzo Parisio, Merchants Street, Valetta CMR 02, Malta. Cost – approximately €25. Turnaround time – up to 5 days.
13	**Official bodies providing advice on interpretation of criminal records**	Guidance is issued by the Maltese Police in accordance with Conduct Certificates Ordinance, Chapter 77.
14	**Legislation**	Conduct Certificates Ordinance, Chapter 77 of the Laws of Malta
15	**Pending changes**	None

16	**Sources of information**	CPNI Guidance Document 2009 Malta Police Force: **www.police.gov.mt**

17	**Sample documents**	None available

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Mexico

How to obtain a criminal record check - detailed guidance

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

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

Cost $130 MXN

Certificate issued in Spanish

Turnaround 10 working days plus postage

Mexico

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1	**Name of certificate**	Certificado de Datos Registrales
2	**Department responsible for criminal records**	Procuraduría General de la República (PGR)
3	**Where to apply in country**	Procuraduría General de la República (PGR), AV.Paseo de la Reforma #211–213, Col. Cuauhtémoc, Deleg. Cuauhtémoc, Distrito Federal CP. 06500, Mexico. Web: **www.pgr.gob.mx** There are different PGR offices for each state. A list can be found at: **www.pgr.gob.mx/Vinculacion%20Ciudadana/Directorio%20Delegaciones/directorio%20delegaciones.asp**
4	**How to apply in country**	Applications can be made in person only to PGR offices (see contact details in Section 3). The individual must supply the following documents: • A letter from their Embassy requesting the document. If the applicant is a British national, the letter must be issued by the British Embassy in Mexico; • Passport; • Proof of address (if the document is not in Spanish, it must be translated by an official translator); • A valid visa (if the applicant is a foreign national); • Birth certificate (if the document is not in Spanish, it must be translated by an official translator); and • Two passport-size photographs: one front and one right profile photo. For further details, please visit: **www.pgr.gob.mx/Servicios/Constancia/antecedentes%20registrales.asp**
5	**Where to apply in the UK**	Applications are made to the address in Section 3. Documents (see Section 6) must be obtained from: Mexican Embassy to the United Kingdom, 16 St George Street, London W1S 1FD Tel: +44 (0) 20 7907 9442 Fax: +44 (0) 20 7495 4035 Email: **consulmexuk@sre.gob.mx** Web: **http://embamex.sre.gob.mx/reinounido/index.php/en**

6	**How to apply in the UK**	Applications must be made in Mexico; however, individuals from the UK can have a third party apply in Mexico on their behalf. In this situation, the individual must take the following to the Consulate Department of the Mexican Embassy (see contact details in Section 5): • Power of attorney signed before two witnesses, authorising someone to apply on their behalf, this can be downloaded at the following website: **http://consulmex.sre.gob.mx/reinounido/images/stories/pdf/Formato_carta_poder.pdf**); • Passport; • Valid visa (if the applicant is a foreign national); • Proof of address (if the document is not in Spanish, it must be translated by an official translator); • Birth certificate (if the document is not in Spanish, it must be translated by an official translator); and • Two passport-size photographs: one front and one right profile photo. The Consulate Department will supply: • Two sets of fingerprints taken by the Consulate at the Mexican Embassy. • A letter issue by the Mexican Consulate (free of charge, issued in one working day). Which must be sent to the third party making the application in Mexico together with: • The power of attorney (the applicant must supply photocopies of the official identification of the two witnesses); • Copy of passport; • Copy of visa; • Proof of address (if the document is not in Spanish, it must be translated by an official translator); • Birth certificate (if the document is not in Spanish, it must be translated by an official translator); • Two passport-size photograph: one front and one right profile photo. For further details visit: **www.pgr.gob.mx/Servicios/Constancia/antecedentes%20registrales.asp**
7	**Who can apply**	**In Mexico** • Individual; or • Third party (with a power of attorney). **In UK** The individual must go to the Mexican Embassy and then a third party can apply on their behalf in Mexico.

8	**Cost, payment and turnaround**	**Cost of certificate** The fee for the certificate is $130 MXN (Mexican pesos) **Payment** **From Mexico** • Made through banks under the e5cinco scheme; • Electronic bank transfer with the reference: DPA reference: 624001153. **From UK** • As above; or • At the Consulate: – In cash; or – Postal order (payable to the "Mexican Consulate"). – NB Payment of consular fees made in £GBP (at the current rate of exchange). **Turnaround** The PGR takes 10 working days to issue the certificate. Allow additional time for postage to/from the UK. There is no fast-track service.
9	**How results are presented and security features**	The certificate contains the name of the individual and has an official stamp. The certificate shows if the individual has been the subject of any police investigation and also shows if the individual has been charged or convicted of any offence and if the individual has served any prison sentence.
10	**Languages**	The criminal record certificate is available in Spanish only. There is no official translation service.
11	**Criminal convictions listed on certificate**	The certificate shows if the individual has been the subject of any police investigation and also shows if the individual has been charged or convicted of any offence and if the individual has served a prison sentence.

12	**Confirming authenticity**	The certificate can be authenticated by an Apostille at: The Secretaria de Gobernación Calle Río Amazonas # 62, Planta Baja, Del. Cuauhtémoc, Col. Cuauhtémoc, C. P. 06500, México. Tel: +52 (0) 55 5093 3218 or +52 (0) 55 5093 3222 Web: **www.dicoppu.segob.gob.mx/es/DICOPPU/home** **Cost** $618 MXN (Mexican pesos) **Payment** Via bank – cash/cheque/bank transfer
13	**Official bodies providing advice on interpretation of criminal records**	None
14	**Legislation**	Law on Transparency and Access to Public Information of the State of Mexico and Municipalities Code and Municipal Mexico State
15	**Pending changes**	None
16	**Sources of information**	Embassy of Mexico PGR website: **www.pgr.gob.mx**

17	**Sample documents**	None available

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Moldova

How to obtain a criminal record check - detailed guidance

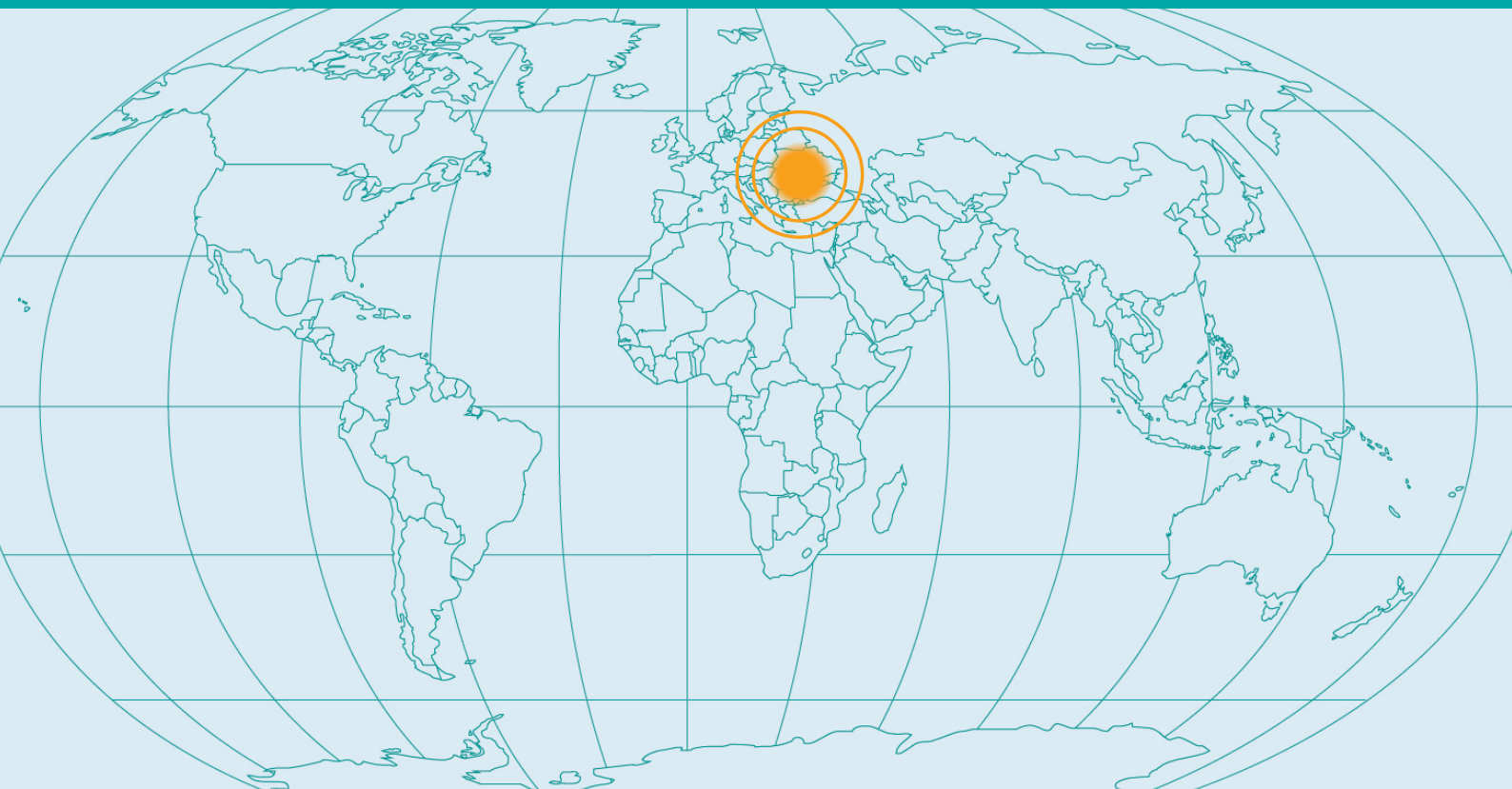
Individual/third party (with written consent) applies in person and online (Moldovan citizens only) to Ministry of Internal Affairs/Local police authorities

Applications from UK in person to Embassy via third party in country/ online for Moldovan citizens

Cost 30 MDL/60 MDL for fast-track/Embassy varies

Certificate issued in Moldovan/ Russian

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



Moldova

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1	**Name of certificate**	Juridical Record (*Cazier Judiciar*)
2	**Department responsible for criminal records**	Ministry of Internal Affairs – Department of Information and Operational Records
3	**Where to apply in country**	Ministry of Internal Affairs, Department of Information and Operational Records, 3 Iacob Hincu Street, Chisinau, Moldova. Tel: +373 (0) 22 255 155 Fax: +373 (0) 22 224 546 Web: **www.mai.gov.md** Applications can also be made through local Moldovan police authorities.
4	**How to apply in country**	Applications are accepted online or in person. Non-Moldovan citizens can only apply in person. **In person** Applications should be made in the following ways: • For 1-day service (see additional cost in Section 8) – the Department of Information Operational Records (see contact details in Section 3); and • For 5-day service – any local police department. A sample application form can be found in Section 17. The form requires the following details: • The individual's full name; • The individual's date and place of birth; and • The individual's registered address. Nationals of Moldova must present their ID card. Non-nationals must present their passport. **Online** The application can be made at: **www.servicii.gov.md/ServiceDetails.aspx?id=b60f9e3e-8405-4535-aeba-015b54423588** (choose the option "Solicita serviciul"). The following details are required: • ID number; • Type of request (1 or 10 days); • Which language the certificate should be presented in (Romanian or Russian); • The regional police department that should issue the criminal record. The applicant must present an ID card or a valid passport before receiving the document.

5	**Where to apply in the UK**	• Online at: **www.servicii.gov.md/ServiceDetails.aspx?id=b60f9e3e-8405-4535-aeba-015b54423588** (Moldovan citizens only). • In person : – Through a third party in Moldova at the address in Section 3; or – At: Embassy of the Republic of Moldova, 5 Dolphin Square, Edensor Road, London, W4 2ST Tel: +44 (0) 20 8995 6818 Email: **mail@moldovanembassy.org.uk**
6	**How to apply in the UK**	Moldovan citizens can apply: • Online (see contact details in Section 5); or • In person at the Embassy (see Section 5). The process for both methods is the same as that from Moldova (see Section 4).
7	**Who can apply**	• Individuals; and • Third parties (with consent).
8	**Cost, payment and turnaround**	**Cost** • The cost of obtaining a Juridical Record is 30 MDL. • If the certificate is required urgently, i.e. within one working day, the fee is 60 MDL. • The Moldovan Embassy in the UK will advise on prices for applications submitted through it. **Payment** Payments can be made: • By bank transfer in Moldovan currency. The authorised banks are Victoriabank and Banca de Economii; or • At QIWI payment terminals: **www.qiwi.md** The Moldovan Embassy in the UK will advise on methods of payment for applications submitted through them. **Turnaround** • The turnaround time is up 10 days. • The fast-track service turnaround is 1 day if the fee has been paid. • The Moldovan Embassy in the UK will advise on turnaround times for applications submitted through it.

9	**How results are presented and security features**	A Juridical Record will only be issued in hard copy for collection in person. A Juridical Record will contain the following information: • The individual's full name; • Date of birth; • Place of birth; • A statement that the individual has no criminal convictions or a list of all spent and unspent convictions; and • Information if the individual has been subjected to criminal proceedings or investigated. Moldovan Juridical Records contain the following security features including: • The phrase "Ministry of Internal Affairs of the Republic of Moldova" in Moldovan and Russian; and • A unique code and serial number.
10	**Languages**	The certificate is available in Moldovan and Russian. There is no official translation service available.
11	**Criminal convictions listed on certificate**	Categories of criminal conviction in Moldova are: • Violence against the person (*infracțiuni contra vieții şi sănătății persoanei*); • Sexual offences (*Infracțiunile privind viața sexuală*); • Burglary and theft (*Furtul*); • Robbery (*Jaful*); • Forgery (*Fabricarea sau punerea în circulație a banilor falşi sau a titlurilor de valoare false*); • Drug offences (*Circulația ilegală a substanțelor narcotice, psihotrope sau a analoagelor lor fără scop de înstrăinare*); and • Motoring offences (*Infracțiuni în domeniul transporturilor*). Other categories of offence include: against peace and safety; war; against personal freedom, honour and dignity; against political, labour and other constitutional rights of individuals. Under Moldovan legislation, individuals are considered not to have criminal convictions in the following cases: • If they are exonerated from criminal liability following an amnesty; • If they were sentenced to probation and did not commit a crime within the probation period; • After serving non-custodial sentences; • After 2 years of serving the custodial sentence if convicted of non-serious crimes; • After 6 to 10 years of serving the custodial sentence if convicted for serious crimes (depending on the gravity of the offence).

12	**Confirming authenticity**	The Ministry of Justice of Moldova can issue an Apostille confirming the authenticity of a criminal record. For details contact: The Ministry of Foreign Affairs and European Integration, 31 August 1989, 80 Street / 80, Mateevici Street, MD - 2012 Chisinau, Moldova. Tel: +373 (0) 22 201 040/ +373 (0) 22 201 041 Fax: +373 (0) 22 232 225 Email: **consdep@mfa.md** or **dac@mfa.md** Web: **http://www.mfa.gov.md/legalization-documents-en/** The Embassy of Moldova in London can confirm the authenticity of a Juridical Record if presented with one. **Costs** • 150 MDL – issued within 1 hour; • 130 MDL – issued within 1 day; • 100 MDL – issued within 5 days. **Turnaround time** – from 1 hour to 5 days.
13	**Official bodies providing advice on interpretation of criminal records**	Dissemination of criminal records data in Moldova is controlled by the Ministry of Internal Affairs.
14	**Legislation**	Cu privire la aprobarea Instrucțiunii privind eliberarea certificatelor de cazier judiciar şi altor certificate de către Direcția informații şi evidențe operative (Monitorul Oficial 177-180/1061 din 24.08.2012)
15	**Pending changes**	None
16	**Sources of information**	Ministry of Interior website: **www.mai.gov.md** CPNI guidance document 2009 In-country legal resource

17	Sample documents

Sample application form

Direcția informații și evidențe operative a MAI
Управление информации и оперативного учёта МВД

de la (nume)_____
от (фамилия)

(prenume) _____
(имя)

(patronimic) _____
(отчество)

Născut (ă) la -_____-_____-_____-
Родившийся (аяся) zi luna anul
число месяц год рождения

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

_____

_____

Domiciliu (conform datelor din buletinul de identitate):
Проживающий (ая) (согласно данным удостоверения личности):

_____

_____

_____

CERERE
ЗАЯВЛЕНИЕ

Rog eliberarea cazierului judiciar în limba moldovenească.
Прошу выдать справку об отсутствии судимости на русском языке.

„___"_____200___ **Semnătura** _____
Подпись

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SECURITY WATCHDOG
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Montenegro

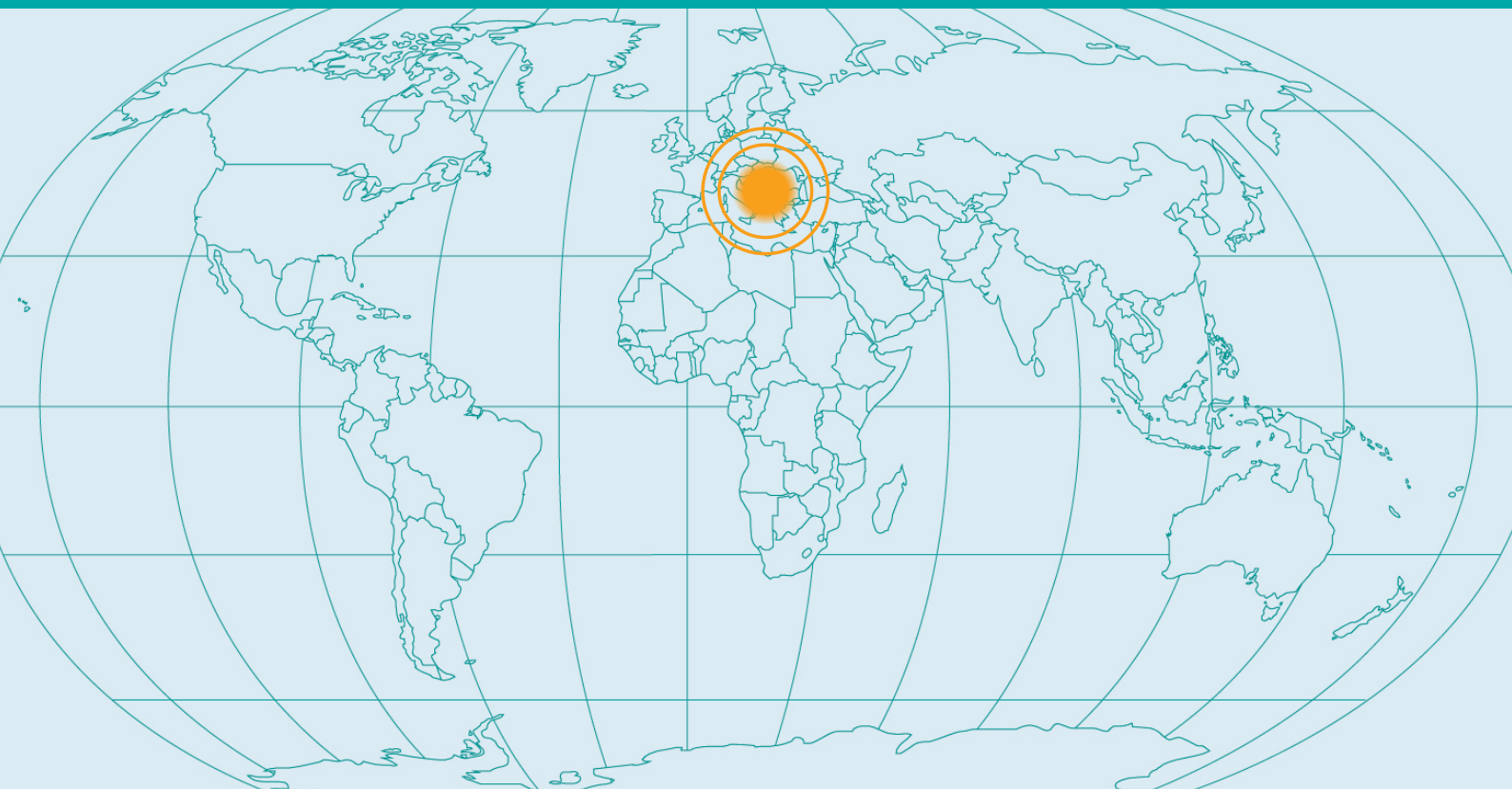
How to obtain a criminal record check - detailed guidance

Individual applies in person/third party (in limited circumstances) to local police station

Cost €5

Certificate issued in Montenegrin

Turnaround instant in country



Montenegro

1 Name of certificate

2 Department responsible for criminal records

3 Where to apply in country

4 How to apply in country

5 Where to apply in the UK

6 How to apply in the UK

7 Who can apply

8 Cost, payment and turnaround

9 How results are presented and security features

10 Languages

11 Criminal convictions listed on certificate

12 Confirming authenticity

13 Official bodies providing advice on interpretation of criminal records

14 Legislation

15 Pending changes

16 Sources of information

17 Sample documents

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1	**Name of certificate**	Certificate of Criminal Records (*Uvjerenje iz kaznene evidencije*)
2	**Department responsible for criminal records**	There is no central repository of criminal records; records are held locally.
3	**Where to apply in country**	Local police stations. Contact details can be found at: **www.mup.gov.me**
4	**How to apply in country**	Individuals apply in person at a local police station (see contact details in Section 3). There is no specific form and a free form signed letter is acceptable. The individual must present their ID card and proof of payment.
5	**Where to apply in the UK**	Applications are made at the same location as those from Montenegro (see Section 3).
6	**How to apply in the UK**	The application process is the same as that from Montenegro (see Section 4).
7	**Who can apply**	• Individuals; and • Third parties – at the discretion of the police department (with power of attorney and a copy of the individual's ID card).
8	**Cost, payment and turnaround**	**Cost** The fee for obtaining a Certificate of Criminal Records is €5. **Payment** The applicant transfers the payment into the police station's bank account and presents the payment slip with the application form. Account details can be obtained from the relevant police department. **Turnaround** There is no specific turnaround time; however, the certificate is normally issued immediately upon application.
9	**How results are presented and security features**	The Certificate of Criminal Records is issued as a hard copy for collection. Criminal records in Montenegro contain the following details: • The individual's personal details; • Details of any convictions, suspended sentences or cautions; • The legal consequences of any convictions; • Spent convictions; and • If there are no convictions, a tick will be placed in the relevant box. The Certificate of Criminal Records will be stamped (in the bottom left-hand corner of the page) and signed by the issuing officer.

10	**Languages**	The certificate is issued only in Montenegrin. There is no official translation service available.
11	**Criminal convictions listed on certificate**	Criminal convictions are removed if the individual is rehabilitated. This occurs when the individual: • Has been convicted and later released from criminal charges – 1 year after the individual has been cleared (if no further crime has been committed); • Has a suspended sentences – 1 year after the end of the probation period (if no further crime has been committed); • Has been sentenced to a fine, community service or imprisonment of up to 6 months – after 3 years; • Is sentenced to imprisonment of up to 1 year – after 5 years; • Has been sentenced to imprisonment of between 1 and 2 years and does not commit another crime within 5 years of serving the sentence; or • Has been sentenced to imprisonment of up to 3 years and has not committed another crime for the 8 years following the sentence. If rehabilitation does not apply, the information remains on the individual's criminal record for life.
12	**Confirming authenticity**	This country has joined the *Hague Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents*. This enables criminal record checks to be authenticated by means of an Apostille. For further information on how to obtain an Apostille from this country, please see: **www.hcch.net/index_en.php?act=authorities.details&aid=742**.
13	**Official bodies providing advice on interpretation of criminal records**	None
14	**Legislation**	Criminal Code of Montenegro
15	**Pending changes**	None
16	**Sources of information**	Embassy of Montenegro CPNI Guidance Document 2009 Hague Conference on Private International Law at: **www.hcch.net**

17	**Sample documents**	None available

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SECURITY WATCHDOG
Part of Capita plc

Netherlands

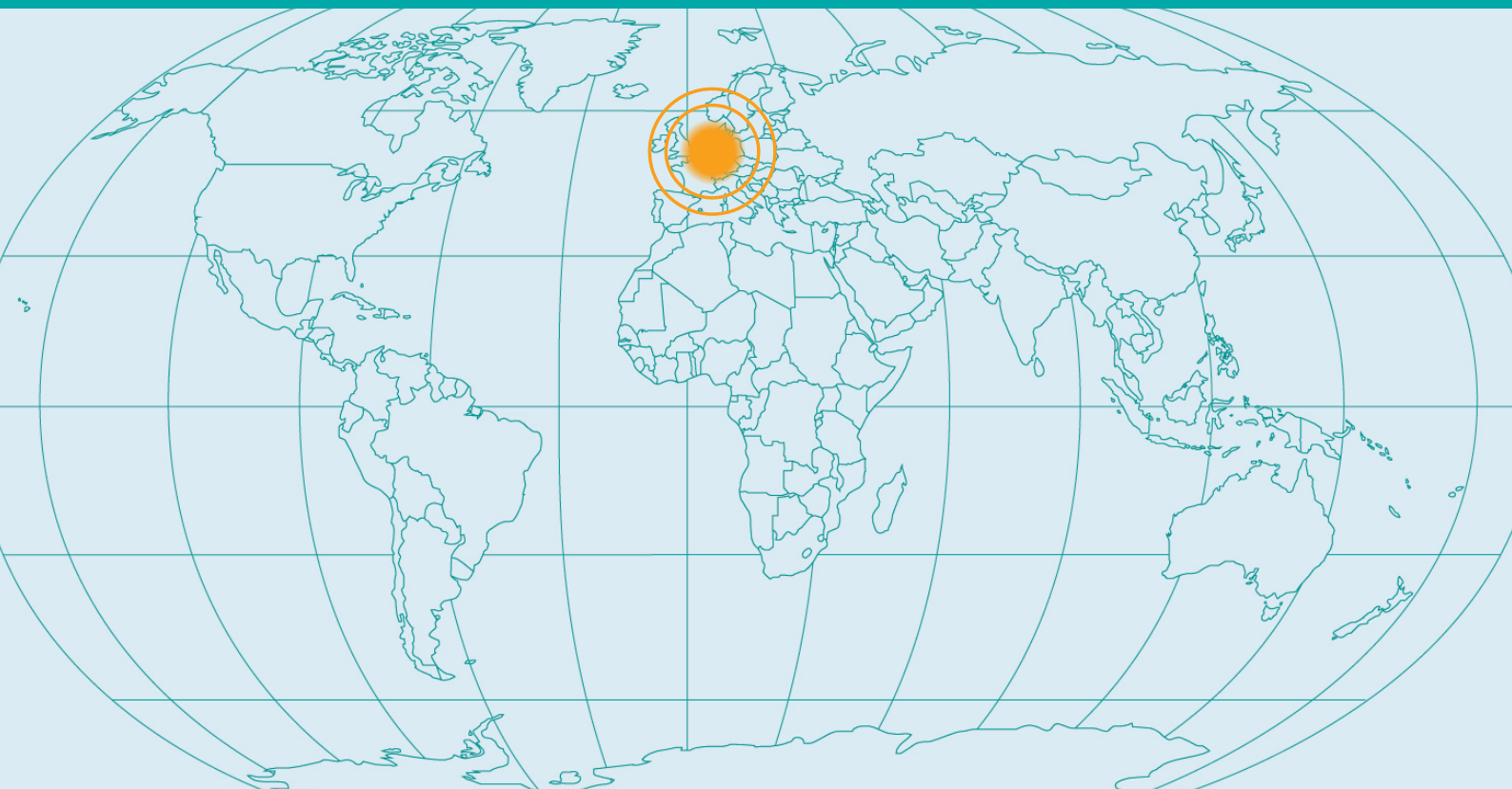
How to obtain a criminal record check - detailed guidance

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

Cost €30.05

Certificate issued in Dutch and English

Turnaround 4–8 weeks/Fast-track 10 days



Netherlands

1 Name of certificate

2 Department responsible for criminal records

3 Where to apply in country

4 How to apply in country

5 Where to apply in the UK

6 How to apply in the UK

7 Who can apply

8 Cost, payment and turnaround

9 How results are presented and security features

10 Languages

11 Criminal convictions listed on certificate

12 Confirming authenticity

13 Official bodies providing advice on interpretation of criminal records

14 Legislation

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16 Sources of information

17 Sample documents

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1	**Name of certificate**	Certificate of Good Conduct – (*Verklaring Omtrent het Gedrag*) (VOG).
2	**Department responsible for criminal records**	Central Organisation for Certificates of Good Conduct (COVOG) at the Ministry of Justice.
3	**Where to apply in country**	The correct jurisdictional authority to contact for obtaining a criminal record certificate is the Population Affairs Department (Burgerzaken/Publiekszaken) of the municipality where the individual is registered in the Municipal Personal Records Database (GBA). If the individual is not registered then they may apply directly to COVOG at: COVOG, Postbus 16115, 2500 BC Den Haag, The Netherlands. Tele: +31 (0)70 370 7234 Email: **frontdesk.justis@minjus.nl** Web: **www.justis.nl/producten/vog/**
4	**How to apply in country**	**Via the Municipality/COVOG** An individual can apply for a VOG at the Population Affairs Department (*Burgerzaken/Publiekszaken*) of the municipality where they are registered in the Municipal Personal Records Database (GBA). If the individual is not registered in the GBA (usually Dutch nationals who left the Netherlands over 12 years ago and foreign nationals who once resided in the Netherlands), they should apply directly to COVOG (See Section 3) for the certificate. The fully completed application form, relevant fee, proof of payment and a clearly legible copy of the individual's identity document must be submitted either to the local office or to COVOG (address in Section 3) depending on the circumstances. Dutch nationals residing outside the Netherlands must state the date on which they left the country. The application can be submitted in person or by post. **Online** Only prospective employers can apply online. The employer's business must be registered with eRecognition (**www.eherkenning.nl/**) a means by which companies and organisations can be identified online and log on at **www.elovog.organisatie.dienstjustis.nl**

		In addition, the individual must: • Be registered as resident in the GBA of the municipality where they live; • Have a social security number; • Have a username and password for DigiD; • Have an internet connection and an email address; • Have a checking account with a bank that is affiliated with iDEAL (www.ideal.nl). The prospective employer prepares the application online. The individual will receive an email stating that they have been invited to apply for a VOG. There will be a link in the email to log in with DigiD through which they can complete the request. If an individual is not registered at the GBA or has no permanent place of residence, they must apply directly to COVOG. **Authorised third party** They must provide the following to apply: • a fully completed application form; • a letter of authorisation, also stating the address to which the certificate must be sent; • a copy of the individual's identity document (e.g. passport); • the authorised person's identity document; and • the certificate fee. An application form for an individual (VOG NP) can be found at: **www.justis.nl/Images/aanvraagformulier-vog-np-(01122013)_tcm123-418661.pdf** An application form in English can be found at: **www.justis.nl/Images/application-form-vog-np-(english)_tcm123-528606.pdf** (see Section 17 also).
5	**Where to apply in the UK**	By post to the Population Affairs Department or to COVOG (see Section 3)
6	**How to apply in the UK**	Applications can be made via post as detailed in Section 4.
7	**Who can apply**	• Individuals; • Employer and individual together; and • Authorised third parties.

8	**Cost, payment and turnaround**	**Cost** **In person/by post** The cost of obtaining a criminal record certificate is €30.05, to be paid on submission of the application form. If the individual applies directly to COVOG, the fee should be paid into: Account No. 56.99.90.971 Ministry of Justice/Justis/COVOG The Hague (stating the name of the individual) For money transfers from abroad, the IBAN is NL47RBOS0569990971 and the BIC (SWIFT) code is RBOSNL2A, The Royal Bank of Scotland, Amsterdam. **Online** The cost is €24.55 if the application is made online, but payment must be made through iDEAL. **Turnaround** The turnaround time is 4–8 weeks from receipt of an application. **Fast-track** An urgent VOG NP can be submitted for work abroad. If Justis approve the application, the individual will receive the VOG within 10 days, provided that no offences in the Criminal Records System are found. It must be stated on the application if the individual wishes to use this service. An application will only be dealt with urgently when no relevant judicial information is found. There is no additional fee for this service.
9	**How results are presented and security features**	**Results** If the individual has no criminal record, the certificate will be issued. If the individual has a criminal record, the authorities will decide whether the offences in question are relevant to the application. For example, offences that would present difficulties for someone applying for a teaching job may not be relevant to an accountant. If the application is refused, the individual will receive written notification stating the reasons for refusal. If the application was submitted electronically, the VOG will be sent to the address that was registered. If the VOG is needed at an address other than the “GBA address”, this must be stated on a paper application form. **Security features** • The certificate has the individual’s details and a background blue justice logo. • If copied, the text “copy” will appear on the certificate.

		• The paper has a characteristic wavy watermark. The watermark is clearly visible; there are diagonal meandering lines when the paper is held up to the light. • Under a UV lamp, small paper fibres in the paper and the logo at the bottom right will fluoresce. Furthermore, the number in the upper right hard corner will fluoresce blue. To check the authenticity of a VOG there are a number of characteristics listed on the back. It is the task of the organisation to make sure someone is in possession of an authentic VOG. A sample of a VOG can be found in Section 17.
10	**Languages**	The VOG is provided in Dutch and English.
11	**Criminal convictions listed on certificate**	Every category of conviction is listed on a criminal record certificate if it is deemed appropriate (see Section 9). A conviction is never removed from a criminal record.
12	**Confirming authenticity**	*De Justitiële Informatiedienst* located in Almelo, The Netherlands, can confirm authenticity; however, a cost and turnaround time has not been disclosed. Certificate security features can be found in Section 9 and Section 17 also.
13	**Official bodies providing advice on interpretation of criminal records**	None available
14	**Legislation**	The Judicial Data and Criminal Records Act, November 2002, contains provisions concerning the issue of Certificates of Good Conduct.
15	**Pending changes**	None
16	**Sources of information**	**www.justice.nl** Klantadviseur Klantcontactcentrum, Dienst Justis, Justitiële uitvoeringsdienst Toetsing, Integriteit en Screening

17	Sample documents

Application form

Application form
Certificate of Conduct for Natural Persons (VOG NP)

1 To be completed by the applicant

1.1 Applicant's details

1.2 Applicant's signature

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

2.1 Details of organisation/body

2.2 Purpose of the application

2.3 Specific screening profile

2.4 General screening profile

Information

Money

Goods

Services

Business transactions

Processes

Management

Persons

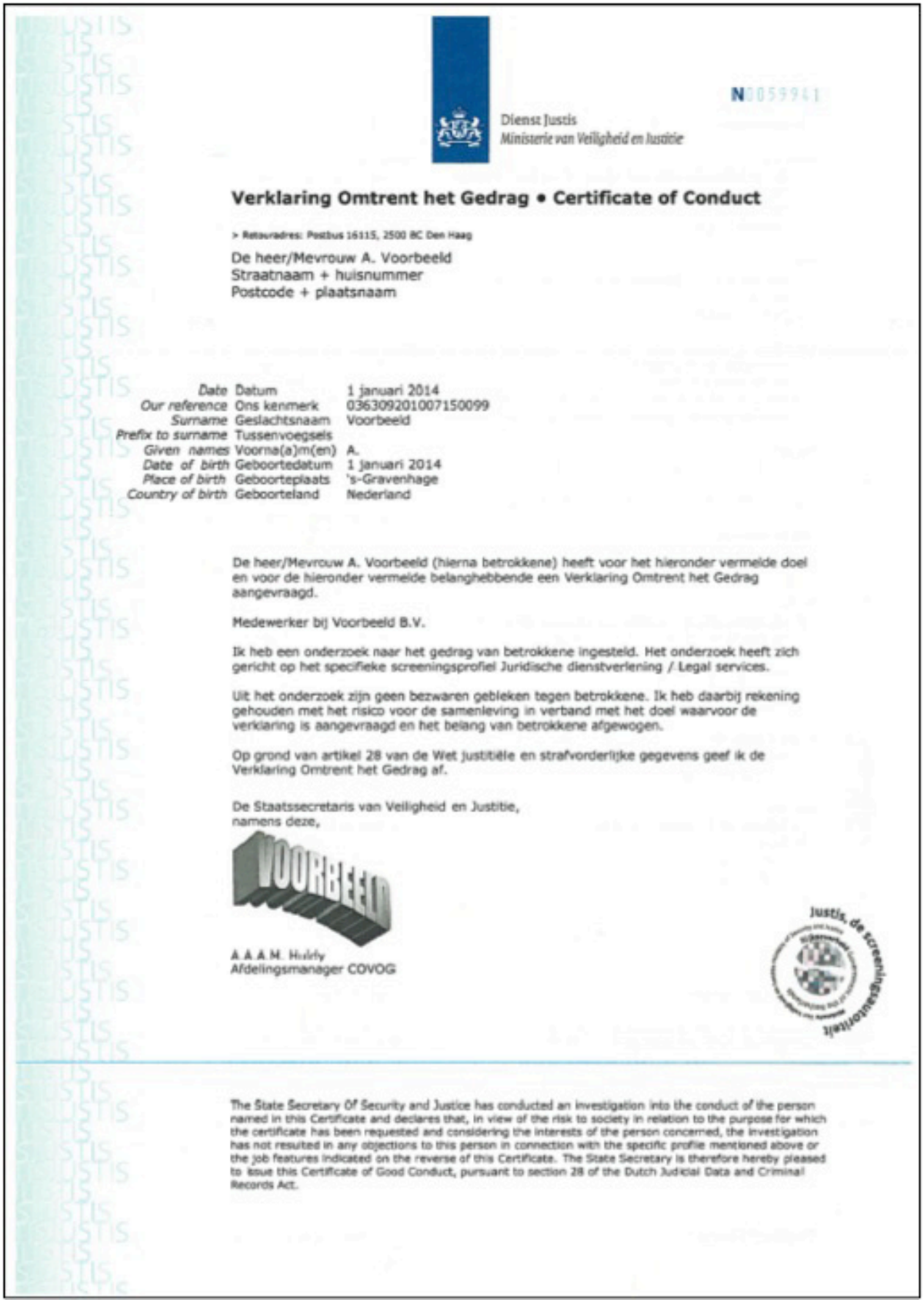
2.5 Special circumstances

2.6 Signature on behalf of the organisation/body

3. To be completed by the municipality

Explanatory notes

Sample Certificate



N059941

Dienst Justis
Ministerie van Veiligheid en Justitie

Verklaring Omtrent het Gedrag • Certificate of Conduct

> Retouradres: Postbus 16115, 2500 BC Den Haag

De heer/Mevrouw A. Voorbeeld
Straatnaam + huisnummer
Postcode + plaatsnaam

Date	Datum	1 januari 2014
Our reference	Ons kenmerk	036309201007150099
Surname	Geslachtsnaam	Voorbeeld
Prefix to surname	Tussenvoegsels	
Given names	Voorna(a)m(en)	A.
Date of birth	Geboortedatum	1 januari 2014
Place of birth	Geboorteplaats	's-Gravenhage
Country of birth	Geboorteland	Nederland

De heer/Mevrouw A. Voorbeeld (hierna betrokkene) heeft voor het hieronder vermelde doel en voor de hieronder vermelde belanghebbende een Verklaring Omtrent het Gedrag aangevraagd.

Medewerker bij Voorbeeld B.V.

Ik heb een onderzoek naar het gedrag van betrokkene ingesteld. Het onderzoek heeft zich gericht op het specifieke screeningsprofiel Juridische dienstverlening / Legal services.

Uit het onderzoek zijn geen bezwaren gebleken tegen betrokkene. Ik heb daarbij rekening gehouden met het risico voor de samenleving in verband met het doel waarvoor de verklaring is aangevraagd en het belang van betrokkene afgewogen.

Op grond van artikel 28 van de Wet justitiële en strafvorderlijke gegevens geef ik de Verklaring Omtrent het Gedrag af.

De Staatssecretaris van Veiligheid en Justitie,
namens deze,

VOORBEELD

A.A.A.M. Huibly
Afdelingsmanager COVOG

Justis, de screeningsautoriteit

The State Secretary Of Security and Justice has conducted an investigation into the conduct of the person named in this Certificate and declares that, in view of the risk to society in relation to the purpose for which the certificate has been requested and considering the interests of the person concerned, the investigation has not resulted in any objections to this person in connection with the specific profile mentioned above or the job features indicated on the reverse of this Certificate. The State Secretary is therefore hereby pleased to issue this Certificate of Good Conduct, pursuant to section 28 of the Dutch Judicial Data and Criminal Records Act.

Functieaspecten:

Informatie
- 11 Bevoegdheid hebben tot het raadplegen en/of bewerken van systemen
- 12 Met gevoelige/vertrouwelijke informatie omgaan
- 13 Kennis dragen van veiligheidssystemen, controlemechanismen en verificatieprocessen

Geld
- 21 Met contante en/of girale gelden en/of (digitale) waardepapieren omgaan
- 22 Budgetbevoegdheid hebben

Goederen
- 36 Het bewaken van productieprocessen
- 37 Het beschikken over goederen
- 38 Het voorhanden hebben van stoffen, objecten en voorwerpen e.d., die bij oneigenlijk of onjuist gebruik een risico vormen voor mensen (en dier)

Diensten
- 41 Het verlenen van dienstenjadvies, bevelliging, schoonmaak, catering, onderhoud etc)
- 43 Het verlenen van diensten in de persoonlijke leefomgeving

Zakelijke transacties
- 53 Het beslissen over offertes (het voeren van onderhandelingen en het afsluiten van contracten) en het doen van aanbestedingen

Proces
- 61 Het onderhouden/ombouwen/bedienen van (productie)machines en/of apparaten, voertuigen en/of luchtvaartuigen
- 62 (Rijdend) vervoer waarbij goederen, producten, post en pakketten worden getransporteerd en/of bezorgd, anders dan het intern transport binnen een bedrijf
- 63 (Rijdend) vervoer waarbij personen worden vervoerd

Aansturen organisatie
- 71 Personen die vanuit hun functie mensen en/of een organisatie (of een deel daarvan) aansturen

Personen
- 84 Belast zijn met de zorg voor minderjarigen
- 85 Belast zijn met de zorg voor (hulpbehoevende) personen, zoals ouderen en gehandicapten
- 86 Kinderopvang

Job features:

Information
- 11 Being authorised to consult and/or process data in computer systems
- 12 Handling sensitive/confidential information
- 13 Having knowledge of security systems, control mechanisms and verification processes

Money
- 21 Handling cash, transferable money and/or (digital) securities
- 22 Having budgetary authority

Goods
- 36 Monitoring production processes
- 37 Having access to goods
- 38 Having access to materials, property, objects etc. that, if used inappropriately or incorrectly, pose a risk to people and/or animals

Services
- 41 Providing services (advice, security, cleaning, catering, maintenance, etc.)
- 43 Services in individual living environment

Business transactions
- 53 Making decisions on offers (conducting negotiations and concluding contracts) and awarding contracts

Processes
- 61 Maintaining/converting/operating production or other machinery and/or devices, vehicles and/or aircraft
- 62 Transporting and/or delivering goods, post and packages otherwise than via an in-company transport system
- 63 Transporting passengers

Management
- 71 Managing people and/or (part of) an organisation

Persons
- 84 Being responsible for the care of minors
- 85 Being responsible for the care of persons requiring assistance such as the aged and the disabled
- 86 Childcare

Echtheidskenmerken

Aan de hand van de volgende kenmerken kunt u beoordelen of u een originele Verklaring Omtrent het gedrag in handen heeft:
- Het papier is voorzien van een raster en het blauwe rijkslogo.
- Het papier bevat een karakteristiek golvend watermerk.
- Onder een UV-lamp blijft het papier donker en lichten kleine vezels in het papier en een beeldmerk rechtsonder op.
- Onder een UV-lamp verandert het blauwe nummer in de rechterbovenhoek van kleur.
- In het papier is een hologram zichtbaar.

Meer informatie? www.justis.nl

Authenticity features

You can assess whether you have been presented with an original Certificate of Conduct by checking whether:
- the paper bears a grid pattern and the blue Dutch government logo;
- the paper contains a unique wavy watermark;
- under a UV lamp, the paper remains dark and small fibres and an emblem in the paper light up in the bottom right corner;
- under a UV lamp, the blue number in the top right corner changes colour;
- a hologram is visible in the paper.

For more information, go to www.justis.nl.

CPNI
Centre for the Protection of National Infrastructure

SECURITY WATCHDOG
Part of Capita plc

New Zealand

How to obtain a criminal record check - detailed guidance

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

No cost

Certificate issued in English

Turnaround 5–20 working days

New Zealand

1 Name of certificate

2 Department responsible for criminal records

3 Where to apply in country

4 How to apply in country

5 Where to apply in the UK

6 How to apply in the UK

7 Who can apply

8 Cost, payment and turnaround

9 How results are presented and security features

10 Languages

11 Criminal convictions listed on certificate

12 Confirming authenticity

13 Official bodies providing advice on interpretation of criminal records

14 Legislation

15 Pending changes

16 Sources of information

17 Sample documents

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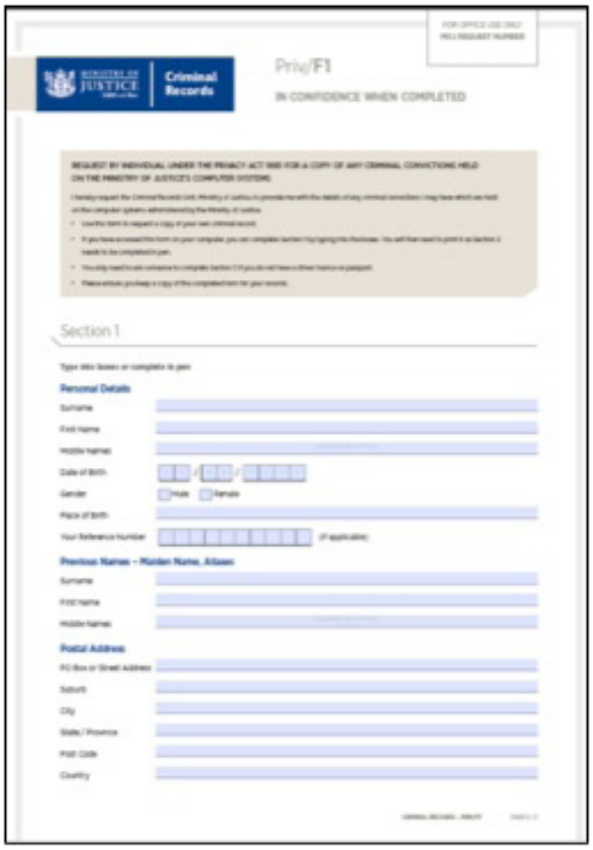
1	**Name of certificate**	Criminal Conviction Information Report
2	**Department responsible for criminal records**	Ministry of Justice (MoJ)
3	**Where to apply in country**	Criminal Records Unit, Ministry of Justice, SX 10161, Wellington, New Zealand. Tel: +64 (0)4 918 8800 Fax: +64 (0)4 918 8974 Email: **criminalrecord@justice.govt.nz** Web: **www.justice.govt.nz/services/criminal-records**
4	**How to apply in country**	**Individual** • The individual must complete the Priv/F1 application form which can be found online at **www.justice.govt.nz/services/criminal-records/forms/request-by-individual.pdf**. A sample can be viewed in Section 17. • This can be faxed, posted or emailed to the Criminal Records Unit. • A signed and current copy of the individual's driving licence or passport must be provided. **Authorised third party** • The individual and third party must complete the Priv/F2 application form which can be found online at **www.justice.govt.nz/services/criminal-records/forms/request-by-third-party.pdf**. A sample can be viewed in Section 17. • The application must then be posted to the Criminal Records Unit (see address in Section 3). • A signed and current copy of the individual's driving licence or passport must be provided.
5	**Where to apply in the UK**	Applications can be sent to the fax number or email address detailed in Section 3.
6	**How to apply in the UK**	The process for applying from the UK is the same as that in country as detailed in Section 4. However, the application can be faxed or sent by email by the individual or third party.
7	**Who can apply**	• Individuals; • Third parties with authorisation using a Priv/F2 form.

8	**Cost, payment and turnaround**	**Cost** There is no charge for applying for a criminal record certificate. **Turnaround** Approximately 5–10 working days (from the date a form is received) for Priv/F1 applications. Approximately 20 working days (from the date a form is received) for Priv/F2 applications.
9	**How results are presented and security features**	The reports are computer-generated and are black and white with an electronic signature. They are sent out by post. If there is no information held or none able to be released, the certificate will show: • Date (report printed). • Individual's address or third party address. • Heading (''Criminal Conviction Information held by Ministry of Justice as at dd/mm/yyyy''). • MoJ request number (currently 7 digits long).
10	**Languages**	The certificate is available in English only.
11	**Criminal convictions listed on certificate**	The conviction reports are not categorised. Convictions are not removed from an individual's record. However, the Criminal Records (Clean Slate) Act 2004 allows for convictions to be concealed if the individual's record meets all of the eligibility criteria and if the individual has requested this.
12	**Confirming authenticity**	The Department of Internal Affairs Authentication Unit can provide authentication. Further details can be found at **www.dia.govt.nz**
13	**Official bodies providing advice on interpretation of criminal records**	None available
14	**Legislation**	Privacy Act 1993 Criminal Records (Clean Slate) Act 2004
15	**Pending changes**	The application forms are currently being redesigned and charging may be introduced for third parties and a priority service. There is no current projected date for these changes.
16	**Sources of information**	Criminal Records Unit **www.justice.govt.nz**

17	Sample documents

Individual application form – Priv/F1



Priv/F1

IN CONFIDENCE WHEN COMPLETED

Section 1

Section 2

Section 3

Third Party Authorisation Form – Priv/F2

Priv/F2

Criminal Records Unit
Ministry of Justice
National Office
P O Box 2760
WELLINGTON

For Office Use Only

Ministry Request Number

REQUEST BY THIRD PARTY UNDER THE OFFICIAL INFORMATION ACT 1982 FOR A COPY OF AN INDIVIDUAL'S CRIMINAL CONVICTIONS HELD ON THE MINISTRY OF JUSTICE'S COMPUTER SYSTEMS

SECTION 1: SUBJECT'S AUTHORITY TO RELEASE INFORMATION TO A THIRD PARTY

I hereby authorise the Criminal Records Unit, Ministry of Justice, to release a copy of my personal information, to the undersigned Third Party, for the purpose of:

- Pre-employment vetting
- Insurance Claims vetting
- Other (specify)

Tick the report required:

- All convictions report
- Traffic Convictions Report

Signature of subject and date

X X

I wish to receive a copy of the information provided to the Third party. Yes / No

SECTION 2: THIRD PARTY DETAILS

Third Party Name Details

Full Name of Third Party

Full name and address of the person or agency the third party is acting for (if applicable)

Third Party Reference Number (if applicable)

Third Party Address Details

P.O. Box or Street Address

Suburb

City

State / Province

Post Code

Country

Signature of Third Party

X

The term "subject" refers to the person whose criminal convictions is being requested.

The term "third party" refers to the requestor or ultimate intended recipient, such as an employer, insurance company, credit agency or retiree.

The Ministry of Justice will process this request as soon as is reasonably practicable, and in any case no later than 20 working days from receipt of this application.

This application and associated letters and reports will be disposed of three months after processing the response.

Page 1 of 1

Form continues overleaf

SECTION 3: SUBJECT'S DETAILS (Please print in pen)

Priv/F2

Personal Details

Surname

First Name

Middle Names (separate by comma)

Date of Birth (DD/MM/YYYY)

Place of Birth

Gender (Male / Female)

Previous Names - Maiden Name, Aliases

Surname

First Name

Middle Names (separate by comma)

Postal Address

P.O. Box or Street Address

Suburb

City

State / Province

Post Code

Country

Current Residential Address

Street Address

Suburb

City

State / Province

Post Code

Country

Daytime Phone Number

Home Phone Number

Fax Number

Previous Two Residential Addresses

Street Address

Suburb

City

State / Province

Post Code

Country

Street Address

Suburb

City

State / Province

Post Code

Country

Page 2 of 3

Form continues overleaf

SECTION 3: SUBJECT'S DETAILS (continued)

Priv/F2

Subject's Identification

Please attach a photocopy of the subject's identification. The identification may be a Driver Licence OR if subject does not hold a driver licence, a Passport. If subject has neither, the subject will need to complete Section 4.

Driver Licence

Passport

SECTION 4: PROOF OF IDENTITY

ONLY TO BE COMPLETED IF SUBJECT DOES NOT HAVE A DRIVER LICENCE OR PASSPORT
Subject to ask someone who can confirm their identity to fill in this section

The person who identifies subject must:

- have known subject for more than 12 months
- be aged 18 years or over
- have a day time phone number
- not be a relative
- not live at the same address
- be contactable during normal business hours

Surname

First Name

Middle Names (separate by comma)

Street Address

Suburb

City

State / Province

Post Code

Country

Daytime Phone Number

Home Phone Number

Fax Number

I declare that I have personally known

Surname

First Name

Middle Names (separate by comma)

Signature of identifier

for years and vouch for his/her identity

X

If subject is unable to get someone to complete Section 4, they must complete a statutory declaration. The relevant form can be obtained from the local District Court or by contacting the Criminal Records Unit on 04 918 8800.

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CPNI
Centre for the Protection of National Infrastructure

SECURITY WATCHDOG
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Nigeria

How to obtain a criminal record check - detailed guidance

Individual/third party (with written consent) applies in person to The Registrar of Criminals

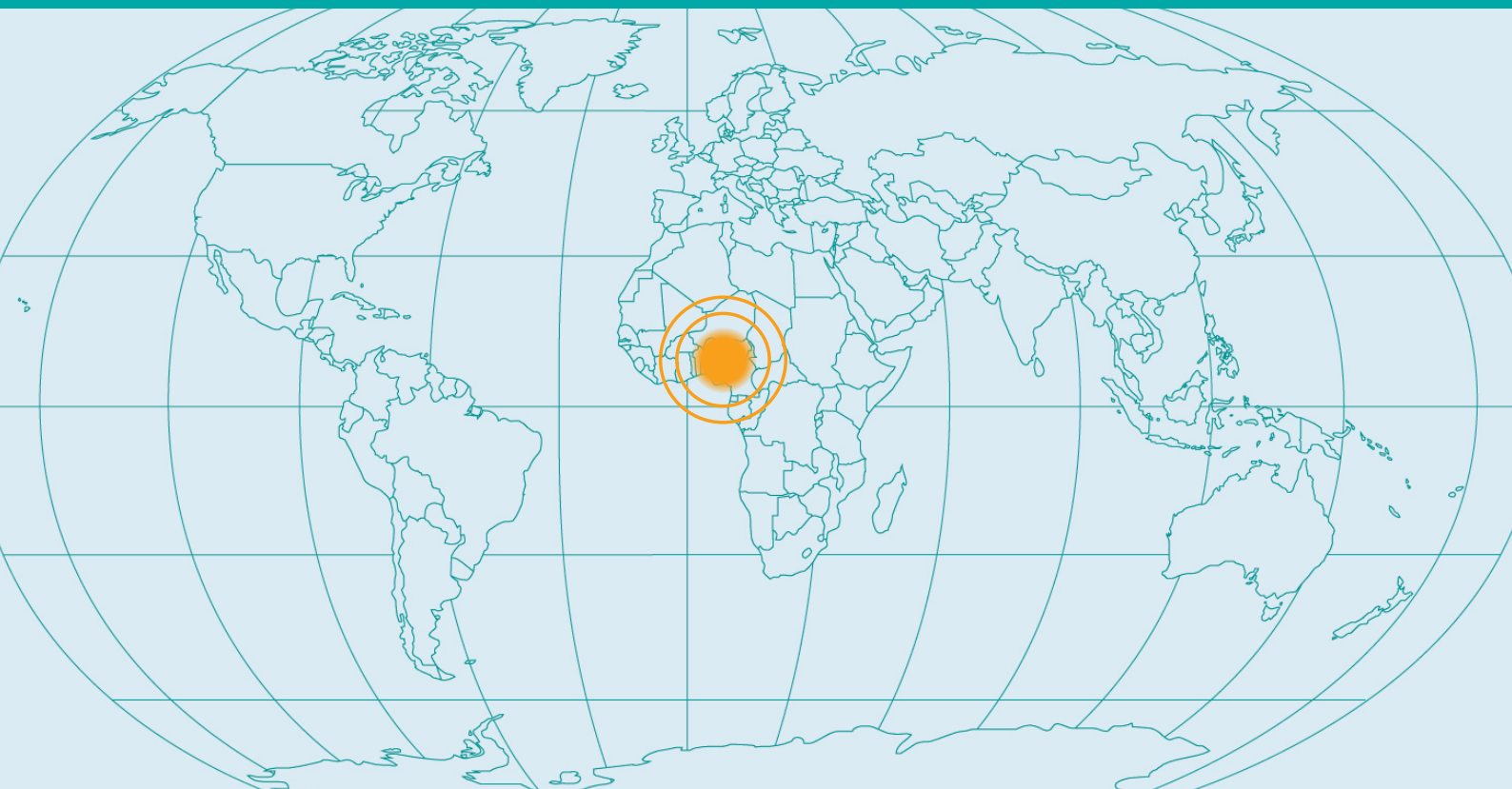
Applications cannot be made from the UK

Fingerprints required

Cost N1,500

Certificate issued in English

No official turnaround available



Nigeria

1 Name of certificate

2 Department responsible for criminal records

3 Where to apply in country

4 How to apply in country

5 Where to apply in the UK

6 How to apply in the UK

7 Who can apply

8 Cost, payment and turnaround

9 How results are presented and security features

10 Languages

11 Criminal convictions listed on certificate

12 Confirming authenticity

13 Official bodies providing advice on interpretation of criminal records

14 Legislation

15 Pending changes

16 Sources of information

17 Sample documents

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1	**Name of certificate**	Police Character Certificate (PCC)
2	**Department responsible for criminal records**	Central Criminal Registry (CCR) maintained by the Registrar of Criminals, which is a sub-unit of the Nigeria Police Force.
3	**Where to apply in country**	The Registrar of Criminals, The Nigeria Police Force, Attention: Central Criminal Registry, Federal Investigation and Intelligence Bureau, Alagbon Close, Ikoyi, Lagos, Nigeria. Web: **www.npf.gov.ng/**
4	**How to apply in country**	In person to the address in Section 3. **Individuals:** Individuals must provide: • An official application form (this is obtained and completed at the CCR and cannot be taken off site); • A reason for the request, such as a letter of employment, stating the offer is subject to a satisfactory police character report; • Fingerprints will be taken at the CCR; • The relevant fee; • Copy of passport bio data page; and • Two passport-size photographs. **Employers and third parties:** Employers and third parties must provide: • An official letter requesting a PCC for the individual. This must be on letter-headed paper and include the reason for the request, a description of the company and its relationship with the individual; • An official application form (this is obtained and completed at the CCR and cannot be taken off site); • The relevant fee; • Written consent of the individual; • A copy of the biographical data page of the individual's passport; and • Fingerprints of the individual taken at a police station.
5	**Where to apply in the UK**	Individuals can authorise a third party or employer to make the application on their behalf to the address in Section 3. Applications cannot be made directly from the UK.
6	**How to apply in the UK**	The application process is the same as that from within Nigeria (see Section 4).

7	**Who can apply**	• Individuals; • Prospective employers (with written consent); and • Third parties (with written consent).
8	**Cost, payment and turnaround**	**Cost** • The official fee for a Police Character Certificate is N1,500. • Payment is made to a designated bank in Nigeria. The cash payment is made to the bank and a teller completes a payment slip. **Turnaround** • There is no official turnaround time for obtaining a certificate, but it could take several months. • There is no fast-track service available.
9	**How results are presented and security features**	Police Character Certificates are available in hardcopy only. Certificates have to be collected from the Registrar of Criminals (see Section 3). The certificate will include: • Individual's name; • An impression of the individual's fingerprints; • Official stamp of the Registrar of Criminals; • Nature of the offence (if applicable); • Date of conviction (if applicable); and • Name and designation of the issuing officer.
10	**Languages**	Police Character Certificates are issued in English.
11	**Criminal convictions listed on certificate**	The following categories of conviction are listed on a criminal record certificate from Nigeria: • Violence against the person; • Sexual offences; • Burglary; • Robbery; • Theft and handling of stolen goods; • Fraud and forgery; • Criminal damage; • Money laundering; • Official corruption; • Drug offences; and • Motoring offences. There is no guidance as to how long convictions remain on record and there is no obligation for the police to destroy criminal record information.
12	**Confirming authenticity**	A prospective employer or third party can present the certificate at the CCR (see Section 3) for verbal verification.

13	**Official bodies providing advice on interpretation of criminal records**	The Nigerian Police Force can provide advice on criminal records information (see Section 3 for contact details).
14	**Legislation**	There is no legislation that specifically governs the disclosure of criminal records. However, the Freedom of Information Act applies to criminal record certificates.
15	**Pending changes**	None
16	**Sources of information**	In Country Legal Resource CPNI Guidance Document 2009

17	**Sample documents**	None available

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Norway

How to obtain a criminal record check - detailed guidance

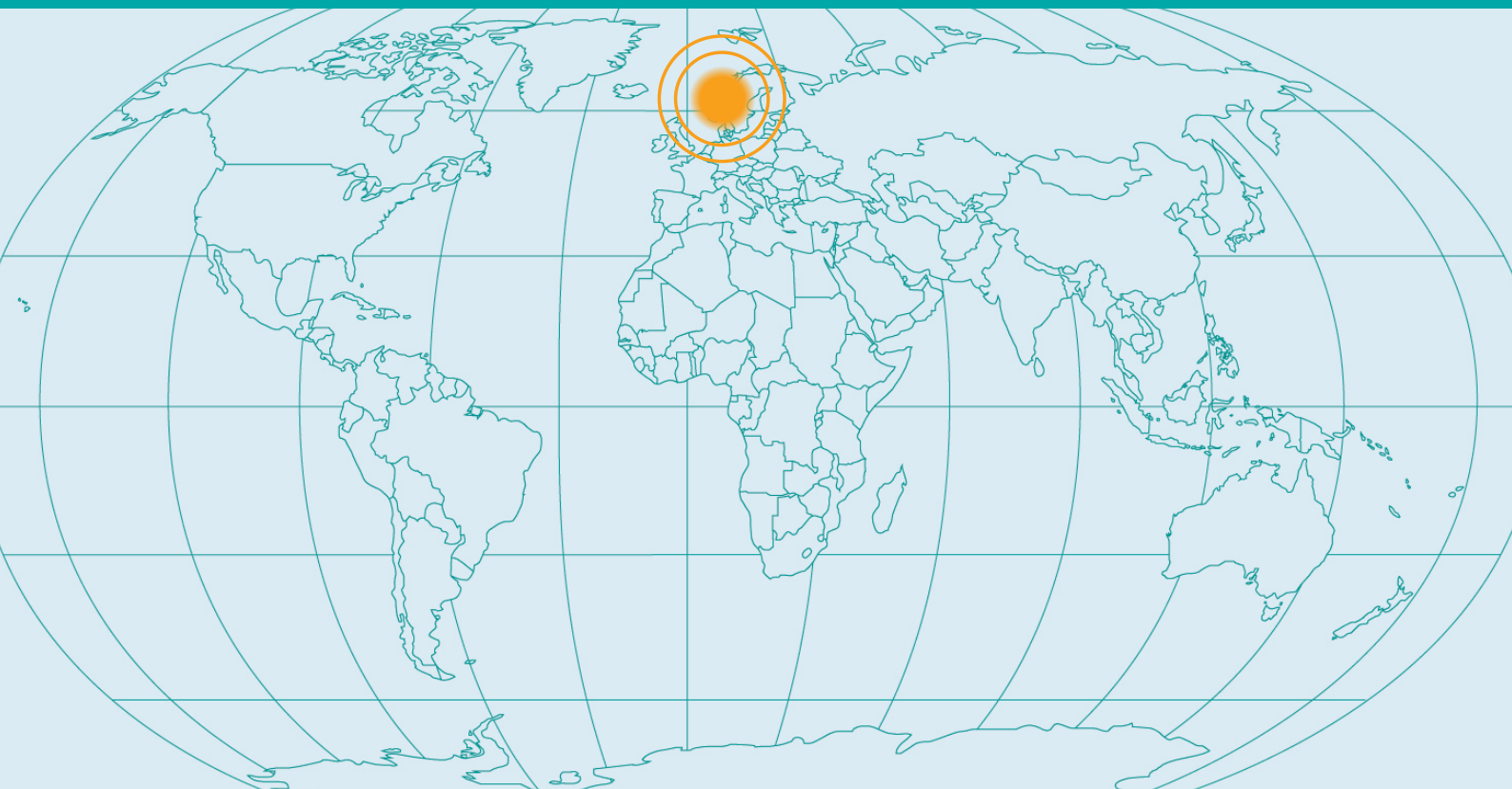
Individual applies at local police station in person/by post

Applications from UK by post to Police Unit for Background Checks and Police Certificates

No cost

Certificate issued in Norwegian (English, French, German, Spanish if no convictions)

Turnaround 3–14 days



Norway

1 Name of certificate

2 Department responsible for criminal records

3 Where to apply in country

4 How to apply in country

5 Where to apply in the UK

6 How to apply in the UK

7 Who can apply

8 Cost, payment and turnaround

9 How results are presented and security features

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11 Criminal convictions listed on certificate

12 Confirming authenticity

13 Official bodies providing advice on interpretation of criminal records

14 Legislation

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1	**Name of certificate**	Criminal Record Certificate (Politiattest) There are three types of certificate available depending on the purpose for which disclosure is sought. The types of certificate are: • A **Standard/Ordinary Certificate** is the default form of disclosure. It contains details of most categories of punishable offence. • A **Limited Certificate** only contains details of a particular category of punishable offence relevant to a job role. • A **Comprehensive Certificate** contains information about all convictions, with the exception of some fines in lieu of prosecution, and is required for some roles, i.e. security posts.
2	**Department responsible for criminal records**	The Criminal Register (*Strafferegistret*) is a national register of criminal records data administered by the Norwegian Police Directorate.
3	**Where to apply in country**	Applications should be made to the local police station depending where the individual lives. A comprehensive list can be found at: **https://www.politi.no/tjenester/politiattest/hvor_skal_soknad_om_politiattest_sendes/**
4	**How to apply in country**	• Download and complete the application form electronically, then print. – The application form in English can be found at: **https://www.politi.no/vedlegg/skjema/Vedlegg_2017.pdf**, (see sample in Section 17) – The application form in Norwegian Nynorsk can be found at: **https://www.politi.no/vedlegg/skjema/Vedlegg_2016.pdf** – The application form in Norwegian Bokmål can be found at: **https://www.politi.no/vedlegg/skjema/Vedlegg_2018.pdf** • Individuals resident in Norway should apply to their local police station (see Section 3) in person or by post. • Applications must be accompanied by a written statement from the prospective employer, confirming that criminal record disclosure is required. • The individual is required to provide the following information: – Full name, including any previous family names; – Current address; – Complete address history for the past 5 years; – Date and place of birth; – Social security number; – Occupation/title; – Place of work and contact telephone number; – Purpose for which the certificate is sought; – Place and date of issue; and – Signature. • A copy of a valid passport, driving licence or bank card with photograph and signature is also required.

		• A Standard/Ordinary Certificate will be issued by default. If a Limited or Comprehensive Certificate is required, this should be clearly stated both on the application form and in a separate statement provided by the employer. Further information can be found at: **https://www.politi.no/tjenester/politiattest/**
5	**Where to apply in the UK**	Individuals from abroad must send a request to the Police Unit for Background Checks and Police Certificates: Politiets enhet for vandelskontroll og politiattester, Postboks 113, 9951 VARDØ, Norway.
6	**How to apply in the UK**	Applications from Norwegians who are resident overseas should be sent by post to the address in Section 5. The application form and information required is the same as in Section 4. Individuals should also provide: • A copy of the biographical data page of the subject's passport; • Details of when and for how long they resided in Norway (on an accompanying sheet of paper); • State in what language the results are required; • Details or which type of Criminal Record Certificate is required; and • A declaration that employment is dependent upon their ability to provide this form of disclosure. Both statements should be confirmed by the employer in a separate written statement.
7	**Who can apply**	• Individuals; and • A prospective UK employer – a written statement from the employer should accompany the application, confirming what type of criminal record disclosure is required. Direct applications from an employer or an institution will only be accepted where this is provided for in Norwegian law. This is unlikely to apply to a UK employer. It is not possible for an individual to authorise a third party to apply for criminal record disclosure on their behalf.
8	**Cost, payment and turnaround**	**Cost** There is no charge for the certificate. **Turnaround** • The turnaround time is between 3 and 14 days depending on individual offices. • The Norwegian police service does not provide a fast-track disclosure service.

9	**How results are presented and security features**	**Results** A Criminal Record Certificate will be issued in hard copy by post. It will be mailed directly to the subject of the check (at the address provided in the application form). For applications required for overseas employment, only one copy of the disclosure will be issued. The layout of a Criminal Record Certificate may vary from district to district. A Criminal Record Certificate is usually printed in A4 format and signed and stamped by the issuing police service. It does not contain any other notable security features. A Standard/Ordinary Certificate will usually contain the following information: • Place of issue; • Full name and address of the subject; • Date of birth and social security number; • Position; • Purpose of the certificate; and • Date of issue and signature of issuer. A certificate will provide details of disclosable convictions or will state that no such information has been found. In some circumstances it may be possible to request a Criminal Record Certificate to be issued by fax. Enquiries should be directed to the police station or office to which the application was submitted.
10	**Languages**	The certificate can be requested in Norwegian, English, French, German or Spanish. Results in languages other than Norwegian will be issued only in the event that no criminal convictions are recorded. In the event that a certificate is received in Norwegian, the Norwegian Embassy in London can provide a list of approved translators on request.
11	**Criminal convictions listed on certificate**	The length of time a judgment remains disclosable is prescribed in Norwegian legislation (Criminal Registration Act 1971) and varies according to the seriousness of the conviction. The relevant information is: • Custodial sentences of more than 6 months – 10 years from date of release; • Committal to forced mental health protection – 10 years from date of release; • Custodial sentences of less than 6 months – 5 years from date of release; • Suspended sentences – 5 years from date of decision; • Conditional waiver of prosecution for a serious crime – 2 years from date of decision; and • Fines – 2 years from date of decision. In addition, the following types of conviction will not usually appear in a standard criminal record disclosure:

		• A fine in lieu of prosecution. • A waiver of prosecution in respect of misdemeanours or an unconditional waiver of prosecution for serious crimes. • The transfer of criminal proceedings to The Mediation and Reconciliation Service. • A sentence of military arrest.
12	**Confirming authenticity**	Requests for document legalisation should be made to the local branch of the Ministry of Foreign Affairs. An unofficial list of Norwegian county governor offices which provide document legalisation services can be found online via the link below: **www.apostilleinfo.com/norway.htm**
13	**Official bodies providing advice on interpretation of criminal records**	None available
14	**Legislation**	The disclosure of criminal records in Norway is regulated by the Criminal Registration Act 1971, the Criminal Registration Regulations 1974 and the General Civil Penal Code 1902. Links to further legislation can be found below: Punishment Regulations (Strafferegistreringsforskrifter) - **www.lovdata.no/dokument/SF/forskrift/1974-12-20-4/KAPITTEL_1#KAPITTEL_1** Punishment Act (Strafferegistreringsloven) **www.lovdata.no/all/nl-19710611-052.html**
15	**Pending changes**	The Parliament in Norway has passed new legislation which will include regulations on Criminal Record Certificates. The law will enter into force at July 1st 2014.
16	**Sources of information**	CPNI Guidance Document 2009 National Police Directorate **www.politi.no**

17	Sample documents

Sample application form

NORWEGIAN POLICE FORCE

The Chief of Police in

Application for Criminal Record Certificate

The application should be typed and not hand-written. The different fields can be edited. Application form and instructions: https://www.politi.no/tjenester/politiattest/

To whom the certificate applies If the certificate concerns a person who has changed his/her family name, the former name must also be stated	**Name** (family name, first name and middle name)			Any former names	
	Address			If applicable, date and year of immigration to Norway	
	Postal code		**City**	**Place of birth**	
	Date of birth Day / Month / Year		**Personal ID number**	**Tel. work**	**Mobile**

Identification	I have enclosed a copy of my identification (check off) ☐ (copy of passport, bank card with photo or driving licence **must** be enclosed with the application) ***Do not staple enclosed documents***
Purpose of the certificate	I have enclosed a confirmation of purpose (check off) ☐ (Confirmation of purpose **must** be enclosed with the application) ***The certificate shall not be used for any other purpose than that stated here***

Place and date — Applicant's signature

Comments relating to processing of application	**Do not write here** (This space is for the police authority's notes) Journal no.:
Decision	☐ **Certificate issued** ☐ **Certificate not issued** Date and year Place and date — Signature

GP-5168-E

POLITIET

Utstedt av politimesteren

i _____

POLITIATTEST

Navn (Slektsnavn, for- og mellomnavn)	FØDT	PERSONNUMMER
	dag / mnd. / år	
Bopel	Stilling	

Med den begrensning som følger av lov om strafferegistrering av 11. juni 1971 § 6, første og annet ledd (gjengitt nedenfor) er det om nevnte person

a) ☐ **Intet å anføre**

b) ☐ **Følgende å anføre:**

Formålet med attesten	

Attesten skal oppbevares utilgjengelig for uvedkommende og skal effektivt tilintetgjøres etter å ha vært benyttet til oppgitt formål.

_____ Utstedelsesdato

_____ Stempel og underskrift

Lovens § 6, første og annet ledd lyder:
I attest som nevnt i § 5 skal ikke tas med opplysninger om:

1. Påtaleunnlatelsen av forseelse, ubetinget påtaleunnlatelse for forbrytelse eller overføring av straffesak til megling i konfliktråd.
2. Dom på militær arrest.
3. Bot for forseelse, med mindre den etter politiets skjønn kan være av betydning for formålet med attesten og ikke er eldre enn 2 år regnet fra dommen eller vedtagelsen av forelegget.
4. Bot for forbrytelse etter dom som er avsagt eller forelegg som er vedtatt mer enn 2 år før attesten blir utstedt.
5. Betinget påtaleunnlatelse for forbrytelse når påtaleunnlatelse er meddelt eller dommen er avsagt mer enn 2 år før attesten blir utstedt.
6. Betinget dom når dommen er avsagt mer enn 5 år før attesten blir utstedt. Det samme gjelder dom på sikring når dommen ikke har medført anbringelse i anstalt og sikringstiden er utløpt, samt dom på bemyndigelse til anbringelse i tvangsarbeid eller kursted når bemyndigelsen ikke har vært brukt.
7. Dom på ubetinget fengsel inntil 6 måneder, ungdomsfengsel eller arbeidsskole når den dømte er løslatt, på prøve eller endelig, mer enn 5 år før attesten blir utstedt. Det samme gjelder for dom på bemyndigelse til anbringelse i tvangsarbeid eller kursted når bemyndigelsen har vært brukt. Det samme gjelder også dom på samfunnstjeneste der den subsidiære fengselsstraffen er inntil 6 måneder, og samfunnstjenesten er utført mer enn 5 år før attesten blir utstedt.
8. Dom på tidsbestemt rettighetstap såfremt dommen er avsagt mer enn 10 år før attesten blir utstedt.
9. Dom på ubetinget fengsel over 6 måneder eller forvaring såfremt den dømte er løslatt, på prøve eller endelig, mer enn 10 år før attesten blir utstedt. Det samme gjelder dom på samfunnstjeneste der den subsidiære straffen er over 6 måneder, og samfunnstjenesten er utført mer enn 10 år før attesten blir utstedt.
10. Dom på sikring som har medført anbringelse i anstalt, såfremt det er gått mer enn 10 år siden sikringstiden utløp.
11. Strafferettslige reaksjoner ilagt foretak, jf. strl. § 48 a.

Har en person flere dommer på ubetinget fengsel i 6 måneder eller mer, ungdomsfengsel (arbeidsskole), tvangsarbeid, sikring eller forvaring, tas alle disse dommer med i attesten selv om bare en av dem skal tas med etter reglene i første ledd.

Når en dom er avsagt på et tidspunkt da ingen tidligere dom av denne art skulle tas med etter reglene i første ledd, tas dog den eller det tidligere dommer ikke med i denne attesten.

GP - 5167 B

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SECURITY WATCHDOG
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Pakistan

How to obtain a criminal record check - detailed guidance

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

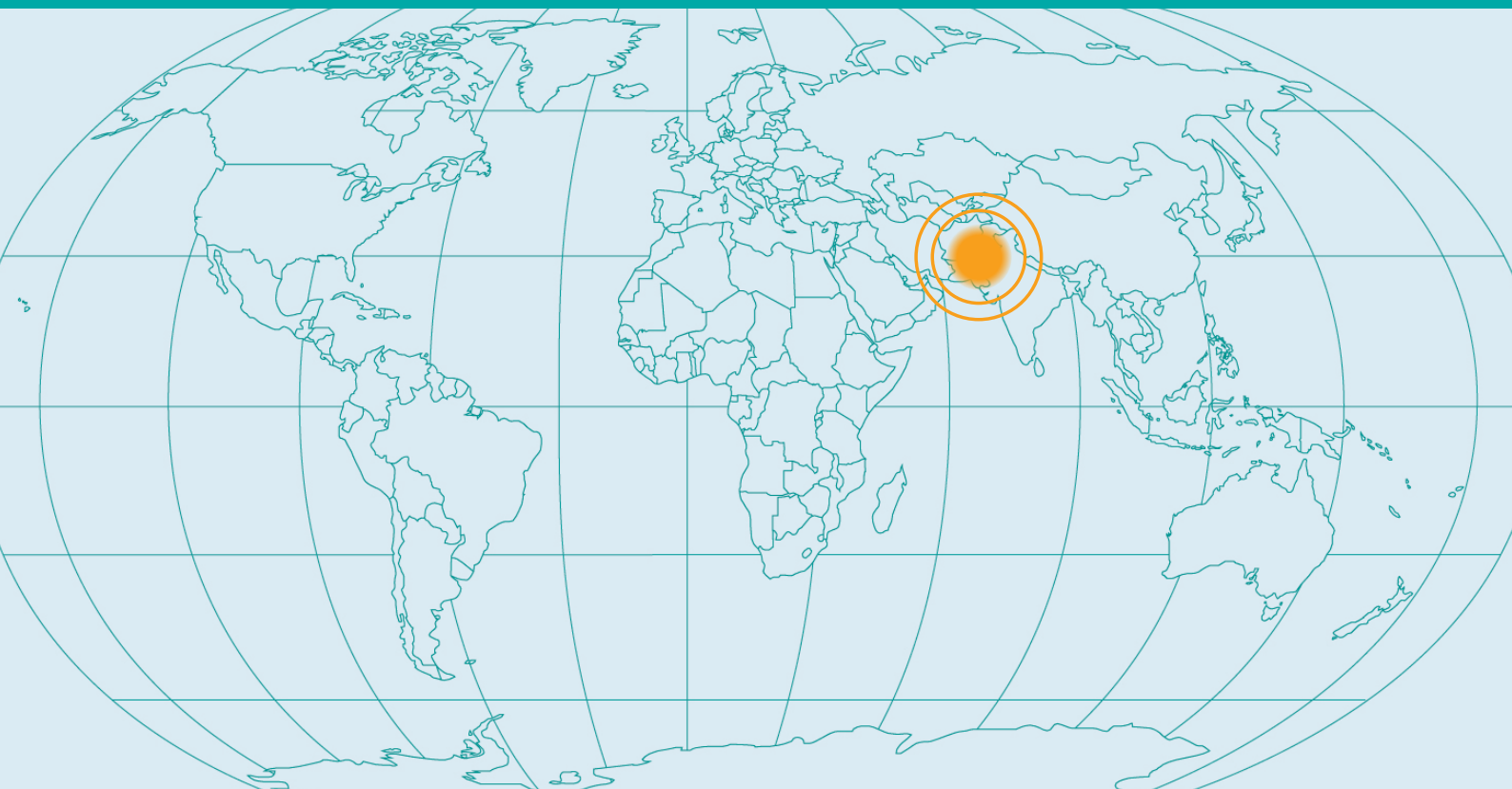
Applications from UK in person to High Commission

Fingerprints may be required

No cost

Certificates issued in English

Turnaround approximately 3 months



Pakistan

1 Name of certificate

2 Department responsible for criminal records

3 Where to apply in country

4 How to apply in country

5 Where to apply in the UK

6 How to apply in the UK

7 Who can apply

8 Cost, payment and turnaround

9 How results are presented and security features

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11 Criminal convictions listed on certificate

12 Confirming authenticity

13 Official bodies providing advice on interpretation of criminal records

14 Legislation

15 Pending changes

16 Sources of information

17 Sample documents

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1	**Name of certificate**	Police Clearance Certificate or Police Character Certificate
2	**Department responsible for criminal records**	Each district and province holds its own records. There is no centralised database.
3	**Where to apply in country**	Applications should be made to the regional Superintendent of Police of the Crime Records Office (SPCRO) of the individual's district. For smaller or less populated regions, the application may be submitted at the local police station at the discretion of the senior officer who will then forward it to the district SPCRO. The main Pakistani Police Website can be found at: **www.npb.gov.pk**
4	**How to apply in country**	In person to the offices detailed in Section 3 by free form letter which must include the following information: • Full name; • Full names of both parents, or husband's name depending on information provided on the individual's ID card; • Date and place of birth; • Permanent current address (in UK or Pakistan); • All previous and/or temporary addresses in Pakistan; • Pakistani computerised national identity card (Pakistani citizens only), national identity card for overseas Pakistani citizens or Pakistan origin card for non-citizens; • Passport number; and • Reasons for the application and any supporting documentary evidence. An affidavit of consent on judicially stamped paper from the individual is required for all applications where the application is submitted by a third party. Some police stations also require fingerprints to be submitted, check locally.
5	**Where to apply in the UK**	Community Welfare Division, High Commission for Pakistan, 34 Lowndes Square, London, SW1X 9JN Tel: +44 (0) 20 7664 9246 / +44 (0) 207 664 9208 Fax: +44 (0) 20 7823 1479 Email: c**wd@phclondon.org** Internet: **www.phclondon.org/cwd/cwd_london.asp**

6	**How to apply in the UK**	**In person** By free form letter to the address in Section 5 providing the following: • Reason for requesting the certificate; • Details of the residential address of the individual in Pakistan together with telephone numbers if available; • Postal address of the individual in the UK together with name and phone numbers; • If the individual is not a Pakistani national, the period and dates when they resided in Pakistan; and • Signature of the individual. The following documentation must be provided with the application: • Three copies of passport; (containing photograph and all personal information) • Three copies of national identity card (Pakistani nationals); and • Three passport-size photos. The application is then sent to the relevant Inspector General of Police or District Police Officer for the location where the individual resided in Pakistan. **Through a family member** An individual must provide written consent to the police service before a Police Character Certificate will be released to a relative in country. A statement of consent must contain the following information: • A photocopy of the individual's passport. Individuals that do not have a British passport must include photocopies of their visa; • A photocopy of their national identity card; • A letter containing the name of their immediate family member to obtain this clearance certificate on their behalf; and • An affidavit on judicially stamped paper from the relative who will obtain the clearance certificate, stating that they will receive the clearance certificate on behalf of the relative overseas.
7	**Who can apply**	• Individuals; and • Immediate family members (with consent).
8	**Cost, payment and turnaround**	The Police Clearance Certificate is free of charge. The average turnaround time for the issuance of a Police Clearance Certificate is 3 months, but it varies. There is no system in place for fast-track disclosure.

9	**How results are presented and security features**	The certificate will be returned to the individual via the same route the application was made. For example, if the application was submitted through the High Commission of Pakistan by post, the certificate will be sent from the High Commission by post. If the application was made in person in Pakistan, the certificate will need to be collected from the same location. The certificate contains the following information: • Full name; • Results of check; • Name of parents; • Name and number of siblings; • Date of birth or approximate age; • Ethnicity; • Blood group; • Current address; • National ID card number and/or passport number; • Confirmation of previous addresses in Pakistan and length of residency; and • Description including height, weight, colour of skin/eyes/hair and any notable features. If no disclosable information is held in police records, this will be stated immediately beneath the personal information. The only information that will be disclosed in a Police Character Certificate relating to judgements is the First Information Report (FIR) reference number. The nature of the crime is not provided. The report will contain the FIRs of all historic and current criminal convictions relating to an individual. The appearance of the certificate varies from region to region.
10	**Languages**	The certificate is issued in English.
11	**Criminal convictions listed on certificate**	The following categories for conviction exist in Pakistan: • Violence against a person; • Sexual offences; • Burglary; • Robbery; • Theft; • Fraud and forgery; • Criminal damage; • Drug offences; • Motoring offences; • Blasphemy; and • Administering lethal substances to intoxicate. Judgements are never removed from criminal records. The nature of crimes is not disclosed on the criminal record certificate.

12	**Confirming authenticity**	An employer cannot request the validation of a certificate. Any validation requests would need to be submitted directly by the individual. There are three main crime agencies in Pakistan: • Federal Investigation Agency (FIA) **www.fia.gov.pk/** • Crime Investigation Department (CID); and • Citizens-Police Liaison Committees (CPLCs) **www.cplc.org.pk/** It is possible to request verification of the data contained in the Police Character Certificate through any of these agencies. However, the request must still be submitted by the individual via the High Commission or the local police station.
13	**Official bodies providing advice on interpretation of criminal records**	None
14	**Legislation**	The release of criminal records information is at the discretion of the SPCRO. All public and government bodies in Pakistan are bound by the Official Secrets Act, 1923, which prevents the unauthorised disclosure of information.
15	**Pending changes**	None
16	**Sources of information**	CPNI Guidance Document 2009 Pakistani High Commission, London

17	**Sample documents**	None available

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Philippines

How to obtain a criminal record check - detailed guidance

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

Applications from UK in person at Embassy

Cost PHP115/PHP200 from UK

Certificate issued in English

Turnaround immediate–7 days in country/2½ weeks UK

Philippines

1 Name of certificate

2 Department responsible for criminal records

3 Where to apply in country

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1	**Name of certificate**	National Bureau of Investigation (NBI) Clearance Certificate
2	**Department responsible for criminal records**	National Bureau of Investigation (NBI), NBI Building, Taft Avenue, Ermita, Manila, Philippines 1000.
3	**Where to apply in country**	NBI Clearance Building, United Nations Avenue, Ermita, Manila, Philippines 1000. Tel: +63 (0) 523 8231 Fax: +63 (0) 526 1216 Email: **nbiclearance@nbi.gov.ph** Web: **www.nbi.gov.ph** A list of all of the NBI offices in the Philippines is available on the NBI website: **www.nbi.gov.ph/field_offices.html**
4	**How to apply in country**	In person to the address or offices listed in Section 3. **First time applications** • Complete the application form online at **http://nbi.njis-ph.com/** or obtain a form from one of the local offices in Section 3; • Pay the fee; • Individual is photographed and assigned a photograph number; • Individual presents a valid form of identification (e.g. passport, driver's licence, or Professional Regulation Commission (PRC) ID); • Fingerprints are taken and printed on a fingerprint card; and • The NBI Clearance is printed and dry sealed (clearance issued without the dry seal is invalid) prior to releasing. **Renewal applications within the Philippines (when a certificate has expired after its 12 month validity)** • The individual should provide the original of their previous NBI Clearance certificate; • Applications for renewal can also be carried out by an authorised representative; • This requires the representative to provide the original of the individual's previous clearance certificate and a recent standard passport size photograph; and • There must have been no significant changes to the status of the individual (i.e. name, marital status etc.). If this is the case, a new application may be required.

5	**Where to apply in the UK**	Philippines Embassy, 6-8 Suffolk Street, London, SW1 4HG Tel: +44 (0) 20 7451 1780 Fax: +44 (0) 20 7930 9787 Email: **embassy@philemb.co.uk** Web: **http://philembassy-uk.org**
6	**How to apply in the UK**	In person to the address in Section 5, then post to the address in Section 3. **First time applications** The application form is available from the Embassy and should be completed with all personal details. If the individual is a married woman, the name should be written as follows: • Maiden surname (family or surname of father); • First name or given name; • Maternal surname (maiden surname of mother); then • The family name and first name of the individual's husband. The following should also be submitted: • A rolled impression of the individual's fingerprints. The Philippines Embassy can advise on the nearest local police agency that can assist. The officer who takes the fingerprints must sign their name and state their position on the form; • A standard passport size photograph (2"x2"); and • Notarial fee of £18 to authorise the application. Once authorised, the application must be sent with the relevant payment to the address in Section 3. **Renewal applications from the UK** For a renewal of an NBI Clearance Certificate, an application form from the Philippines Embassy in London should be completed. This should be posted to the address in Section 3 with the original NBI Clearance Certificate. In addition, there must have been no significant changes to the status of the individual (i.e. name, marital status etc.). Any changes may require a new application. Applications for renewal can be made by a third party (with consent).
7	**Who can apply**	• Individuals only; or • Third parties (with consent) can apply for renewals.

8	**Cost, payment and turnaround**	**Cost** • From the UK – PHP 200 payable by money order or bank draft to the Director, National Bureau of Investigation; or • In country – PHP 115 payable in cash. **Turnaround** • From the UK – two and a half weeks from the date that the application is posted. If there are two individuals of the same name, this must be investigated, which can add several days to the turnaround time. • In country – turnaround time varies depending on the NBI office in which the application is conducted, but is between 30 minutes and 7 days. There is no fast-track service available.
9	**How results are presented and security features**	The NBI Clearance Certificate does not provide information about an individual's full criminal record. The results of NBI Clearance are available in hard copy only. These will be posted back to the individual if applied from the UK. If applied for in country, the certificate must be collected in person. The certificate is divided in half by perforation lines (the form is designed so the individual can tear it in half). The upper portion is marked as the original copy and the lower portion is marked as the personal copy. The upper copy can be submitted to the prospective employer and the lower copy is kept by the individual. The form contains the following information: • Name; • Address; • Date and place of birth; • NBI ID number; • Date; • Sequence number; • Citizenship; and • Remarks (this is where the NBI will indicate whether the individual has any records on file). On the lower left portion of the certificate, the purpose for requesting the certificate is indicated (i.e. for employment purposes). On the lower right portion there is: • A photograph; • Photograph number; • Signature of the NBI Director; • Bar code, and • A right thumb mark. An embossed NBI dry seal is found in the lower left portion of the certificate. The clearance is invalid without this.
10	**Languages**	The certificate is only issued in English.

11	**Criminal convictions listed on certificate**	The following categories of conviction exist in the Philippines: • Violence against the person; • Sexual offences; • Burglary; • Robbery; • Theft and handling of stolen goods; • Fraud and forgery; • Criminal damage; • Drug offences; • Motoring offences; • Crimes against national security; • Crimes against public order; • Crimes against the fundamental laws of the state (such as violation of domicile, crimes against religious worship); and • Public disorder. There is no obligation on the Philippines police forces to remove criminal records information. Criminal records generally remain on record for the duration of the life of the individual.
12	**Confirming authenticity**	No prescriptive guidance is available; however, security features of the certificate are listed in Section 9.
13	**Official bodies providing advice on interpretation of criminal records**	None
14	**Legislation**	There is no legislation that specifically governs the disclosure of criminal records. However, the NBI has internal policies and procedures which govern the disclosure of criminal records.
15	**Pending changes**	None
16	**Sources of information**	CPNI Guidance Document 2009 National Bureau of Investigation **www.nbi.gov.ph**

17	**Sample documents**	None available

CPNI
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SECURITY WATCHDOG
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Poland

How to obtain a criminal record check - detailed guidance

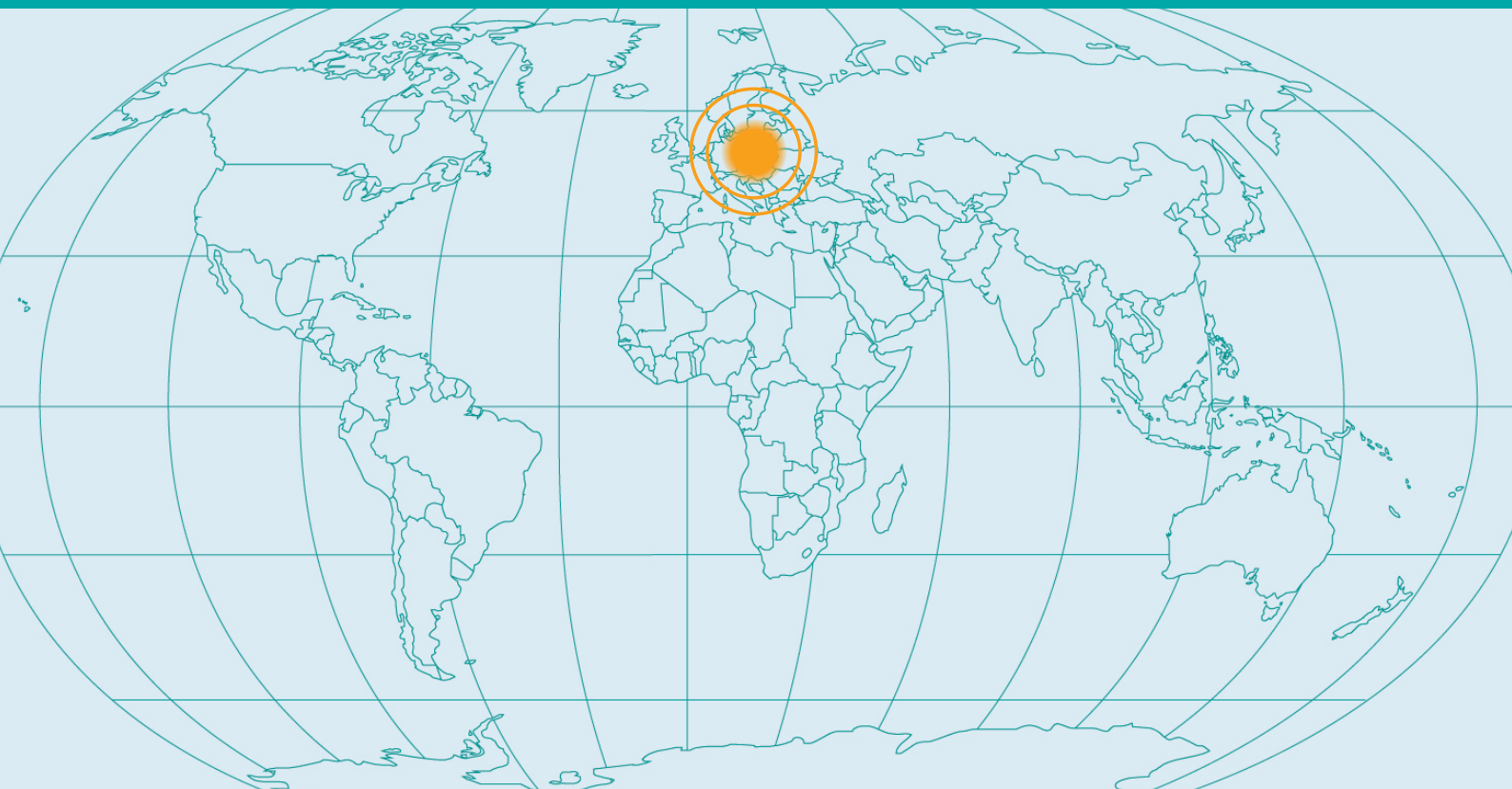
Individual/third party (with power of attorney) applies in person to an Information Point of The National Criminal Register/by post to main Information Office

Applications from UK by post to Embassy/Consulate

Cost 50 PLN

Certificate issued in Polish

Turnaround 7 days



Poland

1 Name of certificate

2 Department responsible for criminal records

3 Where to apply in country

4 How to apply in country

5 Where to apply in the UK

6 How to apply in the UK

7 Who can apply

8 Cost, payment and turnaround

9 How results are presented and security features

10 Languages

11 Criminal convictions listed on certificate

12 Confirming authenticity

13 Official bodies providing advice on interpretation of criminal records

14 Legislation

15 Pending changes

16 Sources of information

17 Sample documents

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1	**Name of certificate**	Information about a person extracted from The National Criminal Register (*Informacja o osobie z Krajowego Rejestru Karnego*)
2	**Department responsible for criminal records**	The Information Office of the National Criminal Register (*Biuro Informacyjne Krajowego Rejestru Karnego*)
3	**Where to apply in country**	Biuro Informacyjne Krajowego Rejestru Karnego, ul. Czerniakowska 100, 00 – 454 Warszawa, Poland. Tel: +48 (0) 22 39 76 200 Fax: +48 (0) 22 39 76 205 Email: **b-krk@ms.gov.pl** Web: **http://bip.ms.gov.pl/pl/ministerstwo/struktura-organizacyjna/biuro-informacyjne-krajowego-rejestru-karnego/** Information Points of The National Criminal Register can be found at: **http://bip.ms.gov.pl/Data/Files/_public/bip/krk/wykaz_punktow_informacyjnych_krk.pdf**
4	**How to apply in country**	• The application form is available from all of the Information Points (see Section 3) or at **http://bip.ms.gov.pl/pl/rejestry-i-ewidencje/krajowy-rejestr-karny/**. A sample application form can be found in Section 17. • The application form must be submitted at one of the Information Points of The National Criminal Register or sent by post with the proof of payment to the address in Section 3. • The applicant must provide an ID document.
5	**Where to apply in the UK**	Embassy of The Republic of Poland, 47 Portland Place, London, W1B 1JH Tel: + 44 (0) 207 2913 520 Fax: + 44 (0) 207 2913 575 Email: **london@msz.gov.pl** Webiste: **www.london.mfa.gov.pl/en** Consulate of the Republic of Poland, 2 Kinnear Road, Edinburgh, EH3 5PE Consulate of the Republic of Poland, 14th Floor, Rodwell Tower, 111 Piccadilly, Manchester, M1 2HY

6	**How to apply in the UK**	Applications are made using the same process as in Section 4 but then submitted by post to the address in Section 3 or to one of offices in the UK which is detailed in Section 5.
7	**Who can apply**	• Individuals; • An employer can apply on behalf of an individual only if the employer's right to apply arises from national law; • A third party can apply on behalf of an individual only if they have power of attorney; and • The information may be requested by a parent or guardian for under-18s.
8	**Cost, payment and turnaround**	**Cost** • The cost is 50 PLN. • Payment can be made in The National Criminal Register Office (see Section 3) or by purchasing a revenue stamp worth 50 PLN and attaching it to the application form. • For people applying from abroad it is possible to pay the fee or its equivalent in EUR/USD/GBP to the dedicated bank account. **Turnaround** The turnaround time is 7 days. There is no fast-track service available.
9	**How results are presented and security features**	If a person has a criminal record, information will be attached to the application form. It is a computer printout containing: • Name of the court; • Date of conviction; • Date the conviction became legally binding; • Legal classification of the committed act; and • Information on penalty. This attachment will also contain: • An official stamp; • The signature of the person processing the request; and • The Polish national emblem stamp. If there is no criminal record, the application form will be stamped with an official stamp stating "No convictions on (date)" together with the stamp and signature of the person processing the request and a Polish national emblem stamp. The application form which is stamped will contain the individuals: • Forename(s); • Maiden name and surname; • Date of birth; • Place of birth; • Place of residence; • Mother's name; • Mother's maiden surname;

		• Father's name; • A personal identity number; • Passport number; and • Nationality. Samples can be seen in Section 17.
10	**Languages**	The information is available only in Polish. There is no translation service offered.
11	**Criminal convictions listed on certificate**	All convictions for criminal offences are included in the information. Pursuant to Article 106 of the Polish Criminal Code, from the moment of its deletion the sentence is considered non-existent; the record of the sentence is deleted from the criminal register except for penalties pronounced against paedophiles, which are not deleted. Records on sentences for criminal or fiscal offences are kept in the Register for: • 5 years from the end of a period of probation or payment of a fine; • 15 years in case of imprisonment of up to 5 years; • 30 years in case of imprisonment of more than 5 years; • Records on a person committed to a psychiatric institution are retained for 5 years after the person is released; and • Records on a juvenile person placed in a remand centre are deleted after the person is released.
12	**Confirming authenticity**	An Apostille can be requested at the Ministry of Foreign Affairs: Ministry of Foreign Affairs, Legalization Section, Al. Szucha 21, 00-580, Warsaw, Poland. Tel: +48 (0) 22 523 9845 Email: **legalizacja@msz.gov.pl** Please see **www.mfa.gov.pl/en/travel_to_poland/apostille/apostille** for more information.
13	**Official bodies providing advice on interpretation of criminal records**	The National Criminal Register and its regional branches can provide interpretation of criminal records. The contact details can be found in Section 3.

14	**Legislation**	• The National Criminal Register Act (24th May 2000) • Ustawa o Krajowym Rejestrze Karnym Dz.U.2012 poz.654 • The Penal Code – Chapter 12 (6th Jun 1997) • Kodeks karny Dz.U.1997.88.553 • Personal Data Protection Act (29th Aug 1997) • Ustawa o ochronie danych osobowych. Dz.U. 2002 nr 101 poz. 926 • Article 106 of the Polish Criminal Code
15	**Pending changes**	None
16	**Sources of information**	Ministry of Justice of the Republic of Poland National Criminal Register

17	Sample documents

Sample application form

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

Data wystawienia .....

MINISTERSTWO SPRAWIEDLIWOŚCI
KRAJOWY REJESTR KARNY

00-454 Warszawa, ul. Czerniakowska 100
tel. (22) 39 76 200 , fax (22) 39 76 205

Data wpływu

znak opłaty

ZAPYTANIE O UDZIELENIE INFORMACJI O OSOBIE *

Numer PESEL

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

❑ 1. Kartoteka Karna ❑ 2. Kartoteka Nieletnich

❑ 3. Kartoteka Osób Pozbawionych Wolności oraz Poszukiwanych Listem Gończym**) .

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

.....
(podpis osoby uprawnionej)

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

Name and adders of the applicant

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

MINISTERSTWO SPRAWIEDLIWOŚCI
KRAJOWY REJESTR KARNY

Data wpływu

MINISTERSTWO SPRAWIEDLIWOŚCI

***54

BIURO INFORMACYJNE KRAJOWEGO REJESTRU KARNEGO

znak opłaty

Data wystawienia Date of issue

ZAPYTANIE O UDZIELENIE INFORMACJI O OSOBIE *)

PESEL NUMBER

Numer PESEL

Numer paszportu albo innego dokumentu stwierdzającego tożsamość **)

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

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

☒ 1. Kartoteka Karna ☐ 2. Kartoteka Nieletnich

☒ 3. Kartoteka Osób Pozbawionych Wolności oraz Poszukiwanych Listem Gończym***)

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

Applicant's signature

(podpis osoby uprawnionej)

ODPOWIEDŹ W ZAŁĄCZENIU

SPECJALISTA
2013 -11- 14
mgr Piotr
Clerk's signature

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

SAMPLE

MINISTERSTWO SPRAWIEDLIWOŚCI
KRAJOWY REJESTR KARNY
ul. CZERNIAKOWSKA 100 00-454 WARSZAWA

INFORMATION ON CONVICTION
POLSKA

INFORMACJA O OSOBIE Z KRAJOWEGO REJESTRU KARNEGO *)

Numer PESEL

Nazwisko rodowe: SURNAME AT BIRTH
Nazwisko (w tym przybrane): SURNAME
Imiona: NAMES
Imię ojca: FATHER'S NAME
Data urodzenia: DOB
Miejsce urodzenia: PLACE OF BIRTH
Miejsce zamieszkania: PLACE OF RESIDENCE
Imię matki: MOTHER'S NAME
Nazwisko rodowe matki: MOTHER'S FAMILY NAME
Obywatelstwo: NATIONALITY
Zawód wyuczony
Rodzaje danych, które były przedmiotem informacji o osobie: Karteteka Karna

Zakres danych, które były przedmiotem informacji o osobie:

Karteteka Karna — Data wydania informacji 2017-11-09

Lp.	Sąd, który wydał orzeczenie	Data wydania oraz uprawomocnienia orzeczenia	Sygnatura akt sprawy	Kwalifikacja prawna czynu zabronionego oraz podstawa prawna orzeczonych kar, środków karnych, środków zabezpieczających, dozoru kuratora, nałożonych obowiązków, warunkowego umorzenia postępowania karnego (art. kk lub innej ustawy)	Orzeczone kary, środki karne, środki zabezpieczające, dozór kuratora, obowiązki	Wykonanie kary zawieszenia na lat	Wykonanie kary, środków karnych, środków zabezpieczających
1.		2009-10-20 2009-11-09		art. 178a § 2 kk art. 69 § 1 kk i art. 69 § 2 kk i art. 70 § 1 pkt 1 kk art. 71 § 1 kk i art. 33 § 1 kk w zw. z § 1 kk art. 42 § 1 kk i art. 42 § 2 kk art. 43 § 1 pkt 1 kk	6 miesięcy pozbawienia wolności, 40 st. po 10,00 zł grzywny, 2 lata zakazu prowadzenia wszelkich poj. mech. i rowerów	2 lata	
2.		2009-08-31 2009-09-16		art. 178a § 2 kk art. 244 kk art. 11 § 2 kk art. 42 § 1 kk art. 43 § 2 kk art. 43 § 1 pkt 1 kk	8 miesięcy pozbawienia wolności, 3 lata zakazu prowadz.wszelkich poj.mech. i rowerów		
3.		2010-01-29 2010-05-04		art. 244 kk	2 miesiące pozbawienia wolności		

NAMIN

Oświadczenie później pewnosłnych:
Dla przyjęcia i podania Nazwiska (w tym przybrane): *** BRAK DANYCH ***
Miejsce urodzenia:

Strona 1/2

SPECJALISTA
2017-11-14
mgr Piotr
Clerk's signature

Sample Certificate (no convictions)

Name and address of the applicant

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

MINISTERSTWO SPRAWIEDLIWOŚCI
KRAJOWY REJESTR KARNY

Data wpływu

MINISTERSTWO SPRAWIEDLIWOŚCI ***54 KRAJOWY REJESTR KARNY

Data wystawienia Date of issue

ZAPYTANIE O UDZIELENIE INFORMACJI O OSOBIE *)

PESEL NUMBER

Numer PESEL

Numer paszportu lub innego dokumentu stwierdzającego tożsamość **)

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

☒ 1. Kartoteka Karna ☐ 2. Kartoteka Nieletnich

☒ 3. Kartoteka Osób Pozbawionych Wolności oraz Poszukiwanych Listem Gończym ***)

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

NIE FIGURUJE
Dnia 2013 -11- 14 **19**
w KARTOTECE KARNEJ
KRAJOWEGO REJESTRU KARNEGO

MINISTERSTWO SPRAWIEDLIWOŚCI

Applicant's signature
(podpis osoby uprawnionej)

NIE FIGURUJE
Dnia 2013 -11- 14 **10**
w KARTOTECE KARNEJ
KRAJOWEGO REJESTRU KARNEGO

SPECJALISTA
2013 -11- 14
mgr Piotr
(Clerk's signature)

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

SAMPLE

CPNI
Centre for the Protection of National Infrastructure

SECURITY WATCHDOG
Part of Capita plc

Portugal

How to obtain a criminal record check - detailed guidance

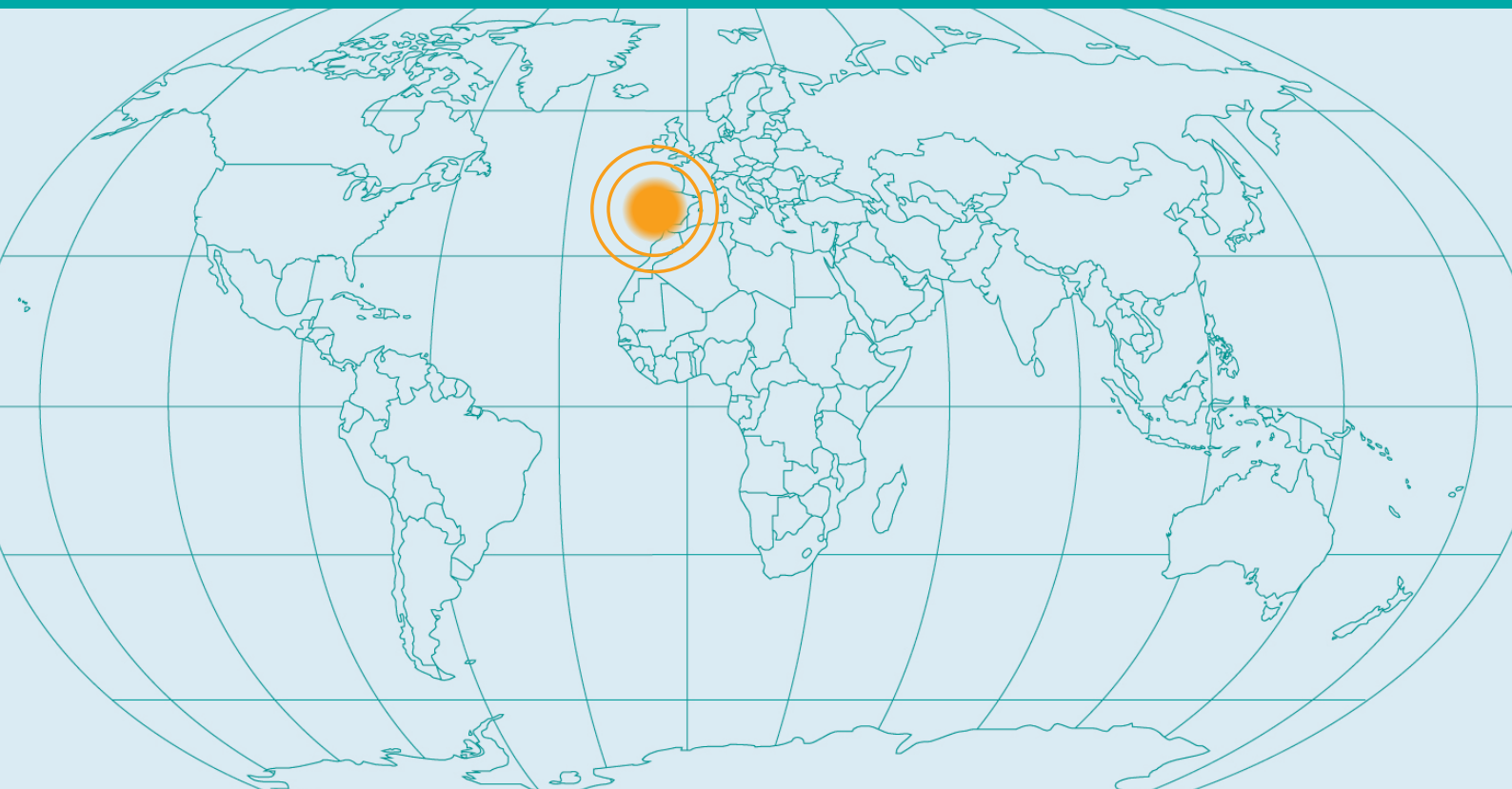
Individual/third party (with power of attorney) applies in person to the Direção-Geral da Administração da Justiça/or any of the Citizens' Shops and Citizens' Service Counters

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

Cost €5 in Portugal/€8.25 from UK

Certificate issued in Portuguese (English if no convictions)

Turnaround instant – 3 days plus postage



Portugal

1 Name of certificate

2 Department responsible for criminal records

3 Where to apply in country

4 How to apply in country

5 Where to apply in the UK

6 How to apply in the UK

7 Who can apply

8 Cost, payment and turnaround

9 How results are presented and security features

10 Languages

11 Criminal convictions listed on certificate

12 Confirming authenticity

13 Official bodies providing advice on interpretation of criminal records

14 Legislation

15 Pending changes

16 Sources of information

17 Sample documents

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1	**Name of certificate**	*Certificado do Registo Criminal*
2	**Department responsible for criminal records**	Direção-Geral da Administração da Justiça Direção de Serviços de Identificação Criminal
3	**Where to apply in country**	Direção-Geral da Administração da Justiça, Direção de Serviços de Identificação Criminal, Av. D. João II, nº 1.08.01 D/E, 13º, 1990-097 Lisboa, Portugal. Telephone: +351 (0) 21 790 62 00 Fax: +351 (0) 21 154 11 13/4 Email: **correio@dgaj.mj.pt** Web: **www.dgaj.mj.pt/sections/files/infosite/criminal-and/**
4	**How to apply in country**	Requests have to be made in person by the individual or authorised third party, verbally, showing valid identity documents with signature and photo. Identities of Portuguese citizens are confirmed on the ID card database. Power of attorney should also be provided if a third party is applying. The request can be made at the address in Section 3, court secretariats, or any of the Citizens' Shops (*Lojas do Cidadão*) and Citizens' Service Counters (*Postos de Atendimento ao Cidadão*).
5	**Where to apply in the UK**	By post to the address in Section 3 or at any Portuguese Consulate or Embassy (London addresses listed below): Portuguese Embassy, 11 Belgrave Square, London, SW1X 8PP Tel: +44 (0)20 7235 5331 Web: **www.portuguese-embassy.co.uk** Portuguese Consulate General, 3 Portland Place, London, W1B 3HR Tel: +44 (0) 20 7291 3770 Email: **mail@cglon.dgaccp.pt** Web: **www.secomunidades.pt/web/londres**

6	**How to apply in the UK**	Requests should be submitted using the following form: **www.dgaj.mj.pt/sections/files/identificacao-criminal/download-de-impressos//sections/files/identificacao-criminal/download-de-impressos/mod101-2013/downloadFile/file/Mod101-2013.pdf?nocache=1381157524.22** A sample form can be seen is Section 17. This form should be completed and signed then sent to the address in Section 3 or taken to a Portuguese Embassy or Consulate (see Section 5 for details) along with a copy of a valid identity document (with signature and photo) and the relevant fee.
7	**Who can apply**	• Individuals; • Third parties with written consent; and • The process is the same for all applicants above the age of 16 years old (there are no criminal record certificates under 16 years old).
8	**Cost, payment and turnaround**	**Cost** • €5 if requested in Portugal; or • €8.25 if requested abroad. **Types of payment** • Cash; • Cheque from a Portuguese bank account or a bank with representation in Portugal; or • International post money order. **Turnaround** • Immediate when requested in person in Portugal; or • From abroad, the certificate will be issued within 3 days of receipt of the application.
9	**How results are presented and security features**	The certificate will be sent by registered post directly to the address on the application form if requested from abroad; or issued immediately on site if applied for in Portugal. The certificate will list: • Office/department that issued the certificate; • Identification of the person concerned; • Identification of the requester, if different; • Purpose of the certificate; • If convictions are present (if positive, the total number of pages); • When positive, it has a set of notifications annexed to the main page of the certificate; and • Unique certificate number. A sample certificate can be seen in Section 17.
10	**Languages**	The certificate is available in Portuguese and English. However, if convictions are present, these are only available in Portuguese. There is no translation service.

11	**Criminal convictions listed on certificate**	The content of the certificate depends on the legal rules or legal requirements that are applicable to its purpose. If the request is for employment, two different situations are possible: • If it is an employment or activity with a legal framework demanding the absence of previous criminal convictions (partially or totally) then the certificate will contain the relevant information to satisfy the legal requirements; or • If it is an employment or activity without any specific legal requirement, the certificate will not contain any information besides criminal convictions with additional sanctions of prohibition to exercise professional activities or any safety measures of prohibition of activities. Convictions stay on an individual's criminal record for varying periods of time. This is counted from the extinction of the penalty (for example, from the end of the imprisonment, or payment of a fine). The legal periods are: • Sexual crimes – 23 years; • Crimes with penalty over 8 years of imprisonment – 10 years; • Crimes with penalty between 5 and 8 years of imprisonment – 7 years; and • Crimes with penalty under 5 years of imprisonment – 5 years.
12	**Confirming authenticity**	The authenticity of the certificate can be checked with the central authority as detailed in Section 3 using the unique reference number.
13	**Official bodies providing advice on interpretation of criminal records**	None
14	**Legislation**	• Lei n.º 57/98, de 18/8 • Decreto-Lei n.º 381/98, de 27/11 • Lei nº 67/98, de 26/10 (data protection)
15	**Pending changes**	There are planned changes to the processes for the Portuguese law of Framework Decision 2009/315/JAI and Directive 2011/93/EU (on child abuse and exploitation); however, no further information or implementation date has been provided.
16	**Sources of information**	Directorate General for the Administration of Justice **www.dgaj.mj.pt**

17	Sample documents

Sample application form (overseas applicants only)

MINISTÉRIO DA JUSTIÇA
DIRECÇÃO-GERAL DA ADMINISTRAÇÃO DA JUSTIÇA
SERVIÇOS DE IDENTIFICAÇÃO CRIMINAL
Av. D. João II, nº 1.08.01 D/E-13º Piso
1990-097 LISBOA

ENDEREÇO DO SERVIÇO INTERMEDIÁRIO

REQUERIMENTO DE CERTIFICADO DO REGISTO CRIMINAL

ATENÇÃO: ANTES DE PREENCHER, LER AS INSTRUÇÕES NO VERSO

NOME DO TITULAR

NATURALIDADE FREGUESIA
CONCELHO

DATA DE NASCIMENTO / / NACIONALIDADE

NOME DO PAI

NOME DA MÃE

B. I. Nº VÁLIDO ATÉ / / EMITIDO POR

PASSAPORTE N.º VÁLIDO ATÉ / / EMITIDO POR

OUTRO DOC. IDÓNEO Nº VÁLIDO ATÉ / / EMITIDO POR

RESIDÊNCIA

O CERTIFICADO DESTINA-SE A:

NOME DO REQUERENTE:

B.I/OUTRO DOC. IDÓNEO VÁLIDO ATÉ / / EMITIDO POR

QUALIDADE PROVA APRESENTADA

VERIFICAÇÃO DA LEGITIMIDADE
(Artº 11º do Dec-Lei nº 381/98, de 27/11)

/ /

O REQUERENTE

NOME DO TITULAR

NATURALIDADE

Serviço Intermediário: Data : / /

Prazo provável de entrega do certificado: Dias úteis. Rubrica:

Para levantamento do certificado é necessária a apresentação deste recibo

Preço do impresso: €1,35 (A cobrar no acto de entrega)

Mod. 101 – DGAJ - DSIC

REQUERIMENTO DE CERTIFICADO DO REGISTO CRIMINAL
(DECRETO-LEI Nº 381/98)

ATENÇÃO:

Não são permitidas emendas, rasuras ou entrelinhas.
Quando não for apresentado nos Serviços Centrais,
deverá constar o endereço do Serviço Intermediário.

INSTRUÇÕES PARA PREENCHIMENTO

1. O impresso deve ser preenchido de forma legível, com letras maiúsculas, de imprensa, uma em cada rectângulo, deixando um espaço em branco entre cada palavra.
2. Quando tiver nascido no estrangeiro, deverá indicar-se pelo menos o nome do país no espaço destinado à freguesia.
3. Quando a nacionalidade for desconhecida, deverá constar do respectivo espaço «ignorada».
4. A indicação da data de nascimento deve ser feita com dois algarismos para o dia e para o mês e com quatro algarismos para o ano – DD/MM/AAAA.
5. A falta de apresentação do B.I. ou Passaporte válidos do titular é suprida pela apresentação de outro documento idóneo. A apresentação de outro documento idóneo será indicada no lugar respectivo com a indicação do serviço emissor.
6. O fim a que se destina o certificado deve constar obrigatoriamente, de forma clara e precisa.
7. O nome do terceiro requerente e indicações seguintes só constarão quando o certificado for requerido por outra pessoa que não o titular. Neste caso deverá ser apresentada uma declaração por escrito, do titular da informação, em que sejam especificados:

   ⇒ *O fim a que se destina o certificado;*

   ⇒ *O nome completo, número e data de emissão do bilhete de identidade da pessoa que o pode requerer ou a referência a outro documento idóneo que possibilite a sua identificação.*

Sample Certificate

REPÚBLICA PORTUGUESA

MINISTÉRIO DA JUSTIÇA

DIREÇÃO-GERAL DA ADMINISTRAÇÃO DA JUSTIÇA

CERTIFICADO DE REGISTO CRIMINAL
(CERTIFICATE OF CRIMINAL RECORD)

BALCÃO DOS SERVIÇOS CENTRAIS

NOME (NAME): JOSÉ DA SILVA

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

CONCELHO DE (TOWN OF BIRTH): LISBOA

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

NACIONALIDADE (NATIONALITY): PORTUGUESA

Nº BI (IDENTITY CARD NUMBER): 01234567

CERTIFICADO REQUERIDO POR (REQUESTED BY):

DOCUMENTO DE IDENTIFICAÇÃO DO REQUERENTE (APPLICANT IDENTIFICATION DOCUMENT):

Nº DOC. IDENTIFICAÇÃO DO REQUERENTE (APPLICANT IDENTIFICATION DOCUMENT NUMBER):

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

ENVOLVE CONTACTO REGULAR COM MENORES (LEI Nº 113/2009) (ACTIVITY INVOLVING REGULAR CONTACTS WITH CHILDREN)

SAMPLE

NADA CONSTA ACERCA DA PESSOA ACIMA IDENTIFICADA
(NO CONVICTIONS)

DATA DE EMISSÃO (DATE OF ISSUE): 2013/11/05 **CONTROLO** (CONTROL): [illegible] **PÁG.** (PAGE): 1/1

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

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

CPNI
Centre for the Protection of National Infrastructure

SECURITY WATCHDOG
Part of Capita plc

Romania

How to obtain a criminal record check - detailed guidance

Application process dependent on individual's place of birth

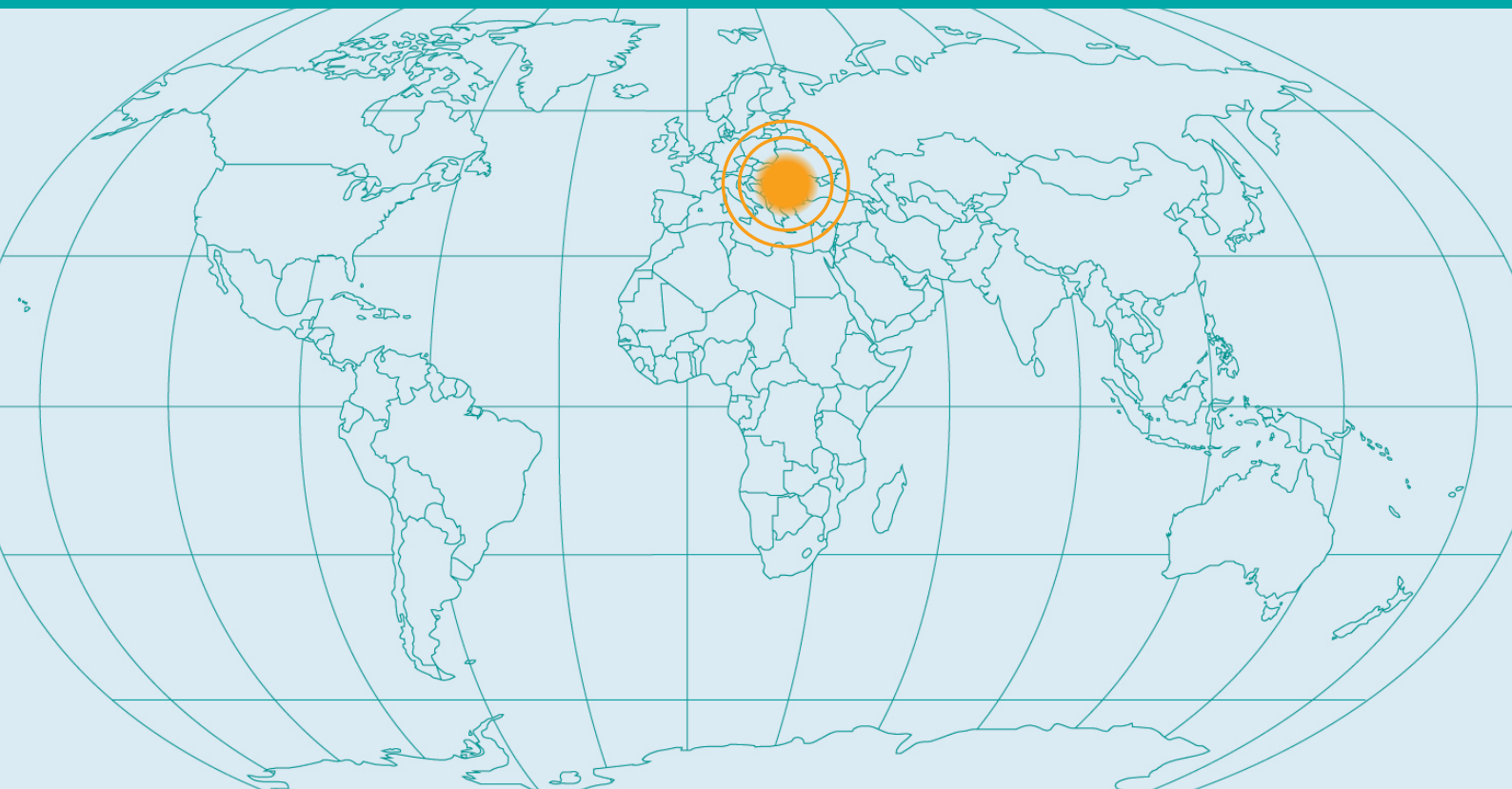
Individual/third party (with power of attorney) applies in person to any police station

Applications from the UK in person at Embassy/Consulate

12 LEI

Certificate issued in Romanian

Turnaround in Romania 3–10 working days/UK 30 days



Romania

1 Name of certificate

2 Department responsible for criminal records

3 Where to apply in country

4 How to apply in country

5 Where to apply in the UK

6 How to apply in the UK

7 Who can apply

8 Cost, payment and turnaround

9 How results are presented and security features

10 Languages

11 Criminal convictions listed on certificate

12 Confirming authenticity

13 Official bodies providing advice on interpretation of criminal records

14 Legislation

15 Pending changes

16 Sources of information

17 Sample documents

Disclaimer

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1	**Name of certificate**	Criminal Records Certificate (*Certificat de Cazier Judiciar*)
2	**Department responsible for criminal records**	The Directorate of Criminal Records, Statistics and Operational Registers within The General Inspectorate of Romanian Police
3	**Where to apply in country**	A list of county police stations where applications for criminal record certificates can be found at: **www.politiaromana.ro/site_judetean.htm.** The national office is: The Directorate of Criminal Records, Statistics and Operational Registers within The General Inspectorate of Romanian Police, 13–15 Stefan cel mare Street, 2 District, Bucharest, Romania. Tel: + 40 (0) 21 208 25 25 Fax: + 40 (0) 21 317 87 90 Email: **cazier@politiaromana.ro** or **cazier.eu@politiaromana.ro** Web: **www.politiaromana.ro/directia_cazier.htm**
4	**How to apply in country**	Applications can be submitted to any police station (see Section 3) along with: • Identity card; • Fiscal stamp (with a value) of 2 LEI; • Receipt for the payment of tax 10 LEI; and • Application form completed in hard copy (see Section 17 for a sample).
5	**Where to apply in the UK**	Romanian Embassy, Arundel House, 4 Palace Green, London, W8 4QD Tel: +44 (0) 207 937 9666 Fax: +44 (0) 207 937 8069 Email: **roemb@roemb.co.uk** Web: **http://londra.mae.ro/en**
6	**How to apply in the UK**	Romanian citizens residing abroad can submit applications through the Romanian Embassy or Consulate (see Section 5), or through a representative in Romania with power of attorney using the same process as in country, see Section 4.

7	**Who can apply**	• Individuals; however • If a Romanian person is born abroad and does not have an address in Romania, they can apply for a certificate in Romania only through a representative; • A representative of the individual can apply with a validated power of attorney document, which needs to be validated by a public notary, Romanian diplomatic missions or consular office; and • Employers cannot apply directly to receive an individual's criminal record.
8	**Cost, payment and turnaround**	**Cost** • 2 LEI for a "fiscal stamp", which can be purchased at all post offices; and • 10 LEI for the payment of tax and which can be paid at the Financial Administration. **Turnaround** • The turnaround time when the request is submitted in Romania is between 3 and 10 working days. • There is no official turnaround time for requests made via a Romanian embassy or consulate, however, it does not usually exceed 30 days.
9	**How results are presented and security features**	A criminal record certificate will contain the following information: • Full name; • Unique identification number; • Date of birth; • Place of birth; • Most recent address; and • Details of any convictions (if applicable). The certificate is issued as a hard copy and the person who has requested the certificate must verify his identity by presenting a valid ID card on collection. The certificate has the following features: • Round stamp; • Name of the issuing authority; • Unique serial number containing both letters and numbers; and • An eagle stamp. A sample certificate can be found in Section 17.
10	**Languages**	The certificate is available in Romanian only. There is no official translation service.

11	**Criminal convictions listed on certificate**	The certificate contains details of the individual's convictions. If there are no convictions, the certificate will state: "The applicant is not recorded in the criminal record database". The certificate is valid for six months from the date on which it was issued. Categories of criminal conviction include: • Violence against the person – *Violenta asupra persoanei* • Sexual offences crimes – *si delicte contra libertatii sexuale* • Burglary – *Furt* • Robbery – *Jaf* • Theft and handling stolen goods – *Furt si manipularea bunurilor furate; infractiuni contra patrimoniului* • Fraud and forgery – *Frauda si falsificare* • Criminal damage – *Daune rezultate din fapte criminale* • Drug offences – *Infractiuni cu droguri.* Convictions are removed from the register of convictions when: • The offences committed are no longer provided by law; • Court or legal rehabilitation has taken place; • An amnesty has been granted; • 20 years have passed since a sentence to a fine, penalty or a custodial penalty of a maximum of 3 years; • The criminal proceedings have ceased or the individual has been acquitted; and • Carrying out the educational measure of freedom under surveillance, of internment in a re-education centre or in a medical-educational institute and 1 year has passed since the educational measure of censure was carried out.
12	**Confirming authenticity**	This country has joined the *Hague Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents*. This enables criminal record checks to be authenticated by means of an Apostille. For further information on how to obtain an Apostille, from this country please see: **www.hcch.net/index_en.php?act=authorities.details&aid=340.**
13	**Official bodies providing advice on interpretation of criminal records**	None
14	**Legislation**	Law No 290, 24 June 2004, governs the disclosure of criminal records in Romania.
15	**Pending changes**	Law No. 290 from 24 June 2004 is due to be modified, although the bill has been pending approval since February 2012.

16	**Sources of information**	General Inspectorate of Romanian Police, Directorate for Criminal Records, Statistics and Operational Registers CPNI Guidance Document 2009 Hague Conference on Private International Law website: **www.hcch.net/index_en.php?act=authorities.details&aid=340**

17	**Sample documents**	Sample documents

ROMÂNIA
MINISTERUL ÎNTERNELOR ȘI REFORMEI ADMINISTRATIVE
Inspectoratul de Poliție al Județului Suceava
- Cazier Judiciar -
Operator de date nr.4278

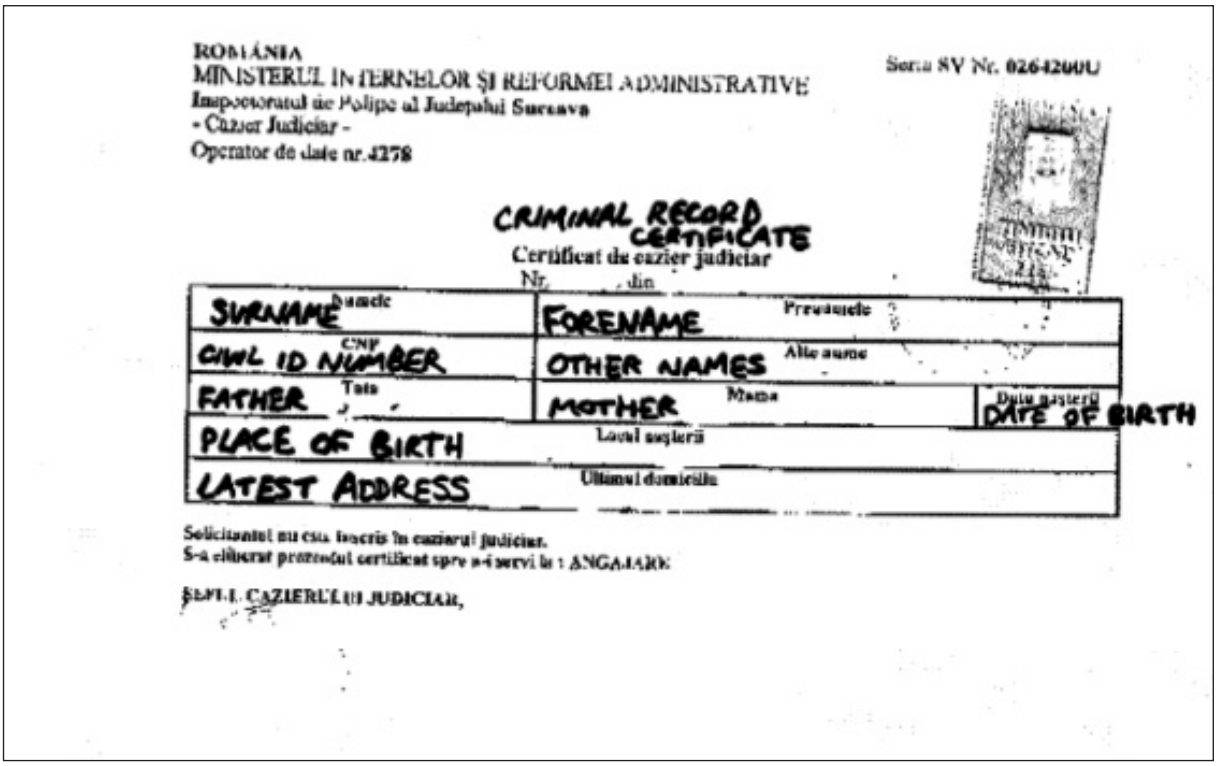
Seria SV Nr. 0264200U

Certificat de cazier judiciar
Nr. din

Numele	Prenumele	
CNP	Alte nume	
Tata	Mama	Data naștерii
Locul naștерii		
Ultimul domiciliu		

Solicitantul nu este înscris în cazierul judiciar.
S-a eliberat prezentul certificat spre a-i servi la : ANGAJARE

ȘEFUL CAZIERULUI JUDICIAR,



ROMÂNIA
MINISTERUL INTERNELOR ŞI REFORMEI ADMINISTRATIVE
Inspectoratul de Poliţie al Judeţului Suceava
- Cazier Judiciar -
Operator de date nr.4278

Seria SV Nr. 0264200U

CRIMINAL RECORD CERTIFICATE

Certificat de cazier judiciar
Nr. din

SURNAME Numele	FORENAME Prenumele
CIVIL ID NUMBER CNP	OTHER NAMES Alte nume
FATHER Tata	MOTHER Mama / Data naşterii DATE OF BIRTH
PLACE OF BIRTH Locul naşterii	
LATEST ADDRESS Ultimul domiciliu	

Solicitantul nu este înscris în cazierul judiciar.
S-a eliberat prezentul certificat spre a-i servi la : ANGAJARE

ŞEFUL CAZIERULUI JUDICIAR,

Sample Certificates

ROMÂNIA
MINISTERUL ADMINISTRAŢIEI ŞI INTERNELOR
INSPECTORATUL GENERAL AL POLIŢIEI ROMÂNE
Direcţia Cazier Judiciar, Statistică şi Evidenţe Operative
- Cazier Judiciar -
Notificare privind prelucrarea datelor cu caracter personal nr.64

Seria N Nr. 0012034

| Timbru |

Certificat de cazier judiciar

Nr. 111 din 01.06.2010

Numele GOGEA	*Prenumele* MIHAELA
Data naşterii 03.07.1980	*C.N.P.* 2800703460019
Locul naşterii Sectorul 6 / Mun.Bucureşti	
Ultimul domiciliu Bucureşti /S6 Str.Mărgelelor nr.104 bl.N34 sc.2 et.4 ap.27	

Solicitantul nu este înscris în cazierul judiciar.
S-a eliberat prezentul certificat spre a-i servi la : **SPECIMEN**

ŞEFUL CAZIERULUI JUDICIAR,

|L.S.|

CONFIDENŢIAL!

ATENŢIE! Date cu caracter personal, prelucrate în conformitate cu dispoziţiile Legii nr.677/2001

CPNI
Centre for the Protection of National Infrastructure

SECURITY WATCHDOG
Part of Capita plc

Russia

How to obtain a criminal record check - detailed guidance

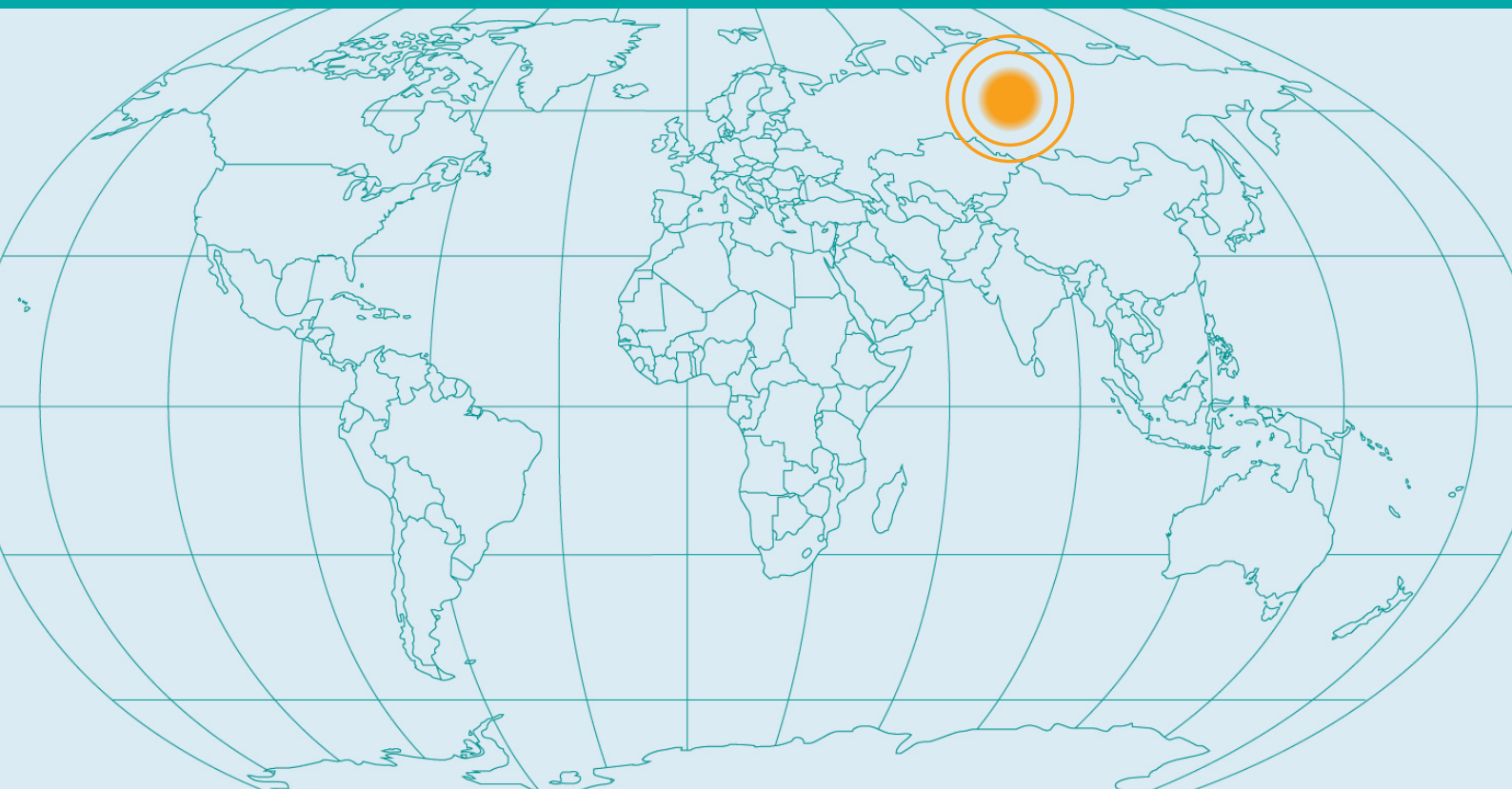
Individual/third party (with power of attorney) applies in person/ online (in some circumstances) to the local Ministry of Internal Affairs

Applications from the UK in person to Embassy

No cost in country/£30 from Embassy

Certificate issued in Russian

Turnaround 1–2 months



Russia

1 Name of certificate

2 Department responsible for criminal records

3 Where to apply in country

4 How to apply in country

5 Where to apply in the UK

6 How to apply in the UK

7 Who can apply

8 Cost, payment and turnaround

9 How results are presented and security features

10 Languages

11 Criminal convictions listed on certificate

12 Confirming authenticity

13 Official bodies providing advice on interpretation of criminal records

14 Legislation

15 Pending changes

16 Sources of information

17 Sample documents

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1	**Name of certificate**	Notice of Conviction or No Conviction (*справка о наличии (отсутствии) судимости*)
2	**Department responsible for criminal records**	Main Information Analysis Centre (*MIAC or Народный Комиссариат Внутренних Дел (НКВД)*) within the Ministry of Internal Affairs (*MIA* or *ГЛАВНЫЙ ИНФОРМАЦИОННО-АНАЛИТИЧЕСКИЙ ЦЕНТР ПРИ МИНИСТЕРСТВЕ ВНУТРЕННИХ ДЕЛ*)
3	**Where to apply in country**	MIAC, Ulitsa Novocheremushkinskaya 67, Moscow 117418, Russia. Tel: +7 (0) 495 332 31 77 Web: **www.mvd.ru** The addresses for all the MIA offices in Russia can be found at: **www.mvd.ru/contacts/10000005/#ФО**
4	**How to apply in country**	In person at the address or branches listed in Section 3. The application form can be obtained from any of these locations. A sample application form can be seen in Section 17. The individual must provide a copy of their passport. If the application is being made by a third party a notarised/authenticated power of attorney document is also required. Some applications can also be submitted online. See **www.gosuslugi.ru/pgu/service/10000006704_425.html#_description**
5	**Where to apply in the UK**	Embassy of the Russian Federation, 6/7 Kensington Palace Gardens, London, W8 4QP Tel: +44 (0)20 7229 6412 Email: **office@rusemblon.org** Web: **www.rusemblon.org**
6	**How to apply in the UK**	In person at the consular section of the address in Section 5. The application form can be obtained from this office or from the Embassy website shown in Section 5. The application form requires the following information: • Name; • Date and place of birth; • Addresses when resident in Russia; and • Reason for the request. The individual must also present their original passport.

7	**Who can apply**	• Individuals; • Third party with official power of attorney (in country only); and • If the individual is under 18 years old, a parent/guardian may apply on their behalf. The parent/guardian must present papers confirming their status.
8	**Cost, payment and turnaround**	**Cost** • The cost for an application for a Notice of Conviction from the UK is £30; or • There is no charge for an application for a Notice of Conviction from within Russia. **Turnaround** Applications take approximately 1 month to process. However, if a match on the name of the individual is identified, this can add 1 month to the processing time. There is no fast-track system available.
9	**How results are presented and security features**	In the case of an overseas application, the Russian Embassy in London will contact the individual when the Notice of Conviction is ready for collection. For applications made within Russia, the relevant office will notify the individual when the Notice of Conviction is ready for collection. The Notice of Conviction is a black and white A4 landscape document. The address of the issuing body is in the top right hand corner. Directly below this is a unique registration number. The main body of the certificate is divided into several lines detailing the information identified. At the bottom of the certificate is an official stamp with the signature of the head of the office (MIAC or MIA) that processed the request. See Section 17 for a sample.
10	**Languages**	The certificate is available in Russian only. **Translation** The Russian Embassy in London can provide a list of authorised translators, with the translated copy being subject to legal notarisation. See Section 5 for contact details. For applications by UK citizens who live in Russia the certificate can be translated and an Apostille placed upon it by the British Embassy in Moscow. The address of the Embassy is: British Embassy, Smolenskaya Naberezhnaya 10, Moscow 121099, Russia. Tel: +7 (0) 95 956 7200 Email: **consular.moscow@fco.gov.uk**

11	**Criminal convictions listed on certificate**	The following categories of conviction all exist in Russia: • Violence against the person (*преступление против жизни и здоровья*); • Sexual offences (*преступление против половой свободы и половой неприкосновенности личности*); • Burglary (*ограбление*); • Robbery (*кража*); • Theft and handling of stolen goods (*приобретение или сбыт имущества, заведомо добытого преступным путем*); • Fraud (*мошенничество*); • Criminal damage (*умышленное уничтожение или повреждение имущества*); and • Drug offences (*незаконное приобретение, хранение, перевозка, изготовление, переработка наркотических средств, психотропных веществ и их аналогов*). Other offences include: acts of terrorism, offences against society, offences against the state, offences against peace and security. If no criminal records are identified, a Certificate of No Conviction will be issued. If criminal records are identified, the following information for each record will be provided on a Certificate of Conviction: • Type of conviction (including spent convictions); • Date and place of the conviction (including name of the court); • Period and place of imprisonment (if applicable); and • Date of discharge. There is no obligation on the Russian police forces to destroy criminal records information. Criminal records generally remain on record at the MIAC for the duration of the life of the individual. In instances where a conviction is spent, in most circumstances the individual is no longer obliged to reveal the existence of the record in most circumstances. However, the record will not be removed from the MIAC database.
12	**Confirming authenticity**	This country has joined the *Hague Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents*. This enables criminal record checks to be authenticated by means of an Apostille. For further information on how to obtain an Apostille from this country, please see: **www.hcch.net/index_en.php?act=authorities.details&aid=341**
13	**Official bodies providing advice on interpretation of criminal records**	None

14	**Legislation**	MVD Order No. 965 (dated 1 November 2001). The Presentation of Notices of Conviction (No Conviction) to Citizens issued by the MIA available at: **www.rg.ru/oficial/doc/min_and_vedom/mvd/965_p.shtm**
15	**Pending changes**	None
16	**Sources of information**	• In Country Legal Resource • CPNI Guidance Document 2009 • Russian Embassy – London • Hague Conference On Private International Law **www.hcch.net/index_en.php?act=authorities.details&aid=341**

17	Sample documents

Sample application form

Образец заявления

В _____
(ФКУ "ГИАЦ МВД России", ИЦ территориального органа МВД России на региональном уровне)

От _____
(фамилия имя отчество)

_____

_____
(лично, по доверенности, либо иной документ, подтверждающий

_____
родство или факт усыновления (удочерения), установления опеки

_____
или попечительства)

_____

Адрес места жительства: _____

_____

ЗАЯВЛЕНИЕ

Прошу выдать справку о наличии (отсутствии) судимости и (или) факта уголовного преследования либо о прекращении уголовного преследования на гражданина (гражданку)

_____
(фамилия, имя, отчество, в том числе ранее имевшиеся)

_____

_____
(число, месяц, год и место рождения)

_____
(серия, № паспорта, когда и кем выдан)

_____
(место жительства или пребывания)

_____

_____

_____
(указать регионы Российской Федерации, в которых проживал(а) ранее)

_____

Приложение: _____

_____

« » _____ 20___ г. _____
(подпись)

Sample Certificate

МВД России
ГЛАВНОЕ УПРАВЛЕНИЕ
МИНИСТЕРСТВА
ВНУТРЕННИХ ДЕЛ
РОССИЙСКОЙ ФЕДЕРАЦИИ
ПО ГОРОДУ МОСКВЕ
(ГУ МВД РОССИИ по г. Москве)
ул. Петровка, 38, Москва, 127994
телефон: (495) 694-97-23, факс: (495) 698-64-14

13 / 06 / 2013 г. № 13/5-

№ 0135301

Москва,
Петровско-Разумовский пр-д, д.24,
к.19, кв.79

СПРАВКА

В ФКУ «Главный информационно-аналитический центр МВД России», ГУ МВД России по г. Москве, ГУ МВД России по Московской области

(ИЦ территориальных органов МВД России на региональном уровне)

в отношении

(фамилия, имя, отчество (при наличии), в том числе сведения ранее, дата

г.р., м.р. г. Москва

(место рождения)

имеются (не имеются) сведения о судимости (в том числе погашенной и снятой) на территории Российской Федерации: не имеются

(сведения о снятии или погашении судимости с приговором, номер статьи (части, пункта) УК, срок и основания для освобождения, основания погашения или снятия судимости)

имеются (не имеются) сведения о факте уголовного преследования либо о прекращении уголовного преследования на территории Российской Федерации: не имеются

(дата возбуждения уголовного дела, наименование органа, принявшего решение, номер статьи, части, пункта УК РФ, дата и основание прекращения уголовного дела)

Дополнительная информация: не имеется

Заместитель начальника ЗИЦ (подпись) В.П. Малеванный (инициалы, фамилия)

CPNI
Centre for the Protection of National Infrastructure

SECURITY WATCHDOG
Part of Capita plc

Serbia

How to obtain a criminal record check - detailed guidance

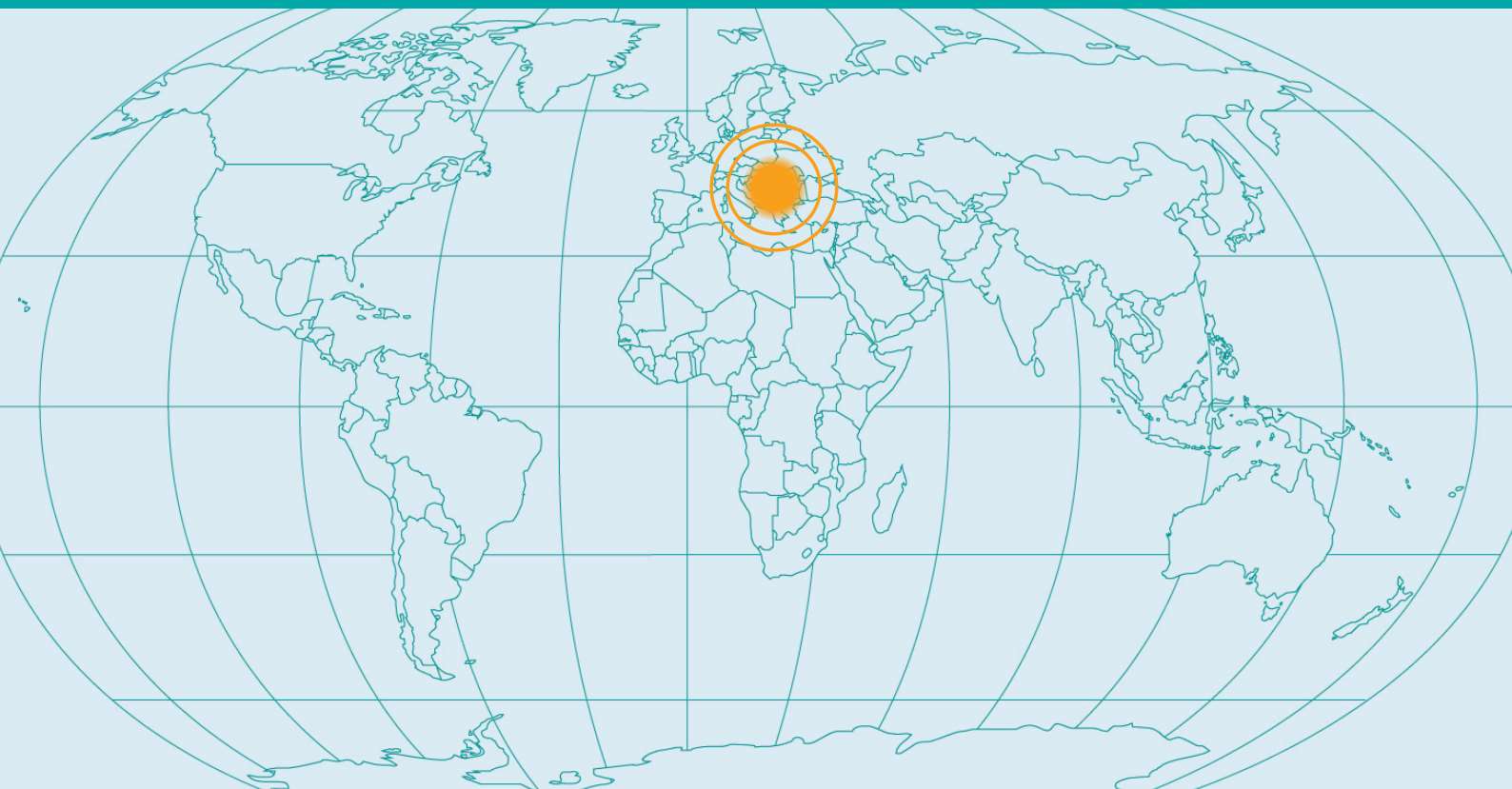
Individual/third party (with power of attorney) applies in person to local police station/ non-nationals apply in person at their respective Embassy

Applications from UK in person to Embassy

Cost RSD520/£25

Certificate issued in Serbian

Turnaround 15 days if born in Serbia/1–3 months if born abroad



Serbia

1 Name of certificate

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1	**Name of certificate**	Criminal Record Certificate (*Uverenje o nekaznjavanju*)
2	**Department responsible for criminal records**	Ministry of Interior of the Republic of Serbia (Ministarstvo unutrašnjih poslova), Biro za medjunarodnu saradnju, Bulevar M. Pupina 2, 11070 Beograd, Serbia. Tel: +381 (0) 11 306 2000 Email: **info@mup.gov.rs** Web: **www.mup.gov.rs/**
3	**Where to apply in country**	At the local police station where the individual has a current registered address or was born. The list below shows the telephone numbers for police offices in Serbia: • Bor +381 (0)30 422 444 • Valevo +381 (0)14 294 300 • Vrane +381 (0)17 421 151 • Zajechar +381 (0)19 422 788 • Zrenanin +381 (0)23 64 112 • Jagodina +381 (0)35 221 602 • Kikinda +381 (0)230 23 510 • Kragujevac +381 (0)34 335 013 • Kralevo +381 (0)36 231 777 • Krusevac - not available • Leskovac Telephone: +381 (0)16 250 554 • Nis Telephone: +381 (0)18 511 222 • Novi Pazar +381 (0)20 314 744 • Novi Sad +381 (0)21 488 4000 • Pancevo +381 (0)13 311 780 • Pirot +381 (0)10 332 122 • Pozarevac +381 (0)12 222 199 • Prijepole +381 (0)33 711 946 • Prokuple +381 (0)27 324 499 • Sombor +381 (0)25 466 539 • Smederevo +381 (0)26 224 112 • Sremska Mitrovoca +381 (0)22 610 270 • Subotoca +381 (0)24 552 933 • Uzice +381 (0)31 513 688 • Cacak +381 (0)32 222 701 • Sabac +381 (0)15 326 332 The contact details of the relevant department in Belgrade are: Police Administration, Bulevar Despota Stefana 107, Belgrade, Serbia.

4	**How to apply in country**	In person at the local police station as listed in Section 3 with a copy of ID or passport. Individuals complete an application form available from the police station. The form requires: • Personal identity number; • Date and place of birth; • Names of individual's parents; • Residence; and • Signature. A sample can be seen in Section 17. If the applicant is an employer, there is no specific form. The application is in the form of a letter, which must state the reason for submitting the request.
5	**Where to apply in the UK**	Embassy of Serbia, 28 Belgrave Square, London, SW1X 8QB Tel: +44 (0)207 235 9049 Fax: +44 (0)207 235 7092 Embassy: **london@serbianembassy.org.uk** Web: **www.london.mfa.gov.rs**
6	**How to apply in the UK**	In person to the address in Section 5 with the following: • Completed application form (can be obtained from the Embassy); see Section 17 for a sample; • Valid Serbian passport or ID; and • Relevant fee. Employers and third parties cannot apply at the Embassy. Non-nationals can only apply through their respective Embassies in Serbia. Alternatively, a third party application can be made in Serbia with a power of attorney as detailed in Section 4.
7	**Who can apply**	• Individuals; or • Third parties/employers with valid power of attorney. A prospective employer will not usually be entitled to apply for disclosure of criminal records. However, if legislation allows, an employer would be authorised to seek disclosure of criminal records directly. There is no comprehensive list of such situations. The police decide on a case-by-case basis whether to disclose the criminal record to an employer. The employer must submit the application on company headed paper, with a stamp and signature.

8	**Cost, payment and turnaround**	**Cost** The fee for a certificate is RSD 520. The acceptable type of payment is money order (made via a bank or post office). The cost of obtaining the document via the Embassy is £25 (in cash only). **Turnaround** • For nationals of Serbia, the turnaround time is 15 days. • For non-nationals or applications abroad, the turnaround time is 1 to 3 months. There is no fast-track service available.
9	**How results are presented and security features**	The certificate is issued as an A4 certificate in hard copy for collection. It will have a blue stamp and signature in the bottom right-hand corner of the page, and a unique reference number located in the top left-hand corner of the document. A Certificate of No Conviction will contain the following personal information: • Full name; • Personal identity number; • Date and place of birth; and • Names of the individual's parents. If no disclosable information is held on record, this will be stated immediately beneath the personal information. If there are criminal convictions, the disclosure will be entitled to a Certificate of Judgement. In addition to the individual's personal details, the disclosure will contain information about all spent and unspent convictions.
10	**Languages**	The certificate is available in Serbian only. The Serbian Embassy in London offers a translation service. The fee is £40. See Section 5 for contact details.
11	**Criminal convictions listed on certificate**	All "spent" and "unspent" convictions are listed and remain indefinitely on an individual's record. The main categories of criminal conviction in Serbia are: • Violence against the person (*Prinuda*); • Sexual offences (*Silovanje*); • Burglary or robbery (*Kradja*); • Fraud (*Prevara*); • Criminal damage (*Šteta nastala izvršenjem krivičnog dela*); • Drug offences (*Neovlašćena proizvodnja, držanje i stavljanje u promet opojnih droga*); and • Motoring offences (*Ugrožavanje javnog saobraćaja*).

		In Serbia, criminal records will become "spent" after the following periods of time have elapsed: • For fines and custodial sentences of up to 6 months – 3 years; • For custodial sentences between 6 months to 1 year – 5 years; • For custodial sentences between 1 and 3 years – 10 years; and • For custodial sentences between 3 and 5 – 10 years.
12	**Confirming authenticity**	An Apostille certifying that the document is genuine can be obtained in a Serbian court. The presence of the official person who signed the document is required. The authenticity of a certificate can be confirmed by the Serbian Embassy in London (see Section 5 for contact details) for a consular fee of £35.
13	**Official bodies providing advice on interpretation of criminal records**	None
14	**Legislation**	Law on Criminal Records 1979 Criminal Code 2005
15	**Pending changes**	None
16	**Sources of information**	In Country Legal Resource CPNI Guidance Document 2009 Embassy of Serbia, London

17	Sample documents

Sample application form

MINISTARSTVO UNUTRAŠNJIH POSLOVA R. SRBIJE
Uprava za analitiku

Na osnovu čl.102. stav 5. Krivičnog zakonika ("Sl.glasnik R. Srbije" br.85/05, 115/05 i 72/09) i čl. 10. i 13. Pravilnika o kaznenoj evidenciji ("Sl.list SFRJ" br. 5/79)

ZAHTEV ZA IZDAVANJE UVERENJA O NEKAZNJAVANJU

Podaci koje popunjava ponosilac zahteva:

JMBG

Prezime (i devojačko prezime): _____

Ime: _____

Ime i prezime oca: _____

Ime i prezime majke: _____

Dan, mesec i godina rođenja: _____

Mesto i država rođenja: _____

Zanimanje: _____

Adresa prebivališta u Srbiji: _____

Adresa boravišta u UK: _____

Svrha za koju se traže uverenje: _____

Država u kojoj se želi ostvariti pravo: _____

U Londonu, dana _____

Potpis podnosioca zahteva:

_____

Prilog:
- fotokopija pasoša ili lične karte Srbije
- priznanica o plaćenoj taksi

Sample Certificate

Republika Srbija
MINISTARSTVO UNUTRAŠNJIH POSLOVA
Direkcija policije
Policijska uprava u
Broj
05.09.2013. godine

Ministarstvo unutrašnjih poslova Republike Srbije - Policijska uprava u Čačku, na osnovu člana 102. stav 5. Krivičnog zakonika ("Službeni glasnik R.Srbije" broj 85/05, 115/05 i 72/09) i člana 10. i 13. Pravilnika o kaznenoj evidenciji ("Službeni list SFRJ" broj 5/79), na zahtev

Prezime i ime
Mesto prebivališta — opština
Ulica — broj — od — .3. godine
Izdaje

UVERENJE

Prezime i ime
JMBG — rođen-a — . godine u mestu
Opština — država - republika **SRBIJA**
Ime oca — ime majke
Devojačko prezime majke

PREMA PODACIMA IZ KAZNENE EVIDENCIJE OVE POLICIJSKE UPRAVE NIJE OSUDJIVAN-A

Uverenje se izdaje radi ostvarivanja prava gradjana.

Taksa po tarifnim brojevima 1. i 48. Zakona o republičkim administrativnim taksama ("Službeni glasnik RS", broj 43/03, 53/04, 42/05, 42/06, 47/07, 5/09) u iznosu od _____ dinara naplaćena je.

PO NAČELNIKA POLICIJSKE UPRAVE
GLAVNI INSPEKTOR

Sample Certificate Translation

Republic of Serbia
Ministry of Internal Affairs
Police Directorate
Police Department in _____
No.
Date:

The Ministry of Internal Affairs of the Republic of Serbia - Police Department in _____, has issued, under Article 102, paragraph 5, of the Criminal Code ("Official Gazette of the Republic of Serbia" Nos. 85/05, 115-05 and 72/09) and Articles 10 and 13 of the Criminal Record Statute ("Official Gazette of the SFRY" No.5/79), at the request submitted by

Surname and Name
Place of Residence: _____ *Municipality:* _____
Street: *On*

the following

CERTIFICATE

Surname and Name:
Vital Record No: *DOB:*
Place of Birth:
Municipality:
State-Republic:
Name of Father:
Name of Mother: *Maiden Name:*

ACCORDING TO THE PENAL RECORDS KEPT AT THIS POLICE DEPARTMENT, THE ABOVE-NAMED HAS NO CRIMINAL CONVICTIONS.

This Certificate has been issued to regulate citizen rights.

Tax under tariff No. 1 and 48 of the Law on the Republic Administrative Taxes ("Official Gazette of the Republic of Serbia" Nos. 43/03, 53/04, 42/05, 42/06, 47/07, 5/09, 35/10, 70/11 and 55/12) in the amount of RSD has been paid.

Signed by_____, Chief Police Counsellor at the Police Department

CPNI
Centre for the Protection of National Infrastructure

SECURITY WATCHDOG
Part of Capita plc

Singapore

How to obtain a criminal record check - detailed guidance

Individual/third party (with written consent)(non-nationals at discretion of authorities) applies in person to Criminal Investigation Department

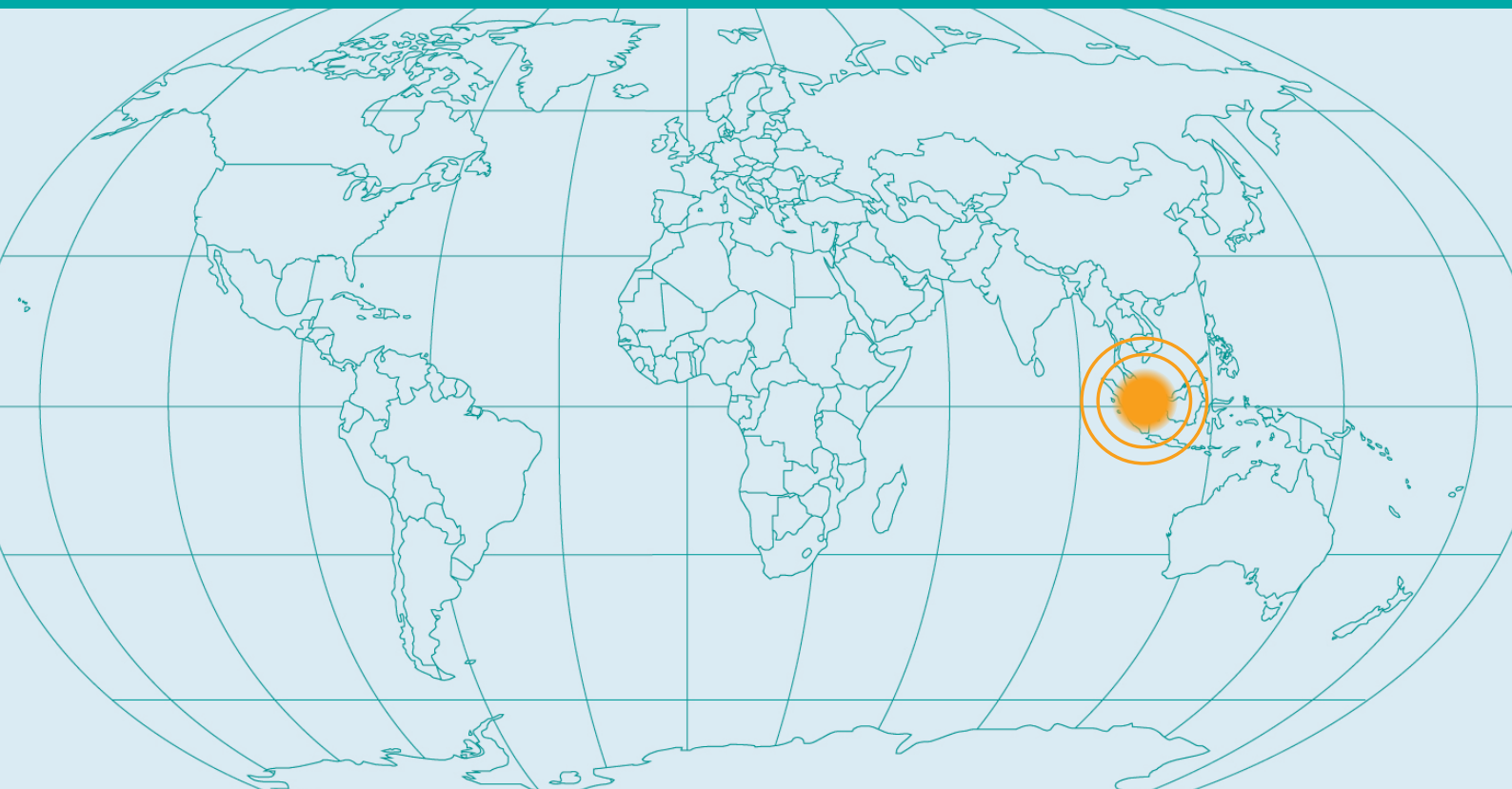
Applications from UK by post to Criminal Investigation Department

Fingerprints required

Cost $45 SGD

Certificate issued in English

Turnaround 10 working days/fast-track may be available



Singapore

1 Name of certificate

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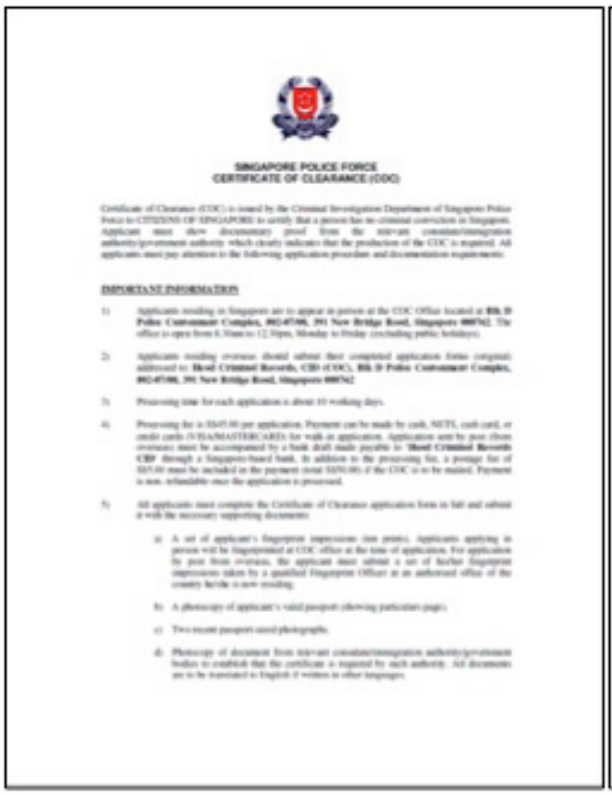
1	**Name of certificate**	Certificate of Clearance (COC)
2	**Department responsible for criminal records**	Criminal Investigation Department of the Singapore Police Force
3	**Where to apply in country**	Criminal Investigation Department, Singapore Police Force, Block D, Police Cantonment Complex, #02-07/08, 391 New Bridge Road, Singapore 088762. Tel: +65 (0)6435 0000/ +65 (0) 6557 3985 Email: **SPF_CID_COC@spf.gov.sg** Web: **www.spf.gov.sg/epc/cert_issued.htm**
4	**How to apply in country**	In person to the address in Section 3 with the following: • Completed application form (available at, see Section 17 for a sample); • A set of the individual's fingerprints (taken at the COC office at the time of application); • A photocopy of individual's valid passport; • Two recent passport-size photographs; and • A photocopy of a document from relevant consulate/immigration authority/government body/employer to establish that the certificate is required. All documents must be translated to English if necessary.
5	**Where to apply in the UK**	Applications should be made to the address detailed in Section 3. Applications cannot be made at the High Commission, but application forms can be obtained here: Consular Section, Singapore High Commission, 9 Wilton Crescent, Belgravia, London, SW1X 8SP Tel: +44 (0)207 235 8315 Fax: +44 (0)207 245 6583 Email: **singhc_lon@sgmfa.gov.sg** Web: **www.mfa.gov.sg/content/mfa/overseasmission/london.html**

6	**How to apply in the UK**	The application process is the same as in Section 4, but it is to be submitted by post to the address in Section 3. The fingerprints must be taken by a qualified fingerprint officer at a police station or authorised office in the UK. Application forms can also be obtained from the Consular Section of the Singapore High Commission (see Section 5 for details).
7	**Who can apply**	• Individuals (Singaporean citizens only); • Third parties (with consent); and • Non-citizens may make an appeal for a COC by submitting the appeal in writing, supported by relevant documents such as letter from the requesting authority and documentary proof on stay in Singapore to the address in Section 3. The appeal will be treated on a case-by-case basis and processing time is approximately 15 working days.
8	**Cost, payment and turnaround**	**Cost** The cost is $45 SGD. **Payment** In person – payment can be made by cash, NETS, cash card or credit card (Visa/Mastercard). By post – bank draft made payable to "Head Criminal Records CID" in Singapore dollars through a financial institution based in Singapore. In addition to the certificate fee, a postage fee of $5 SGD must be included if the COC is to be sent to an overseas address. **Turnaround** • The turnaround time is approximately 10 working days. • Fast-track can be requested when submitting an application. All requests are determined on a case-by-case basis.
9	**How results are presented and security features**	Individuals in Singapore must collect the certificate in person or authorise a third party to do so. An authorisation letter is required for collection by a third party. The results will be posted if the request was sent from overseas.
10	**Languages**	The certificate is available in English.
11	**Criminal convictions listed on certificate**	No prescriptive guidance on specific convictions available.
12	**Confirming authenticity**	No prescriptive guidance on confirming authenticity available.

13	**Official bodies providing advice on interpretation of criminal records**	None
14	**Legislation**	Singapore Penal Code (Chapter 224) 30th November 2008
15	**Pending changes**	None
16	**Sources of information**	Singapore High Commission London **http://www.mfa.gov.sg/content/mfa/overseasmission/london.html** Singapore Police Force **www.spf.gov.sg/epc**

17	**Sample documents**	Sample application form



SINGAPORE POLICE FORCE
CERTIFICATE OF CLEARANCE (COC)

IMPORTANT INFORMATION

APPLICATION FORM
CERTIFICATE OF CLEARANCE (COC)

FOR OFFICIAL USE ONLY

A. PERSONAL DATA OF APPLICANT

B. REASON FOR APPLICATION

☐ MIGRATION
☐ EDUCATION
☐ BUSINESS
☐ EMPLOYMENT
☐ MARRIAGE
☐ ADOPTION
☐ OTHERS (Specify) _____

☐ High cost of living in Singapore
☐ Singapore is too regulated and stifling
☐ Better career / business prospects overseas
☐ Better and less stressful education opportunities for your children
☐ Prefer a more relaxed lifestyle
☐ To be united with close family members who migrated earlier
☐ Do not want your sons to serve National Service
☐ Retirement abroad
☐ Marriage to a foreign national
☐ Uncertain future of Singapore
☐ Others (specify) _____

26. IF IT IS FOR EDUCATION PURPOSE

A. LEVEL OF STUDY (EG. DIPLOMA, DEGREE) _____
B. FIELD OF STUDY (EG. SCIENCE, BUSINESS etc) _____
C. YEAR OF STUDY (EG. FIRST YEAR) _____
D. DURATION OF COURSE _____

26. IF IT IS FOR EMPLOYMENT PURPOSE

A. OCCUPATION _____
B. FOR HOW LONG? _____YEARS _____MONTHS

27. DO YOU HAVE RELATIVES CURRENTLY STAYING IN YOUR COUNTRY OF DESTINATION?

☐ YES HOW MANY? _____
☐ NO

28. HAVE YOU EVER STUDIED / WORKED ABROAD?

☐ YES ☐ NO

If your answer is YES, please state

NUMBER OF YEARS ABROAD _____
COUNTRY: _____
LEVEL OF EDUCATION: _____
NATURE OF WORK: _____

C. PARTICULARS OF APPLICANT'S ACCOMPANYING FAMILY MEMBERS

RELATION TO APPLICANT	NAME	SEX	[illegible]	AGE	CITIZENSHIP	EDUCATION LEVEL	CURRENT COUNTRY OF RESIDENCE	APPLYING FOR COC?	DEPENDING/ TRAVELLING WITH APPLICANT?
SPOUSE									
CHILD 1									
CHILD 2									

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SECURITY WATCHDOG
Part of Capita plc

Slovakia

How to obtain a criminal record check - detailed guidance

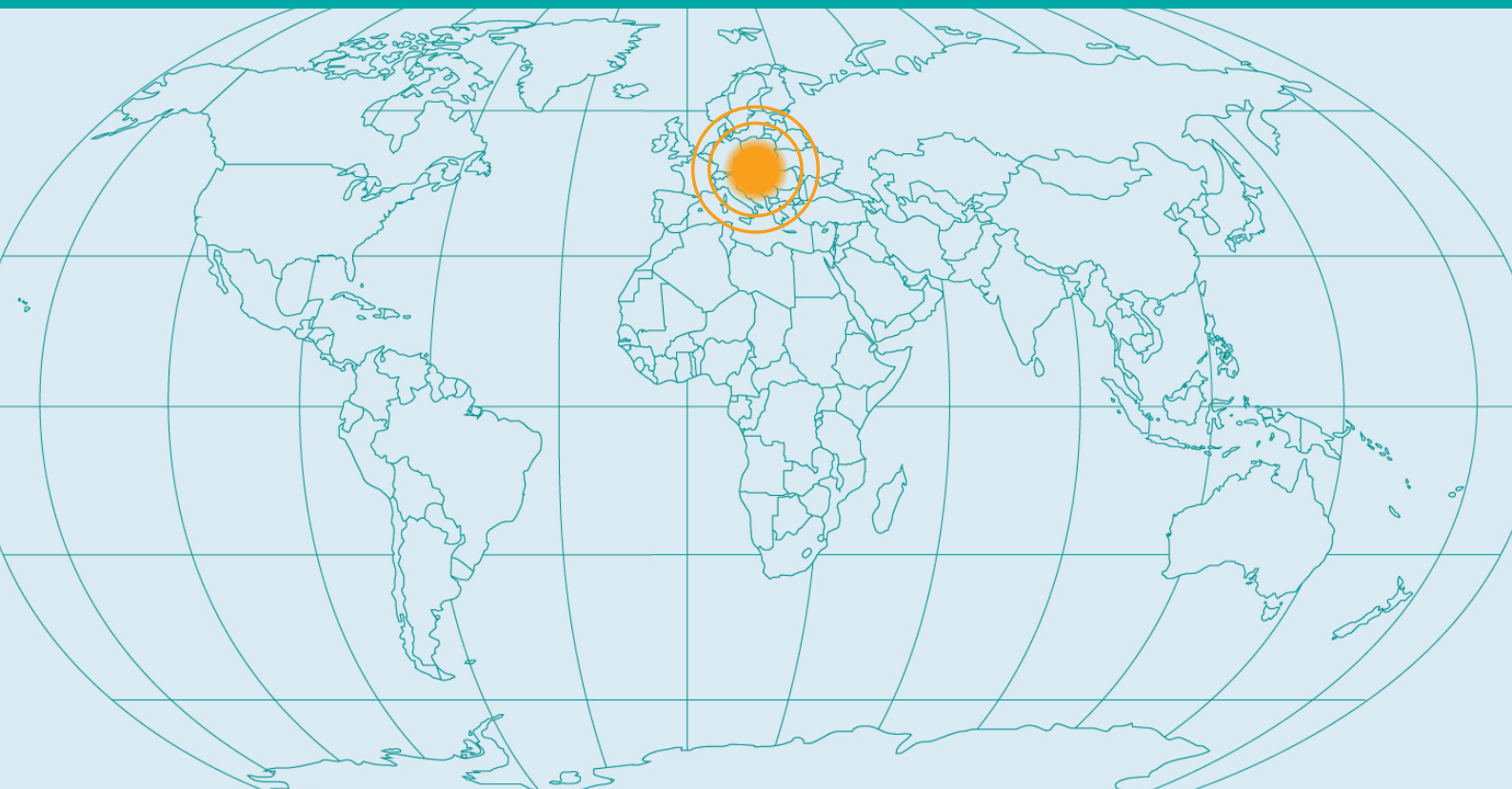
Individual/third party (with written consent) applies by post/in person to any municipality register/prosecutor's office/Headquarters of the Criminal Register

Applications from the UK in person to Embassy

Cost €4/£9 from UK

Certificate issued in Slovak

Turnaround Slovakia immediately–2 days/UK 2–3 months



Slovakia

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1	**Name of certificate**	Extract from the Criminal Record (*Výpis z registra trestov*) Full Copy of Criminal Record (*Odpis registra trestov*)
2	**Department responsible for criminal records**	Criminal Register of General Prosecutor´s Office of the Slovak Republic (*Register trestov Generálnej prokuratúry Slovenskej republiky*)
3	**Where to apply in country**	Register of Convictions, Register trestov Generálnej prokuratúry Slovenskej republiky, Kvetná 13, P. O. Box 147, 814 23 Bratislava, Slovak Republic. Tel: +421 (0)2554 25 649 / +421 (0)2554 10 817 Web: **www.genpro.gov.sk/register-of-convictions-1389.html**
4	**How to apply in country**	Applications can be made at every municipality registrar, prosecutor´s office and at the headquarters of the criminal register (see Section 3 for the address; no list of other offices is available). The individual can apply by post or in person and must provide the following: • Application form (see sample in Section 17); • Slovak ID card/passport; and • Birth certificate. All documents must be submitted in Slovak language. If they are in a different language, they must be officially translated for submission. Only originals of documents will be accepted.
5	**Where to apply in the UK**	The Embassy of the Slovak Republic, 25 Kensington Palace Gardens, London, W8 4QY Tel: +44 (0)207 313 6470 Email: **emb.london@mzv.sk** Web: **www.mzv.sk/londyn**
6	**How to apply in the UK**	Applications can be made in person only to the address in Section 5. The individual must complete an application form (see Section 17 for an example). The relevant fee must be paid and then the data in the request is verified and sent to the Ministry of Foreign and European Affairs of the Slovak Republic for processing.
7	**Who can apply**	• Individuals; and • Persons authorised by the individual.

8	**Cost, payment and turnaround**	**Cost** • In Slovakia, the cost is €4; • At the Embassy, the cost is £9 (however, this varies monthly due to currency fluctuations). **Payment** • Cash; • Personal cheque; and • Cash via special machine (at the headquarters as detailed in Section 3 only). **Turnaround** • 2–3 months if the application was made at the Embassy; • Instantly, if it is requested in person at a location which has online access; • 1–2 days for requests made by post, plus postage time; • There is no system in place for fast-track cases.
9	**How results are presented and security features**	The results are presented in paper form. If there is no conviction in the register, the result is presented with the stamp "No Criminal Record". If there are any convictions in the register, these will be listed. The following information is listed on the certificate: • Name; • Current surname; • Birth/maiden surname; • Date of birth; • Gender; • Address; • Place of birth; • Municipality of birth in Slovak republic or state of birth; • Nationality; • Personal ID number; • First name and last name of father; • First name, last name and maiden name of mother; and • Signature of applicant. See samples in Section 17.
10	**Languages**	The certificate is available in Slovak only. There is no translation service.
11	**Criminal convictions listed on certificate**	• The Extract from Criminal Record shows all current convictions which are existing and valid. • The Full Copy of Criminal Record shows all convictions, even they have been expunged, for 100 years from the birth of the individual.
12	**Confirming authenticity**	If the document is to be used in the UK, it must be legalised using an Apostille from the Ministry of Foreign and European Affairs of the Slovak Republic. For more information see: **www.foreign.gov.sk/en/consular_info/authentication_of_documents**

13	**Official bodies providing advice on interpretation of criminal records**	None
14	**Legislation**	Act 330/2007 Coll. Criminal Register Act 300/2005 Coll. Criminal Code Act 301/2005 Coll. Criminal Procedure Act 215/2004 Coll. Protection of Classified Information Act 122/2013 Coll. Data Privacy
15	**Pending changes**	At some point in 2014, applications will be available in selected post offices within Slovakia.
16	**Sources of information**	Criminal Register of General Prosecutor´s Office of the Slovak Republic Embassy of the Slovak Republic

17	Sample documents

Sample Criminal Record Extract

Register trestov Generálnej prokuratúry Slovenskej republiky

Kvetná 13, 814 23 Bratislava

Číslo žiadosti	Kód RT	Počet strán	Dátum a čas	Exemplár číslo
	KB3NATFLE74N	1	17. 12. 2013 14:54:19	1

Výpis z registra trestov

(§ 10 ods. 1 až 11 zákona č. 330/2007 Z. z. o registri trestov)

Výpis sa vydáva na základe žiadosti osoby s nižšie uvedenými údajmi.

Žiadateľ (osobné údaje) :

Meno: test
Priezvisko: ttest
Rodné priezvisko: test
Dátum narodenia: 25.4.1953
Rodné číslo: 530425/123
Pohlavie: Muž

Miesto narodenia: test
Okres/štát narodenia: test
Štátne občianstvo: slovenské
Číslo OP/pasu: test

Záznam registra trestov:*

Vykázaný počet záznamov: 0

Nemá záznam v Registri trestov GP SR

Strana 1 z 1

*) Záznam registra trestov je chránený šifrovanou formou. Overenie pravosti záznamu registra trestov je možné na orgáne prokuratúry.

miesto pre kolkovú známku

pečiatka a podpis zodpovedného pracovníka

Sample Full Copy Certificate

Register trestov Generálnej prokuratúry Slovenskej republiky

Kvetná 13, 814 23 Bratislava

Číslo žiadosti	Kód RT	Počet strán	Dátum a čas	Exemplár číslo
	KB3NATFUFFEN	1	17.12.2013 14:55:02	1

Odpis registra trestov

(§ 13 ods. 1 až 3, ods. 7, § 15 ods. 1 a 2 zákona č. 330/2007 Z. z. o registri trestov)
Odpis sa vydáva na základe žiadosti osoby s nižšie uvedenými údajmi.

Žiadateľ (osobné údaje) :

Meno: test
Priezvisko: test
Rodné priezvisko: test
Dátum narodenia: 25.4.1953
Rodné číslo: 530425/123
Pohlavie: Muž

Miesto narodenia: test
Okres/štát narodenia: test
Štátne občianstvo: slovenské
Číslo OP/pasu: test

Záznam registra trestov:*
Vyznačený počet záznamov: 0

Nemá záznam v Registri trestov GP SR

Strana: 1 z 1

*) Záznam registra trestov je chránený šifrovanou formou. Overenie pravosti záznamu registra trestov je možné na orgáne prokuratúry.

miesto pre kolkovú známku

pečiatka a podpis zodpovedného pracovníka

Sample Application Form for an Extract

Žiadosť zasielajte na adresu: **Register trestov GP SR, Kvetná 13, 814 23 Bratislava**

ŽIADOSŤ O **VÝPIS** Z REGISTRA TRESTOV 1

Výpis z registra trestov sa vydáva osobe, ktorej sa žiadosť týka!

Miesto pre kolkovú známku

Adresa žiadateľa:

Identifikačné údaje o osobe

1. Rodné priezvisko	4. Dátum narodenia	7. Rodné číslo
2. Meno	5. Miesto narodenia	8. Pohlavie* Muž Žena / 9. Štátne občianstvo
3. Terajšie priezvisko	6. Okres narodenia v SR alebo štát narodenia	10. Číslo obč. preukazu* / pasu*
11. Prezývka (ak existuje)	11a. Trvalé bydlisko	Podpis žiadateľa
12. Priezvisko otca	DÁTUM	
13. Meno otca	PODPIS zodpovedného pracovníka	
14. Rodné priezvisko matky	ZÁZNAM REGISTRA TRESTOV: na druhej strane / v prílohe	
15. Meno matky		
16. Priezvisko matky		

* Nehodiace sa prečiarknuť.

Sample Application Form for a Full Copy

Žiadosť zasielajte na adresu: **Register trestov GP SR, Kvetná 13, 814 23 Bratislava**

ŽIADOSŤ O **ODPIS** REGISTRA TRESTOV 2

Odpis registra trestov na účely zamestnania v **súkromnej bezpečnostnej službe** alebo **technickej službe** na ochranu majetku a osôb!

Miesto pre kolkovú známku

Presný názov bezpečnostnej alebo technickej služby (§13 ods.7 zákona č. 330/2007 Z.z. o registri trestov)

Adresa žiadateľa:

Identifikačné údaje o osobe

Oprávnená osoba ☐ uchádzač ☐ zamestnanec

1. Rodné priezvisko	4. Dátum narodenia	7. Rodné číslo
2. Meno	5. Miesto narodenia	8. Pohlavie* Muž Žena / 9. Štátne občianstvo
3. Terajšie priezvisko	6. Okres narodenia v SR alebo štát narodenia	10. Číslo obč. preukazu* / pasu*
11. Prezývka (ak existuje)	11a. Trvalé bydlisko	Podpis žiadateľa
12. Priezvisko otca	DÁTUM	
13. Meno otca	PODPIS zodpovedného pracovníka	
14. Rodné priezvisko matky	ZÁZNAM REGISTRA TRESTOV: ☐ na druhej strane ☐ v prílohe	
15. Meno matky		
16. Priezvisko matky		

* Nehodiace sa prečiarknuť.

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Slovenia

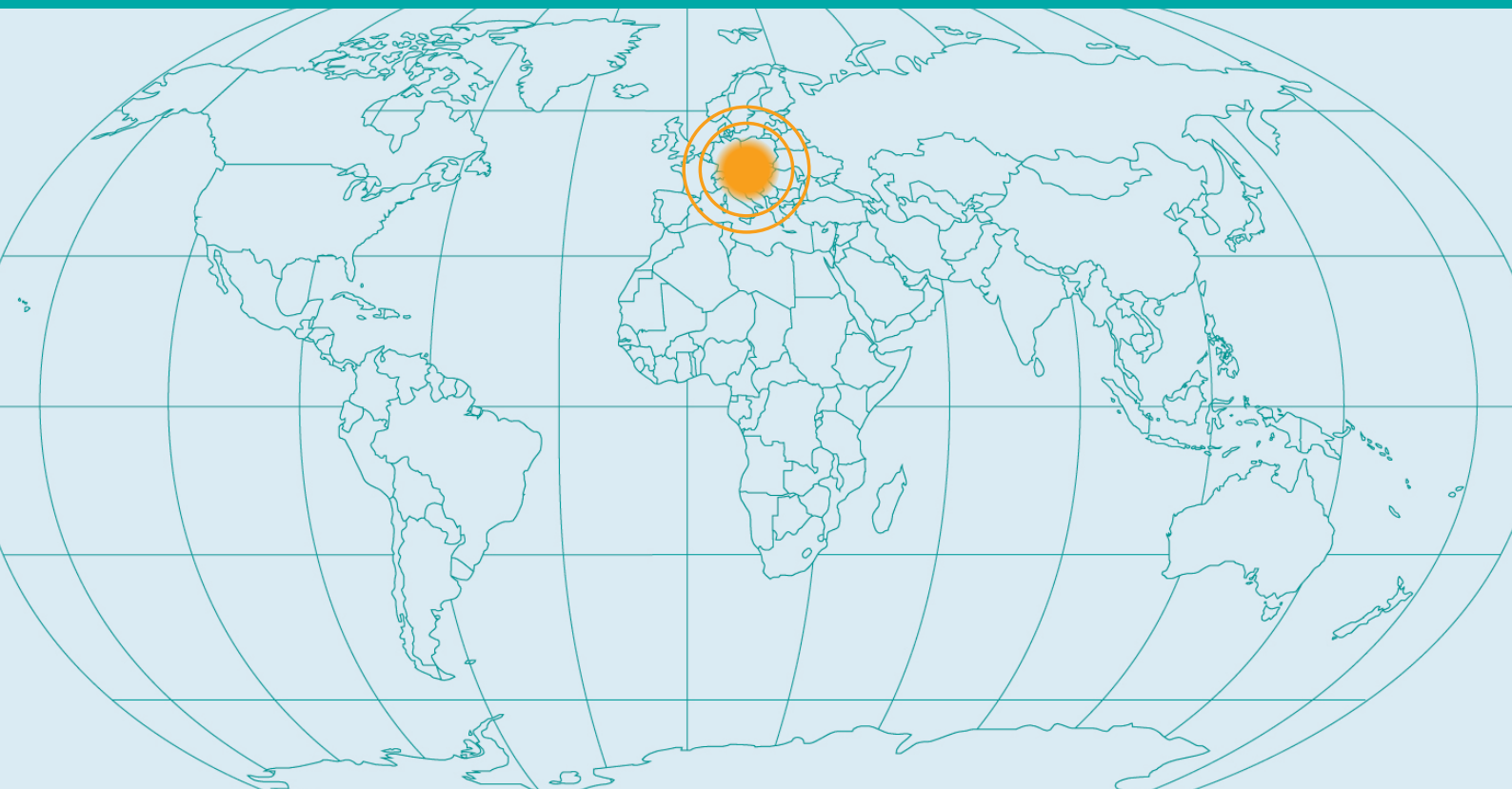
How to obtain a criminal record check - detailed guidance

Individual applies by post/fax/email to the Ministrstvo za pravosodje (Ministry of Justice)

No cost

Certificate issued in Slovenian

Turnaround a few days



Slovenia

1 Name of certificate

2 Department responsible for criminal records

3 Where to apply in country

4 How to apply in country

5 Where to apply in the UK

6 How to apply in the UK

7 Who can apply

8 Cost, payment and turnaround

9 How results are presented and security features

10 Languages

11 Criminal convictions listed on certificate

12 Confirming authenticity

13 Official bodies providing advice on interpretation of criminal records

14 Legislation

15 Pending changes

16 Sources of information

17 Sample documents

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1	**Name of certificate**	Criminal Record Certificate (*Potrdilo o nekaznovanosti*)
2	**Department responsible for criminal records**	Ministry of Justice (*Ministrstvo za pravosodje*)
3	**Where to apply in country**	Ministrstvo za pravosodje (Ministry of Justice), Oddelek za kazensko evidenco in evidenco pravnomočnih sodb in sklepov o prekrških, Župančičeva 3, 1000 Ljubljana, Slovenia. Tel: +386 (0)1 369 5342 Fax: +386 (0)1 369 5783 Email: **ke.mp@gov.si** Web: **www.mp.gov.si/**
4	**How to apply in country**	The application can be made by post, fax or email to the contact details in Section 3. The application form can be found at: **www.mp.gov.si/fileadmin/mp.gov.si/pageuploads/mp.gov.si/PDF/obrazci/130715_ZAHT_ZA_PODATKE_IZ_KAZENSKE_EVIDENCE_FIZICNIH_OSEB.pdf** See Section 17 for a sample. The identity of the individual is verified by an official of the Ministry of Justice based on the information provided on the application form. The form must be electronically signed using SIGEN-CA (see **www.sigen-ca.si/** for details) or signed by hand and posted. No ID documents are required.
5	**Where to apply in the UK**	Applications must be made to the address, fax number or email address detailed in Section 3.
6	**How to apply in the UK**	The Embassy/Consulate does not issue certificates; applications must be sent to the Ministry of Justice as outlined in Section 4 by post, fax or email.
7	**Who can apply**	Only individuals can apply for a Criminal Record Certificate, unless it is needed by certain government institutions. The application process is the same for applicants under the age of 18.
8	**Cost, payment and turnaround**	The Criminal Record certificate is free of charge. The turnaround time is usually a few days. There is no fast-track available.

9	**How results are presented and security features**	The certificate is issued on a prescribed form that has an official stamp of the Ministry of Justice. Results are posted to the individual at the address stated on the application form. The information contained in a Criminal Record Certificate is: • Name of applicant; • Date of birth; • Place of birth; • Municipality of birth; • Country of birth; • Citizenship; • Address details; • Previous surname (where relevant); • Reason for request; • Date; and • Convictions (if applicable). No sample certificate is available.
10	**Languages**	The Criminal Record Certificate is available in Slovenian. There is no official translation service offered.
11	**Criminal convictions listed on certificate**	All categories of criminal conviction are listed on a Criminal Record Certificate. Convictions are removed from the criminal record after the following timeframes, unless the offender commits a further criminal offence: • 1 year from the final judgement, in which a judicial admonition was administered to the offender or his sentence was remitted; • 1 year from the expiry of the term of suspension if the sentence was suspended; • 3 years for a fine, accessory sentence, or a prison sentence not exceeding one year; • 5 years for a prison sentence of between 1 and 3 years; • 8 years for a prison sentence of between 3 and 5 years; • 10 years for a prison sentence of between 5 and 10 years; • 15 years for a prison sentence of between 10 and 15 years; • a prison sentence of over 15 years shall not be removed from the criminal record; and • the conviction may not be removed from the criminal record as long as safety measures apply to the offender.
12	**Confirming authenticity**	This country has joined the Hague Convention of *5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents*. This enables criminal record checks to be authenticated by means of an Apostille. For further information on how to obtain an Apostille from this country, please see: **www.hcch.net/index_en.php?act=authorities.details&aid=344**

13	**Official bodies providing advice on interpretation of criminal records**	None
14	**Legislation**	• The Criminal Code 2009 can be found at: **www.policija.si/eng/images/stories/Legislation/pdf/CriminalCode2009.pdf** • The criminal record information is restricted by the law on Personal Data Protection which can be found at: **http://ec.europa.eu/justice/policies/privacy/docs/implementation/personal_data_protection_act_rs_2004.pdf**
15	**Pending changes**	None
16	**Sources of information**	Slovenian Consul in London CPNI Guidance Document 2009 Hague Conference on Private International Law website: **www.hcch.net/index_en.php?act=authorities.details&aid=344**

17	Sample documents

Sample application form

REPUBLIKA SLOVENIJA
MINISTRSTVO ZA PRAVOSODJE
DIREKTORAT ZA PRAVOSODNO UPRAVO
Sektor za izvrševanje kazenskih sankcij
Župančičeva 3, 1000 Ljubljana

T: (01) 369 53 42
F: (01) 369 56 25
E: ke.mp@gov.si
www.mp.gov.si

ZADEVA: ZAHTEVEK ZA PODATKE IZ KAZENSKE EVIDENCE FIZIČNIH OSEB

Naslovni organ prosim za posredovanje podatkov iz kazenske evidence fizičnih oseb; moji osebni podatki so sledeči:

EMŠO (obvezen podatek)_____

IME IN PRIMEK:_____

DATUM ROJSTVA:_____

KRAJ ROJSTVA:_____

OBČINA ROJSTVA:_____

NASLOV STALNEGA/ZAČASNEGA BIVALIŠČA:

(ulica in hišna številka)_____

(poštna številka in pošta): _____

DRŽAVLJANSTVO:_____

MOJE PREJŠNJE OSEBNO IME SE JE GLASILO: _____

NAMEN IZDAJE POTRDILA: _____

DATUM: _____

PODPIS PROSILCA: _____

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South Africa

How to obtain a criminal record check - detailed guidance

Individual/third party (with written consent) applies by post/in person to Head of the South African Criminal Record and Crime Scene Management/regional police station

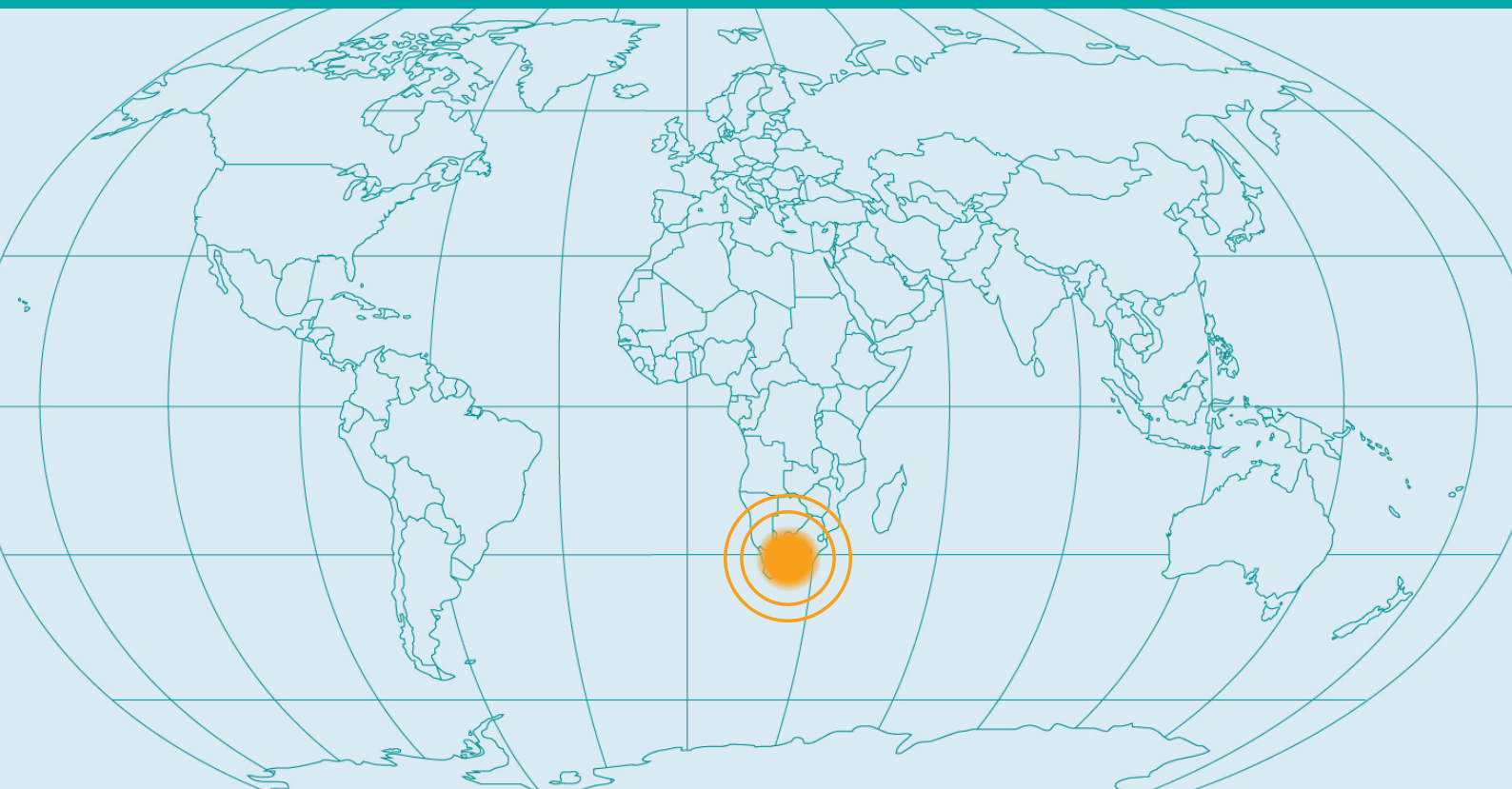
Applications from the UK in person to High Commission

Fingerprints required

Cost R59 plus fingerprints cost

Certificate issued in English

Turnaround 14 days (longer if previous convictions identified)



South Africa

1 Name of certificate

2 Department responsible for criminal records

3 Where to apply in country

4 How to apply in country

5 Where to apply in the UK

6 How to apply in the UK

7 Who can apply

8 Cost, payment and turnaround

9 How results are presented and security features

10 Languages

11 Criminal convictions listed on certificate

12 Confirming authenticity

13 Official bodies providing advice on interpretation of criminal records

14 Legislation

15 Pending changes

16 Sources of information

17 Sample documents

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1	**Name of certificate**	Police Clearance Certificate (PCC)
2	**Department responsible for criminal records**	South African Police Service (SAPS)
3	**Where to apply in country**	The Head of the South African Criminal Record and Crime Scene Management, (For attention: Police Clearance Certificates), Bothongo Plaza West, CRC Client Service Centre, 1st Floor, Room 14, 271 Frances Baard Street, Pretoria, South Africa. Tel: +27 (0)12 393 3928 Fax: +27 (0)12 393 3909 Email: **crc-nameclear@saps.org.za** / **crc.clientserv.sec@saps.org.za** / **crc.client@saps.org.za** Web: **www.saps.gov.za/_dynamicModules/internetSite/faqBuild.asp?myURL=272** **In person** A list of regional police stations can be found at **www.saps.gov.za/** **By post** The Head of the South African Criminal Record and Crime Scene Management, (For attention: Police Clearance Certificates), Private Bag X308, Pretoria, Gauteng, South Africa, 0001.
4	**How to apply in country**	**In person** The individual can apply at any of the police stations or the main address listed in Section 3. The individual needs to provide a full set of fingerprints (can be taken at a local police station). The individual's full name, surname, date of birth, place of birth and identity number (if available) must also be recorded on the fingerprint form. Original ID must be provided if the certificate is requested in person. There is no specific application form but the following information must be provided: • Surname; • Maiden name (proof should be provided if you would like your maiden name to appear on the certificate); • Forenames; • Date of birth;

		• Place of birth; • South African ID number (if applicable); • Date; • Signature; • Mailing address in the country of application; • Zip/postal code; • Telephone/mobile number (if the mobile number is South African, update texts will be sent); and • Specify how the results should be issued, i.e. courier, self-addressed envelope, or counter collection etc. If it is to be sent by post, include a fee to cover this or a stamped self-addressed envelope. **By post** The individual must submit the same information as listed in the "In person" section above and send it to the "By post" address in Section 3. A copy of the individual's ID and proof of payment must be included. The individual can track the application on the SAPS website using the link in Section 3 and by clicking on "behaviour certificate".
5	**Where to apply in the UK**	South African High Commission, South Africa House, Trafalgar Square, London, WC2N 5DP Tel: +44 (0) 20 7451 7299 Fax: +44 (0) 20 7839 5670 Web: **http://southafricahouseuk.com/index.html**
6	**How to apply in the UK**	Individuals can apply at the South African High Commission, providing the same details as listed in Section 4. Fingerprints need to be taken at a local police station. In the UK, local police authorities charge £71.50. Fingerprints should be taken on official fingerprint forms. The fingerprint form must be signed by the person who took the fingerprints. Alternatively, applications can be made by post using the process in Section 4.
7	**Who can apply**	• Individuals over the age of 14 years; or • Third parties (with consent).
8	**Cost, payment and turnaround**	**Cost** R59-00 by bank guaranteed cheque, bankers draft or electronic payment into the South Africa Police Service account: • ABSA cheque account number 4054522787; • Branch code 632005; • Swift code ABSA ZAJJ; and • Payable to the National Commissioner of the South African Police Service.

		In the case of an electronic payment, the letters "PCC" must be added together with the initials and surname of the applicant. **Turnaround** • 14 working days from receipt of the application at the Criminal Record Centre. Where previous convictions are identified, the processing time is longer; • There is no fast-track service available.
9	**How results are presented and security features**	If no previous convictions are identified, an A4 certificate stating that the individual has no convictions recorded is issued. The certificate will be signed and have a SAPS date stamp. If previous convictions are identified, the certificate will consist of at least 2 A4 pages. The first page will state that the conviction(s) appearing on the annexed pages were committed in the Republic of South Africa. The additional pages will show details of the convictions and sentences. Each page of the certificate will be signed and stamped with a SAPS date stamp. The following information will appear on a South African Police Clearance Certificate: • Enquiry number; • Transaction number (for office use); • Country of birth; • Title; • Surname/s; • Maiden name/s (if proof is provided); • Name/s; • Signature by authorised commissioned officer (in blue); and • SAPS date stamp of issue. **Security features** • The Police Clearance Certificates (SAPS 365) is issued on unique paper with water markings on it; • All individuals applying for a Police Clearance Certificate receive a unique reference number relevant only to their Police Clearance Certificate; and • Only a limited amount of authorised commissioned officers may sign Police Clearance Certificates on behalf of the National Commissioner of the South African Police Service.
10	**Languages**	Certificates are only available in English.
11	**Criminal convictions listed on certificate**	Any criminal offence or "admission of guilt payment" made for an offence in the Republic of South Africa will appear on the certificate. Convictions are not automatically removed. A person can, under certain circumstances, after a period of 10 years after the last conviction, apply at the Department of Justice for convictions to be expunged. If the application is successful then this conviction will be removed from the record. All other convictions remain on an individual's record until death.

12	**Confirming authenticity**	The correct department to notarise and confirm a PCC is: The Department of International Relations and Cooperation (DIRCO), Consular Services (Legislation Section), OR Tambo Building, 460 Soutpansberg Road, Rietondale, Pretoria, South Africa. Tel: +27 (0)12 351 1726 or +27 (0)12 351-1232 ext. 1231/1268/1269/1490/0595 Email: **legalisation@dirco.gov.za** Web: **www.dirco.gov.za** – under Consular Information – Legalisation of Documents Police Clearance Certificates for use abroad should be submitted to DIRCO – Legalisation Section. Processing time is 30–45 minutes and the service is free of charge. It is imperative to know in which country your Police Clearance Certificate will be used.
13	**Official bodies providing advice on interpretation of criminal records**	None
14	**Legislation**	Access to Information Act 2000 (Act No 2 of 2000)
15	**Pending changes**	None
16	**Sources of information**	South African Police Service (SAPS)

17	**Sample documents**	None

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South Korea (Republic of Korea)

How to obtain a criminal record check - detailed guidance

Individual applies in person to local police station

Applications from UK in person at Embassy

No cost

Certificate issued in Korean

Turnaround 1 week in country/UK 3 months

South Korea (Republic of Korea)

1 Name of certificate

2 Department responsible for criminal records

3 Where to apply in country

4 How to apply in country

5 Where to apply in the UK

6 How to apply in the UK

7 Who can apply

8 Cost, payment and turnaround

9 How results are presented and security features

10 Languages

11 Criminal convictions listed on certificate

12 Confirming authenticity

13 Official bodies providing advice on interpretation of criminal records

14 Legislation

15 Pending changes

16 Sources of information

17 Sample documents

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1	**Name of certificate**	Criminal Record Certificate
2	**Department responsible for criminal records**	Korean National Police Agency, Sinwonban, Foreign Affairs and Planning Division, 97 Tongil-ro, Seodaemun-gu, Seoul 120-704, Korea. Tel: +82 (0) 2 3150 2676
3	**Where to apply in country**	Local Korean Police Stations. A list can be found at: • **www.police.go.kr/eng/main.do**; or • By calling +82 (0) 2 3150 1960 Extn 1.
4	**How to apply in country**	Individuals must visit the local police station in Korea (contact details can be found in Section 3). Complete an application form (a sample form can be found in Section 17). Required documents: • Photograph of the individual (3 x 4cm) taken in the last 6 months; • Passport and 1 photocopy of the passport (non-Korean nationals must bring the passport they used when they lived in Korea); and • A list of all addresses lived at in Korea.
5	**Where to apply in the UK**	Embassy of the Republic of Korea, 60 Buckingham Gate, London, SW1 6AJ Tel: +44 (0) 207 227 5505
6	**How to apply in the UK**	The individual must visit the Korean Embassy (see contact details in Section 5) and complete an application form (see sample form in Section 17). The application form will be verified by a stamp/seal by Korean Embassy staff. Required documents: • Photograph of the individual (3 x 4cm) taken in the last 6 months; • Passport and 1 photocopy of the passport (non-Korean nationals must bring the passport they used when living in Korea); and • A list of all addresses lived at in Korea.
7	**Who can apply**	Individuals only

8	**Cost, payment and turnaround**	There is no charge to obtain a certificate. Turnaround times are: • In country – 1 week; or • From UK – approximately 3 months.
9	**How results are presented and security features**	Certificates are returned: • In person – the individual must check with the Korean National Police Agency/Embassy that the certificate is ready for collection. • By post – a stamped addressed envelope must be supplied with the application and the certificate will be returned to the individual's address. The certificate is presented as a hard-copy document.
10	**Languages**	The certificate is only issued in Korean.
11	**Criminal convictions listed on certificate**	No prescriptive guidance on specific convictions available.
12	**Confirming authenticity**	This country has joined the *Hague Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents*. This enables criminal record checks to be authenticated by means of an Apostille. For further information on how to obtain an Apostille from this country, please see: **www.hcch.net/index_en.php?act=authorities.details&aid=706**
13	**Official bodies providing advice on interpretation of criminal records**	None
14	**Legislation**	Personal Information Protection Act 2011
15	**Pending changes**	None
16	**Sources of information**	Embassy of the Republic of Korea Korean National Police Agency: **www.police.go.kr/eng/main.do** Hague Conference on Private International Law: **www.hcch.net**

17	Sample documents

Sample application form

[별지 제1호 서식]

범죄경력증명신청서 APPLICATION FOR CRIMINAL RECORDS CERTIFICATE

성 명 FULL NAME	한자성명 CHINESE CHARACTERS	
다른 성명 ALIAS	출생지 PLACE OF BIRTH CITY : COUNTRY :	사진 PHOTO
주민등록번호 NATIONAL ID NO		
외국인 등록번호 FOREIGN RESISTRATION NO.	생년월일 DATE OF BIRTH (Month/ Day/ Year/)	
성 별 GENDER [ ] M / [ ] F 국 적 NATIONALITY	직 업 OCCUPATION	연락처 MOBILE PHONE NO. + - - -

체류국 주소 ADDRESS IN CURRENT COUNTRY.

한국 내 현주소(최종 주소지) PRESENT ADDRESS IN KOREA(LAST ADDRESS IN KOREA)

등록기준지 PERMANENT ADDRESS

배우자의 성명 NAME OF SPOUSE	아버지의 성명 NAME OF FATHER
	어머니의 성명 NAME OF MOTHER

요청 기관 및 사용목적 REQUESTING AGENCY AND PURPOSE OF THIS FORM

가족사항 NAME OF FAMILY MEMBERS	관계 RELATION	생년월일 DATE OF BIRTH	직업 OCCUPATION

범죄경력증명서 작성을 위한 개인정보제공에 동의합니다.
I AGREE TO PROVIDE MY PERSONAL INFORMATION TO PRODUCE CRIMINAL BACKGROUND CERTIFICATE.

(DATE) . . . (APPLICANT SIGNATURE)

공용란 FOR OFFICIAL USE ONLY

대한민국 외교공관 직인(확인자 소속 · 직위 · 서명 기재)	경찰청 담당자 확인란(접수번호 :)

INSTRUCTION :
- Please fill out this form by typing or handwriting with black or blue ink.
- Attach a photo(3 x 4cm) taken within the last 6 months.
- If you obtain a new passport after you departed from Korea, you should present the old passport you had in Korea.

CPNI
Centre for the Protection of National Infrastructure

SECURITY WATCHDOG
Part of Capita plc

Spain

How to obtain a criminal record check - detailed guidance

Individual/third party (with written consent) applies in person/by post/online to Ministry of Justice

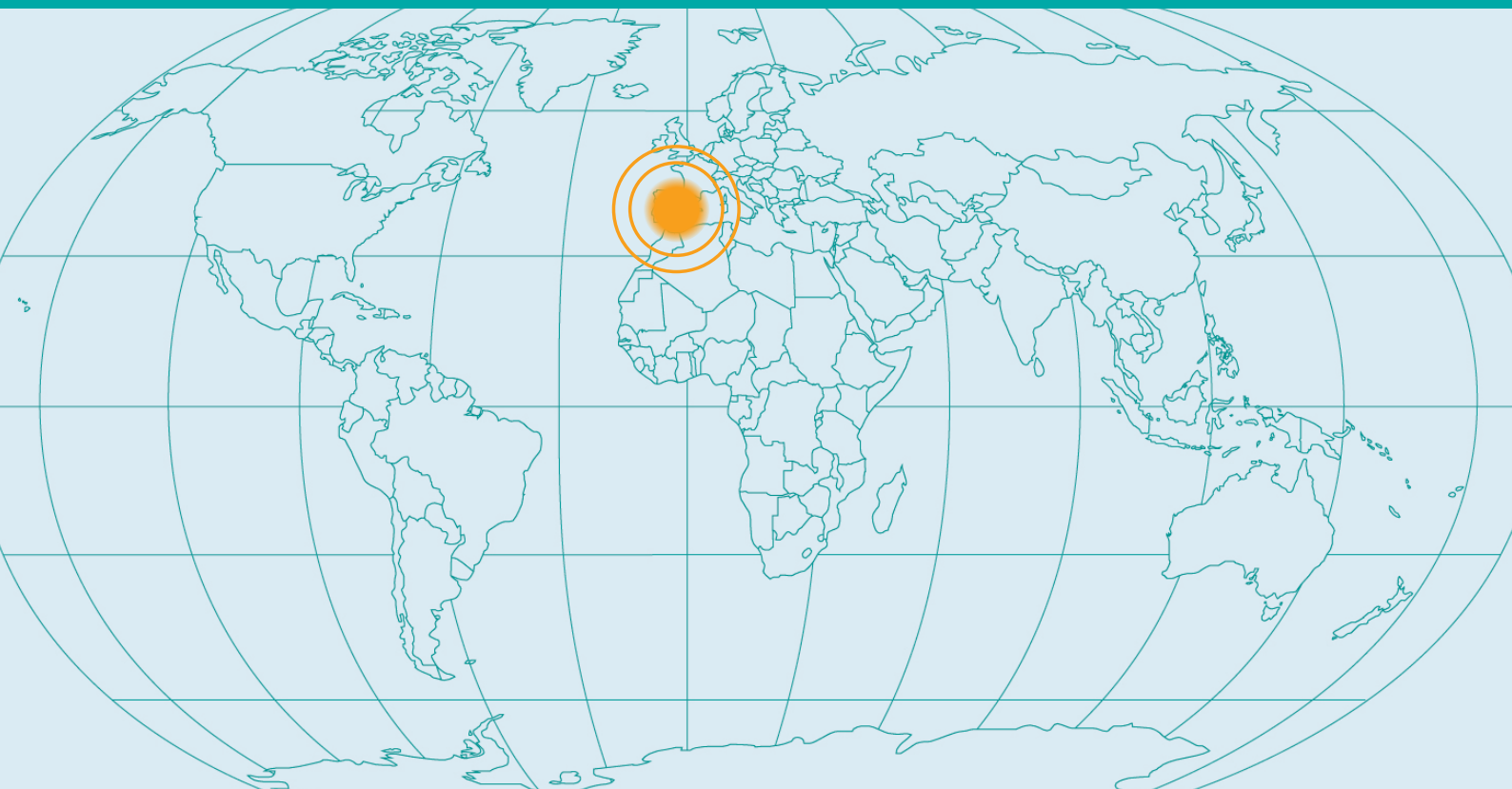
Applications from UK by post to Ministry of Justice (documents require prior certification at Consulate for a fee)

Cost €3.62

Certificate issued in Spanish

Turnaround instant

10 working days plus postage



Spain

1 Name of certificate

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1	**Name of certificate**	Certificate of Convictions (*Certificado de Antecedentes Penales*)
2	**Department responsible for criminal records**	Central Office of Citizens Advice, Ministry of Justice
3	**Where to apply in country**	Central Office of Citizens Advice, Ministry of Justice, Calle Bolsa, 8. 28012, Madrid, Spain. Tel: +34 (0) 918372295 Web: **www.mjusticia.gob.es** List of regional offices of the Ministry of Justice: **www.mjusticia.gob.es/cs/Satellite/en/1288779908060/MuestraInformacion.html**
4	**How to apply in country**	The application form (Form 790) can be found at **https://sede.mjusticia.gob.es/ServidorFormularios/formularios?idFormulario=790&lang=en_gb** or obtained from one of the offices listed in Section 3. A sample can be seen in Section 17. **In person** The individual must provide: • Original ID (eg. DNI [Documento Nacional de Identidad], residency card, passport, driver's licence or EU identity document); • Application form; and • Proof of payment. Applications can be made to the regional offices or address detailed in Section 3. **By post** Applications can be made by post to the address in Section 3 providing the same documents as details for "In person" applications but substituting original ID for copies, which are officially certified or verified. **Online** Applications can be made online at: **https://sede.mjusticia.gob.es/cs/Satellite/Sede/en/1215197884559/SDTramite/1288774398320/Detalle.html** The individual must have a National ID (DNIe) or other cryptographic card to apply online.

5	**Where to apply in the UK**	Applications can be posted to the address listed in Section 3. Spanish Consulate General, 20 Draycott Place, London, SW3 2RZ Tel: +44 (0) 20 7589 8989 Fax: +44 (0) 20 7581 7888 Email: **cog.londres@maec.es**
6	**How to apply in the UK**	**By post** The individual must send the following to the address in Section 3: • Copies of ID (eg. DNI [Documento Nacional de Identidad], residency card, passport, driver's licence or EU identity document) which are officially certified or verified (see below); • Application form; and • Proof of payment. The application form (Form 790) can be found at **https://sede.mjusticia.gob.es/ServidorFormularios/formularios?idFormulario=790&lang=en_gb.** A sample can be seen in Section 17. The Spanish Consulate (see Section 5 for contact details) can legalise photocopies for this purpose if the following is supplied to them: • Original ID document and photocopy; • The appropriate fee by cash or postal order: – For non-British passport holders, £2.45 per page; or – For British passport holders, £10.00 per page. • Originals are returned immediately, but legalised copies take two days to issue. If they need to be returned by post, a Special Delivery prepaid envelope should be supplied. The criminal record certificate must be legalised if it is to have validity outside of Spain. This must be mentioned when making the application. **At the Consulate (Spanish nationals only)** Spanish nationals can apply can apply directly through the Spanish Consulate. They have to appoint a representative in Spain to collect their criminal record certificate and need to go in person to the Consulate (see Section 5 for details) to request this.
7	**Who can apply**	• Individuals; and • Third parties with notarised written consent. Individuals under the age of 18 cannot apply.

8	**Cost, payment and turnaround**	**Cost** The cost of the criminal record certificate is €3.62. **Payment** Proof of payment must be submitted with all applications. Payment can be made in the following ways: • For online applications, the fee must be paid at **https://www2.agenciatributaria.gob.es/es13/h/pago0x7a.html?tip=PRO&con=at&mov=02** • If you have an account and a digital signature allowing you to use the services provided by any of the financial entities collaborating with the Tax Agency, you can make the payment through their online banking services. On the 790 application form, fill in the receipt Nnumber (Número de Justificante) in the *Tasas Administrativas 790* field of your online banking system. If there is an option called *Código 006 Tasas Administrativas Ministerio de Justicia*, complete this also; • In person to a Tax Agency authorised bank; or • Bank transfer (for accounts open in banks located outside of Spanish territory) to the following account: – BANK: BBVA – ACCOUNT HOLDER: Ministerio de Justicia – Cuenta Restringida Recaudación Tasas Extranjero (Ministry of Justice – Blocked Account for the Collection of Fees from Abroad) – Tax Identification Number of the Account Holder: S-2813610-I – IBAN or International Bank Account number: IBAN ES62 0182 2370 4202 0800 0060 – BBVA Bank Identification Code (BIC): BBVAESMMXXX **Turnaround** When the application is made in person in Spain, the certificate is usually issued immediately. However, it can take up to 10 working days. The turnaround time when the application is made by post is 10 working days from the date the application was received.
9	**How results are presented and security features**	Certificates requested by post will be returned free of charge to the address stated on the application form in the "Identification" section. In other cases, they will be returned via the same channel through which the application was made, unless expressly stated. The certificate contains the following information: • Full name; • Date of application; • Place of birth; • Date of birth; • Identity number; and • Criminal history of the individual (if applicable).

10	**Languages**	The criminal record certificate is available in Spanish only. There is no official translation service, but the Spanish Consulate can provide a list of recommended translators.
11	**Criminal convictions listed on certificate**	All categories of criminal conviction are listed on the criminal record certificate. Expired convictions will also appear unless the subject has requested the cancellation of these. Expiry periods vary according to the type of punishment and range from between 6 months (for minor offences) to 5 years (for serious offences) provided no further offence has been committed.
12	**Confirming authenticity**	The criminal record certificate must be legalised with an Apostille if it is to have validity outside of Spain. This must be mentioned when making the application. This country has joined the *Hague Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents*. This enables criminal record checks to be authenticated by means of an Apostille. For further information on how to obtain an Apostille from this country, please see **www.mjusticia.gob.es/cs/Satellite/en/1200666550200/Tramite_C/1215326297910/Detalle.html#como**
13	**Official bodies providing advice on interpretation of criminal records**	None
14	**Legislation**	• R. D. 1611/2011, of 14 November, amending R.D. 95/2009, of 6 February, regulating the system of administrative records of the Justice Administration; • Order JUS/2871/2010, of 2 November, establishing the requirements and conditions for online processing of applications for criminal record certificates; • Royal Decree 95/2009, of 6 February, regulating the administrative records system of the Justice Administration; • Royal Decree 1553/2005 of 23 December which regulates the issuing of National Identification Cards and electronic signature certificates; • Organic Law 15/2003 of 25 November on the bribery of foreign officials; • Organic Law 15/1999, of 13 December on Personal Data Protection; • Organic Law 10/1995, dated 23 November, on the Criminal Code, specifically article 136.4 on the issuance of certificates; • Ministerial Order of 22 March 1994, on the issuing of the certificate by post; • Ministerial Orders of 6 April and 3 June 1993, on the issuing of the certificate by the Ministry of Justice; • Law 30/92, dated 26 November, on the Judicial Regime of the Public Administrations and Common Administrative Procedure. (Art. 35 f and 37.6 e);

		• Organic Law 1/1982 of 5 May on Civil Protection of the right to honour, personal and family privacy and image; and • Royal Decree 2012/83 of 28 June on the cancellation of criminal records.
15	**Pending changes**	None
16	**Sources of information**	Spanish Consulate General (*Consulado General de España*) **www.mjusticia.gob.es/cs/Satellite/en/1200666550200/Tramite_C/1215326258560/Detalle.html** Hague Conference on Private International Law: **www.hcch.net**

17	**Sample documents**	Sample certificate

SUBDIRECCIÓN GENERAL DE
INFORMACIÓN ADMINISTRATIVA
E INSPECCIÓN GENERAL DE
SERVICIOS

REGISTRO CENTRAL DE PENADOS

Don/Doña funcionario/a del MINISTERIO DE JUSTICIA en MADRID

CERTIFICA:

Que, en el día de la fecha, consultada la Base de Datos del Registro Central de Penados, NO CONSTAN antecedentes penales relativos a:

D./Dª con NIF nº:

El presente certificado refleja la situación del titular interesado/a en la fecha de su expedición y se emite exclusivamente a efectos de

Vºbº
El Subdirector General

MADRID a de de 2

El Funcionario

Fdo.

Fdo.

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Sri Lanka

How to obtain a criminal record check - detailed guidance

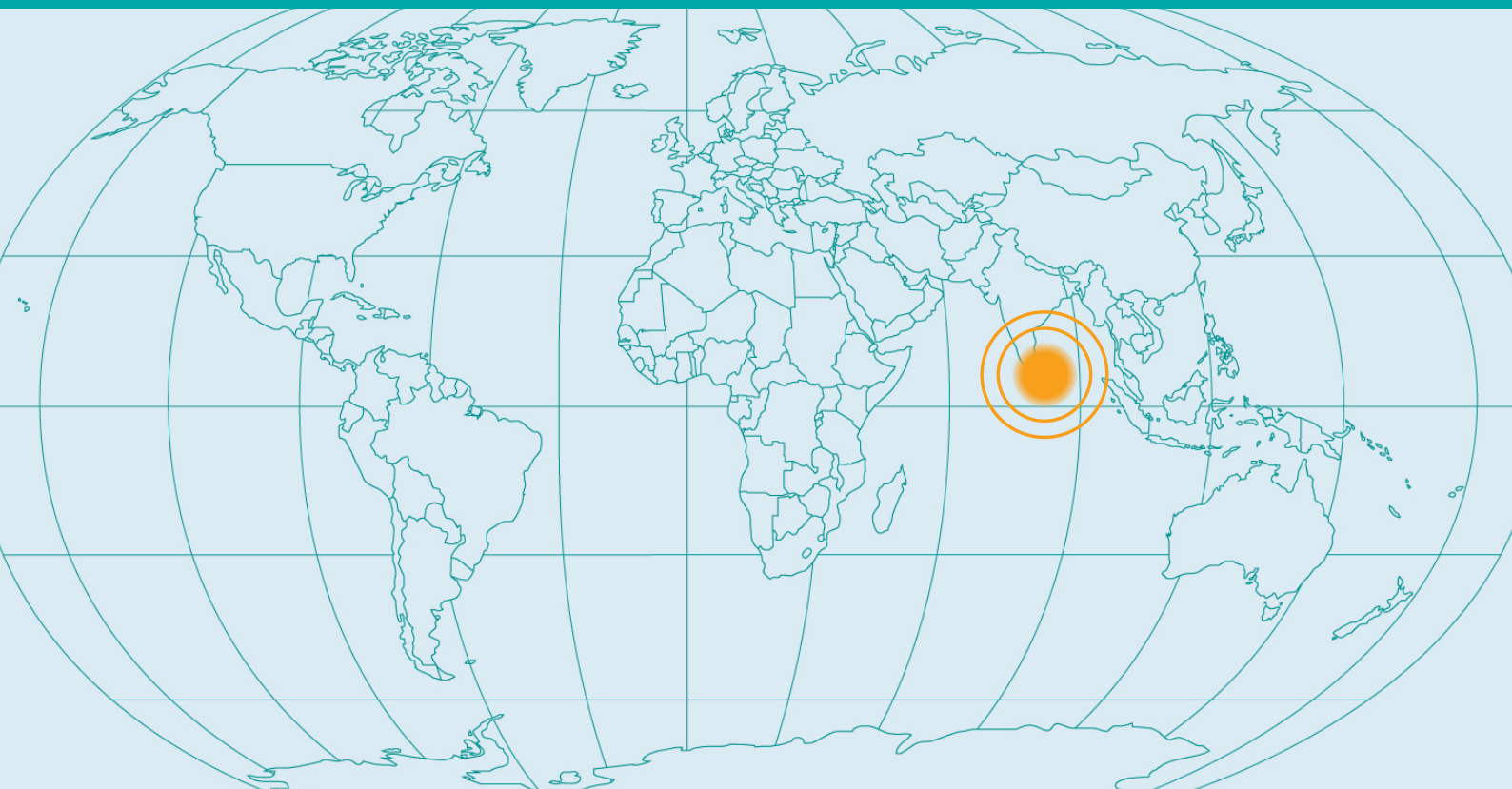
Individual/third party (with written authorisation) applies in person to Sri Lanka Police Service Headquarters/some local police stations

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

Cost 500 LKR/£15 from UK

Certificate issued in English

Turnaround 14 working days



Sri Lanka

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1	**Name of certificate**	Police Clearance Certificate
2	**Department responsible for criminal records**	Sri Lanka Police Service
3	**Where to apply in country**	Sri Lanka Police Service, Police Headquarters, Colombo – 01, Sri Lanka. Tel: +94 (0) 112422994/ +94 (0) 112421111 ext. 404 Fax: +94 (0) 112446174 Web: **www.police.lk/index.php/component/content/article/91**
4	**How to apply in country**	In person to the address in Section 3 with the following: • Completed application form - can be found at **www.police.lk/images/formsdownload/clearance_certificate_new_31-12-2012.pdf** or obtained from any police station in Sri Lanka (see Section 17 for a sample). The original application form must be submitted; • Two certified copies of the National Identity Card (NIC); • Copy of passport; • A pre-paid self-addressed envelope for the return of the certificate; • Individual's name; • NIC number; • Date of birth; • Details of all addresses the individual has lived at in Sri Lanka; • Relevant fee; • Contact details so that the clearance unit can clarify information if necessary; and • Signature of the individual. Some local police stations will also accept applications. Please check with the local police station to see if this service is available. The application can be tracked by text (in Sri Lanka only) by texting "plc crt (Ref. No.)" to 1919 or by entering the reference number at: **www.police.lk/index.php/component/certificate/**
5	**Where to apply in the UK**	High Commission of Sri Lanka, 13 Hyde Park Gardens, London, W2 2LU Tel: +44 (0) 20 7262 1841 Fax: +44 (0) 20 7262 7970 Web: **http://www.srilankahighcommission.co.uk/**

6	**How to apply in the UK**	In person or by post to the address in Section 5 with the following: • Completed application form (can be found at **www.police.lk/images/formsdownload/clearance_certificate_new_31-12-2012.pdf** or obtained from any police station in Sri Lanka). See Section 17 for a sample. The original application form must be submitted; • Two certified copies of the National Identity Card (NIC); • Copy of passport; • A pre-paid self-addressed envelope for the return of the certificate; • Individual's name; • NIC number; • Date of birth; • Details of all addresses the individual has lived at in Sri Lanka; • Relevant fee; • Contact details so that the clearance unit would be in a position to clarify information if necessary; • Signature of the individual; • Date of departure from Sri Lanka; and • Include a letter stating the reason for requesting a Police Clearance Certificate. All original documents must be shown together with photocopies for review at the time of application.
7	**Who can apply**	• Individuals; and • Third parties with authorisation. A valid reason must be provided for the third party request, including the relationship between the parties.
8	**Cost, payment and turnaround**	**Cost** • In country – 500 LKR to be paid in person with the application; or • From the UK – £15 cash will need to be submitted. If applying by post, a postal order or bank draft to the "Sri Lanka High Commission – London" should be included. **Turnaround** The turnaround time is 14 working days.
9	**How results are presented and security features**	The results are delivered by registered post or can be collected from the Consular Division of the High Commission (see contact details in Section 5). The information contained in a Police Clearance Certificate includes the following: • Name of applicant; • Nature of offence (if applicable); and • Results of check (if applicable). See Section 17 for a sample certificate.
10	**Languages**	The certificate is issued in English.

11	**Criminal convictions listed on certificate**	The following categories for conviction exist in Sri Lanka: • Violence against the person; • Sexual offences; • Burglary; • Robbery; • Theft and handling of stolen goods; • Fraud and forgery; • Criminal damage; • Drug offences; • Motoring offences; and • Possession of explosives, automatic weapons and firearms. It is possible for criminal convictions to be removed from an individual's police record if the individual has not re-offended for the duration of a suspended sentence. Records are retained for a period of up to 10 years.
12	**Confirming authenticity**	The Sri Lankan Police Service will verify that information contained in a Police Clearance Certificate matches that provided by the issuing authority. However, it is not possible for an employer to verify the authenticity of a certificate.
13	**Official bodies providing advice on interpretation of criminal records**	There are 3 bodies that provide advice on the interpretation of criminal record information in Sri Lanka: • The Attorney General's Department; • The Prison's Department; and • Ministry of Defence, Public Security, Law and Order.
14	**Legislation**	Internal Police Department Orders and Police Ordinance No 16 of 1956 Penal Code of Sri Lanka Ordinance No 2 of 1956 Section 303 of the Criminal Procedure Code No 15 of 1956, as amended
15	**Pending changes**	None
16	**Sources of information**	CPNI Guidance Document 2009 Sri Lankan Police: **www.police.lk** Sri Lankan High Commission: **www.srilankahighcommission.co.uk/index.php?option=com_content&view=article&id=67&Itemid=82**

17	Sample documents

Sample application form

Reference No: .....

For office use only

Total Periods for this Application	Checked by

APPLICATION FOR POLICE CLEARANCE CERTIFICATE
POLICE HEADQUARTERS, COLOMBO 01, SRI LANKA

(PLEASE FILL IN BLOCK LETTERS)

1. Applicant's Name in full:
2. NIC Number :
3. Reference High Commission/Embassy :
4. Passport Number:
5. Nationality:
6. Date of Birth : Sex: Male ☐ Female ☐
7. Occupation:
8. Purpose : Residence Visa ☐ Temporary Visa ☐ Employment ☐ Student ☐ Scholarship ☐
9. Status : Rev. ☐ Married ☐ Unmarried ☐
10. Have you applied for a certificate previously? Yes ☐ No ☐ Country
11. If so, was a certificate issued to you: Yes ☐ No ☐
    Reference No: Date of issue:
12. Present address in Sri Lanka:
13. Present address: (Overseas)
14. Places of residence for the period certificate is required:
    (If insufficient space, give details on an attachment)

Addresses	Police Area	Date	
		From	To

** If police area incorrectly filled, your clearance certificate could delay.*

Page: 1 of 3

15. The period for which the certificate is required :

Less than one year ☐ 1 to 5 years ☐ 5 to 10 years ☐

If others (specify) :.....

16. Indicate address of the High Commission/Embassy/Consulate to which the certificate should be addressed to:

17. Indicate the address the police clearance certificate should be posted to:

18. Telephone Number in Sri Lanka :.....

19. Email Address: .....

.....
Date

.....
Signature of Applicant

For office use only

Date : .....

Reference Number : .....

Police Station	Date Sent	Date Returned	Remarks
SIS			
CID			
TID			
Dept. Of Registration of Persons (NIC)			

BR Number : .....

Date of Issue : .....

Manner of dispatch **Posted**

Details of Spouse (If applicable only)

01. (a). Spouse's Full Name :-

(b). Nationality :-

(c). Passport No.:-

(d). NIC No. :-

02. In addition to the details provided in page 01, the addresses of the places where the applicant and spouse lived since birth, both in Sri Lanka and overseas with the relevant Police Area in Sri Lanka to be stated.

Applicant's Address	Spouse's Address

..... Date

..... Signature of Applicant.

Sample Certificate

Specimen of Police Clearance Certificate.

* P. O. Box No. :	Logo of the Democratic Socialist Republic of Sri Lanka.	*My No. : .....
* Telephone :		*Your No.: .....

*** POLICE HEADQUARTERS, COLOMBO 01, SRI LANKA.**

Date : .....

(Name of Addressee)

This is to certify that :

Mr : .....
National Identity Card No. :.....
Address : .....

** has not come to the adverse notice of the Sri Lanka Police during the period from ..... to date according to available records.

Signature
.....
Name
Designation
Police Headquarters.
for Inspector General of Police
No. / 4 digits./ 2 digits representing the year
followed by Time as follows 08 : 38: 02.

Seal affixed giving
Name, designation and address of signatory.

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SECURITY WATCHDOG
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Sweden

How to obtain a criminal record check - detailed guidance

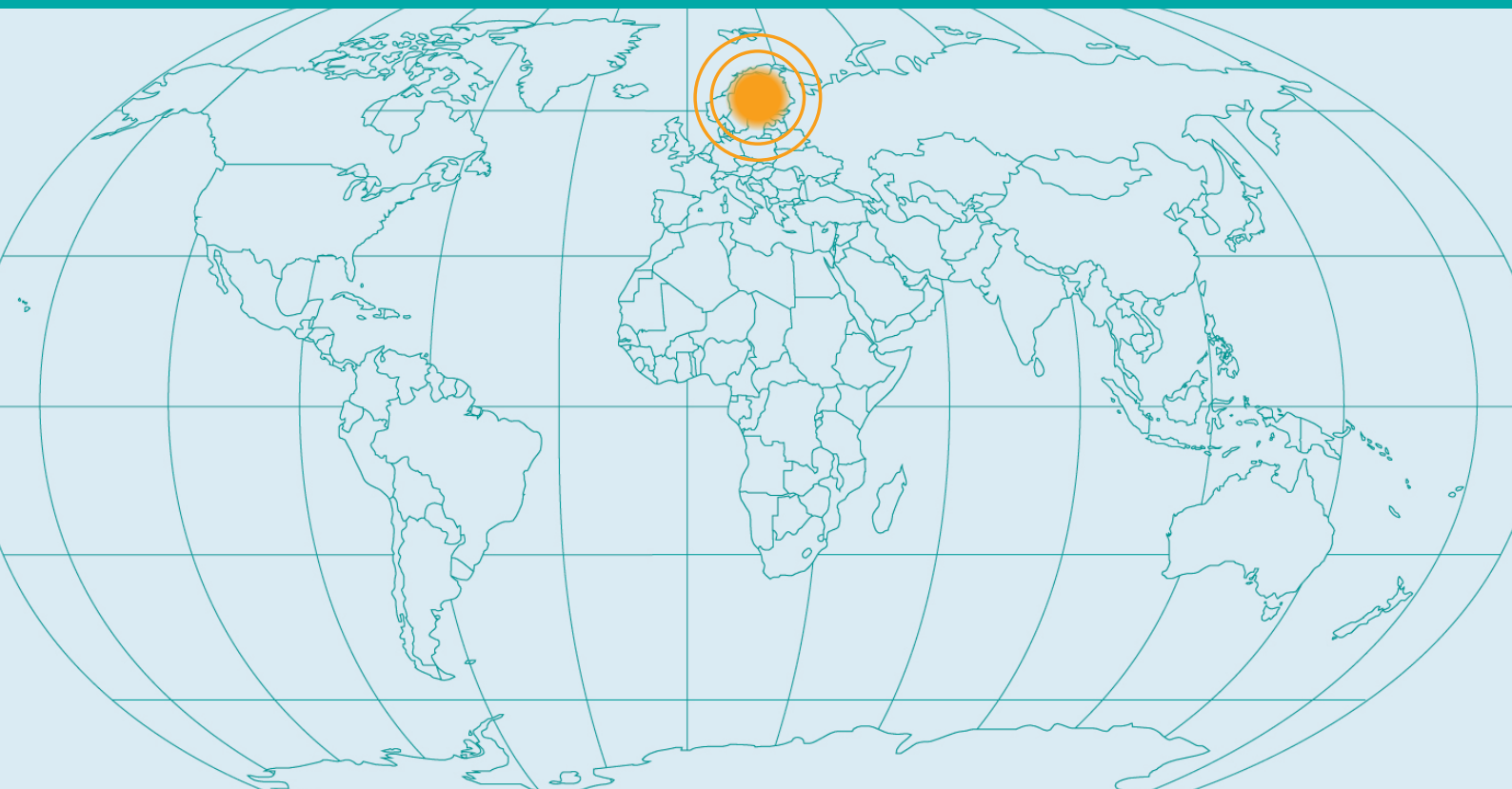
Individual applies by post/fax/email to Swedish National Police Board (Rikspolisstyrelsen)

Process same from UK (email address different)

Cost 180 SEK plus postage

Certificate issued in Swedish (English, French, German, Spanish if no convictions)

Turnaround 2–3 weeks



Sweden

1 Name of certificate

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1	**Name of certificate**	Extract from the Criminal Records Registry (*Utdrag ur Belastningsregistret*)
2	**Department responsible for criminal records**	Swedish National Police Board (*Rikspolisstyrelsen*)
3	**Where to apply in country**	Rikspolisstyrelsen, Utlandsutdrag/BRUD, 981 81 Kiruna, Sweden. Tel: +46 (0)10 56 33 502 Fax: +46 (0)10 56 35 333 Email (applications only): **registerutdrag@polisen.se** Email (queries): **mrbr@polisen.se** Web: **www.polisen.se**
4	**How to apply in country**	The individual can apply by post, fax or email (see Section 3 for contact details). The application form can be found at **http://polisen.se/en/Languages/Service/Police-Record-Extracts/Hallare/Request-for-an-extract-from-the-criminal-/** and a sample can be viewed in Section 17. The form must be completed electronically, printed and signed by hand. A copy of the individual's passport or birth certificate must accompany the application.
5	**Where to apply in the UK**	Rikspolisstyrelsen – see address in Section 3. Tel: +46 (0)10 56 33 501 Fax: +46 (0)10 56 35 334 Email: **brud.rps@polisen.se**
6	**How to apply in the UK**	The individual can apply by fax or email (see Section 4 for contact details). Please note, the email address for applications from the UK is different to the one for in country. See Section 5 for the correct email address.
7	**Who can apply**	Individuals over the age of 15 years.

8	**Cost, payment and turnaround**	**Cost** • 180 SEK, excluding postage; • Postage fees depend on where the extract is to be sent and whether it needs to be sent by registered post; • Details of postage costs can be found on the application form. **Payment** • Payment must be made in advance by bank transfer; • Cheque, credit card or foreign currency are not accepted; • Information regarding the individual should be stated on the payment, for example, full name and Swedish ID number or date of birth; • When paying in country, the individual should make the payment to: – Plus Giro Account 22 07 90 - 0 – Swedish National Police Board • When paying from abroad, the individual should use the international bank account: – IBAN number SE64 9500 0099 6034 0220 7900 – BIC/SWIFT address: NDEA SESS, Nordea Bank AB, 105 71 Stockholm. **Turnaround** • Usually 2 weeks once the complete application and payment is received; • Foreign bank payments can take up to 1 week to be received.
9	**How results are presented and security features**	The certificate is sent by post on watermarked paper and signed by an administrator. A sample can be seen in Section 17.
10	**Languages**	The extract is issued in Swedish, English, Spanish, German and French. Criminal convictions are not translated to other languages and appear only in Swedish. There is no official translation service.

11	**Criminal convictions listed on certificate**	Judgments, decisions and summary punishments are included in the extract. Normal fines are not included. Sentences are included, depending on the crime, for example: • Assault; • Duress; • Theft crimes; • Fraud crimes; • Blackmail; and • Other crimes. The law regarding how long information is stored in the Swedish criminal record depends on the sentence given and varies between 3 and 20 years depending on the crime committed. The maximum length for a sentence to be held in the Swedish criminal record system is 20 years. If there is more than one criminal record for an individual, all information will remain visible until all the convictions are considered "spent".
12	**Confirming authenticity**	The Swedish provincial government, *Länsstyrelsen*, can notarise a certificate. For further information about this procedure, please contact *Länsstyrelsen* at **www.lansstyrelsen.se**
13	**Official bodies providing advice on interpretation of criminal records**	None
14	**Legislation**	Personuppgiftslag (1998: 204); Law in lag (1998: 620) om belastningsregister; Förordning (1999: 1134) om belastningsregister; and Offentlighets – och sekretesslag (2009: 400). 35 Chapter, paragraph 3.
15	**Pending changes**	None
16	**Sources of information**	Rikspolisstyrelsen/Swedish National Police Board **www.swedenabroad.com** **www.polisen.se**

Sample certificate

RIKSPOLISSTYRELSEN
Polisens verksamhetsstöd
Kirunaenheten
SE - 981 81 KIRUNA

REGISTERUTDRAG
Datum
2013-10-28

- Extract - Auszug - Extrait - Extracto
Dnr
BRUD-17530-13
Sida
1(1)

Swedish National Police Board

Schwedisches Reichspolizeiamt

Direction Nationale de la Police Suédoise

Dirección Nacional de la Policía de Suecia

Detta utdrag är utfärdat med stöd av 9 § andra stycket lagen (1998:620) om belastningsregister och är avsett att företes inför utländsk myndighet i samband med ansökan om uppehålls-, arbets- eller bosältningstillstånd eller eljest då sökanden är beroende av utdraget för sin rätt i den främmande staten.

This extract has been issued persuant to the Section 9, paragraph 2 of the Swedish Criminal Records Act (Lagen om belastningsregister 1998:620) for the purpose of being presented to foreign authorities in connection with application for a temporary or permanent residence permit or a work permit or otherwise when the applicant requires the extract to safeguard his or her rights in the foreign country.

Dieser Auszug wurde, gestützt auf §9 Gesetz (Lagen om belastningsregister 1998:620) über Strafregister erstellt, um ausländischen Behörden im Zusammenhang mit dem Antrag auf Aufenthalts-, Arbeits- oder Wohngenehmigung vorgelegt zu werden oder falls der Antragsteller auf den Auszug angewiesen ist, um sein Recht in einem fremden Staat durchsetzen zu können.

Cet extrait, délivré conformément à l'article 9, alinéa 2 de la loi (Lagen om belastningsregister 1998:620) sur le casier judiciaire, est destiné à être présenté aux autorités étrangères lors de la demande d'un permis de séjour, d'un permis de travail ou d'une carte de résident privilégié ou dans tout autre cas où le requérant a besoin de l'extrait pour faire valoir son droit dans le pays étranger.

El presente extracto, se expide de conformidad con el artículo 9, inciso 2 de la Ley de Antecedentes Penales (Lagen om belastningsregister 1998:620), con el fin de ser presentado a las autoridades extranjeras al solicitar permiso de trabajo, de residencia o de permanencia o en cualquier otro caso en que el solicitante necesite el mismo para hacer valer sus derechos en el país extranjero.

Efternamn - Surname - Familienname - Nom - Apellido			Förnamn - Given names - Vornamen - Prénoms - Nombres
Född - Born - Geboren - Né(e) - Fecha de nacimiento			Födelseharnort - Place of birth - Geburtsort - Lieu de naissance - Lugar de nacimiento
År - Year Jahr - Année - Año	Månad - Month Monat - Mois - Mes	Dag - Day Tag - Jour - Día	

För ifrågavarande person förekommer ingen uppgift i registret.

The Register contains no information regarding the above-named.

Betreffend die obengenannte Person enthält das Archiv keine Auskünfte.

En ce qui concerne la personne ci-dessus mentionnée les Archives ne contiennent aucun renseignement.

En lo que concierne a la persona arriba indicada, no figura en el Registro ninguna referencia.

RIKSPOLISSTYRELSEN
Swedish National Police Board - Schwedisches Reichspolizeiamt - Direction Nationale de la Police Suédoise - Dirección Nacional de la Policía Suecia

Handläggare
Namnunderskrift och tjänsteställning
Signature and rank - Unterschrift und Dienstgrad - Signature et fonction - Firma y cargo

Application form

Polisen
Rikspolisstyrelsen

Sida 1 (1)

Request for an extract from the criminal records registry pursuant to Section 9, paragraph 2 of the Swedish law (1998:620) on criminal records in order to assert rights in a foreign country or to gain a permit to enter, settle or work there

NOTE!
You must include a copy of your birth certificate or a copy of your passport with the application.
Copy of driving license/ID card is not valid.

RIKSPOLISSTYRELSEN
Utlandsutdrag /BRUD
981 81 KIRUNA

Applicant (identity particulars etc.)

Swedish id-number (or date of birth)	Surname	Forenames
Place and country of birth		Tel.No. (residence)
Street		Tel.No. (place of work)
Postal address		
E-mail address		
If you wish to have the extract sent to an address other than your home address, please state the delivery address here		

Fee
The fee for an extract from the criminal records registry and the cost of postage must be paid in advance to the Swedish National Police Board.

The amount due must be deposited to plus giro account **22 07 90 - 0**. State your name and swedish id-number (or date of birth) as reference.

Note that the extract will not be delivered by E-mail or fax.

Put an X in the box next to the option you prefer (The total includes the fee for the extract and postage).

For dispatch within Sweden	**For dispatch to Europe**	**For dispatch to other countries**
☐ Standard mail SEK 192	☐ Standard mail SEK 204	☐ Standard mail SEK 208
☐ Registered mail SEK 247	☐ Registered mail SEK 274	☐ Registered mail SEK 278

I wish to receive original/originals of the extract.

If you require more than one extract, add SEK 180 for each additional extract.

Payment from abroad
When paying by plus giro from abroad, state:
IBAN number: SE64 9500 0099 6034 0220 7900 BIC/SWIFT address: NDEA SESS, Nordea Bank AB, 105 71 STOCKHOLM
We do not accept payment by cheque or credit card or foreign currency.

NOTE! The first section of the extract from the criminal records registry is always provided in five languages. Criminal records (convictions) are not translated to other languages and appear only in Swedish in the extract.

Signature

Signature of applicant (failure to sign makes the application unacceptable)

(Date)

(Place) (Signature)

Telephone: 010 - 563 35 01 **Telephone hours: 09.00 a.m- 02.30 p.m. Monday - Friday**
Fax: 010 - 563 53 34 **E-mail: brud.rps@polisen.se**
(We accept application by fax or E-mail)

RPS 443 1b 2012-06-12/11

The information you provide will be automatically processed in accordance with the Swedish Data Protection Act (PuL 1998:204)

CPNI
Centre for the Protection of National Infrastructure

SECURITY WATCHDOG
Part of Capita plc

Switzerland

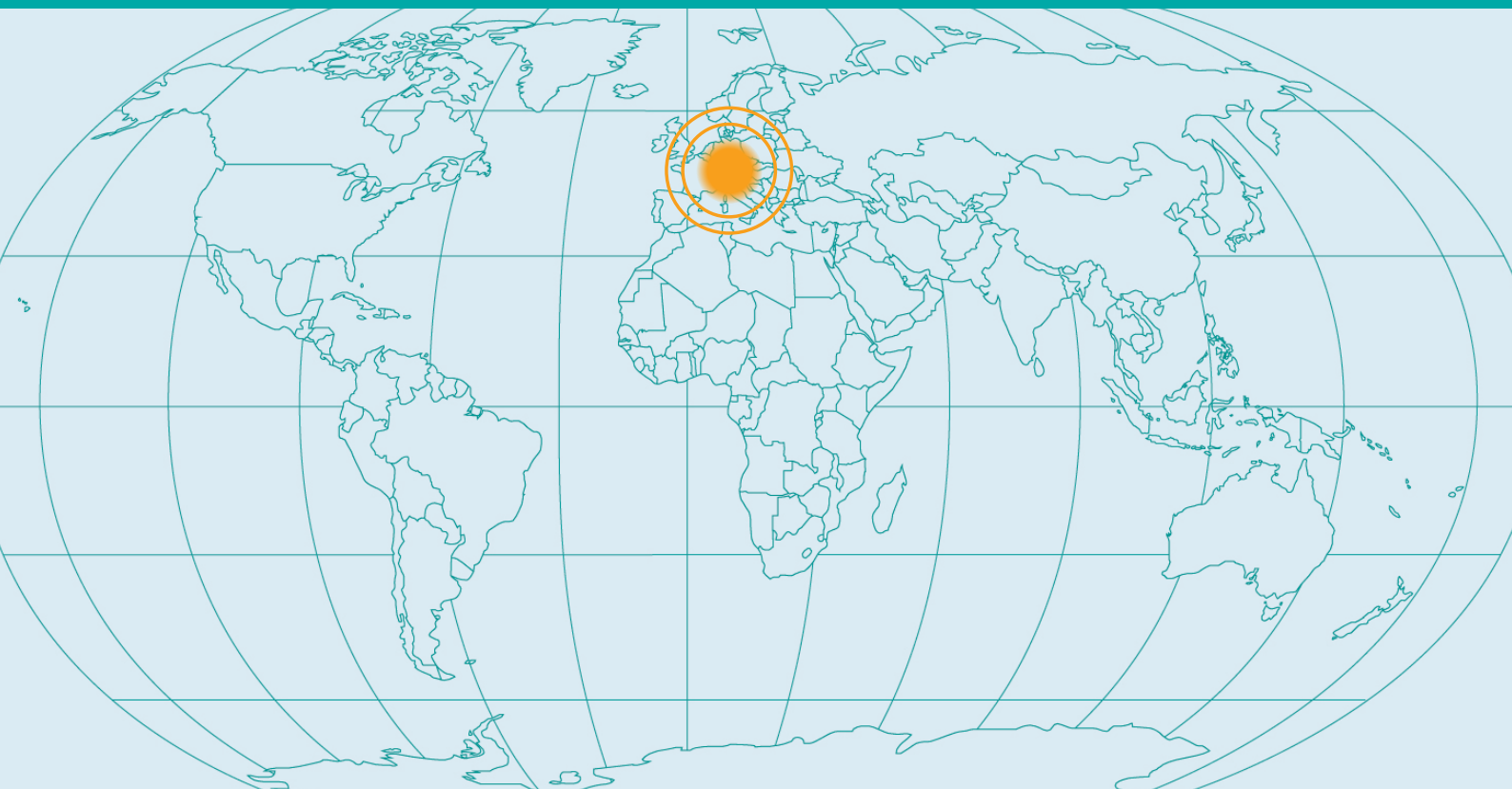
How to obtain a criminal record check - detailed guidance

Individual/third party (with written consent) applies by post/online (if SuisseID holder)

Cost CHF20

Certificate issued in German, French, Italian (English if no convictions)

Turnaround 1 to 10 working days (fast-track available)



Switzerland

1 Name of certificate

2 Department responsible for criminal records

3 Where to apply in country

4 How to apply in country

5 Where to apply in the UK

6 How to apply in the UK

7 Who can apply

8 Cost, payment and turnaround

9 How results are presented and security features

10 Languages

11 Criminal convictions listed on certificate

12 Confirming authenticity

13 Official bodies providing advice on interpretation of criminal records

14 Legislation

15 Pending changes

16 Sources of information

17 Sample documents

Disclaimer

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1	**Name of certificate**	Extract from the Criminal Records
2	**Department responsible for criminal records**	The Federal Office of Justice
3	**Where to apply in country**	Federal Office of Justice, Swiss Criminal Records Section, Service for Private Individuals, Bundesrain 20, 3003 Berne, Switzerland. Tel: +41 (0) 31 325-0198 Email: **strafregister@bj.admin.ch** Web: **www.records.admin.ch**
4	**How to apply in country**	The criminal records extract can be ordered as a digitally signed electronic document (PDF) or as a register extract on paper. **By post** The application form can be filled in online at **www.e-service.admin.ch/crex/app/wizard/navigate.do** It must then be printed, signed and posted to the address in Section 3. The following must be included in the application: • Receipt of payment; • Proof of identity (ie. copy of passport or identity card); • Name of parents; • Recipient's address (if not the individual's); and • If the recipient is a foreign authority, whether an attestation is required. **Electronically** If the individual is applying with a SuisseID, this can be submitted online at **www.e-service.admin.ch/crex/cms/content/digital_in/suisseid_intro_en**. The following is required: • SuisseID; • Name of parents; • If the recipient is a foreign authority, whether an attestation is required; and • Acrobat-Reader installed to show the receipt for the order.

		A register extract on paper, ordered with a SuisseID, can only be delivered to the home address of the individual. Applications can be tracked at **https://www.e-service.admin.ch/crex/app/wizard/navigate.do;jsessionid=87e1154b2cc099016a1f9b05713e**. Sample application forms can be seen in Section 17.
5	**Where to apply in the UK**	Applications can be made to the contacts detailed in Section 3.
6	**How to apply in the UK**	The application process is the same as that for in country as detailed in Section 4.
7	**Who can apply**	• Individuals; • Parents can apply for a child under the age of 18 years old; • Third parties can be nominated by the individual to obtain the extract for them, or it can be sent directly to a third party such as an employer; and • In the event that a third party requests an extract with the individual's consent, the "delivery address" must be specified on the application form.
8	**Cost, payment and turnaround**	**Cost** • The criminal record certificate costs CHF 20 per extract. • The payment methods are: – Online payment with a credit card. If you submit an application from abroad, online payment is the only option; or – Prepayment by mail transfer. Stamped vouchers (no copies) should be included with a postal application. See the system-generated application form for postal checking account number. **Turnaround** • Postal applications – 10 working days. • Applications made online using SuisseID are issued and sent electronically the same day. **Fast-track** Postal applications sent by FEDEX, DHL or another international courier are treated with priority. It is also possible to request the results by FEDEX or DHL.

9	**How results are presented and security features**	• Postal results are printed on speciality paper, signed by hand and delivered to the address specified on the application form. • A register extract on paper, ordered with a SuisseID, can only be delivered to the home address of the applicant. • Digital results are sent by email, accessible only using a password or SuisseID. • A sample certificate is available at: **https://www.e-service.admin.ch/crex/cms/content/doc/Strafregauszug_Muster_E.pdf** or in Section 17.
10	**Languages**	Extracts with no criminal record are provided in German, French, Italian and English. If criminal record information is present, it is only issued in German, French and Italian. There is no official translation service.
11	**Criminal convictions listed on certificate**	• The extract contains convictions for crimes and misdemeanours; • Convictions for infringements of the law appear only in cases where an individual is also banned from exercising a particular profession; and • Information about pending criminal proceedings does not appear in the extract. The following table shows when convictions are deleted: **Type of conviction** — **Deleted after** Non-suspended custodial sentences — 20 years Over 5 years — 15 years 1 to 5 years — 10 years Less than 1 year — + duration of sentence as per conviction + duration of custodial sentence already entered All other sentences: suspended and partially suspended custodial sentences, monetary sanctions, community service, fines — 10 years Special ruling in the case of inpatient treatment — 10 to 15 years Special ruling in cases where outpatient treatment only is ordered — 10 years Special ruling in the case of individuals being bound over to keep the peace, banned from exercising specific professions, banned from driving or excluded from the armed forces — 10 years

12	**Confirming authenticity**	Hard-copy certificates can be authenticated with an Apostille. This costs CHF 20 and can be requested at the time of application and may increase the turnaround time of applications. Digitally signed electronic criminal records extracts cannot be authenticated in this way. **Verifying a digital extract:** A digitally signed electronic criminal records extract is a PDF document, to which an electronic cryptographical seal has been applied. A qualified digital signature is a secure proof of the origin, validity and integrity of a digitally signed electronic document. It can be validated online at: **https://www.e-service.admin.ch/validator/home/mandant/Strafregisterauszug/lang/en** **Verifying a paper extract:** A paper extract containing no convictions issued on original paper (or a copy thereof) or one issued as printed, digitally signed electronic extract can be verified online at: **https://www.e-service.admin.ch/crex/app/wizard/navigate.do**
13	**Official bodies providing advice on interpretation of criminal records**	For general information, the office of the Swiss Criminal Records (see Section 3 for contact details) can be contacted.
14	**Legislation**	The Swiss Penal Code applies and can be found at **www.admin.ch/opc/de/classified-compilation/31.html#311**
15	**Pending changes**	None
16	**Sources of information**	Federal Office of Justice: **www.records.admin.ch** Eidgenössisches Justiz- und Polizeidepartement EJPD Bundesamt für Justiz Schweizerisches Strafregister

17	Sample documents

Sample application form

Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Payment slip, CHF 20.00, 19.12.2007 08:27:01

Information on method of payment

Sample form

P.P. CH-3003 Bern, D.J. STRAF-SSR

Exemple Jessica
Bahnhofstrasse 99
8000 Zürich

Recipient

Swiss Criminal Records
Service for Extracts to Private Individuals
Bundesrain 20
CH-3003 Bern

Your address

Application for an extract from criminal records

Name	**Exemple**
Name at birth	Specimen
First name(s)	**Jessica**
Date of birth, Marital status	**22.03.1958, married**
Place of family origin / Native country	**Schaffhausen / Switzerland**
Parents' names and first names	Specimen, Charles; Exemple, Jennifer
E-mail / telephone	jessica.exemple@mac.com, 123456
Number of extracts / amount	1, de, CHF 20.00

Your personal data

Cost of extract

Power of attorney:
I authorize the Swiss Criminal record to send the extract directly to:
Muster AG, Solothurnerstrasse 65, 4500 Solothurn,

Power of attorney (only for third-party recipients)

Date: ..... Applicant's own signature: .....

Your signature (mandatory)

Attention: Do not forget to sign this form and send by post. In the event that your signature or the enclosures are missing, the form will be returned to you for completion

Enclosures:

Enclosures (mandatory)

1. Copy of passport

2. Postal payment receipt (Original)

Payment on
Postal-acc
Federal Off
Criminal Re
3003 Bern

Amount: CHF 20.00

Postal receipt (only for payment by means of deposit slip)

Send the signed order form by priority mail via Swiss Post today (19.12.2007), and you are likely to receive your copy of the extract on Monday, 24. December 2007. (if the delivery address is in Switzerland).

Estimated time of delivery

Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Document for the customer

Date: 13.04.2010 13:46

Ordering with SuisseID

Application for an extract from criminal records (TAN: B1F73A28AB1)

ID document (no./type)	123456789 / Swiss identity card
Salutation	Mr.
Name	**Muster**
Name at birth	Muster
First name(s)	**Hans Peter**
Date of birth, Marital status	**23.08.1978, single**
Place of family origin / Native country	**Steffisburg / Switzerland**
Parents' names and first names	Muster, Otto; Muster, Lisa
Delivery address	Muster Hans Peter Banhof 3000 Bern
Number of extracts / amount / form	1, de, CHF 20.00

Hint for the customer:

- Keep this document

Sample extract (1 - 2):
1. without an entry (conviction)

Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Bundesamt für Justiz BJ
Office fédéral de la justice OFJ
Ufficio federale di giustizia UFG
Federal Office of Justice FOJ
Oficina federal de justicia OFJ

3003 Bern, 26.04.2007
Ref: 25818 / TH

P.P. A-Priority CH-3003 Bern, BJ/SSR

Auszug aus dem Schweizerischen Strafregister
Extrait du casier judiciaire suisse
Estratto del casellario giudiziale svizzero
Excerpt from the swiss criminal record
Extracto del registro suizo de antecedentes penales

Test Muster
Bundesrain 20
3003 Bern

Geburtsdatum Date de naissance Data di nascita Date of birth Fecha de nacimiento	Heimatort bzw. -staat Lieu resp. pays d'origine Luogo risp. paese d'origine Native place resp. country Pais resp. lugar de origen
19.12.1950	Bern BE CH

ist im Strafregister nicht verzeichnet
ne figure pas au casier judiciaire
non figura nel casellario giudiziale
is not registered in the criminal record
carece de antecedentes en el registro de antecedentes penales

Strafregister
Casier judiciaire
Casellario giudiziale
Criminal records
Registro de antecedentes penales

ID: 1290812 26.04.2007 / 15:51:15

Sample extract (2 - 2):
2. with an entry (conviction)

Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Département fédéral de justice et police DFJP
Office fédéral de la justice OFJ

3003 Bern, 14.12.2007
Telefon 031 / 323 09 00

P.P. A-Priority CH-3003 Bern, BJ/SSR

Ihr Zeichen
Votre réf
Vostro rif

Unser Zeichen
Notre réf 25818 / TH
Nostro rif

Muster Test
Bundesrain 20
3003 Bern

EXTRAIT DU CASIER JUDICIAIRE SUISSE

Nom(s):	Test
Prénom(s):	Muster
Date de naiss:	06.04.1957
Lieu d'origine:	Kerns OW
Pays d'origine:	CH, TL

1) 18.1.2002 Untersuchungsrichteramt Oensingen
Violation grave des règles de la circulation routière
Amende 560 CHF

Office fédéral de la justice
Casier judiciaire
3003 Berne

CPNI
Centre for the Protection of National Infrastructure

SECURITY WATCHDOG
Part of Capita plc

Thailand

How to obtain a criminal record check - detailed guidance

Individual/third party (with written consent) applies in person to the Police Clearance Service Centre

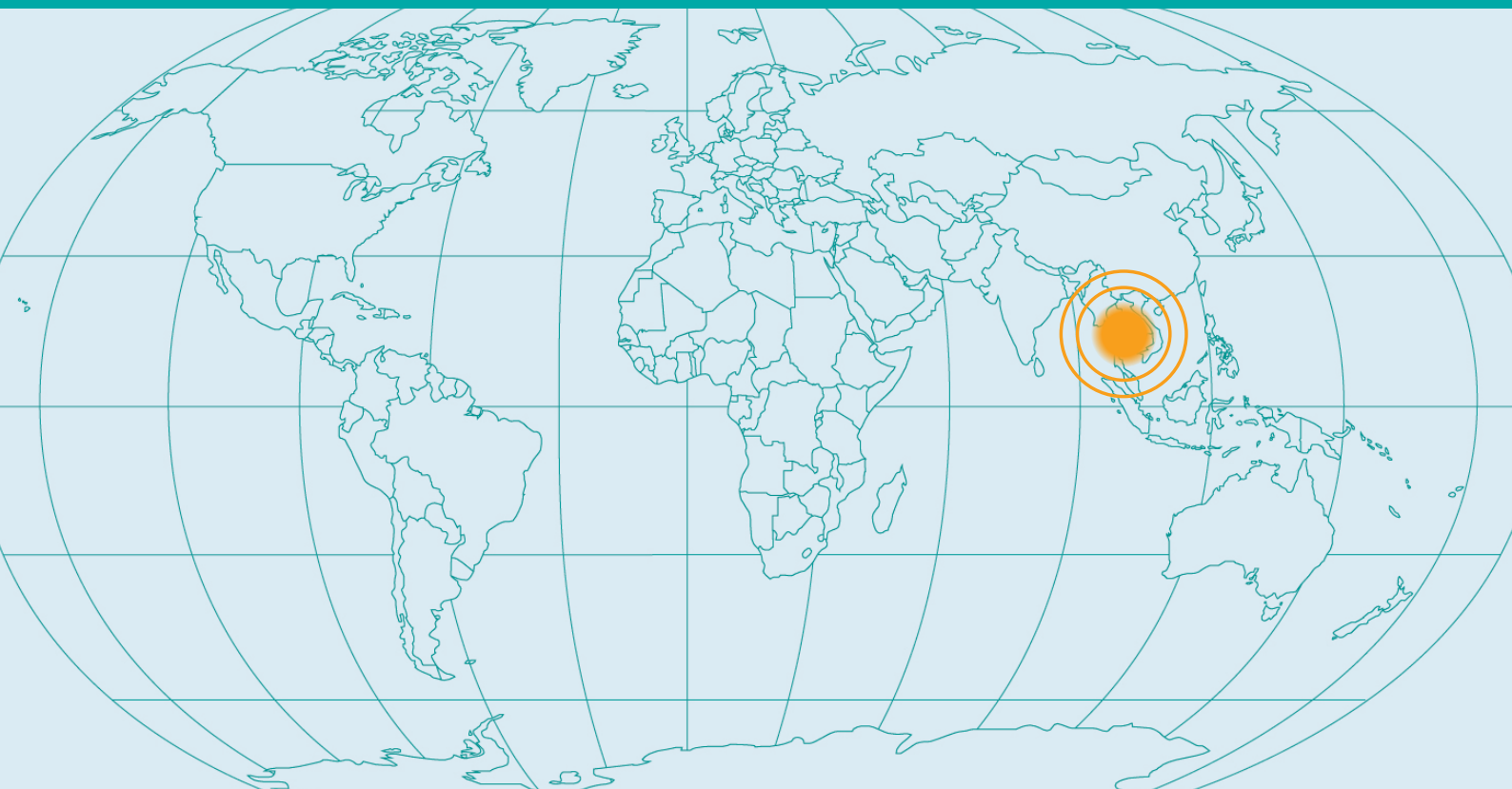
Applications from UK by post to Police Clearance Service Centre

Fingerprints required

Cost 100 THB

Certificate issued in English

Turnaround 3 weeks plus postage/Fast-track available through authorised agency



Thailand

1 Name of certificate

2 Department responsible for criminal records

3 Where to apply in country

4 How to apply in country

5 Where to apply in the UK

6 How to apply in the UK

7 Who can apply

8 Cost, payment and turnaround

9 How results are presented and security features

10 Languages

11 Criminal convictions listed on certificate

12 Confirming authenticity

13 Official bodies providing advice on interpretation of criminal records

14 Legislation

15 Pending changes

16 Sources of information

17 Sample documents

Disclaimer

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1	**Name of certificate**	Police Clearance Certificate
2	**Department responsible for criminal records**	Criminal Records Division within the Royal Thailand Police
3	**Where to apply in country**	Police Clearance Service Centre, Building 24, Royal Thai Police Headquarters, Rama 1 Road, Pathumwan, Bangkok 10330. Tel: +66 (0) 2 205 2168 9 Fax: +66 (0) 2 205 1295 Email: **pcsc@police.go.th** or **pcsc.thaipolice@gmail.com** Internet: **http://pcscenter.sb.police.go.th**
4	**How to apply in country**	In person to the address in Section 3 with the following: • Valid passport and a certified photocopy; • Certified photocopy of a Thai Visa and last stamp (if applicable); • Documents certifying that the applicant is working, used to work or is residing in Thailand (if applicable); • Thai working permit and certified photocopy (if available); • Letter explaining the purpose of request and which country it is required for; • For employment, a copy of a hire contract/work permit/job offer from the employer or a letter of guarantee from the employer; • Two passport-size photographs; • Three sets of original fingerprints. Fingerprints must be taken by the local police, Thai Consulate or Thai Embassy in the country of application together with the official seal and signature of the official taking the fingerprints; • Completed application form from: **www.pcscenter.sb.police.go.th/filedownload/form_app.pdf** (see Section 17 for an example); • The relevant fee/receipt of payment; and • Self-addressed and stamped envelope if the results are required by post.
5	**Where to apply in the UK**	By post to the address in Section 3.
6	**How to apply in the UK**	The process is the same as in Section 4, but the application must be posted to the address in Section 3. However, a certified photocopy of the passport is acceptable; the original does not need to be provided.
7	**Who can apply**	• Individuals; • Prospective employers (with written consent); and • Third parties (with written consent).

8	**Cost, payment and turnaround**	**Cost** The cost of a criminal record check is 100 THB. Payment • This can be paid by bank transfer to the following bank: Bank Name/Branch : UOB Bank/Siam Square Branch Bank Code: 024 Branch code : 772 Swift Code: UOVBTHBK Bank Address: 410–410/1 Siam Square Soi 6, Rama I Road, Patumwan Sub-District, Patumwan District, Bangkok, Thailand A/C Name: Police Clearance Service Center A/C No.: 772-163-299-0 A/C Type: Saving • If paying by bank transfer, the bank fee (check with your bank) and the fee for UOB bank (500 THB) must be included. Then email the contact in Section 3 with the payment document attached. • Alternatively, payment can be sent in cash to avoid bank charges. **Turnaround** The turnaround time is approximately 3 weeks, excluding postage times. It may take longer if a criminal record is found. **Fast-track** A fast-track service is available through an authorised third party processor at **www.a-plusservice.com**
9	**How results are presented and security features**	Certificates are available in hard copy only. For overseas applications, the certificate will be returned in the self-addressed envelope provided. For applications in person, the certificate can be collected from the Police Clearance Service Centre. Police Clearance Certificates are printed on Garuda watermarked paper. They also include the signature and seal of the Major General who authorised the certificate. See Section 17 for a sample. If a criminal record is identified, the following information will be provided: • Case number; • Charges; • Court outcome of the charges (together with the dates and court); and • Any sentence imposed.
10	**Languages**	The criminal record certificate is available in English.

11	**Criminal convictions listed on certificate**	The categories of criminal conviction listed on a criminal record certificate in Thailand: • Violence against the person (คดีประทุษร้ายต่อชีวิตและร่างกาย); • Sexual offences (คดีอาชญากรรมทางเพศ); • Burglary (คดีย่องเบา); • Robbery (คดีปล้นทรัพย์); • Theft and handling of stolen goods (คดีโจรกรรมและรับของโจร); • Fraud and forgery (คดีฉ้อโกงประชาชนและปลอมแปลงเอกสาร); • Criminal damage (คดีประทุษร้ายต่อทรัพย์สิน); • Drug offences (คดียาเสพติด); and • Motoring offences (คดีผิดกฎจราจร). There is no obligation for the Thai Police Force to destroy criminal records information. Criminal record information includes the disclosure of historical offences. All criminal records remain until the person reaches 70 years old.
12	**Confirming authenticity**	Employers can request that the Police Clearance Service Centre (See Section 3) verify that an application was made and the information on the certificate is correct.
13	**Official bodies providing advice on interpretation of criminal records**	None
14	**Legislation**	There is no legislation that specifically governs the disclosure of criminal records. However, the Official Information Act, B.E. 2540 issued in September 1997 does apply to disclosure of personal data.
15	**Pending changes**	None
16	**Sources of information**	CPNI Guidance Document 2009 Royal Thai Police **www.pcscenter.sb.police.go.th/**

17	Sample documents

Sample application form – page 1

คำร้องขอหนังสือรับรองความประพฤติ

APPLICATION FOR THAI CLEARANCE CERTIFICATE

ศูนย์บริการออกหนังสือรับรองความประพฤติ
กองบัญชาการตำรวจสันติบาล
Police Clearance Certificate Center,
Special Branch, Royal Thai Police

เลขบัตรประจำตัวประชาชน (Thai ID card Number)

☐-☐☐☐☐-☐☐☐☐☐-☐☐-☐

วันที่.....เดือน.....พ.ศ.....
Date Month Year

เรียน ผู้บัญชาการ กองบัญชาการตำรวจสันติบาล
TO Commissioner of Special Branch

1. ข้าพเจ้า (นาย/ นาง/ นางสาว) ชื่อตัว.....ชื่อสกุล.....
(Mr./ Mrs./ Miss) First name Family name

อายุ.....ปี เกิดวันที่.....เดือน.....พ.ศ.....สัญชาติ.....เชื้อชาติ.....
Age years Date of Birth Month Year Nationality Race

ศาสนา.....ส่วนสูง.....cms น้ำหนัก.....kgs ตำหนิ.....
Religion Height Weight Marks or Scar

ชื่อ สกุล ภาษาอังกฤษ ตัวพิมพ์ใหญ่ (Name & Family name in English Capital Alphabets)

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

ที่อยู่ปัจจุบัน.....
Present address/ Address in Thailand

.....หมายเลขโทรศัพท์ที่ติดต่อได้.....
Reachable Contact Number

บิดาชื่อ.....มารดาชื่อ.....สถานที่เกิด.....
Father's name Mother's name Place of Birth

สถานะ ☐ โสด บุคคลที่ติดต่อได้.....เกี่ยวข้องเป็น.....โทรศัพท์.....
Single Other Contact person Relationship Contact Number

Status ☐ แต่งงาน ชื่อ สามี/ ภรรยา.....จำนวนบุตร.....คน
Married Husband/ Wife's name Children

ชื่อบุตร 1.....2.....
Children's name 3.....4.....

วุฒิการศึกษา.....อาชีพ.....
Education degree Occupation

ตำแหน่ง.....รายได้.....
Position Salary

สถานที่ทำงาน.....
Work address

2. วัตถุประสงค์ในการขอหนังสือรับรองความประพฤติ เพื่อ (Purpose of application, for...)

☐ ศึกษาต่อ Education ☐ สมรส Marriage ☐ ทำงาน Work ☐ ขอมีถิ่นที่อยู่ Resident ☐ อื่น ๆ..... Others

โปรดพลิก ➡

Sample application form – page 2

ระบุรายละเอียด.....
Details
เพื่อใช้สำหรับประเทศ.....
To use for (one country only)

3. หนังสือเดินทางเลขที่.....ออกให้ที่.....
Passport/ Travel document number Issued at
เมื่อวันที่.....เดือน.....พ.ศ.....หมดอายุวันที่.....เดือน.....พ.ศ.....
Date of issued Month Year Valid until Month Year
เดินทางเข้ามาประเทศไทยเมื่อ.....ประเภทของวีซ่า.....
Entrance to Thailand on Visa type

4. พร้อมนี้ได้ยื่นเอกสารประกอบการพิจารณา คือ (Herewith, I submit the related documents as follows :)

บุคคลสัญชาติไทย

- ☐ สำเนาหนังสือเดินทาง
- ☐ สำเนาบัตรประจำตัวประชาชน
- ☐ สำเนาใบสำคัญการเปลี่ยนชื่อตัว/ ชื่อสกุล
- ☐ สำเนาทะเบียนบ้าน
- ☐ สำเนาทะเบียนสมรสหรือหย่า
- ☐ สำเนาขึ้นทะเบียนทหาร (สด.๓, ๙ หรือ สด.๔๓)

กรณี ศึกษาต่อ ☐ หนังสือตอบรับจากสถาบันศึกษาต่างประเทศ
☐ คุณวุฒิการศึกษา.....

กรณี สมรส ☐ ใบทะเบียนสมรสประเทศ.....
☐ หนังสือรับรอง/ เอกสารประจำตัวคู่สมรส

กรณี ทำงาน ☐ หนังสือสัญญาการจ้างงาน
☐ หนังสือรับรองจากบริษัทผู้จ้างงาน

กรณีขอมีถิ่นที่อยู่ ☐ หนังสือรับรองจากสถานทูต.....
☐ เอกสารการขอมีถิ่นที่อยู่สถานทูต.....

FOREIGNER (all document require certified photocopy)

- ☐ Certified photocopy of current passport with Thai Visa
- ☐ Letter from the Embassy

For Education

- ☐ Letter from University offer
- ☐ Transcript

For Marriage

- ☐ Marriage Certificate from.....
- ☐ Letter/ Personal identification of Spouse

For Work

- ☐ Hire Contract / Work permit /Job offer
- ☐ Letter guarantee from the employer company

For Residence

- ☐ Residence application from.....
- ☐ Letter from ..... Embassy

เอกสารอื่น ๆ (ระบุ).....
Other documents

ข้าพเจ้าขอรับรองว่า ข้อความข้างต้นนี้ เป็นความจริงทุกประการและยินยอมให้นำข้อมูลไปใช้ในการตรวจสอบประวัติและพฤติการณ์
I certify that all information above is all truth and Consent to the data used to examine the history and circumstances

ลงชื่อ .....ผู้ยื่นคำร้อง
Signature (.....) Applicant

หมายเหตุ (สำหรับเจ้าหน้าที่).....

ลงชื่อ .....ผู้บันทึกข้อมูล
(.....)

Sample certificate

COPY

SPECIAL BRANCH

ROYAL THAI POLICE

BANGKOK, THAILAND.

12 December 2001

TO WHOM IT MAY CONCERN

FOR THE MOTHERLAND COMPANY ONLY

THIS IS TO CERTIFY THAT

MR. [redacted] Thai

NATIONALITY, HAS NO CRIMINAL RECORD IN THAILAND

POLICE MAJOR GENERAL

[redacted]

FOR COMMISSIONER OF

SPECIAL BRANCH

7678

19 DEC 2001

CPNI
Centre for the Protection of National Infrastructure

SECURITY WATCHDOG
Part of Capita plc

Turkey

How to obtain a criminal record check - detailed guidance

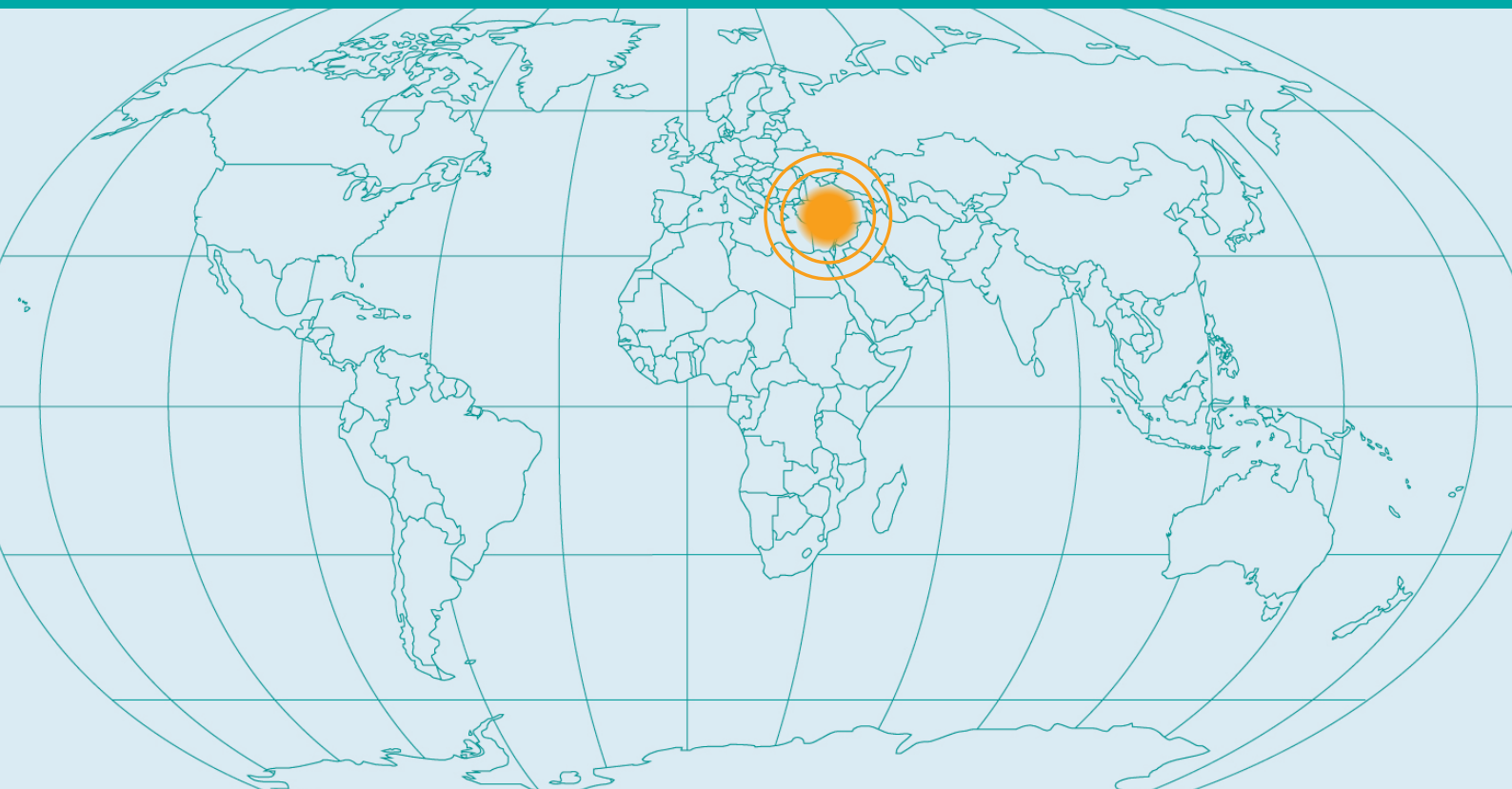
Individual/third party (with written consent) applies in person to Ministry of Justice/an office of Director of Public Prosecutions

Applications from UK in person to Consulate

Cost TRY5/£6

Certificates issued in Turkish, English, German, French

Turnaround times instant in country/7–8 weeks UK



Turkey

1 Name of certificate

2 Department responsible for criminal records

3 Where to apply in country

4 How to apply in country

5 Where to apply in the UK

6 How to apply in the UK

7 Who can apply

8 Cost, payment and turnaround

9 How results are presented and security features

10 Languages

11 Criminal convictions listed on certificate

12 Confirming authenticity

13 Official bodies providing advice on interpretation of criminal records

14 Legislation

15 Pending changes

16 Sources of information

17 Sample documents

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1	**Name of certificate**	Judicial Record Certificate (*Adli Sicil Kaydı* or *Sabıka Kaydı*)
2	**Department responsible for criminal records**	Ministry of Justice, Department of Judicial Records and Statistics
3	**Where to apply in country**	Ministry of Justice, Department of Judicial Records and Statistics, Tuna Caddesi No:10, 06100 Yenishehir, Ankara, Turkey. Tel: +90 (0) 312 431 6120 Fax: +90 (0) 312 435 7156 Internet: **www.adlisicil.adalet.gov.tr/** At the offices of the Director of Public Prosecutions. The General Directorate of Judicial Records (Adli Sicil ve İstatistik Genel Müdürlüğü) provides a list of these cities at: **www.adlisicil.adalet.gov.tr/**
4	**How to apply in country**	In person to either the address or offices detailed in Section 3. The individual must provide: • Passport or a Turkish photo identity card (*nüfus cüzdani*); • Individual's Citizenship Number (*Kimlik Numerası*) if applicable; • Personal details; • Relevant fee; and • Reason for the request. Applications can also be made online if the individual has an e-Government password or online ID documents at: **https://www.turkiye.gov.tr/adli-sicil-kaydi.**
5	**Where to apply in the UK**	The Consulate General for the Republic of Turkey, Rutland Lodge, Rutland Gardens, London, SW7 1BW Tel: +44 (0)20 7589 0949 Fax: +44 (0)20 7591 6911 Email: **turkishconsulate@btconnect.com** Internet: **www.turkishconsulate.org.uk/en/**

6	**How to apply in the UK**	In person to the address in Section 5. The individual must: • Arrange an appointment with the Notary Section of the Consulate General online at **www.turkishconsulate.org.uk/tr/noter/default.asp;** • Complete the application form at **www.turkishconsulate.org.uk/tr/pdf/AdliSicil.pdf** (see Section 17 for a sample); • Provide a copy of the passport; • Provide a pre-paid self-addressed envelope; and • Pay the relevant fee.
7	**Who can apply**	• Individuals; and • Third parties with consent (usually a close friend/relative).
8	**Cost, payment and turnaround**	**Cost** In country – 5 TRY to be paid in cash; or From the UK – £6 to be paid by postal order. **Turnaround** In country – immediately; or From the UK – 7–8 weeks. There is no fast-track system in place.
9	**How results are presented and security features**	The results of a criminal record check are presented as a hard copy in person if the application was made in country; or by post if the application was made from the UK. Where applicable, the following information is provided on a criminal record certificate: • Conviction; • Date of conviction; • Court; • Reference; • Criminal act; and • Type of punishment. A sample certificate can be seen in Section 17.
10	**Languages**	The certificate can be requested in Turkish, English, German or French. If individuals are already in possession of a valid Judicial Record Certificate, the Consulate General in London can provide translation into English (see Section 5 for contact details).

11	**Criminal convictions listed on certificate**	The categories of criminal conviction listed on a criminal record certificate in Turkey are: • Violence against the person (*Kişilere Karşı Suçlar*); • Sexual offences (*Cinse Dokunulmazlığa Karşı Suçlar*); • Burglary (*Haneye Tecavüz*); • Robbery (*Soygun*); • Theft and handling of stolen goods (*Gasp*); • Fraud and forgery (*Dolandırılıcık ve Sahtecilik*); • Criminal damage (*Mücrim Zarar*); • Drug offences (*Uyuşturucu Suçları*); and • Motoring offences (*Trafik Güvenliğini Tehlikeye Sokma*). Convictions are removed from an individual's criminal record when: • The offence is no longer a crime; or • After a period of 80 years has passed. Each certificate carries the unique number of the public official who processed the application and the signature of a director of the General Directory of Judicial Records is a further security measure.
12	**Confirming authenticity**	Employers can apply to the Ministry of Justice to confirm the validity of criminal record disclosures. See Section 3 for contact details.
13	**Official bodies providing advice on interpretation of criminal records**	None
14	**Legislation**	Judicial Records Law No: 5352 (Adli Sicil Kanunu) 2005 – **www.adlisicil.adalet.gov.tr/**
15	**Pending changes**	None
16	**Sources of information**	CPNI Guidance Document 2009 Ministry of Justice **https://www.turkiye.gov.tr/adli-sicil-kaydi** General Directorate of Judicial Records and Statistics **www.adlisicil.adalet.gov.tr/**

17	Sample documents

Sample application form (from UK only)

ADLİ SİCİL VE İSTATİSTİK GENEL MÜDÜRLÜĞÜNE
GENERAL DİRECTORY OF CRIMINAL RECORDS

ANKARA

.....verilmek üzere, sabıka kaydım olup, olmadığının tarafıma bildirilmesini saygılarımla arzederim.

I would like to ask for a Police Clearance Report to be submitted to .....

.../.../200..
Adı ve Soyadı
Name and Surname
İmza/Signature

Açık Kimliği
Identity Details :

T.C.Kimlik No :
TR Citizenship No :

Soyadı :
Surname :

Adı :
Name :

Baba Adı :
Father's Name :

Ana Adı :
Mother's Name :

Doğum Yeri :
Place of Birth :

Doğum Tarihi :
Date of Birth :

Nüfusa kayıtlı
Olduğu Yer (İli-İlçesi) :
Address(es) in Turkey :

Önemli Not :
Dilekçe ile birlikte Nüfus Cüzdanı fotokopisinin ibrazı gerekmektedir.

It is obligatory to present a copy of the passport together with this letter.

Sample certificate

(1)

T.C
SARIYER
CUMHURİYET BAŞSAVCILIĞI
ADLİ SİCİL BÜROSU

SAYI : 6251-2008-028467 / 14:32 SARIYER
KONU : ÖZEL İŞ - İŞÇİ 27.08.2008
VERİLECEĞİ KURUM :
KİMLİK TÜRÜ : NÜFUS CÜZDANI

SORGULAMAYA ESAS KİMLİK BİLGİLERİ :

TC(K) : DOĞUM TAR. :
SOYAD AD :
BABA ADI : ANA ADI :
DOĞUM YERİ : NÜFUS K.Y. : /

ADLİ SİCİL KAYDI SORGULAMASI SONUÇLARI :

YUKARIDA KİMLİK BİLGİLERİ BULUNAN KİŞİNİN ADLİ SİCİL KAYDI YOKTUR.

27.08.2008
[redacted]
92808 . A-O.

CUMHURİYET BAŞSAVCISI Y.

NOT : BU SORGULAMA YUKARIDAKİ SORGULAMAYA ESAS KİMLİK BİLGİLERİNE GÖRE YAPILMIŞTIR.

CPNI
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SECURITY WATCHDOG
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Ukraine

How to obtain a criminal record check - detailed guidance

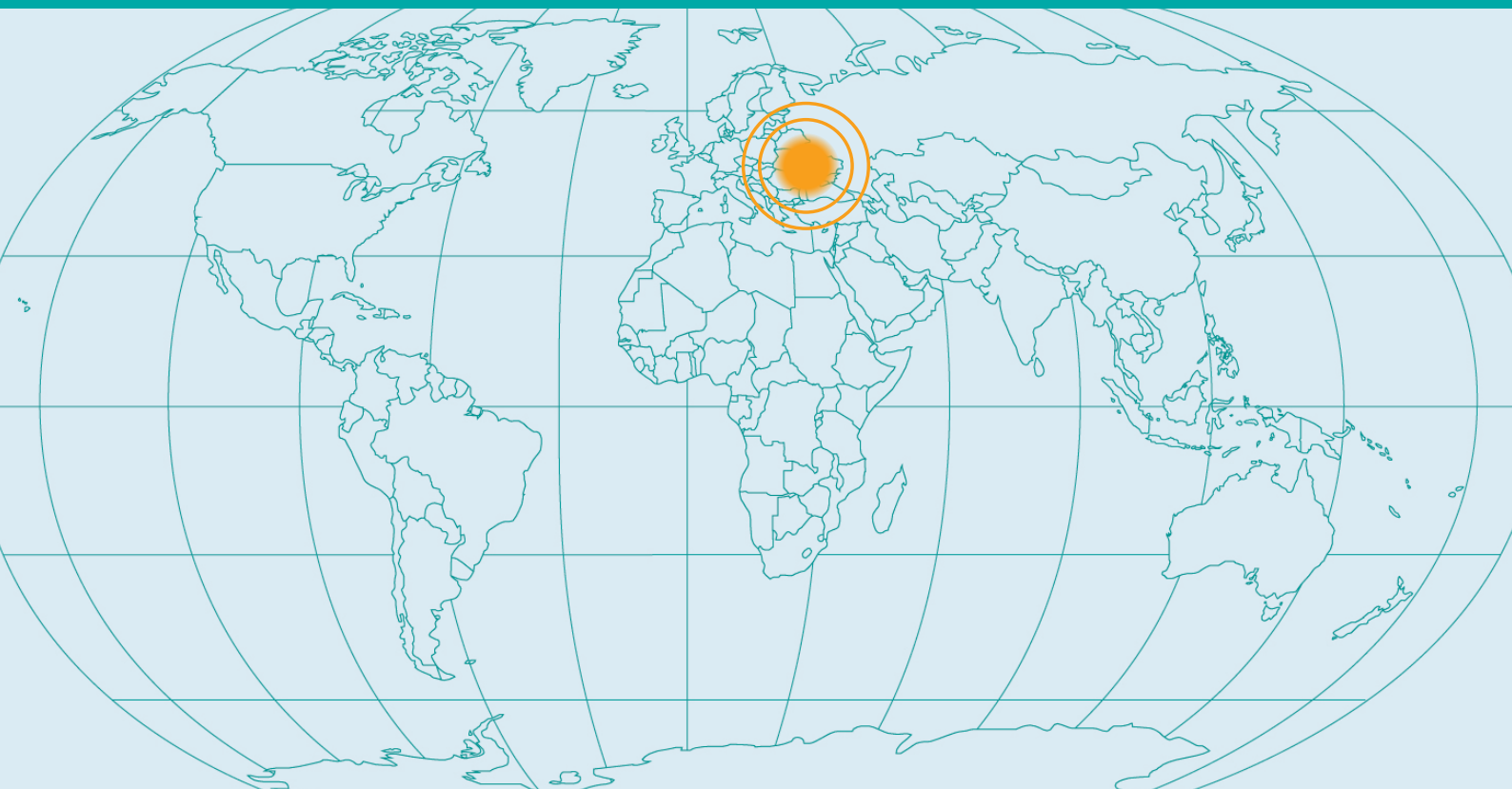
Individual/third party (with power of attorney) applies in person to Department of Informational Technologies Head Office/Regional DIT Office

Applications from the UK in person to Embassy

Cost varies/£53 at Embassy

Certificate issued in Ukrainian/English if applied through Embassy

Turnaround 1 month



Ukraine

1 Name of certificate

2 Department responsible for criminal records

3 Where to apply in country

4 How to apply in country

5 Where to apply in the UK

6 How to apply in the UK

7 Who can apply

8 Cost, payment and turnaround

9 How results are presented and security features

10 Languages

11 Criminal convictions listed on certificate

12 Confirming authenticity

13 Official bodies providing advice on interpretation of criminal records

14 Legislation

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17 Sample documents

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1	**Name of certificate**	Notice of Conviction or No Conviction
2	**Department responsible for criminal records**	Department of Informational Technologies (DIT – *Департамент інформаційних Технологій*) within the Ministry of Internal Affairs (MIA – *Міністерство внутрішніх справ*)
3	**Where to apply in country**	Department of Informational Technologies, Ministry of Internal Affairs, Ulitsa Akademika Bogomoltsya 10, Kiev, Ukraine. Tel: +380 (0) 44 256 0333/ +380 (0) 44 256 1625/ +380 (0) 44 256 1460 Email: **dit@centmia.gov.ua** Web: **www.mvs.gov.ua/mvs/control/mai0n/uk/publish/article/544651** The addresses for all DIT offices in Ukraine can be found on the above website.
4	**How to apply in country**	In person to the DIT head office in Kiev or via any of the regional DIT offices detailed in Section 3. The individual must provide: • Completed application form (application forms can be obtained from any of the offices in Section 3); • The individual's original passport; and • Exact dates of residence and address details for the individual's time in Ukraine. If the application is being made by a third party, their original passport and a document reflecting the power of attorney are required in addition to the above.
5	**Where to apply in the UK**	Consular/Visa Section, Embassy of Ukraine, Ground Floor, 78 Kensington Park Road, London, W11 2PL Tel: +44 (0)207 243 8923 Fax: +44 (0)207 727 3567 Web: **http://uk.mfa.gov.ua/en**

6	**How to apply in the UK**	In person to the Consular Section of the Embassy (see contact details in Section 5). The individual must provide: • Application form (Available from the address in Section 5 in hard copy only). See Section 17 for a sample; • The individual's original passport; and • Exact dates of residence and address details for the individual's time in Ukraine. If the application is being made by a third party, their original passport and a document reflecting the power of attorney are required in addition to the above. The application is forwarded to the DIT for processing.
7	**Who can apply**	• Individuals; and • Third parties with power of attorney. If the individual is under 18 years old or subject to guardianship, a parent/guardian may apply on behalf of the individual. The parent/guardian is required to present papers confirming their status as a parent/guardian.
8	**Cost, payment and turnaround**	**Cost** The cost for an application for a Notice of Conviction varies per region. The regional office should be contacted for prices (see Section 3). The cost to apply at the Embassy in London is £53 to be paid by credit/debit card or bank order. **Turnaround** The turnaround time is approximately a month. There is no fast-track system available.
9	**How results are presented and security features**	The results of an application for a Notice of Conviction are available in hard copy only. The certificate features are: • Landscape A4 paper; • Gold-coloured frame set slightly in from the border of the page; • An impression of the national coat of arms of Ukraine is set into the middle of the top border; • A unique registration number in the top left hand corner of the certificate; • An official stamp with the signature of the head of the DIT office that processed the request in the bottom right hand corner of the page; and • Only one copy is issued. In the case of an application from the UK, the consular division of the Ukrainian Embassy will contact the applicant when the certificate is ready for collection.

		For applications made within Ukraine, the relevant DIT office will notify the applicant when the certificate is ready. The certificate can be collected in person or mailed to the individual if a prepaid envelope is provided or the postage fee is paid. The Notice of Conviction will provide details of any records that have been identified. If no records are identified, the Notice of Conviction will state that the DIT does not have any information regarding convictions for this individual. If any criminal records are identified, the following information for each record will be provided: • Type of conviction (both spent and unspent); • Reference to the Article of the Criminal Code of Ukraine under which the applicant has been convicted; • Date and place of the conviction (including name of the court); • Period and place of imprisonment (if applicable); and • Date of release (if applicable).
10	**Languages**	The criminal record certificate is available in Ukrainian only. If the application was made through the Consulate in London, translation into English and notarisation is included in the price of the application. For applications by UK citizens who live in Ukraine, the certificate can be translated by the Consular Section of the British Embassy in Kiev at: Consular Section of the British Embassy, Artyom Business Centre, 4 Glybochytska Street, Kiev 04050, Ukraine. Tel: +380 (0) 44 494 3422 Fax: +380 (0) 44 494 3418 Email: **britconsular.kiev@fco.gov.uk**

11	**Criminal convictions listed on certificate**	The main categories of criminal conviction listed on a criminal record certificate are: • Violence against the person (*Злочин проти життя та здоров'я особи*); • Sexual offences (*Злочин проти статевої свободи та статевої недоторканості*); • Burglary (*Грабіж*); • Robbery (*Крадіжка*); • Theft and handling of stolen goods (*Придбання, отримання, зберігання чи збут майна одержаного злочинним шляхом*); • Fraud (*Шахрайство*); • Criminal damage (*Умисне знищення або пошкодження майна*); • Drug offences (*Злочини у сфері обігу наркотичних засобів, психотропних речовин, їх аналогів або прекурсорів*); and • Motoring offences are not regulated by the Criminal Code and will not appear on the criminal record certificate. There is no obligation on the DIT to destroy criminal records information. Criminal records generally remain on record at the DIT for the duration of the life of the individual.
12	**Confirming authenticity**	An Apostille can be requested at the time of ordering a criminal record check from the UK at the Consulate. Furthermore, this country has joined the Hague Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents. This enables criminal record checks to be authenticated by means of an Apostille. For further information on how to obtain an Apostille from this country, please see: **www.hcch.net/index_en.php?act=authorities.details&aid=351**
13	**Official bodies providing advice on interpretation of criminal records**	None
14	**Legislation**	Decree (no 795) of the Cabinet of Ministers of Ukraine dated 4 July 2004
15	**Pending changes**	None
16	**Sources of information**	CPNI Guidance Document 2009 Embassy of Ukraine, Consular and Visa Section Hague Conference on Private International Law website: **www.hcch.net/index_en.php?act=authorities.details&aid=351**

17	Sample documents

Application form

ЗРАЗОК АНКЕТИ ДО ВИТРЕБУВАННЯ ДОКУМЕНТІВ (ФОРМА ДЛЯ УСІХ КРАЇН СНГ, КРІМ КОЛИШНІХ РЕСПУБЛІК СРСР)

форма № 3

АНКЕТА

по витребуванню документів з-за кордону

Заповнюються у 2-х примірниках на кожен документ окремо.

Відповіді на питання слід давати повними і точними.

ПИТАННЯ	ВІДПОВІДЬ
Прізвище, ім'я та по батькові особи, на ім'я якої витребується документ (укр. та інозм. мовами). Зазначте всі прізвища, які має чи мала ця особа.	
Рік, місяць, число народження	
Місце народження (область, район, місто, село, селище).	
Громадянство цієї особи (якщо змінювалось, зазначити їх всі).	
Національність	
Який документ витребується	
Важлива інформація якщо витребується документ про реєстрацію народження, шлюбу, смерті та інш., зазначити точне місце та час реєстрації народження, шлюбу і розірвання шлюбу, смерті та інш., а також прізвище, ім'я та по батькові батьків при витребуванні документа про народження; якщо витребується документ про освіту, зазначити точну назву та адресу учбового закладу, дату вступу і закінчення його; якщо витребується документ про стаж роботи, про перебування на примусових роботах, зазначити точну назву та адресу підприємства, установи, час роботи та посаду.	
З якою метою витребується документ	
Точна адреса місця проживання особи, на яку витребується документ	

CPNI
Centre for the Protection of National Infrastructure

SECURITY WATCHDOG
Part of Capita plc

United States of America

How to obtain a criminal record check - detailed guidance

Individual applies by post/through authorised FBI-approved channeler to Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS) Division

Fingerprints required

Cost $18 plus fingerprints cost/varies through channeler

Certificate issued in English

Turnaround 5–6 weeks (varies through channeler)

United States of America

1 Name of certificate

2 Department responsible for criminal records

3 Where to apply in country

4 How to apply in country

5 Where to apply in the UK

6 How to apply in the UK

7 Who can apply

8 Cost, payment and turnaround

9 How results are presented and security features

10 Languages

11 Criminal convictions listed on certificate

12 Confirming authenticity

13 Official bodies providing advice on interpretation of criminal records

14 Legislation

15 Pending changes

16 Sources of information

17 Sample documents

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1	**Name of certificate**	Criminal History Summary (Rap Sheet)
2	**Department responsible for criminal records**	Federal Bureau of Investigation (FBI) – Criminal Justice Information Services (CJIS) Division
3	**Where to apply in country**	FBI CJIS Division – Summary Request, 1000 Custer Hollow Road, Clarksburg, WV 26306, USA. Tel: +1 (0) 304 625 5590 Email: **liaison@leo.gov** Web: **www.fbi.gov/about-us/cjis/criminal-history-summary-checks** List of FBI Approved Channelers: **www.fbi.gov/about-us/cjis/criminal-history-summary-checks/list-of-fbi-approved-channelers**
4	**How to apply in country**	**By post** • Complete the application form from **https://forms.fbi.gov/criminal-history-summary-checks-review/**. A sample can be seen in Section 17. • Obtain a set of fingerprints. The original fingerprint card must include the individual's name and date of birth. A standard fingerprint form can be found at: **www.fbi.gov/about-us/cjis/criminal-history-summary-checks/standard-fingerprint-form-fd-258**. A local, county, or state law enforcement agency can take fingerprints for a fee. • Include payment or proof of payment. • Post the signed applicant information form, fingerprint card, and payment to the address in Section 3. **Through an authorised FBI Channeller** • Submit to an FBI-Approved Channeler (a private business that has contracted with the FBI to expedite the delivery of Criminal History Summary). • A list of FBI-Approved Channelers for Departmental Order Submissions can be found in Section 3. • An FBI-Approved Channeler may only process requests for a US citizen (lawful permanent resident of the US).
5	**Where to apply in the UK**	Applications are made through the same contacts as detailed in Section 3.
6	**How to apply in the UK**	The process is the same as detailed in Section 4.
7	**Who can apply**	Individuals only

8	**Cost, payment and turnaround**	**Cost** • $18 per application; • Fees may vary through an FBI-Approved Channeler. **Payment** • By credit card, using the form at **www.fbi.gov/about-us/cjis/criminal-history-summary-checks/credit-card-payment-form;** • Money order; or • Certified cheque made payable to the Treasury of the United States. **Turnaround** • 5–6 weeks **Fast-track** • There is no official fast-track service; • However, applications through an FBI-Approved Channeler can yield a faster response.
9	**How results are presented and security features**	Results are provided in the format of a letter stating if there is a criminal record. Details will be attached in the case of a record. If there are fingerprints related to an arrest, the following will be stated: • Name of the agency that submitted the fingerprints to the FBI; • Date of the arrest; • Arrest charge; and • Disposition of the arrest, if known to the FBI. The results are presented on security paper with a watermark, signature of an official and the FBI seal.
10	**Languages**	The certificate is available in English only.
11	**Criminal convictions listed on certificate**	All instances of arrest and fingerprinting where the information is submitted to the FBI will appear on an individual's record. Convictions stay on an individual's record for 110 years, unless the arresting agency or State Bureau request that it is removed.

12	**Confirming authenticity**	The certificate can be authenticated by Apostille by the US State Department by post or in person. The contact details are: Office of Authentications, US Department of State, CA/PPT/S/TO/AUT, 1st Floor, 1150 Passport Services PL, Dulles, VA 20189-1150, USA. Tel: +1 (0) 202-485-8000 Web: **http://travel.state.gov/content/travel/english/legal-considerations/judicial/authentication-of-documents/office-of-authentications.html** The fee is $8 per document with a turnaround time of 3 business days. FBI Channelers can also arrange Apostilles (contact the individual Channeler to determine if this service is provided).
13	**Official bodies providing advice on interpretation of criminal records**	None
14	**Legislation**	US Department of Justice Order 556-73 1973 Public Law 92-544 2013 The Privacy Act of 1974
15	**Pending changes**	None
16	**Sources of information**	**www.fbi.gov** Customer Service Group, FBI

17	Sample documents

Sample application form

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PRIVACY ACT STATEMENT

The FBI's acquisition, retention, and sharing of information submitted on this form is generally authorized under 28 USC 534 and 28 CFR 16.30-16.34. The purpose for requesting this information from you is to provide the FBI with a minimum of identifying data to permit an accurate and timely search of criminal history identification records. Providing this information (including your Social Security Account Number) is voluntary; however, failure to provide the information may affect the completion of your request. The information reported on this form may be disclosed pursuant to your consent, and may also be disclosed by the FBI without your consent pursuant to the Privacy Act of 1974 and all applicable routine uses. Under the Paperwork Reduction Act, you are not required to complete this form unless it contains a valid OMB control number. The form takes approximately 5 minutes to complete.

Applicant Information **** Denotes Required Fields***

*Last Name _____ *First Name _____
Middle Name 1 _____ Middle Name 2 _____

*Date of Birth: _____ *Place of Birth: _____ U.S. Citizen or Legal Permanent Resident: Yes ◯ No ◯

*Country of Citizenship: _____ Country of Residence: _____ Prisoner Number (if applicable): _____

*Last Four Digits of Social Security Number: _____

*Height: _____ *Weight: _____

*Hair *(please check appropriate box)*:

☐ Bald ☐ Black ☐ Blonde/Strawberry ☐ Blue ☐ Brown ☐ Gray ☐ Green ☐ Orange ☐ Pink
☐ Purple ☐ Red/Auburn ☐ Sandy ☐ Unknown ☐ White

*Eyes (please check appropriate box):

☐ Black ☐ Blue ☐ Brown ☐ Gray ☐ Green ☐ Hazel ☐ Maroon ☐ Multicolored ☐ Pink ☐ Unknown

Applicant Home Address

*Address _____

*City _____ *State _____
*Postal (Zip) Code _____ *Country _____
Phone Number _____ E-Mail _____

Mail Results to Address

C/O _____ ATTN _____
Address _____

City _____ State _____
Postal (Zip) Code _____ Country _____
Phone Number (if different from above) _____

Payment Enclosed: *(please check appropriate box)*

☐ CERTIFIED CHECK ☐ MONEY ORDER ☐ CREDIT CARD FORM

Reason for Request:

☐ Personal review ☐ Challenge information on your record ☐ Adoption of a child in the U.S.
☐ International adoption ☐ Live, work, or travel in a foreign country ☐ Other

*** APPLICANT SIGNATURE** _____ **DATE** _____

Mail the signed applicant information form, fingerprint card, and payment of $18 U.S. dollars to the following address:

FBI CJIS Division – Summary Request
1000 Custer Hollow Road
Clarksburg, West Virginia 26306

You may request a copy of your own Criminal History Summary to review it or obtain a change, correction, or an update to the summary.

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