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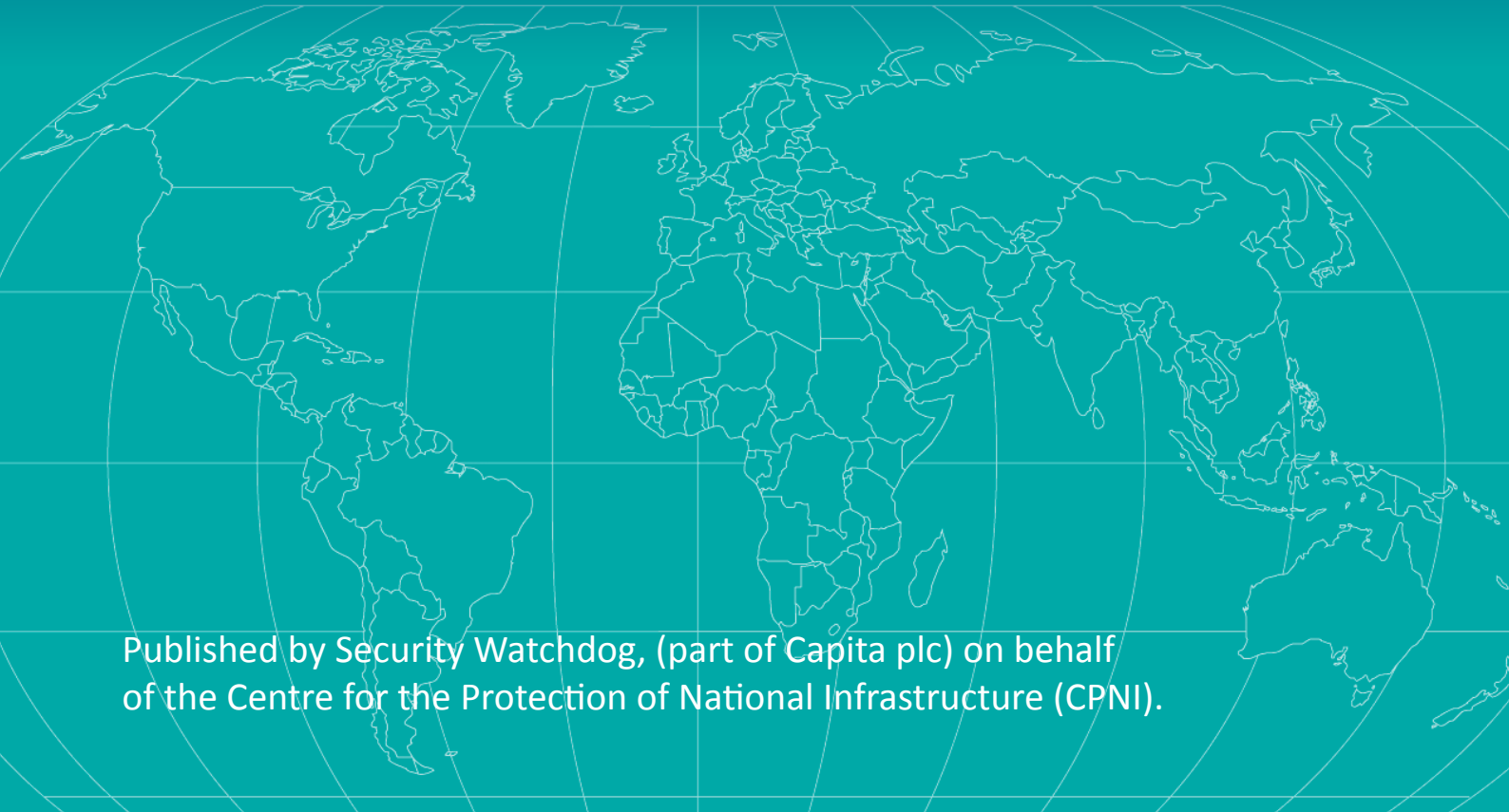
Centre for the Protection
of National Infrastructure

SECURITY **WATCHDOG**
Part of Capita plc

How to obtain an Overseas Criminal Record Check

Quick Reference Guide

● April 2014



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of the Centre for the Protection of National Infrastructure (CPNI).

Introduction

Summary Overviews

This summary overview document on how to obtain criminal records disclosure on individuals in 63 countries is a quick reference tool to the guidance for employers and employees issued in April 2014 by CPNI.

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

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

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

- Government authorities directly responsible for the processing of criminal record checks e.g. ministry of justice, interior ministry, national or federal police force as relevant;
- Embassies and consulates of required countries both in the UK and in-country where required;
- Representative legal counsel in-country;
- Wider open and closed source research materials.

Benefits

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

Disclaimer

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

Country Overviews

Albania

Individual/third party (with power of attorney) applies in person at post office in Albania • Process same from UK • Cost 500 ALL • Certificate issued in Albanian • Turnaround 1 week

Argentina

Individual/third party (with authorisation) applies in person to National Recidivism Registry Offices • Applications from UK to Consulate • Fingerprints required • Cost \$40-\$150 • Certificate issued in Spanish • Turnaround 1-5 days

Australia

Individual applies online/by post to the Australian Federal Police or the State/Territory Police Force (depending on circumstances) • Cost \$42 AUD • Certificate issued in English • Turnaround - Australia 24hrs to 15 working days - UK 24hrs to 15 working days plus postage time

Austria

Individual applies online to Federal Police /in person at the police directorates or local authorities • Applications from UK – made online to Federal Police/ in person at Embassy • Cost €16 or €30/ UK £35.10 • Certificate issued in German or English • Turnaround Austria Instant/ UK 1 to 2 weeks

Bangladesh

Individual applies in person at regional police stations/High Commission from UK • Cost 500 BDT or £3 from UK • Certificate issued in English • Turnarounds vary

Belarus

Individual/third party (with power of attorney) applies in person to the Internal Affairs Department of Minsk Executive Committee • Applications from UK – in person at the Embassy of the Republic of Belarus, London • Cost–in country 65,000 BYR/ 130,000 BYR (fast track)/ from UK £35-£70 • Certificate issued in Russian • Turnaround times in country 7 - 15 days/ 3 days (fast track) from UK 6 weeks

Belgium

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

Bosnia-Herzegovina

Individual/third party (with written consent) applies in person to Ministry of Internal Affairs/Regional Courts • Applications from UK to embassy (Bosnia-Herzegovinian nationals only)/ others through respective embassy in Bosnia-Herzegovina • Cost 6-10 BAM • Certificate issued in Bosnian • Turnaround various

Brazil

Individual/third party (with power of attorney) applies online/in person at a local police station • Online only from UK • No cost • Certificate issued in Portuguese • Turnaround instant to 15 days

Bulgaria

Individual/third party (with power of attorney) applies in person/online if no convictions to Central Office of Criminal Records

- Applications from UK in person to embassy
- Cost 3 BGL

Turnaround 1-3 days/UK plus postage time

Canada

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

- Fingerprints required
- Cost \$25 CAD + fingerprinting costs
- Certificate issued in English/French
- Turnaround - electronic fingerprints - 3 working days/ paper fingerprints - 22 weeks

China (Peoples Republic of)

Individual applies at Public Security Bureau (PSB) in country

- some PSBs allow application by third party
- Application process, cost, turnaround time and documentation required varies locally

Check with individual PSB for details

Croatia

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

- Applications from UK in person to Embassy/ by post to Department for Criminal Records
- Cost 40 HRK
- Certificate issued in Croatian
- Turnaround in person instant/post 1 week

Cyprus

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

- Applications from UK - made by post to Criminal Record Office/ in person to High Commission in London
- Cost €20
- Certificate issued in Greek or English
- Turnaround from Cyprus same day - UK 1-2months

Czech Republic

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

- Applications from UK made online/in person to Embassy in London
- Cost 100 - 200,-CZK
- Certificate issued in Czech
- Turnaround in country Instant - 20 days/ UK 4 weeks

Denmark

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

- Applications from UK by email/post to National Police Authority
- No cost
- Certificate issued in English, German, Danish, French, Spanish
- Turnaround instant to 2 days

Estonia

Individual/third party (with written consent) applies online/by post/by e-mail to the Karistusregister

- Process same from UK
- Cost €0 - €4
- Certificate issued in Estonian
- Turnaround Instant - 2 working days

Finland

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

- Cost €12 - €15
- Certificate issued in English, Finnish, French, German, Spanish, Swedish
- Turnaround seven working days plus posting time

France

Application process dependant on individuals 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 Judiciare National ● No cost ● Certificates issued in French ● Turnaround Instant to 2 weeks

Germany

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

Ghana

Individual/third party (with written consent) applies in person to Ghana Police Service/local police station ● Not available from UK ● Fingerprints required ● Variable fee payable ● Certificates issued in English ● Turnaround 5 days

Greece

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

Hungary

Individual/ third party (with written consent) applies in person/ by post/ online to the Criminal Records Authority/ Central Document Office ● Applications from UK in person/ by post to the Embassy in London ● Cost 3100-4400 HUF in country/ UK Cost varies ● Certificate issued in Hungarian ● Turnaround Hungary 0-30 days UK a few weeks.

Iceland

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

India

Individual/employer (with written consent) applies in person to local police station/regional passport office ● Application from UK in person to High Commission ● Cost varies ● Certificate issued in English ● Turnaround 7-30 working days

Indonesia

Individual applies through local police station (options vary) ● Applications from UK in person/by e-mail 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

Ireland (Republic of)

Individual applies by post to Garda Central Vetting Unit for Data Access Request (Police certificate not issued for employment screening) ● Process same from UK ● Cost €6.35 ● Data Access Request issued in English – Turnaround up to 40 days

Italy

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

Japan

Individual applies in person to National Police Agency/local police authority • Applications from UK in person to embassy • Fingerprints required • Cost JPY0-JPY700 • Certificate issued in Japanese, English, Spanish, French, German • Turnaround Japan 1-2 weeks/embassy 2-3 months

Latvia

Individual/third party (with power of attorney) applies online/ in person/ by post/ by fax to the Information Centre of the Ministry of the Interior • Applications from UK by post/ in person to Embassy • Cost €4.31-€14.36 • Certificate issued in Latvian, English, Russian • Turnaround Latvia five working days/ fast track available UK five working days plus postage.

Liechtenstein

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

Lithuania

Individual/third party (with written consent) applies by post/in person to Ministry of Interior/by e-way (Lithuanian Nationals only) • Applications from UK made in person to Embassy/ by post to Ministry of Interior/by e-way (Lithuanian Nationals only) • Cost 15 - 33.93LTL/UK £27 • Certificate issued in Lithuanian • Turnaround 10 days

Luxembourg

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

Macedonia

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

Malaysia

Individual applies online/by post/in person to the Ministry of Foreign Affairs • Applications from UK by post/in person to High Commission/online • Cost RM20 • Certificate issued in English • Turnaround 1-2 months

Malta

Individual/third party (with written consent) applies in person to the Criminal Records Office (CRO) • Applications from UK in person to high commission/by fax/e-mail to Head of Secretariat Office • Cost €2.50 • Certificate issued in English/Maltese • Turnaround up to 3 weeks

Mexico

Individual/third party (with written consent) applies in person to Procuradria General de la Republica • Applications from UK require fingerprints taken at embassy/birth certificate/proof of address translated into Spanish, for third party in person application in Mexico • Cost \$130 MXN – Certificate issued in Spanish • Turnaround 10 working days plus postage

Moldova (Republic of)

Individual/third party (with written consent) applies in person/online for Moldovan citizens 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 MDL30/MDL60 for fast track/embassy varies • Certificate issued in Moldovan/Russian • Turnaround In country 10 days/1 day fast track/embassy varies

Montenegro

Individual applies in person to local police station • Cost €5 • Certificate issued in Montenegrin • Turnaround instant in country

Netherlands

Individual/third party (with written consent) applies by post/in person to the Population Affairs Department/COVOG • Process same from UK • Cost €30.05 • Certificate issued in Dutch and English • Turnaround • 4-8 weeks/Fast track 10 days

New Zealand

Individual/third party (with written consent) applies by fax/e-mail/post to Criminal Records Unit • Process same from UK • No cost • Certificate issued in English • Turnaround 5-20 working days

Nigeria

Individual/third party (with written consent) applies in person to The Registrar of Criminals • Applications cannot be made from the UK • Fingerprints required • Cost N1,500 • Certificate issued in English • No official turnaround available

Norway

Individual applies at local police station in person or 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

Pakistan

Individual/third party (with written consent) applies in person at regional police office • Applications from UK to High Commission • Fingerprints may be required • No cost • Certificates issued in English • Turnaround approximately 3 months

Philippines

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 1-7 days in country/2-3 weeks UK

Poland

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

Portugal

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

- Applications from the UK by post or in person at Embassy/Consulate
- Cost €5 in Portugal/€8.25 from UK
- Certificate issued in Portuguese (English if no convictions)
- Turnaround instant - 3 days plus postage

Romania

Application process dependant on individual's place of birth - Individual/third party (with power of attorney) applies to any police station in person

- Applications from the UK through Embassy/Consulate
- Cost 12 LEI
- Certificate issued in Romanian
- Turnaround in Romania 3-10 working days/UK 30 days

Russia

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

Serbia

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

- Applications from UK in person to Embassy
- Cost RSD520/£25
- Certificate issued in Serbian
- Turnaround 7-15 days if born in Serbia/1-3 months if born abroad

Singapore

Individual/third party (with written consent) applies in person to Criminal Investigation Department

- Applications from UK by post to Criminal Investigation Department
- Fingerprints required
- Cost S\$45
- Certificate issued in English
- Turnaround 10 working days/fast track may be available

Slovakia

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

- Applications from the UK in person to Embassy
- Cost €4/£9 from UK
- Certificate issued in Slovak
- Turnaround Slovakia immediately-2 days/ UK 2-3 months

Slovenia

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

- Process same from UK
- No cost
- Certificate issued in Slovenian
- Turnaround a few days

South Africa

(Republic of)

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

- Applications from the UK in person to High Commission
- Fingerprints required
- Cost R59 plus fingerprints cost
- Certificate issued in English - Turnaround 14 days (longer if previous convictions identified)

South Korea

Individual applies in person to local police station

- Applications from UK in person at Embassy
- No cost
- Certificate issued in Korean
- Turnaround times 1 week in country/UK 3 months

Spain

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

Sri Lanka

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 Rs. 500 LKR/£15 from UK • Certificate issued in English • Turnaround 14 working days

Sweden

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

Switzerland

Individual/third party (with written consent) applies by post/online (if SuisseID holder) • Process same from UK • Cost CHF20 • Certificate issued in German, French, Italian (English if no convictions) • Turnaround 1-10 working days (fast track available)

Thailand

Individual/third party (with written consent) applies in person to the Police Clearance Service Centre • Applications from UK by post to Police Clearance Service Centre • Fingerprints required • Cost 100 THB • Certificate issued in English • Turnaround 3 weeks plus postage

Turkey

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

Ukraine

Individual/third party (with power of attorney) applies in person to Department of Informational Technologies Head Office/Regional DIT Office • Applications from the UK in person to Embassy • Cost varies/£53 at Embassy • Certificate issued in Ukrainian/English if applied through Embassy • Turnaround 1 month

United States of America

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

View the full guide at

<http://www.cpni.gov.uk/advice/Personnel-security1/Overseas-criminal-record-checks/>

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