

## **SOUTH AFRICAN POLICE CLEARANCE**

South African Police Clearances must be applied for directly with the South African Police Service (Criminal Records Centre), in Pretoria.

A letter with the applicant's personal details, a copy of the details page of your passport or identity document, a full set of fingerprints taken by your local Police Service, and a fee of **ZAR59.00** in the form of a Bank Draft, made payable to the "National Commissioner of the South African Police Service", must be forwarded to the Criminal Records Centre.

The payment may also be made electronically to:

ABSA – Branch Code 632005, Cheque Account No. 4054522787, Swift Code ABSAZAJJ.

Please print the electronic payment receipt and include a copy with your application.

For security and privacy reasons this Mission is unable to enquire on the progress of applications with the South African Police Service.

### **TO THE POLICE OFFICER TAKING FINGERPRINTS**

**The finger prints may be taken on any available official finger print form.**

On completion of these formalities **please return the form to the applicant** so they may forward the form with their other supporting documentation to the South African Police Service in South Africa for the processing of their South African Police Clearance.

Applications must be forwarded to South Africa via a courier service. It is crucial that a prepaid self-addressed return courier bag is included for the return of the Police Clearance Certificate.

This Mission has been advised by the South African Police Service that processing time is one (1) month from receipt of your application plus the time it takes to courier your application to South Africa and the time it takes to courier your completed Police Clearance back to you.

**From:** Mr/Mrs/Ms: \_\_\_\_\_

**Return Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Tel/Fax:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

(With area codes)

**The Head of the South African Criminal Record Centre**

**(For attention: Police Clearance Certificates)**

**BOTHONGO PLAZA WEST BUILDING**

**CRC Client Service Centre**

**1<sup>st</sup> Floor, Room 14**

**271 Schoeman Street**

**PRETORIA**

**South Africa, 0002**

**Tel: 012 393 3928/3931/3710 Fax: (012) 393 3909**

**Email address:** [crc-nameclear@saps.org.za](mailto:crc-nameclear@saps.org.za) or [crc.clientserv.sec@saps.org.za](mailto:crc.clientserv.sec@saps.org.za) or [crc.client@saps.org.za](mailto:crc.client@saps.org.za)

APPLICATION FOR POLICE CLEARANCE: Mr/Mrs/Ms \_\_\_\_\_

Kindly issue a Police Clearance Certificate for the above named. A full set of fingerprints, a bank draft for ZAR59.00/proof of electronic payment and a pre-paid courier satchel are included.

**Details of Applicant:**

Surname: \_\_\_\_\_

Maiden Name: \_\_\_\_\_

Surname to appear on Certificate: \_\_\_\_\_

Given Names: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

Identity Number: \_\_\_\_\_

The following is also required:

Your last residential address in the Republic of South Africa

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your last South African Business/Employer's address and contact detail

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature:..... Date:.....