

Steps to follow

- Provide a full set of your fingerprints, taken at your nearest police station, to the SAPS Criminal Record Centre. Ensure that your full name, surname, date of birth, place of birth and identity number (if available) are recorded on your fingerprint form.

Please note that some police stations will accept these applications during office hours only (07:30 to 16:00).

- Take your identity document to the police station as proof of identity will be required.
- South African citizens living outside the country may apply at any police station in that country or at the South African Embassy. Fingerprints may be taken on the official fingerprint forms of the specific country. The fingerprint form must be signed by the person who takes the fingerprints. A complete set of fingerprints and a copy of the applicant's identity document or passport must accompany the application.
- The police station will forward the application to the Criminal Record Centre. In urgent cases, the applicant may mail the application to :

The Head of the South African Criminal Record Centre
(For attention: Police Clearance Certificates)
Private Bag X308
Pretoria
Gauteng
South Africa
0001

- The application may also be delivered to :

The Head of the South Africa Criminal Record Centre
(For attention: Police Clearance Certificates)
Sanlam Plaza West

CRC Client Service Centre

1st Floor

271 Schoeman Street

Pretoria

- Payment for the service may be made by bank guaranteed cheque or money order in favour of the National Commissioner of the South African Police Service.
- A police clearance certificate will be re-issued free of charge if requested within six months of the original application. As the certificates are kept on record for nine months only, a new application must be submitted after nine months has lapsed.

Service standard

28 working days. The required certificates will be mailed to the applicant by normal post, unless arrangements have been made to collect the documents in person or via courier service (at the applicant's expense) from the Criminal Record Centre.

Cost

R59

Re-issue within six months is free.

IMPORTANT:

Once the SA Police Criminal report has been issued, it should be submitted to the Department of Foreign Affairs, Pretoria, for Apostille confirmation of the documents.

ADDRESS:

Legalisation Section

Consular Division

Department of Foreign Affairs

Tulbagh Park

1234 Church Street

PRETORIA 0002

Tel (switchboard): (012) 351-1000