

INFORMATION SHEET

POLICE CLEARANCE CERTIFICATES

South African nationals who work, travel and reside abroad require a Police Clearance Certificate for purposes such as court requirements, residence permission, securing employment or other purpose designated by the host country. Therefore the service from the South African Police Services (SAPS) – Criminal Record and Crime Scene Management [*previously referred to as the Criminal Record Centre (CRC)*] is available to South Africans who require confirmation on their criminal status. (*In some countries Police Clearance Certificates are also known as “No Objection Certificates” or “Certificates of Character”.*) Please take note that the application for a Police Clearance Certificate is a personal matter that the applicant must attend to and the issuing of a clearance certificate is the sole responsibility of the SAPS – Criminal Record and Crime Scene Management.

Step 1:

Customers must forward applications/requests for a Police Clearance Certificate directly to the SAPS - Criminal Record and Crime Scene Management. For further details pertaining to the requirements, costs and processing times, etc., contact the SAPS - Criminal Record and Crime Scene Management, as follows:

CONTACT DETAILS: SOUTH AFRICAN POLICE SERVICE (SAPS) – CRIMINAL RECORD AND CRIME SCENE MANAGEMENT

The Head (Attention: Police Clearance Certificates)

1st Floor, Room 14 Botongo Plaza West Building, 271 Schoeman Street, Pretoria

Tel: (012) 393-3928 / Fax: (012) 393-3909

E-mail: crc_nameclear@saps.org.za; or crc_clientserv.sec@saps.org.za

Website: www.saps.gov.za – refer to information under the heading FAQ’s – Application for Police Clearance Certificates (PCC) for further information.

NOTE: The DIRCO – Legalisation Section does not take any responsibility for incorrect information provided, due to changes in the relevant authorities contact details; procedures; etc. It is therefore the responsibility of the customer to verify information directly with the relevant institution concerned.

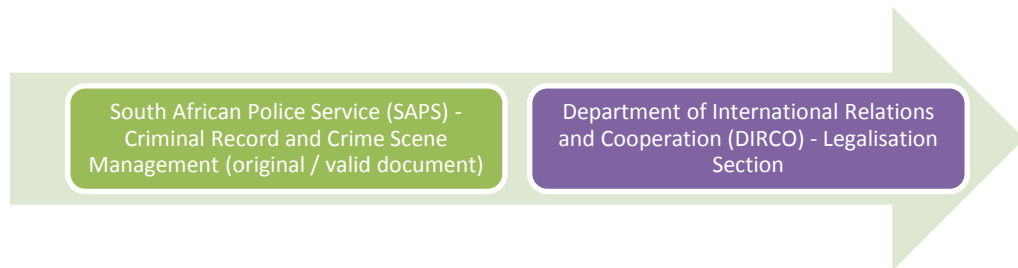
Step 2:

The original Police Clearance Certificate must then be submitted to the Department of International Relations and Cooperation (DIRCO) – Legalisation Section in Pretoria for legalisation purposes (Apostille or Authentication) for use abroad. (**Note:** Documents to be Authenticated (*for non-Hague Convention countries*) or Apostilled (*for countries that are signatory to the Hague Convention*). Please visit www.hcch.net for further information on signatory countries.)

Note:

- Only original (valid) Police Clearance Certificates, issued by the SAPS – Criminal Record and Crime Scene Management, will be accepted for legalisation.
- Police Clearance Certificates older than six (6) months from date of issue, will not be accepted for legalisation purposes. (If the Police Clearance Certificate is older than six (6) months, the customer will be required to contact the SAPS – Criminal Record and Crime Scene Management to re-issue (if it is within a period of six (6) months) against a minimal fee.

NOTE: Flow diagram: To follow the process as explained above (when the destination country is signatory/party to the Apostille Convention) – and when the Apostille Certificate will be issued and affixed:



(If the Convention applies, an Apostille is the only formality that is required to establish the origin of the public document – no additional requirement may be imposed to authenticate the origin of the public document.)

NOTE: Flow diagram: To follow the process as explained above (when the destination country is NOT signatory/party to the Apostille Convention) – and when the Certificate of Authentication will be issued and affixed:



CONTACT DETAILS: DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION (DIRCO) – LEGALISATION SECTION

OR Tambo Building, 460 Soutpansberg Road, Rietondale, Pretoria, 0084

Tel: (012) 351-0595 / 0033 / 1490 / 1268 / 0775 / 1717 / 1231 / 1269 or 1232 (Supervisor)

Note: *The DIRCO – Legalisation Section receives a high volume of incoming calls pertaining to general enquiries, it is therefore recommended that you forward your enquiry via e-mail to legalisation@dirco.gov.za, as to ensure that you are able to receive the relevant assistance and guidance in writing from the Legalisation Section.*

E-mail: legalisation@dirco.gov.za

Website: www.dirco.gov.za – Consular Information – Consular Notarial Services (Legalisation of Official (Public) Documents)

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