

## **SOUTH AFRICAN POLICE CLEARANCE CERTIFICATES**

A Police Clearance Certificate (PCC) is an official document issued by the Criminal Record and Crime Scene Management (CR & CSM) stating whether or not any criminal convictions have been recorded against an individual. This service is available to people who require confirmation of their criminal status for emigration purposes or for travel or employment abroad.

The issuing of a Police Clearance Certificate is the sole responsibility of Criminal Record and Crime Scene Management in Pretoria. The applicant must provide the following documents :

- A full set of his/her fingerprints on a SAPS 91(a) when living in South Africa. The fingerprints must be taken by the South African Police Service. Persons living outside South Africa may apply at the any police station in that country or at the South African Embassy. Fingerprints must be taken on the official fingerprint forms of the applicable country or, if available, on the SAPS 91(a) fingerprint enquiry form.
- An application form must be duly completed.
- A certified copy of the applicant's identity document / passport. The applicant must present his / her identity document / passport at the police station, as proof of identity will be required.
- Should a maiden surname and/or other surnames be required on a Police Clearance Certificate, mention must be made thereof in the application and documentary proof of the maiden surname and / or other surnames (for example a certified copy of marriage certificate) must be attached to the application.
- Proof of payment. The prescribed fee is R 114 per application. The required non-refundable tariff is payable in cash at the nearest police station or electronically into the South Africa Police Service's account in favour of the National Commissioner of the South African Police Service. The banking details are as follow : ABSA Cheque Account Number 4054522787; Branch Code 632005; Swift code ABSA ZAJJ. In the case of an electronic payment, the letters "PCC" followed by the initials and surname of the applicant must be indicated as reference.

Applicants living abroad may forward the application and required documents directly to CR & CSM for processing. Applications received from abroad will not be returned to the applicant. The applicant must monitor progress via the SAPS website and upon completion arrange for collection as indicated on the application form. For security purposes the certificate will only be handed over to the person nominated by the applicant or chosen courier service. Note that certificates not collected within three months after finalisation will be destroyed.

Applicants living in South Africa may, at no additional costs to the applicant, request the police station to forward the applications to CR & CSM in Pretoria. The applicant may also in person deliver the application to CR & CSM in Pretoria or use the service of a postal or courier service at his / her own cost. For security purposes the certificate will upon completion only be handed over to the applicant or person nominated by the applicant or chosen courier service as indicated on the application form. Where the applicant requested the certificate to be returned to the police station, the responsible person at the police station must ensure that the certificate is handed over to the applicant in person. Proof of identity must be presented when the certificate is collected. Note that certificates not collected within three months after finalisation will be destroyed.

### POSTAL ADDRESS

The Head : Criminal Record and Crime Scene Management (*For attention : Police Clearance Certificates*)  
South African Police Service  
Private Bag X308  
0001 PRETORIA

### PHYSICAL ADDRESS

The Head : Criminal Record and Crime Scene Management (*For attention : Police Clearance Certificates*)  
South African Police Service  
Bothongo Plaza West  
CRC Client Service Centre  
1<sup>st</sup> Floor, Room 14  
271 Francis Baard Street  
PRETORIA

If the applicant provides his / her cell number (currently only available in South Africa) on the application for a Police Clearance Certificate, he / she will be provided with a sms acknowledging receipt of the application and the reference number allocated to his / her certificate. A follow-up sms will be

sent upon completion of the application. While the application is being processed, the applicant can establish the progress on the status of the application by enquiring on the SAPS's website.

Incomplete applications will not be processed and a sms will be send to the applicant in this regard.

For security purposes no copies of fingerprints or scanned versions of fingerprints will be processed. Completed certificates will also not be scanned and e-mailed to applicants.

Finalisation of applications takes approximately 15 working days from the date when all required documents are received at Criminal Record and Crime Scene Management. This time frame excludes postal time.

Please note that when an applicant was identified as "Wanted" by the South African Police Service, a Police Clearance Certificate will not be issued.

A Police Clearance Report (PCR) is available to people who require confirmation of their criminal status for the purpose of expungement of a criminal record. This report can be issued by any Local Criminal Record Centre (LCRC). The prescribed fee is R56 per report. The Police Clearance Report issued must be handed to the applicant in person upon collection. Proof of identity must be presented when the report is collected.