

Applicants not living in South Africa should follow the following procedure:

- South African citizens living outside the RSA, may apply at any police station in that country or at the South African Embassy.
- Fingerprints should be taken on the official fingerprint forms of the specific country OR if taken at the RSA embassy on a SAPS 91(a).
- The fingerprint form must be signed by the person who took the fingerprints.
- The application must be accompanied by a completed set of fingerprints, a certified copy of the applicant's identity document or passport and if applicable, documentary proof of maiden or other surname.

**NOTE:** The applicant must clearly indicate, on the set of fingerprints, that the certificate must be kept for collection at this office. Note that the completed certificate will only be kept for 3 months where after it will be destroyed if not collected. The applicant must follow the progress of the application on the SAPS website (click on the certificate icon) as no SMS will be send to his or her mobile number.

- The applicant may deliver the completed application by courier to:

The Head of the South African Criminal Record and Crime Scene Management  
(For attention: Police Clearance Certificates)  
Bothongo Plaza West  
271 Francis Baard Street  
CRC Client Service Centre  
1st Floor, Room 14  
Pretoria

- Individuals abroad are responsible for their own postage and should arrange for the certificate to be collected by courier service at their own expense

**Cost:** This service is rendered at R114,00 per application, that is payable by bank-guaranteed cheque, a banker's draft or electronic payment into the South Africa Police Service's account (ABSA cheque account number 4054522787; branch code 632005; Swift code ABSA ZAJJ) in favour of the National Commissioner of the South African Police Service. In the case of an electronic payment, the initials and surname of the applicant must be indicated as the reference. The letters PCC must be added as reference, which will indicate that the payment is for a Police Clearance Certificate (PCC). An applicant who prefers to make an electronic payment abroad, can approach any bank that can make a telegraphic transfer, and request that the relevant fees be paid into the above bank account. Proof of payment must be sent to this office before the processing of the application will commence.

