

PROCEDURES TO BE FOLLOWED FOR APPLICATION FOR SOUTH AFRICAN POLICE CLEARANCE CERTIFICATES FROM ABROAD

Introduction

The application for a Police Clearance Certificate (also known as No Objection Certificate or Certificate of Character) is **a personal matter that an applicant must attend to**. The South African Embassy in Hanoi can only assist with taking the required fingerprints.

The South African Police Service (SAPS) through its Criminal Record Centre is the source to South Africans who require confirmation on their criminal record status.

Procedure

There is no specific application form available from the SAPS, however the following information must be contained in the applicant's letter/request addressed to the SAPS – Criminal Record Centre when submitting their application for a Police Clearance Certificate or refer to attached Annex 23B (Application for a Police Clearance Certificate) which has been designed to facilitate inquiries. The following details are required:

- a) Surname
- b) Maiden name (if applicable, also specify in which surname the certificate should to be issued)
- c) Given names
- d) Date of birth
- e) Place of birth
- f) South African ID number (if applicable)
- g) Last residential address in South Africa
- h) Last SA business / employer's address
- i) Telephone number of the above (h)
- j) Date
- k) Signature
- l) Mailing address in the country of application
- m) Zip/Postal Code
- n) Telephone number

An application, consisting of the written request (containing abovementioned information), full set of fingerprints, and copy of ID document/passport and proof of payment must be forwarded directly to the SAPS - Criminal Record Centre in Pretoria. Fingerprints are done by the South African Embassy in Hanoi.

The application has to be accompanied by:

- A fee of ZAR114.00 (either a South African bank guaranteed cheque, bankers draft, money order, or electronic payment into the South African Police Service account made payable to the South African Police Service, is acceptable). Note: It is advisable not to forward cash with the application.
- A self-addressed and franked envelope if you want the application to be returned to you by post.

The application, copy of ID document/passport, original fingerprints and fee, should be forwarded to:

**The Head (Attention: Police Clearance Certificates)
Criminal Record Center - SAPS
1st Floor, Room 14 Botongo Plaza West
271 Schoeman Street
Pretoria, 0001
Republic of South Africa**

Tel. No's. (012) 393-3928
Fax No. (012) 393-3909

E-mail: crc-nameclear@saps.org.za / crc.client@saps.org.za or crc.clientserv.sec@saps.org.za

In order to have the document legalised / authenticated, it must also be forwarded to the Department of International Relations and Cooperation – Legalisation Section before it is returned to the applicant. Customers must specify this in their application to the SAPS - Criminal Record Centre.

Postal Address

Chief Directorate: Consular Services (Legalisation Section)
Department of International Relations and Cooperation
Private Bag X152
Pretoria
0001

Physical Address

Legalisation Section,
Department of International Relations and Cooperation
Room NE2A – G-072
460 Soutpansberg Road, Rietondale
Pretoria, South Africa.

Tel: (012) 351 1269
Tel: (012) 351 0033
Tel: (012) 351 1232
Tel: (012) 351 1490
Fax: (012) 342 9322
Fax: (012) 351 1916

E-mail: legalisation@foreign.gov.za

For further information, please visit the website of the Department of International Relations and Cooperation www.dfa.gov.za/consular