



**SOUTH AFRICAN EMBASSY: SPAIN
EMBAJADA DE SUDÁFRICA: ESPAÑA**

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This form has been developed by the Department of International Relations and Cooperation to try to assist applicants.

Please complete it fully and legibly and send it to the address on the information letter together with:

the full set of fingerprints

and

ZAR 59 by means of bank draft, money order or proof of electronic payment to the National Commissioner of the South African Police Service . Please consult with your bank in Spain to discuss method of payment.

Spanish authorities will require this Police Clearance Certificate to be legalised/authenticated by means of The Hague Apostille (Apostilla de La Haya).

This service is provided by the Legalisation Section of the Department of International Relations and Cooperation.

A cover letter should be provided to Criminal Record Centre explaining this requirement, as well as a cover letter to Legalisation Section at the Department of International Relations and Cooperation indicating country in which the certificate will be used.

Your attention is kindly drawn to

www.saps.gov.za

<http://www.dfa.gov.za/consular/policeclear.htm>

<http://www.dirco.gov.za/consular/legaisation.htm>

for helpful information.

APPLICATION FOR POLICE CLEARANCE CERTIFICATE (PPC)

Conditions/Service description: This service is available to people who require confirmation on their criminal status for emigration purposes or for working abroad. A certificate will be issued stating whether any criminal offences are recorded against the applicant. The taking of the fingerprints is performed at the nearest police station, prior to the analysis thereof and the issuing of the certificate. The issuing of a Clearance Certificate is the sole responsibility of the SAPS Criminal Record Centre in Pretoria.

Process:

1. The applicant must provide a full set of their fingerprints, preferably taken at their nearest Police Station. The applicants full name, surname, date of birth, place of birth and identity number (if available) must also be recorded on the fingerprint form. A copy of the applicant's ID document/passport must accompany the application. The applicant must present their Identity Document at the police station as proof of identity will be required.
2. South African citizens living outside the Republic, in this case, Spain, may try to have their full fingerprints taken at any police station. If the Spanish police authorities are unwilling to provide this service you will be required to approach the South African Honorary Consulate General in Barcelona or Bilbao or the South African Embassy in Madrid. The fingerprint form must be signed by the person who took the fingerprints and then sealed with an official stamp. The application must be accompanied by a complete set of fingerprints and a copy of the applicants Identity Document or Passport.
3. The applicant will forward the complete application to the Criminal Record Centre. Alternatively the applicant may deliver the completed application in person or 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

4. The application may also be delivered by courier to;

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

CRC Client Service Centre
1st Floor, Room 14
271 Schoeman Street
PRETORIA
Office Hours 7:30 – 16:00 (Monday – Friday)

COST: This service is rendered at **R59-00** per application payable by bank guaranteed cheques, bankers draft or electronic payment into the South Africa Police Service account (**ABSA cheque account number 4054522787; Branch code 632005 – swift code ABSAZAJJ**) in the 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 should 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 who can make a telegraphic transfer and request that the relevant fees be paid into the above mentioned Bank account. Proof of payment must be sent to this office before the processing of the application will take place.

On completion, the certificate will be mailed to the applicant by post. Individuals abroad are responsible for their own postage. Applicants can arrange for the certificate to be collected via courier service at their own expense. A Police Clearance Certificate can be reissued within six months of the original application, yet an additional **R59-00** will be required. After six months of the date of the original application a new application must be submitted.

Contact information:

Telephone within South Africa (012) 393 3928
Tel International: 27 12 393 3928
Fax number within South Africa: (012) 393 3909
E-mail address: crc-nameclear@saps.org.za

Type: This service is rendered on behalf of the Government to Citizen (G2C)

Service Standard: The average time to render this service will take approximately twenty one (21) working days from the day that the complete application is received at the Pretoria Criminal Record Centre until the Clearance Certificate is issued.

SUID-AFRIKAANSE POLISIE



SOUTH AFRICAN POLICE

NAVRAAG

ENQUIRY

MOET IN BLOKLETTERS VOLTOOI WORD

TO BE COMPLETED IN BLOCK LETTERS

Volle naam en van
Full name and surname.....

Persoonsnommer
Identity number.....

Ras en geslag
Race and sex.....

Geboortedatum
Date of birth.....

Dorp en land van geboorte
Town and country of birth.....

Adres
Address.....

KRS-verwysingsnommers CRC-reference numbers						
1						
2						
VA-klas/FP-class						

Duim	Thumb	Wysvinger	Forefinger	Middelvinger	Middle finger	Ringvinger	Ringfinger	Pinkie	Little finger	
1		2		3		4		5		
REGTERHAND								FOLD		RIGHT HAND
6		7		8		9		10		
LINKERHAND								FOLD		LEFT HAND
LINKERHAND LEFT HAND					REGTERHAND RIGHT HAND					
Vlakafdrukke van die vier vingers tegelyk geneem					Plain impressions of the four fingers taken simultaneously					

LINKERDUIM LEFT THUMB	Aard van navraag: Reason for enquiry:	REGTERDUIM RIGHT THUMB
		
		
		

Is u ooit weens 'n oortreding skuldig bevind? Indien so, vermeld plek, datum en vonnis . Have you ever been convicted of any offence? If so, state place, date and sentence .	Handtekening van applikant Applicant's signature
.....	

Vingerafdrukke geneem deur Fingerprints taken by.....	SAP-stasie SAP Station.....	Datum Date.....
Nagesien: Checked:		

Stasiebevelvoerder/Station Commander

APPLICATION FOR A POLICE
CLEARANCE CERTIFICATE

SURNAME	
*MAIDEN NAME	
GIVEN NAMES	
DATE OF BIRTH (YR/MTH/DAY)	
PLACE OF BIRTH	
SOUTH AFRICAN ID NO	
LAST RESIDENTIAL ADDRESS IN RSA	
	CODE
TEL OF ABOVE (CODE + NO)	
LAST BUSINESS/ EMPLOYER'S ADDRESS IN RSA	
	CODE
TEL OF ABOVE (CODE + NO)	
MAILING ADDRESS IN COUNTRY OF APPLICATION	
	CODE
TEL OF ABOVE (CODE + NO)	
E-MAIL ADDRESS	

*If Applicable

SIGNATURE:		DATE:	
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