

POLICE CLEARANCE

Applications for police clearance should be forwarded directly to the South African Police Service (SAPS) in Pretoria, **not to the South African Consulate General**, and will be finalized within six to eight weeks from the date the application was received.

The police station where the applicant applied 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

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The application may also be delivered by courier to:

The Head of the South African Criminal Record Centre

(For Attention: Police Clearance Certificates)

Bothongo Plaza West

CRC Client Service Centre

1st Floor, Room 14

271 Francis Baard Street

PRETORIA

Contact information: Tel South Africa (012) 393 3928

Tel International: 27 12 393 3928

Fax number South Africa (012) 393 3909

Fax number International 27 12 393 3909

E-mail addresses:

- crc-nameclear@saps.gov.za
- crc.clientserv.sec@saps.gov.za
- crc.client@saps.gov.za

It is important to include a self-addressed, stamped envelope or prepaid courier indicating where the police clearance will be sent.

The SAPS has advised that although a completed application form for a police clearance certificate is preferable, it is not necessary for such document to be completed. If an application form is not available, the applicant must provide the following details in a letter:

1. Surname
2. Maiden name
(if applicable, specify in which surname the certificate has to be issued)
3. Given names
4. Date of birth
5. Place of birth
6. South African ID number (if applicable)
7. Last residential address in South Africa
8. Last South African business'/employers' address
9. Telephone number of the business/employer mentioned
10. Date
11. Signature
12. Mailing address in the country of application
13. Zip/postal code
14. Telephone number

Once the certificate has been issued, the Criminal Record Center will courier the certificate to the applicant (prepaid parcel).