

How to obtain  
a Police Certificate



# New Zealand

*the right choice*



Everyone who wishes to come to New Zealand, whether temporarily or permanently, is required to be of good character. In order for the New Zealand Immigration Service (NZIS) to determine whether you are of good character, you must provide police certificates, or similar, if necessary.

## Procedures

Where possible, this leaflet provides the contact addresses for applicants to obtain police certificates. If the country you come from is not listed in the leaflet, or instructions are not given about a country of which you are an ex-citizen or resident, you should make your own enquiries about where to obtain a police certificate.

If you are unable to provide a police certificate you must provide a separate statutory declaration in both English and your own language, detailing your attempts to obtain a police certificate and stating whether you and any accompanying family members have been found guilty or convicted of, or charged with offences against the law in that country, or have not been charged with any offences against the law of that country. This statutory declaration should also be corroborated by other information attesting to your character.

If police certificates become a year old from date of issue before a decision is made on an application, visa and immigration officers may request further police certificates. Further police certificates may also be requested within the 12 month period if there is good reason to do so.

The procedures for obtaining a police certificate for some countries state that the police authorities will only send the certificate direct to the NZIS. It is recommended that in such cases applicants should request their police certificate three months prior to lodging their application for a residence visa or permit. It is also recommended that such applicants provide the NZIS with a copy of the receipt for the requested police certificate (if this is available) to assist the NZIS in tracking their certificate.

## Residence

- All applicants aged 17 years or over are required to provide police certificates at the time a residence application is lodged, unless stated otherwise in this leaflet.
- If you have lived for periods of twelve months or more in any other countries during the last ten years, you must obtain additional police certificates from these countries, and also your country(ies) of citizenship unless you can provide satisfactory evidence that you have never lived there.
- Police certificates must be less than six months old at the time you lodge your residence application.

## Temporary Entry Visa or Permit

- All applicants aged 17 years or over who are working, visiting or studying in New Zealand for longer than two years are required to provide a police certificate.
- The police certificate is to be provided at the time you lodge your application unless stated otherwise in this leaflet.
- Applicants must supply a police certificate from any country in which they have lived for 5 years or more since attaining the age of 17 years as well as their country(ies) of citizenship, unless they can provide satisfactory evidence that they have never lived there.

## Information in this leaflet

The information contained in this leaflet was, to the best of our knowledge, current at the time of printing. The NZIS cannot accept responsibility if information contained in this leaflet proves to be incorrect at a later date should authorities in other countries amend their rules. The Service would appreciate advice on any changes which come to the notice of applicants.

# Specific Country Procedures

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## 1 - Albania

Apply for a penal certificate to the Magistrates Court or *Cjykata* of the provincial capital.

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## 2 - Algeria

*Algerian citizens resident in Algeria* - write to:  
Tribunal d'Alger  
Algiers

*Algerian citizens resident outside of Algeria* - contact the Algerian Embassy in the country of residence.

*Foreign nationals in Algeria* - contact your embassy in, or accredited to, Algeria, which must then address a written request to the Tribunal d'Alger on your behalf.

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## 3 - American Samoa

Apply directly to the American Samoan Police Department, at the address below, with the appropriate fee:

Department of Public Safety  
Pago Pago  
American Samoa 96799

You should provide: (a) full name  
(b) passport number  
(c) birth certificate  
(d) sex  
(e) place of birth.

Payment should be made in US\$ in cash or by money order. The certificate will be issued in the form of an abstract from the police record, and will be sent to you.

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## 4 - Andorra

Apply to: Certificat de Bonne Vie et Moeurs  
La Policia  
Andorra la Vella  
Andorra

You should provide full personal and passport details.

*A fee is payable.*

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## 5 - Angola

Apply to your local police authority in Angola.

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## 6 - Anguilla

Apply to the Immigration Authority, Anguilla. You should provide full personal and passport details.

*A fee is payable.*

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## 7 - Antigua and Barbuda

Apply to: Police Headquarters  
American Road  
St John's  
Antigua

You should provide: (a) a copy of your birth certificate  
(b) two photographs.

*A fee is payable.*

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## 8 - Argentina

*Applicants living outside Argentina* - approach your nearest Argentinean Embassy and request the Embassy to contact the Policia Federal to obtain your Federal Police record.

*Applicants in Argentina* - apply directly to your nearest office of the Policia Federal.

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## 9 - Australia

*Applicants in Australia* - apply to your local police station in the State or Territory where you are currently residing and ask for a *National Fingerprint and Name Check* police certificate.

*Applicants outside Australia* - request forms to apply for a *National Fingerprint and Name Check* police certificate from the address below.

Apply to: Australian Federal Police  
Criminal History Branch  
Locked Bag 1  
WESTON ACT 2611

Once the forms are received, a certified set of fingerprints will be required along with the completed forms.

*A fee is payable.*

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## 10 - Austria

*Applicants living outside Austria* - apply to your nearest Austrian Embassy or Consulate.

*Applicants in Austria* - apply to your local police station or, in areas where there are no local police stations, to your local government office (Gemeinde Amt) for a police certificate *Polizeiliches Fuhrungszeugnis or Strafregisterauszug*.

All applicants are required to produce evidence of Austrian citizenship or registration document *Meldezettel* including a photograph.

*A fee is payable.*

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## 11 - Bahamas

Apply to: The Officer-in Charge  
Criminal Records Office  
P O Box N-458  
Nassau  
Bahamas

You should provide: (a) full name  
(b) date and place of birth  
(c) passport number  
(d) place of residence in the Bahamas  
(e) one photograph  
(f) a certified set of fingerprints.

*A fee is payable.*

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## 12 - Bahrain

Apply to: Criminal Investigation Directorate  
Ministry of Interior  
Government of the State of Bahrain  
P O Box 26698  
Bahrain

You should provide: (a) photocopies of the pages from your passport, showing personal particulars and the resident permit stamp issued by Bahrain Immigration  
(b) one photograph  
(c) a certified set of fingerprints.

*A fee is payable.*

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## 13 - Bangladesh

Apply to: Officer in Charge  
Sabujbagh P.S.  
D.M.P  
Dhaka

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## 14 - Barbados

Apply to: Commissioner of Police  
P O Box 84  
Bridgetown  
Barbados

You should provide: (a) photographs  
(b) a certified set of fingerprints  
(c) birth particulars  
(d) address(es) in Barbados  
(e) a forwarding/contact address.

*A fee is payable.*

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## 15 - Belgium

You should obtain a *Certificat de Bonne Conduite Vie et Moeurs* from the local police commissariat where you were last registered in Belgium.

*A fee is payable.*

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## 16 - Belize

Apply to: Criminal Investigation Department  
Police Headquarters  
Belmopan  
Belize

You should provide: (a) full name (including former name(s) if applicable)  
(b) date and place of birth  
(c) passport number  
(d) a set of fingerprints  
(e) three photographs  
(f) period of residence in Belize.

*A fee is payable.*

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## 17 - Bermuda

You should obtain an explanatory letter from the NZIS, and then apply to:

Commissioner of Police  
(Attention: Administration Department)  
Police Headquarters  
P O Box 530  
Hamilton 5  
Bermuda

You should provide: (a) full name (previous and maiden)  
(b) nationality  
(c) date and place of birth  
(d) dates and address(es) of residence in Bermuda.

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## 18 - Bolivia

*Bolivian nationals* - apply to:  
Ministerio Del Interior  
Direccion Nacional De Identificacion  
Calle Junin/Esq Plaza Murillo  
La Paz  
Bolivia

*Non-Bolivian nationals* - apply to:  
Ministerio Del Interior  
Direccion De Migracion/Extrangeria  
Calle Junin/Esq Plaza Murillo La Paz  
Bolivia

All applicants should apply in person, although those resident outside Bolivia must appoint a Notary Public in Bolivia to act on their behalf.

*A fee is payable.*

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## 19 - Bosnia Herzegovina

*Residents* - apply to the Ministry for Internal Affairs (MUP/SUP) at the police station in your place of residence or birth.

*Non-residents* - apply to the nearest Bosnian Embassy (Consulate or Yugoslav Embassy).

*A fee is payable.*

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## 20 - Botswana

Apply to: Criminal Investigation Department  
Botswana Police Force  
P O Box 1082  
Gaborone  
Botswana

You should provide: (a) full name  
(b) date and place of birth  
(c) dates of residence in Botswana  
(d) name(s) of employer(s)  
(e) place of residence.

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## 21 - Brazil

You should apply to the local police authorities in Brazil. You will need to verify where your Brazilian Identity Card was issued and obtain the form used by the *Secretaria da Seguranca Publica* of that State.

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## 22 - Brunei

Apply to: Head of 'E' Department  
Headquarters, Royal Brunei Police Force  
Gadong  
Bandar Seri Begawan  
Brunei Darussalam

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## 23 - Bulgaria

You should apply to any regional court of the Bulgarian Ministry of Justice for a *Statement of Conviction* or a *Conviction Status Certificate*.

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## 24 - Burkina Faso

Apply to: Ministry of Justice  
Ouagadougou  
Burkina Faso

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## 25 - Cambodia (Kampuchea)

You should apply at the District Office of your local authority in Cambodia.

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## 26 - Cameroon

Apply to your local police authority in Cameroon.

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## 27 - Canada

*Applicants in Canada* - provide proof of identity (eg, birth certificate, passport), an explanatory letter from the New Zealand High Commission and your return address to your nearest department of the Royal Canadian Mounted Police.

*Applicants outside Canada* - forward a set of fingerprints certified by the local police authorities and a return address to:  
The Commissioner

RCMP  
Attention: Identification Services - Civil Section  
P O Box 8885  
Ottawa  
Ontario  
Canada K1G3M8

*A fee is payable.*

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## 28 - Cape Verde Islands

Apply to: Ministry of Justice  
Praia  
Cape Verde Islands

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## 29 - Cayman Islands

Apply to: Police Headquarters  
P O Box 909  
Grand Cayman  
Cayman Islands  
West Indies

You should provide: (a) full name  
(b) passport number  
(c) nationality  
(d) period of residence  
(e) a full set of fingerprints.

*A fee is payable.*

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## 30 - China - People's Republic of

You should approach your work unit and request a certificate of good character. When it has been provided and sealed with a chop, take the certificate to the local police authorities who will affix another chop. The document should then be taken to a Notary Public who will provide the finished certificate.

*Non-Chinese Citizens* - will only be able to apply for a police certificate if you hold a Foreigner's Residence Permit. If you do not hold a Foreigner's Residence Permit then a statutory declaration as described under "Procedures" on page 2 of this booklet must be submitted.

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## 31 - Commonwealth of Independent States/former USSR

Apply to your local police authority within the Commonwealth of Independent States.

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## 32 - Congo

Apply to your local police authority in the Congo.

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## 33 - Costa Rica

*Residents* - apply in person to: Suprema Corte de Justicia  
San Jose  
Costa Rica

*Non-residents* - apply for a certificate from the nearest Costa Rican Embassy or Consulate.

You should provide identity card details and your present passport.

*A fee is payable.*

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## 34 - Croatia

Apply to: Ministry of Internal Affairs  
Police Department

*Citizens* - at your place of birth or, if this is not possible, then your place of current residence.

*Ex-Bosnian Croats* - at the place of passport issue.

*Non-citizens* - at your place of current/previous residence.

You should provide an ID card or birth certificate.

*A fee is payable.*

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## 35 - Cuba

Apply to: Ministerio de Relaciones Exteriores (Foreign Office)  
Calle Calzada y Avenida de los Presidentes  
Vedado, Ciudad de la Habana  
Cuba  
Telephone: + (537) 832 9630

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## 36 - Cyprus

*Non-Turkish occupied area* - apply to the police authorities in your place of residence, or former place of residence.

You should provide: (a) details of your identity card number and place of issue  
(b) two photographs.

*Turkish occupied area* - apply to:

Turkish Cypriot Police Headquarters  
Lefkosa  
Mersin 10  
Turkey

You should provide: (a) details of your identity card  
(b) card number  
(c) place of issue.

*A fee is payable.*

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## 37 - Czech Republic

Apply to: General Prosecutor of the Czech Republic  
Registrar of Penalties  
Nam. Hrдинu 1300  
14 004 Praha 4  
The Czech Republic

for the certificate *Zadost O Vypis Z Rejstrikou Trestu.*

*A fee is payable.*

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## 38 - Denmark

*Danish nationals* - apply to the Chief of Police in the district in which you were born or registered.

You should provide: (a) photocopies of your Central Persons Register Card (CPR)  
(b) a birth certificate.

*Non-Danish nationals* - apply to: Rigsditt-D  
PO Box 93 2615  
Hvidovre  
Denmark

You should provide: (a) details of passport identification  
(b) Danish visa pages.

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## 39 - Dominica

Apply to: Commissioner of Police  
Police Headquarters  
Roseau  
Dominica

You should provide: (a) full personal details  
(b) a set of fingerprints  
(c) two photographs authenticated on the reverse by a Justice of the Peace, Notary Public or Solicitor.

*A fee is payable.*

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## 40 - Dominican Republic

Apply to: Gabinete de Identification Personal de la Policia Nacional  
Santo Domingo  
Dominican Republic

You should provide: (a) photocopies of passport pages showing personal particulars  
(b) a set of fingerprints certified by the police  
(c) three photographs 2" x 2" (one in profile).

*A fee is payable.*

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## 41 - Egypt

*Residents* - apply to: Ministry of Interior  
Department of Criminal Investigation  
Cairo  
Egypt

*Non-residents* - apply to the nearest embassy or consulate.

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## 42 - El Salvador

*Residents* - apply to: Director General of National Police  
Cuartel Central  
San Salvador

and provide: (a) a set of fingerprints taken at the local police station  
(b) three identical passport-size photographs (full-face) and one side profile.

*A fee is payable.*

*Non-residents* - provide the following original documents to the nearest Salvadorian Embassy or Consulate:

- (a) Salvadorian birth certificate, cedula and passport
- (b) fingerprints
- (c) photographs.

*Non-residents* should give power of Attorney to a Salvadorian resident who will complete processing in El Salvador.

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## 43 - Estonia

Apply to: National Police Board  
Bureau of Information  
Pagari tn.1  
EE0102 Tallinn

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## 44 - Ethiopia

Apply to your local police authority in Ethiopia.

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## 45 - Fiji

You should obtain an explanatory letter from the NZIS and send the completed application form directly to:

Officer in Charge  
CID  
Police Headquarters  
Suva  
Fiji

The Police will not release any details to you but will send them direct to the NZIS.

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## 46 - Finland

Apply to: Rikossektisteritoimisto  
Oikeusministerio  
P11  
00931 Helsinki  
Finland

You should provide:

- (a) a copy of your Finnish Church Certificate *Virkatodistus*
- (b) a Finnish Identity Card if available.

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## 47 - France

*For French citizens born in France (excluding birth in the French Overseas Territories and Departments), or in a foreign country and for foreigners resident, or previously resident, in France or a French Overseas Department or Territory* - you should handwrite a letter requesting a *Casier Judiciaire* - Bulletin No. 3 - enclosing a copy of your identity card, passport or *carte de sejour* and a self-addressed and stamped envelope to:

Casier Judiciaire Central  
107 Rue de Landreau  
44079 Nantes  
Cedex 01  
France (Telephone: 33 4074 7576)

*For French citizens born in Guadeloupe, Martinique, Saint Pierre et Miquelon, Reunion, Mayotte, Guyane, French Guiana, New Caledonia, French Polynesia or Wallis and Futuna* - you should write to the *Tribunal - Service des Casiers Judiciaires* at your place of birth. You should provide:

- (a) full name
- (b) place and date of birth
- (c) current address
- (d) full names of parents.

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## 48 - French Guiana

Refer to **46 - France** for instructions.

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## 49 - French Polynesia

*French nationals born in French Polynesia* - apply to:

Tribunal Service des Casiers Judiciaires

Papeete

Tahiti

Polynesie Francaise

You should provide: (a) full name  
(b) present address  
(c) date and place of birth  
(d) full names of parents and details of identity card.

*French nationals born outside French Polynesia and non-French nationals* - refer to **46 - France** for further instructions.

*A fee is payable.*

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## 50 - Futuna Island

Refer to **46 - France** for instructions.

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## 51 - Gambia

Apply to: Ministry of Justice  
Banjul  
Gambia

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## 52 - Germany

Apply to: Der Generalbundesanwalt  
beim Bundesgerichtshof  
Bundeszentral register  
Heinemann Strasse 6  
53175 Bonn

You should provide: (a) full date of birth  
(b) family name at time of birth  
(c) present family name (if different to family name at time of birth)  
(d) place of birth including district or state, and maiden name of mother.

If you are already in New Zealand or another country, your identity must be certified by a local German Embassy or Consulate.

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## 53 - Ghana

Apply to: The Ghana Police  
(Criminal Investigation Department)  
P O Box 505  
Accra  
Ghana

You should provide full personal details.

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## 54 - Greece

*Residents* - apply for a penal certificate (Type B) available from the Public Prosecutor's Office.

You should provide: (a) full name  
(b) full names of parents  
(c) places and dates of birth of yourself and parents  
(d) last address  
(e) details of identity card.

*Non-residents* - apply for a penal certificate (Type B) obtainable from the closest Greek Consulate-General.

You should provide: (a) full name  
(b) full names of parents  
(c) places and dates of birth of yourself and parents  
(d) last address  
(e) details of identity card.

*A fee is payable.*

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## 55 - Grenada

Apply to: Certificate Records Office  
Police Headquarters  
St George's  
Grenada

You should provide: (a) details of passport  
(b) copy of birth certificate  
(c) two photographs  
(d) set of fingerprints.

*A fee is payable.*

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## 56 - Guadeloupe

Refer to **46 - France** for instructions.

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## 57 - Guatemala

Apply to: Corte Suprema de Justicia

You should provide proof of identity.

*A fee is payable.*

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## 58 - Guernsey

Apply to: Guernsey Police  
Central Records Office  
Police Headquarters  
Hospital Lane  
St Peter Port

for a *Request for a Police Clearance Certificate* form. You must produce adequate personal identification.

*A fee is payable.*

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## 59 - Guinea

Apply to: Guinea Ministry of Justice  
Conakry  
Guinea

*A fee is payable.*

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## 60 - Guinea-Bissau

Apply to: Guinea-Bissau Ministry of Justice  
Bissau  
Guinea-Bissau

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## 61 - Guyana

You must apply to either your nearest Guyanan High Commission or Embassy, or direct to:

Police Headquarters  
Eve Leary Kingston  
Georgetown  
Guyana

You should provide: (a) a set of fingerprints which have been certified by your local police authority  
(b) three photographs.

*A fee is payable.*

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## 62 - Haiti

Apply to: Certificate Records Office  
Police Headquarters  
Port-au-Prince  
Haiti

You should provide: (a) photocopied pages of passport and birth certificate extract  
(b) a set of fingerprints  
(c) three photographs.

*A fee is payable.*

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## 63 - Honduras

Apply to: National Bureau of Investigations  
Tegucigalpa

*A fee is payable.*

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## 64 - Hong Kong

The Hong Kong Police will not issue a *Certificate of No Criminal Conviction (NCC)* without a letter of authority signed by an immigration officer on behalf of the Branch Manager, New Zealand Immigration Service, Suite 6508, Central Plaza, 18 Harbour Road, Wanchai, Hong Kong.

*Applicants resident in Hong Kong* - you will be provided with the letter of authority and instructions for obtaining your NCC with the *Application for Residence* form and, if required, with the *Application for Student, Worker or Visitor* form.

*Applicants resident outside Hong Kong* - you should obtain an explanatory letter from the NZIS and send it with your application to:

The Commissioner of Police  
(Attn: OC CNCC)  
B1 Floor, Trade and Industry Department Tower  
700 Nathan Road  
Kowloon  
HONG KONG

You should provide:

- (a) the required fee
- (b) a photocopy of your Hong Kong Identity Card or travel document, showing the Chinese Commercial Code numbers if Chinese characters can be used in the applicant's name
- (c) a full set of fingerprints of the applicant, taken and certified by a recognised and official police or law enforcement agency where the applicant presently resides. Certification of the fingerprints taken must clearly state:
  - (i) the name and rank of the person taking the fingerprints;
  - (ii) the full name of the police or law enforcement agency;
  - (iii) the date and place taken.

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## 65 - Hungary

You should buy the appropriate form from a post office in Hungary and then send it to the police in Hungary.

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## 66 - Iceland

*Residents of Iceland* - apply for a police clearance certificate *Vottord* to the Chief of Police *Sysslumadur* in the town of present or former residence.

*Non-residents of Iceland* - address a written request for a certificate to:  
Sakaskra Ríkisins  
Hverfisgata 6  
101 Reykjavík  
Iceland

You should provide details of your Icelandic Social Security Number.

*A fee is payable.*

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## 67 - India

*Applicants in India* - apply to the Regional Passport Office of the Indian Ministry of External Affairs or the Office of the Deputy Commissioner/Superintendent of Police for the area of your residence. The certificate must be the original, bearing the official Ministry Seal. If applying to the local police, you must obtain a letter for such a certificate from the NZIS New Delhi office.

*Applicants already in New Zealand* - you should contact the High Commission of India, P O Box 4045, Wellington, to obtain a certificate.

*Applicants living in a third country* - you should apply to the Indian High Commission or Embassy accredited to that country.

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## 68 - Indonesia

*Indonesian nationals* - good conduct certificates *Surat Kelakuan Baik* are only obtainable from the local POLRES Office. You should provide a certificate from your Lurah office, together with your *Kartu Tanda Penduduk* (Resident Identity Card).

*A fee is payable.*

*Foreign nationals residing in Indonesia* - apply in person to your local POLRES office to obtain a police certificate. The application must include:

- (a) the required fee
- (b) passport
- (c) *Surat Tanda Melapor Diri* Certificate of Police Registration
- (d) *Kartu Izin Masuk Sementara* Temporary Admission Card
- (e) sponsorship letter from the company for which you worked while you were in Indonesia.

Once you obtain a police certificate from POLRES, apply to the address below for a Good Conduct Certificate:

Direktorat Intelpam  
Gedung D, Lantai 1, Kamar A47  
Mabes Polri  
Jl Trunojoyo No. 3  
Kabayoran Baru  
Jakarta Selatan

*Foreign nationals no longer resident in Indonesia* - apply in writing for a Certificate of Good Conduct through your Embassy in Indonesia to:

Direktur Intelpam Polri  
up. Kasubdit POA  
Mabes Polri  
Jl Trunojoyo No.3  
Kebayoran Baru  
Jakarta Selatan

You should provide:

- (a) the required fee
- (b) a copy of your passport
- (c) a copy of *Surat Tanda Melapor Diri* Certificate of Police Registration or, if not available, submit a recommendation letter from the POLRES office where you lived in Indonesia. To obtain that recommendation letter show POLRES the copy of *Surat Tanda Melapor* (STM) kept by the company you worked for while you were in Indonesia

- (d) a copy of *Kartu Izin Masuk Sementara* Temporary Admission Card. The company you worked for should be able to provide a copy if this is not available
- (e) a sponsorship letter from the company you worked for while in Indonesia
- (f) a Consular Certificate from your Embassy in Indonesia, certifying the Embassy's consular records do not disclose any criminal convictions in Indonesia. If the Embassy does not issue such a letter this can be omitted.

This request must also be copied to:

Dirjen Hubsohubudpen  
Direktorat Pengamanan  
Departemen Luar Negeri  
Jl. Pejambon  
Jakarta Pusat  
*A fee is payable.*

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## 69 - Iran

Apply to: Justice Administration  
Department of Penal Records & Amnesty  
Penal Records Section  
Tehran

The certificate should be an original, accompanied by a certified translation by the Official Translator of the Justice Administration.

*Applicants resident outside Iran* - apply through the Iranian Embassy in your current country of residence.

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## 70 - Iraq

*Applicants in Iraq* - apply in person for a non-conviction certificate from the: Directorate of Criminal Investigation  
52 Street  
Baghdad

*A fee is payable.*

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## 71 - Ireland (Eire)

*Residents* - apply to your local Garda Síochána (Police) Authority.

*Non-residents* - address a written request for a certificate to:  
Commissioner of Police

Garda Síochána  
Phoenix Park  
Dublin 8  
Republic of Ireland

You should provide:

- (a) full name, date and place of birth, dates and addresses during residence in Ireland
- (b) names, dates and address of parents during residence in Ireland (if applicable)
- (c) copy of birth certificate.

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## 72 - Israel

*Residents* - apply to your local police authorities.

*Non-residents* - apply to your nearest Israeli Embassy or Consulate.

You should provide: (a) details of passport or Israeli Identity card  
(b) two recent passport photographs  
(c) address and periods of residence in Israel.

*Note: For non-residents applying in New Zealand, the Israeli Embassy in Wellington will only forward the police certificate directly to the NZIS office where the applicant has indicated they will be applying for their permit.*

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### 73 - Italy

*Italian citizens and non-Italian residents residing in Italy* - obtain:

- *Certificato Penale del Casellario Giudiziale*; and
- *Certificato Penale dei Carichi Pendenti*.

Apply to Uffici della Procura della Repubblica in your normal town of residence or the town from which your town of residence depends (usually your provincial capital). You must specify you need a ten year record if applicable, and produce evidence of your identity.

*Non-residents* - approach the nearest Italian diplomatic/consular authority and request the above certificates. The request can either be handled entirely through that authority (waiting time can be up to six months) or an authorisation can be drawn up for a relative or friend in Italy to obtain the certificates. The authorisation should bear a signature that has been verified by the diplomatic/consular authority and have a copy attached of biodata pages of passport also verified by the same authority.

*Fees are payable.*

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### 74 - Ivory Coast

Apply to: Ministry of Justice  
Abidjan

*A fee is payable.*

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### 75 - Jamaica

Apply to: Jamaica Constabulary Force  
Criminal Investigations Branch  
Criminal Records Office  
East Queen Street  
P O Box 462  
Kingston  
Jamaica

- You should provide:
- (a) full name
  - (b) date and place of birth
  - (c) two passport sized photographs
  - (d) one set of fingerprints certified by your local police authority
  - (e) your address(es) in Jamaica.

*A fee is payable.*

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### 76 - Japan

*Japanese nationals* - obtain your own police certificate from the Prefectural Police Office in your town or city of residence.

- You should provide:
- (a) passport
  - (b) family register
  - (c) residential certificate
  - (d) evidence showing that you are required to submit a police certificate (e.g. a completed copy of the visa application form).

You are advised to make enquiries beforehand as additional documentation may be required.

*Non-Japanese citizens* - provide passport, Certificate of Alien Registration and evidence showing that you are required to submit a police certificate (e.g. a completed copy of the visa application form).

*Japanese nationals already in New Zealand, and non-Japanese citizens who have lived in Japan and are currently in New Zealand* - apply to the nearest Japanese diplomatic mission:

Embassy of Japan  
Mezzanine Floor  
Majestic Centre  
100 Willis St  
PO Box 6340, Wellington  
Tel: 04-473 1540

Consulate General of Japan in Auckland  
Level 12, ASB Bank Centre  
135 Albert St  
PO Box 3959, Auckland  
Tel: 09-303 4106  
Consular Office of Japan in Christchurch  
Level 5, Forsyth Barr House  
764 Colombo St  
PO Box 13-748, Christchurch  
Tel: 03-366 5680

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### 77 - Jordan

*Jordanian nationals* - apply to: General Intelligence Division  
Public Security Department  
Hashemite Kingdom of Jordan

- You should provide:
- (a) thumbprints and fingerprints of both hands
  - (b) four photographs.

*Non-Jordanian nationals* - obtain a *Good Conduct Certificate* if you are currently resident in Jordan and hold a current resident card.  
*A fee is payable.*

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### 78 - Kenya

Apply to: Criminal Investigation Department  
P O Box 30036  
Nairobi  
Kenya

You should provide a full set of fingerprints, certified by local authorities.

*A fee is payable.*

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### 79 - Kiribati

Apply to your local police authority in Kiribati.

---

### 80 - Korea, Republic of (South)

(1) *Korean nationals and other persons currently residing in the Republic of (South) Korea*

Apply to: The Visa Officer  
New Zealand Embassy  
CPO Box 1059, Seoul  
KOREA (100-610)

*Korean nationals* should provide:

- (a) one Korean version application form fully completed in Korean
- (b) two English version application forms fully completed in English
- (c) three identical passport sized photographs
- (d) Family Census Register no more than 2 months old at the time of application
- (e) Resident's Registration no more than 2 months old at the time of application.

*Non-Korean nationals* should provide:

- (a) two English version application forms fully completed in English
- (b) two identical passport sized photographs
- (c) A certified copy of the biodata pages of the applicant's current passport.

The forms are obtained from the New Zealand Embassy, Seoul. Send all the above documents to the Visa Officer at the New Zealand Embassy in Seoul. The embassy will organise your police certificates and return them to you once they have been issued by the Korean authorities.

A pre-paid self addressed envelope is required if the applicant wishes to apply via the New Zealand Embassy in Seoul and wants to receive the result back by mail.

(2) *Korean nationals and others who are residing in countries other than the Republic of (South) Korea*

Approach the nearest Korean Embassy to obtain the application forms and further information on applying for the Republic of (South) Korea Police Certificate.

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### 81 - Kuwait

Apply to: Ministry of the Interior  
Department of Criminal Evidences  
Kuwait

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### 82 - Latvia

Apply to: Interior Ministry  
Police Department  
Kr. Valdemara iela 103  
LV 226013 Riga

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### 83 - Lebanon

Apply to: Internal Security Forces  
Near Hotel DIEV Hospital  
East Beirut

Request an Extract of Judicial Record.

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### 84 - Lesotho

Apply to: Commissioner of Police  
Police Headquarters  
Maseru  
Lesotho

You should provide:

- (a) personal details of residence and employment in Lesotho
- (b) full name, date and place of birth.

Fingerprints may subsequently be requested.

---

### 85 - Liberia

Apply to: Liberian Ministry of Justice  
Monrovia  
Liberia

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### 86 - Libya

Apply to: Identity Status Directorate of the  
General Popular Committee for Justice  
Criminal Record Section  
Tripoli

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### 87 - Liechtenstein

Apply to: Furstlich Liechtensteinisches  
Landericht Vaduz  
Fl Liechtenstein

*A fee is payable.*

---

### 88 - Lithuania

Apply to your local police authority in Lithuania.

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### 89 - Luxembourg

Apply in writing to: Parquet General  
12 Cote d'Eich  
L-1450  
Luxembourg

*A fee is payable.*

---

### 90 - Macao

Apply to: The Director (Judiciary Police)  
Macao Province Registry of Criminal and Police  
Records  
Macao

You should provide: (a) an application fee  
(b) fingerprint details of your identity card.

A fee is payable.

*Applicants of Chinese origin* - you should write your name in Chinese characters.

---

### 91 - Macedonia

Apply to your local police authority in Macedonia.

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### 92 - Malawi

Apply to: Office of the Inspector General  
Malawi Police  
Private Bag 305  
Capital City  
Llongwe 3  
Malawi

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### 93 - Malaysia

You must complete three copies of the required application form (provided by the NZIS) and submit them with your application to the branch handling your application. The branch will then liaise with the High Commission in Singapore to obtain your certificate.

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### 94 - Mali

Apply to: Mali Ministry of Justice  
Bamako  
Mali

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### 95 - Malta

Apply to your local police authority in Malta.

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### 96 - Martinique

Refer to **46 - France** for instructions.

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### 97 - Mauritius

Apply to: The Director of Public Prosecutions  
Jules Koenig Street  
Port Louis  
Mauritius

You should provide:

- (a) full name, including maiden name and any other names used if applicable
- (b) date and place of birth
- (c) citizenship
- (d) present address(es) and period(s) of residence in Mauritius
- (e) a certified photocopy of birth certificate.

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### 98 - Micronesia, Federated States of

Apply to: Chief of Police  
Pohnpei State  
Kolonias

*A fee is payable.*

---

### 99 - Monaco

You should request a *Casier Judiciaire No.* from:  
Le Greffe General  
Palais de Justice  
Rue du Colonel Bellando de Castro Macao  
MC 98000 Monaco

You should provide:

- (a) photocopy of identity card and/or passport
- (b) full names of parents

- (c) address(es) and period(s) of residence in Monaco
- (d) a letter to them from the NZIS confirming that the certificate is required.

*A fee is payable.*

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### 100 - Mongolia

*Applicants in Mongolia* - apply to the local police authority.

*Applicants outside Mongolia* - contact the nearest Mongolian representative.

You should provide your passport or identity card.

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### 101 - Montserrat

Apply to: Office of the Commissioner  
Police Headquarters  
Plymouth  
Montserrat

You should provide: (a) photocopy of passport or birth certificate  
(b) set of fingerprints  
(c) 3 photographs.

*A fee is payable.*

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### 102 - Morocco

Apply to your local police authority in Morocco.

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### 103 - Myanmar (Burma)

Apply to the police authorities in Myanmar.

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### 104 - Namibia

Apply to: The Permanent Secretary  
Ministry of Home Affairs  
Private Bag 13200  
Windhoek

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### 105 - Nepal

Apply to your local police authority in Nepal.

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### 106 - Netherlands

The NZIS will apply for a certificate on your behalf.

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### 107 - Netherlands Antilles

Apply to: Lieutenant-Governor of the Island of Curacao  
Netherlands Antilles

You should provide: (a) full name  
(b) date and place of birth  
(c) nationality  
(d) profession  
(e) name of last employer in Netherlands Antilles  
(f) dates of arrival and departure from Netherlands Antilles.

*A fee is payable.*

---

### 108 - New Caledonia

*French nationals born in New Caledonia* - apply to:  
Tribunal Service de Casiers Judiciaires  
Noumea  
New Caledonia

You should provide: (a) full name  
(b) present address  
(c) date and place of birth, full names of parents  
(d) details of identity card.

*French nationals born outside New Caledonia and Non-French nationals* - refer to **46 - France** for instructions.

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### 109 - New Zealand

The NZIS will apply for a certificate on your behalf.

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### 110 - Nicaragua

Apply to the Central Police Archives in your area of residence.

*A fee is payable.*

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### 111 - Nigeria

Apply to: The Deputy Inspector-General of Police  
Lagos  
Nigeria

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### 112 - Norway

Apply to: Politihuset  
Gronnlandsleiret 44  
Oslo 1  
Norway

You should provide: (a) copies of passport  
(b) drivers license  
(c) other identification papers  
(d) Norwegian identity card number (personnummer).

---

### 113 - Oman

Apply to: Director General of Immigration & Passports  
Oman

You should provide:

- (a) a photocopy of passport
- (b) a photocopy of the relevant pages containing an Oman resident visa

*Non-residents* - will not be able to apply for police certificates. A statutory declaration as described under "Procedures" on page 2 of this booklet must be submitted.

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### 114 - Pakistan

Apply to the Town Police Officer in the area of previous residence in Pakistan.

You should provide: (a) a set of photographs  
(b) a photocopy of identification certificate.

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### 115 - Panama

*Residents* - apply to: Policia Tecnica Judicial (PTJ)  
Edificio 424, Corregimiento De Ancon  
Ciudad De Panama, Republica De Panama.  
Apartado Postal 1299, Panama 1, Republica De Panama

*Non-residents* - a *Certificate of Good Conduct* cannot be obtained by mail. If you have a relative (up to fourth degree) living in Panama, you should arrange a power of attorney for that person to request and obtain the certificate on your behalf from the address above.

The relative should provide your:

- (a) full name
- (b) nationality
- (c) sex
- (d) date of birth

- (e) reason for requesting certificate
- (f) for foreigners, a date of entry into Panama is required.

*A fee is payable.*

---

### 116 - Papua New Guinea

A written request for a character check should be addressed to:

National Criminal Records and Intelligence Office  
Royal Papua New Guinea Constabulary  
PO Box 85  
Konedobu N.C.D.  
Papua New Guinea

- You should provide:
- (a) full names and former names
  - (b) date and place of birth
  - (c) present address
  - (d) all former addresses
  - (e) years of residence in Papua New Guinea
  - (f) a self-addressed envelope with return postage.

*A fee is payable.*

---

### 117 - Peru

*Peruvian nationals* - apply to your local police authority for a character certificate.

*Doba Peruvian nationals residing outside Peru* - apply in writing to:

Attention: Department De Relaciones Publicas  
Policia De Investigadores Del Peru PIP Avenida Espana  
Quadra 4 S/N Lima 1  
Peru

You must request a *Cedula Para Peruanos Residentes En el Extranjero*.

- You should provide:
- (a) your full name
  - (b) the number of your *Liberta Electoral*.

On receipt of this form, take it to your local police authority to have your fingerprints taken and then return the completed document to Lima so that a certificate can be issued. This can be a very time consuming process.

---

### 118 - Philippines

Apply directly to the authorities in the Philippines. As well as obtaining a certificate from the local police precinct in the locality where you have been residing for the past three to six months, you should also obtain a National Bureau of Investigation certificate from the:

Identification Records Division  
National Bureau of Investigation  
Taft Avenue  
Manila  
The Philippines

All certificates can be obtained by next-of-kin if the applicant is resident outside the Philippines.

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### 119 - Poland

Apply to: Do Ministerstwo Sprawiedliwosci  
Centralny Rejestr Skazanych  
00-958 Warszawa  
04 Swierczewskiego  
Poland

(Ministry of Justice, Central Register of Convictions, Warsaw)

There are branches of this agency in most large cities, usually called (in English) an Information Agency (followed by a number and name of the town).

*A fee is payable.*

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### 120 - Portugal

*Residents* - apply direct to local police authorities in Portugal.

*Non-residents* - apply to the nearest Portuguese Diplomatic or

Consular Office, or through a third person to the relevant police authority in Portugal. Applications should be made on the special form *Certificado de Registro Criminal*. You will need to give details of your passport or identity card.

*A fee is payable.*

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### 121 - Qatar

Apply to: Criminal Evidence and Information Department  
P O Box 6797  
Doha  
State of Qatar, Arabian Gulf

You should provide:

- (a) a letter from the applicant requesting the issuance of a clearance statement
- (b) a full photocopy of your passport, including the residence permit page
- (c) 3 passport-size photographs
- (d) a fingerprint certificate issued by the police station in your town of residence, duly attested.

*A fee is payable.*

---

### 122 - Reunion Island

Refer to **46 - France** for instructions.

---

### 123 - Romania

Apply to your local police authority for a *Cazier Judiciar*.

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### 124 - Samoa

Apply to: Samoa Police, Prisons and Fire Services  
Police Headquarters  
P O Box 53  
Apia

- You should provide:
- (a) your birth certificate and/or passport
  - (b) a photograph.

*A fee is payable.*

---

### 125 - Saudi Arabia

*Citizens* - nationals should obtain a police certificate from the Saudi authorities. Apply to the Directorate of Saudi Arabian Civil Police.

*Temporary residents (Moslems only)* currently living in Saudi Arabia should obtain police certificates as outlined above for citizens.

*Non-residents and other temporary residents* - will not be able to apply for police certificates. A statutory declaration as described under "Procedures" on page 2 of this booklet must be submitted.

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### 126 - Senegal

Apply to: Ministry of Justice  
Dakar  
Senegal

*A fee is payable.*

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### 127 - Serbia

Apply to your local police authority in Serbia.

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### 128 - Sierra Leone

Apply to: Ministry of Justice  
Freetown  
Sierra Leone

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### 129 - Singapore

*Singapore nationals in Singapore* - obtain an explanatory letter from the New Zealand High Commission in Singapore, then

call in person at the: Criminal Record Office  
Blk D Police Cantonment Complex  
#02-01A  
391 North Bridge Road  
Singapore 08876

to complete the fingerprint and application forms, and submit the following for verification:

- (a) identity card
- (b) 3 recent passport size photographs
- (c) fee for the certificate to be issued in duplicate
- (d) current and past international passports/travel documents showing immigration endorsements for the computation of the period you stayed in Singapore
- (e) Singapore employment pass or work permit
- (f) valid Exit Permit/Exemption photographs of applicant
- (g) certificate issued by Central Man Power Base, Ministry of Defence, Singapore for persons liable for National Service.

*Singapore nationals in New Zealand* - obtain an explanatory letter from the NZIS and apply directly to:

Head of Criminal Records  
CID (CNCC)  
391 New Bridge Road  
Blk C Police Cantonment Complex  
Singapore 088762

The application must be made on application and fingerprint forms CRO75 and NP22, available from:

Singapore High Commission  
17 Kabul Street  
Khandallah  
Wellington (PO Box 29023)

The application forms and requirements can be seen at [www.spinet.gov.sg](http://www.spinet.gov.sg)

The application must be accompanied by photocopies of your:

- (a) current and past international passports/travel documents showing immigration endorsements for the computation of the period you stayed in Singapore
- (b) Singapore employment pass or work permit
- (c) valid Exit Permit Exemption Certificate issued by Central Man Power Base, Ministry of Defence, Singapore for persons liable for National Service
- (d) fee, as advised by the Singapore High Commission
- (e) postage charges.

**Note:** Bank drafts or cheques must be made payable to The Officer-in-charge, Criminal Record Office, for the total amount at current exchange rates in Singapore dollars only.

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### 130 - Slovak Republic

*Residents* - apply to: Register Trestov GP SR  
Zahradnicka 10  
821 08 Bratislava

*Non Residents* - contact your nearest Slovak or Czech Embassy or Consulate.

*A fee is payable.*

---

### 131 - Slovenia

Apply to your local police authority in Slovenia.

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### 132 - Solomon Islands

Apply to: Royal Solomon Island Police Headquarters  
Attn: CID Officer  
P O Box G3  
Honiara

*A fee is payable.*

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### 133 - Somalia

Apply to your local police authority in Somalia.

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### 134 - South Africa

Apply to: The Commissioner  
Criminal Bureau  
Security Branch  
South African Police  
Private Bag 308  
Pretoria 0001  
Republic of South Africa

The application must be in writing. You should provide:

- (a) fee
- (b) full names
- (c) date of birth
- (d) place of birth
- (e) complete set of fingerprints.

*Applicants who are resident in the UK* - write for advice to:

The Consul-General  
South African Embassy  
Trafalgar Square  
London WC2N 5DP

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### 135 - Spain

Certificates can be obtained:

*in Madrid* - from the: Ministry of Justice  
Central Registry of Convictions  
San Bernardo  
21 28015 Madrid

*outside Madrid* - from your local police.

*outside Spain* - through a Spanish Consulate.

---

### 136 - Sri Lanka

*Sri Lankan nationals* - apply to: Inspector-General of Police  
General Police Headquarters  
Fort  
Colombo 1  
Sri Lanka

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### 137 - St Christopher and Nevis

Apply to: Police Headquarters  
P O Box 189  
Basseterre  
St Kitts

You should provide: (a) full name  
(b) birth certificate  
(c) mother's full name.

*A fee is payable.*

---

### 138 - St Lucia

Apply to: Commissioner of Police  
Police Headquarters  
Bridge Street  
Castries  
St Lucia

You should provide: (a) date of birth  
(b) addresses  
(c) a full set of fingerprints  
(d) two photographs.

*A fee is payable.*

---

### 139 - St Vincent and the Grenadines

Apply to: Commissioner of Police  
Police Headquarters  
St Vincent  
St Vincent and the Grenadines

You should provide two photographs, one of which must be notarised.

*A fee is payable.*

---

**140 - Surinam**

Apply to: District Governor of Paramarebo  
Klaina Combeweg  
Paramarebo  
Surinam

You should provide: (a) your birth certificate  
(b) two photographs.

*A fee is payable.*

---

**141 - Swaziland**

Apply to: Commissioner of Police  
P O Box 49  
Mbabane  
Swaziland

You should provide: (a) full personal details  
(b) a set of fingerprints certified by your local police.

---

**142 - Sweden**

Apply to: Rikspolisstyrelsen  
Rikspolisregistraturet  
P O Box 12236  
S102 26 Stockholm  
Sweden

You should provide a Swedish *personbevis* or a photocopy of your passport.

*A fee is payable.*

---

**143 - Switzerland**

Apply to: Schweizerisches Zentralpolizeiburo  
3003 Berne  
Switzerland

You should provide full personal details and particulars of your residence in Switzerland.

*Swiss nationals* - forward evidence of identification in the form of an Identity Card, passport, family book.

*Non-Swiss nationals* - forward Identity Card, residence permit or passport. Swiss Embassies or Consulates will certify sighting of documents if you are not prepared to send documents overseas.

*A fee is payable.*

---

**144 - Syria**

*Syrian nationals* - apply to: The Directorate of Judicial Information  
Penal Certificates Section  
Surete-General  
Damascus  
Syria

You should provide proof of identity (usually your Identity Card).

*A fee is payable.*

---

**145 - Taiwan**

Apply to: Taipei or Kaohsiung Municipal Police Headquarters  
or the Taiwan Provincial Police Headquarters.

Applicants who have their household registered in Taipei City or Kaohsiung City should apply to the appropriate Municipal Police headquarters.

Applicants who have their household registered elsewhere should apply to the relevant provincial Police headquarters.

*A fee is payable.*

---

**146 - Tanzania**

Apply to: Identification Bureau  
Fingerprint Branch  
Ministry of Home Affairs  
P O Box 9094  
Dar Es Salaam  
Tanzania

You should provide: (a) full personal details  
(b) a set of fingerprints certified by local authorities.

*A fee is payable.*

---

**147 - Thailand**

Apply to: The Commissioner  
Royal Thai Police Department  
Rama I Road, Pratunwan  
Bangkok 10330

*Applications in Thailand* - you should provide:

- (a) a passport
- (b) two passport size photographs
- (c) house registration (Thai nationals only)
- (d) military exemption certificate (Thai males only).

*Overseas applications* - you should provide:

- (a) a copy of your passport or travel document certified at a Thai Embassy or Consulate
- (b) two passport size photographs
- (c) three sets of fingerprints (contact your local police station).

You need to make your own arrangements to send the certificate to, or collect it from, the Thai Police Department.

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**148 - Togo**

Apply to: Ministry of Justice  
Lome  
Togo

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**149 - Tonga**

Apply to: Office of the Minister for Police  
P O Box 8  
Nuku'alofa  
Tonga

*A fee is payable.*

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**150 - Trinidad & Tobago**

*Applicants in Trinidad & Tobago* - apply in person at the nearest police station in the district in which you reside.

*Applicants applying from overseas* - forward the following to the nearest Trinidad & Tobago Embassy, High Commission or Consulate:

- (a) a set of fingerprints, certified by your local police authorities
- (b) copies of your identification or social security card
- (c) copies of the first four pages of your passport
- (d) the address(es) at which you resided in Trinidad & Tobago.

*A fee is payable.*

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**151 - Tunisia**

Apply to: The Ministry of the Interior  
Tunisia

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**152 - Turkey**

*Turkish nationals* - apply to:  
Adalet Bakanligi  
Adli Sicil Istatistik Genel Mudurlugu  
Tuna Cad. No 10  
Yenisehir  
Ankara  
Turkey

You will need to provide your identity card.

*Non-Turkish nationals who have been resident in Turkey* - apply to:  
Emniyet Genel Mudurlugu  
Yabancilar Daire Baskanligi  
Ilkadim Cad. No 89  
06100 Dikmen  
Ankara  
Turkey

You should provide your identity card.

*A fee may be payable.*

---

### 153 - Turks and Caicos Islands

Apply to: Commissioner of Police  
Grand Turk  
Turks and Caicos Islands

You should provide: (a) a full set of fingerprints  
(b) one photograph  
(c) a letter with personal particulars (eg, name, date and place of birth, etc).

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### 154 - Tuvalu

Apply to: Office of Commissioner of Police  
Funafuti

*A fee is payable.*

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### 155 - Uganda

Apply to: CID Headquarters  
P O Box 2793  
Kampala  
Uganda

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### 156 - Ukraine

Apply to your local police authority.

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### 157 - United Arab Emirates

Apply to: Ministry of Interior  
*Dubai:* Criminal Investigation Department  
Dubai Police General Headquarters  
*Abu Dhabi:* General Police Directorate  
Criminal Investigation Section

*Sharjah:* Sharjah Police

*Other Emirates:* check with your local police department.

*Non-residents* - it is only possible to obtain police clearance certificates if you have fingerprints on file with the police. If your fingerprints are not on file so you are unable to obtain a police certificate then a statutory declaration as described under "Procedures" on page 2 of this booklet must be submitted.

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### 158 - United Kingdom of Great Britain and Northern Ireland

You are legally entitled to gain access to information about yourself under section 21 of the Data Protection Act 1998. You need to request a *Person Record: Prosecution/Criminal History*.

Enquiries can be directed through your local police station to: National Identification Service  
Rm 1229

Metro Police Service  
London SW1 H0BG

**Note:** If you are resident, or have been previously resident, in Scotland, ask your local police station for a *Scottish Criminal Record Office subject access request*. A Scottish Police Clearance constitutes a Clearance for Scotland only, unless the Clearance states that the 'Police national computer' has been accessed, in which case the Clearance will constitute a Police Clearance for the whole of the United Kingdom.

*A fee is payable.*

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### 159 - United States of America

Apply in writing for an FBI identification record to the:  
Federal Bureau of Investigation (FBI)  
Attn: Identification Division  
1000 Custer Hollow Road  
Clarksburgh, West Virginia 26306  
United States of America

You should provide:

- satisfactory proof of your identity
- a processing fee
- full names
- date and place of birth
- a set of rolled ink fingerprint impressions placed upon a fingerprint card or form commonly used by law enforcement agencies.

The FBI will tell you the amount of the fee. In New Zealand, some police offices and some security firms provide a fingerprinting service.

For applicants in the United States of America:

You must go to your local Police Station to complete an "Applicant Card" and have your fingerprints taken.

"Applicant Cards" may be obtained through your State Police or Federal Bureau of Investigation or calling, (304) 625 5590 and selecting Option #3.

Once your fingerprints have been taken you then send this card to the FBI and request a copy of your record listing together with the following:

- A written request stating that you are applying for residence in New Zealand
- Your full name, your date of birth and place of birth
- Fee US\$18 (must be a certified cheque or money order payable to the US Treasury)

The Address is: Federal Bureau of Investigation Headquarters  
C.J.I.S. Division.  
Attn. Scu, Mod. D2  
1000 Custer Hollow Road  
Clarksburg  
WV26306  
USA

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### 160 - Vanuatu

Apply to: Commissioner of Police  
Private Mail Bag 014  
Port Vila  
Vanuatu

You should provide:

- details of previous residence and employment in Vanuatu
- full personal details (full names, including any changes of name, date and place of birth) and your current address.

The Police will release details directly to you.

*A fee is payable.*

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### 161 - Venezuela

A *Good Conduct Certificate* is issued by the Parish in which you reside in Venezuela.

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### 162 - Vietnam

Apply at the Department of Justice in the province or city in which you are registered as resident.

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### 163 - Virgin Islands (British)

Apply to: Chief of Police  
P O Box 64  
Road Town  
British Virgin Islands

You should provide an affidavit with the following passport details:

- (a) full name
- (b) place and date (day, month, year) of issue
- (c) renewal date (if renewed)
- (d) citizenship
- (e) date of birth.

*A fee is payable.*

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### **164 - Wallis & Futuna**

Refer to **46 - France** for instructions.

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### **165 - Yemen**

Apply to: Director General of Criminal Investigation  
Ministry of Interior and Security  
(General Administration & Criminal  
Investigation)  
Sana'a

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### **166 - (former republics of) Yugoslavia**

A police certificate is obtainable from each local police authority.

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### **167 - Zaire**

Apply to your local police authority in Zaire.

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### **168 - Zambia**

Apply to: Zambia Police  
CID  
P O Box 50104  
Ridgeway  
Lusaka  
Zambia

You should provide:

- (a) two photographs
- (b) a set of police certified fingerprints of all fingers and thumbs
- (c) dates and addresses of all places of residence in Zambia.

*A fee is payable.*

---

### **169 - Zimbabwe**

Apply to: CID,  
Cnr 10th St & Josiah Chinamano Ave  
P.O. Box CY 683  
Causeway  
Harare  
Zimbabwe

or any Zimbabwean overseas mission.

- You should provide:
- (a) your full name
  - (b) your date and place of birth
  - (c) any previous names, dates and addresses during residence in Zimbabwe.
  - (d) 2 copies of finger print form (obtained from any commercial printer) with your finger prints on (any police station will do this)
  - (e) processing fee of Z\$400
  - (f) Z\$400 revenue stamps (postage stamps)