

Process/Procedure for obtaining a Police Certificate

Procedure for persons Residing Overseas

1. Two (2) recent passport size photographs (**must not be signed or sealed**)
2. Submit a set of his/her fingerprints which should be taken by the relevant agency in the country he/she resides and must be stamped.
3. Supply copy of passport (data page).

Services offered:-

- ❖ **Next Day Service** - Eight Thousand Dollars (\$8,000)
- ❖ **Express Service** - Five (5) Working Days from the date of receipt of application – Six Thousand Dollars (\$6,000).
- ❖ **Normal Service** - Twenty-one (21) Working Days from the date of receipt of application – Three Thousand Dollars (\$3,000).

An International Money Order or Bank Draft for the respective fee should be made payable to Assistant Commissioner of Police in charge Criminal Investigation Branch.

The above mentioned should be forwarded to:-

Senior Superintendent of Police
i/c Technical Services Division
34 Duke Street
Kingston C.S.O.
Jamaica West Indies

NB. The next day service is offered only at Technical Services Division, 34 Duke Street, Kingston.

Requirement for Persons residing in Jamaica:-

1. A valid passport
2. Two (2) recent passport size photographs (**must not be signed/sealed**)
3. Tax Registration Number (TRN) to make payment at Tax Office.

Services offered:-

- **Next Day Service** - Eight Thousand Dollars (\$8,000) – Offered only at 34 Duke Street, Kingston.
- **Express Service** - Five (5) Working Days - Six Thousand Dollars (\$6,000)
- **Normal Service** - Twenty One (21) Working Days - Three Thousand Dollars (\$3,000).

Fee(s) **MUST** be paid at any Inland Revenue Department (Tax Office). Applicant will be issued with a receipt.

Take receipt, passport and passport size photographs to 34 Duke Street, Kingston, or to any of the following Sub-Sites.

- Summit Police Station – St. James
- Pampano Bay Police Station - St. Mary
- May Pen Police Station – Clarendon

Days of operation:- Tuesdays, Wednesdays and Thursdays:-

The application form **must** be completed online, printed and taken in with the relevant document. The applicants will be fingerprinted and interviewed.

Collect certificate on the date written on receipt.



JAMAICA CONSTABULARY FORCE



TECHNICAL SERVICES DIVISION

APPLICATION FOR POLICE CERTIFICATE

NAME				<i>This side for CIB HQ use only</i>	
First:	Middle:	Surname:	Maiden Name	C.R.O No.:	
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Date of Birth (dd/mm/yyyy)	Event of Register No:	
Place of Birth:			Contact No.	Classification-----	
Address:			Email Address:		
Nationality:			Occupation:	Reference -----	
Type of Identification (<i>Passport, Driver's Licence, Electors I.D. Card</i>)			Date & Place of Issue		
Name and Address of Recipient Agency (Embassy, Consulate, Immigration Department, Employer etc.)				<i>Authorized Person:</i> <i>Name:</i> <i>Signature</i>	
<i>I give my consent for the Jamaica Constabulary Force to take AND RETAIN my fingerprints so that they can be used to prevent and/or detect crime. I understand that they may be used for speculative searches.</i>				<i>This format should NOT be used for taking the fingerprints of prisoners</i>	
Applicant's Signature.....					

To obtain clearance for Employment Applicant Require:-

1. A valid identification - Passport, Driver's Licence or Elector Registration Identification.
2. Two (2) recent passport size photographs (**must not be signed/sealed**)
3. A letter from prospective employer.

Services offered:-

- **Next Day Service** - Eight Thousand Dollars (\$8,000)
- **Express Service** - Five (5) Working Days - Six Thousand Dollars (\$6,000)
- **Normal Service** - Twenty One (21) Working Days - Three Thousand Dollars (\$3,000).

Fees **MUST** be paid at any Inland Revenue Department (Tax Office). The applicant will be issued with a receipt.

Take your receipt, photographs, letter from prospective employer, and ID to 34 Duke Street, Kingston, or to the following sub-sites:-

- Summit Police Station – St. James
- Pampano Bay Police Station - St. Mary
- May Pen Police Station – Clarendon

Complete the application form online, print and take to 34 Duke Street, Kingston, or to the relevant Sub-Site where the applicant will be fingerprinted and interviewed.

Collect certificate on the date written on receipt.

Expungement of Criminal Record

Make an application on the prescribed form obtained from the Ministry of Justice, 2 Oxford Road, Kingston 5; supplying the following information:-

- Full name
- Date of Birth
- Offence Convicted for
- Court convicted
- Date of Conviction

NB Application **must** be accompanied by a set of fingerprints for the applicants. A fee of Three Thousand Dollars (\$3,000) is required to be paid at the Inland Revenue Department (Tax Office).

Spent The Rehabilitation of Offenders Act 1988 makes provision for an individual who has been convicted and have successfully completed his/her rehabilitation period in accordance with the act, such a conviction is “**spent**” i.e. he/she can receive a “**clean record**”.

Example #1

A person convicted for an offence and was sentenced to pay a fine (sentence imposed does not include imprisonment).

Example #2

A person convicted for an offence and sent to prison the rehabilitation period are as follows:

- One (1) day to six (6) months = five (5) years.
- Six (6) months not exceeding eighteen (18) months = eight (8) years.
Eighteen (18) months but not exceeding three (3) years = ten (10) years.

NB

The rehabilitation period applicable to an offence commences from the date of the termination of the sentence of imprisonment **or** the payment of the fine **or** the compliance with any condition imposed in respect of that offence.

Any clarification, please contact 922-0125, 922-6214 or 922-3221.