

How to apply for a Police Clearance Certificate (PCC)

Conditions and service description: This service is available to people who require confirmation of their criminal status for emigration purposes or for working abroad. A certificate will be issued stating whether any criminal offences have been recorded against the applicant. The issuing of a Police Clearance Certificate is the sole responsibility of the Criminal Record and Crime Scene Management (CR & CSM) in Pretoria.

Process:

- The applicant must provide a full set of his/her fingerprints. The fingerprints will be taken at the nearest police station. The applicant's 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 identity document/passport must accompany the application. The applicant must present their identity document at the police station, as proof of identity will be required.
- Certain countries abroad might require the maiden surname to appear on the Police Clearance Certificate. Should a maiden surname be required on a Police Clearance Certificate, mention must be made thereof in the application and documentary proof of the maiden surname (for example copy of marriage certificate) must be attached to the application.
- South African citizens living outside the RSA, may apply at any police station in that country or at the South African Embassy. Fingerprints should be taken on the official fingerprint forms of the specific country. The fingerprint form must be signed by the person who took the fingerprints. The application must be accompanied by a completed set of fingerprints and a copy of the applicant's identity document or passport.
- South African citizens living outside the RSA, may apply at any police station in that country or at the South African Embassy. Fingerprints should be taken on the official fingerprint forms of the specific country. The fingerprint form must be signed by the person who took the fingerprints. The application must be accompanied by a completed set of fingerprints and a copy of the applicant's identity document or passport.
- If the applicant provides his/her cell number (currently only South African) on the application for a Police Clearance Certificate, he/she will be provided with a sms indicating that the application was received and the reference number that will be allocated to his/her certificate. A follow-up sms will be sent upon completion of the application. By using the reference number provided, the applicant can establish the progress on the status of the application by enquiring on the SAPS's website.
- The police station where the applicant applied will send the completed application to Criminal Record and Crime Scene Management, Pretoria. Alternatively, the applicant may deliver the completed application in person or by courier to:
The Head of the South African Criminal Record and Crime Scene Management
(For attention: Police Clearance Certificates)
Private Bag X308 - 0001 PRETORIA - SOUTH AFRICA
- The application may also be delivered by courier to:

The Head of the South African Criminal Record and Crime Scene Management

(For attention: Police Clearance Certificates)

**Bothongo Plaza West
CRC Client Service Centre
1st Floor, Room 14
271 Francis Baard Street
PRETORIA**

Hours: New applications for Police Clearance Certificates can be handed in and completed certificates collected 24 hours, seven days a week.

Cost: This service is rendered at R114,00 per application, that is payable by bank-guaranteed cheque, a banker's draft or electronic payment into the South Africa Police Service's account (ABSA cheque account number 4054522787; branch code 632005; Swift code ABSA ZAJJ) in 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 must 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 that can make a telegraphic transfer, and request that the relevant fees be paid into the above bank account. Proof of payment must be sent to this office before the processing of the application will commence.

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 by courier service at their own expense.

Contact information:

Telephone number in South Africa: 012 393 3928

Telephone number internationally: 27 12 393 3928

Fax number in South Africa: 012 393 3909

Fax number internationally: 27 12 393 3909

Email addresses:

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

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

Service standard: The average time to render this service will be approximately **14 working days** from the day that the completed application is received at the Criminal Record Centre until the clearance certificate is issued.

https://www.saps.gov.za/services/applying_clearance_certificate.php

Applications for **Apostille Certificates or Certificates of Authentication on Police Clearance Certificates** are issued by the **Department of International Relations and Cooperation (DIRCO)**.

Address:

Consular Services (Legalisation Department)

OR Tambo Building

460 Soutpansberg

Rietondale

PRETORIA

Contact details:

Tel: + 27 (0) 12 351 1726/1232/1231/1268/1269

E-mail: legalisation@dirco.gov.za

Website: www.dirco.gov.za - under Consular Information - Legalisation of Documents

Original (valid) Police Clearance Certificates for use abroad should be submitted to the Department of International Relations and Cooperation (DIRCO) - Legalisation Section. Any/all arrangements for the submission and collection of Police Clearance Certificates should be made by the applicant and is not the responsibility of the Legalisation Section nor the South African Police Service's Criminal Record Centre. Customers may submit their documents to the DIRCO Legalisation Section in person, through registered mail or through a courier. (Please visit the website www.dirco.gov.za - consular information - legalisation of documents for important procedures to be followed when submitting your documents).

Only original certificates will be accepted. Opening hours are from 08:30 to 12:30 on weekdays, except for public holidays (for same-day processing of one - five documents, documents must be submitted by 12:00).

Documents submitted between 12:00 and 12:30 will be ready for collection on the next working day (during business hours). Processing is between 30 - 45 minutes and the service is free of charge. It is imperative to know in which country your Police Clearance Certificate will be used. Please contact the DIRCO - Legalisation Section should you require any additional information. Please note that this service is only available in Pretoria.