

SAPS Police Clearance Certificate Application Form

Version 1.0 3/8/24

Please Note: Embassy Services (Pty) Ltd is a private company and not a government department or High Court issuing body or specifically associated with SAPS or DIRCO. We provide consulting, submission and collection services, and charge for our expertise and for successfully and quickly obtaining and legalising documents.

Instructions:

1. Please email us at support@embassyservices.co.za or call or whatsapp us on +27 10 500 5320 if you need assistance with these forms.
2. Please fill out all of the pages of this form on your computer or with **black pen**, and obtain a clear set of fingerprints at your local police station using the fingerprint forms attached to this form **using black ink**.
3. Sign, scan and email this form to us at support@embassyservices.co.za, along with the fingerprints and certified copies of your ID or Passport.
4. We will check the form and scans and confirm receipt and send you an invoice. You will need to courier the documents to us (details below).
5. Once we receive the documents and payment we will submit your documents to SAPS the next day and confirm submission with you.
6. We follow up and ensure that everything is being processed and once SAPS has completed the process we collect it the following business day.
7. We send you a high resolution scan of the letter to ensure that all the details are correct and for your peace of mind.
8. Once you have confirmed that all details are correct we send it for apostilling (if you have ordered that option), or courier it directly to you. Local courier takes 1 business day, worldwide courier takes 4-5 days.

Section 1: Your Details

Name			
Email Address			
Mobile Number			
Address			
Town		State/Province	
Country		Postal Code	

Section 2: Delivery Address:

(if different to the above address)

I would like to send my own courier (tick box)

☐

Address			
Town		State/Province	
Country		Postal Code	

Section 3: Order Details (Please see [our website](#) for current prices)



Police Clearance Certificate

A Police Clearance Certificate is an official document issued by the South African Police Service that verifies whether an individual has a criminal record in South Africa.

It is often required for various legal and administrative purposes, such as visa applications, employment background checks, immigration, and residency applications.

Section 4: Do you need an Apostille attached to this certificate?



DIRCO Hague Convention Apostille

An apostille is a certificate that confirms the authenticity of your Birth.

This verifies that the document is legitimate and can be recognized in a foreign country that is a member of the Hague Apostille Convention.

What country is this apostille intended for?

Section 4: Do you have any criminal convictions in SA?

Yes

if you have criminal convictions this may add up to 28 days to the processing time

No

Section 5: Instructions

We need the following documents from you to be couriered to our address in South Africa:

1. Fingerprints

- Please if possible use the fingerprint form provided with this form. If this is not possible please use the official fingerprint form for the country that you live in.
- Fingerprints can be done at a police station, South African embassy or a Certified Fingerprint Taker.
- The fingerprint form should include your full name, address and South African ID or Passport number

2. 2 x Certified copies of your ID or Passport

- This should be the same ID or Passport number that is on your fingerprint form

IMPORTANT: Please email a full copy of these forms , including the fingerprints to us before couriering to us.

Once we have received the scans, we will check them and confirm that they are all in order, and then you can courier the originals to us along with a copy of the form.

If you are in South Africa we can arrange a collection for our standard courier fee.

Section 6: Courier Instructions

Please courier the original forms, and the 2 x certifies copies of your ID or Passport as well as a copy of this form to us and email us at support@embassyservices.co.za with the name of the courier company and the tracking number.

Please do not post the documents using the postal service - they will not arrive. Please only use a courier company like DHL (international) or The Courier Guy (local)

Address for the Courier

Emma McEneaney
Embassy Services (Pty) Ltd
2202 Red Ivory Lane
50 Avalon Road
Modderfontein
Lethabong
1609
South Africa
+27 10 500 5320
support@embassyservices.co.za

Once the Documents have arrived we will confirm with you and submit the next day. Please do not hesitate to email us or call or Whatsapp us on +27 10 500 5320 if you have any questions at all.

**APPLICATION: POLICE CLEARANCE CERTIFICATE****DETAIL OF THE APPLICANT** (Certified copy of RSA ID document or Passport must be attached)

SURNAME: _____

FULL NAME/S: _____

MAIDEN NAME: _____

MUST MAIDEN NAME BE INCLUDED (X)

YES

NO

(Copy of marriage certificate must be attached if applicable and when required on certificate.)

DATE OF BIRTH

Y	Y	M	M	D	D
---	---	---	---	---	---

COUNTRY OF BIRTH: _____

CELL NUMBER OF APPLICANT: _____

RSA IDENTITY NUMBER

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

PASSPORT NUMBER

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

PROOF OF PAYMENT WITH RECEIPT NUMBER: _____ IS ATTACHED

REASON FOR APPLICATION (Motivate why a Police Clearance Certificate is requested)

METHOD AND ADDRESS FOR RETURN OF CERTIFICATE**SELECT ONE OF THE FOLLOWING OPTIONS (MARK WITH "X")**

OPTION	SELECT X	COMPULSORY INFORMATION IF SELECTED
RETURN TO SAPS STATION WHERE APPLIED		CORRECT POSTAL ADDRESS AND CONTACT PERSON AT THE STATION MUST BE PROVIDED BELOW
KEEP FOR COLLECTION BY APPLICANT AT CLIENT SERVICE CENTRE IN PRETORIA (24/7)		PROOF OF IDENTITY WILL BE REQUIRED UPON COLLECTION (Certificate will be destroyed after 3 months if not collected)
KEEP FOR COLLECTION BY NOMINATED PERSON AT CLIENT SERVICE CENTER IN PRETORIA (24/7)		PROVIDE PARTICULARS AND RSA ID NUMBER OF NOMINEE. PROOF OF IDENTITY WILL BE REQUIRED UPON COLLECTION (Certificate will be destroyed after 3 months if not collected)
KEEP FOR COLLECTION BY COURIER COMPANY – COSTS TO APPLICANT		NAME OF COMPANY MUST BE PROVIDED BELOW. (Certificate will be destroyed after 3 months if not collected)
POST CERTIFICATE TO APPLICANT PREFERRED PRIVATE ADDRESS		CORRECT POSTAL ADDRESS MUST BE PROVIDED BELOW. (ONLY AVAILABLE IN RSA)

ADDRESS: SAPS	PRIVATE ADDRESS
THE STATION COMMANDER	Mr / Ms
POSTAL CODE	
CONTACT TEL NUMBER	POSTAL CODE

NAME OF COURIER COMPANY _____

SIGNATURE OF APPLICANT _____

DATE _____



SOUTH AFRICAN POLICE SERVICE

TO BE COMPLETED IN BLOCK LETTERS

ENQUIRY

Full name and surname..... Identity number <table border="1" style="display: inline-table; width: 150px; height: 20px; vertical-align: middle;"></table> Town and country of birth Address..... Date of birth..... Race: <table border="1" style="display: inline-table; width: 50px; height: 15px; vertical-align: middle;"></table> <table border="1" style="display: inline-table; width: 15px; height: 15px; vertical-align: middle;"></table> <table border="1" style="display: inline-table; width: 15px; height: 15px; vertical-align: middle;"></table> <table border="1" style="display: inline-table; width: 15px; height: 15px; vertical-align: middle;"></table> Gender <table border="1" style="display: inline-table; width: 15px; height: 15px; vertical-align: middle;"></table> <table border="1" style="display: inline-table; width: 15px; height: 15px; vertical-align: middle;"></table>					OFFICE USE ONLY				
FIMS Enq. No. /					Barcode No.				
Received		Verify		FIMS			Validate		
Scan		SRE							

Statement by the person whose fingerprints are taken: * I have not been convicted of any offence. * I have been convicted of (state place, date and sentence).....

I unconditionally indemnify the South African Police Services and all its members, employees as well as the Government of the Republic of South Africa against any liability which results or may result from furnishing information in this regard.

Signature of applicant..... Cell phone no of applicant..... * Delete which is not applicable

I certify that the above applicant's signature was placed on this form in my presence and his/her fingerprints taken by me.
(Signature of official responsible)
 Initials and surname
 Designation
 Business address (Street address)

These finger- and palm prints MUST be checked for quality by a senior member at the station BEFORE the individual is released. If unsuitable the prints MUST be retaken.
 Checked by PERSAL no.....

LEFT THUMB		Reason for enquiry:					RIGHT THUMB	
Fold								

Thumb		Forefinger		Middle finger		Ring finger		Little finger	
1		2		3		4		5	
RIGHT HAND								RIGHT HAND	
Fold									
6		7		8		9		10	
LEFT HAND								LEFT HAND	
Fold									

Left hand (Plain impressions of four fingers taken simultaneously)	Right hand (Plain impressions of four fingers taken simultaneously)

Section 7: Limited Power of Attorney

Between the Principal:

Name

And

Embassy Services (Pty) Ltd. Incorporated under the laws of South Africa and situated at 2202 Red Ivory Lane, 50 Avalon Road, Modderfontein, Edenvale, 1609, South Africa.

Appointment of Agent

The Principal appoints Embassy Services (Pty) Ltd as his/her representative to apply for documents from the South African Police Service and optionally an apostille from DIRCO to accompany the document. The Agent is granted full power and authority to act on the Principal's behalf for this purpose.

Extent of Authority

The Agent is granted the following powers:

1. **General Authority:** To perform any act or duty necessary for procuring documentation from the South African Police Service and the Department of International Relations and Cooperation.
2. **Collection Authority:** To procure, request, collect, and receive all certificates and documents, and to execute all necessary endorsements, apostilles, releases, and receipts.
3. **Employment of Professionals:** To employ and compensate agents, accountants, attorneys, and other professionals as needed.

The Agent is authorized to perform all acts as fully as the Principal could if personally present, with full power of substitution or revocation, ratifying all lawful actions performed by the Agent under this power of attorney.

The Principal understands that all timelines are provided as guidelines and and accepts the Embassy Services terms and conditions at <https://embassyservices.co.za/terms-and-conditions/>.

Signed at

Date

Your Signature

Our Signature