

**Police Clearance Certificate** is a certificate issued by the Criminal Record Centre of the South African Police Services pertaining the criminal record of an individual in South Africa.

This service is available to people who require confirmation on their criminal status for various reasons eg employment in the financial sector, emigration purposes or for working abroad. A certificate will be issued stating whether any criminal offences are recorded against the applicant. The taking of the fingerprints is performed at the nearest police station, prior to the analysis thereof and the issuing of the certificate.

### How To Apply For a Police Clearance Certificate (PCC)

**Conditions/Service Description:** The issuing of a Clearance Certificate is the sole responsibility of the SAPS Criminal Record Centre in Pretoria.

#### Process:

- The applicant must provide a full set of their fingerprints, preferable taken at their 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 ID document/passport must accompany the application. The applicant must present their Identity Document at the police station as proof of identity will be required.
- South African citizens living outside the Republic, 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.

The police station where the applicant applied will forward the complete application to the Criminal Record Centre.

**Cost:** This service is rendered at R59-00 per application payable by bank guaranteed cheques bankers draft or electronic payment into the South Africa Police Service account ( ABSA cheque account number 4054522787; Branch code 632005; Swift code ABSA ZAJJ) in the 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 should 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 who can make a telegraphic transfer and request that the relevant fees be paid into above mentioned

Bank account. Proof of payment must be sent to this office before the processing of the application will take place.

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 via courier service at their own expense. A Police Clearance Certificate can be reissued within six months of the original application yet an additional cost of R59-00 will be required. After six months of the date of the original application a new application must be submitted.

- [crc-nameclear@saps.org.za](mailto:crc-nameclear@saps.org.za)
- [crc.clientserv.sec@saps.org.za](mailto:crc.clientserv.sec@saps.org.za)
- [crc.client@saps.org.za](mailto:crc.client@saps.org.za)

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

Service Standard: The average time to render this service will take approximately Six (6) to Eight (8) weeks from the day that the complete application is received at the Pretoria Criminal Record Centre until the Clearance Certificate is issued.

Contact Tel: 012.351.1231/1232/1268/1269/1490/0033

---

**NOTICE 1502 OF 2006****SOUTH AFRICAN POLICE SERVICE : TARIFFS FOR EXTRA DEPARTMENTAL SERVICES**

The fingerprint services set out below, will be rendered by a company IDECO AFISwitch (Pty) Ltd on behalf of the South African Police Service from the date of publication of this Notice at the fees as indicated.

<b>SERVICE</b>	<b>FEE</b>
Pre-employment search	R 39.90
Corporate search	R 99.75
Behaviour search	R285.00

**NATIONAL COMMISSIONER : SOUTH AFRICAN POLICE SERVICE**

---