



THE STAFFING COMPANY

Criminal Records Checks for Foreign Nationals

These checks are required for all candidates that, at the time of recruitment, have been in the UK for less than six months. This includes all foreign nationals, and EEA citizens. If the candidate provides a foreign Police Check, it must be dated no more than three months prior to their leaving their home country. If the document is not in English, it must be accompanied by a certified translation.

All Police check documentation should be verified with the originator.

These checks should be carried out in addition to CRB checks; the former to obtain clearance for the period before the individual came to UK and the latter to cover the period since they arrived in UK.

You should assume that all applications will require full name, dob, current address and previous addresses in the country of origin. Where additional information is required it has been included in the info.

Albania: Applicants seeking a Criminal Record Certificate should contact the Albania Embassy at 2nd Floor, 24 Buckingham Gate, London SW1E 6LB (020 7828 8897)

Austria: Application forms can be found at <http://www.help.gv.at/documents/strafreg.pdf>

Australia: Police checks can be applied for through the Australian Federal Police website, www.afp.gov.au.

Belgium: Applications to the Service Federal de la Justice, Service du Casier Judiciaire Centre, Porte de Hal 5, Brussels. Alternatively assistance can be sought from the Belgian Embassy at 103 Eaton Square, London SW1W 9AB. 020 7470 3700

Bosnia and Herzegovina: Criminal Record Certificates can be obtained on request from the Police Headquarters in Banja Luka or Sarajevo. Assistance from the Embassy at 5-7 Lexham Gardens, London W8 5JJ 02073730867.

Canada: Information is available at http://www.rcmp-grc.gc.ca/crimrec/finger_e.htm
Fingerprints are required. The site suggests processing time is in excess of 120 days.

Colombia: Colombian citizens should contact Head of Identification Group of the Security Administrative Department, Cerrera 28 No. 17 A 00, Bogota DC, Colombia.

Cyprus: Any individual can apply to the Criminal Record Office at the Cyprus Police HQ in Nicosia to obtain a copy of his or her own criminal record. Application forms available at www.police.gov.cy/. A photocopy of the individual's passport or identity card must be submitted with the application. Cost £16. Applications processed on the day of receipt in Nicosia.

Czech Republic: An individual can apply for an extract of their criminal record at any of the regional public prosecutors offices within the Czech Republic or via the Embassy of the Czech Republic at 30 Kensington Palace Gardens, London W8 4QY. Further information available at <http://www.crb.gov.uk/Default.aspx?page=2322>

Denmark: The Danish police provide individuals with an extract from their Danish criminal record free of charge. These certificates are known as Penal Certificates. Applications must be made in writing requesting a 'Straffeattest' to Rigspolitehfen, Afdeling D, Kriminalregisteret, PO Box 93, 2650 Hvidovre, Denmark. Further information at <http://www.crb.gov.uk/Default.aspx?page=2323>

Estonia: Application forms obtainable at www.pol.ee Note that the site and application form are in Estonian. Completed form to be sent to Punishment Register, Estonian Police Board, Pagari 1, 15060 Tallinn, Estonia. If the punishment register is clear the certificate will be in English. If a criminal record is detected, the certificate will be in Estonian. Assistance from the Embassy, 16 Hyde Park Gate, London SW7 5DG. 0207589 3428.

Finland: Applications to the Oikeusrekisterikeskus on the form available at www.oikeus.fi/oikeusrekisterikeskus/18619.htm . Application must include Finnish ID Code. The individual must specify the reason for the request and the applicant must sign the form. Further information at <http://www.crb.gov.uk/Default.aspx?page=2324>

France: French nationals must apply on line at www.cjn.justice.gouv.fr/cjn/be/eje20. There is no charge. Alternatively a form can be requested at cjn@justice.gouv.fr which can then be completed by the applicant and posted. Online applications get priority. Further details available at <http://www.crb.gov.uk/Default.aspx?page=2325>

Germany: The Federal Central Register issues 'Certificates of Good Conduct' at the request of the individual. There is no application form but the request is best made through German Embassy who will confirm the identity of the individual having seen the necessary documentation. Further details available at: <http://www.crb.gov.uk/Default.aspx?page=2326>

Ghana: Applicants should contact Passport and Immigration Section, Ghana High Commission, 104 Highgate Hill, London N6 5HE (020 8342 7555) (e-mail enquiries@ghana-com.co.uk) to obtain an application form. The form together with fingerprints and photograph (and fee) and then sent to Accra and if suitable a Police Clearance Certificate will be issued to the applicant.

Greece: Applicants should contact the Ministry of Justice, Criminal Records Department, 96 Messoghion Street, 115 27 Athens. Alternatively assistance could be sought from the Embassy of Greece, 1A Holland Park, London W11 3TP. 02072216467 (www.greekembassy.org.uk).

Hungary: The Interior Ministry of the Republic of Hungary will provide criminal record certificates to individuals. An individual living in UK can obtain an application form from the Hungarian Consulate at 35 Eaton Place, London SW1X 8BY (0207 235 5218). Applicants applying in person should take a valid passport as proof of their identity. Postal applications must include a photocopy of the individuals passport. Cost £24 payable by postal order.

India: Applicants should contact the local police station for the area where they have lived. Assistance can be sought from the High Commission of India. India House, Aldwych, London WC2B 4NA 02078368484 or www.hcilondon.net

Italy: CRB equivalent is the Penal Certificate, which must be requested from the Castellario (criminal records office) nearest to the individual's last place of residence in Italy. Requests must be made in writing and include, parents' particulars (name, address and dob). Payment (3.10 Euro at the time of writing) must be made by postal order made payable to "Ufficio locale del casellario guidiziale presso ill tribunale di (name of location)" No website address available.

Jamaica: Police records (Criminal Clearance Certificate) should be obtained by the individual. They need to get fingerprinted by their local Police or Scotland Yard both of whom will provide the service. The fingerprints then need to be notarised by the Jamaican High Commission – www.jhcuk.com . They then need to be sent with a covering letter stating date they left Jamaica and last address in Jamaica, why the police record is required and where the police record is to be sent accompanied by a copy of passport and photographs and postal order for £20 to Jamaica Constabulary Force, Records and Identifications Division, 34 Duke Street, Kingston, Jamaica W.I.

Latvia: Certificates of good conduct can be obtained via the Embassy of the Republic of Latvia at 45 Nottingham Place, London W1U 5LR. Application forms obtainable at the same address. Cost approx £3 but certificates will be issued in Latvian and translation costs a further £2. There is also an unspecified consular fee for applicants applying in the UK. The certificate will show current criminal convictions; individuals must specifically request information, which may have been deleted from the record. Further info at <http://www.crb.gov.uk/Default.aspx?page=2556>

Malaysia & Singapore: The Royal Malaysian Police issue Letters of Good Conduct however it must be noted that if there is a criminal conviction, the actual details such as the type of crime involved are not disclosed. Applications must be made through the High Commission of Malaysia, 45 Belgrave Square, London SW1X 8QT (020 7235 8033.) who will forward the completed application to Kuala Lumpur and in all may take up to 6 months. The application requires 2 passport photographs, 2 photocopies of identity card and 2 photocopies of passport.

Malta: Individuals can apply for a copy of their own Conduct Certificate by writing to The Commissioner of Police, Malta Police Force, Police Headquarters, Floriana CMR 02 Malta. They will need to provide parents names, mother's maiden name, in the case of a married women her husband's name and her maiden name. In addition an authenticated (by a Notary Public) photocopy of their passport must be included. Further details at <http://www.crb.gov.uk/Default.aspx?page=2558>

Netherlands: Certificates of Good Conduct are available from Netherlands Ministry of Justice. Applications must be made in writing and signed by the individual requesting the certificate. The application must specify the job details and the employer's thoughts on the potential risks associated with the post. Applications must go to Ministerie van Justitie, Dienst Justis, Afdeling COVOG, Postbus 16115, 2500 BC Den Haagm, together with a good quality photocopy of a passport or Euro ID card (not driving licence). Further info at www.justitie.nl/themas/vog

New Zealand: Individuals are able to obtain a copy of their own criminal records free of charge from the NZ Ministry of Justice. Forms are available from www.justice.govt.nz/privacy Applications must be accompanied by good quality photocopies of Passport and Driving Licence.

Pakistan: Criminal Record Certificates or Certificates of Good Behaviour can be obtained from the Pakistan High Commission in London who will forward any application to the relevant authorities in Pakistan. Contact the Pakistan High Commission 35-36 Lowndes Square, London SW1X 9JN (02076649200) for further help and information. E-mail informationdivision@highcommission-uk.gov.pk

Philippines: Before a Filipino worker is issued with an entry visa to the UK, they must be in position of a valid UK work permit and to receive a work permit the individual must be issued with a certificate from the Philippine Overseas Employment Agency which includes a National Bureau of Investigation clearance certificate in the process. In theory therefore a Filipino worker should be in possession of a clearance certificate from the Philippines which they will be able to provide. If further clarification is required an application form can be obtained from the Embassy of the Republic of the Philippines, 9a Palace Green, London W8 4QE (020 7937 1600 x235). A full set of fingerprints will be required and the Embassy is able to provide that service for a fee. Further info <http://www.crb.gov.uk/Default.aspx?page=2566>

Poland: Individuals can obtain copies of their own criminal records. Forms available from www.ms.gov.pl/ The Polish system deletes records of convictions after 10 years if there have been no further convictions – there do not appear to be any exceptions to that rule.

Portugal: It is possible to obtain criminal record certificates from the Criminal Identification Services Directorate. It is quite a complex process and is best initiated through the Portuguese Embassy at 11 Belgrave Square, London SW1X 8PP (020 7235 5351).

Republic of Ireland: Individuals are able to obtain a copy of their own criminal record. Requests in writing to Inspector in Charge, Garda Central Vetting Unit, Racecourse Road, Thurles, Co. Tipperary. Cheques (6.35 Euro at the time of writing) made payable to Department of Justice'

Romania: Criminal record certificate can be obtained from the General Inspectorate of the Romanian Police in Bucharest. You should seek assistance from the Embassy of Romania, Arundel House, 4 Palace Green, London W8 4QD (020 7937 9666)

Russia: Applicants should go to the legalisation Department at the Russian Consulate and present their original Russian passport. The Consulate will initiate the search on behalf of the applicants by sending the request back to Russia who will reply in 4-6 months. There is a fee for this service. The Certificate will be returned in Russian and the Consulate will translate it for a fee. Consulate of the Russian Federation, 5 Kensington Palace Gardens, London W8 4QS.

Serbia and Montenegro: Applications have to be made to the main police station in the previous place of residence. Help can be obtained from the Embassy of Serbia and Montenegro, 25 Belgrave Square, London SW1X 8QB (020 7235 9049).

Singapore: See Malaysia.

Slovakia: Certificates can be obtained from the General Prosecutor's Office of the Slovak Republic. Applications must include a Slovak identity card. Contact Register Trestov, Generálna Prokuratúra, Kvetná 13, 814 21 Bratislava 1, Slovakia. Alternatively seek help from Embassy of the Slovak Republic, 25 Kensington Palace Gardens, London W8 4QY (020 7313 6470).

South Africa: South Africa Police Clearance Certificates are available through the South Africa High Commission. Details available at http://www.southafricahouse.com/OS_Administration.htm or telephone 020 7451 7299.

Spain: The Spanish authorities provide, on application, extracts of criminal records to the individual to which the record relates. The extracts detail only those convictions considered 'unspent' under the Spanish equivalent of ROA. Applications can only be made in Spain but it is possible for the individual to authorise a member of their family or a professional person (lawyer, doctor etc) to apply on their behalf and they should contact their Spanish Consulate for advice – Spanish Embassy, Consular Section, 20 Draycott Place, London SW3 2RZ. Applications must be submitted in English and Spanish with the original passport, full birth certificate and other details. Further details at <http://www.crb.gov.uk/Default.aspx?page=2563>

Sweden: Police checks can be applied for through www.polisen.se/. Click on the UK flag and "register extract". The form then needs to be sent in the post to the address provided. You will need the individuals Swedish National Registration Number. The Swedish system deletes convictions from their records after 5 years for a minor offence and 10 years for other offences.

Switzerland: Criminal Record Certificates can be obtained from the Swiss Criminal Records Office. Application forms must be requested in writing from the Federal Office of Justice, Bundesrain 20, 3003 Berne, Switzerland.

Turkey: Requests should be made to the Consulate General in London who will contact Turkey and undertake a criminal history check. The Consulate will verify the information before returning an English translated document. There is a charge for this service. Consulate General for the Republic of Turkey, Rutland Lodge, Rutland Gardens, London SW7 1BW (020 7591 6900) or turkishconsulate@btconnect.com

For any other countries not listed here, please contact the country concerned, probably via their UK embassy. Please pass on any procedures for these countries to tim.stiff@ambition24hours.co.uk so that we can this list update.