



South African Police Service

Suid-Afrikaanse Polisie

Private Bag: X308, PRETORIA, 0001

Fax No: 012 393 3785

Privaatsak

Faks No:

Your reference/U verwysing:

DEPUTY NATIONAL COMMISSIONER

My reference/My verwysing: 25/3/1

CRIME DETECTION

Enquiries/Navrae: Major General LA Mangale

PRETORIA

Tel: 012 393 3604

0001

- A. ALL DIVISIONAL COMMISSIONERS
- B. ALL PROVINCIAL COMMISSIONERS
- C. All Heads
HEAD OFFICE
- D. ALL DEPUTY NATIONAL COMMISSIONERS
- E. The Head
DIRECTORATE FOR PRIORITY CRIME INVESTIGATIONS
- F. THE NATIONAL COMMISSIONER
- G. The Chief of Staff
MINISTER OF POLICE

SERVICES RENDERED BY THE SOUTH AFRICAN POLICE SERVICE: CRIMINAL RECORD AND CRIME SCENE MANAGEMENT: POLICE CLEARANCE REPORTS (PCR) AND POLICE CLEARANCE CERTIFICATES (PCC)

- A-C1. The purpose of this correspondence is to clarify the process to be followed in order for the Criminal Record and Crime Scene Management (CR and CSM) of Division Forensic Services to issue a Police Clearance Certificates (PCC) and Police Clearance Report (PCR)
- 2. A Police Clearance Certificate (PCC) is a document (SAPS365) issued by the Criminal Record and Crime Scene Management (CR and CSM) in Pretoria stating whether or not any criminal convictions have been recorded against an individual. This service is available to people who require confirmation of their criminal status for emigration purposes or for travel or employment abroad.

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3. The issuing of a police clearance certificate (PCC) is the sole responsibility of the CR and CSM in Pretoria. The applicant must provide the following documents:
 - 3.1 A full set of his/her fingerprints on a SAPS91(a) when living in South Africa. The fingerprints must be taken by the South African Police Service. Persons living outside South Africa, may apply at any police station in that country or at the South African Embassy. Fingerprints must be taken on the official fingerprint forms of the applicable country or, if available, on the SAPS 91(a) fingerprint enquiry form.
 - 3.2 An application form must be duly completed (See annexure A). The application form is available on the SAPS Website www.saps.gov.za.
 - 3.3 A certified copy of the applicant's ID document or passport. The applicant must present his/her identity document/passport at the police station, as proof of identity will be required.
 - 3.4 Proof of payment. The prescribed fee is published annually under reference 25/3/1 and is currently R114 (one hundred and fourteen rand) per certificate. The required non-refundable tariff is payable in cash at the nearest police station or electronically into the South African Police Service account in favour of the National Commissioner of the South African Police Service. The banking details are as follow: ABSA cheque account number 4054522787, Branch code 632005, Swift code ABSA ZAJJ. In the case of an electronic payment, the letters "PCC" followed by the initials and surname of the applicant, must be indicated as reference.
 - 3.5 Should a maiden surname and/or other surnames be required on a Police Clearance Certificate, mention must be made thereof in the application and documentary proof of the maiden surname and/or other surnames (for example certified copy of marriage certificate) must be attached.
4. Applicants living abroad may forward the application and required documents directly to the CR&CSM for processing. Applications received from abroad will not be returned to the applicant. The applicant must monitor progress via the SAPS website and upon completion arrange for collection as indicated on the application form. For security purposes the certificate will only be handed over to the person nominated by the applicant or chosen courier service. Note that certificates not collected within three months after finalization will be destroyed.
5. Applicants living in South Africa may, at no additional costs to the applicant, request the police station to forward the applications to the CR & CSM in Pretoria. The applicant may also in person deliver the application to the CR & CSM in Pretoria or use the service of a postal or courier company, at his or her own cost. For security purposes the certificate will upon completion only be handed over to the applicant or person nominated by the applicant or chosen courier service as indicated on the application form. Where the applicant requested the certificate to be returned to the police station, the responsible person at the SAPS station must ensure that the certificate is handed over to the applicant in person. Proof of identity must be presented when the certificate is collected. Note that certificates not collected within three (3) months after finalization will be destroyed.

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6. The address particulars are:

POSTAL ADDRESS

The Head: South African Criminal Record and Crime Scene Management (*For attention: Police Clearance Certificates*)
Private Bag X308
0001 Pretoria
SOUTH AFRICA

PHYSICAL ADDRESS

The Head: 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

7. If the applicant provided his/her cell phone number (currently only available in South Africa) on the application for a police clearance certificate, he/she will be provided with an SMS acknowledging receipt of the application and the reference number allocated to his/her certificate. A follow-up SMS will be sent upon completion of the application. While the application is being processed, the applicant can establish the progress with the status of the application by enquiring on the SAPS's website www.saps.gov.za (click on the *Certificates* icon).
8. Incomplete applications will not be processed and an SMS will be send to the applicant in this regard.
9. For security purposes no copies of fingerprints or scanned versions of fingerprints will be processed by this office. Completed certificates will also not be scanned and e-mailed to applicants.
10. Finalization of applications take approximately 15 working days from the date when all required documents are received at the Criminal Record and Crime Scene Management. This time frame exclude postal time. Applicants should therefore apply well in advance.
11. Please note that when an applicant was identified as 'Wanted' by the South African Police Service, a police clearance certificate will NOT be issued. The police station will be informed and has the responsibility to secure a warrant of arrest from the police station which circulated the wanted person and arrest the person.
12. A Police Clearance Report (PCR) is available to people who require confirmation of their criminal status for the purpose of expungement of a criminal record. This report can be issued by any Local Criminal Record Centre (LCRC) of the Criminal Record and Crime Scene Management in South Africa. The prescribed fee is published annually under reference 25/3/1 and is currently

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R56.00 (fifty six rand) per report. The Police Clearance Report (PCR) issued for the purpose of applying for expungement must be handed to the applicant in person upon collection. Proof of identity must be presented when the report is collected.

13. A Police Clearance Report (PCR) may also be issued at no cost on request of a Government Department or Public entity for the purpose of recruitment, appointment, vetting or promotion within the Government Department or Public entity. This service is provided by any LCRC of the Criminal Record and Crime Scene Management in South Africa. Please note that the request must be received from the applicable department or public entity under an official covering letter clearly displaying the name of the department or public entity, purpose of the request and detail of the applicant. The Police Clearance Report (PCR) must be handed over only to the applicable Government Department or public entity to ensure protection of personal information as dictated to by the provisions of the Protection of Personal Information Act, 2013 (Act no 4 of 2013).
14. The Division Forensic Services does not provide any services relating to previous convictions (criminal records) based on name, surname and identity number of a person. Therefor members of the SAPS are cautioned not to disclose any previous conviction and or fingerprint related information based on name, surname and identity number requests. The Criminal Law (Forensic Procedure) Amendment Act, 2010 (Act no 6 of 2010), **strictly prohibit** the disclosure of such information based on name, surname and identity number and may under **no circumstances** be furnished by any employee of the South African Police Service for any purpose other than for investigation or intelligence gathering.

D-G 1. For your information respectively.

Regards



**LIEUTENANT GENERAL
DEPUTY NATIONAL COMMISSIONER: CRIME DETECTION
LJ TSUMANE**

Date: 2019.07.19