



**ROYAL CAYMAN ISLANDS POLICE SERVICE  
CRIMINAL RECORDS OFFICE**

**APPLICATION FOR A POLICE CLEARANCE CERTIFICATE**

FIRST NAME: \_\_\_\_\_ MIDDLE NAME (S):  
\_\_\_\_\_

SURNAME (S):  
\_\_\_\_\_

MAIDEN NAME:  
\_\_\_\_\_

NAME CHANGE BY DEED POLL/ADOPTION/MARRIAGE:  
\_\_\_\_\_  
\_\_\_\_\_

A.K.A, ALIASES OR NICKNAMES:  
\_\_\_\_\_

DATE OF BIRTH: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
                          DD   MM   YR

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I WISH TO APPLY FOR A POLICE CLEARANCE CERTIFICATE FOR THE FOLLOWING PURPOSES:

1. EMPLOYMENT   **YES / NO**
  2. VISA / JAMAICA   **YES / NO**
  3. VISA / U.S.A.   **YES / NO**
  4. OTHER
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- A) WERE YOU EVER ARRESTED IN THE CAYMAN ISLANDS? **YES / NO**
- B) WERE YOU EVER CONVICTED OF A CRIMINAL OFFENCE IN THE CAYMAN ISLANDS? **YES / NO**
- C) IF YES, WHAT OFFENCE (S)?  
\_\_\_\_\_

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D) DATE OF ARRIVAL AND DEPARTURE: (PERIOD OF WORK PERMIT OR CONTRACT)

ARRIVAL: \_\_\_\_\_ DEPARTURE:  
\_\_\_\_\_

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**DECLARATION**

I HEREBY DECLARE THAT ALL THE ABOVE INFORMATION IS TRUE. I UNDERSTAND THAT I MAY BE CRIMINALLY LIABLE IF I HAVE MADE A FALSE OR MISLEADING STATEMENT OR OMITTED FROM THE APPLICATION ANY OTHER RELEVANT INFORMATION KNOWINGLY TO PERVERT THE COURSE OF JUSTICE.

APPLICANT'S SIGNATURE:

\_\_\_\_\_

DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ CONTACT NUMBER (S): (W) \_\_\_\_\_ (C)

\_\_\_\_\_  
DD MM YR

The steps in applying for a Police Record in Jamaica.

- 1) You must apply in person at:
  - Ministry of National Security
  - Ground Floor, North Tower, NCB Towers
  - 2 Oxford Road, Kingston 5
  - Jamaica
  - Office hours: Monday to Thursday - 7:30am to 3:00pm
  - Friday – 7:30am to 2:30pm
  
- 2) You will need to present:
  - a. your valid passport (for travelling purposes) OR driver's license or National ID (for other local purposes).
  - b. two identical passport sized pictures
  - c. Taxpayer Registration Numbers (TRN) card
  - d. Pay the application fee of J\$2000 (Express = 5 working days) OR J\$1000 (Regular = 21 working days)
  
- 3) After paying the relevant fee, you will be issued a Receipt, which you are required to present at:
  - Criminal Records Office (CRO)
  - 34 Duke Street, Kingston
  - Jamaica
  
- 4) At the CRO, there will be fingerprinting and further processing.
  
- 5) You will then return, (based on the application fee) for collection of the Police Record.

**NB:** All persons collecting a Police Record on behalf of an applicant must present a letter of authorization from the applicant along with the applicant's receipt and a valid ID.



ADDITIONAL DOCUMENTATION REQUIRED:

If you are processing as any of the following visa classes please submit the documentation listed below: IR5; F4.

Original Birth Certificates from the petitioner must be provided to the National Visa Center. If this document is not submitted, this will result in a delay in the processing of your visa.