



**Police Clearance Instructions**

All applicants who are 16 years old and older require a police certificate from their country of nationality or current residence if they have resided there for more than 6 months. They also require a police certificate from any other country they may have resided in for more than 12 months, unless the country is specifically excluded from this requirement by the US States Department.

**1. Residents of Fiji:**

Applicants who require a police clearance must complete the attached form and present it at the Central Police Station in Suva or if you reside outside of Suva, at the main police station in your town. The Fiji Police will forward the police certificates directly to the Embassy.

Police clearances must be requested at least 21 days before the interview. Please note that police clearances requested from police stations outside of Suva will take longer to process. Failure to request a police clearance in a timely manner will cause a delay in the approval and issuance of a visa.

Applicants must submit the attached form at the appropriate police station in person with their passports, a copy of their birth certificate and the relevant fees so that their fingerprints can be taken. Fees charged by the Police Department are to be paid by the applicant requesting the clearance.

Police clearances are valid for 1 year and **must** be re-done once they have expired.

**2. Residents of French Polynesia, Kiribati, Nauru, New Caledonia, Tonga, Tuvalu:**

Police clearances may be obtained through application from the Commissioner of Police in the country or territory concerned. Applicants must bring the certificate with them when they come to Suva, Fiji for their visa interview.

### **3. Instructions for Obtaining Australian Police Clearance**

When applying for a police certificate from outside Australia, fees should be made payable to the appropriate federal or state police headquarters in the form of an international bank check in Australian dollars only.

Applicants must go to a local police station in their country of residence, acquire a certified fingerprint form, and send this with an official request to:

City Police Station  
London Circuit  
Canberra, Act 2601

Applicants who live overseas should refer requests to the Australian Federal Police using the forms on the AFP website [www.afp.gov.au](http://www.afp.gov.au) or via e-mail at [vetting@afp.gov.au](mailto:vetting@afp.gov.au).

### **4. Instructions for Obtaining New Zealand Police Clearance**

Overseas applicants should contact the U.S. consular office processing their cases to obtain a form authorizing release of police information. The authorization form should be completed, signed and returned to the Consulate or Embassy processing their visa case, who will then forward the request to the U.S. consul in Auckland for forwarding to the New Zealand police. The completed clearance will be returned to the requesting consular post, not to the applicant.

**NOTE:** New Zealand Police Headquarters will not accept requests for police certificates/records directly from individuals.



Embassy of the United States of America

PO Box 218

31 Loftus Street

Suva

FIJI

Case Number: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_

**YOU MUST SUBMIT YOUR PASSPORT WITH THIS FORM**

Criminal Records Office  
Fiji Police  
Police Headquarters  
Suva or Lautoka

Sir:

I would appreciate it if you could inform the Embassy as to whether or not your office possesses any security or criminal record on the following named person who has applied for a visa to enter the United States:

Full Name (aliases, if any):

Date of Birth:

Place of Birth:

Male  Female

Height:

Colour of Eyes:

Colour of Hair:

Passport No:

Date of Issue:

Place of Issue:

Present Residential Address:

Present Business Address:

Last Residential Address in Fiji:

Last Business Address in Fiji:

Father's Name:

Mother's Name

Spouse's Name:

Space is provided below for your convenience in furnishing the required information. If applicable, the details of any record may be entered on the reverse.

Your cooperation and assistance in this matter is greatly appreciated.

American Embassy  
Suva, Fiji

PKT-3 SUV

10APR2000



Embassy of the United States of America  
PO Box 218  
31 Loftus Street  
Suva  
FIJI

## POLICE CERTIFICATES

All applicants 16 years of age and over require a police certificate from his or her country of nationality or current residence if living there more than six months (6 months), and from any other country if residence was for more than one year (12 months), unless the country is specifically excluded from this requirement by the U.S. State Department.

### **1. Residents of Tonga, French Polynesia, New Caledonia, Wallis and Futuna, Tuvalu, Nauru:**

Police certificates may be obtained through application to the Commissioner of Police in the country or territory concerned. Applicants must bring the certificates with them when they come to Suva, Fiji Islands for their visa interview.

### **2. Residents of the Fiji Islands:**

Applicants requiring police certificates must complete the attached form(s) and present them to any police station in Fiji (not including police posts). The Fiji Police will forward the police certificates to this Embassy directly.

Applicants must request the police certificate at least fifteen (15) working days in advance of the visa interview so that the Embassy will have it on the interview date. Police certificates requested from police stations other than the Central Police Station in Suva would take longer. Failure to request the police certificate in a timely manner will cause a delay in the approval and issuance of your visa.

Applicants must submit the attached form(s) at the appropriate police station in person, with their passports, so that their fingerprints may be taken.

**3. PLEASE NOTE** that any fees charged by the police authorities for police certificates are to be paid by the applicant.

**4. Validity:** All Police Certificates are valid for one year and must be re-done once they have expired.

PKT-3 SUV  
10APR2000

# U.S. IMMIGRATION & NATURALIZATION SERVICE

## COLOR PHOTOGRAPH SPECIFICATIONS

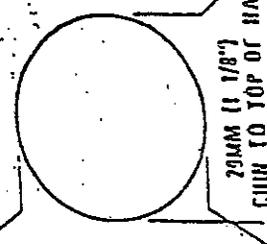
FOR IMMIGRANT VISAS

← SAMPLE PHOTOGRAPH

HEAD SIZE (INCLUDING HAIR) MUST FIT INSIDE OVAL →

22MM (7/8") HEAD WIDTH

29MM (1 1/8")  
HIGH TO TOP OF HAIR



• PHOTOGRAPH MUST SHOW THE SUBJECT IN A FRONTAL PORTRAIT AS SHOWN ABOVE

• RIGHT EAR MUST BE EXPOSED IN PHOTOGRAPH FOR ALL APPLICANTS, HATS MUST NOT BE WORN

• PHOTOGRAPH OUTER DIMENSION MUST BE LARGER THAN 1 1/4" x 1 1/4", BUT HEAD SIZE (INCLUDING HAIR) MUST FIT WITHIN THE ILLUSTRATED OVAL (OUTER DIMENSION DOES NOT INCLUDE BORDER IF ONE IS USED)

• PHOTOGRAPH MUST BE COLOR WITH A WHITE BACKGROUND EQUAL IN REFLECTANCE TO BOND TYPING PAPER

• SURFACE OF THE PHOTOGRAPH MUST BE GLOSSY

• PHOTOGRAPH MUST NOT BE STAINED, CRACKED, OR MUTILATED, AND MUST LIE FLAT

• PHOTOGRAPHIC IMAGE MUST BE SHARP AND CORRECTLY EXPOSED, PHOTOGRAPH MUST BE UN-RETOUCHED

• PHOTOGRAPH MUST NOT BE PASTED ON CARDS OR MOUNTED IN ANY WAY

• THREE (3) PHOTOGRAPHS OF EVERY APPLICANT, REGARDLESS OF AGE, MUST BE SUBMITTED

• PHOTOGRAPHS MUST BE TAKEN WITHIN THIRTY (30) DAYS OF APPLICATION DATE

• SNAPSHOTS, GROUP PICTURES, OR FULL LENGTH PORTRAITS WILL NOT BE ACCEPTED

• USING CRAYON OR FELT PEN, TO AVOID MUTILATION OF THE PHOTOGRAPHS, LIGHTLY PRINT YOUR NAME (AND ALIEN REGISTRATION RECEIPT NUMBER IF KNOWN) ON THE BACK OF ALL PHOTOGRAPHS.

• IMPORTANT NOTE - FAILURE TO SUBMIT PHOTOGRAPHS IN COMPLIANCE WITH THESE SPECIFICATIONS WILL DELAY THE PROCESSING OF YOUR APPLICATION

### SAMPLES OF UNACCEPTABLE PHOTOGRAPHS



FACING WRONG WAY



HEAD SIZE TOO LARGE



HEAD SIZE TOO SMALL



DARK BACKGROUND



TOO DARK



TOO LIGHT