

## PROCEDURE FOR OBTAINING A POLICE CERTIFICATE IN ST. KITTS AND NEVIS

### 1. REQUIRED DOCUMENTS

#### *For self-collection (applicant collecting the certificate in person):*

- **Valid Passport:** Present your valid passport. Alternatively:
- **Government-Issued Photo ID and Birth Certificate:** Present your original government-issued photo ID along with your original birth certificate.

#### *For collection by a representative:*

- **Notarized Copy of Passport Bio Page:** If you are not collecting the certificate yourself, provide a notarized copy of your valid passport bio page. Alternatively:
- **Government-Issued Photo ID and Birth Certificate:** Submit a notarized copy of your government-issued photo ID and birth certificate.

#### *For overseas applicants without a representative:*

- Submit your application, required notarized documents and prepaid return postage to the Criminal Records Office via **FedEx or DHL**. Ensure that the return postage covers the shipment of the Police Certificate back to your address.

#### *For non-nationals overseas:*

- **Certified Passport Copy:** A certified copy of the bio-data page of a valid passport.
- **Visa or Work Permit:** A copy of the last student visa or work permit placed in your passport.
- **Letter from Institution:** A letter from the school you previously attended while residing on the island.
- **Fingerprint Record:** A set of ten fingerprints taken at your local police station.
- **Payment:**
- A \$10 stamp for the Police Certificate fee or \$4.00 USD equivalent.
- If someone on the island can provide the stamp, cash payments are not required.

#### *Submission instructions:*

Send documents via DHL or FedEx. Ensure that you include payment for a return airway bill to facilitate the return of your documents. Send to: Criminal Records Office, Police Training Complex, Ponds Pasture, Basseterre, St. Kitts.

**2. AUTHORIZATION (if a representative is collecting)**

- If someone else is collecting the police certificate on your behalf, you must provide a **notarized letter of authorization** clearly stating the name of the person you are authorizing to collect the certificate. (The person must present their photo ID.)

**3. APPLICATION SUBMISSION**

- Submit the required documents, stamps, and, if applicable, the notarized authorization letter to the Criminal Records Office.

**4. FEES**

- Ensure you have EC\$10 in stamps to submit with your application.
- If you are submitting via post, send managers cheque for US\$4, payable to Accountant General.

**5. PROCESSING TIME**

- The Officer on duty will inform you of the estimated processing time for the Police Certificate.