

Process for obtaining your South African Police Clearance Certificate

The first step to obtaining your SA police clearance certificate is to visit your nearest SA Police Station and let an official know that you wish to apply for your SA PCC.

The official will then guide you to the relevant department within the SAPS. You will be required to complete a short application form, as well as pay a fee of exactly ZAR 150.00, payable in cash only and the exact amount only. Only selected police station accepts cash and the payment is now preferred to be made **up front via electronic payment**.

In the case of an electronic payment, the initials and surname of the applicant must be indicated as the reference. The letters PCC must be added as reference, which will indicate that the payment is for a Police Clearance Certificate (PCC). **Proof of payment must accompany your application** on your visit to the police station.

The electronic payment should be made to the following account:

Name of Bank: **ABSA BANK**
Branch code: **632005**
Account number: **4054522787**
Type of account: **Cheque account**

Thereafter the official will take your fingerprints and issue you with your completed SA PCC application. You then have the option of having it sent via SA Post Office or doing it yourself via courier. You should **never let the Police Station send the application via SAPO, always use courier**, as it is a much quicker delivery method, and you otherwise run the risk of your application being lost in the mail.

We recommend *Citisprint Couriers* or *PostNet*, as their service are well priced and reliable.

The contact details for **PostNet Couriers** are as follows: +27 12 320 4346 – ptacbd@postnet.co.za.

The contact details for **Citisprint Couriers** are as follows: +27 21 511 3105– citisaes@citisprint.co.za.

PostNet has a service of R99 one-way from any of its country-wide branches to the **Pretoria CBD** one. However, due to the Corona related restrictions to get into the building and longer queues for the messenger we have noted recent fees of R450 one-way.

The courier will collect your application from your address at a fee of around ZAR 150.00, **cash on collection**, and deliver it to the SA Criminal Records Centre in Pretoria. Should there be any confusion, their address is: SAPS, 271 Francis Baard St, Bothongo Plaza West Building 1st Floor, Room 14, Client Service Centre, Pretoria 001.

Thereafter it is possible to track your SA Police Clearance application by visiting www.saps.gov.za/services/certificate.php, by calling the SA Criminal Records Centre on 021 393 3928, emailing crc-nameclear@saps.gov.za.

Once your application is complete, *Citisprint* will collect and deliver to your address for a fee of ZAR 150.00, **cash on delivery**.

For **international applications** we can send you the official SAPS form, with which you can go to your local police station in order to get your fingerprints taken. Then you would courier the application to **Postnet Pretoria CBD** (not to SAPS directly!) and they would send it back to you after collection via DHL.

Please note, should you submit your application in South Africa, the South African Police Clearance Certificate must be applied for at VFS on the day of submission. They offer this service at a fee of R185.00 per application.

Above information correct as at 10th of December 2020.