

## 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 96.00, payable in **cash only, and the exact amount only**.

Thereafter the official will take your fingerprints and issue you with a proof of payment as well as 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 have it sent via the Police Station, always use courier**, as it is a much quicker delivery method, and you run the risk of your application being lost in the mail.

We also recommend *Citisprint Couriers*, as their service is well priced and reliable. The contact details for **Citisprint Couriers** are as follows: Thandiwe, 021 511 3105 – [crc3@citisprint.co.za](mailto:crc3@citisprint.co.za)

Citisprint will collect your application from your address at a fee of ZAR 140.00, **cash on collection**, and deliver it to the SA Criminal Records Centre in Pretoria. Should there be any confusion, their address is:

271 Francis Baard Str  
Bothongo Plaza West Building  
1<sup>st</sup> Floor, Room 14  
Client Service Centre  
Pretoria  
0001

Thereafter it is possible to track your SA Police Clearance application by visiting [www.saps.gov.za/services/certificate.php](http://www.saps.gov.za/services/certificate.php), by calling the SA Criminal Records Centre on 021 393 3928, emailing [crc-nameclear@saps.gov.za](mailto:crc-nameclear@saps.gov.za), or by calling Citisprint directly on the number above. Once your application is complete, Citisprint will collect and deliver to your address for a fee of ZAR 140.00, **cash on delivery**.

Above information correct as at 27<sup>th</sup> January 2016.