

How to Obtain a Police Certificate

A police certificate, also known as a police record, is a document issued by the Criminal Records Office, which displays a person's criminal history. There are two types of police records: 1) Local Police Record 2) Overseas Police Record.

Local Police Records

Local police records are usually issued to persons who want to prove that they are of satisfactory character and that they fit particular criterion. These are required of employees by their employer, for sensitive job positions, or by foreign embassies for the issuing of visas.

Overseas Police Records

Overseas police records are normally issued to foreign government agencies who request information about a person's record both locally and overseas. Like a local police record, overseas police records provide information on a person's criminal history, but also include records of overseas convictions.

Applying for a Police Record

In applying for a police certificate, the applicant must first pay the prescribed fee of three thousand dollars (\$3000 JMD) for regular 21 day processing or six thousand dollars (\$6000 JMD) for the 5 day express service. Payment may be made at any of the tax offices island-wide. In order to obtain a local police record for travelling you will need:

- Your valid passport
- Taxpayer Registration Number
- Two passport-sized Photographs
- Receipt of payment from any tax office island-wide.

To obtain a local police record for other purposes you will need:

- Valid identification (driver's licence, passport or national ID)
- Taxpayer Registration Number
- Receipt of payment from any tax office island-wide.

After payment of the prescribed fee the applicant must visit one of the processing offices which can be found at the following locations;

34 Duke Street, Kingston. Contact # 1876-922-0125/ 3221