

POLICE CLEARANCE CERTIFICATE

Dear Client,

Thank you for your inquiry for obtaining a South African Police Clearance on your behalf.

We can assist you even if you are outside of South Africa.

Reprints of Police Clearance: Up to now re-prints could be obtained within 2 to 3 working days of Police Clearance Certificates within 6 months from the initial issue. This certificate was issued without running the fingerprints through the criminal Data Base. Unfortunately this practice has been stopped by the SAPS with immediate effect. The result is that an applicant must submit fingerprints with every application. We foresee that this new directive might place a burden on the available resources and may influence the lead time of 15 to 20 work days negatively.

To facilitate this new directive we have made the following decision:

- i) Unless the client instructs us not to – electronic fingerprints will be kept for 12 months on our system for re-prints.
- ii) We suggest that clients apply for a second copy with their applications which we will do at an additional cost of R 258-00 this choice must be clearly indicated on the client sheet.

South African Police Clearance Certificates are official documents issued by the Criminal Record Centre of the South African Police Service.

IN ESSANCE – ALL YOU NEED TO KNOW

- a) Obtain a set of fingerprints – good quality.
 - In South Africa from the SAPS.
 - International from Local Police, Fingerprint Taker or SA Embassy.
- b) Scan the following to us. info@gmtm.co.za
 - Fingerprints.
 - If taken in RSA and R 114 to SAPS receipt.
 - ID or Passport.
 - Copy of Marriage Certificate if married and maiden name must be included.
 - Client Sheet
- c) We will process:
 - Police Clearance fee excluding SAPS fingerprint fee of R 114 = R 575 (Lead Time 15 to 20 work days).
 - Police Clearance fee including SAPS fingerprint fee of R 114 = R 689 (Lead Time 15 to 20 work days).
 - Expedited Police Clearance Certificate R 2495 per application (Deposit R 1379 and Balance if obtained in 7 work days. – this excludes clients with prior convictions)
 - Scanned fingerprints preparation fee R 96 (Only if we can use the scanned prints - otherwise documents don't have to be couriered to us.)
 - Second copy can be obtained at R 258 per certificate.
 - Courier fee door to door in South Africa by our preferred courier's R 150.
 - Courier fee door to door **International** by our preferred courier's R 675
 - Additional Fees:
 - ** Payment by Credit Card 6% of fee.
 - ** Forex fees if payment is from outside South Africa R 325 per payment.
 - Apostille or Attestation can be undertaken at an additional Fee
- d) Payment:
 - No payment before you send the application.
 - On receipt of the application we will send an invoice.

e) Re-prints: With Immediate effect re-prints on issued certificates cannot be obtained any more.

f) New Trial Service:

We have introduced a new trial service where we do the fingerprints at either our office or at our premises. The demand will determine the continuation of the service.

Pricing is as follow:

- Fingerprints done at GMTM Offices R 1064 (R 375 for the taking of the fingerprints must be paid cash and the balance of R 689 can be paid via EFT or Credit Card).
- Fingerprints done at Clients premises R 1639 (R 950 for the taking of the fingerprints must be paid cash and the balance of R 689 can be paid via EFT or Credit Card)

THE WORX - DETAIL

1. Obtain a set of fingerprints:

1.1. If you are inside the borders of South Africa from the South African Police (SAPS):

- Go to your nearest South African Police Station and obtain a set of fingerprints.
- Tell them you need it for a South African Police Clearance but that you are going to hand in the application personally.
- You may be asked to pay a fee of R114 – if so retain the receipt and send it with the application to us.
- Make sure the SAPS put their official stamp on the application.

1.2. If you are outside of South Africa

- Your first choice will be your local police (Always try to get the prints done on their official fingerprint form).
- Some countries have appointed fingerprint takers besides the Police Services
- Your local South African Embassy.
- If the local fingerprint takers do not want to utilize their fingerprint forms, you can utilize the attached South African Police Clearance form.

2. Documents needed:

- Client Sheet attached.
- Fingerprints – make sure it is good quality
- Make a copy of your passport or ID – good quality copy - does not need to be certified.
- **Very Important:** Applications don't usually show maiden names if you want your maiden name included in the application you must ask for it on the application and a copy of your marriage certificate included.
- It seems like the new trend is that countries want the Police Clearance and all the previous names a person had. In South Africa you can only have it in your present name and maiden name. Police Clearances are based on fingerprints and if a offence is against a person's name it will show with the name which the person used at that time plus their correct name at this stage.

3: Scan the application to us with the completed forms, fingerprints and copy of ID.

We have started to submit scanned copies of fingerprints if the quality is good enough.

Scan the application package to us at info@gmtm.co.za.

Very Important. It must be quality scans, not photos – we must be able to print it on special paper with a perfect resolution.

REMEMBER TO INCLUDE THE FOLLOWING

- Fingerprints
- Receipt if obtained from the SAPS
 - Copy of ID or passport
- If maiden name must be included a copy of the marriage certificate must be included.
 - If must be attested for a certain country
 - Courier address and contact no

Courier address if needed.

GMTM
57 Swarthout Street
Doringkloof
Centurion
Gauteng
South Africa
0157
Tel: (012) 6709010
Attention: PCC

4. What do we do:

- On receipt of documents we check the correctness of the application.
- The application is lodged at the CRC the first working day after receipt of the documents.
- We will send you an invoice.
- The progress of the application is followed.
- On completion we collect the certificate from the CRC
- Certificates are Attested if requested.
- Certificates are couriered.

5. Lead Times:

Due to huge backlogs and staff shortages at the CRC our expected lead time is extended from 15/20 working days and a bit longer over extended holiday times like Easter and Christmas.

- Please note that if there is a prior conviction against your name there can be delays in the issue of the certificate.
- We can under certain circumstances apply for expedited Police Clearance Certificates at an additional fee with a lead time of 5 to 7 work days from submission.

Additional documents and information needed with expedited applications:

** Motivational letter.

** Additional motivational letter from immigration Agency or Employer if available.

5: Payment:

- On receipt of the documents we will email an invoice within 48 hours. Invoice will have payment options and details.
- Follow up on documents will only commence when we have received payment.

Kind regards

Gawie Maritz and Team