



RCIPS
We Care, We Listen and We Act

Applying for Traffic Conviction Record or Accident Report

Information for local applicants

Residents applying for Traffic Conviction Records or Traffic Accident Reports are required to provide the information listed below.

1. Applying for a Conviction Record need to present your Driver's License and Passport, if you're using a copy of Driver's License and Passport documents need to be **NOTARIZED**. Caymanians may also use birth certificates with a valid ID and expired passports that are within three (3) months of the expiration date. If you are not Caymanian, your most current immigration status must be stamped in your passport in order to apply.
2. A completed application form signed by applicants aged 17 and older. A parent must sign on behalf of applicants under 17 years old. **IF APPLICATION IS BEING SUBMITTED BY A THIRD PARTY THE APPLICATION FORM MUST BE NOTARIZED.**
3. The prescribed fee for each clearance is **\$25.00 CI** dollars per person; if paying in US dollars the amount is **\$31.25** cash. If paying by a US cheque the amount is **US \$30.50**. Express service is 2 hours **\$75.00CI** dollars. All cheques should be made payable to Cayman Islands Government.
4. The prescribed fee for Comprehensive Accident Report for Insurance is **\$100.00 CI** dollars an Accident Incident Report is **\$25.00 CI** dollars.
5. Copy of Driver's License is required for applying for Accident Reports.
6. The relevant documentation must be provided if there is a name change by deed poll or marriage.
7. Please ensure that you have received a receipt for all transactions made.
8. **ALL CERTIFICATES MUST BE COLLECT BY THE OWNER. IF COLLECTED BY THIRD PARTY – NOTARIZED LETTER GIVING THE PERSON PERMISSION TO COLLECT MUST BE SENT WITH THE PERSON.**

Forms should be submitted to the **Criminal Records Office, Windjammer Plaza, Walkers Road, George Town**. The office is open **Monday to Friday** from **8:30 am to 3:00 pm** and closed on all locally recognised public holidays.

Information for overseas applicants

Overseas applicants applying for Traffic Conviction Record or Traffic Accident Report are required to provide the information listed below.

1. A copy of your driver's license and passport (page with picture, passport number, name etc.). **Please note that each page must be notarized and original documents submitted.**
2. A copy of your most current work permit that was stamped in your passport while working in the Cayman Islands. (Note: if the passport that the work permit is stamped in has been cancelled you will need to send a copy of the cancelled passport along with a copy of the new passport).

3. A completed application form. **APPLICATION FORM MUST BE NOTARIZED.**
4. **Traffic Comprehensive Accident Report:** A bank draft made out to the Cayman Islands Government in the amount of US **\$121.95**, which covers the cost of the report only if you are paying for the return courier service separately; and US **\$127.81** which covers the cost of the report as well as the cost for return by registered mail.
5. **Traffic Conviction Record (or Accident Incident Report):** A bank draft made out to the Cayman Islands Government in the amount of US **\$30.49**, which covers the cost of the report only if you are paying for the return courier service separately; and US **\$36.35** which covers the cost of the report as well as the cost for return by registered mail.

These documents can be sent to us via mail or preferred courier service. If the documents are to be returned via the same courier service, please send the package prepaid with a prepaid slip. If this is not received, it will be sent by regular post.

A response to an application will be returned within 5-7 working days following receipt. Our office is opened Mondays to Fridays **8:30AM-3:00PM** and closed on all locally recognized Public Holidays.

Write to us

Criminal Records Office
Royal Cayman Islands Police Service
P.O. Box 909
Grand Cayman KY1-1103
CAYMAN ISLANDS

Location

Criminal Records Office
Royal Cayman Islands Police Service
Windjammer Plaza
Walkers Road
George Town
Grand Cayman
CAYMAN ISLANDS

Tel: 345-945-4924 / 345-949-4924

Downloadable forms