



**ROYAL CAYMAN ISLANDS POLICE SERVICE
CRIMINAL RECORDS OFFICE**

**INSTRUCTIONS AND APPLICATION FOR
OVERSEAS APPLICANTS**

If you are not in the Cayman Islands, but are applying for a police clearance certificate from overseas, you may only apply and pay for the police clearance certificate online at www.eservices.gov.ky if there is someone on Grand Cayman who can pick up the certificate for you once ready. When this designate comes to pick up your clearance certificate, they must have an **original, signed and notarized letter from you** in their possession, as well as their photo ID, before they will be allowed to collect your certificate.

For those who are applying from overseas and will require their clearance certificate to be mailed back to them, the process is as follows:

- Please complete the application below.

Along with the completed application you must attach the following:

- A copy of your Passport. (Page with picture, passport number, name etc.) **This copy must be notarized.**
- 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). **This copy must be notarized.**
- A set of fingerprints taken by your local Police or an agency authorized to do so. When having these fingerprints taken, you must present the same passport as an ID to that agency as that which will be submitted to the Cayman Islands as part of your application.
- A bank draft made payable to the Cayman Islands Government in the amount of USD\$36.35 (per person).

All of these documents must then be mailed together to the RCIPS Business Centre at the address below.

Mailing:

The documents can be sent to us via regular mail or preferred courier service. If the documents are to be returned via the same courier service, please send a return package **prepaid**; if not, the documents will be sent back to you by registered mail.

Accepted Notary Services:

Please note that all copied documents must be notarized by either a Justice of the Peace; Notary Public, Attorney-at-Law or Minister of Religion.

Processing Time:

If all submitted documents are in order, the RCIPS Criminal Records Office will send the police clearance certificate and original documents to the applicant's address (via courier, if pre-paid, or registered mail) within **5 – 7 working days** following receipt.

Working Days:

Our office is opened Mondays to Fridays and closed on all locally recognized Public Holidays.

Mailing Address:

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

Physical Address:

Criminal Records Office
Royal Cayman Islands Police Service
461, Unit 7 Windjammer Plaza
Walkers Road
George Town
Grand Cayman, Cayman Islands

+1(345) 945-4924



**APPLICATION FOR A POLICE CLEARANCE
CERTIFICATE**

FIRST NAME: _____ MIDDLE NAME (S): _____

SURNAME (S):

MAIDEN NAME:

NAME CHANGE BY DEED POLL/ADOPTION/MARRIAGE:

A.K.A, ALIASES OR NICKNAMES:

DATE OF BIRTH: ____ / ____ / ____
 DD MM YR

COUNTRY OF BIRTH:

LOCAL ADDRESS:

I WISH TO APPLY FOR A POLICE CLEARANCE CERTIFICATE FOR THE FOLLOWING PURPOSES:

1. EMPLOYMENT **YES / NO**
2. VISA / JAMAICA **YES / NO**
3. VISA / U.S.A. **YES / NO**
4. WAIVER **YES / NO**
5. OTHER _____

(A) WERE YOU EVER ARRESTED IN THE CAYMAN ISLANDS? **YES / NO**

(B) WERE YOU EVER CONVICTED OF A CRIMINAL OFFENCE IN THE
CAYMAN ISLANDS? **YES / NO**

(C) IF YES, WHAT OFFENCE(S)? _____

DECLARATION

I HEREBY DECLARE THAT ALL THE ABOVE INFORMATION IS TRUE. I UNDERSTAND THAT I MAY BE CRIMINALLY LIABLE IF I HAVE MADE A FALSE OR MISLEADING STATEMENT OR OMITTED FROM THE APPLICATION ANY OTHER RELEVANT INFORMATION KNOWINGLY TO PERVERT THE COURSE OF JUSTICE.

APPLICANT'S SIGNATURE: _____

DATE: _____ / _____ / _____ CONTACT NUMBER (S): (W) _____ (C) _____
 DD MM YR

APPLICATION FOR POLICE CLEARANCE

IMPORTANT NOTICES

- Applications for Police Clearances must be submitted in person, if not the form must be notarized by a Notary Public, Justice of the Peace, Attorney-at-Law, Minister of Religion or Police Officer the Rank of Sergeant or above.
- ✓ Applicants 17 years and older must apply in person, if the application is being submitted by a third party it must be notarized by a Notary Public, Justice of the Peace, Attorney-at-Law, Minister or Religion or a Police Officer at the Rank of Sergeant or above.
- ✓ A parent or legal guardian must apply in person and sign on behalf of an applicant below the age of 17 and present documentation (birth certificate/notarized proof of guardianship) to prove such.
- Passport or notarized copies of applicant's passport picture information page and a valid work permit, residency or status stamp must be presented.
- Emergency applications for medical reasons must have official referral from the medical facility.
- Police Clearance required for applicants 13 years and older who are applying for a US Waiver.
- Police Clearance required for applicants 16 years and older who are applying for a US Visa.
- Relevant documents must be provided if there is a change of name through Deed Poll or marriage.
- Identification must be presented for collection.
- All certificates must be collected by the owner. If collected by a third party a notarized letter must be written giving that person permission to collect.
- You must receive a receipt for any transaction.

Apply online at 'www.eservices.gov.ky