



St. Vincent and the Grenadines **Request for Police Record** **Fees and Guidance**

Applications for criminal records should be sent directly to the Criminal Records Department in Saint Vincent and the Grenadines.

You will need to complete the attached application form and submit it with the following:

- 2 recent photographs (plus one additional photograph for each additional record)
The photographs should be certified by either:
 - a police officer who has know the applicant for at least 2 years; or
 - a notary public.
- £8 per record (International money orders should be made payable to the Accountant General);
- Full name and date of birth (and any other name/s the applicant may have been know by);
- Certified copies of the first three double pages of the applicant's Vincentian passport. Foreign nationals who were resident in SVG should submit certified copies of their entire passport showing the dates of residency;
- Applicant's fingerprints (contact the police in your country you are currently resident).

For more information please contact:

Immigration Department
Police Records Department
Police Headquarters
Kingstown
Saint Vincent and the Grenadines
Tel: +1 784 457 2111 Fax: (+1 784) 456 2816
Email: commpol@vincysurf.com

Please Note If the criminal record is required for a specific purpose please ascertain before you submit your application whether it will need to be 'legalized' or certified.

The High Commission in London has the authority to 'certify' a Vincentian Criminal Record (fee £20). However the 'legalization' of documents can only be done in St Vincent and the Grenadines by either the Permanent Secretary in the Ministry of Foreign Affairs; or the Registrar in Court House. If it is required that the criminal record must be 'legalized' you should state this in the covering letter which you submit with your application. There is an additional fee for this service and you should contact either the Ministry of Foreign Affairs or the Registrar on +1 784 456 1111 for more information.

To: Commissioner of Police
Police Headquarters
Kingstown.

APPLICATION FOR A POLICE CERTIFICATE

Surname

Christian Name

*Passport or Permit No. Issue

on 20 attached

Nationality

Nationality at Birth

Date of Birth

Place of Birth

Sex

Occupation

Present Address

Permanent Address

No. of photographs attached

Have you ever been convicted of any offence?

(i) In St. Vincent?

(ii) Elsewhere?

If so, give particulars

Father's Name Mother's Name

State reasons in full for requiring Certificate (include whether applicant intends travelling as visitor, student or immigrant):-

Signature

Date 20

Countersigned

